



ADVANCED RAILWAY PENSION ACCESS NETWORK

CONTENT REVIEW POLICY (CRP)

ARPAN Website is the face of department of pension process system, Ministry of Railway, Govt. of India. It is therefore required to keep the content on the Website current and up-to-date and hence there is a need for the Content Review Policy. Since the scope of the content is huge, different Review Policies are defined for the diverse content elements.

The Review Policy is based on different type of content elements, its validity and relevance as well as the archival policy. The matrix below gives the Content Review Policy:

Sr. No.	Content Element	Frequency of Review	Approver
1	About Us	<i>Half Yearly</i> Immediate in case of change about us.	AFA-Pension
2	Services	<i>Quarterly</i> Immediate for new services Introduced.	AFA-Pension
3	Policies	<i>Quarterly</i> Immediate for new Policies introduced.	AFA-Pension
4	Circular & Notifications	<i>Quarterly</i> Immediate for new circular & notifications introduced.	AFA-Pension
5	Rules	<i>Quarterly</i> Immediate for new rules introduced.	AFA-Pension
6	Schemes	<i>Fortnightly</i> Immediate for new schemes introduced.	AFA-Pension
7	Tables	<i>Quarterly</i> Immediate in case of change.	AFA-Pension
8	Forms	Immediate in case of change.	AFA-Pension
9	News & Events	Immediate in case of change.	AFA-Pension



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