

B.4. Content ownership, moderation & approval policy (COMAP)

The content on the website must always be authentic, accurate, and up-to-date. Each and every bit of content published on the website should be verified and checked thoroughly to make the information authentic and accurate.

The content of the website goes through the entire life cycle process of

1. Creation
2. Modification
3. Approval
4. Moderation
5. Publishing
6. Expiry

Different content elements on the basis of their importance and utility have been categorized as: -

1. Routine
2. Priority and
3. Express.

Express contents may be posted immediately on to the website. The priority content will get priority over routine contents. For the purpose of website management, officers of the Sections have been categorized into four levels as follows:

- | | | |
|---------|---|---------------|
| Level 1 | - | Section Staff |
| Level 2 | - | E.O./A.D. |
| Level 3 | - | D.D./J.D. |
| Level 4 | - | J.D./Director |

In case a particular level of Officer is not available in the hierarchy, the other upper level officer should discharge the duties in addition to his role in the scheme of management. New links on the website can be created only with the approval of the Web Information Manager.

The originating Section is the owner of the content on the website. The primary responsibility for the correctness, accuracy and relevance of the content is that of the Section concerned, the officers of the concerned section shall act as the approver and moderator of the content in case the content is directly uploaded on to the website by the Section itself using web interface provided for that purpose. However, every content must have the approval of the Divisional Head (JS/AS/Secretary) or the

Secretary General before considering for approval and moderation for putting on the website.

In case of those links/contents which are uploaded by the NIC, the Moderators shall be the officers of the IT Section and Approvers shall be the officers of the originating Section.

Each of the links available in the website and the Sections/Officers which are responsible for the Content Ownership, Moderation and Approval are enumerated in the matrix given below: -

Sl. No	Name of the Link	Section/Officer Responsible for the link	Type of Content			Approver	Moderator
			Routine	Priority	Express		
						Level 1-Section Staff Level 2-E.O./A.D. Level 3-D.D./J.D. Level 4-J.D./Director	
1.	Rajya Sabha						
	Council of States	R&L Service	√			2&3	3&4
	Chairman»						
	Present	O/o Hon'ble Chairman	√			2&3	3&4
	Former	R&L Service	√			2&3	3&4
	Deputy Chairman»						
	Present	O/o Hon'ble Dy. Chairman	√			2&3	3&4
	Former	R&L Service	√			2&3	3&4
	Leader of the House»						
	Present	R&L Service	√			2&3	3&4
	Former	R&L Service	√			2&3	3&4
	Leader of Opposition»						
	Present	R&L Service	√			2&3	3&4
	Former	R&L Service	√			2&3	3&4
	Panel of Vice-Chairmen	Table Office			√	2&3	3&4
	Secretary-General»						
	Present	R&L Service	√			2&3	3&4
	Former	R&L Service	√			2&3	3&4
	Important Parliamentary Terms	R&L Service	√			2&3	3&4
2.	Today in Rajya Sabha						
	Today at a Glance	Section concerned			√	2&3	3&4

Sl. NO	Name of the Link	Section/Officer Responsible for the link	Type of Content			Approver	Moderator
			Routine	Priority	Express	Level 1-Section Staff Level 2-E.O./A.D. Level 3-D.D./J.D. Level 4-J.D./Director	
	List of Business »						
	Current day	Table Office			√	2&3	3&4
	Previous day	Table Office	√			2&3	3&4
	Next day	Table Office			√	2&3	3&4
	Papers to be laid »						
	Current	Table Office			√	2&3	3&4
	Previous day	Table Office	√			2&3	3&4
	Bulletin Part-I »						
	Latest	Table Office			√	2&3	3&4
	Bulletin Part-II »						
	Latest	Table Office			√	2&3	3&4
	Synopsis »						
	Latest	Synopsis Section			√	2&3	3&4
	Uncorrected Debates »						
	Latest	Reporters Section			√	2&3	3&4
	Members' Birthday »						
	Today	R&L Service			√	2&3	3&4
	Previous day	R&L Service			√	2&3	3&4
	Next day	R&L Service			√	2&3	3&4
	Month-wise	R&L Service			√	2&3	3&4
	Committee Meetings »						
	Today	Section concerned			√	2&3	3&4
	This week	Section concerned		√		2&3	3&4
	Next week	Section concerned		√		2&3	3&4
	Questions List »						
	Starred»						
	Answers given/tabled	Questions Branch			√	2&3	3&4
	Unstarred»						
	Answers tabled	Questions Branch			√	2&3	3&4
3.	Business						
	Provisional Calendar	Legislative Section			√	2&3	3&4
	List of Business	Table Office			√	2&3	3&4
	Papers laid on the Table	Table Office			√	2&3	3&4
	Bulletin Part-I	Table Office			√	2&3	3&4
	Bulletin Part-II	Table Office			√	2&3	3&4
	Sessional Resume	Table Office		√		2&3	3&4

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			Routine	Priority	Express	Level 1-Section Staff Level 2-E.O./A.D. Level 3-D.D./J.D. Level 4-J.D./Director	
	Synopsis	Synopsis Section			√	2&3	3&4
	Questions »						
	General Information »»						
	Introduction	Questions Branch	√			2&3	3&4
	Rules of Procedure	Questions Branch	√			2&3	3&4
	Grouping of Ministries	Questions Branch			√	2&3	3&4
	Types of Question	Questions Branch	√			2&3	3&4
	Admissibility of Questions	Questions Branch	√			2&3	3&4
	Ministry wise Subjects	Questions Branch			√	2&3	3&4
	Grouping of Ministries and Days for Answer	Questions Branch			√	2&3	3&4
	Question Chart	Questions Branch			√	2&3	3&4
	Question Calendar	Questions Branch			√	2&3	3&4
	Ballot List	Questions Branch			√	2&3	3&4
	Questions List»						
	Starred - Answers given/tabled	Questions Branch			√	2&3	3&4
	Unstarred - Answers tabled	Questions Branch			√	2&3	3&4
	Search Questions »						
	Member wise	Questions Branch	√			2&3	3&4
	Date wise	Questions Branch	√			2&3	3&4
	Question No wise	Questions Branch	√			2&3	3&4
	Question Type wise	Questions Branch	√			2&3	3&4
	Session wise	Questions Branch	√			2&3	3&4
	Ministry wise	Questions Branch	√			2&3	3&4
	Integrated Search Form	Questions Branch	√			2&3	3&4
	Pending Questions Status	Questions Branch	√			2&3	3&4
	Supplementary Questions	Questions Branch			√	2&3	3&4

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			Routine	Priority	Express	Level 1-Section Staff Level 2-E.O./A.D. Level 3-D.D./J.D. Level 4-J.D./Director	
	Session-wise Statistical Report	Questions Branch	√			2&3	3&4
	Debate »						
	Verbatim	Reporters' Section			√	2&3	3&4
	Official	E & T Service		√		2&3	3&4
	Special Mentions	Legislative Section			√	2&3	3&4
	Sessions' Journal	Lobby Office	√			2&3	3&4
	Legislation »						
	Introduction	Bill Office	√			2&3	3&4
	Sessional Information	Bill Office/ Legislative Section/Com. Section (Subordinate Legislation)		√		2&3	3&4
	Bill details	Bill Office		√		2&3	3&4
4.	Members						
	General Information	Table Office			√	2&3	3&4
	Members' Home Page	Table Office and concerned Section			√	2&3	3&4
	Sitting Members »						
	Members List »»						
	Alphabetical	Table Office			√	2&3	3&4
	Party-wise	Table Office			√	2&3	3&4
	State-wise	Table Office			√	2&3	3&4
	Age-wise	R&L Service			√	2&3	3&4
	Party Position	Table Office			√	2&3	3&4
	E-mail Addresses	Table Office			√	2&3	3&4
	Average age	R&L Service			√	2&3	3&4
	In Council of Ministers	Table Office			√	2&3	3&4
	Nominated Members	Table Office			√	2&3	3&4
	Women Members	Table Office			√	2&3	3&4
	Birthday-wise List	R&L Service			√	2&3	3&4
	Retirement List - Alphabetical	Table Office			√	2&3	3&4
	Month-wise Retirement	Table Office			√	2&3	3&4
	State-wise Retirement	Table Office			√	2&3	3&4
	Members' Address »»						
	Alphabetical	Table Office			√	2&3	3&4
	Party-wise	Table Office			√	2&3	3&4

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			Routine	Priority	Express	Level 1-Section Staff Level 2-E.O./A.D. Level 3-D.D./J.D. Level 4-J.D./Director	
	State-wise	Table Office			√	2&3	3&4
	Summary Reports»»						
	Party-wise	Table Office			√	2&3	3&4
	State-wise	Table Office			√	2&3	3&4
	Entitlement	MS&A Section			√	2&3	3&4
	Former Members »						
	Alphabetical	Table Office	√			2&3	3&4
	Term-wise	Table Office	√			2&3	3&4
	Brief Bio- Data 1952-2003	Table Office	√			2&3	3&4
	Search	Table Office	√			2&3	3&4
	Entitlement	MS&A Section	√			2&3	3&4
	Nominated Members »						
	Current	Table Office			√	2&3	3&4
	Members since 1952	Table Office	√			2&3	3&4
	Members' Attendance	Lobby Office			√	2&3	3&4
	Consolidated Who's Who »						
	Search	Table Office	√			2&3	3&4
	Disqualification of Members on Ground of Defection	Table Office			√	2&3	3&4
	Declaration of Assets and Liabilities »						
	Form I	Committee Section (Ethics)	√			2&3	3&4
	Liabilities Rules	Committee Section (Ethics)	√			2&3	3&4
	MPLADS						
	MPLADS Committee	Committee Section (MPLADS)	√			2&3	3&4
	MPLADS Website	Hyperlink to outside website	-	-	-	-	-
	Salary Acts and Rules »						
	Salary and Allowances	MS & A Section	√			2&3	3&4
	Salary Acts	MS & A Section	√			2&3	3&4
	MPs in Hospital in Delhi	Hyperlink to outside	-	-	-	-	-

Sl. NO	Name of the Link	Section/Officer Responsible for the link	Type of Content			Approver	Moderator
			Routine	Priority	Express	Level 1-Section Staff Level 2-E.O./A.D. Level 3-D.D./J.D. Level 4-J.D./Director	
		website					
5.	Committees						
	Introduction	Committee Coordination Section	√			2&3	3&4
	At a Glance »						
	General Information and Reports	Committee Coordination Section/Concerned Section			√	2&3	3&4
	Chairman	Committee Coordination Section/Concerned Section	√			2&3	3&4
	Composition	Committee Coordination Section/Concerned Section	√			2&3	3&4
	Rules	Committee Coordination Section/Concerned Section	√			2&3	3&4
	Standing »»						
	Business Advisory Committee	Table Office	√			2&3	3&4
	Committee on Rules	Legislative Section	√			2&3	3&4
	General Purposes Committee	Committee Section (Petitions)	√			2&3	3&4
	Committee on Govt. Assurances »»»						
	Introduction	Committee Section (Govt. Assurances)	√			2&3	3&4
	Rules of Procedure	Committee Section (Govt. Assurances)	√			2&3	3&4
	Statistical Analysis	Committee Section (Govt. Assurances)	√			2&3	3&4
	Search	Committee Section (Govt. Assurances)	√			2&3	3&4
	GOI Manual Extraction	Hyperlink to outside	-	-	-	-	-

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			Routine	Priority	Express	Level 1-Section Staff Level 2-E.O./A.D. Level 3-D.D./J.D. Level 4-J.D./Director	
		website					
	Committee on Papers Laid on the Table	Committee Section (COPLAT)	√			2&3	3&4
	Committee on Petitions	Committee Section (Petitions)	√			2&3	3&4
	Committee of Privileges	Legislative Section	√			2&3	3&4
	Committee on Subordinate Legislation	Committee Section (Subordinate Legislation)	√			2&3	3&4
	House Committee	MA Section	√			2&3	3&4
	Committee on Ethics	Committee Section (Ethics)	√			2&3	3&4
	Committee on Provision of Computer Equipment to Members of Rajya Sabha	IT Section	√			2&3	3&4
	Committee on MP's Local Area Dev. Scheme	Committee Section (MPLADS)	√			2&3	3&4
	Department Related - Rajya Sabha »»						
	Committee on Commerce	Committee Section (Commerce)	√			2&3	3&4
	Committee on Home Affairs	Committee Section (Home Affairs)	√			2&3	3&4
	Committee on HRD	Committee Section (HRD)	√			2&3	3&4
	Committee on Industry	Committee Section (Industry)	√			2&3	3&4
	Committee on S&T, Env. and Forests	Committee Section (S&T)	√			2&3	3&4
	Committee on Transport, Tourism and Culture	Committee Section (T&T)	√			2&3	3&4
	Committee on Personnel, Public Grievances, Law and Justice	Committee Section (P&G)	√			2&3	3&4
	Committee on Health	Committee	√			2&3	3&4

Sl. NO	Name of the Link	Section/Officer Responsible for the link	Type of Content			Approver	Moderator
			Routine	Priority	Express	Level 1-Section Staff Level 2-E.O./A.D. Level 3-D.D./J.D. Level 4-J.D./Director	
	and Family Welfare	Section (H&F)					
	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-	-	-	-	-	-
	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)	√			2&3	3&4
	Joint Committee »»						
	Railways Convention Committee	Hyperlink to outside website	-	-	-	-	-
	Committee on Public Accounts	Hyperlink to outside website	-	-	-	-	-

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			Routine	Priority	Express	Level 1-Section Staff Level 2-E.O./A.D. Level 3-D.D./J.D. Level 4-J.D./Director	
	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			√	2&3	3&4
	Meetings Schedule	Concerned Section			√	2&3	3&4
	Summary of work	Committee Coordination Section	√			2&3	3&4
	Room Booking	Committee Coordination Section/Concerned Section			√	2&3	3&4
	Bills with the Committees and press release seeking opinion/ suggestions from Public	Concerned Section			√	2&3	3&4
	Consultative Committees	Hyperlink to outside website		-	-	-	-
	Membership of Statutory Bodies	Committee Coordination Section	√			2&3	3&4
	Committees and Bodies having Rajya Sabha Representation	Committee Coordination Section	√			2&3	3&4
6.	Procedures						
	Rules of Procedures and Conduct of Business	Legislative Section	√			2&3	3&4
	Directions by the Chairman	Legislative Section	√			2&3	3&4
	Rulings and observations	R & L Section	√			2&3	3&4
	Handbook for Members	Legislative Section	√			2&3	3&4

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			Routine	Priority	Express	Level 1-Section Staff Level 2-E.O./A.D. Level 3-D.D./J.D. Level 4-J.D./Director	
	Rajya Sabha at work	R & L Section	√			2&3	3&4
	Practice & Procedure-Abstract Series	R & L Section	√			2&3	3&4
	Petitions-Procedure for submission	Committee Section (Petition)	√			2&3	3&4
	Privilege Digest	Legislative Section	√			2&3	3&4
	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	√			2&3	3&4
	Secretary General	Personnel Section			√	2&3	3&4
	Secretary	Personnel Section			√	2&3	3&4
	Additional & Joint Secretaries	Personnel Section			√	2&3	3&4
	Director / Joint Director / Deputy Director »»»	Personnel Section			√	2&3	3&4
	LAFEA	Personnel Section			√	2&3	3&4
	LAARDIS	Personnel Section			√	2&3	3&4
	SIS	Personnel Section			√	2&3	3&4
	E&T	Personnel Section			√	2&3	3&4
	Verbatim Reporting	Personnel Section			√	2&3	3&4
	Printing & Publication	Personnel Section			√	2&3	3&4
	Parl. Security Service	Personnel Section			√	2&3	3&4
	PSS	Personnel Section			√	2&3	3&4
	Sections	Personnel Section			√	2&3	3&4
	Press & Media	Press & Media Unit			√	2&3	3&4
	Organization Setup	Personnel Section			√	2&3	3&4

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			Routine	Priority	Express	Level 1-Section Staff Level 2-E.O./A.D. Level 3-D.D./J.D. Level 4-J.D./Director	
	Recruitment Rules	Personnel Section	√			2&3	3&4
	Office Manual	O & M Section	√			2&3	3&4
	Annual Reports	O & M Section	√			2&3	3&4
	List of Holidays	G A Section		√		2&3	3&4
	Recruitment Cell	Recruitment Cell		√		2&3	3&4
	Performance profile	R&L Section	√			2&3	3&4
8.	Downloads						
	Parliamentary Notice forms »						
	Short Notice Question	Questions Branch	√			2&3	3&4
	Half an Hour Discussion	Questions Branch	√			2&3	3&4
	Calling Attention	Legislative Section	√			2&3	3&4
	Short Duration Discussion	Legislative Section	√			2&3	3&4
	Notice of Motion	Legislative Section	√			2&3	3&4
	Special Mention	Legislative Section	√			2&3	3&4
	Private Members' Resolution	Legislative Section	√			2&3	3&4
	Application Forms»						
	Notice Office Forms						
	Application for Car Park Label (for Sitting Mp)	Notice Office	√			2&3	3&4
	Application for Car Park Label (For Ex-Mp)	Notice Office	√			2&3	3&4
	Form of Application for Admission Cards	Notice Office	√			2&3	3&4
	Application for a General Pass for Personal Staff of Members	Notice Office	√			2&3	3&4
	Application form for Renewal of General Pass for Personal Staff of Members	Notice Office	√			2&3	3&4
	Application for permission to carry cellular phone inside	Notice Office	√			2&3	3&4

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			Routine	Priority	Express	Level 1-Section Staff Level 2-E.O./A.D. Level 3-D.D./J.D. Level 4-J.D./Director	
	PH /PHA by the PS/PA of Member of Parliament.						
	Application form for Central Hall Pass	Notice Office	√			2&3	3&4
	Application form for Issuance of Question Forms	Notice Office	√			2&3	3&4
	MS&A Section Forms						
	Form for claiming TA/DA	MS&A Section	√			2&3	3&4
	Requisition for issue of Exchange Order for Journey by Air	MS&A Section	√			2&3	3&4
	Form of intimation regarding engagement of PA by Member for receiving Office Expenses Allowances	MS&A Section	√			2&3	3&4
	MA Section Forms						
	About Members' Amenities Section	MA Section	√			2&3	3&4
	Form for allotment of guest accommodation	MA Section	√			2&3	3&4
	Form for extension of guest accommodation	MA Section	√			2&3	3&4
	Form for telephone at delhi residence	MA Section	√			2&3	3&4
	Form for telephone at permanent address	MA Section	√			2&3	3&4
	Form for mobile phone	MA Section	√			2&3	3&4
	Form for second mobile phone	MA Section	√			2&3	3&4
	Form for third telephone connection for internet connectivity purpose	MA Section	√			2&3	3&4
	Form for broadband internet facility in telephone connection	MA Section	√			2&3	3&4
	Form for CGHS card	MA Section	√			2&3	3&4
	Form for allotment of suite in western court hostel	MA Section	√			2&3	3&4
	IT Section/NIC Forms						
	NICNET Application Form	I T Section/ NIC	√			2&3	3&4

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			Routine	Priority	Express	Level 1-Section Staff Level 2-E.O./A.D. Level 3-D.D./J.D. Level 4-J.D./Director	
	Committee Section(Ethics) Forms						
	Declaration of Assets – Form I	Committee Section (Ethics)	√			2&3	3&4
	Declaration of Interest	Committee Section (Ethics)	√			2&3	3&4
9.	Events	Concerned Section		√		2&3	3&4
10	Other Links on the Main Page						
	Council of Ministers»						
	Ministry-wise	Legislative Section			√	2&3	3&4
	Category-wise	Legislative Section			√	2&3	3&4
	Alphabetical list	Legislative Section			√	2&3	3&4
	Audio Visual						
	Picture Gallery	Concerned Section/NIC	√			2&3	3&4
	Video Footage	Concerned Section/NIC	√			2&3	3&4
	Live Proceedings	NIC	√			2&3	3&4
	Publications						
	Printed Publications	Sales & Archive Section	√			2&3	3&4
	Publications in electronic format	Concerned Section	√			2&3	3&4
	Souvenir Items	Sales & Archive Section	√			2&3	3&4
	Press Releases	Concerned Section		√		2&3	3&4
	Tenders	Concerned Section			√	2&3	3&4
	Official Sites	NIC/IT Section			√	2&3	3&4
	Useful Links	NIC/IT Section	√			2&3	3&4
	Calendar	GA Section	√			2&3	3&4
	Railway Budget	NIC			√	-	-
	Union Budget	NIC			√	-	-
	Presidents Address	NIC			√	-	-
	Today in Lok Sabha	Hyperlink to	-	-	-	-	-

Sl. NO	Name of the Link	Section/Officer Responsible for the link	Type of Content			Approver	Moderator
			Routine	Priority	Express	Level 1-Section Staff Level 2-E.O./A.D. Level 3-D.D./J.D. Level 4-J.D./Director	
		outside website					
	Parliament Library	Hyperlink to outside website	-	-	-	-	-
	Current Session	NIC/Concerned Section			√	2&3	3&4
	About Indian Parliament						
	Rajya Sabha- Introduction	R& L Service	√			2&3	3&4
	Constituent Assembly	R& L Service	√			2&3	3&4
	Two Houses of Parliament	R& L Service	√			2&3	3&4
	Opening of Parliament by Hon'ble President of India	R& L Service	√			2&3	3&4
	Feedback	Web Information Manager/IT Section/NIC	√			2&3	3&4
	View Feedback	Web Information Manager /IT Section/NIC	√			2&3	3&4
	NIC Mail	NIC	√			2&3	3&4
	News Papers	NIC/IT Section	√			2&3	3&4
	RTI	RTI Section	√			2&3	3&4
	FAQ	R&L Service	√			2&3	3&4
	Sitemap	NIC/IT Section	√			2&3	3&4
	Hindi Site	NIC(for link)	√	-	-	-	-
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