

भारत सरकार  
जल शक्ति मंत्रालय  
जल संसाधन नदी विकास एवं गंगा संरक्षण  
विभाग  
केंद्रीय जल आयोग  
सॉफ्टवेयरप्रबंधननिदेशालय



Government of India  
Ministry of Jal Shakti  
Dept. of Water Resources, RD&GR  
Central Water Commission  
Software Management Directorate

### Circular

**Sub:** Website policies and content archival policy timelines for CWC website - reg.

The new CWC website was launched and made live on 19<sup>th</sup> February 2019. Now, the website is under process of submission for "Guidelines for Indian Government Websites (GIGW) Compliance". In this regard, following policies and timelines have been finalized:

**A)** The following policies form part of the GIGW compliance for website design:

1. Copyright Policy.
2. Content Contribution, Moderation & Approval (CMAP) policy.
3. Content Archival (CAP) policy.
4. Content Review (CRP) policy.
5. Hyper linking Policy.
6. Privacy Policy.
7. Terms & Conditions.
8. Website Monitoring Plan.
9. Contingency Management Plan.
10. Security Policy.

The detailed policies have been provided in the '**Annexure-I**'.

**B)** All outdated content (like Announcements, Tenders, Recruitment notices, News and Press Releases) is removed from the website and/or placed into the archives as per the GIGW archival policy with following timelines:

SN	Content Type	Proposed No. of Days before Sending for Archival	Proposed Expire Time required or Not (Yes /No) please specify
1	Tenders	As specified by publisher or Six months whichever is maximum	Yes
2	Recruitment notices	As specified by publisher or Six months whichever is maximum	Yes
3	News and Press Releases	15 days	Yes
4	Circulars & Orders	60 days	Yes
5	RTI	60 days	Yes
6	Administrative News	30 days	Yes
7	Jalansh	12 Months	Yes
8	Suo Moto Disclosure	60 days	Yes
9	What's New	15 days	Yes
10	Water sector News	15 days	Yes
11	Publications	Always active	No
12	Download Section (Forms)	Always active	No

छटवाँ तल(दक्षिण), सेवा भवन  
राम कृष्ण पुरम, नई दिल्ली -110066  
दूरभाष: 011-29583615,  
ई मेल:smdte@nic.in

●जल संरक्षण-सुरक्षित भविष्य●



6th Floor(South), Sewa Bhawan,  
R.K. Puram, New Delhi-110066  
Tel: 011-29583615,  
E-mail: smdte@nic.in

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This issues with the approval of Chief Engineer, HRM, CWC.

(B.B Saikia)  
Director

Copy for Kind Information to:

- 1- Sr. PPS to Chairman, CWC, New Delhi
- 2- PPS to Member WP & P, Member D & R, and Member RM CWC, New Delhi
- 3- PS to Chief Engineer, HRM, CWC, New Delhi
- 4- PS to Chief Engineer, DSO, CWC, New Delhi
- 5- PS to All the Chief Engineers Regional and HQ, CWC



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## Annexure-I

### WEBSITE POLICIES OF NEW WEBSITE OF CENTRAL WATER COMMISSION FOR SUBMISSION TO OBTAIN GIGW COMPINACE

#### 3-1 Copyright Policy

Material featured on this Website cannot be reproduced without taking proper permission from Central Water Commission. However, the material has to be reproduced accurately and not to be used in a derogatory manner or in a misleading context. Wherever the material is being published or issued to others, the source must be prominently acknowledged. However, the permission to reproduce this material shall not extend to any material which is identified as being copyright of a third party. Authorization to reproduce such material must be obtained from the departments/copyright holders concerned.

These terms and conditions shall be governed by and construed in accordance with the Indian Laws. Any dispute arising under these terms and conditions shall be subject to the exclusive jurisdiction of the courts of India.

#### 3-2 Content Contribution, Moderation & Approval (CMAP) Policy

As per CMAP, a role-based Content Management System is provided. This CMS helps the website team in giving role specific access of administrator panel to different Users. The Web administrator will also be able to manage information specifically meant for internal use, which will be viewable to all members after the successful login. Admin can create the users by assigning him a particular role and Module to which functions of a particular user are limited.

These roles are:

Creator:

These are the Content creators. Their responsibilities are to add/edit/delete respective content on the website and send it to for approval.

Moderator:

Their responsibilities are to approve the content coming from the creator's

Publisher:

A publisher could Edit and review the content. He is responsible for publishing the content on the website.

These roles are assigned to personnel as designated by the "Sub-Committee under Technical Evaluation Committee for Design, Development and Maintenance of Website for Central Water Commission" and would be responsible for overall quality and quantity of information on the Website. The relevant Publisher for a particular section will be responsible for overall supervision to ensure that authentic and updated information are available on the website.

#### 3-3 Content Archival Policy (CAP)

Content Archival Mechanism is in place to ensure that all outdated announcements are removed from the website or moved to archive. This will help website team in

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ensuring that the expired contents are removed from the main website. The Archival System available on the Website will transfer the expired content in archives section as soon as it reaches expiry date. Archived Data will be available with search option to search data between two given dates.

Note: It is the Responsibility of Publisher to put the Expiry date while contributing the Content wherever Applicable.

### 3-4 Content Review Policy (CRP)

The Publisher (or his representative) will have the responsibility for periodically reviewing the content of the website in respect of their respective domains and keep the information Up to Date. A proper workflow should be followed before final updation of content on the website.

### 3-5 Hyper Linking Policy

a) External Links Present on the Website:

At many places in this website, there are links to other websites/portals. These links have been placed for easy navigation to other portals. Central Water Commission (CWC) is not responsible for the contents and reliability of the linked websites and does not necessarily endorse the views expressed in them. Mere presence of the link or its listing on this website should not be assumed as endorsement of any kind. There is no guarantee that these links will work all the time and CWC has no control over availability of linked pages.

b) Links to the Central Water Commission website by other websites/portals:

Prior permission is required before hyperlinks are directed from any website/portal to this site. Permission for the same, stating the nature of the content on the pages from where the link has to be given and the exact language of the Hyperlink should be obtained by sending a request at [smdte\[at\]nic\[dot\]in](mailto:smdte[at]nic[dot]in)

### 3-6 Privacy Policy

This is an informational website and does not collect any personal information for any purpose.

The use of the term "Personal Information" in this privacy statement refers to any information from which your identity is apparent or can be reasonably ascertained.

### 3-7 Terms & Conditions

This official website of Central Water Commission has been developed to disseminate information to the general public. Though all efforts have been made to ensure the accuracy and correctness of the content on this website, the same should not be construed as a statement of law or used for any legal purposes.

The web contents are subject to change without any prior notice from Central Water Commission website.

In no event will Central Water Commission shall be liable for any expense, loss or damage including, without limitation, indirect or consequential loss or damage, or any expense, loss or damage whatsoever arising from use, or loss of use, of data, arising out of or in connection with the use of this website. In case of any variation between

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what has been produced on the website about Act, Rules, Regulations, Policy Statements etc. and that contained in the relevant Act, Rules, Regulations, Policy Statements etc. with the department the latter shall prevail.

Links to other websites that have been included on this website are provided for public convenience only. Central Water Commission is not responsible for the contents or reliability of linked websites and does not necessarily endorse the view expressed within them. It is also not guaranteed that the availability of such linked pages at all times.

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### 3-8 Website Monitoring Policy

Under the Website Monitoring Policy, it is advised to monitor periodically to address and fix the quality and compatibility issues around the following parameters:

Functionality:

All modules of the website are tested for their Functionality for their smooth working.

Performance:

All-important pages of the website are tested for the download time.

Broken Links:

The website is thoroughly reviewed to rule out the presence of any broken links or errors.

The Hosting Service Provider (NIC Cloud) possesses state-of-the art multi-tier security infrastructure as well as devices such as firewall and intrusion prevention systems.

### 3-9 Contingency Management

The presence of the website on the Internet and very importantly the site is fully functional all the times. It is expected of the Government websites to deliver information and services on a 24X7 basis. Hence, all efforts should be made by Software Management Directorate in consultation with the concerned NIC Cloud team to minimize the downtime of the website as far as possible.

In case of any defacement and data corruption, quick action needs to be taken by the respective authorized personnel for the same.

### 3-10 Website Security Policy

This website is hosted on NIC cloud. The new website has been audited by Cert-in empaneled auditor and all the vulnerabilities have been fixed. Security clearance certificate of cert-in empaneled auditor has been received.

Note: A periodic check on the requirement of security certificate is recommended to the Software Manager Directorate in case there are changes in the functionality or any other environmental changes.

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