Department of Industrial Policy & Promotion

Policy for Content Contribution, Moderation & Approval (CMAP) in DIPP
website http://www.dipp.nic.in

In order that all contents posted on the website are authentic, up-to-date and latest, officers/division contributing the contents *must* check them thoroughly for authenticity and accuracy before posting. The contents *must* invariably display a time stamp indicating the date on which the information was posted and last reviewed and/or modified.

The content links of the website are given below. Before sending new/revised contents to the Web Information Manager for posting in the website, all officers/ divisions should adopt the procedure as indicated in the table below relating to content contribution, moderation and approval.

Sl. No	Content	To be contributed by:	To be moderated/approved by
1.	About Ministry/Deptt.	O&M Section	Contents should be moderated/approved at appropriate levels as per the work distribution of the Department. It will be the responsibility of the concerned divisions/sections/officers to ensure that approvals of the competent authority have been obtained before sending the matter to the Web Information Manager for uploading in the website.
2.	RTI/Citizen chart	Concerned sections	
3.	Programme/ Schemes	Concerned sections	
4.	Policies	Concerned sections	
5.	Acts/Schemes/Policies/ Reports/Budget/Rules	Concerned sections	
6.	Circulars/ Notifications	Concerned sections	
7.	Documents/ Publications/ Reports	Concerned sections	
8.	Links under investor facilitation	Concerned sections	
9.	Links in Discussion papers	Concerned sections/ Officers	
10.	Work distribution/list of officers	Estt.I Section	
11.	Telephone Directory	Gen. Admn. section	
12.	What's New	Concerned sections	
13.	Tenders	Concerned sections	
14.	Highlight	Concerned sections	
15.	Links of Subordinate offices	Concerned admn. sections	
16.	Photo-gallery	Concerned sections	
17.	Other links	Concerned sections/officers	

It is important that the contents *should* display a time stamp indicating the date on which the information was posted and the date on which the content was last reviewed and/or modified. While sending the contents for posting, officers/ division should certify that the procedure mentioned above has been followed.

Web Information Manager