

GOVERNMENT OF NCT OF DELHI
DEPARTMENT OF INFORMATION TECHNOLOGY
9TH LEVEL, B-WING, DELHI SECRETARIATE, I.P. ESTATE, NEW DELHI-110002.

No.E-13014/2/2022-Dir(DeGS)-Secy (IT)/PF-1/735-794

Date: 30/01/26

CIRCULAR

Subject: Online Mechanism for submission of Monthly Compliance Certificate for updation of Departmental Websites.

1. This is in continuation of this Department's Circular issued with the approval of the Hon'ble Minister (IT) on **28.04.2025 vide No. E-13016/25/2020-SeMT-Secy (IT)/2575-2654**, wherein all Departments of the Government of NCT of Delhi, Autonomous Bodies, and Local Bodies were mandated to regularly update the contents of the websites under their administrative control and submit the same through email under the signature of the concerned HoD at spsecyit@delhi.gov.in (copy enclosed).
 2. It has, however, been observed that several Departments fail to submit the Monthly Compliance Certificates within the prescribed timelines. Instances have also come to notice where departmental portals contain redundant or incorrect information.
 3. In an effort to improve and streamline the process and to ensure timely, uniform, and accurate submission of compliance reports, an online facility has been made available on the departmental portal for capturing Monthly Compliance Certificates, wherein each Department shall submit the certificate on a monthly basis. The designated Nodal Officers of the user Departments shall, after logging in to their respective departmental websites (e.g., <https://xyz.delhi.gov.in/user/login>, such as <https://transport.delhi.gov.in/user/login>, etc.), submit the Monthly Compliance Information by filling out the prescribed online form and uploading the certificate duly signed by the concerned HoD. Most of the basic details are auto-populated, ensuring a smooth, user-friendly, and standardized submission mechanism.
 4. Accordingly, all user Departments / Autonomous Bodies / Local Bodies under GNCTD are hereby mandated to submit the Monthly Compliance Information Certificate through the online mechanism available on the portal within the prescribed timeline every month, **starting from the next reporting cycle, i.e., from the 1st to the 15th of the forthcoming month**. Submission of Monthly Compliance Certificates through any other mode shall no longer be required.
 5. A **User/Operative Manual** detailing the step-by-step procedure to enforce the above mechanism is enclosed for reference. **The login credentials for accessing the web portal shall remain unchanged.**
- This issues with the approval of the competent authority.

(K. MURUGAN)
JOINT DIRECTOR (IT)

Encl: As above

For Information and Necessary Action to:

All ACS/Pr. Secretaries/Secretaries/HOD of Departments under GNCTD

Copy for Information please

1. Secretary to Hon'ble Lt. Governor, Govt. of NCT of Delhi
2. Secretary to Hon'ble Chief Minister, Govt. of NCT of Delhi
3. SO to Chief Secretary, Govt. of NCT of Delhi
4. Secretary to Hon'ble Minister (IT), Govt. of NCT of Delhi
5. PS to Principal Secretary, Department of IT, Govt. of NCT of Delhi
6. PS to Special Secretary, Department of IT, Govt. of NCT of Delhi
7. Guard File.

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**GOVT OF NATIONAL CAPITAL TERRITORY OF DELHI
DEPARTMENT OF INFORMATION TECHNOLOGY**

9TH LEVEL, B-WING, DELHI SECRETARIAT, I.P. ESTATE, NEW DELHI - 110002

No.E-13016/26/2020-SemT-Secy(IT)/2575-2654

Dated: 28/04/2025

Circular

References:

- (1) E-13016/3/2015/Development-Secy(IT)/PF1/2053-2122 Dated 01/04/2025
- (2) E-13016/3/2015/Development-Secy(IT)/PF1/1182-1261 Dated 07/03/2025
- (3) E-13016/3/2015-Development-Secy(IT)/PF1/8924-9023 Dated 09/12/2024
- (4) E-13016/3/2015-Development-Secy(IT)/PF1/3898-2977 Dated 19/06/2024

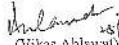
Subject: Mandatory update of the contents on departmental websites.

The Hon'ble Minister (IT) in a review meeting of the Delhi Government Portal held on 28/04/2025 observed that the Departments are not updating the contents on websites regularly, thereby depriving the citizens of access to the latest updated position on Government policies and decisions.

2. The web portal has a provision for the Departments to self-update the departmental contents by the web portal officer nominated by them, and to whom the IT Department has already issued the access credentials.

3. The Departments of Delhi Governments of GNCTD/ Autonomous Bodies/ Local Bodies of GNCTD are hereby mandated to update the contents of the websites under their administrative control on regular basis without fail. A certificate of compliance, as per the prescribed format (Annexure - "A"), would henceforth be emailed by the HoD concerned under her/his signature to the Spl. Secretary(IT) at spl-secrit@delhi.gov.in on the first Monday of every month, and in case of holiday then on the next working day. Any non-compliance would be viewed adversely and brought to notice of Hon'ble Minister (Information Technology).

This issues with the prior approval of the Hon'ble Minister (Information Technology).
GNCTD


(Vikas Ahlawat)
Special Secretary (IT)

For information and necessary action to:

**All ACS/Pr. Secretaries/Secretaries/HoD of Delhi Government Departments of GNCTD/
Autonomous Bodies/ Local Bodies of GNCTD**

Copy to

1. Pr. Secretary to Hon'ble Lt. Governor, Govt. of NCT of Delhi
2. Secretary to Hon'ble Chief Minister, Govt. of NCT of Delhi
3. SO to Chief Secretary, Govt. of NCT of Delhi
4. Secretary to the Hon'ble Minister (IT), GNCTD
5. Guard file