

# Website Update Form

## Section 1

### Contact Information (To be filled by Head of Section/Division)

Section/Division: \_\_\_\_\_

Name of Head/ Responsible officer : \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

## Section 2

### Description of Request

Any contents to be uploaded on the website?

Yes

No  (if "No", go to section 3)

SN	Contents to be uploaded	Contents to be uploaded under News/Events, etc	Whether contents should be deleted or archived (Yes/No)	Date to be archived/deleted
1				
2				
3				
4				
5				
6				

### Contents to be uploaded: (Please tick as appropriate)

(1) Soft copies (on Diskettes or Pen Drive)

(2) Sent by email to webmaster-moe@mail.gov.mu

## Section 3

Date: \_\_\_\_\_

Signature of Head : \_\_\_\_\_

**Note: This form should be signed and returned to the e-Govt Unit every Friday even if there are no updates to be made on the website**