

B.6 Content Monitoring and Review Policy

Each and every bit of content published on the Rajya Sabha website should be verified and checked thoroughly to ensure that authentic and accurate information is provided to the users of the website. 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.

The Review Policy is based on different types of content elements, their validity and relevance as well as the archival policy. The matrix enlisted gives the Content Review Policy.

Sl. No	Name of the Link	Section/Officer Responsible for the link	Basis of Content			Frequency of Review	Reviewer Level 3: DD/JD Level 4: JD/Director
			Event	Time	Policy		
1.	Rajya Sabha						
	Council of States	R&L Service			√	Whenever there is a change in the content and once in a quarter as a policy.	3&4
	Chairman»						
	Present	O/o Hon'ble Chairman	√	√		Whenever there is a change in the content and once in a week as a policy.	3&4
	Former	R&L Service	√	√		-do-	3&4
	Deputy Chairman»						
	Present	O/o Hon'ble Dy. Chairman	√	√		Whenever there is a change in the content and once in a week as a policy.	3&4
	Former	R&L Service	√	√		-do-	3&4
	Leader of House»						
	Present	R&L Service	√	√		Whenever there is a change in the content and once in a week as a policy.	3&4

Sl. No	Name of the Link	Section/Officer Responsible for the link	Basis of Content			Frequency of Review	Reviewer Level 3: DD/ JD Level 4: JD/ Director
			Event	Time	Policy		
	Former	R&L Service	√	√		-do-	3&4
	Leader of opposition»						
	Present	R&L Service	√	√		Whenever there is a change in the content and once in a week as a policy.	3&4
	Former	R&L Service	√	√		-do-	3&4
	Panel of Vice-Chairmen	Table Office		√		-do-	3&4
	Secretary-General»						
	Present	R&L Service		√		Whenever there is a change in the content and once in a quarter as a policy.	3&4
	Former	R&L Service				-do-	3&4
	Important Parliamentary Terms	R&L Service			√	-do-	3&4
2.	Today in Rajya Sabha						
	Today at a Glance	Section concerned		√		Daily (during Session)	3&4
	List of Business »						
	Current day	Table Office		√		Daily (during Session)	3&4
	Previous day	Table Office		√		-do-	3&4
	Next day	Table Office		√		-do-	3&4
	Papers to be laid »						
	Current	Table Office		√		Daily (during Session)	3&4
	Previous day	Table Office		√		-do-	3&4
	Bulletin Part-I »						
	Latest	Table Office		√		Daily (during Session)	3&4
	Bulletin Part-II »						
	Latest	Table Office		√		Daily	3&4
	Synopsis »						

Sl. No	Name of the Link	Section/Officer Responsible for the link	Basis of Content			Frequency of Review	Reviewer Level 3: DD/ JD Level 4: JD/ Director
			Event	Time	Policy		
	Latest	Synopsis Section		√		Daily (during Session)	3&4
	Uncorrected Debates »						
	Latest	Reporters Section		√		Daily (during Session)	3&4
	Members' Birthday »						
	Today	R&L Service	√	√		Weekly	3&4
	Previous day	R&L Service		√		-do-	3&4
	Next day	R&L Service		√		-do-	3&4
	Month-wise	R&L Service		√		-do-	3&4
	Committee Meetings »						
	Today	Section concerned	√			Whenever the notice is issued.	3&4
	This week	Section concerned	√			-do-	3&4
	Next week	Section concerned	√			-do-	3&4
	Questions List »						
	Starred»						
	Answers given/tabled	Questions Branch		√		Daily (during Session)	3&4
	Unstarred»						
	Answers tabled	Questions Branch		√		Daily (during Session)	3&4
3.	Business						
	Provisional Calendar	Legislative Section	√			Whenever a fresh provisional calendar is ready and once in a week during the Session as a policy.	3&4
	List of Business	Table Office		√		Daily (during Session)	3&4
	Papers laid on the Table	Table Office		√		-do-	3&4
	Bulletin Part-I	Table Office		√		-do-	3&4
	Bulletin Part-II	Table Office		√		Daily	3&4
	Sessional Resume	Table Office	√			Whenever	3&4

Sl. No	Name of the Link	Section/Officer Responsible for the link	Basis of Content			Frequency of Review	Reviewer Level 3: DD/ JD Level 4: JD/ Director
			Event	Time	Policy		
						new Resume is available.	
	Synopsis	Synopsis Section	√	√		Daily (during Session)	3&4
	Questions »						
	General Information »»						
	Introduction	Questions Branch			√	Whenever there is a change in the content and once in a quarter as a policy.	3&4
	Rules of Procedure	Questions Branch			√	-do-	3&4
	Grouping of Ministries	Questions Branch	√		√	Whenever a new grouping is made and once in a week during Session as a policy.	
	Types of Question	Questions Branch			√	Whenever there is a change in the content and once in a quarter as a policy.	3&4
	Admissibility of Questions	Questions Branch			√	-do-	3&4
	Ministry wise Subjects	Questions Branch			√	-do-	
	Grouping of Ministries and Days for Answer	Questions Branch	√		√	Whenever there is a change in the content and once in a week as a policy.	3&4
	Question Chart	Questions Branch	√	√	√	-do-	3&4
	Question Calendar	Questions Branch	√	√	√	-do-	3&4
	Ballot List	Questions Branch	√			Daily (during Session)	3&4

Sl. No	Name of the Link	Section/Officer Responsible for the link	Basis of Content			Frequency of Review	Reviewer Level 3: DD/ JD Level 4: JD/ Director
			Event	Time	Policy		
	Questions List»						
	Starred - Answers given/tabled	Questions Branch		√		Daily (during Session)	3&4
	Unstarred - Answers tabled	Questions Branch		√		-do-	3&4
	Search Questions »						
	Member wise	Questions Branch	√	√		Daily	3&4
	Date wise	Questions Branch	√	√		-do-	3&4
	Question No wise	Questions Branch	√	√		-do-	3&4
	Question Type wise	Questions Branch	√	√		-do-	3&4
	Session wise	Questions Branch	√	√		-do-	3&4
	Ministry wise	Questions Branch	√	√		-do-	3&4
	Integrated Search Form	Questions Branch	√	√		-do-	3&4
	Pending Questions Status	Questions Branch	√	√		-do-	3&4
	Supplementary Questions	Questions Branch	√	√		-do-	3&4
	Session-wise Statistical Report	Questions Branch	√			Whenever the new Report is available.	3&4
	Debate »						
	Verbatim	Reporters' Section	√	√		Daily (during Session)	3&4
	Official	E & T Service	√			As and when it is published.	3&4
	Special Mentions	Legislative Section	√	√		Daily (during Session)	3&4
	Sessions' Journal	Lobby Office	√			Whenever the new Sessions' Journal is available.	3&4
	Legislation »						3&4
	Introduction	Bill Office			√	Whenever there is a	3&4

Sl. No	Name of the Link	Section/Officer Responsible for the link	Basis of Content			Frequency of Review	Reviewer Level 3: DD/JD Level 4: JD/Director
			Event	Time	Policy		
						change in the content, and once in a quarter as a policy.	
	Sessional Information	Bill Office/ Legislative Section/Com. Section (Subordinate Legislation)	√	√		Whenever the Bulletins are issued in this regard.	3&4
	Bill details	Bill Office	√			Whenever there is a change in the status of bill, and once in a week during Session period as a policy.	
4.	Members						
	General Information	Table Office			√	Whenever there is a change in the content, and once in a quarter as a policy.	3&4
	Members' Home Page	Table Office and concerned Section	√			-do-	3&4
	Sitting Members »						
	Members List »»						
	Alphabetical	Table Office	√			Whenever there is a change in the Membership of the House, and once in a month as a policy.	3&4
	Party-wise	Table Office	√			-do-	3&4
	State-wise	Table Office	√			-do-	3&4
	Age-wise	R&L Service	√			-do-	3&4
	Party Position	Table Office	√			-do-	3&4

Sl. No	Name of the Link	Section/Officer Responsible for the link	Basis of Content			Frequency of Review	Reviewer Level 3: DD/ JD Level 4: JD/ Director
			Event	Time	Policy		
	E-mail Addresses	Table Office	√			-do-	3&4
	Average age	R&L Service	√			-do-	3&4
	In Council of Ministers	Table Office	√			-do-	3&4
	Nominated Members	Table Office	√			-do-	3&4
	Women Members	Table Office	√			-do-	3&4
	Birthday-wise List	R&L Service	√			-do-	3&4
	Retirement List - Alphabetical	Table Office	√			-do-	3&4
	Month-wise Retirement	Table Office	√			-do-	3&4
	State-wise Retirement	Table Office	√			-do-	3&4
	Members' Address »»						
	Alphabetical	Table Office	√			Whenever there is a change in the address of the Members, and once in a month as a policy.	3&4
	Party-wise	Table Office	√			-do-	3&4
	State-wise	Table Office				-do-	3&4
	Summary Reports»»»						
	Party-wise	Table Office	√			Whenever there is a change in the address of the Members, and once in a month as a policy.	3&4
	State-wise	Table Office	√			-do-	3&4
	Entitlement	MS&A Section	√			Whenever there is a change in the content, and once in a quarter as a policy.	3&4
	Former Members »						
	Alphabetical	Table Office	√			Whenever there is a change in the content, and once in a month as a policy.	3&4

Sl. No	Name of the Link	Section/Officer Responsible for the link	Basis of Content			Frequency of Review	Reviewer Level 3: DD/ JD Level 4: JD/ Director
			Event	Time	Policy		
	Term-wise	Table Office	√			-do-	3&4
	Brief Bio- Data 1952-2003	Table Office				-do-	3&4
	Search	Table Office	√			-do-	3&4
	Entitlement	MS&A Section	√			Whenever there is a change in the content, and once in a quarter as a policy.	3&4
Nominated Members »							
	Current	Table Office	√			Whenever there is a change in the Membership of the House, and once in a month as a policy.	3&4
	Members since 1952	Table Office	√			-do-	3&4
	Members' Attendance	Lobby Office	√	√		Daily (during Session)	3&4
Consolidated Who's Who »							
	Search	Table Office	√	√		Whenever there is a change in the content, and once in a month as a policy.	3&4
	Disqualification of Members on Ground of Defection	Table Office			√	-do-	
Declaration of Assets and Liabilities »							
	Form I	Committee Section (Ethics)			√	Whenever there is a change in the content, and once in a month as a policy.	3&4
	Liabilities Rules	Committee Section (Ethics)			√	-do-	3&4

Sl. No	Name of the Link	Section/Officer Responsible for the link	Basis of Content			Frequency of Review	Reviewer Level 3: DD/ JD Level 4: JD/ Director
			Event	Time	Policy		
	MPLADS						
	MPLADS Committee	Committee Section (MPLADS)	√	√		Whenever there is a change in the content, and once in a month as a policy.	3&4
	MPLADS Website	Hyperlink to outside website	-	-	-	-	-
	Salary Acts and Rules »						
	Salary and Allowances	MS & A Section			√	Whenever there is a change in the content, and once in a month as a policy.	3&4
	Salary Acts	MS & A Section			√	-do-	3&4
	MPs in Hospital in Delhi	Hyperlink to outside website	-	-	-	-	-
5.	Committees						
	Introduction	Committee Coordination Section			√	Whenever there is a change in the content, and once in a quarter as a policy.	3&4
	At a Glance »						
	General Information and Reports	Concerned Section	√			Concerned Section should check the link for the correctness of reports, and whenever a new report is uploaded, and once in a quarter as a policy.	3&4
	Chairman	Committee Coordination	√	√		Whenever there is a	3&4

Sl. No	Name of the Link	Section/Officer Responsible for the link	Basis of Content			Frequency of Review	Reviewer Level 3: DD/ JD Level 4: JD/ Director
			Event	Time	Policy		
		Section/concerned Section				change in the content, and once in a quarter as a policy.	
	Composition	Committee Coordination Section/ Concerned Section	√	√		-do-	3&4
	Rules	Committee Coordination Section/ Concerned Section			√	-do-	3&4
	Standing »»						
	Business Advisory Committee	Table Office	√			The concerned Section should check the link for the correctness of reports, whenever a new report is uploaded, and once in a month as a policy. The Committee Coord. Section should check the link of composition and Rules whenever there is a change and once in a quarter as a policy.	3&4
	Committee on Rules	Legislative Section	√			-do-	3&4
	General Purposes Committee	Committee Section (Petitions)	√			-do-	3&4

Sl. No	Name of the Link	Section/Officer Responsible for the link	Basis of Content			Frequency of Review	Reviewer Level 3: DD/ JD Level 4: JD/ Director
			Event	Time	Policy		
	Committee on Govt. Assurances >>>>						
	Introduction	Committee Section (Govt. Assurances)			√	The concerned Section should check the link for the correctness of reports, whenever a new report is uploaded, and once in a month as a policy. The Committee Coord. Section should check the link of composition and rules whenever there is a change and once in a quarter as a policy.	3&4
	Rules of Procedure	Committee Section (Govt. Assurances)			√	-do-	3&4
	Statistical Analysis	Committee Section (Govt. Assurances)	√			-do-	3&4
	Search	Committee Section (Govt. Assurances)		√		-do-	3&4
	GOI Manual Extraction	Hyperlink to outside website	-	-	-	-	-
	Committee on Papers Laid on the Table	Committee Section (COPLLOT)	√			The concerned Section should check the link for the	3&4

Sl. No	Name of the Link	Section/Officer Responsible for the link	Basis of Content			Frequency of Review	Reviewer Level 3: DD/ JD Level 4: JD/ Director
			Event	Time	Policy		
						correctness of reports, whenever a new report is uploaded, and once in a month as a policy. The Committee Coord. Section should check the link of composition and Rules whenever there is a change and once in a quarter as a policy.	
	Committee on Petitions	Committee Section (Petitions)	√			-do-	3&4
	Committee of Privileges	Legislative Section	√			-do-	3&4
	Committee on Subordinate Legislation	Committee Section (Subordinate Legislation)	√			-do-	3&4
	House Committee	MA Section	√			-do-	3&4
	Committee on Ethics	Committee Section (Ethics)	√			-do-	3&4
	Committee on Provision of Computer Equipment to Members of Rajya Sabha	IT Section	√			-do-	3&4
	Committee on MP's Local Area Dev. Scheme	Committee Section (MPLADS)	√			-do-	3&4
	Department Related -Rajya Sabha »»						
	Committee on Commerce	Committee Section (Commerce)	√			The concerned Section should	3&4

Sl. No	Name of the Link	Section/Officer Responsible for the link	Basis of Content			Frequency of Review	Reviewer Level 3: DD/ JD Level 4: JD/ Director
			Event	Time	Policy		
						check the link for the correctness of Reports, whenever a new report is uploaded, and once in a month as a policy. The Committee Coordination Section should check the link of composition and rules and whenever there is a change and once in a quarter as a policy.	
	Committee on Home Affairs	Committee Section (Home Affairs)	√			-do-	3&4
	Committee on HRD	Committee Section (HRD)	√			-do-	3&4
	Committee on Industry	Committee Section (Industry)	√			-do-	3&4
	Committee on S&T, Env. and Forests	Committee Section (S&T)	√			-do-	3&4
	Committee on Transport, Tourism and Culture	Committee Section (T&T)	√			-do-	3&4
	Committee on Personnel, Public Grievances, Law and Justice	Committee Section (P&G)	√			-do-	3&4
	Committee on Health and Family Welfare	Committee Section (H&F)	√			-do-	3&4
	Department Related -Lok Sabha »	Hyperlink to outside website	-	-	-	-	-
	Committee on Agriculture	-do-	-	-	-	-	-

Sl. No	Name of the Link	Section/Officer Responsible for the link	Basis of Content			Frequency of Review	Reviewer Level 3: DD/ JD Level 4: JD/ Director
			Event	Time	Policy		
	Committee on Chemicals and Fertilisers	-do-	-	-	-	-	-
	Committee on Coal & Steel	-do-	-	-	-	-	-
	Committee on Defence	-do-	-	-	-	-	-
	Committee on Energy	-do-	-	-	-	-	-
	Committee on External Affairs	-do-	-	-	-	-	-
	Committee on Finance	-do-	-	-	-	-	-
	Committee on Food, Consumer Affairs & Public Distribution	-do-	-	-	-	-	-
	Committee on Information Technology	-do-	-	-	-	-	-
	Committee on Labour	-do-	-	-	-	-	-
	Committee on Petroleum & Natural Gas	-do-	-	-	-	-	-
	Committee on Railways	-do-	-	-	-	-	-
	Committee on Rural Development	-do-	-	-	-	-	-
	Committee on Social Justice & Empowerment	-do-	-	-	-	-	-
	Committee on Urban Development	-do-	-	-	-	-	-
	Committee on Water Resources	-do-	-	-	-	-	-
	Adhoc						
	JPC on Wakf	Committee Section (JPC on Wakf)	√			Section should check the link for the correctness of reports, whenever a new report is uploaded, and once in a month as a policy. The Committee Coordination Section should check the link of composition and rules	3&4

Sl. No	Name of the Link	Section/Officer Responsible for the link	Basis of Content			Frequency of Review	Reviewer Level 3: DD/ JD Level 4: JD/ Director
			Event	Time	Policy		
						whenever there is a change, and once in a quarter as a policy.	
	Joint Committee »»						
	Railways Convention Committee	Hyperlink to outside website	-	-	-	-	-
	Committee on Public Accounts	Hyperlink to outside website	-	-	-	-	-
	Committee on Public Undertakings	Hyperlink to outside website	-	-	-	-	-
	Committee on Welfare of SC/ST	Hyperlink to outside website	-	-	-	-	-
	Committee on Empowerment of Women	Hyperlink to outside website	-	-	-	-	-
	Committee on Salary and Allowances of MPs	Hyperlink to outside website	-	-	-	-	-
	Library Committee	Hyperlink to outside website	-	-	-	-	-
	Membership Search	Committee Coordination Section/Concerned Section	√	√		Whenever there is change in the membership, and once in a quarter a policy.	3&4
	Meetings Schedule	Concerned Section	√	√		Whenever new details are uploaded.	3&4
	Summary of work	Committee Coordination Section	√			Whenever new summary of work is uploaded, and once in a month as policy.	3&4
	Room Booking	Committee	√	√		Daily	3&4

Sl. No	Name of the Link	Section/Officer Responsible for the link	Basis of Content			Frequency of Review	Reviewer Level 3: DD/ JD Level 4: JD/ Director
			Event	Time	Policy		
		Coordination Section/Concerned Section					
	Bills with the Committees and press release seeking opinion/ suggestions from Public	Concerned Section	√			Whenever new press release is released, and concerned Section should also ensure that it is removed after date of expiry.	3&4
	Consultative Committees	Hyperlink to outside website	-	-	-	-	-
	Membership of Statutory Bodies	Committee Coordination Section	√			Whenever there is change in the content, and once in a quarter a policy.	3&4
	Committees and Bodies having Rajya Sabha Representation	Committee Coordination Section	√			-do-	3&4
6.	Procedures						
	Rules of Procedures and Conduct of Business	Legislative Section			√	Whenever there is a change in content, and once in a quarter as a policy.	3&4
	Directions by the Chairman	Legislative Section			√	-do-	3&4
	Rulings and observations	R & L Section			√	-do-	3&4
	Handbook for Members	Legislative Section			√	-do-	3&4
	Rajya Sabha at work	R & L Section			√	-do-	3&4
	Practice & Procedure-Abstract Series	R & L Section			√	-do-	3&4
	Petitions-Procedure for submission	Committee Section (Petition)			√	-do-	3&4
	Privilege Digest	Legislative Section			√	-do-	3&4
	Government Instructions on	Hyperlink to	-	-	-	-	-

Sl. No	Name of the Link	Section/Officer Responsible for the link	Basis of Content			Frequency of Review	Reviewer Level 3: DD/ JD Level 4: JD/ Director
			Event	Time	Policy		
	dealing with MPs	outside website					
	Manual of Parliamentary Procedures in the Government of India	Hyperlink to outside website	-	-	-	-	-
7.	Secretariat						
	Organisation Chart »						
	Introduction	Personnel Section			√	Whenever there is change in the content, and once in a quarter a policy.	3&4
	Secretary General	Personnel Section	√			-do-	3&4
	Secretary	Personnel Section	√			-do-	3&4
	Additional & Joint Secretaries	Personnel Section	√			-do-	3&4
	Director / Joint Director / Deputy Director »»»	Personnel Section	√			-do-	3&4
	LAFEA	Personnel Section	√			-do-	3&4
	LAARDIS	Personnel Section	√			-do-	3&4
	SIS	Personnel Section	√			-do-	3&4
	E&T	Personnel Section	√			-do-	3&4
	Verbatim Reporting	Personnel Section	√			-do-	3&4
	Printing & Publication	Personnel Section	√			-do-	3&4
	Parl. Security Service	Personnel Section	√			-do-	3&4
	PSS	Personnel Section	√			-do-	3&4
	Sections	Personnel Section	√			-do-	3&4
	Press & Media	Press & Media Unit	√			-do-	3&4
	Organization Setup	Personnel Section	√			-do-	3&4
	Recruitment Rules	Personnel Section	√			-do-	3&4
	Office Manual	O & M Section	√			Whenever there is a	3&4

Sl. No	Name of the Link	Section/Officer Responsible for the link	Basis of Content			Frequency of Review	Reviewer Level 3: DD/ JD Level 4: JD/ Director
			Event	Time	Policy		
						new Office Manual is available, and once in a quarter as a policy.	
	Annual Reports	O & M Section	√			Whenever there is a new Annual Report is available, and once in a quarter as a policy.	3&4
	List of Holidays	G A Section	√			Whenever there is a change in the content, and once in a quarter as a policy.	3&4
	Recruitment Cell	Recruitment Cell	√			-do-	3&4
	Performance profile	R&L Section	√			Whenever there is a new Performance Profile is available, and once in a quarter as a policy.	3&4
8.	Downloads						
	Notice forms »						
	Short Notice Question	Questions Branch			√	Whenever there is a change in content, and once in a quarter as a policy.	3&4
	Half an Hour Discussion	Questions Branch			√	-do-	3&4
	Calling Attention	Legislative Section			√	-do-	3&4
	Short Duration Discussion	Legislative Section			√	-do-	3&4

Sl. No	Name of the Link	Section/Officer Responsible for the link	Basis of Content			Frequency of Review	Reviewer Level 3: DD/ JD Level 4: JD/ Director
			Event	Time	Policy		
	Notice of Motion	Legislative Section					
	Special Mention	Legislative Section			√	-do-	3&4
	Private Members' Resolution	Legislative Section			√	-do-	3&4
	Application Forms						
	Notice Office Forms						
	Application for Car Park Label (for Sitting Mp)	Notice Office			√	Whenever there is a change in content, and once in a quarter as a policy.	3&4
	Application for Car Park Label (For Ex-Mp)	Notice Office			√	-do-	3&4
	Form of Application for Admission Cards	Notice Office			√	-do-	3&4
	Application for a General Pass for Personal Staff of Members	Notice Office			√	-do-	3&4
	Application form for Renewal of General Pass for Personal Staff of Members	Notice Office			√	-do-	
	Application for permission to carry cellular phone inside PH /PHA by the PS/PA of Member of Parliament.	Notice Office			√	-do-	3&4
	Application form for Central Hall Pass	Notice Office			√	-do-	3&4
	Application form for Issuance of Question Forms	Notice Office			√	-do-	
	MS&A Section Forms						
	Form for claiming TA/DA	MS&A Section			√	Whenever there is a change in content, and once in a quarter as a policy.	3&4
	Requisition for issue of Exchange Order for Journey by Air	MS&A Section			√	-do-	3&4

Sl. No	Name of the Link	Section/Officer Responsible for the link	Basis of Content			Frequency of Review	Reviewer Level 3: DD/ JD Level 4: JD/ Director
			Event	Time	Policy		
	Form of intimation regarding engagement of PA by Member for receiving Office Expenses Allowances	MS&A Section			√	-do-	3&4
	MA Section Forms						
	About Members' Amenities Section	MA Section			√	Whenever there is a change in content, and once in a quarter as a policy	3&4
	Form for allotment of guest accommodation	MA Section			√	-do-	3&4
	Form for extension of guest accommodation	MA Section			√	-do-	3&4
	Form for telephone at delhi residence	MA Section			√	-do-	3&4
	Form for telephone at permanent address	MA Section			√	-do-	3&4
	Form for mobile phone	MA Section			√	-do-	3&4
	Form for second mobile phone	MA Section			√	-do-	3&4
	Form for third telephone connection for internet connectivity purpose	MA Section			√	-do-	3&4
	Form for broadband internet facility in telephone connection	MA Section			√	-do-	3&4
	Form for CGHS card	MA Section			√	-do-	
	Form for allotment of suite in western court hostel	MA Section			√	-do-	3&4
	IT Section/NIC Forms					-do-	
	NICNET Application Form	IT Section/NIC			√	Whenever there is a change in content, and once in a quarter as a policy.	3&4
	Committee Section(Ethics) Forms						
	Declaration of Assets – Form I	Committee Section (Ethics)			√	Whenever there is a change in content, and once in a	3&4

Sl. No	Name of the Link	Section/Officer Responsible for the link	Basis of Content			Frequency of Review	Reviewer Level 3: DD/ JD Level 4: JD/ Director
			Event	Time	Policy		
						quarter as a policy.	
	Declaration of Interest	Committee Section (Ethics)			√	-do-	3&4
9.	Events	Concerned Section	√				
10	Other Links on the Main Page						
	Council of Ministers»						
	Ministry-wise	Legislative Section	√			Whenever there is a change in content, and once in a quarter as a policy	3&4
	Category-wise	Legislative Section	√			-do-	3&4
	Alphabetical list	Legislative Section	√			-do-	3&4
	Audio Visual						
	Picture Gallery	Concerned Section/NIC	√			Whenever there is a change in content, and once in a quarter as a policy	3&4
	Video Footage	Concerned Section/NIC	√			-do-	3&4
	Live Proceedings	NIC	√	√		Daily (during Session)	3&4
	Publications						
	Printed Publications	Sales & Archive Section	√			Whenever there is a change in content, and once in a quarter as a policy.	3&4
	Publications in electronic format	Concerned Section	√			-do-	3&4
	Souvenir Items	Sales & Archive Section	√			Whenever there is a change in	3&4

Sl. No	Name of the Link	Section/Officer Responsible for the link	Basis of Content			Frequency of Review	Reviewer Level 3: DD/ JD Level 4: JD/ Director
			Event	Time	Policy		
						content, and once in a quarter as a policy.	
	Press Releases	Concerned Section	√			Whenever a new Press Release is issued. Removal may be reviewed / decided by the concerned Section.	3&4
	Tenders	Concerned Section	√			Whenever a new tender is floated. It may be removed immediately after the expiry of the validity period.	3&4
	Official Sites	NIC/IT Section			√	Wherever there is any addition or deletion to the website, and once in quarter as policy.	3&4
	Useful Links	NIC/IT Section			√	-do-	3&4
	Calendar	GA Section	√			Wherever new calendar is available for uploading.	3&4
	Railway Budget	NIC	√			Whenever new Railway Budget comes.	3&4
	Union Budget	NIC	√			Whenever new Budget comes.	3&4
	Presidents Address	NIC	√			Whenever new	3&4

Sl. No	Name of the Link	Section/Officer Responsible for the link	Basis of Content			Frequency of Review	Reviewer Level 3: DD/ JD Level 4: JD/ Director
			Event	Time	Policy		
						Presidents Address comes.	
	Today in Lok Sabha	Hyperlink to outside website	-	-	-	-	-
	Parliament Library	Hyperlink to outside website	-	-	-	-	-
	Current Session	NIC/Concerned Section	√			Whenever there is a change in the content, and once in a quarter as policy.	3&4
	About Indian Parliament						
	Rajya Sabha-Introduction	R& L Section			√	Whenever there is a change in the content, and once in a quarter as policy.	3&4
	Constituent Assembly	R& L Service			√	-do-	3&4
	Two Houses of Parliament	R& L Service			√	-do-	3&4
	Opening of Parliament by Hon'ble President of India	R& L Service			√	-do-	3&4
	Feedback	Web Information Manager/IT Section/NIC	√			Daily	3&4
	View Feedback	Web Information Manager /IT Section/NIC	√			Data up-to one year may be retained.	3&4
	NIC Mail	NIC	√			Whenever there is a change in the content, and once in a quarter as policy.	3&4
	News Papers	NIC/IT Section			√	-do-	3&4
	RTI	RTI Section	√		√	-do-	3&4
	FAQ	R&L Service			√	-do-	3&4

Sl. No	Name of the Link	Section/Officer Responsible for the link	Basis of Content			Frequency of Review	Reviewer Level 3: DD/ JD Level 4: JD/ Director
			Event	Time	Policy		
	Sitemap	NIC/IT Section	√			Wherever there is any addition or deletion to the website, and once in quarter as policy.	3&4
	Hindi Site	NIC(for link)	√			-	-
	Website Policy	NIC/IT Section			√	Wherever there is any addition or deletion to the website, and once in quarter as policy.	3&4
	Contact Us	NIC			√	-	-

The Reviewer will review the content and direct the officers of the concerned Section for further action.

For time sensitive content which expires after a certain date (e.g. tender notifications, press releases inviting suggestions, bills pending with the Committees etc), a policy on whether the content should be archived for future reference or removed altogether from the website should be decided by the concerned Section after careful consideration of nature of their content. However, 'expired' content must not be present or flashed on the website.