

B.4. Content ownership, moderation & approval policy (COMAP) (clause 5.2.1)

The Content of the Website should always be accurate and up-to date. Each content published on the website is verified and checked.

The content of the website goes through the following process:-

- (i) Creation
- (ii) Modification
- (iii) Approval
- (iv) Moderation
- (v) Publishing
- (vi) Expiry

Contents of the website are categorized as follows:

- (i) Routine
- (ii) Priority
- (iii) Urgent

Urgent contents may be uploaded immediately on the website followed by priority and routine contents. For the purpose of the Website Management Officers are categorized into five levels namely:

Level 1 – Section Officer (S.O)/ Appeal Examiner (A.E)
/ Personal Assistant (P.A)

Level 2 – Sub Assistant Registrar (S.A.R)

Level 3 – Assistant Registrar (AR)

Level 4 – Deputy Registrar (DR)

Level 5 – Joint Registrar (JR)

In case a particular officer is not available in the said hierarchy, the other next upper level Officer should discharge the duties in addition to his role assigned. New Links on the website can be created with the approval of the Web Information Manager.

The Originating Section is the owner of the content on the Website. Correctness, accuracy and relevance of the content vest primarily with the Originating Section. The officers of the concerned section shall act as the approver and moderator of the content.

In case of those links/contents which are uploaded by the NIC, the moderators shall be the officers of the Computer Section and Approvers shall be the officers of the originating section.

Content Ownership, Moderation and approval policy (COMAP)					
Sl. No	Name of the Link	Sections/ Departments Responsible for the Link	Type of Content	Approver	Moderator
			Routine (R) Priority (P) Urgent (U)	Level 1 - Section Officer (S.O)/ P.As/ A.Es Level 2- Sub Assistant Registrar (SAR) Level 3 - Assistant Registrar (AR) Level 4- Deputy Registrar (DR) Level 5- Joint Registrar (JR)	
1	About Us				
	Madras High Court		R		4
	Madurai Bench		R		4
	Judicial Academy		R		2
	Mediation and Conciliation Centre		R		3
	Legal Services Authority		R		4
	Arbitration Centre		R		3
	High Court Judges Library	Library Section	P		2
2	Hon'ble Judges				
	Chief Justice	P.A. Section	U	1 and 2	3, 4 and 5
	Present Judges	P.A. Section	U	1 and 2	3, 4 and 5
	Former Chief Justices	J Section	U	1 and 2	3, 4 and 5

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3	Services				
	Cause List	Writ, OS, Judicial, Criminal and Cause List Sections	U	1 and 2	3, 4 and 5
	Judgements	PA Section and Cause List Section	U	1 and 2	3, 4 and 5
	Status of Cases	Writ, OS, Judicial and Criminal Section	U	1 and 2	3, 4 and 5
	Daily Orders	PA Section and Cause List Section	U	1 and 2	3, 4 and 5
	Display Boards	Cause List and Computer Section	U	1 and 2	3, 4 and 5
4	Subordinate Courts	Computer Section	R	1 and 2	3, 4 and 5
5	Rules				
	Service Rules	Madurai Cell	R	1 and 2	3 and 4
	Arbitration Rules	Rule Amendment Cell	R	1 and 2	3 and 4
	Case Flow Management in Subordinate Courts	F Section	R	1 and 2	3 and 4
6	Administration				
	Registrars of Madras High Court	B Section	P	1 and 2	3 and 4
7	Telephone Directory	D Section	P	1 and 2	3 and 4
8	Security System	D Section	P	1 and 2	3 and 4
9	Transfer and Posting	B Section	U	1 and 2	3 and 4
10	High Court Calendar	C Section	R	1 and 2	3, 4 and 5

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11	Right to Information Act				
	Manual	RTI Section	R	1 and 2	3, 4 and 5
	Annexure 1	B Section	P	1 and 2	3, 4 and 5
	Annexure 2	D Section	P	1 and 2	3, 4 and 5
	Annexure 3	J, B Establishment and Bills Section	R	1 and 2	3, 4 and 5
	Annexure 4	Budget Section	R	1 and 2	3, 4 and 5
	Right to Information Rules	RTI Section	P	1 and 2	3, 4 and 5
	Amendment Notification	RTI Section	P	1 and 2	3, 4 and 5
	Public Information Officers and Appellate Authorities of Madras High Court	RTI Section	P	1 and 2	3, 4 and 5
	RTI Amendment Notification	RTI Section	P	1 and 2	3, 4 and 5
	RTI Notification by Head of Department	RTI Section	P	1 and 2	3, 4 and 5
12	Citizen Charter				
	Signages and Location Map in Madras High Court	D Section	R	1 and 2	3 and 4
	Access to High Court Campus	D Section	R	1 and 2	3 and 4
	Services Provided	Writ, OS, Judicial, Criminal, Cause List, Current and Computer Section	R	1 and 2	3, 4 and 5
	Facilities available	D Section	R	1 and 2	3 and 4
	Judicial Sections and Officers attending Grievances	Writ, OS, Judicial, Criminal, Current and CD Section	R	1 and 2	3, 4 and 5
	Advocate Chambers	D Section	R	1 and 2	3 and 4
13	Announcements	Sections Concerned	P	1 and 2	4 and 5
14	Sitting Arrangements	Judicial Section	U	1, 2 and 3	3, 4 and 5
15	Gender Sensitization	B Section	R	1 and 2	3 and 4

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16	Recruitments	B and Establishment Sections	P	1 and 2	3, 4 and 5
17	Tenders	Sections concerned	P	1 and 2	3, 4 and 5
18	Publications	Sections Concerned	P	1 and 2	3, 4 and 5
19	E-Courts Services	Computer Section	R	1 and 2	3, 4 and 5
20	Webcasting	Sections Concerned	P	1 and 2	3, 4 and 5
21	Forms	D Section and Judicial Sections	R	1 and 2	3, 4 and 5
22	Downloads				
	Coding Sheets		R		
	Android Apps for Display Board	NIC High Court Madras	R	-	-
23	FAQs	Sections Concerned	R	1 and 2	3, 4 and 5
24	Website Policies	NIC and Computer Section	R	1 and 2	3, 4 and 5
25	Feedback	Computer Section	R		
26	Help	NIC High Court Madras	R	-	-
27	Site Map	NIC High Court Madras	R	-	-
28	Contact Us	Web Information Manager	R	-	5