

B.5. Web Content review policy (CRP) (clause 5.2.3)

Every Content published on the High Court Website should be verified and checked to ensure that accurate information is provided to the users of the website.

The review policy is based on different types of contents their validity and relevance as well as the archival policy.

Content Monitoring and Review policy (CMRP)					
Sl.No	Name of the Link	Sections/ Departments Responsible for the Link	Basis of Content	Frequency of Review	Reviewer
			Event (E) Time (T) Policy (P)		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		E	Subject to Change in the content	DR (Admn –I) High Court Madras
	Madurai Bench		E	Subject to Change in the content	DR (Admn) Madurai Bench of Madras High Court
	Judicial Academy		E	Subject to Change in the content	Librarian, Tamil Nadu State Judicial Academy, Chennai
	Mediation and Conciliation Centre		E	Subject to Change in the content	AR (TNMCC)
	Legal Services Authority		E	Subject to Change in the content	DR (Lokadalat)
	Arbitration Centre		E	Subject to Change in the content	AR (Lokadalat)
	High Court Judges Library	Library Section	T	Whenever there is change in the content	Librarian, High Court Madras

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2	Hon'ble Judges				
	Chief Justice	P.A. Section	T	Whenever there is change in the content	SAR (PA Section)
	Present Judges	P.A. Section	T	Whenever there is change in the content	SAR (PA Section)
	Former Chief Justices	J Section	T	Whenever there is change in the content	AR (J section)
3	Services				
	Cause List	Writ, OS, Judicial, Criminal and Cause List Sections	T	Daily	JR (Writs), JR (OS), JR (AS) and DR (Crl.side)
	Judgements	PA Section and Cause List Section	T	Daily	SAR (PA) and JR (AS)
	Status of Cases	Writ, OS, Judicial and Criminal Section	T	Daily	JR (Writs), JR (OS), JR (AS) and DR (Crl.side)
	Daily Orders	PA Section and Cause List Section	T	Daily	SAR (PA) and JR (AS)
	Display Boards	Cause List and Computer Section	T	Daily	JR (AS) and JR (Computer)
4	Subordinate Courts	Computer Section	T	Whenever there is change in the content and once in every quarter	JR (Computer)

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			Event (E) Time (T) Policy (P)		
5	Rules				
	Service Rules	Madurai Cell	P	Whenever there is change in the content and once in every quarter	DR (CLAA)
	Arbitration Rules	Rule Amendment Cell	P	Whenever there is change in the content and once in every quarter	DR (CLAA)
	Case Flow Management in Subordinate Courts	F Section	P	Whenever there is change in the content and once in every quarter	DR (CLAA)
6	Administration				
	Registrars of Madras High Court	B Section	T	Whenever there is change in the content	DR (Accounts)
7	Telephone Directory	D Section	T	Whenever there is change in the content	DR (Per.Admn)
8	Security System	D Section	T	Whenever there is change in the content	DR (Per.Admn)
9	Transfer and Posting	B Section	T	Whenever there is change in the content	DR (Admn –II)
10	High Court Calendar	C Section	T	Once in a Year	DR (Admn –II)

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11	Right to Information Act				
	Manual	RTI Section	P	Subject to Change in the content	JR (RTI Act)
	Annexure 1	B Section	T	Subject to Change in the content	DR (Accounts) and JR (RTI Act)
	Annexure 2	D Section	T	Subject to Change in the content	DR (Per. Admn) and JR (RTI Act)
	Annexure 3	J, B Establishment and Bills Section	T	Subject to Change in the content	AR (J section) and JR (RTI Act)
	Annexure 4	Budget Section	T	Whenever there is change in the content	DR (Admn- I) and JR (RTI Act)
	Right to Information Rules	RTI Section	P	Whenever there is change in the content	JR (RTI Act)
	Amendment Notification	RTI Section	P	Whenever there is change in the content	JR (RTI Act)
	Public Information Officers and Appellate Authorities of Madras High Court	RTI Section	P	Whenever there is change in the content	JR (RTI Act)
	RTI Amendment Notification	RTI Section	P	Whenever there is change in the content	JR (RTI Act)
	RTI Notification by Head of Department	RTI Section	P	Whenever there is change in the content	JR (RTI Act)

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12	Citizen Charter				
	Signages and Location Map in Madras High Court	D Section	T	Whenever there is change in the content	DR (Per.Admn)
	Access to High Court Campus	D Section	T	Whenever there is change in the content	DR (Per.Admn)
	Services Provided	Writ, OS, Judicial, Criminal, Cause List, Current and Computer Section	T	Whenever there is change in the content	JR (AS), JR (OS), JR (Writs), JR (Judicial), JR (Computer) and DR (Crl.Side)
	Facilities available	D Section	T	Whenever there is change in the content	DR (Per.Admn)
	Judicial Sections and Officers attending Grievances	Writ, OS, Judicial, Criminal, Current and CD Section	T	Whenever there is change in the content	JR (AS), JR (OS), JR (Writs), JR (Judicial) and DR (Crl.Side)
	Advocate Chambers	D Section	T	Whenever there is change in the content	DR (Per.Admn)
13	Announcements	Sections Concerned	T	Whenever there is change in the content	
14	Sitting Arrangements	Judicial Section	T	Whenever there is change in the content	JR (AS)
15	Gender Sensitization	B Section	P	Whenever there is change in the content	Member Secretary GSICC

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16	Recruitments	B and Establishment Sections	P	Whenever new recruitments are called for	DR (Accounts) and DR (Admn)
17	Tenders	Sections concerned	P	To be removed/ archived after the expiry of the validity period	
18	Publications	Sections Concerned	T	Whenever there is change in the content	
19	E-Courts Services	Computer Section	T	Whenever there is change in the content and once in every quarter	JR (Computer)
20	Webcasting	Sections Concerned	E	Whenever there is change in the content	JR (Computer)
21	Forms	D Section and Judicial Sections	P	Whenever there is change in the content	
22	Downloads				
	Coding Sheets	Judicial (Main)	P	Whenever there is change in the content	JR (AS)
	Android Apps for Display Board	NIC High Court Madras	T	Whenever there is updatation in the software	Senior Technical Director, NIC High Court Madras
23	FAQs	Sections Concerned	T	Whenever there is change in the content	JR (AS), JR (OS), JR (Writs), JR (Judicial), JR (Computer) and DR (Crl.Side)

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24	Website Policies	NIC and Computer Section	P	Wherever there is any addition or deletion in the Website Content and once in every Quarter	Level 2- Sub Assistant Registrar (SAR) Level 3 - Assistant Registrar (AR) Level 4- Deputy Registrar (DR) Level 5- Joint Registrar (JR) Web Information Manager and Senior Technical Director, NIC High Court Madras
25	Feedback	Computer Section		Daily	JR (Computer)
26	Help	NIC High Court Madras	T	Wherever there is any addition or deletion in the Website Content and once in every Quarter	Senior Technical Director, NIC High Court Madras
27	Site Map	NIC High Court Madras	T	Wherever there is any addition or deletion in the Website Content and once in every Quarter	Senior Technical Director, NIC High Court Madras
28	Contact Us	Web Information Manager	T	Whenever there is change in the content	Web Information Manager