Office of the Principal Accountant General (Audit-I), West Bengal

2, Govt. Place (W), Treasury Buildings, Kolkata – 700 001.

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EDP SECTION

Office Circular

O.O.No.EDP/80/IS Security Guidelines and Instructions /2025-26/44 Dated: 12.12.2025

Sub: Standard Operating Procedure (SOP) for Updating and Managing Web Content on the Official Website – Regarding

In the digital age, content available on the official website serves as a crucial medium for disseminating information to the stakeholders or end-users. Timely updates ensure that stakeholders are informed of the latest developments, policies, and initiatives undertaken by this Department/Office. Maintaining accurate information is also essential for legal compliance and for mitigating potential liabilities associated with inaccurate or misleading data.

To ensure the reliability, relevance, and effectiveness of our official website as a communication platform, it has been decided to implement a '**Periodic Web Content Review Mechanism**' to guarantee the accuracy, relevancy, and currency of all online content.

All web content creators/originators/providers should periodically, **at least quarterly or as and when the situation demands**, to review their respective web sections for any potential updates/modifications/rectifications required, based on prevailing circumstances. Prior to submitting a formal request for any content update, the requesting authority must ensure that the web content adheres strictly to the following guidelines:

i. *Content is written in clear and accessible language to facilitate understanding by end-users.*

ii. *All information is factually accurate and reflects current Government policies and procedures.*

iii. *Content remains relevant to the department's mission and target audience/end-users.*

iv. *Information is presented concisely, avoiding jargon or technical terms unless necessary, with appropriate explanations provided.*

v. *All internal and external links are functioning correctly. Reports of broken links should be submitted for repair or removal if the links are obsolete.*

vi. *Web content must not include sensitive or personal information without proper authorization from the relevant individuals/authorities.*

vii. *Obsolete information should be promptly removed from the website.*

N.B: The responsibility for maintaining the accuracy and relevance of web content rests with the web content creator/originator/provider of the concerned Group/Section.

All concerned Branch Officers of Groups/Sections, including LAD, are hereby requested to –

a. Complete an initial review of existing web content and forward updated/modified web content in bilingual format (i.e., both in English and Hindi) – preferably in electronic format (Word documents and PDF attachments), duly approved by the concerned Group Officer – latest by 05.01.2026 for uploading onto the Official Website.

b. Subsequent reviews shall be conducted in April, July, October, and so on, i.e., following the end of each quarter, and shall be reported upon (along with updated content) to EDP Section if necessitated.

c. In case no update or modification is required, a 'NIL' report may be forwarded to EDP Section for record.

d. While forwarding updated/modified web content to EDP Section, the broader guidelines on maintaining/preserving/generating/acquiring as prescribed in the C&AG's "**Policy on Data Governance and Data Security**" shall be strictly adhered to.

Upon receipt of proposed updated/modified web content, it will be submitted to the Website Content Management Committee for ratification prior to publication on the Official website.

Further, to expedite the process of ratification before uploading content onto the official website, it has also been decided to revamp the Web Content Management Committee. The composition of the modified Website Content Management Committee shall be as follows:-

	Profile/Role	Designated Officer
1.	Chairman & Website Administrator	Group Officer in-charge of Administration
2.	Honourable members	Group Officers in-charge of other AMGs
3.	Overseer of Hindi portion of the website.	Assistant Director (Rajbhasha)
4.	Proofer and maintaining relevancy and conformity of the web-contents	Branch Officer in-charge of ITA Section
5.	Convenor, Coordinator & Content Uploader	Branch Officer in-charge of EDP Section

The Rajbhasha Section shall promptly execute all translation tasks of web content into Hindi to ensure that the Hindi version of the Official

website is a true replica of the English version.

This SOP shall be effective from the date of its publication. This SOP will be reviewed and updated at least annually, or as needed to reflect changes in policy, or regulatory requirements.

Authority:// PAG's order dated 12.12.2025
kept in e-file EDP/80/IS Security Guidelines and Instructions.

Dy. Accountant General (Admn)

Copy forwarded for information and necessary action to: -

1. Secretary to Pr. AG (Audit-I), West Bengal
2. Steno to DAG (Admn/AMG-I/AMG-II/AMG-III/AMG-IV/AMG-III(LAD)
3. Assistant Director (Rajbhasha)
4. Sr. AO/AAO(s) of Admn.1/Admn.2/Admn.3/Admn.4/Admn.5
5. Sr. AO/AAO(s) (Coordination) of AMG-I/AMG-II/AMG-III(Non-LAD)/AMG-III(LAD)/ AMG-IV/AMG-IV(FAW)
6. Sr. AO/AAO(s) of Report/ECPA/DAS/ITA
7. For uploading in the Official Website.
8. Rajbhasha Section for translation into Hindi.