

Content Review Policy (CRP)

All possible efforts need to be taken to keep the content on the Website current and up-to-date. This Content Review Policy defines the roles and responsibilities of the website content review and the manner in which it needs to be carried out. Review Policies are defined **by** the diverse content elements.

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

Table (Content Review Policy-CRP)

Sr.No.	Content Elements	Frequency of Review	Reviewer
1	About the Department/ Organization	Immediate in case a new Ministry/Department/State is created. Once in a quarter as a Policy.	
2	Programme/Schemes	Immediate – for new programme/scheme introduced	
3	Policies	Immediate – for new Policy introduced.	
4	Services	Immediate in case of an event	
5	Forms	Immediate in case of an event	
6	Acts/Rules	Once in a quarter as a Policy	
7	Circulars/Notifications	Immediate in case of an event	
8	Documents/Reports	Once in a quarter as a Policy. Keep recent 2 years documents/ Reports	
9	Announcements	Immediate in case of an event	
10	News/Press Releases	Immediate in case of an event	
11	Tenders/Notices	Immediate – for new Tenders/Notices introduced.	
12	Photo-gallery	Immediate in case of an event	

The entire website content would be reviewed for syntax once a week by [Reviewer]. And the URLs listed in website/portal are checked periodically through the automated scripts for its availability and necessary actions are taken to provide current and up-to-date website URLs.

Thank You,

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