

**Most Important**

**No.4/2/2003-MC  
Government of Haryana  
Monitoring and Coordination Cell**

**Haryana Civil Secretariat  
Dated, Chandigarh the 10th January, 2013**

To

All the Administrative Secretaries, Government of Haryana.

**Subject:- Updation of Information on the Website by the Departments.**

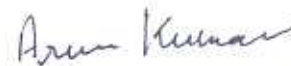
Sir/Madam,

I have been directed to refer to the subject noted above and state that it has been observed that some of the Departments are not updating the information on their website regarding latest instructions/service rules/gradation list etc. As a result, the general public remains deprived of the latest information and are thus forced to seek information under Right to Information Act.

2. It has been decided that the Administrative Secretaries of the concerned Departments will review the websites of their Department(s), Boards/Corporations under their administrative control on each Monday to see that these are updated as on date. They are requested to issue standing orders assigning responsibility for updating the websites and display the date of last updation on the Home Page itself with immediate effect. The name of the Nodal Officer for updation of the website should also be indicated either on the Home Page or under the head 'Website Administrator'. A Certificate in the enclosed format should be sent by the Administrative Secretaries through e-mail to PSIT (Shri Arun Bansal, Manager, IT Department) at [arun@hry.nic.in](mailto:arun@hry.nic.in) during first week of every month to the effect that the websites of the Department(s), Boards/Corporation under their administrative control have been updated as per instructions during the previous month.

The instructions may be brought to the notice of all concerned for immediate compliance and send one time Action Taken Report including the standing order assigning the responsibility for updation of the website(s) to the Government at [cs.coordination@hry.nic.in](mailto:cs.coordination@hry.nic.in) within 15 days positively.

Yours faithfully,



Deputy Secretary to Govt. of Haryana.  
[cs.coordination@hry.nic.in](mailto:cs.coordination@hry.nic.in)

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