

Content Contribution, Moderation & Approval Policy (CMAP)

Content needs to be contributed by any of the authorized contributors in a consistent fashion to maintain uniformity and to bring in standardization along with associated metadata and keywords as explained in the section 3.5 (Guidelines for Content Categories in National Portal) of this document. In order to present the content as per the requirement of the viewer, organize the content in categorized manner and to retrieve the relevant content efficiently, it is required to contribute the content to the portal through a Content Management System which would be web-based having user-friendly interface.

The content on the portal goes through the entire life-cycle process of:-

- **Creation**
- **Modification**
- **Approval**
- **Moderation**
- **Publishing**
- **Expiry**

Once the content is contributed it needs to be approved and moderated prior to being published on the portal. The moderation could be multilevel and is role based. If the content is rejected at any level then it is reverted back to the originator of the content for modification.

Different Content Element is categorized as: -

- ✓ Routine
- ✓ Priority and
- ✓ Express

Table-2 (Approver and the moderator for each of the content element)

Sl. No	Content Elements	Type of Content			Approver	Moderator
		Routine	Priority	Express		
1.	About the Ministry/ Department/State	✓			Level 2 & Level 3	Level 3 & Level 4
2.	Programme/Schemes	✓			Level 2 & Level 3	Level 3 & Level 4
3.	Policies	✓			Level 2 & Level 3	Level 3 & Level 4
4.	Services	✓			Level 2 & Level 3	Level 3 & Level 4

Sl. No	Content Elements	Type of Content			Approver	Moderator
		Routine	Priority	Express		
5.	Forms	✓			Level 2 & Level 3	Level 3 & Level 4
6.	Acts/Rules	✓			Level 2 & Level 3	Level 3 & Level 4
7.	Circulars/Notifications	✓	✓		Level 3:- By pass Level 2 in case of priority	Level 4 :- By pass Level 3 in case of priority
8.	Documents/Reports	✓	✓		Level 2 & Level 3	Level 3 & Level 4
9.	Interaction Tools		✓		Level 3:- By pass Level 2	Level 4 :- By pass Level 3
10.	Directories	✓			Level 2 & Level 3	Level 3 & Level 4
11.	State/Sector Profile	✓			Level 2 & Level 3	Level 3 & Level 4
12.	Announcements		✓	✓	Level 3:- By pass Level 2	Level 4 :- By pass Level 3
13.	News		✓	✓	Level 3:- By pass Level 2	Level 4 :- By pass Level 3
14.	Press Releases		✓	✓	Level 3:- By pass Level 2	Level 4 :- By pass Level 3
15.	Natural Calamity/National Event			✓	Level 3:- By pass Level 2	Level 4 :- By pass Level 3
16.	Tenders	✓	✓		Level 2 & Level 3	Level 3 & Level 4
17.	Spotlight	✓			Level 2 & Level 3	Level 3 & Level 4
18.	Banners	✓	✓	✓	Level 3:- By pass Level 2 in case of priority and express	Level 4 :- By pass Level 3 in case of priority and express
19.	Photo-gallery	✓			Level 2 & Level 3	Level 3 & Level 4
20.	Who's Who (Government Details)		✓	✓	Level 3:- By pass Level 2	Level 4 :- By pass Level 3