

North Block, New Delhi
Dated: 12th January, 2023

OFFICE MEMORANDUM

Subject: Uploading/updating of contents on the MHA Website and furnishing of Hindi version of website content-reg.

The undersigned is directed to refer to the subject cited above and to say that Cabinet Secretariat is closely monitoring the updation of the websites of all Ministries/Departments as well as those of their attached/subordinate offices/autonomous organizations. The website of Ministry of Home Affairs has recently been upgraded to Drupal version 9.0.

2. All the Divisions are, therefore, requested to check the content in respect of their Divisions for its correctness, certify the same by 15.01.2023 and send content for updation, if any. It is also requested that the Divisions may make available the Hindi version of the content in respect of their Division, so that the Hindi version of the website may be updated accordingly.

3. Furthermore, the Divisions are to ensure compliance of the following guidelines while furnishing material for updation on MHA Website:

- (i) The content/document should indicate the ownership i.e., name of the Ministry/Department, Division and date of the document
- (ii) The subject/title of the document should be clearly mentioned
- (iii) The material is duly signed by the competent authority (name and designation are clearly mentioned), not below the rank of Under Secretary
- (iv) The exact location (Menu/Sub-Menu) for uploading of the document should be clearly indicated
- (v) Searchable PDF is furnished at the email ID: soit@nic.in only.
- (vi) The Hindi version of the content is simultaneously furnished. If not, a confirmation must be sent that the same will be made available within a week.

4. It is also requested that all the Divisions must certify on the first Monday of every month that the content in respect of their Division, uploaded on the MHA Website is up-to-date.

(Radhey Shyam Verma)
Under Secretary(C-II & IT)

To

All the Divisional Heads in the Ministry of Home Affairs