# Content Review Policy (CRP)

This website is the public face of the North Eastern Council. 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:

| Sl. No. | Content Element | Type of Content | | | Frequency of Review | Approver |
|---|---|---|---|---|---|---|
| | | Event | Time | Policy | | |
| 1 | About Department | ✓ | | ✓ | Web Information Manager | Nodal Officer |
| 2 | Programme/ Schemes | ✓ | ✓ | ✓ | Web Information Manager | Nodal Officer |
| 3 | Policies | ✓ | | ✓ | Web Information Manager | Nodal Officer |
| 4 | Acts/Rules | ✓ | | ✓ | Web Information Manager | Nodal Officer |
| 5 | Circulars/ Notifications | ✓ | ✓ | ✓ | Web Information Manager | Nodal Officer |
| 6 | Documents/ Publications/ Reports | ✓ | ✓ | ✓ | Web Information Manager | Nodal Officer |
| 7 | Directories | ✓ | ✓ | | Web Information Manager | Nodal Officer |
| 8 | What's New | ✓ | ✓ | | Web Information Manager | Nodal Officer |
| 9 | Tenders | ✓ | ✓ | | Web Information Manager | Nodal Officer |
| 10 | Highlights | ✓ | ✓ | | Web Information Manager | Nodal Officer |

| 11 | Banners | ✓ | ✓ | ✓ | Web Information Manager | Nodal Officer |
|----|---------|---|---|---|------------------------|---------------|
| 12 | Photo-gallery | ✓ | ✓ | ✓ | Web Information Manager | Nodal Officer |
| 13 | Group Wise Contents | ✓ | ✓ | ✓ | | |