

Website Sub Admin Policy

CRPF has launched a new dynamic Website with url "www.crfp.nic.in" which is cms complied and carries within itself various sub sites for Zones/Sectors/trg instn(ISA M/Abu & CRPF Acedamy) to avoid redundancy at each level of organisation. These sub-sites will be managed by respective Zones/Sectors/Trg Instn(ISA M/Abu & CRPF Acedamy) at their end. An information officer(IO) and an Administrator has been detailed by respective Zone/Sectors/Trg Instn(ISA M/Abu & CRPF Academy) and training has been imparted to them. The I.O and Administrator will follow the guidelines illustrated below:-

1. GIGW Compliance

The new CRPF Website "www.crfp.nic.in" is CMS complied and follows guidelines of India Govt. Website (GIGW). These Guidelines have been framed with an objective to make the Indian Government Website conform to the essential pre-requisite of UUU trilogy, User-Centric and Universally Accessible. They also form the basis for obtaining Website Quality Certification from STQC (Standardisation Testing Quality Certification) an organization of Department of Information Technology, Government of India.

So, all the contents that you are going to publish on live website should meet these guidelines. The concerned IO will be responsible to check whether the published data is according to GIGW compliance or otherwise.

2. Website Content Manager

There is a proper flow of content to the site and that content quality and user satisfaction issues are being taken care of. To achieve this, Website Content Manager(IO) should undertake the following activities with regards to the sub-site being maintained by you:

- Regular monitoring of website for Performance, Security and availability.
- Ensuring compliance with organizational policies that may require changes in website content, architecture, security, process etc.
- Ensuring that all content on the website is always authentic, up-to date and obsolete information or services removed.

3. Privacy Policy

The website will never collect any of your personal information. Any user visiting the site may or may not reveal information to our organisation. The website will only log the information of your visits for statistical requirements. You may visit the dashboard for :-

- a. the recently created pages(Page name & created Date/Time)
- b. the recently modified pages(Page name & modified Date/Time)
- c. Last 10 Login Details(The user name,Login Date & Time and Login IP)

The term "Personal Information" as mentioned in this privacy statement will mean any information, which can be used to check user's identity or make an assumption of it.

4. Content Contribution, Moderation, and Approval Policy (CMAP)

Information officer is responsible for checking of data integrity, security and Authenticity for placing in website. Content needs to be contributed by the authorized Content Manager in a consistent fashion to maintain uniformity and to bring in standardization along with associated metadata and keywords.

This Website has been provided with a role-based Content Management System which is purely web-based having user-friendly interface. This CMS allows the Main website administrator to share access with a panel of different Users. The Main website administrator will also be able to manage information specifically meant for internal use, which will be viewable to all members upon successful login. The Main administrator can create users and assign them to a specific Role and Module. However, this Feature is not provided to Sub site administrator. The main Roles provided to sub-site administrator are:-

- Page Management
- Photo Management
- Video Management
- News Management
- Home Scrolling Banner Management(Only for Zones)
- Notification Management
- Tender Management
- Recruitment advertisement Management
- Organisation chart
- Zone DG/Sector IG
- Inner banner Management
- File upload Management
- Languages
- File uploading Management

Apart from these you can visit Dashboard to view summary of page created per month and page updated per month. Also you can Preview the website(whenever before or during addition/deletion/modification).

Content Creator(administrator) who is responsible for content addition, deletion, and edits on the website. Once the content is contributed it needs to be approved by the concerned IO and moderated prior to being published on the Website.

The IO will be responsible to edit and review the contents before publishing it on the website.

The IO will appoint these roles, and would be responsible for overall quality and quantity of information on the Website. The IO will be responsible for supervising authentic and updated information is available on the website, all the time.

5. Content Review Policy (CRP)

Information officer is responsible for checking whether the contents created/modified/published are correctly placed in website. Hence there is a need for the Content Review Policy. The Review Policy is based on different type of content elements, its validity and relevance. The main points for IO to remember are

- a. required to keep the contents on the Website current and up-to-date.
- b. Contents about updating photo of H.O.O, organization structure, Tenders, Recruitments, news, Photo gallery, Achievements and contacts us and other info.
- c. He is responsible to check content published in Bilingual (English/Hindi)

6. Content Archival Policy

Archival Management is provided to Users and include contents that must be archived. This policy ensures that the older/expired content is removed from the website. An Archival System available on the Website automatically transfers the expired content to the Archives once it reaches expiry date.