

Content Contribution, Moderation & Approval Policy:

The matrix can be given as follows:

S. No	Content Element	Type of Content			Moderator	Approver	Contributor
		Routine	Priority	Express			
1	About Us/Management/Organization Structure			✓	Web Information Manager	ED/CC	Various Deptt.
2	Our expertise/Key Projects	✓			Web Information Manager	ED/CC	Various Deptt.
3	Policies	✓			Web Information Manager	ED/CC	Various Deptt.
4	Corporate Governance	✓			Web Information Manager	ED/CC	Various Deptt.
5	Circulars/Notifications	✓			Web Information Manager	ED/CC	Various Deptt.
6	Documents/Publications/Reports	✓			Web Information Manager	ED/CC	Various Deptt.
7	Tenders	✓	✓	✓	Web Information Manager	ED/CC	Various Deptt.
8	Banners	✓			Web Information Manager	ED/CC	Various Deptt.
9	Photo Gallery	✓			Web Information Manager	ED/CC	Various Deptt.
10	Group Wise Contents	✓			Web Information Manager	ED/CC	Various Deptt.

Thank You,

Web

Information

Manager

RCIL –

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