

# Website Policy

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(Version 1.0)

Website Policies,  
Terms & Condition,  
Disclaimer  
And  
Process for Updating  
District Website

<http://kargil.gov.in>

Last Updated: 21.10.2016

NIC District Unit Kargil

# Website Policy

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References have been taken from following Government websites for Designing Website Polices and Terms & Conditions:

- <http://goidirectory.nic.in/>
- <http://www.nic.in/>
- <http://jammu.nic.in/>
- <http://srinagar.nic.in/>
- <http://nielit.gov.in/>
- <http://webservices.gov.in>

## 1. DISCLAIMER

This web Site has been designed & developed by National Informatics Centre (NIC), Kargil based on the content information provided by the District Administration. All the contents of this web-site are owned by the administration and the respective line departments and are only for general information or use. While every care has been taken to ensure the accuracy of information published on this web site, NIC does not accept any responsibility for the contents and correctness of the information provided in the web site. However, we shall be obliged if errors/omissions are brought to our notice so that the concerned departments are contacted for carrying out the corrections and updation.

## 2. Terms & Conditions

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Though all efforts have been made to ensure the accuracy and up to date of the content on this Portal, the same should not be construed as a statement of law or used for any legal purposes. NIC accepts no responsibility in relation to the accuracy, completeness, usefulness or otherwise, of the contents. Users are advised to verify/check any information with the relevant Government department(s) and/or

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other source(s), and to obtain any appropriate professional advice before acting on the information provided in the Portal.

Links to other websites that have been included on this Portal are provided for public convenience only. NIC is not responsible for the contents or reliability of linked websites and does not necessarily endorse the view expressed within them. We cannot guarantee the availability of such linked pages at all times.

Material featured on this Portal may be reproduced free of charge after taking proper permission by sending a mail to us. However, the material has to be reproduced accurately and not to be used in a derogatory manner or in a misleading context. Wherever the material is being published or issued to others, the source must be prominently acknowledged. However, the permission to reproduce this material shall not extend to any material which is identified as being copyright of a third party. Authorization to reproduce such material must be obtained from the departments/copyright holders concerned.

## Website Policies

### 1. Hyperlinking Policy

Links to external websites/portals

We do not object to you linking directly to the information that is hosted on our site and no prior permission is required for the same. However, we would like you to inform us about any links provided to our site so that you can be informed of any changes or updations therein. Also, we do not permit our pages to be loaded into frames on your site. Our website's pages must load into a newly opened browser window of the user.

### 2. Copyright Policy

Material featured on this Website may be reproduced free of charge. However, the material has to be reproduced accurately and not to be used in a derogatory manner or in a misleading context. Wherever the material is being published or issued to others, the source must be prominently acknowledged. However, the permission to reproduce this material shall not extend to any material which is identified as being

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copyright of a third party. Authorization to reproduce such material must be obtained from the departments/copyright holders concerned.

These terms and conditions shall be governed by and construed in accordance with the Indian Laws. Any dispute arising under these terms and conditions shall be subject to the exclusive jurisdiction of the courts of India.

### 3. Privacy Policy

The district Kargil website does not automatically capture any specific personal information from you (like name, phone number or e-mail address), that allows us to identify you individually.

If this website requests you to provide personal information, you will be informed for the particular purposes for which the information is gathered and adequate security measures will be taken to protect your personal information.

We do not sell or share any personally identifiable information volunteered on the district website to any third party (public/private). Any information provided to this Website will be protected from loss, misuse, unauthorized access or disclosure, alteration, or destruction.

We gather certain information about the User, such as Internet protocol (IP) addresses, domain name, browser type, operating system, the date and time of the visit and the pages visited. We make no attempt to link these addresses with the identity of individuals visiting our site unless an attempt to damage the site has been detected.

### 4. Content Archival Policy (CAP)

Notification/ Orders/ Tenders/ Circulars shall be archived after a completion of one year from the date of notification/publication on the site. Mechanism is in place for quarterly monitoring and archiving the notification/ orders/ circulars. The archived contents will be accessible in the archive section.

### 5. Content Contribution, Moderation and Approval Policy(CMAP)

Content needs to be contributed by the district administration and respective line departments in a consistent fashion to maintain uniformity and to bring in standardization. In order that all contents posted on the website are authentic, up to date and latest, officers/division contributing the contents must check them thoroughly for authenticity and accuracy before posting. The contents must invariably

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display a time stamp indicating the date on which the information was posted and last reviewed and/or modified.

The new/revised contents should be sent by concerned departments containing below standard relevant sections after approval through the Deputy Commissioner to NIC District Unit for posting on the website. Different Content Element is categorized as Routine OR Priority.

<b>S. No.</b>	<b>Content Element</b>	<b>Type of Content</b>	<b>Contributor/ Moderator/ Approver</b>
1	About Departments	Routine	HoD Concerned Section/ department/ organization/ collectorate
2	Programmes/ Schemes/ Courses	Routine	HoD Concerned Section/ department/ organization/ collectorate
3	Policies	Routine	HoD Concerned Section/ department/ organization/ collectorate
4	Acts/Rules	Routine	HoD Concerned Section/ department/ organization/ collectorate
5	Circular/Notifications	Priority	HoD Concerned Section/ department/ organization/ collectorate
6	Documents/Publication s/ Reports	Routine	HoD Concerned Section/ department/ organization/ collectorate
7	Directories/Contact Details	Routine	HoD Concerned Section/ department/ organization/ collectorate
8	Tenders	Priority	HoD Concerned Section/ department/ organization/ collectorate
9	Other Relevant Information	Routine	HoD Concerned Section/ department/ organization/ collectorate

### 6. Content Review Policy(CRP)

All possible efforts need to be taken to keep the content on the Website current and up-to-date. This Content Review Policy defines the roles and responsibilities of the website content review and the manner in which it need to be carried out.

The Review Policy is based on different type of content elements, its validity and relevance. The matrix below gives the Content Review

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S. No.	Content Element	Based on Event / Time (validity)	Frequency of Review by the contributor	Contributor
1	About Departments	Event	Half Yearly, Immediate-for New Section Created	HoD Concerned Section/ department/ organization/ collectorate
2	Programmes/ Schemes/ Courses	Event and Time	Quarterly, Immediate for new Programme/ Scheme introduced.	HoD Concerned Section/ department/ organization/ collectorate
3	Policies	Event	Quarterly, Immediate for new Policies introduced.	HoD Concerned Section/ department/ organization/ collectorate
4	Acts/Rules	Event	Quarterly, Immediate for new Acts/rules	HoD Concerned Section/ department/ organization/ collectorate
5	Circular/Notifications	Event and Time	Immediate	HoD Concerned Section/ department/ organization/ collectorate
6	Documents/Publications/ Reports	Event and Time	Immediate	HoD Concerned Section/ department/ organization/ collectorate
7	Directories/Contact Details	Event and Time	Quarterly, Immediate in case of change.	HoD Concerned Section/ department/ organization/ collectorate
8	Tenders	Event and Time	Immediate	HoD Concerned Section/ department/ organization/ collectorate
9	Other Relevant Information	Event and Time	Quarterly, Immediate in case of change.	HoD Concerned Section/ department/ organization/ collectorate

### 7. Security Policy.

Website is registered as <http://kargil.gov.in> and hosted at NIC National Data Centres. The website is updated through secure VPN services provided by NIC which is being updated regularly by officials authorized for the purpose.

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## 8. Website monitoring policy.

Website Monitoring Policy is in place and the website is monitored periodically to address and fix the quality and compatibility issues around the following parameters:

**Performance:** Site download time is optimized for a variety of network connections as well as devices. All important pages of the website are tested for this.

**Functionality:** All modules of the website are tested for their functionality.

**Broken Links:** The website is thoroughly reviewed to rule out the presence of any broken links or errors.

**Feedback:** Feedback from the visitors is the best way to judge a website's performance and make necessary improvements. A proper mechanism for feedback is in place to carry out the changes and enhancements as suggested by the visitors.

## MECHANISMS FOR UPDATING AND MONITORING OF WEBSITE

- Mechanism to check the accuracy of Hyperlinked Content.  
Quarterly Website review, for checking accuracy of Hyperlinked Content and respective Departments are informed to update the same.
- Mechanism to ensure that there are no 'broken links' (internal as well as external) or 'Page not found' errors.  
Broken links and 'page not found' errors resolved as soon as detected / informed after confirming from respective sections.
- Mechanism to keep the information up to date  
Content Review Policy in place to keep the website up to date.
- Mechanism to ensure that all Tender / Recruitment Notices issues by the Department are published on the website.
- Mechanism to ensure that information on old / irrelevant Tender / Recruitment notices is removed or moved into the archive section  
Content Review Policy and Content Archival Policy is in place to ensure the same.
- Mechanism is in place to ensure that all the Citizen Services, Forms, Documents and Schemes are registered with the respective repositories of the National Portal.
- Mechanism is in place to ensure timely response to feedback/queries received through the website.  
All feedback are used to carry out enhancement of the website. Queries are forwarded to respective Departments.
- Mechanism is in place to ensure that all downloadable material is free from virus.

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### Activities of NIC District Unit for updating and monitoring of website

Sno	Activity	Time	Action
1	Review Website	Half yearly	Review the website for technology updation and compatibility checking.
2	Review this Document	Half yearly	Review this document Website Policies, Terms & Condition, Disclaimer And Process for Updating Website
3	Check the accuracy of Hyperlinked Content	Quarterly	Letter to Concerned Sections for updating the Contents on the website as per Content Review Policy(CRP).
4	Website updation	Quarterly	
5	Content Archival Policy	Quarterly	Archive old documents as per Content Archival Policy.
6	Feedback	Timely	Carry out the changes and enhancements as suggested by the visitors after consulting the respective Departments.
7	New Content received from Departments including tenders, notices and circulars.	immediately	Upload / update immediately on receiving the same
8	Broken links and 'page not found' errors	immediately	Resolved as soon as possible

All policies and plans are approved by Head of Department.