

F.No. S-11011/1/2018-CC (WEB)  
Government of India  
Ministry of Statistics & Programme Implementation  
Data Storage & Dissemination Division

East Block-10, Sector-I  
R K Puram, New Delhi- 110066  
Date: 27.09.2018

**OFFICE MEMORANDUM**

Sub:- Regarding uploading of orders/ reports or other documents on the Ministry's website.

DSDD, which is mandated to design, develop and operate the website of the Ministry, is also responsible for uploading the orders/ reports or other documents on the website as and when requested by the Division(s). In this context, it is observed that some of the Divisions don't send the matter directly to the designated email ID of web unit of this Division, instead they prefer sending the material on personal email ids of the Senior Officers. Further, a few Divisions keep on revising their uploaded materials after they are uploaded on the website. These cause hassles and sometimes when mail is not directed to the right person, uploading of such material gets delayed.

2. In order to streamline the uploading of the materials on the website, following points are stipulated:
- All materials related to uploading on the website, may be sent only to emails [webunit.dsdd@mospi.gov.in](mailto:webunit.dsdd@mospi.gov.in) & [chhabra.geeta@nic.in](mailto:chhabra.geeta@nic.in) with a copy to [director2.dsdd@mospi.gov.in](mailto:director2.dsdd@mospi.gov.in) & [chopra.anil@nic.in](mailto:chopra.anil@nic.in)
  - After uploading of the same on the website, DSDD will confirm the same to the sender by sending a web-link.
  - Concerned Division may verify the same through the web-link. If satisfied, the same may be confirmed to the DSDD. Otherwise, Division may contact Ms Geeta Chhabra, Deputy Director at email [chhabra.geeta@nic.in](mailto:chhabra.geeta@nic.in) or at Phone No. 011-26104194 (between 10.00 am to 6.00 pm on working days).
  - Any material received after 5:30 pm, will be uploaded on the next/ subsequent working day. However, important press releases of the Ministry, etc shall be given priority and would be uploaded on the same day beyond the said time. For this, the concerned Division may have to inform Ms. Geeta Chhabra, Deputy Director in advance.

*Nancy Chhabra*  
*27.09.2018*

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- e) Materials related to the National Accounts Statistics Division, are sensitive in nature. Therefore, NAD may send these materials to the DSDD at least at the level of Director.
- f) Regarding updation of contact details on the Website, each Division may check periodically the contact details related to the Officers/Staff of their Division and in case of any change, the same may be intimated to DSDD.

3. All the Divisions of the MoSPI are requested to co-operate by complying with the above to avoid any hassle and ensure timely uploading of the material on the website.

*Manoj Gupta*  
27.09.2018  
**(Manoj Kumar Gupta)**  
Director (DSDD)

To,

1. All Additional Director Generals of MoSPI
2. DDG (PI), East Block-6, R K Puram, New Delhi-110066
3. Director (Admin)/ HOD, MoSPI, S P Bhawan, Parliament Street, N. Delhi-110001
4. Director (ISS)
5. Director (SSS)

**Copy for information to:**

1. PPS to Secretary
2. PPS to Director General, NSSO, Sankhyiki Bhawan, Karkardooma, Shahdara, Delhi.
3. PPS to Director General (Economic Statistics), CSO, Patel Bhawan
4. PPS to AS (MoSPI) East Block-6, R K Puram, New Delhi-110066
5. PPS to JS (MoSPI), S.P.Bhawan, New Delhi-110001
6. Director (IFD), East Block-6, R K Puram, New Delhi-110066