GOVERNMENT OF KERALA
General Administration [Computer Cell] Department

CIRCULAR

No.Comp-cell/74/2018-GAD   Thiruvananthapuram
                                            Dated: 21/07/2019.

Sub:-General Administration [ComputerCell] Department– Guidelines for
Updating and managing the GAD website-Reg.

Official website for General Administration Department
(www.gad.kerala.gov.in) was launched on 12/06/2019.It is designed as a one
stop information source and a channel for showcasing the details and
activities of General Administration Department to Public and Officials.

Following guidelines are issued for managing and updating the
website.

(i)The General Administration [Computer Cell] Department will be the
custodian of the Website and they will manage and update the website in
consultation with C-Dit.

(ii)The Sections in General Administration Department should mark and
forward a copy of important Government Orders/Communications/tenders or
any other documents that requires public attention, to the General
Administration (Computer Cell) Department who in turn will upload the
same in the website with the approval of Joint Secretary/Additional
Secretary in charge.

(iii)Transfer/postings/promotion orders issued from the General
Administration (Services) Department/ General Administration (AIS)
Department shall be marked to the General Administration (Computer Cell)
Department for updating the employee details in the website.

(iv) Communications at (ii) and (iii), if physical copy, shall be send
directly to the General Administration [Computer Cell] Department instead
of sending it through General Administration (OS) Department. The General
Administration [Computer Cell] Department shall make arrangements to
receive the same direct from sections concerned. Soft copy of the same shall
be send to the official email of General Administration [Computer Cell]
Department **gadwebsite@kerala.gov.in**

(v) The website shall be updated regularly, at least twice in a week
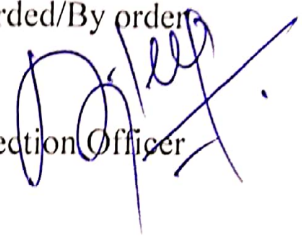preferably on Tuesday and Friday.

(vi)Important events, being organized by General Administration
Department shall be informed to the General Administration [ComputerCell]

Department well in advance with description of the event (including date, time and venue) for publishing in the website.

BISHWANATH SINHA IAS
Principal Secretary

To
All Officers/Sections in General Administration Department.

Forwarded/By order

Section Officer