

## National Council for Cement and Building Materials

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

<http://www.ncbindia.com>

There is a need to periodically review all the contents of the NCB 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/Centres 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	Secretariat	It will be the responsibility of the concerned Centres/ officers to review the contents and obtain approval of the Competent Authority before
2	RTI/ Citizen charter	Half yearly	PIO	
3	Services	Half yearly	Concerned Centres	
4	Application/Forms	Half yearly	Concerned Centres	
5	Circulars/ Notifications	Quarterly	Concerned Centres	
6	Documents/ Reports	Quarterly	Concerned Centres	
7	Contact us	Quarterly	Concerned Centres	
8	Site map & Banners	Quarterly	WIM	
9	Press Release, News and events		N.A	
10	Tenders/notices	Monthly	Concerned Centres	
11	Other Links, Banners etc.	Monthly	WIM	

Web Information Manager (WIM)