Content Review Policy (CRP)

Directorate of National Vector Borne Disease Control Programme (NVBDCP) is the central nodal agency for the prevention and control of vector borne diseases i.e. Malaria, Dengue, Lymphatic Filariasis, Kala-azar, Japanese Encephalitis and Chikungunya in India. It is one of the Technical Departments of Directorate General of Health Services, Government of India. It is therefore required to keep the content on the Website current and up-to-date as such 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:

#	Content Element	Type of Content			Frequency of Review	Approver
		Event	**Time**	**Policy**		
1	About Us	√		√	Half Yearly Immediate-for new VBD Diseases emerges	Director
2	Message from Director	√		√	Yearly Immediate-for changes of any VBD diseases	Director
3	Diseases	√	√	√	Monthly	Director
4	Citizen/Tender	√		√	Quarterly Immediate – for new Document/Tender introduced	Director
5	Guidelines	√	√	√	Quarterly Archival of current two years	Director
6	Human Resource	√	√		Fortnightly	WIM
7	What's New	√	√	√	Immediate	HOD/NO
8	Photo Gallery	√	√		Quarterly Immediate in case of event	NO/WIM
9.	Vacancies	√	√		Quarterly Immediate in case of event	Director
10	Communication Resource Centre	√	√		Quarterly Immediate in case of	Director

					event	
11	News & Highlights	√	√		Quarterly Immediate in case of event	HOD

The entire website content would be reviewed for syntax checks once a week by the Dte. NVBDCP Website Team.

WIM=Web Information Manager   **HOD**=Head of Department   **NO**=Nodal Officer

Thank You,

Web Information Manager

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