

# Content Review Policy (CRP)

OAP Back office Website is used to disburse the Old age pension to the beneficiary for Commissioner of Revenue Administration, Govt. of Tamil Nadu. 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:

S.No.	Content Element	Basis of Content Classification			Frequency of Review	Approver
		Event	Time	Policy		
1	About District/ Department/State	√		√	Half Yearly Immediate-for new Ministry/ Department/State created.	Secretary
2	Programme/ Schemes	√	√	√	Quarterly Immediate-for new Programme/ Scheme introduced.	Group Head
3	Policies	√		√	Quarterly Immediate-for new Policies introduced.	Group Head
4	Acts/Rules	√		√	Quarterly Immediate-for new Acts/rules	Group Head
5	Circular/Notifications	√	√	√	Quarterly	Content Manager

S.No.	Content Element	Basis of Content Classification			Frequency of Review	Approver
		Event	Time	Policy		
<b>6</b>	Documents/Publications/Reports	√	√	√	Fortnightly Archival of current 2 year	Content Manager
<b>7</b>	Directories/ Contact Details (CRA)	√	√		Quarterly Immediate in case of change.	Group Head
<b>8</b>	What's New	√	√		Immediate	Web Information Manager
<b>9</b>	Tenders Publishing	√	√		Immediate	Group Head/ Web Information Manager
<b>10</b>	Highlight	√	√		Fortnightly	Content Manager/ Web Information Manager
<b>11</b>	Banners	√	√	√	Quarterly Immediate in case of an event.	Group Head/ Web Information Manager
<b>12</b>	Photo-gallery	√	√	√	Quarterly Immediate in case of an event.	Web Information Manager
<b>13</b>	Group Wise Contents	√	√	√	Quarterly Immediate in case of an event.	Group Head / Content Manager

The entire website content would be reviewed for syntax checks once a week by the Commissioner of Revenue Administration Office.

**Thank You,**

Web Information Manager  
Commissioner of Revenue Administration, Govt. of Tamil Nadu  
Toll Free Number 18004251090  
e-Mail: ad[hyphen]cra[at]nic[dot]in

Commissioner of Revenue Administration, Govt. of Tamil Nadu