

Guidelines summary

1-The National Emblem of India MUST be displayed on the Homepage of the websites of Central Government Ministries/Departments. The usage of National Emblem on an Indian Government website must comply with the directives as per the '**State Emblem of India (Prohibition of improper use) Act, 2005**'. Further, the State Governments should also display the State Emblem (or the National Emblem in case the State has adopted the National Emblem as its official State Emblem) as per the Code provided in the above Act.

2-Unauthorized attempts to upload information or change information on this service are strictly prohibited and may be punishable under the Indian IT Act.

3-Domain Name Policy, all Indian Government websites MUST use 'gov.in' or 'nic.in'

4-Website should provides a prominent link to the 'National Portal' from the Home page and pages belonging to National Portal load in new window.

5-Department solicits or collects personal information from visitors through their websites, 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.

6-The visual/textual identity elements highlighting the Indian Government's ownership of the site MUST prominently stand out on the page.

7-Website should have a comprehensive Hyper Linking Policy

8-The important information for Citizen in "About us" Section should be updated regularly

9-The placement of navigation and text elements should be uniform across the website.

10-Most important elements should be visible on the first screen and should not go inside a scroll.

11- Websites should be accessible to the public in an user friendly and secure manner on 24 x 7 basis.

12-With the increased proliferation of Internet, more and more citizens are accessing 3.3.1 information from Government websites. Clearly defined Terms & Conditions including well-worded disclaimers regarding the usage of websites MUST be present on every Indian Government website.

Terms & Conditions shall address the following aspects:

- Ownership Details
- Usage Policy of Content
- Legal Aspects
- Responsibility towards hyperlinked Sites

13-While using national identity symbols like Flag, National Emblem etc., it MUST be ensured that the images are in a proper ratio and color.

14-Buttons and Icons should be large enough to be distinguishable on a high-resolution monitor.

15- Graphics should not be used to present major content

16- When using Hindi/Regional language fonts the page MUST be tested on major browsers for any inconsistency (loss of layout). Further, links to download the font must be provided to the visitors

17- Font properties should be such that the text MUST be readable both in electronic and print format and the page MUST print correctly on an A4 size paper.

18-Websites should ensure the colors used for text and graphics look good on a variety of platforms, monitors and devices by selecting them from the 216-colour web-safe palette –

19-Designers MUST ensure that all information conveyed with color is also available without color, for example from context or markup. –

20-The height and width specifications should be the same as the actual height and width of the image

21-Web pages MUST not contain anything that flashes more than three times in any one second period

22-For any moving, blinking or scrolling information that starts automatically and is presented in parallel with other content, there MUST be a mechanism for the user to pause, stop, or hide it (unless the movement, blinking, or scrolling is part of an activity where it is essential).

23-If any audio on a Web page plays automatically for more than 3 seconds, there MUST be mechanism to pause or stop the audio.

24- It MUST be possible for a visitor to reach the Homepage from any other page in the website. The positioning navigation scheme used for navigation items MUST be consistent across the website.