



Department of Information Technology
Government of Goa
2nd Floor, IT HUB,
Altinho, Panaji, Goa - 403 001, India

No. 13(10)/2009/DOIT/Website-Circulars/ 1266

Dated: 03/10/2018

CIRCULAR

The Department of Information Technology (DoIT) acts as a nodal agency for implementation of ICT (Information and Communication Technology) activities for the state of Goa. In order to assist/facilitate the State Government Departments/ Corporations and other entities falling within the jurisdiction of the Government of Goa, has appointed M/s. Goa Electronics Ltd. (GEL) as **State Designated Agency (SDA)** for all website related activities such as design, development, hosting, security audit, STQC audit, GIGW compliance, maintenance and monitoring of State Government websites.

The cost towards design, development and maintenance of the website, SSL certificate purchase, security audit and additional 5% of service charge of the total cost of the website to be paid to SDA shall be borne by the concerned intending department/corporation etc.

The said appointment shall be valid for a period of TWO years from the date of issue of this circular. DoIT reserves the right to renew, extend or cancel the appointment of SDA based on its performance.

The details of the contact persons from SDA are indicated at **Annexure-I** enclosed. The standard operating procedures (SOP) to be followed by SDA are placed at **Annexure-II** for reference.

The circular issues with the approval of Hon'ble Chief Minister/ Finance Minister vide U.O. No. 2016/F; dated: 02/08/2018.


Praveen Volvotkar
Director (IT)

Enclosures: As above

To: 1. All Heads of the Departments/ Corporations/ Autonomous Bodies

Copy To:

1. P.S. to Secretary (IT), Secretariat, Porvorim.
2. P.S. to All Secretaries, Secretariat, Porvorim.
3. M/s Goa Electronics Ltd, Patto Panaji Goa
4. State portal team, DOIT: For updation on website

Phone Nos.: +91 (832) 22221505/2221509
Dir-dit.goa@nic.in

Fax No.: +91 (832) 2221490
www.goa.gov.in

Annexure I

Details of State Designated Agency: Goa Electronics Limited

Sr. No	Name of The Contact Person from State Designated Agency	Address	Phone No and email id
1	Ms Revati Muzumdar Chief Executive Officer	Goa Electronics Limited (GEL) Ground Floor, Shramshakti Bhavan, EDC Complex, Patto Plaza, Panjim, Goa - 403001	revati@goaelectronics.co.in
2	Shri Anant Yende Chief Technical Officer	Goa Electronics Limited (GEL) Ground Floor, Shramshakti Bhavan, EDC Complex, Patto Plaza, Panjim, Goa - 403001	anant@goaelectronics.co.in



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Annexure-II

Standard Operating Procedures

- i. M/s Goa Electronics Ltd (GEL) shall be the State Designated Agency (SDA) for all website related activities such as design, development, hosting, quarterly security audit, STQC audit, maintenance and monitoring of State Government websites as per the requirements specified by the concerned department.
- ii. SDA shall empanel the agencies for design, development and maintenance of websites following Government prescribed codal formalities.
- iii. SDA shall strictly abide by prevailing Guidelines for Indian Government websites (GIGW Version 2.0) issued by the Government of India from time to time, and all changes shall be incorporated in the websites accordingly to ensure quality, usability, user-centricity and accessibility of websites across their lifecycle. The guidelines are accessible at <http://www.webguidelines.gov.in>.
- iv. SDA shall develop/enable Government websites in the state to be accessible to persons with disabilities (Divyangjan) as per GIGW Version 2.0/WCAG 2.0 standards.
- v. SDA shall comply with the Court order WP No. 29214/2015, Dated: 09/12/2016 issued by Hon'ble High Court of judicature at Madras with respect to compliance to GIGW.
- vi. SDA shall comply with website security guidelines issued by CERT-IN from time to time which are available at www.cert-in.org.in in order to prevent websites being compromised.
- vii. SDA shall comply with metadata and data standards which are available at www.egovstandards.gov.in from time to time.
- viii. SDA shall comply with State Data Centre (SDC) guidelines for deployment of websites at SDC and for availing fourth level domain name.
- ix. SDA shall submit a monthly report indicating website Updation status, last updated date, last security audit conduct date to this department without fail for onward submission to the Chief Secretary.
- x. SDA shall develop an application to submit website Updation reports by the department where in DoIT, Chief Secretary and Chief



- Minister/IT Minister can view the status updation done by the departments for their websites at one glance.
- xi. SDA shall assist departments to carry out websites security audit.
 - xii. SDA shall furnish Website Security Audit Certificate issued by CERT-IN and Website Quality Certification issued by STQC to DOIT on completion of respective audit.
 - xiii. SDA shall assist the departments in procuring SSL certificate.
 - xiv. SDA shall ensure the timely updation of the content of websites and security of websites.
 - xv. SDA shall comply with guidelines issued by Government of India and/ or Government of Goa from time to time.
 - xvi. SDA shall act as a single point of contract for all matters related to State Government websites, and any reports/ status if required by DOIT shall be furnished in a time bound manner.
 - xvii. Departments shall obtain NOC from DoIT prior to creation of website through SDA.
 - xviii. State Departments/Corporations shall approach SDA for all website related activities such as design, development, hosting, SSL certificates purchase, security audit, STQC audit, GIGW compliance and maintenance, and SDA shall be carrying out these activities for Government Departments/Corporations only through empaneled agencies.
 - xix. The cost towards website related activities provided by ERNET India, Govt. of India will act as base price for website related activities to be carried out by SDA, and the quotes offered by SDA shall be comparable to the costing provide by ERNET India.
 - xx. A Service Charge of 5% of the total cost of the website shall be paid by the intending Department to SDA in addition to the website cost.
 - xxi. The cost towards design, development and maintenance of the websites, SSL purchase , security audit and additional 5% of service charge of the total cost of the website to be paid to SDA shall be borne the by intending department.
 - xxii. Taxes if any, shall also be borne by the intending department.