

### 1. Content Review policy (CRP) (clause 5.2.3)

TRTI website is an important tool for disseminating the information to the masses being served by the Directorate. It is therefore required to keep the content on the Website current and up-to-date and hence 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:

SR	Content of Element	Basis of Content Classification			Frequency of Review	Reviewer	Approver
		Event	Time	Policy			
1	About the Directorate and its departments	Y	–	Y	Immediate – for new Department Created	Web Information Manager/Project Director	Joint/Deputy Director
2	Programmes/Schemes	Y	Y	Y	Immediate – for new Department Created	Web Information Manager/Project Director	Joint/Deputy Director
3	Policies	Y			Immediate	Deputy Director/ Joint/Project Director	Director
4	Acts/Rules	Y			Immediate	Deputy Director	Joint/Deputy Director
5	Circular/Notifications	Y			Immediate	Deputy Director	Joint/Deputy Director
6	Documents/Publications/Reports	Y			Immediate	Deputy Director	Joint/Deputy Director
7	Directories / Contact Details	Y			Immediate	Web Information Manager/Project Director	Joint/Deputy Director
8	What's New	Y			Immediate	Web Information Manager/Project Director	Joint/Deputy Director
9	Tender Publishing	Y			Immediate	Web Information Manager/Project Director	Director

10	Highlights	Y			Immediate	Web Information Manager/Project Director	Joint/Deputy Director
11	Banners	Y			Immediate	Web Information Manager/Project Director	Joint/Deputy Director
12	Photo Gallery	Y			Immediate	Web Information Manager/Project Director	Joint/Deputy Director
13	Group wise contents	Y			Immediate	Web Information Manager/Project Director	Joint/Deputy Director