

Content Review Policy (CRP)

DIT Website is the face of Department of Information Technology, Ministry of Communications and Information Technology, Govt. of India. It is therefore required to keep the content on the Website current and up-to-date and hence there is a need for the Content Review Policy. Since the scope of the content is huge, different Review Policies are defined for the diverse content elements.

The Review Policy is based on different type of content elements, its validity and relevance as well as the archival policy. The matrix below gives the Content Review Policy:

S.No.	Content Element	Basis of Content Classification			Frequency of Review	Approver
		Event	Time	Policy		
1	About Ministry/ Department/State	√		√	Half Yearly Immediate-for new Ministry/ Department/State created.	Secretary
2	Programme/ Schemes	√	√	√	Quarterly Immediate-for new Programme/ Scheme introduced.	Group Head
3	Policies	√		√	Quarterly Immediate-for new Policies introduced.	Group Head
4	Acts/Rules	√		√	Quarterly Immediate-for new Acts/rules	Group Head
5	Circular/Notifications	√	√	√	Quarterly	Content Manager

S.No.	Content Element	Basis of Content Classification			Frequency of Review	Approver
		Event	Time	Policy		
6	Documents/Publications/Reports	√	√	√	Fortnightly Archival of current 2 year	Content Manager
7	Directories/ Contact Details(DIT)	√	√		Quarterly Immediate in case of change.	Group Head
8	What's New	√	√		Immediate	Web Information Manager
9	Tenders Publishing	√	√		Immediate	Group Head/ Web Information Manager
10	Highlight	√	√		Fortnightly	Content Manager/ Web Information Manager
11	Banners	√	√	√	Quarterly Immediate in case of an event.	Group Head/ Web Information Manager
12	Photo-gallery	√	√	√	Quarterly Immediate in case of an event.	Web Information Manager
13	Group Wise Contents	√	√	√	Quarterly Immediate in case of an event.	Group Head / Content Manager

The entire website content would be reviewed for syntax checks once a week by the DIT Website Team.

Thank You,

Web Information Manager

DIT-Website

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