

Content Review Policy (CRP)

CPCB website is big source of disseminating information regarding Environmental Laws/Standards/Guidelines etc. for Public. 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, Review Policy is 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 (CRP):

S.no	Content Element	Frequency of Review	Reviewer	Approver
1	About CPCB	Yearly	Respective DH / RDs	MS/ Respective DH
2	Standards	Yearly	Respective DH / RDs	MS/ Respective DH
3	All Projects (General info./status)/Thrust Area	Half Yearly	Respective DH / RDs	MS/ Respective DH
4	Environmental Data (NAMP Monthly Data, Agra Air quality Data, GENSET Data, Special Monitoring Data, Ambient Air Quality Data for Delhi)	Half Yearly	Respective DH / RDs	MS/ Respective DH
5	Laboratory related info.	Half Yearly	Respective DH / RDs	MS/ Respective DH
6	RTI	Half Yearly	Respective DH	MS/ Respective DH
7	Contact Us/ Directory	Quarterly	Respective DH / DH Building	MS/ Respective DH
8	Acts/Rules	Yearly	Respective Division/ RDs	MS/ Respective DH
9	Success Stories	Half Yearly	Web Information Manager	MS/ Respective DH
10	Awareness videos/ Photo-gallery	Quarterly	Respective DH / RDs	MS/ Respective DH
11	E-Governance	Quarterly	Respective DH	MS/ Respective DH
12	Directions issued by CPCB to anyone (u/s 5 of EP Act or 18(1)(B))	Half Yearly Immediately in case of new directions	Respective DH	MS/ Respective DH

13	Latest/ Important Announcements	Quarterly	Respective DH / RDs	MS/ Respective DH
14	Draft Reports for comments/suggestions	Quarterly	Respective DH / RDs	MS/ Respective DH
15	Fortnightly reports on Legal cases	Quarterly	Respective DH	MS/ Respective DH
16	NGT/Court Cases Matters	Half Yearly	Respective DH / RDs	MS/ Respective DH
17	Citizen Charter	Half Yearly	Respective DH / RDs	MS/ Respective DH
18	Staff Corner	Half Yearly	Respective DH / RDs	MS/ Respective DH
19	Office Orders/ Circulars/ Memorandums	Quarterly	Respective DH	MS/ Respective DH
20	SPCBs/PCCs	Half Yearly	Respective DH / RDs	MS/ Respective DH
21	Jobs/Job's Results	Yearly	Respective DH / RDs	MS/ Respective DH
22	Tenders	Yearly	Respective DH / RDs	MS/ Respective DH
23	Publications/Reports/ Guidelines/ Annual Reports/ Technical Reports	Yearly	Respective DH / RDs	MS/ Respective DH
24	Important Links	Yearly	Respective DH/ RDs	MS/ Respective DH

Prepared by: Website Management Team

Reviewed by : DH-IT

Approved by: MS/ CCB