Content Contribution, Moderation & Approval Policy (CMAP)

The officers/departments/activities contributing the contents must check them thoroughly for authenticity and accuracy. 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 website through a Content Management System (CMS) which would be web-based having user-friendly interface. The content must invariably display a time stamp indicating the date on which the information is posted and last reviewed and/or modified.

The content on the portal goes through the entire life-cycle process of creation, modification, approval/moderation & publishing, expiry and archival.

The website is CMS based having multi administrative control with its users located throughout the country. The content management matrix is as given below:

Sl. No	Content Element	Contributor	Approver/Moderator
1.	About BIS	Concerned Department	Contents should be moderated/approved at appropriate levels as per the work distribution of the Departments. It will be the responsibility of the concerned department/section to ensure that the content has been duly approved by the Competent Authority before publishing in CMS
2.	Programme/Schemes		
3.	Policies		
4.	Acts/Rules/Regulations		
5.	Result Framework Document/ Gazette Documents/ Annual Reports / Citizen charter/etc		
6.	RTI		
7.	Circular/Orders/Memorandums		
8.	Forms		
9.	Directory/ Contact Details		
10.	Tenders/Award of Work		
11.	What's New/ Notifications		
12.	Recent/upcoming events		
13.	Training Programmes		
14.	Recruitment Advertisements		
15.	Media		
16.	Activity wise Contents		