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 is 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 onto the website. The priority content will get priority over routine contents. For the purpose of website management, officers of the Tea Board India have been categorized into four levels as follows:

Level 1 - Programmer
Level 2 - System Analyst
Level 3 - Secretary, Tea Board
Level 4 - Deputy Chairman, Tea Board

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/ her role in the scheme of management. New links on the website can be created only with the approval of the Web Information Manager. The primary responsibility for the correctness, accuracy and relevance of the content is that of the Section/ Department/ Directorate 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 Dy. Chairman or the Secretary before considering for approval and moderation for putting on the website.