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CIRCULAR

The State Portal of Government of Goa (www.goa.gov.in) hosts important information pertaining to all Government Departments/Corporations/Autonomous Bodies. Information such as, Head of Department (HOD) details, department contact details, departmental schemes, policies, tenders, orders, circulars, PIO/APIO information, citizen charter, etc., is displayed on the state portal. This information is required to be regularly updated to ensure that the latest information is available to citizens.

The Department of Information Technology, Electronics and Communications (DITE&C) makes constant endeavors to timely update the State Portal for Government of Goa. The content uploaded on the state portal is classified as follows:

Critical Content	Refers to content pertaining to who is who, administrative setup, Members of the Legislative Assembly, budget related matters, legislative assembly matters, critical circulars related to disaster, security and similar matters.
Urgent Content	Refers to circulars, O.Ms, notifications issued by Finance Department, Personal Department, Administrative Reforms Department, Police Department, Fire and Emergency Department, Election matter, any other Department within Secretariat and similar matter.
Regular Content	Refers to any other content which does not come under the critical content of urgent content categories.

It has been observed that, the information sent through physical letters, does not reach this office in a time bound manner thereby affecting the timely updation of the State Portal.

In view of the above, all the Government Departments/Corporations/ Autonomous Bodies shall mandatorily provide the information on regular basis, __only__ on the official email address *stateportal.goa@nic.in* in a time bound manner. Further, it is requested to classify the sent information as *Critical Content, Urgent Content or Regular Content*. Any information not classified as above will be treated as Regular Content.

For any further assistance, suggestions and information it is requested to contact the Toll Free Helpdesk at 1800-233-5060 or email at *stateportal.goa@nic.in.*

(P. Pravimal Abhishek,IAS)
Director (ITE&C)

To,
1. All Heads of Departments.
2. Office Copy.
3. Guard Copy.
4. State Portal.