



ABSTRACT

Information Technology Department - State Portal – Content Management System (CMS) integrated with State Portal (SP) - Updation of content in the State Portal (SP) by the respective Departments through the Content Management System (CMS) – Enabling Order- Issued.

Information Technology (B4) Department

G.O. (D) No.22

Dated: 11.07.2014

ஜய,ஆனி-27

திருவள்ளூர் ஆண்டு-2045

Read:

1. G.O (D) No.20, Information Technology Department, dated 06.08.2009
2. Government Letter No.3568/IT(B4)/2009, Information Technology Department, dated 9.9.2009
3. From the Chief Executive Officer, Tamil Nadu e-Governance Agency (TNEGA) Letter No. 1770/ CMS/2013, dated 10.1.2013.

ORDER:

In the Government order 1st read above, administrative approval has been accorded by Government for implementation of the Project "Facilitating Services through CSCs by enabling implementation of State Portal (SP), State Services Delivery Gateway (SSDG) and Electronic forms in Tamil Nadu" and Tamil Nadu e-Governance Agency (TNEGA) has been nominated as the nodal agency for the project.

2. In the letter 3rd read above, the Chief Executive Officer, Tamil Nadu e-Governance Agency (TNEGA) has informed that the National Informatics Centre (NIC) has developed the State Portal (SP) as per the guidelines issued by Government of India. The State Portal will be the single face of the Government for all transactional services, information, etc. He has further informed that a web based Content Management System (CMS) for contribution of Content to the State Portal has been developed by National Informatics Centre. Under the Content Management System, the content management of the State Portal shall vest with the respective departments.

3. In this regard, the Chief Executive Officer, Tamil Nadu e-Governance Agency has requested that officers be nominated by the departments for contribution of Content to the State Portal through the Content Management System and that an enabling order be issued by Government in this regard.

4. After careful examination of the above proposal, the Government direct that all the Departments of Secretariat and their respective Heads of Department update the web content in the State Portal through the Content Management System (CMS) by utilizing the services of the designated officials. The roles and responsibilities listed in the Annexure to this order have to be mandatorily performed by the respective designated officials.

5. The Departments of Secretariat and their respective Heads of Department are requested to ensure that the content pertaining to their respective Departments is updated regularly using the Content Management System developed by National Informatics Centre (NIC). Ultimately responsibility for all content will lie with the Secretaries and Heads of Departments concerned. Hence they may put in place appropriate control mechanisms for internal vetting and approval of content within the respective Departments. Necessary training on Content Management System will be given to the designated officials by the National Informatics Centre (NIC) and Tamil Nadu e-Governance Agency (TNEGA).

(BY ORDER OF THE GOVERNOR)

**T.K.RAMACHANDRAN,
SECRETARY TO GOVERNMENT.**

To,
All Departments of Secretariat, Chennai-600 009.
All Heads of Department, Chennai.
The Chief Executive Officer, Tamil Nadu e-Governance Agency,
TIIC Building , 692, Anna Salai, Nandanam, Chennai-600 035.
The Director, Directorate of e-Governance,
TIIC Building , 692, Anna Salai, Nandanam, Chennai-600 035.
The State Informatics Officer, National Informatics Centre,
Rajaji Bhavan, Besant Nagar, Chennai-600 090.
Sf/Sc

//Forwarded By Order//

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11072014
Section Officer.

11/07/2014

Information Technology (B4) Department

Annexure to G.O.(D) No.22, Information Technology Department, dated 11.07.2014.

User Roles in the Content Management System (CMS)

User	Official	Roles
Content Creator	1. Secretariat – Assistant Section Officer (ASO) 2. Head of the Department - Assistant	<p>Content Creator will be responsible for creation of the content that includes documents, data, applications, e-services, image files, audio and video files owned by the Government departments. The other functions of the Content Creator are:</p> <ul style="list-style-type: none">(i) To collect the particulars on Services, Schemes, Forms, Documents, Acts and Ordinances, Government Orders (GOs), Rules and Regulations, Circulars / Notifications etc., pertaining to the department as and when they are made available.(ii) To convert the relevant multi-page text into PDF and make it suitable for easy download through Internet.(iii) To prepare necessary particulars about the documents to be made available for download.(iv) To invoke the Content Management System and to login using the appropriate user ID and Password.(v) To key-in the particulars collected about the document.(vi) To upload the document along with the particulars.(vii) To send it to the Moderator for further action
Moderator	1. Secretariat – Section Officer	Moderator is responsible for the language part of the content. Moderator can alter

	<p>2. Head of the Department – Superintendent/ Assistant Director</p>	<p>only the existing content. The other functions of the Moderator are:</p> <ul style="list-style-type: none"> (i) To invoke the Content Management System and to login using the appropriate user ID and password (ii) To check thoroughly the content uploaded by the Content Creator. (iii) To send back the content to the Content Creator for clarification or correction, if the content are found to be incomplete or inadequate. (iv) To carry out minor changes or corrections, if any to be made, and forward the same to the Nodal Officer. (v) To address the queries raised on the previous content already sent to Nodal Officer. (vi) To send back the revised content to the Content Creator (or) make suitable changes based on the query raised and forward the same to the Nodal Officer.
<p>Nodal Officer</p>	<p>1. Secretariat – Under Secretary/Deputy Secretary 2. Head of the Department – Deputy Director/ Joint Director</p>	<p>Nodal Officer will check the content forwarded by the Moderator for approval. Nodal officer is fully responsible for the content being hosted by the department. The other functions of the Nodal Officer are:-</p> <ul style="list-style-type: none"> (i) To invoke the Content Management System and to login using the appropriate user ID and password (ii) To check the content thoroughly. (iii) To send back the content to the Moderator for clarification or correction , if the content is found to be incomplete or inadequate (iv) To address the query raised on the previous content sent to the Publisher.

		(v) To send back the revised content to the Moderator (or) make suitable changes based on the query raised and forward the same to the Publisher.
Publisher,	<ol style="list-style-type: none"> 1. IT Department (Directorate of e-Governance) 2. National Informatics Centre (NIC) 3. Content Service Provider 	<p>They publish the content forwarded by the Nodal Officer. The other functions of the Publisher are:-</p> <ol style="list-style-type: none"> (i) To invoke the Content Management System and login using the appropriate user ID and password (ii) To publish the content if the content is presentable. (iii) To send back the content to the Nodal Officer for review in case of any flaw.
Administrator	<ol style="list-style-type: none"> 1. IT Department (Directorate of e-Governance) 2. National Informatics Centre (NIC) 	<p>Administrator will directly interact with the top officials of the departments or offices for necessary guidance and action. They are not part of the work flow. The functions of the Administrator are:-</p> <ol style="list-style-type: none"> (i) To invoke the Content Management System and login using the appropriate user ID and password (ii) To maintain the profiles of VIPs, the State and the Districts.

T.K.RAMACHANDRAN,
Secretary to Government.

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11/07/2014
Section Officer.