
	<b>Information Technology Quality Certification and Research</b> (STQC, MeitY, Govt of India Approved IT Testing Laboratory)		
	<b>Questionnaire for the Backend Audit</b>	Page 1 of 4	

### Department details

Name: National Archives of India  
 Address: J 688 + 6 WC, Janpath Road, opposite Indira Gandhi National Centre for the Arts, near Shastri Bhawan, New Delhi  
 Website URL: https://naidov.businessbazaar.com

### Web Information Manager

Name: Mr. J. K. Luthra  
 Designation: I/c Com Unit  
 Email and Phone Number: Jatinder.luthra@gov.in, +91-223384173

- Are due permissions obtained for publishing any content on the website that is protected by copyright?
  - ☒ Yes
  - ☐ No
  - ☐ Any Other remarks \_\_\_\_\_
- Is there a mechanism to check the accuracy of Hyperlinked Content?
  - ☒ Yes
  - ☐ No
  - ☐ Any Other remarks \_\_\_\_\_
- Is there a Mechanism to ensure that there are no "broken links" (internal as well as external) or "Page not found" errors?
  - ☒ Yes
  - ☐ No
  - ☐ Any Other remarks \_\_\_\_\_
- Is there a mechanism to ensure 'About us' is updated time to time whenever the contents is required to be changed?
  - ☒ Yes
  - ☐ No
  - ☐ Any Other remarks \_\_\_\_\_
- Is there a mechanism to ensure that all Tender/ Recruitment Notices issued by the Department are published on the website?
  - ☒ Yes
  - ☐ No
  - ☐ Any Other remarks \_\_\_\_\_

6. Is there a mechanism to ensure that information on old/ irrelevant Tender/ Recruitment notices is removed or moved into the archive section?
- ☒ Yes
- ☐ No
- ☐ Any Other remarks \_\_\_\_\_
7. Is there a mechanism to ensure that all the Citizen Services, Forms, Documents and Schemes are registered with the respective repositories of the National Portal?
- ☒ Yes
- ☐ No
- ☐ Any Other remarks \_\_\_\_\_
8. Is there a mechanism to ensure that all outdated announcements are removed from the website or moved to archive?
- ☒ Yes
- ☐ No
- ☐ Any Other remarks \_\_\_\_\_
9. A) Are there any discussion Forums on the website?
- ☐ Yes
- ☒ No
- ☐ Any Other remarks \_\_\_\_\_
- B) If the answer is yes, are they moderated?
- ☐ Yes
- ☐ No
- ☐ Any Other remarks \_\_\_\_\_
10. A) Is there a mechanism for receiving feedback/ queries through the website?
- ☒ Yes
- ☐ No
- ☐ Any Other remarks Feedback Form is available on the website.
- B) If the answer is yes, are the feedback/ queries responded to?
- ☒ Yes
- ☐ No
- ☐ Any Other remarks \_\_\_\_\_
11. Is there a mechanism to ensure that all downloadable material is free from virus?
- ☒ Yes
- ☐ No
- ☐ Any Other remarks \_\_\_\_\_

12. Is there a mechanism for checking any offensive/discriminatory contents on web pages?
- ☒ Yes
- ☐ No
- ☐ Any Other remarks \_\_\_\_\_
13. Has the department defined a Content Contribution, Moderation and Approval Policy (CMAP) for the website?
- ☒ Yes
- ☐ No
- ☐ Any Other remarks \_\_\_\_\_
14. Has the department defined a Content Review Policy (CRP) for the website?
- ☒ Yes
- ☐ No
- ☐ Any Other remarks \_\_\_\_\_
15. Has the department defined a Content Archival Policy (CAP) for the website?
- ☒ Yes
- ☐ No
- ☐ Any Other remarks \_\_\_\_\_
16. A) Has the department defined a Security Policy?
- ☒ Yes
- ☐ No
- ☐ Any Other remarks \_\_\_\_\_
- B) Has the website cleared a Security Audit by a certified agency?
- ☒ Yes
- ☐ No
- ☐ Any Other remarks Security audit is done before live.
17. A) Is the website hosted at NIC or State Data Centre?
- ☒ Yes
- ☐ No
- B) If yes, the location of the hosting datacenter NIC
- C) If no, is the website hosted in a data centre in india having the following facilities:
- State-of-the art multi-tier security infrastructure as well as devices such as firewall and intrusion prevention systems.
  - Redundant server infrastructure for high availability.
  - Disaster Recovery (DR) Centre in a geographically distant location.
  - Helpdesk & technical support on 24x7x365 basis.

- ☐ Yes  
☐ No

18. Does the stationery of the department as well as advertisements/public messages issued by the Department prominently display the URL of the web site?

☒ Yes

☐ No

☐ Any Other remarks \_\_\_\_\_

19. Has the department defined Website Monitoring Policy for the website?

☒ Yes

☐ No

☐ Any Other remarks \_\_\_\_\_

20. Has the department nominated a Web Information Manager?

☒ Yes

☐ No

☐ Any Other remarks \_\_\_\_\_

21. Are the policies and plans (Web publication guidelines/circular/office orders) approved by Authorized signatory/Head of Department?

☒ Yes

☐ No

☐ Any Other remarks \_\_\_\_\_

22. Has the department defined a mechanism for reviewing, confirming, and correcting information before finalizing the submission for Web pages that cause legal commitments or financial transactions?

☒ Yes

☐ No

☐ Any Other remarks \_\_\_\_\_

Office stamp  
 J. K. LUTHRA  
 सूक्ष्म छाया अधिकारी  
 Microphotographer  
 राष्ट्रीय अभिलेखागार  
 National Archives of India

(Signature of Web Information Manager)

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