



Department of Information Technology
Government of Goa
'IT Hub', 2nd Floor,
Altinho, Panaji Goa-403001

No. 8(31)/DoIT/2019/MyGov Instance -Goa | 110 |

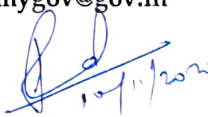
Date: [0 / 1] /2020

CIRCULAR

Subject: Hosting Department Related Activity MyGov Goa Portal

Ref: circular no:8(31)/DoIT/2019/MyGov Instance-Goa/723 dated 04/09/2020

1. **MyGov Goa** (<https://goa.mygov.in>) a citizen engagement platform, provides a unique opportunity to all Government entities to design/ plan an activity in relevant areas and host it, under different sections such as Tasks , Discussions, Polls/survey, Talks, Quiz , Blogs etc. Thus encouraging participation of citizen to share their valuable suggestions through this platform. Till date, MyGov Goa has hosted various activities such as discussions, surveys, quiz etc. and has received active participation from citizens.
2. In this regard, all HODs are requested that citizen engagement activities pertaining to their Departments/Corporations/ Autonomous Bodies thereunder may be conducted through MyGov Goa Portal.
3. Any Department can host following various activities on MyGov Goa Portal:
 - i. **Task/Contest:** Logo Design/ Tagline/Essay/Photography/Short Films etc.
 - ii. **Discussion:** Citizens ideas/feedback on various policies/schemes/topics.
 - iii. **Poll/Survey**
 - iv. **Quiz:** Shall be hosted on quiz.mygov.in & banner shall be placed on MyGov Goa portal.
 - v. **Blog:** State information blog/winner announcement blog shall be hosted on blog.mygov.in and link shall be provided on MyGov Goa portal under blog section.
 - vi. **Talks:** State videos /interviews of important personnel/informative videos.
4. In order to assist hosting of activities on the portal, DoIT has formulated an SOP for the same. Based on the SOP (refer enclosed Annexure-A), DoIT has created a format based on which the concerned department can take action at their end.
5. The request to host the activity on MyGov Goa Portal should be communicated vide a letter to DoIT and subsequently all necessary content should be emailed at goa.mygov@gov.in , within a period of 7 days prior to Go-Live date.
6. All Departments/Corporations/ Autonomous Bodies are requested to adhere to SOP for MyGov Goa.
7. For any information/queries in this regards, Kindly mail to goa.mygov@gov.in


(Ankita Anand, IAS)
Director (IT)

Encl as above

To :

All the Heads of Departments

Annexure-A

SR. NO.	ACTIVITY	DETAILS TO BE CONVEYED TO DOIT
1.	Nominate one nodal officer for the activity for co-ordination with DoIT.	Name, designation, department name, email-id, mobile number
2.	Necessary administrative approval should be taken prior to hosting the activity.	- NIL -
3	If a department wishes to host an activity on MyGov Goa Portal	<ol style="list-style-type: none">1. Activity name, tagline/topic & description2. Home page Banner [size: 1600 X 543]3. Thumbnail [size: 510 X 340]4. Detailed content of the said activity:-<ul style="list-style-type: none">• Objective• Start date & Last day• Rules pertaining to said activity• Questions & answers for quiz• Article etc.

Note: The concerned department shall be responsible for creation/updation and monitoring of their respective activity content.