




Standardised Website Checkup Toolkit

Do a quick check up of your
Website and its management

Website Check up Toolkit

Do a quick check up of your Website and its management

 SUMMARY OF CHECKPOINTS		
Responsible Officer	<ul style="list-style-type: none">• Have you notified the Project Steering Committee and Support Structures as per the ePrastuti Governance Structure Guidelines¹.	<input type="checkbox"/>
	<ul style="list-style-type: none">• Have the details of the Project Steering Committee and Support Structure placed on the Websites	<input type="checkbox"/>
	<ul style="list-style-type: none">• Has the Content Management Responsibility Matrix been defined for the department.	<input type="checkbox"/>
	<ul style="list-style-type: none">• Is the weekly review report of the websites being submitted to you by the Website Information Manager.	<input type="checkbox"/>
	<ul style="list-style-type: none">• Are the ePrastuti Project Steering Committee meetings conducted periodically.	<input type="checkbox"/>

¹ Main Department and Sub-ordinate Organisations

<p>Certified Master Trainers</p>	<ul style="list-style-type: none"> • Have user ids been created by the Department Website Administrator for all the designated and notified Content managers 	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Have you trained all the Department Content Managers for uploading content as per their defined responsibility 	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Have all the Information and Services being offered by the department placed on the Website in the Services template 	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Are the Latest Updates being posted on the Website under the “Latest updates” Section 	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Are the details of the Website Information Manager to be placed under “Contact Us” and on the footer of the Home Page of the Websites. 	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Are all the Standard Content been placed on the right navigation of the Main Home page <ul style="list-style-type: none"> ❖ EoDB, SDG, Citizen Charter, RTI, Tenders, Grievances, Important Links . 	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Are the Scanning Guidelines followed while scanning the documents 	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Is the Main Slider in the home page updated regularly 	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Has the Content Management Responsibility Matrix details placed on the Website. 	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Are all the Services of the department made in the ‘ePrastuti Standard Template for Services (see Annexure 1) 	<input type="checkbox"/>

Annexure 1

Apply for secretariat e-Pass

Checklist:

- A valid contact number is required in order to receive the entry gate pass number through SMS
- Valid ID card/ ID Proof (Voter IC/ PAN Card/ Passport etc) is mandatory to enter the Secretariat Campus
- Offline issuance of pass option is available if entry gate pass number is not received through an SMS alert
- No entrance fee is required

1. [Overview](#)

2. [Eligibility Criteria](#)

3. [Guidelines for filling the form](#)

4. [Fees](#)

5. [Documents Required](#)

6. [Important Timeline](#)

7. [How to apply](#)

8. [Type of Service](#)

9. [Forms to be filled](#)

10. [Whom to Contact](#)

Allotment of land under AIIDC

Checklist:

- The activity should be a manufacturing activity.
- The unit should have EM-I/EM-II, Acknowledgement of IEM , as applicable
- New unit as well as existing unit may also apply for Shed/plot of land.
- Existing unit undergoing expansion/modernisation/diversification , as the case may be , may also apply for new shed/plot of land.
- Check if all the accompanying documents are submitted while applying

1. [Overview and Salient features](#)

2. [Process flow for the Service](#)

3. [Eligibility Criteria](#)

4. [Fees including the payment mode](#)

5. [Accompanying Documents required](#)

6. [How to apply](#)

7. [Forms to be filled](#)

8. [Guidelines for filling the form](#)

9. [Important Time line](#)

10. [Online or Offline Service](#)

11. [Whom to contact](#)

4