

**Minutes of the Meeting regarding website designing held on 08.04.2022 in the office chambers of Shri Amit Sharma, JKAS, Secretary to Government, ARI & Trainings Department.**

A Meeting regarding up-dation and re-designing of the Departmental Website, under the chairpersonship of Shri Amit Sharma, JKAS, Secretary to Government, ARI & Trainings Department, was held on 08.04.2022. The following Officers attended the meeting:-

1. Secretary to Government, ARI & Trainings Department (In-Chair).
2. State Informatics Officer, NIC, J&K.
3. Director Finance, ARI & Trainings Department.
4. Additional Secretary to Government (M), ARI & Trainings Department.
5. Additional Secretary to Government (S), ARI & Trainings Department
6. General Manager, Government Press, Srinagar/Jammu.
7. Under Secretary (S/A) to Government, ARI & Trainings Department.

Besides, other officials of NIC, J&K were also present in the Meeting.

In the meeting, deliberations were held upon up-dation and redesigning of the Departmental Website and provisioning of End-to-End Digitization of the various services. After thread bare discussions following decisions were arrived at:

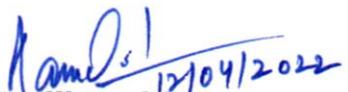
1. The chair directed to ensure that the departmental website [www.jkaritrainings.nic.in](http://www.jkaritrainings.nic.in) should be updated within one month. The website should be re-designed on the patterns of DARPG website and it should be compliant with the Guidelines for Indian Websites (GIGW). In this regard, Additional Secretary (S) shall analyze the website of DARPG and incorporate best practices in the template of the website to be shared with the team of NIC.
2. It was decided by the chair that all the services provided by the department like NDC for Loan Liquidation & Mutual Migration of MBBS students should be end-to-end digitized for ensuring transparency and NIL human interface for the citizens while availing these services.
3. The chair directed Director Finance, ARI & Trainings Department to create a work flow chart for issuing the NDC and share it with the concerned officers of NIC, J&K so that the process of issuing NDC for loan liquidation is made through online mode only in the near future and NIC shall do the needful in ensuring the same within a month.
4. It was decided by the Chair that the Website of the department shall be revamped and made user-friendly with mobile compatibility across all platforms.

*Kandol*

5. The Chair directed General Manager Press, Government Press Srinagar/Jammu to provide a template to the officials of NIC for updating their respective websites after analyzing websites of various international reputed press foundations like Oxford Press, Thompson India Limited, Tata Press etc.
6. The Chair directed General Manager, Government Press Srinagar/Jammu to ensure that every printed material is also uploaded on the website in a digital format with selective access to the end consumers/user departments.
7. The Chair directed that Additional Secretary (S) to the Government shall be the Nodal Officer of the project which is to be completed in a span of one month.
8. The Chair further directed all the officers of ARI & Trainings Department to maintain a close liaison with the officers/officials of NIC, J&K. Weekly meetings with the officers of NIC should be convened to keep a track of the progress and a Whatsapp group has to be created for constant and smooth working of the said project.
9. It was also decided by the Chair to hold a review meeting regarding the progress achieved on the important areas of all websites upgradation and service digitization which shall be convened on 25.04.2022.

The Secretary to Government, ARI & Trainings before the culmination of meeting, finally advised all the officers/officials of the department to ensure that the timelines fixed are adhered to and professional approach should be adopted for same and progress achieved in the same shall be reflected in EPM as well as Annual APRs of the said officers.

The meeting ended with a vote of thanks to the Chair.

  
(Aadil Bashir)

Under Secretary to the Government  
ARI & Trainings Department

No: ARI-Gen/48/2021-01

D a t e d: 12/04/2022

Copy to the:-

1. State Informatics Officer, NIC, J&K.
2. Director Finance, ARI & Trainings Department.
3. Additional Secretary (M)/(S) to Government, ARI & Trainings Department.
4. General Manager, Government Press Srinagar/Jammu.
5. Under Secretary (A/B) to Government, ARI & Trainings Department.
6. Private Secretary to Secretary to the Government, ARI & Trainings Department.
7. I/C website
8. Office record file.