

## National Council for Cement and Building Materials

Policy for Content Contribution, Moderation & Approval (CMAP) in NCB website  
<http://www.ncbindia.com>

In order that all contents posted on the website are authentic, up-to-date and latest, officers/division contributing the contents *must* check them thoroughly for authenticity and accuracy before posting. The contents *must* invariably display a time stamp indicating the date on which the information was posted and last reviewed and/or modified.

The content links of the website are given below. Before sending new/revised contents to the Web Information Manager for posting in the website, all officers/ divisions should adopt the procedure as indicated in the table below relating to content contribution, moderation and approval.

| Sl. No | Content                             | To be contributed by:          | To be moderated/approved by   |
|--------|-------------------------------------|--------------------------------|---|
| 1      | RTI/Citizen chart                   | Concerned Centres              | Contents should be moderated/approved at appropriate levels as per the work distribution of the Council. It will be the responsibility of the concerned Centres /officers to ensure that approvals of the competent authority have been obtained before sending the matter to the Web Information Manager for uploading in the website. |
| 2      | Programme/ Schemes                  | Concerned Centres              |   |
| 3      | Policies                            | Concerned Centres              |   |
| 4      | Policies/ Reports                   | Concerned Centres              |   |
| 5      | Circulars/ Notifications            | Concerned Centres              |   |
| 6      | Documents/<br>Publications/ Reports | Concerned Centres              |   |
| 7      | What's New                          | Concerned Centres              |   |
| 8      | Tenders                             | Concerned Centres              |   |
| 9      | Highlight                           | Concerned Centres              |   |
| 10     | Photo-gallery                       | Concerned Centres              |   |
| 11     | Other links                         | Concerned Centres<br>/officers |   |

It is important that the contents *should* display a time stamp indicating the date on which the information was posted and the date on which the content was last reviewed and/or modified. While sending the contents for posting, officers should certify that the procedure mentioned above has been followed.

Web Information Manager