

RAJYA SABHA SECRETARIAT
(IT Sections (H&S))

No. RS/3/1/2018-IT

Dated the 6th August 2018

CIRCULAR


Subject : Updation of information on Hindi websites of Rajya Sabha

Rajya Sabha Website Quality Manual, available on the Rajya Sabha Intranet site (*under the link of I.T. Section*) delineates the responsibility of various Sections and Officers of the Secretariat regarding updating, monitoring and archiving of various data/items placed on the Websites of Rajya Sabha. It may be recalled that vide Circulars No. RS.3/2/2010-IT dated 05/08/2010 and 12/10/2010 and Circular No. RS. 4/18/2016-IT dated 10/10/2016 and 07/07/2017, all Officers and Sections have been repeatedly requested to keep the information up-to-date on the Rajya Sabha websites, both in Hindi and English by checking regularly the information pertaining to them on the Websites, updating the same in a timely manner and removing the outdated information.

2. It is once again reiterated that all Officers/Sections may take note of the same and make sincere efforts to check and update the information, pertaining to them on the Rajya Sabha Websites.

3. It has been observed that there is noticeable disparity in the levels of updation of Hindi content pertaining to some Sections in comparison to the English content and in certain cases the Hindi version of the content is also not available. **Taking this into view, all Sections/Officers are requested to check each item of content pertaining to them, especially the Hindi Version and submit a Action Taken Report (ATR) with regard to the status of updation of content in Hindi on the links/items under their control and the action being taken for providing contents in Hindi in respect of a link/item where English content is already available. Sections in their ATR may also apprise about the reasons/rationale, in case Hindi Version is not available or it is not feasible to provide the same. These Action Taken Reports may be submitted to**

Digitization and Hindi Web Updation Cell (C-1, Block-B, 3rd floor, PTI Building, 4, Parl. Street, New Delhi) under intimation to IT Sections (H&S). In respect of any query related to updation/providing of Hindi content, Digitization and Hindi Web Updation Cell can be contacted at 23724712, 23724713 ; email : hindiweb.rs@sansad.nic.in .


06-08-18
(Shashi Bhushan)

Additional Director

To,

All Officers/Sections of Rajya Sabha Secretariat

**RAJYA SABHA SECRETARIAT
IT SECTIONS (H&S)**

No. RS. 3/2/2010-IT

5th August, 2010

CIRCULAR

Subject: Updation of material on Hindi and English Websites of Rajya Sabha

All officers and Sections are informed that the following decisions have been taken in respect of English and Hindi material that is uploaded on the Rajya Sabha websites (English and Hindi):

- (i) Printing Section will keep a register of all documents received by it for printing from the concerned Sections. The register will contain information about the name of the concerned Section, brief particulars of the document sent for printing, printer to whom sent, date of sending, receipt of printed document, receipt of electronic version and its format and date of sending the printed document and its electronic version back to concerned Section.
- (ii) Printing Section will ensure that electronic version of each document sent by it for Printing is received along with the printed document. The Printing Section will send the electronic version as received from the printer to the concerned Section and also keep a copy of the electronic version with it till the document is made available on the website.
- (iii) It shall however be the duty of concerned Section to ensure that electronic copy of both English and Hindi versions of the document sent by it for printing are uploaded on the respective websites. The concerned Section will upload the English version of the document like Reports etc. on the Rajya Sabha website directly or forward the electronic version to NIC for uploading in case no software application is available for

directly uploading and the Hindi version will be sent by the Section to Hindi Website Updation Unit which will coordinate with NIC for uploading the Hindi data.

(iv) An Officer in Charge of Hindi Website Updation Unit under Editorial and Translation Service will be nominated by the Joint Secretary concerned to act as Web in-charge for the Hindi website of Rajya Sabha and he will be assigned an e-mail address: hindiweb.rs@sansad.nic.in;

(v) Shri Swarabji B. , Joint Director & Web Supervisor will continue to be the Web supervisor in respect of both English and Hindi websites and his directions regarding the web updation will be promptly acted upon by all concerned. In case of any practical difficulties the matter will be brought to the notice of Director (L)/AS&FA.

2. This issues with the approval of Secretary-General.

Rajiva Srivastava
Joint Director

To:

All Officers/Sections of Rajya Sabha Secretariat

