

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:

S. No.	Content Element	Frequency of Review	Reviewer	Content Type
1.	About the Department/ Organization	Immediate – in case any change in Ministry/Department.	Admin	CMS Page
2.	Programme/Schemes	Immediate – for new programme/scheme introduced	Admin	CMS Page
3.	Services	Immediate – for new service introduced	Admin	CMS Page
4.	Contact Details	Immediate – in case of any change.	Admin	CMS Page
5.	News	Immediate – in case of any change.	Admin	CMS Page
6.	Events	Immediate – in case of any change.	Admin	CMS Page
7.	Downloads	Immediate – in case of any change.	Admin	CMS Page
8.	Circulars/Notifications	Immediate – in case of any change.	Admin	CMS Page
9.	Documents/Reports	Once in a quarter as a Policy. Keep recent 2 years documents/ Reports.	Admin	CMS Page
10.	Photo Gallery	Immediate – in case of any change.	Admin	CMS Page
11.	Forms	Immediate – in case of any change.	Admin	CMS Page
12.	Acts/Rules and Policies	Once in a quarter as a Policy.	Admin	CMS Page

Thank You,

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