

B.5 Content Archival Policy

The contents of the Rajya Sabha website can be classified as perpetual and with validity period. For time sensitive content which expires after a certain date, 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 their nature of content. For a few of the components like press releases, tenders etc only the live content whose validity date, is after the current date is shown on the website.

For the retrieval of content which has expired, there is a need to archive the content. The contents of the website have different Entry/Exit policy and archival policy as enlisted below:-

Sl. No.		Section/Officer Responsible for the link	Entry Policy	Exit Policy
1.	Rajya Sabha			
	Council of States	R&L Service	This is a write up. Whenever there is a change, it may be incorporated.	Whenever new write up comes up, the old one should be removed.
	Chairman»			
	Present	O/o Hon'ble Chairman	Any change in the content will have to be incorporated.	The old content may be archived on incorporation of new information.
	Former	R&L Service	-do-	-do-
	Deputy Chairman»			
	Present	O/o Hon'ble Dy. Chairman	Any change in the content will have to be incorporated.	The old content may be archived on incorporation of new information.
	Former	R&L Service	-do-	-do-
	Leader of House»			
	Present	R&L Service	Any change in the content will have to be incorporated.	The old content may be archived on incorporation of new information.
	Former	-do-	-do-	-do-
	Leader of opposition»			
	Present	R&L Service	Any change in the content will have to be incorporated.	The old content may be archived on incorporation of new information.
	Former	-do-	-do-	-do-
	Panel of Vice-Chairmen	Table Office	Whenever there is a change in the	The old data to be removed.

Sl. No.		Section/Officer Responsible for the link	Entry Policy	Exit Policy
			panel, it may be immediately updated	
	Secretary-General»			
	Present	R&L Service	If there is a change of Secretary General, it may be replaced.	The old content to be archived.
	Former	R&L Service	-do-	-do-
	Important Parliamentary Terms	R&L Service	If any new Parliamentary term is available, it may be incorporated	There is no need to archive it, as it is of a permanent nature.
2.	Today in Rajya Sabha			
	Today at a Glance	Section concerned	Automatic	Automatic
	List of Business »			
	Current day	Table Office	Automatic	Automatic
	Previous day	Table Office	-do-	-do-
	Next day	Table Office	-do-	-do-
	Papers to be laid »			
	Current	Table Office	Automatic	Automatic
	Previous day	Table Office	-do-	-do-
	Bulletin Part-I »			
	Latest	Table Office	Automatic	Automatic
	Bulletin Part-II »			
	Latest	Table Office	Automatic	Automatic
	Synopsis »			
	Latest	Synopsis Section	Automatic	Automatic
	Uncorrected Debates »			
	Latest	Reporters Section	Automatic	Automatic
	Members' Birthday »			
	Today	R&L Service	Automatic	Automatic
	Previous day	R&L Service	-do-	-do-
	Next day	R&L Service	-do-	-do-
	Month-wise	R&L Service	-do-	-do-
	Committee Meetings »			
	Today	Section concerned	Automatic	Automatic
	This week	Section concerned	-do-	-do-
	Next week	Section	-do-	-do-

Sl. No.		Section/Officer Responsible for the link	Entry Policy	Exit Policy
		concerned		
	Questions List »			
	Starred»			
	Answers given/tabled	Questions Branch	Automatic	Automatic
	Unstarred»			
	Answers tabled	Questions Branch	Automatic	Automatic
3.	Business			
	Provisional Calendar	Legislative Section	Immediately on finalization of the provisional calendar for a particular Session.	It will continue till the next provisional calendar is available, and the old one to be archived.
	List of Business	Table Office	Automatic	Automatic
	Papers laid on the Table	Table Office	-do-	-do-
	Bulletin Part-I	Table Office	-do-	-do-
	Bulletin Part-II	Table Office	-do-	-do-
	Sessional Resume	Table Office	Whenever the compilation is available, it may be uploaded immediately.	Permanent in nature
	Synopsis	Synopsis Section	Automatic	Automatic
	Questions »			
	General Information »»			
	Introduction	Questions Branch	If there is any change in the content, it may be replaced immediately with the new information.	The old information to be archived.
	Rules of Procedure	Questions Branch	-do-	-do-
	Grouping of Ministries	Questions Branch	-do-	-do-
	Types of Question	Questions Branch	-do-	-do-
	Admissibility of Questions	Questions Branch	-do-	-do-
	Ministry wise Subjects	Questions Branch	-do-	-do-
	Grouping of Ministries and Days for Answer	Questions Branch	-do-	-do-
	Question Chart	Questions Branch	Whenever new Question Chart is available, it may be uploaded	-do-

Sl. No.		Section/Officer Responsible for the link	Entry Policy	Exit Policy
			immediately.	
	Question Calendar	Questions Branch	Whenever new Question calendar is available, it may be uploaded immediately.	-do-
	Ballot List	Questions Branch	Automatic	Automatic
	Questions List»			
	Starred - Answers given/tabled	Questions Branch	Automatic	Automatic
	Unstarred - Answers tabled	Questions Branch	-do-	-do-
	Search Questions »			
	Member wise	Questions Branch	Automatic	Automatic
	Date wise	Questions Branch	-do-	-do-
	Question No wise	Questions Branch	-do-	-do-
	Question Type wise	Questions Branch	-do-	-do-
	Session wise	Questions Branch	-do-	-do-
	Ministry wise	Questions Branch	-do-	-do-
	Integrated Search Form	Questions Branch	-do-	-do-
	Pending Questions Status	Questions Branch	-do-	-do-
	Supplementary Questions	Questions Branch	-do-	-do-
	Session-wise Statistical Report	Questions Branch	Whenever it is compiled, it may be uploaded.	The old one to be archived.
	Debate »			
	Verbatim	Reporters' Section	Automatic	Automatic
	Official	E & T Service	-do-	-do-
	Special Mentions	Legislative Section	-do-	-do-
	Sessions' Journal	Lobby Office	Whenever it is compiled, it may be uploaded.	The old one to be archived.
	Legislation »			
	Introduction	Bill Office	Whenever there is any change, it may be updated.	Permanent in nature
	Sessional Information	Bill Office/	Simultaneously	-do-

Sl. No.		Section/Officer Responsible for the link	Entry Policy	Exit Policy
		Legislative Section/Com. Section (Subordinate Legislation)	with the publication of the relevant part-II Bulletin.	
	Bill details	Bill Office	Changes have to be made as and when they occur.	-do-
4.	Members			
	General Information	Table Office	Whenever new publication is made available, it may be replaced.	To be removed when new version is made available.
	Members' Home Page	Table Office and concerned Section	Automatic	Automatic
	Sitting Members »			
	Members List »»			
	Alphabetical	Table Office	Automatic	Automatic
	Party-wise	Table Office	-do-	-do-
	State-wise	Table Office	-do-	-do-
	Age-wise	R&L Service	-do-	-do-
	Party Position	Table Office	-do-	-do-
	E-mail Addresses	Table Office	-do-	-do-
	Average age	R&L Service	-do-	-do-
	In Council of Ministers	Table Office	-do-	-do-
	Nominated Members	Table Office	-do-	-do-
	Women Members	Table Office	-do-	-do-
	Birthday-wise List	R&L Service	-do-	-do-
	Retirement List - Alphabetical	Table Office	-do-	-do-
	Month-wise Retirement	Table Office	-do-	-do-
	State-wise Retirement	Table Office	-do-	-do-
	Members' Address »»			
	Alphabetical	Table Office	Automatic	Automatic
	Party-wise	Table Office	-do-	-do-
	State-wise	Table Office	-do-	-do-
	Summary Reports»»»			
	Party-wise	Table Office	Automatic	Automatic
	State-wise	Table Office	-do-	-do-
	Entitlement	MS&A Section	Whenever there is change in the content, it may be updated immediately.	The old content to be removed.
	Former Members »			
	Alphabetical	Table Office	Automatic	Automatic
	Term-wise	Table Office	-do-	-do-

Sl. No.		Section/Officer Responsible for the link	Entry Policy	Exit Policy
	Brief Bio- Data 1952-2003	Table Office	-do-	-do-
	Search	Table Office	-do-	-do-
	Entitlement	MS&A Section	Whenever there is change in the content, it may be updated immediately.	The old content to be removed.
	Nominated Members »			
	Current	Table Office	Automatic	Automatic
	Members since 1952	Table Office	-do-	-do-
	Members' Attendance	Lobby Office	On daily basis during the Session	Permanent in nature
	Consolidated Who's Who »			
	Search	Table Office	As and when changes occur	Permanent in nature
	Disqualification of Members on Ground of Defection	Table Office	Whenever there is change in the content, it may be updated immediately.	The old content to be removed.
	Declaration of Assets and Liabilities »			
	Form I	Committee Section(Ethics)	Whenever the revised form is available, it may be replaced immediately.	The old form to be removed.
	Liabilities Rules	Committee Section(Ethics)	-do-	-do-
	MPLADS			
	MPLADS Committee	Committee Section (MPLADS)	Whenever there is change in the content, it may be updated immediately.	The old content to be removed.
	MPLADS Website	Hyperlink to outside website	-	-
	Salary Acts and Rules »			
	Salary and Allowances	MS & A Section	Whenever the revised publications are available, they may be updated immediately.	The old publications to be removed.
	Salary Acts	MS & A Section	-do-	-do-
	MPs in Hospital in Delhi	Hyperlink to outside website	-	-
5.	Committees			
	Introduction	Committee	Whenever there is	The old content to

Sl. No.		Section/Officer Responsible for the link	Entry Policy	Exit Policy
		Coordination Section	change in the content, it may be updated immediately.	be removed.
	At a Glance »			
	General Information and Reports	Concerned Section	Immediately on presentation of report.	Permanent in nature
	Chairman	Committee Coordination Section/Concerned Section	Automatic	Automatic
	Composition	Committee Coordination Section/Concerned Section	-do-	-do-
	Rules	Committee Coordination Section/Concerned Section	-do-	-do-
	Standing »»			
	Business Advisory Committee	Table Office	Automatic	Automatic
	Committee on Rules	Legislative Section	-do-	-do-
	General Purposes Committee	Committee Section (Petitions)	-do-	-do-
	Committee on Govt. Assurances »»»			
	Introduction	Committee Section (Govt. Assurances)	Whenever there is change in the content, it may be updated immediately.	The old content to be removed.
	Rules of Procedure	Committee Section (Govt. Assurances)	-do-	-do-
	Statistical Analysis	Committee Section (Govt. Assurances)	-do-	-do-
	Search	Committee Section (Govt. Assurances)	Automatic	Automatic
	GOI Manual Extraction	Hyperlink to outside website	-	-
	Committee on Papers Laid on the Table	Committee Section (COPLLOT)	Automatic	Automatic

Sl. No.		Section/Officer Responsible for the link	Entry Policy	Exit Policy
	Committee on Petitions	Committee Section (Petitions)	-do-	-do-
	Committee of Privileges	Legislative Section	-do-	-do-
	Committee on Subordinate Legislation	Committee Section (Subordinate Legislation)	-do-	-do-
	House Committee	MA Section	-do-	-do-
	Committee on Ethics	Committee Section(Ethics)	-do-	-do-
	Committee on Provision of Computer Equipment to Members of Rajya Sabha	IT Section	-do-	-do-
	Committee on MP's Local Area Dev. Scheme	Committee Section (MPLADS)	-do-	-do-
	Department Related -Rajya Sabha »»			
	Committee on Commerce	Committee Section (Commerce)	Automatic	Automatic
	Committee on Home Affairs	Committee Section (Home Affairs)	-do-	-do-
	Committee on HRD	Committee Section (HRD)	-do-	-do-
	Committee on Industry	Committee Section (Industry)	-do-	-do-
	Committee on S&T, Env. and Forests	Committee Section (S&T)	-do-	-do-
	Committee on Transport, Tourism and Culture	Committee Section (T&T)	-do-	-do-
	Committee on Personnel, Public Grievances, Law and Justice	Committee Section (P&G)	-do-	-do-
	Committee on Health and Family Welfare	Committee Section (H&F)	-do-	-do-
	Department Related -Lok Sabha »»	Hyperlink to outside website	-	-
	Committee on Agriculture	-do-	-	-
	Committee on Chemicals and Fertilisers	-do-	-	-
	Committee on Coal & Steel	-do-	-	-
	Committee on Defence	-do-		
	Committee on Energy	-do-	-	-
	Committee on External Affairs	-do-	-	-

Sl. No.		Section/Officer Responsible for the link	Entry Policy	Exit Policy
	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)	Automatic	Automatic
	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 a change in Membership, it may be updated immediately.	Automatic
	Meetings Schedule	Concerned Section	Simultaneously with the issue of Notice.	Automatic
	Summary of work	Committee Coordination Section	Whenever new publication is available, it may be uploaded.	Permanent in nature
	Room Booking	Committee	Automatic	Automatic

Sl. No.		Section/Officer Responsible for the link	Entry Policy	Exit Policy
		Coordination Section/Concerned Section		
	Bills with the Committees and press release seeking opinion/suggestions from Public	Concerned Section	Simultaneous with the publication of press release.	May be removed immediately after the expiry of the validity period.
	Consultative Committees	Hyperlink to outside website	-	-
	Membership of Statutory Bodies	Committee Coordination Section	Whenever there is a change in Membership, it may be updated immediately.	Automatic
	Committees and Bodies having Rajya Sabha Representation	Committee Coordination Section	Whenever there is a change in the content, it may be updated.	Automatic
6.	Procedures			
	Rules of Procedures and Conduct of Business	Legislative Section	Whenever new version is available, it may be uploaded	The old document to be archived
	Directions by the Chairman	Legislative Section	-do-	-do-
	Rulings and observations	R & L Service	-do-	-do-
	Handbook for Members	Legislative Section	-do-	-do-
	Rajya Sabha at work	R & L Service	-do-	-do-
	Practice & Procedure-Abstract Series	R & L Service	-do-	-do-
	Petitions-Procedure for submission	Committee Section (Petition)	-do-	-do-
	Privilege Digest	Legislative Section	-do-	-do-
	Government Instructions on dealing with MPs	Hyperlink to 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 a change, it may be updated.	The old one to be removed.
	Secretary General	Personnel Section	Whenever there is a change in the content, it may be updated	The old one to be removed.

Sl. No.		Section/Officer Responsible for the link	Entry Policy	Exit Policy
			immediately.	
	Secretary	Personnel Section	-do-	-do-
	Additional & Joint Secretaries	Personnel Section	-do-	-do-
	Director / Joint Director / Deputy Director »»»	Personnel Section	-do-	-do-
	LAFEA	Personnel Section	-do-	-do-
	LAARDIS	Personnel Section	-do-	-do-
	SIS	Personnel Section	-do-	-do-
	E&T	Personnel Section	-do-	-do-
	Verbatim Reporting	Personnel Section	-do-	-do-
	Printing & Publication	Personnel Section	-do-	-do-
	Parl. Security Service	Personnel Section	-do-	-do-
	PSS	Personnel Section	-do-	-do-
	Sections	Personnel Section	-do-	-do-
	Press & Media	Press & Media Unit	-do-	-do-
	Organization Setup	Personnel Section	-do-	-do-
	Recruitment Rules	Personnel Section	-do-	-do-
	Office Manual	O & M Section	Whenever new version is available, it may be uploaded.	The old document to be archived.
	Annual Reports	O & M Section	-do-	-do-
	List of Holidays	G A Section	-do-	-do-
	Recruitment Cell	Recruitment Cell	-do-	-do-
	Performance profile	R&L Section	-do-	-do-
8.	Downloads			
	Parliamentary Notice forms »			
	Short Notice Question	Questions Branch	Whenever there are changes in the formats, they may be replaced immediately.	The old forms to be removed.
	Half an Hour Discussion	Questions Branch	-do-	-do-
	Calling Attention	Legislative	-do-	-do-

Sl. No.		Section/Officer Responsible for the link	Entry Policy	Exit Policy
		Section		
	Short Duration Discussion	Legislative Section	-do-	-do-
	Notice of Motion	Legislative Section	-do-	-do-
	Special Mention	Legislative Section	-do-	-do-
	Private Members' Resolution	Legislative Section	-do-	-do-
	Application Forms			
	Notice Office Forms			
	Application for Car Park Label (for Sitting Mp)	Notice Office	Whenever there are changes in the formats, it may be replaced immediately	The old forms to be removed.
	Application for Car Park Label (For Ex-Mp)	Notice Office	-do-	-do-
	Form of Application for Admission Cards	Notice Office	-do-	-do-
	Application for a General Pass for Personal Staff of Members	Notice Office	-do-	-do-
	Application form for Renewal of General Pass for Personal Staff of Members	Notice Office	-do-	-do-
	Application for permission to carry cellular phone inside PH /PHA by the PS/PA of Member of Parliament.	Notice Office	-do-	-do-
	Application form for Central Hall Pass	Notice Office	-do-	-do-
	Application form for Issuance of Question Forms	Notice Office		
	MS&A Section Forms			
	Form for claiming TA/DA	MS&A Section	Whenever there are changes in the formats, it may be replaced immediately.	The old forms to be removed.
	Requisition for issue of Exchange Order for Journey by Air	MS&A Section	-do-	-do-
	Form of intimation regarding engagement of PA by Member for receiving Office Expenses	MS&A Section	-do-	-do-

Sl. No.		Section/Officer Responsible for the link	Entry Policy	Exit Policy
	Allowances			
	MA Section Forms			
	About Members' Amenities Section	MA Section	Whenever new write up comes, it may be replaced.	The old write up to be removed.
	Form for allotment of guest accommodation	MA Section	Whenever there are changes in the formats, it may be replaced immediately.	The old forms may be removed.
	Form for extension of guest accommodation	MA Section	-do-	-do-
	Form for telephone at delhi residence	MA Section	-do-	-do-
	Form for telephone at permanent address	MA Section	-do-	-do-
	Form for mobile phone	MA Section	-do-	-do-
	Form for second mobile phone	MA Section	-do-	-do-
	Form for third telephone connection for internet connectivity purpose	MA Section	-do-	-do-
	Form for broadband internet facility in telephone connection	MA Section	-do-	-do-
	Form for CGHS card	MA Section	-do-	-do-
	Form for allotment of suite in western court hostel	MA Section	-do-	-do-
	IT Section/NIC Forms			
	NICNET Application Form	I T Section/NIC	Whenever there are changes in the formats, it may be replaced immediately.	The old forms may be removed.
	Committee Section(Ethics) Forms			
	Declaration of Assets – Form I	Committee Section(Ethics)	Whenever there are changes in the formats, it may be replaced immediately.	The old forms may be removed.
	Declaration of Interest	Committee Section(Ethics)	-do-	-do-
9.	Events	Concerned Section		
10	Other Links on the Main			

Sl. No.		Section/Officer Responsible for the link	Entry Policy	Exit Policy
	Page			
	Council of Ministers»			
	Ministry-wise	Legislative Section	Whenever there is a change in the content, it may be updated immediately.	The old one to be removed.
	Category-wise	Legislative Section	-do-	-do-
	Alphabetical list	Legislative Section	-do-	-do-
	Audio Visual			
	Picture Gallery	Concerned Section/NIC	Whenever new pictures are available, they may be uploaded	The old pictures to be archived year-wise.
	Video Footage	Concerned Section/NIC	Whenever new audio visuals are available, it may be uploaded	The audio visuals to be archived year-wise
	Live Proceedings	NIC	To be made available during Session, when House is sitting.	-
	Publications			
	Printed Publications	Sales & Archive Section	To be updated simultaneously with its publications.	The old publications to be removed.
	Publications in electronic format	Concerned Section	-do-	-do-
	Souvenir Items	Sales & Archive Section	Whenever there are changes in the list of items, their price etc., the same may be updated immediately.	The old information to be removed.
	Press Releases	Concerned Section	To be uploaded as soon as it is released.	Removal to be reviewed / decided by the concerned Section.
	Tenders	Concerned Section	To be uploaded simultaneously with its publication.	To be removed after the expiry of the validity period.
	Official Sites	NIC/IT Section	-	-
	Useful Links	NIC/IT Section	-	-
	Calendar	GA Section	To be uploaded simultaneously with its	Automatic

Sl. No.		Section/Officer Responsible for the link	Entry Policy	Exit Policy
			publications. However, holidays to be updated immediately.	
	Railway Budget	NIC	To be replaced whenever new Budget comes.	Old content to be removed.
	Union Budget	NIC	-do-	-do-
	Presidents Address	NIC	-do-	-do-
	Today in Lok Sabha	Hyperlink to outside website	-	-
	Parliament Library	Hyperlink to outside website	-	-
	Current Session	NIC/Concerned Section	Automatic	Automatic
	About Indian Parliament			
	Rajya Sabha-Introduction	R& L Service	To be replaced whenever new write- up/ publication is available.	The old write –up/ publication to be removed.
	Constituent Assembly	R& L Service	-do-	-do-
	Two Houses of Parliament	R& L Service	-do-	-do-
	Opening of Parliament by Hon’ble President of India	R& L Service	-do-	-do-
	Feedback	Web Information Manager/IT Section/NIC	To be checked on daily basis.	Irrelevant and older than one year to be removed.
	View Feedback	Web Information Manager /IT Section/NIC	-do-	-do-
	NIC Mail	NIC	-	-
	News Papers	NIC/IT Section	-	-
	RTI	RTI Section	Whenever there are changes in the content, they may be updated immediately.	The old content to be removed.
	FAQ	R&L Service	The content to be checked to ascertain its relevance.	The irrelevant content to be removed.
	Sitemap	NIC/IT Section	Whenever there is any addition / deletion to the links, site map may be updated appropriately.	Permanent in nature
	Hindi Site	NIC(for link)	-	-

Sl. No.		Section/Officer Responsible for the link	Entry Policy	Exit Policy
	Website Policy	NIC/IT Section	Whenever there are changes in the content, they may be updated	The old content to be removed.
	Contact Us	NIC	-	-