Sl. No.	Guide Lines	New Template
**COMPLIANCE MATRIX of GIGW**		
**1.Government of India Identifiers**		
1	Association to Government is demonstrated by the use of Emblem/Logo, prominently	working
2	Ownership information is displayed on homepage and on all important entry pages	working
3	Complete and self explanatory title of the homepage (appearing on the top bar of the browser) is provided	working
4	Website is registered under 'gov.in' or ' nic.in' domain.	will be taken care in future
5	Website provides a prominent link to the 'National Portal' from the Home page and pages belonging to National Portal load in new	
**2. Building Confidence**		
6	Website has a Copyright Policy, prominently displayed on the homepage.	working
7	Due permission have been obtained for publishing any content protected by copyright.	will be taken care in future
8	Source of all documents, whether reproduced in part or full, is mentioned.	will be taken care in future
9	Website has a comprehensive Hyper Linking Policy	working
10	Clear indication are given when a link leads out to a non government website.	working
11	The mechanism is in place to check the accuracy of Hyperlinked Content.	working
12	Mechanism is in place to ensure that there are no 'broken links' (internal as well as external)	working
13	Website has comprehensive Terms and Conditions statements, linked from all	working
14	Terms & Conditions disclaims responsibility of the content sourced/ linked from non Government website and clearly indicates whether information available on the site can be used for legal purposes or not.	working

15	Website has a Privacy Policy linked from all the relevant pages.	working
16	All electronic commerce transactions are handled through secure means.	Not applicable

3. Scope of Content : Primary Content

About us

17	All information about the department, useful for the citizen and other stakeholders, is present in	working

Schemes

18	The complete title of the Scheme is reflected.	working
19	The website provides a complete description of the scheme along with the procedure for obtaining the associated benefits.	working
20	The validity of the scheme has been mentioned.	working

Services

21	Self explanatory title of the services is published.	working
22	The website provides a complete description of the service along with the procedure to apply for/avail the same.	working

Forms

23	The website provides the complete title of the form along with the purpose it is used for	working
24	Language of the Form (other than English) is mentioned clearly.	working

Acts

25	The complete title of the Act (as written in the official notification) is mentioned.	working

Documents

26	The complete title of the document is mentioned on the website.	working
27	The language of the Document (other than English) is mentioned clearly.	working
28	Validity of the document is mentioned.	working

Circulars and Recruitment

29	The official title of the Circular /Notification is mentioned.	working
30	Validity of the Circular/ notification is mentioned.	working

Tenders and Recruitment

31	Mechanism in place to ensure that all Tender / Recruitment Notices issues by the Department are published on the website.	working
32	Website provides a complete description of the Tender / Recruitment notice along with the procedure to apply for the same	working
33	Mechanism is in place to ensure that information on old / irrelevant Tender / Recruitment notices is removed or moved into the archive section	working

News and press release

34	News / Press releases are displayed along with the date and these are organized as per the archival policy of the website	working

Contact Us

35	Website has a 'Contact Us' page, linked from the home page and all relevant places in the	working
36	The complete contact details of important functionaries in the Department are given in the 'Contact Us' section	working

Presence on the National Portal

37	Mechanism is in place to ensure that all the Citizen Services, Forms, Documents and Schemes are registered with the respective repositories of the National Portal.	will be taken care in future

Scope of Content : Secondary Content

38	Mechanism is in place to ensure that all outdated announcements are removed from the website or moved to archive	working
39	All Discussion Forum on the website are moderated.	working

40	For every related link, the complete URL of the Home Page/concerned webpage is provided.	working

Scope of Content : Tertiary Content

41	Feedback is collected through online forms and mechanism is in place to ensure timely response to feedback/queries received through	Added feedback link
42	The website has a readily available Help section	working
43	Complete information including title, size(playing time for audio/video), format, usage instructions and plug-in to view the file is provided for downloadable material including documents.	working
44	Mechanism is in place to ensure that all downloadable material is free from virus.	Not applicable for
45	Minimum content as prescribed in the guidelines is present on the homepage.	working
46	Subsequent pages of the website have the minimum content as prescribed in the	working
47	Website is free from offensive / discriminatory language.	working

4. Quality of Content

48	Content is compiled and packaged with citizen orientation.	working
49	The Department has a Content Contribution, Moderation and Approval Policy(CMAP) for the Websites.	working
50	Home Page and every important entry page of website displays the last updated / reviewed date.	working
51	Department has a Content Review Policy(CRP) for the website.	working
52	All Documents / Reports have a time stamp at least on the main page.	working
53	The Departments have a clearly laid out Content Archival Policy(CAP) for the website.	working
54	Clear and simple language has been used throughout the website.	working
55	The language is free from spelling and grammatical errors.	working

56	Whenever there is a change in the language of a web page it has been clearly indicated.	working
57	Consistency in nomenclature is maintained across the website.	working
58	All information, which is of direct importance to the citizen, is accessible from the Homepage.	working
59	Information structure and relationship is preserved in all presentation styles.	will be taken care in future
60	The meaningful reading sequence is preserved in all presentation styles.	will be taken care in future
61	Documents / pages in multiple languages are updated simultaneously.	working

5. Design

62	Visual/textual identity elements highlighting the Government's ownership of the website are prominently placed on the page.	working
63	A consistent page layout has been maintained throughout the website	working
64	National identity symbols like Flag, National Emblem etc., are in a proper ratio and colour.	working
65	Hindi/ regional language fonts have been tested on popular browsers for any inconsistency (loss of layout)	will be taken care in future
66	Web Pages allow resizing of text without the use of assistive technology.	working
67	Text is readable both in electronic and print format and the page prints correctly on an A4 size paper.	working
68	There is adequate contrast between text and background colour.	working
69	All information is conveyed with colour is also available without colour.	working
70	Alternate text is provided for non text elements(e.g. images).	working
71	Websites provide textual description of audio / video clips and multimedia presentation.	to be implemented
72	Caption have been provided for all important audio content.	to be implemented

73	Web pages do not contain any content that flashes for more than three times in a second.	working	
74	There is a mechanism to control scrolling, blinking content.	working	
75	There is a mechanism to control (stop, pause….) audio that starts automatically.	to be implemented	
76	All pages on the website have a link to the home page.	working	
77	The positioning and terminology used for navigation items and navigation scheme is consistent across the website.	working	
78	There are no links to 'under construction' pages.	working	
79	Each page is a stand alone entity in terms of ownership, navigation and context of content.	working	
80	Web pages allow the user to bypass repeated blocks of content.		
81	Website has either a "search" box or a link to a "search" page from every page of the website.	working	
82	Website has an up to date Site Map that is linked to the Home Page as well as to all	will be taken care in future	
83	If the site uses frames, each frame is properly titled.	not applicable	

6. Development

84	Website uses Cascading Style sheets to control layouts/styles	working	
85	Website is readable even when sheets are switched off or not loaded.	working	
86	Web pages are usable even when scripts, applets etc are turned off.	working	
87	Documents are provided either in HTML or other accessible formats. Instruction /	Not available	
88	In content implemented using mark up languages, the elements have been use according to specification.	working	
89	Labels have been provided when content requires input from the users.	working	
90	Time limit for time dependent web functions can be adjusted by the user (also refer exceptions).	not applicable	

91	Instructions for operating/ understanding content do not rely solely on characteristics like shape, size, location etc.	will be taken care in future
92	All input errors are flashed in text.	working/na
93	Functionality of content is operable through keyboard.	partially working
94	Focus is not trapped in any component while navigating through keyboard only.	working
95	Purpose of each link is clear to the user.	Working
96	When any component receives focus it does not initiate change in context.	working
97	Changing the setting of a component does not change the context unless the user has been informed of the same.	working
98	Metadata for pages like title, keywords, description and language is appropriately included.	working
99	Data tables have been provided with necessary tags / mark up.	working
100	All components receives focus in an order that preserves the meaning / operation.	working
101	Role of all interface components can be programmatically determined.	working
102	The websites have been tested on multiple browsers.	will be taken care in future
103	Websites has cleared Security Audit by certificate agency and has a Security Policy.	will be taken care in future

7. Website Hosting

104	Websites are accessible to the intended audience in an efficient and secure manner on 24 x 7 basis.	will be taken care in future
105	The hosting Service Provider possesses state-of-the art multi-tier security infrastructure as well as devices such as firewall and intrusion prevention system.	will be taken care in future
106	The hosting Service Provider has redundant server infrastructure for high availability.	will be taken care in future
107	The hosting service provided performs regular backup of the web site.	will be taken care in future
	The Hosting Service Provided has a Disaster	will be taken

108	Recovery (DR) Centre in a geographically	care in future
109	Website Hosting Provider provides Helpdesk & Technical support on 24x7x 365 basis.	will be taken care in future
110	All possible secure measures have been taken to prevent defacement/ hacking of the website and the Department has been contingency plan in place for situation like these.	will be taken care in future

8. Website Promotion

111	Website ranks in the first five results on major search engines when searched with relevant keywords.	will be taken care in future
112	It has been ensured that all stationery of the department as well as advertisements/ public	will be taken care in future

9. Website Management

113	Department has nominated a Web Information Manager as defined in the guidelines.	working
114	The websites has a website monitoring policy.	working
115	All policies and plans are approved by Head of Department.	working