

**DEPARTMENT OF FOOD SAFETY
GOVERNMENT OF NCT OF DELHI**
8th Floor, Mayur Bhawan, Connaught Place,
New Delhi - 110001

F.12(77)/PFA/EDP/Website/2012 / 1053-56

Dated: 16/6/25

OFFICE ORDER

Subject: Constitution of Committee to streamline the updating of website –reg.

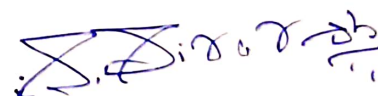
The Hon'ble Minister (IT) in a review meeting of Delhi Government Portal held on 07.04.2025 observed that the departments are not updating the contents on their respective websites regularly, thereby depriving the citizens of access to the latest updated position on Government policies and decisions. Consequently, a Circular was issued by the IT Department, GNCTD, dated 28.04.2025 (F.No. E-13016/26/2020-SeMT-Secy(IT)/2575-2654) directing the departments to update the contents of the website and forward a certificate of compliance to special secretary (IT) on first Monday of every month, and in case of holiday, on the next working day. Non-compliance would be viewed adversely and brought to the notice of Hon'ble Minister (IT).

2. In pursuance of the above, the Competent Authority is pleased to constitute the following committee **to streamline the process of verifying the accuracy and ensuring the timely updating of content, in line with the current status of the information hosted on the official departmental website.** This initiative aims to ensure that regular monitoring of website updates is carried out and institutionalized as a standard practice.

S.no	Designation	Role
I.	Senior System Analyst	Chairman
II.	Section Officer (Admin)	Member
III.	Designated Officer (HQ)	Member
IV.	Incharge – RTI matters	Member
V.	Food Analyst	Member
VI.	Data Processing Assistant	Member

3. The committee shall endeavour to ensure that all information, content, and documents available on the department's website are complete, accurate, and up to date at least three days prior to the submission of the compliance certificate by the Head of Department (HoD), which occurs on the first Monday of every month or, in case of a holiday, on the next working day. This exercise is to be made a set practice and is to be followed every month.

This issue with prior approval of the competent authority.



(S Siva Venkatesh)

Senior System Analyst/Nodal Officer – Website

Annexure(s):

- I. Circular F.No. E-13016/26/2020-SeMT-Secy(IT)/2575-2654 issued by the IT Department, GNCTD, dated 28.04.2025.
- II. Approval of the competent authority.

Copy to:

- I. HOD, Department of Food Safety, GNCTD.
- II. HOO, Department of Food Safety, GNCTD.
- III. All concerned officers.
- IV. Shri Saurav Bharti, DPA, with instruction to upload the order on the website.

255/C

GOVT OF NATIONAL CAPITAL TERRITORY OF DELHI
DEPARTMENT OF INFORMATION TECHNOLOGY
9TH LEVEL, B-WING, DELHI SECRETARIAT, I.P. ESTATE, NEW DELHI - 110002
No.E-13016/26/2020-SecMT-Secy(IT)/ 2575-2654

Dated: 28/04/2025

Circular

References:

- (1) E-13016/3/2015/Development-Secy(IT)/PF1/2053-2122 Dated 01/04/2025
- (2) E-13016/3/2015/Development-Secy(IT)/PF1/1182-1261 Dated 07/03/2025
- (3) E-13016/3/2015-Development-Secy(IT)/PF1/8924-9023 Dated 09/12/2024
- (4) E-13016/3/2015-Development-Secy(IT)/PF1/3898-2977 Dated 19/06/2024

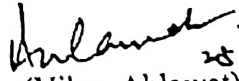
Subject: Mandatory update of the contents on departmental websites.

The Hon'ble Minister (IT) in a review meeting of the Delhi Government Portal held on 04/07/2025 observed that the Departments are not updating the contents on websites regularly, thereby depriving the citizens of access to the latest updated position on Government policies and decisions.

2. The web portal has a provision for the Departments to self-update the departmental contents by the web nodal officer nominated by them, and to whom the IT Department has already issued the access credentials.

3. The Departments of Delhi Governments of GNCTD/ Autonomous Bodies/ Local Bodies of GNCTD are hereby mandated to update the contents of the websites under their administrative control on regular basis without fail. A certificate of compliance, as per the prescribed format (Annexure - "A"), would henceforth be emailed by the HoD concerned under her/his signature to the Spl. Secretary(IT) at spl-secyit@delhi.gov.in on the first Monday of every month, and in case of holiday then on the next working day. Any non-compliance would be viewed adversely and brought to notice of Hon'ble Minister (Information Technology).

This issues with the prior approval of the Hon'ble Minister (Information Technology),
GNCTD


(Vikas Ahlawat)
Special Secretary (IT)

For information and necessary action to:

All ACS/Pr. Secretaries/Secretaries/HoD of Delhi Government Departments of GNCTD/
Autonomous Bodies/ Local Bodies of GNCTD

Copy to

1. Pr. Secretary to Hon'ble Lt. Governor, Govt. of NCT of Delhi
2. Secretary to Hon'ble Chief Minister, Govt. of NCT of Delhi
3. SO to Chief Secretary, Govt. of NCT of Delhi
4. Secretary to the Hon'ble Minister (IT), GNCTD
5. Guard file

- 72/10 -

It is submitted that in pursuance of the Circular Issued by the IT Department, GNCTD, dated 28.04.2025 (F.No. E-13016/26/2020-SeMT-Secy(IT)/2575-2654) (see page 232/C) which conveys the observations of the Hon'ble Minister (IT) during a recent review meeting, wherein serious concern was expressed over the lack of regular updation of departmental websites. It was noted that such lapses hinder transparency and impede citizen access to the most current information regarding Government policies, schemes, and decisions.

2. Vide the said review meeting, every Department was thus mandated to update the contents of the website on regular basis and a **Compliance Certificate** shall be furnished by the Head of Department to the **Special Secretary (IT)** on the **first Monday of each month**, without fail.

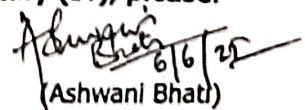
3. In this regard, it is submitted that a circular no. F.12(77)/PFA/EDP/Website/2012 dated 29.05.2025 (see page 248/C) was issued in the department directing every section to ascertain whether the website of the Department i.e., <https://foodsafety.delhi.gov.in/> reflects the most current and accurate details and mandatorily provide a certificate in this regard. The circular also directed that this exercise shall be made a set precedence and is to be followed every month.

4. In the wake of the above, it is submitted that the requisite certificates have been received from the key sections of the department that are primarily responsible for updating content on the department website (viz. Dy. Commissioner, Admin, Accounts, DO (HQ), and RTI section). These certificates confirm that the information, content, and documents available online pertaining to the respective branches are complete, accurate, and up-to-date to the best of their knowledge and records. The certificates received have been placed opposite for kind perusal at pages 250-254/C.

5. It is proposed that, if approved, a committee may be constituted to streamline the process of verifying the veracity and ensuring the timely updation of content, in line with the current status of the information hosted on the official departmental website. This will serve to ensure that regular monitoring of website updates is undertaken and institutionalized as a standard practice. The exercise shall be carried out on a monthly basis, at least three days prior to the submission of the compliance certificate by the Head of Department (HoD). The committee may be constituted as follows:

- I. Senior System Analyst – Chairman.
- II. Section Officer (Admin) – Member.
- III. Designated Officer (HQ) – Member.
- IV. Incharge-RTI – Member.
- V. Data Processing Assistant – Member.
- VI. Food Analyst – Member.

6. Accordingly, in adherence to the Circular issued by the IT Department, GNCTD, dated 28.04.2025 (F.No. E-13016/26/2020-SeMT-Secy(IT)/2575-2654), if approved, the Head of the Department may be requested to accord approval and sign the compliance certificate placed opposite for onward submission to Special Secretary (IT), please.


(Ashwani Bhat)

DPA

S.S.A

D.O. 06/06/25

CFS

13/6/25

SSA

D.O. 13/6/25

DPA-II