# **Content** Contribution, Moderation & Approval Policy **(CMAP)**

Content needs to be contributed by the authorized Nodal Officers from Divisions of Ministry/Department of Health & Family Welfare in a consistent fashion to maintain uniformity and to bring in standardization along with associated metadata and keywords. In order to present the content as per the requirement of the viewer, organize the content in categorized manner and to retrieve the relevant content efficiently, it is required to contribute the content to the website through a Content Management System which would be web-based having user-friendly interface.

The content on the portal goes through the entire life-cycle process of:-

- Creation
- Modification
- Approval
- Moderation
- Publishing
- Expiry
- Archival

Once the content is contributed it needs to be approved and moderated prior to being published on the Website. The moderation could be multilevel and is role based. If the content is rejected at any level then it is reverted back to the originator of the content for modification.

Different Content Element is categorized as: -

- Routine
- Priority and
- Express

| # | Content Element | Type of Content | | | Moderator | Approver | Contributor |
|---|---|---|---|---|---|---|---|
| | | Routine | Priority | Express | | | |
| 1 | About Us | √ | | | WIM | CJS | NO |
| 2 | Meet the Ministers | | | √ | WIM | CJS | NO |
| 3 | E-citizen/e-Tenders | √ | √ | | WIM | CJS | NO |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 4 | Programmes/Schemes | √ | √ | | WIM | CJS | NO |
| 5 | Documents | √ | √ | | WIM | CJS | NO |
| 6 | Organization | √ | √ | | WIM | CJS | HOO |
| 7 | What's New | √ | √ | √ | WIM | CJS | NO |
| 8 | Contact Us | √ | | | WIM | NO | NO |
| 9 | Photo Gallery | √ | √ | | WIM | CJS | NO |
| 10 | Vacancies | √ | √ | | WIM | CJS | NO |
| 11 | Ticker | √ | √ | √ | WIM | CJS | NO |
| 12 | E-governance | √ | √ | | WIM | CJS | NO |
| 13 | Forms & Procedures | √ | √ | | WIM | CJS | NO |

**SEC**=Secretary
**WIM** = Web Information Manager  **CJS**= Concerned Joint Secretary **NO** = Nodal Officer **HOO**=Head of Organization

The responsibility of contents in respect of websites than ministry rest with the concerned organization.

**Thank You**,

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