

GOVT MEDICAL COLLEGE AND ITS ASSOCIATED HOSPITALS , SRINAGAR

**CIRCULAR**

Sub: Updation of official Government Websites.

In pursuance to the Government order No 148-JK(GAD) of 2021 dated 13.02.2021 regarding constitution of committee for supervising the regular updation of Official websites of various Government Departments, in this regard it is impressed upon all the HOD's and Medical Superintendents to provide the updated information of their respective departments/hospitals only in the form of Soft Copy in word format. The requisite information shall be mailed on email id of IT Section [gmcwebsiteinformation@gmail.com](mailto:gmcwebsiteinformation@gmail.com).

1. Departmental Info
  - a. Introduction
  - b. Staff Directory
2. Courses/Training
3. Faculty Staff (Faculty, Staff, Students, Ex-Faculty)
4. Research/Publications
5. Notices/Events/Awards
6. Workshop/Seminar Details
7. Alumni
8. Departmental Rosters(Teaching, Duty ,OPD)
9. Infrastructure(Machinery)
10. Services Offered (OPD, IPD, Lab Services, Other Facilities)
11. Annual Reports and Statistics
12. Photo Gallery (Departmental Photo etc)
13. Contact us.
14. Message by HOD/MS.



Principal/Dean,

Government Medical College Srinagar.

No:- IT/GMC/2021/316-360  
Copy to the :-

Dated:- 15/02/2021

1. HOD ALL, GMC, Srinagar for information and necessary action.
2. Chairperson I.T, GMC Srinagar for information.
3. Medical Superintendent, ALL for information and necessary action.
4. In-charge I.T Section for information and necessary action.
5. Office Record.

**Government of Jammu and Kashmir  
General Administration Department  
Civil Secretariat, Jammu.**

**Subject: Constitution of a Committee for continuous and concurrent updation of official websites of various Government Departments and Districts of the Union territory of Jammu and Kashmir.**

**Government Order No.148-JK(GAD) of 2021  
Dated:13.02.2021**

Sanction is hereby accorded to the constitution of a Committee, comprising the following, for continuously supervising the updation of official websites of various Government Departments and Districts of the Union territory of Jammu and Kashmir:-

1.	Secretary to the Government, Information Technology Department.	Chairman
2.	State Informatics Officer, National Informatics Centre (NIC), Civil Secretariat, Jammu.	Member
3.	Representative of Jammu and Kashmir e-Governance Agency (JaKeGA), to be nominated by Secretary to the Government, Information Technology Department.	Member

**Terms of Reference:-**

- i) To frame SOPs to ensure that all Government websites are updated regularly by departments/districts.
- ii) To monitor and guide NIC in designing Government websites so as to make them more informative, interactive and user-friendly.
- iii) To ensure that the Government websites have easy interfaces/access to all important Circulars/Notifications/Acts.
- iv) To ensure that websites become easy means for accessing/enrolling in Government schemes/programmes.

**By order of Government of Jammu and Kashmir**

**Sd/-**

**(Manoj Kumar Dwivedi)IAS**

Commissioner/ Secretary to the Government

No. GAD(Adm)43/2018-II(PF)


Dated:13.02.2021

Copy to the:


1. All Financial Commissioners.
2. Director General of Police, J&K.



3. All Principal Secretaries to the Government.
4. Principal Secretary to the Lieutenant Governor.
5. All Commissioner/Secretaries to the Government.
6. Divisional Commissioner, Jammu/Kashmir.
7. Director, Information, J&K.
8. All Deputy Commissioners.
9. All Heads of Departments/Managing Directors/Secretary, Advisory Boards.
10. Director, Archives, Archaeology and Museums, J&K.
11. State Informatics Officer, National Informatics Centre, J&K
12. General Manager, Government Press, Srinagar/Jammu.
13. Private Secretary to the Chief Secretary.
14. Private Secretary to Commissioner Secretary to the Government, GAD.
15. Government Order file/Stock file/GAD website.

  
**(Rohit Sharma)KAS**

Additional Secretary to the Government

  
13/02

13.02.2021