Content Policies

Content Archival Policy

This policy is intended to fulfill the following principles

- ensure that a set of practices is followed for the archival content present on this website;
- distinguish the nature of content and their archival rate

Each component on the website is accompanied by meta data, source and validity date. For some of the components the validity date may not be known i.e. the content is stated to be perpetual. Under this scenario, the validity date should be 10 years hence. Under no circumstances, any content is to be displayed on the website after the validity date.

Some of the short-lived content components like tenders, recruitment etc., which will not have any relevance on the website after the intended purpose.

The content components like documents, reports, latest news is regularly reviewed as per the Content Review Policy.

S No	Particulars	Entry Policy	Exit Policy
1	About Ministry/Department/State	Whenever Ministries/departments/ States are changed/merged	Perpetual (10 years) since the date of entry to archival
2	Policies	Discontinuation of Policy by Ministry/ Department/ State	Perpetual (10 years) since the date of entry to archival
3	Press Coverage links	As soon as the relevance is lost	3 years since the date of entry to archival
4	Citizen Centric Services	As soon as the process is changed by the Ministry	Perpetual (10 years) since the date of entry to archival
5	Informational Services	Discontinuation of Information by Ministry/ Department/ State	Perpetual (10 years) since the date of entry to archival

Content Review Policy

Parivahan.gov.in is a prima facie interaction of users with the citizen centric services of Ministry of Road Transport and Highways. The website has been created by National Informatics Centre. It is therefore a requirement that the content on the website is up-to-date and frequently reviewed which is a genesis of Content Review Policy.

The content is reviewed according to the type and nature. It will also be updated in case of any event and thus, eligible for a review in case of any eventual changes.

S No.	Content Type	Basis of Content Classification			Frequency of Review	Approver
		Event	Time	Policy Changes		

S No.	Content Type	Basis of Content Classification			Frequency of Review	Approver
1	About Ministry/ Department/ State	Yes	No	Yes	Half Yearly / Immediate in case of event	Group Head/ Head of Department
2	Policies	Yes	No	Yes	Half Yearly / Immediate in case of event	Group Head/ Head of Department
3	Press Coverage links	Yes	Yes	Yes	Quarterly / Immediate in case of event	Group Head/ Head of Department
4	Citizen Centric Services	Yes	No	Yes	Quarterly/ Immediate in case of event	Group Head/ Head of Department
5	Informational Services	Yes	Yes	Yes	Quarterly / Immediate in case of event	Group Head/ Head of Department
6	Contact Us	No	Yes	Yes	Quarterly	Group Head/ Head of Department
7	Online Services	Yes	Yes	Yes	Half Yearly/ Immediate in case of event	Group Head/ Head of Department

Content Contribution, Moderation and Approval Policy

For any website to function well, the content needs to be well monitored, uniform in representation and standardized throughout. Even the metadata and keywords need to be well used to well represent the nature of the website. In order to present the content as per the suitability for the user, organization of content in a defined manner and to retrieve the content in a manner easy for archival, it is required that the content is driven well through a process.

In standard measures, the content has its own lifecycle to go through –

- Creation
- Modification
- Approval
- Moderation
- Publishing
- Expiry
- Archival

While the archival policy of content has been separately created, the publishing of the content is part of this document. The moderation of content is multilevel, and role based usually. Content Elements are defined based on their frequency in updates to the website

- Routine
- Priority
- Express

S No.	Content Type	Basis of Content Classification			Moderator	Approver	Contributor
		Routine	Priority	Express			
1	About Ministry/Department/State	No	No	Yes	Web Information Manager	Group Head/ Head of Department/ Secretary	Content Manager

S No.	Content Type	Basis of Content Classification			Moderator	Approver	Contributor
2	Policies	Yes	Yes	No	Web Information Manager	Group Head/ Head of Department	Content Manager
3	Press Coverage links	Yes	No	Yes	Web Information Manager	Group Head/ Head of Department	Content Manager
4	Citizen Centric Services	Yes	Yes	Yes	Web Information Manager	Group Head/ Head of Department	Content Manager
5	Informational Services	Yes	Yes	Yes	Web Information Manager	Group Head/ Head of Department	Content Manager
6	Contact Us	No	Yes	No	Web Information Manager	Group Head/ Head of Department	Content Manager
7	Online Services	Yes	Yes	Yes	Web Information Manager	Group Head/ Head of Department	Content Manager

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