

Content Review Policy (CRP)

MoHFW Website is the face of Department of Health & Family Welfare, Ministry of Health & Family Welfare, Government of India. It is therefore required to keep the content on the Website current and up-to-date as such 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:

#	Content Element	Basis of Content Classification			Frequency of Review	Approver
		Event	Time	Policy		
1	About US	√		√	Half Yearly Immediate-for new Department/ Division created.	CJS
2	Meet the Ministers	√			Quarterly Immediate-for changes of any Ministers.	CJS
3	E-citizens/E-tenders	√		√	Quarterly Immediate-for new Document/Tender introduced	CJS
4	Programmes/Schemes	√		√	Quarterly Immediate-for new Programmes/Schemes	CJS
5	Documents	√	√	√	Quarterly Archival of current two years	NO

6	Organizations	✓	✓	✓	Fortnightly	NO
7	What's New	✓	✓	✓	Immediate	CJS
8	Contact Us	✓	✓		Quarterly Immediate in case of change	WIM
9	Photo Gallery	✓	✓		Quarterly Immediate in case of event	NO/WIM
10	Vacancies	✓	✓		Quarterly Immediate in case of event	NO/WIM
11	Ticker	✓	✓	✓	Quarterly Immediate in case of an event.	NO/WIM
12	E-Governance	✓	✓	✓	Quarterly Immediate in case of an event.	CJS
13	Forms & Procedures	✓	✓	✓	Quarterly Immediate in case of an event.	NO/CJS

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

(CJS : Concerned Joint Secretary ; **NO** : Nodal Officer ; **WIM** : Web Information Manager)

Thank You,

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