GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)

No. 2004/RBCC/5/6/Web policy/2 New Delhi, dated 28.05.2009

General Manager,
All Indian Railways/Production Units

Sub: Providing details regarding your official website.

It has often been found that the official websites of various Railway units are not updated and they contain either incomplete or outdated information. This not only leads to public complaints, but is also in contravention to the spirit of the Right to Information Act.

It has also been noted that, the contact details of the person of the concerned Railway unit, who is responsible for its updation are often not available on the website. This also makes it difficult to bring the errors/deficiencies to the notice of the concerned content manager.

All endeavours must be made to keep the official website of your organization (including those of Divisions and subordinate offices, if any) updated so as to avoid any embarrassment to the organization.

Further, it is requested that the details related to the hosting, registration and updation of the official website of your organization may be sent to this office at the earliest (by 03 June, 2009) as per the proforma attached.

(The proforma in MS Excel format is also available on the Indian Railways website on the following URL http://indianrailways.gov.in/deptts/cis/form.xls)

(Suyash Narain)
Director Mech. Eng.(C&IS)
Railway Board.

DA:One

Form for Website Details

1	Railway/PU etc.	:
2	URL of Website (English)	:
3	URL of Website (Hindi)	:
4	Domain Registering Agency for this website	:
5	Address of Domain Registering Agency	:
6	Website Hosted at and Place of server (Exact Complete Address)	:
7	Software Used for developing website	:
8	Webmaster (Railway Officials) -	
	A. Name	:
	B. Designation	:
	C. Official Address	:
	D. Contact No. (Off.)	:
	E. Contact No. (M)	:
	F. E-mail ID	:
	G. Alternate E-mail ID (if any)	:
9	Frequency of updation	: