

Content Review Policy

The Website is the face of the Department of Health and Family Welfare, disseminating information and services. It is therefore required to keep the content on the website current and up-to-date and hence there is a need for a Content Review Policy. Since the scope of the content is huge, different Review Policies are defined for the diverse content elements with a gap of around **15**

Days (Fortnight) basis. The Review Policy is based on different types of content elements. The matrix below gives the Content Review Policy:

Sl.No	Content Element	Frequency of Review	Reviewer
1	About Us		
1.1	About the ministry	Half Yearly / Immediate in case of any change.	Joint Secretary of Concerned Division*
1.2	Organisational Chart	Quarterly / Immediate in case of any change.	Joint Secretary of Concerned Division*
1.3	Who's Who	Half Yearly / Immediate in case of any change.	Joint Secretary of Concerned Division*
1.4	Meet the Minister	Quarterly / Immediate in case of any change.	Joint Secretary of Concerned Division*
1.5	Work Allocation Chart	Quarterly / Immediate in case of any change.	Joint Secretary of Concerned Division*
1.6	Constitutional Provisions	Quarterly / Immediate in case of any change.	Joint Secretary of Concerned Division*
1.7	Departments	Quarterly / Immediate in case of any change.	Nodal Officers of Concerned Division*
1.8	Autonomous Bodies	Quarterly / Immediate in case of any change.	Nodal Officers of Concerned Division*
1.9	Directorate General Health Services	Quarterly / Immediate in case of any change.	Nodal Officers of Concerned Division*
1.10	State Health Departments	Quarterly / Immediate in case	Nodal Officers of Concerned

		of any change.	Division*
1.11	State Health Societies	Quarterly / Immediate in case of any change.	Nodal Officers of Concerned Division*
1.12	Hospitals	Quarterly / Immediate in case of any change.	Nodal Officers of Concerned Division*
1.13	Teaching Institutions	Quarterly / Immediate in case of any change.	Nodal Officers of Concerned Division*
1.14	Research Institutions	Quarterly / Immediate in case of any change.	Nodal Officers of Concerned Division*
2	Documents		
2.1	Report	Quarterly / Immediate in case of any change.	Nodal Officers of Concerned Division*
2.2	Citizen Charter	Quarterly / Immediate in case of any change.	Nodal Officers of Concerned Division*
2.3	Result Framework Documents	Quarterly / Immediate in case of any change.	Nodal Officers of Concerned Division*
2.4	Central Services (Medical Attendant)	Quarterly / Immediate in case of any change.	Nodal Officers of Concerned Division*
2.5	Policy	Quarterly / Immediate in case of any change.	Nodal Officers of Concerned Division*Division
2.6	Budget	Quarterly / Immediate in case of any change.	Nodal Officers of Concerned Division*
2.7	Publications	Quarterly / Immediate in case of any change.	Nodal Officers of Concerned Division*
2.8	Statistics	Quarterly / Immediate in case	Nodal Officers of Concerned

		of any change.	Division*
2.9	C.G.H.S Corner	Quarterly / Immediate in case of any change.	Nodal Officers of Concerned Division*
2.10	Forms & Procedures	Quarterly / Immediate in case of any change.	Nodal Officers of Concerned Division*
2.11	Program Guidelines	Quarterly / Immediate in case of any change.	Nodal Officers of Concerned Division*
2.12	Electronic Health Record (EHR) Standards for India 2016	Quarterly / Immediate in case of any change.	Nodal Officers of Concerned Division*
3	Major Programmes		
3.1	National Health Mission	Quarterly / Immediate in case of any change.	Joint Secretary of Concerned Division*
3.2	Communicable Disease	Quarterly / Immediate in case of any change.	Joint Secretary of Concerned Division*
3.3	Non Communicable Disease, Injury and Trauma	Quarterly / Immediate in case of any change.	Joint Secretary of Concerned Division*
3.4	Pradhan Mantri Swasthya Suraksha Yojna (PMSSY)	Quarterly / Immediate in case of any change.	Joint Secretary of Concerned Division*
3.5	Poor Patients Financial Assistant	Quarterly / Immediate in case of any change.	Joint Secretary of Concerned Division*
3.6	Infrastructure Maintenance	Quarterly / Immediate in case of any change.	Joint Secretary of Concerned Division*
3.7	Other National Programmes	Quarterly / Immediate in case of any change.	Joint Secretary of Concerned Division*
3.8	Rashtriya Swasthya Bima	Quarterly / Immediate in case	Joint Secretary of Concerned

	Yojna	of any change.	Division*
4	Digital Payment	Monthly / Immediate in case of any change.	Joint Secretary of Concerned Division*/ Nodal Officers of Concerned Division*
5	E-Tender	Quarterly / Immediate in case of any change.	Joint Secretary of Concerned Division*
6	Media		
6.1	Photo Gallery	Quarterly / Immediate in case of any change.	Nodal Officers of Concerned Division*/ Web Information Manager
6.2	News & Highlights	Quarterly / Immediate in case of any change.	Nodal Officers of Concerned Division*/ Web Information Manager
6.3	Events / Announcements	Quarterly / Immediate in case of any change.	Nodal Officers of Concerned Division*/ Web Information Manager
6.4	Award of work on Nominations Basis	Quarterly / Immediate in case of any change.	Nodal Officers of Concerned Division*/ Web Information Manager
6.5	Disease Alert	Quarterly / Immediate in case of any change.	Nodal Officers of Concerned Division*/ Web Information Manager
6.6	Key Development	Quarterly / Immediate in case of any change.	Nodal Officers of Concerned Division*/ Web Information

			Manager
6.7	Major Achievement	Quarterly / Immediate in case of any change.	Nodal Officers of Concerned Division*/ Web Information Manager
6.8	Recruitment Rules	Quarterly / Immediate in case of any change.	Nodal Officers of Concerned Division*/ Web Information Manager
7	ARSH		
7.1	Acts	Quarterly / Immediate in case of any change.	Nodal Officers of Concerned Division*
7.2	Notifications	Quarterly / Immediate in case of any change.	Nodal Officers of Concerned Division*
7.3	Standards for Health sector	Quarterly / Immediate in case of any change.	Nodal Officers of Concerned Division*
8	Parliament Q&A		
8.1	Lok Sabha	Fortnightly	Joint Secretary of Concerned Division*
8.2	Rajya Sabha	Fortnightly	Joint Secretary of Concerned Division*
9	RTI	Quarterly	Joint Secretary of Concerned Division*
10	Related Links	Fortnightly	Nodal Officers of Concerned Division*
11	Contact Us		
11.1	Departments of Health and	Quarterly	Web Information

	Family Welfare Directory		Manager
11.2	Web Information Manager	Quarterly	Web Information Manager
11.3	Ministry of Ayush	Quarterly	Web Information Manager
11.4	National Aids Control Organisations	Quarterly	Web Information Manager
11.5	Directorate Genral Health Services	Quarterly	Web Information Manager
11.6	Department of Health Research	Quarterly	Web Information Manager
11.7	State Health Secretaries	Quarterly	Web Information Manager
11.8	State MDs NHM	Quarterly	Web Information Manager
12	Health Days	Quarterly	Web Information Manager
13	Vacancy	Quarterly	Nodal Officers of Concerned Division* and Web Information Manager