

## **SOP ON HOSTING OF NCC WEBSITES**

- Refs** (a) Guidelines for Indian Govt Websites (GIGW) available on the GoI website <https://web.guidelines.gov.in/>
- (b) HQ DG NCC Cyber Security SOP available on the NCC website [nccindia.nic.in](http://nccindia.nic.in)

### **INTRODUCTION**

1. In the present digital era, using and harnessing the unlimited power of Internet has become a necessity and therefore orgs are going online to fulfil their intended objectives. For any org, having its own website on the Internet is the least reqmt in order to reach out to its prospective audience/clients which may be located anywhere in the world. And thus like other orgs, NCC too needs its online presence so as to showcase its achievements and fulfil its aim.
2. NCC being a vast org with pan-India spread and over 1.32 million cadets, needs multiple websites hosted and operated at State directorates level in addition to its main website hosted on NIC servers and operated at HQ DG NCC level.

### **AIM**

3. This SOP aims to streamline the procedure and lay down guidelines for hosting NCC websites at State directorates' level.

### **SCOPE**

4. The scope of this SOP spans entire NCC and instrs contained in this document need to be followed while hosting of websites by State NCC directorates.

### **PREVIEW**

5. This SOP has been covered in fwg parts:-
  - (a) **Part – I.** Salient Aspects of GIGW Guidelines for Website Hosting.
  - (b) **Part – II.** Procedure for Website Content Clearance.

- (c) **Part – III.** Procedure to be Followed by the State Directorates for Seeking Website Space on NIC domain for Website Hosting.

### **PART – I : SALIENT ASPECTS OF GIGW FOR WEBSITE HOSTING**

6. National Informatics Centre (NIC), under Ministry of Electronics and IT, formulated the first version of 'Guidelines for India Govt Websites' (GIGW) in 2009, which were adopted by Department of Administrative Reforms and Public Grievances (DARPG). This was also included in Central Secretariat Manual of Office Procedure. Subsequently GIGW were revised by NIC in Feb 2018. GIGW contains policies and guidelines for Indian Govt websites and portals, at any organisational level and belonging to both Central Govt as well as State Govts for making Indian Govt orgs websites citizen-centric and visitor-friendly. Compliance to these guidelines will ensure a high degree of consistency and uniformity in the content coverage and presentation and further promote excellence in Indian Govt web space. The guidelines aim to assist the departments in ensuring that their website conforms to a consistently high standard. This would enhance the trust level of the public while accessing Govt information and availing services online. The salient aspects of GIGW, as relevant to NCC, are given out in the ensuing paras.

7. **Hosting of Govt Orgs Websites on NIC Domain.** As specified at Para 2.2.1 of GIGW Manual, it is mandatory to host websites of Govt Orgs on NIC domain. Therefore all State directorates are reqd to ensure compliance with this direction and take needful action for hosting their website only on NIC domain.

8. **Nomination of Web Info Manager and Web Administrator.** State directorates are reqd to nominate a suitable offr (DDG/Dir) as Web Info Manager (for approving info published on the website and ensuring its correctness and authenticity) and a Web Administrator (for uploading and publication of approved info, and technical maint of their website).

9. In addn, the fwg imp aspects also need to be complied with:-

- (a) State emblem of India must be displayed on the homepage of the websites.
- (b) The lineage of the department (NCC) should also be indicated at the bottom of the homepage and all important entry pages of the website.
- (c) The content published should be at least in bilingual form (English and Hindi). In addn, the content in local language may also be published.
- (d) The info, material, and documents made available on the website must be backed up with proper copyright policy explaining the terms and conditions of their usage and reference by others. Also the website should be sensitive towards publishing any information having a third party copyright.

- (e) The website should conform to the NIC's Content Management Framework (details available at the URL [cmf.gov.in](http://cmf.gov.in))
- (f) The website should make sure that the external hyperlinks, wherever present on the site, must be verified and checked on a regular basis to ensure that the information being provided 'through' them is up-to-date, accurate and relevant. Errors due to broken links, if any, should be rectified from time to time.
- (g) In case a website solicits or collects personal information from visitors, it must incorporate a prominently displayed privacy statement clearly stating the purpose for which information is being collected, whether the information shall be disclosed to anyone for any purpose and to whom.

10. **Security Audit Prior to Website Hosting.** In order to obviate any vulnerabilities, each website/application must undergo a proper security audit from any of the CERT/NICSI-empanelled companies and a safe-to-host certificate must be obtained prior to hosting and after addition of new modules.

## **PART – II : PROCEDURE FOR WEBSITE CONTENT CLEARANCE**

11. Any information content which is proposed to be put out by State NCC directorates in a public space through a newly-hosted website, needs to be first cleared and approved at HQ DG NCC. State directorates will fwd the proposed website's structure and content to be hosted for vetting and clearance to HQ DG NCC.
12. The fwg content will not be published:-
- (a) Any classified military information.
  - (b) Any information which may lead to any unnecessary controversy and could create ill feelings among communities or cause embarrassment to the org/Govt.
  - (c) Any information which violates Indian Official Secret Act 1923.
  - (d) Any information giving out military fmns location or ORBAT.
  - (e) Loc and details layouts incl sketches, drawings and photos of military cantts/camps/ests.
  - (f) Personal experiences/lessons learnt during field exercises and operations which may have a bearing on present/future operational or logistics planning.
  - (g) Field trials of new eqpt, trial reports.
  - (h) Any operational plans including those in aid of civ authority.

- (j) Issues concerning foreign affairs (incl articles on foreign countries) which may embarrass the Govt.
- (k) Issues which may be politically or religiously sensitive and could lead to ill will among communities or society at large.
- (l) Any information which could facilitate the sustained compilation activity of inimical int agencies.

13. The above list is by no means exhaustive and is given for general guidance. State directorates should use their own discretion. Nominated State Web Information Offr shall be responsible for the content published on their website and he should exercise utmost care and circumspection in this regard to ensure that published content is factually accurate and no violations of any order/instruction result due to its publication.

### **PART – III : PROCEDURE TO BE FOLLOWED BY THE STATE DIRECTORATES FOR SEEKING WEBSITE SPACE ON NIC DOMAIN FOR WEBSITE HOSTING**

14. The fundamental purpose of any Govt org's website is to deliver the information and services to the public and other stakeholders using the medium of Internet. Generally, websites/portals/web applications are hosted on special purpose servers in a Data Centre maintained by the Web Hosting Service Provider (WHSP). Govt org websites must be accessible to the public in a fast and secure manner on 24x7 basis. As specified at Para 2.2.1 of GIGW Manual, it is mandatory that NIC is chosen as the WHSP for all govt departments' websites. The procedure for applying for NIC web space for website hosting is elaborated at subsequent paras.

15. NIC is the exclusive Registrar for Gov.in domain names. Fwg steps (also listed at the URL [https://registry.gov.in/domain\\_process.php](https://registry.gov.in/domain_process.php)) are reqd to be undertaken for registering domain names:-

- (a) Review the domain naming conventions available at the URL [https://registry.gov.in/domain\\_syntax.php](https://registry.gov.in/domain_syntax.php) and ensure that the desired domain name complies with the conventions.
- (b) Check availability for the desired domain name at the URL [https://registry.gov.in/domain\\_check.php](https://registry.gov.in/domain_check.php).
- (c) Register the Domain Name request using online Registration Service at the URL <https://registry.gov.in/checkexistinguser.php>.
- (d) Follow the instructions for generating authorization and forwarding letter online.
- (e) After generating the authorization and forwarding letter, print the letter without any modification on pre-printed official letter head of the Signing Authority (State ADG/DDG) and upload the scanned copy in PDF format on the Registry website.

(f) Gov.in domain registry would confirm for sending letters in original. In case of any discrepancy, Gov.in domain registry would intimate you through email on your registered email addresses. Please note that original copy of the authorization and forwarding letter is mandatory for processing domain registration.

(g) Original copy of authorization and forwarding letters is reqd to reach NIC at the earliest but not later than 30 days of completing the online registration to the address given below otherwise the request will not be entertained and the domain name shall be blocked. The application is reqd to have the recommendation of the Joint Secy of the controlling ministry ( JS Estt in case of NCC) before it is sent to NIC. State Directorates need to forward their applications through a courier to IT Sec, MS Directorate, HQ DG NCC so that the case for obtaining recommendation of JS Estt could be processed in time and thereafter HQ DG NCC shall forward the documents to NIC with info to the concerned State NCC Directorate. NIC address for Domain registration is as under:-

Gov.in Domain Registrar  
National Informatics Centre(NIC)  
Ministry of Electronics & Information Technology  
A-Block, CGO Complex  
Lodhi Road  
New Delhi - 110 003  
Email: <https://servicedesk.nic.in>

(h) On completion of domain registration process, Gov.in domain registry would send confirmation email. You may Sign in to registry site to check the status of your domain. The Gov.in domain registry will contact you if any additional information about the registration is required, prior to activation.

## **CONCLUSION**

16. This SOP has been prepared as a first step in facilitating State NCC directorates to have their own Gov.in domain websites and allow them to host their own content to achieve greater visibility of the excellent work being done by NCC in their sphere of influence.