

Content Review Policy (CRP)

The State Portal is the face of the Punjab Government. 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:

S. No.	Content Element	Basis of Content Classification			Frequency of Review	Reviewer
		Event	Time	Policy		
1	Department Info	✓	✓	✓	- Once in a month as a policy. - Immediate in case a new department is created.	Content Manager /Nodal Officers
2	Programme/Schemes	✓		✓	- Once in a quarter as a policy. - Immediate for new programme/Scheme introduced.	Content Manager /Nodal Officer
3	Services	✓		✓	- Once In a quarter as a policy. - Immediate for new Policy introduced.	Content Manager /Nodal Officer
4	Forms	✓		✓	- Once In a quarter as a policy. - Immediate In case of any change.	Content Manager /Nodal Officer
5	Circulars/Notifications /Press Releases	✓	✓		- Immediate	Content Manager /Nodal Officer
6	What's New	✓	✓		- Immediate	Content Manager /Nodal Officer
7	Highlight	✓	✓		- Fortnightly	Content Manager /Nodal Officer
8	Documents/Reports /Policies	✓		✓	- Once In a quarter as a policy. - Immediate for new document /report/policy introduced.	Content Manager /Nodal Officer
9	Directories/Contact Details			✓	- Once In a quarter as a policy. - Immediate in case of change.	Content Manager /Nodal Officer
10	Banners	✓		✓	- Once In a quarter as a policy. - Immediate in case of change.	Content Manager /Nodal Officer
11	Photo-gallery	✓		✓	- Once In a quarter as a policy. - Immediate in case an event	Content Manager /Nodal Officer

12	Who's Who (Government Personal's Details)	✓	✓		- Immediate	Content Manager /Nodal Officer
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The entire Portal content would be reviewed for syntax checks once a week.

Thank You

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