

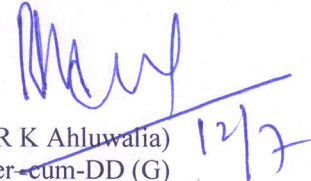
**No.D.19016/5/2015-G/IT Cell**  
**भारत सरकार/Government of India**  
**स्वास्थ्य एवं परिवार कल्याण मंत्रालय/Ministry of Health and Family Welfare**  
**स्वास्थ्य सेवा महानिदेशालय/Directorate General of Health Services**  
**सूचना प्रौद्योगिकी कक्ष/Information Technology Cell**

Room No.443-A Wing,  
Nirman Bhavan, New Delhi  
Dated the 12<sup>th</sup> July, 2016

**Circular**

The website of the Directorate was made live by DGHS on 30<sup>th</sup> June 2016. During the opening ceremony the DG has pointed out several suggestions in his speech for keeping the website updated.

2. Accordingly all Sub-ordinate Offices/Institutions/Hospitals and Divisions are advised as under:-
  - a) A Nodal Officer may be appointed by Sub-ordinate Office/Divisions/Institutes for website content management and same may please be informed to IT Cell.
  - b) The Nodal Officer shall visit the website daily and send the material for updation to IT Cell both in hard copy and soft copy with the approval of Head of Sub-ordinate Office/Institutes/Divisions for uploading along with duly filled prescribed pro-forma.
  - c) To provide real time information with photographs about activities undertaken by Sub-ordinate Offices/Institutes/Divisions etc., under the Section 'Activities' preferably on same day if activity is taking place in fore noon and next day if the activity is held in the afternoon.
  - d) Special care needs to be given for the Section 'Contact us'. Any transfer/change shall be reported promptly to IT Cell for uploading in the website so that information in this Section does not remain outdated.
  - e) All Sub-ordinate Offices/Hospitals/Institutes/Divisions having their own website should invariably provide web link to Dte.GHS website also.
  - f) All Sub-ordinate Offices/Hospitals/Institutes/Divisions shall ensure that dynamic information which is changing continuously should also be got updated on the Dte.GHS website.
3. The material being forwarded to IT Cell should be forwarded, along with the prescribed pro-forma dully filled in both in, hard copy and soft copy. S/C may please be emailed to Web Information Manager (ravi.ahluwalia@gov.in) with CC to sspd.singh@nic.in

  
(R K Ahluwalia) 12/7  
Web Information Manager-cum-DD (G)  
ravi.ahluwalia@gov.in  
011-23063539

- To
1. All DDGs
  2. All Directors
- Copy for information
1. PS to Dir (HQ)

**Government of India**  
**Ministry of Health & Family Welfare**  
**Directorate General of Health Services**  
**Information Technology Cell**

**Meta Data for documents for displaying on website (dghs.gov.in)**

Name of Division:

S.N	Item	Information to be displayed
1	Document title to be displayed on website	
2	Sub-ordinate Offices/ Hospitals/Institutes/ Division (Contact /Email- ID)	
3	Language (English)	
4	Form of Document (e.g pdf,doc,xls) (zip format not allowed )	
5	Reference Url or Detailed pdf	
6	Validity	
7	Name & Email-id of Sender	
8	Section of Website , where it is to be done	
9	Name of authority approved the contents for uploading	

Kindly check & ensure that contents have been uploaded as new  or update  or deleted  at the relevant section of the website.

Signature:  
Name of Nodal Officer:  
Designation:  
Email-id:  
Contact No:

Contents Approved by

Signature:  
Name of Officer:  
Designation: DDG  
Email-id:  
Contact No:

For uploading or Deletion on website

Level 1  
Level 2  
Level 3

Uploaded  Deletion   
Acknowledgement to:

Signature of Web Information Manager