

Content Review Policy (CRP)

The National Portal of India is the face of the Government disseminating government information and services. It is therefore required to keep the content on the portal current and up-to-date and hence there is a need for a 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 types of content elements, it's validity and relevance as well as the archival policy. The matrix below gives the Content Review Policy:

Table-3 (Content Review Policy)

S.No	Content Element	Basis of Content Classification			Frequency of Review	Reviewer
		Event	Time	Policy		
1.	About the Ministry/ Department/ State	✓		✓	Immediate in case a new Ministry/ Department/State is created.Once in a quarter as a Policy.	Level 3
2.	Programme/ Schemes	✓		✓	Immediate – for new programme/ scheme introduced. Once in a quarter as a Policy.	Level 3
3.	Policies	✓		✓	Immediate – for new Policy introduced. Once in a quarter as a Policy.	Level 3
4.	Services		✓		Every fortnight	Level 3
5.	Forms		✓		Every fortnight	Level 3
6.	Acts/Rules			✓	Once in a quarter as a Policy	Level 3
7.	Circulars/ Notifications	✓		✓	Every Fortnight	Level 3
8.	Documents/ Reports		✓	✓	Once in a quarter as a Policy. Keep recent 2 years documents/ Reports	Level 3
9.	Interaction Tools	✓	✓		Immediate	Level 4

S.No	Content Element	Basis of Content Classification			Frequency of Review	Reviewer
		Event	Time	Policy		
10.	Directories	✓	✓		Immediate in case of change. Once in a quarter as a Policy.	Level 3
11.	State/ Sector Profile	✓		✓	Immediate in case a new Ministry/ Department/State is created. Once in a quarter as a Policy.	Level 3
12.	Announcements	✓			Immediate	Level 3 /Level 4
13.	News	✓			Immediate	Level 3 /Level 4
14.	Press Releases	✓			Immediate	Level 3/ Level 4
15.	Natural Calamity	✓			Immediate	Level 3 /Level 4
16.	Tenders			✓	Immediate in case a new Tenders Once in a quarter as a Policy.	Level 3
17.	Spotlight		✓		Once a month	Level 4
18.	Banners	✓	✓		Immediate in case of an event. Once in a quarter as a Policy.	Level 4
19.	Photo-gallery	✓		✓	Immediate in case an event Once in a quarter as a Policy.	Level 3 / Level 4
20.	Who's Who (Government Details)	✓	✓		Immediate	Level 3 / Level 4

The entire content element would be reviewed for syntax once a week by the NPI Team; however the above matrix is for the semantics review.