

## Department of Industrial Policy & Promotion

### Content Review Policy (CRP) for DIPP website

<http://www.dipp.nic.in>

There is a need to periodically review all the contents of the DIPP website to keep it up-to-date. It is a requirement under the Guidelines for Indian Government Websites (GIGW) too. Therefore, any changes in the contents, as and when they take place, should be intimated immediately to the web information manager for updation in the website. In respect of content which does not require frequent updation/modification, the frequency of review is indicated in the table given below. All officers/divisions should adopt the procedure as indicated in the table below for sending revised/modified contents to the Web Information Manager for posting in the website.

Sl. No	Content Element	Frequency of Review	To be reviewed by	To be approved by
1.	About us	Annual	O&M Section	It will be the responsibility of the concerned sections/ officers to review the contents and obtain approval of the competent authority before sending the contents to Web Information Manager for uploading in the website.
2.	Profile of Minister(s)	Annual	PS Minister(s)	
3.	RTI/ Citizen charter	Half yearly	Concerned Section(s)	
4.	Policies	Half yearly	Concerned Section(s)	
5.	Result Frame Document	Annual	Concerned Section(s)	
6.	Services	Half yearly	Concerned Section(s)	
7.	Application/Forms	Half yearly	Concerned Section(s)	
8.	Acts/ Schemes/ Policies/ Reports	Half yearly	Concerned Section(s)	
9.	Budget/Demand for Grants	Half yearly	B&A Section	
10.	Circulars/ Notifications	Quarterly	Concerned Section(s)	
11.	Documents/ Reports	Quarterly	Concerned Section(s)	
12.	Telephone Directory	Quarterly	Gen. Admn. section	
13.	Contact us	Quarterly	BE Section	
14.	Work distribution	Quarterly	Estt. I Section	
15.	Site map & Banners	Quarterly	NIC	
16.	Japan Cell/Korea Desk	Quarterly	Concerned Section(s)	
17.	Links under SIA/ Investor facilitation	Quarterly	Concerned Section(s)	
18.	Links under Subordinate Offices	Quarterly	Concerned Section(s)	
19.	Press Release, News and events	N.A	N.A	
20.	Tenders/notices	Monthly	Concerned Section(s)	
21.	Links under Discussion papers	Monthly	Concerned Section(s)	
22.	Other Links, Banners etc.	Monthly	NIC	

Web Information Manager