Content Review Policy (CRP)

Pawan Hans Website is the face of New Framework of Ministry of Civil Aviation, Govt. of India. It is therefore required to keep the content on the Website current and up-to-date and hence 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:

S.No.	Content Element	Basis of Content Classification			Frequency of Review	Approver
		Event	Time	Policy		
1	About PHL	√		√	Half Yearly	Company Secretary
2	Policies	√		√	Quarterly Immediate-for new Policies introduced.	Head HR
3	Acts/Rules	√		√	Quarterly	Head HR
4	Circular/Notifications	√	√	√	Weekly	Website Nodal Officer

S.No.	Content Element	Basis of Content Classification			Frequency of Review	Approver
		Event	Time	Policy		
5	Documents/ Publications/Reports	√	√	√	Fortnightly	Website Nodal Officer
6	Directories/ Contact Details	√	√		Quarterly	Head Admin
7	What's New	√	√		Immediate	Website Nodal Officer
8	Tenders Publishing	√	√		Immediate	Head of respective deptt.
9	Highlight	√	√		Fortnightly	BD & Mktg
10	Banners	√	√	√	Quarterly	CPMS/ Website Nodal Officer
11	Photo-gallery	√	√	√	Quarterly	Website Nodal Officer

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

Thank You,

HEAD (IS)
Pawan Hans Limited
Phone: 022-26261738
Fax: 022-26261739
E-Mail: dgm.is@pawanhans.co.in