

Content Review Policy

BIS website is extensively used by Bureau of Indian Standards for disseminating information and services. This content Review Policy has been formulated to keep the content on the website current and up-to-date. Since the type of the content on the BIS website varies, different review timelines are defined for the diverse content elements.

This Review Policy is based on different types of content elements, their validity and relevance as well as the archival policy.

The matrix below gives the Content Review Policy:

Sl.No.	Content Element	Frequency of Review	Reviewer	Approver
1.	About BIS	Yearly	Concerned Departments	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			
6.	RTI	Quarterly		
7.	Directory/ Contact Details	Quarterly		
8.	What's New / Notifications/Hyperlinks	Fortnightly		
9.	Recent/upcoming events			
10.	Training Programmes			

11.	Recruitment Advertisements			
12.	Media	Yearly		
13.	Activity wise Contents	Half Yearly		