

Sub: Approval of Policies for Internet web site "propex.gov.in" of Ordnance Factory Bhandara.

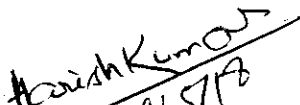
Ref: OFB letter No. 9701/Website/IT dated: 13/10/2017

R/sir

With reference to the above followings are submitted


1. The content of OFBa Internet website (propex.gov.in) i.e. Creation, Moderation, Approval, Publishing and Archival is mandatory to ensure that all content on the website is always authentic, up-to-date and obsolete information.
2. For this As per GIGW (Guideline for Indian government website) guidelines, OFB provided Internet website policies such as Content Contribution, Moderation and Approval Policy (CMAP), Web Content Review Policy, Website Monitoring Policy, Content Archival Policy, Disclaimer, Privacy Policy, Linking Policy, Copyright Policy.
3. The details content of same policies are compiled and attached here with.
4. General Manager is therefore, requested to kindly approve the website policies for OFBa Internet website for better services.

Submitted for Approval, Pl.

  
AGM/MM 21/4

  
JTGM/MM

  
DVO/ITC

  
HOS/ITC 21/4

  
General Manager

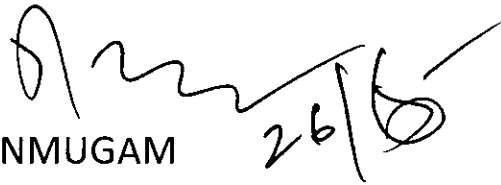
## Content Contribution, Moderation and Approval Policy (CMAP)

SL No.	Name of Link	Section responsible for the link	Types of Content			Approver	Moderator
			Routine	Priority	Express		
						Level 1, AWM/WM Level 2, DGM/Jt.GM/AGM Level 3, GM	
1	About Us	EB	√			3	1 or 2
2	Our Mission and Vision	GMS	√			3	1 or 2
3	History	EB	√			3	1 or 2
4	OFBa in brief	EB	√			3	1 or 2
5	Products	WO		√		3	1 or 2
6	Ammunition,Explosives, Propellants & Chemicals	WO	√			3	1 or 2
7	OFBa Product Catalogue	WO	√			3	1 or 2
8	Quality	QC		√		3	1 or 2
9	Policies	All concern sections	√			3	1 or 2
10	Tender	PV	√			3	1 or 2
11	Limited Tender Enquiries	PV	√			3	1 or 2
12	e-Procurement	PV	√			3	1 or 2
13	Purchase Order	PV	√			3	1 or 2
14	Right to Information	AE			√	3	1 or 2
15	Manuals and Standard Operation Procedures	IO(QC)	√			3	1 or 2
16	Appellate Authority	GMS		√		3	1 or 2
17	Organization Chart	EB			√	3	1 or 2
18	Transparency Officers	AE	√			3	1 or 2
19	List of Registered Vendors	QC (WI)	√			3	1 or 2
20	List of Nodal officers for Pension Related Grievances	Pension Cell		√		3	1 or 2
21	Vigilance	AE		√		3	1 or 2
22	Vigilance Officers	AE		√		3	1 or 2
23	Join Us	CG	√			3	1 or 2
24	Recruitment Rules	CG	√			3	1 or 2
25	Contact Us	EB	√			3	1 or 2
26	Make In India	WO		√		3	1 or 2
27	PMNRF	LB		√		3	1 or 2
28	National Voters Services Portal	AE		√		3	1 or 2
29	CPGRAMS	EB		√		3	1 or 2

SL No.	Name of Link	Section responsible for the link	Types of Content			Approver	Moderator
						Level 1, AWM/WM Level 2, DGM/Jt.GM/AGM Level 3, GM	
			Routine	Priority	Express		
30	Digital India	ITC		√		3	1 or 2
31	Incredible India	ITC		√		3	1 or 2
32	Copyright policy	ITC	√			3	1 or 2
33	Vendor Registration	QC(WI)	√			3	1 or 2
34	SWACHH BHARAT ABHIYAN	EY		√		3	1 or 2
35	Website Policies	ITC	√			3	1 or 2
36	Nodal Officers for GST	TC		√		3	1 or 2
37	Vendor Development Cell	PV	√			3	1 or 2

Approved by

A. SHANMUGAM



General Manager/O.F. Bhandara

# Web Content Review Policy

The original content-provider(s) are responsible for periodically reviewing the content of this website and to provide the updated information to the Web Administrator to keep it updated at all times.

Basis of Content Review	Frequency of Review	Reviewer
	Level 1, AWM/WM Level 2, WM/DGM/Jt.GM Level 3, AGM/GM	
(i) Once in a half year as a policy	Half yearly	1 or 2
(ii)Whenever there is a change in the content.	As per need	1 or 2

Approved by



A. SHANMUGAM

General Manager/O.F. Bhandara

# Website Monitoring Policy

The website shall be monitored during the first week of every month by OFBa/ITC for addressing the issue of fixing bugs and removing broken links and for maintaining the quality and resolving the compatibility issues pertaining to following parameters:

**Functionality:** All modules of the website shall be tested for their functionality and inter-linking compatibility issues.

**Performance:** All important pages of the website shall be checked for availability.

**Broken links:** the website shall be reviewed to rule out the presence of any broken links or errors.

Approved by

A handwritten signature in black ink, appearing to read 'A. Shanmugam', with the date '26/10' written below it.

A. SHANMUGAM

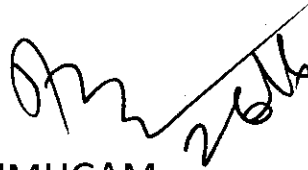
General Manager/O.F. Bhandara

# Content Archival Policy

Content archival Mechanism is in place to ensure that all outdated announcements are removed from the website or moved to archive. This will help website team in ensuring that the expired content is removed from the main website. The policy for web content archival is as tabulated below:

Entry Policy	Exit Policy
Level 1, AWM/WM Level 2, WM/DGM/Jt.GM Level 3, AGM/GM	
Whenever there is a change, it may be incorporated	Whenever new content comes up, the old one should be archived.

Approved by



A. SHANMUGAM

General Manager/O.F. Bhandara

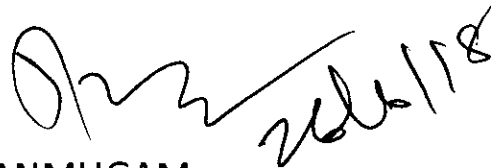
# Disclaimer

This website is designed, developed and maintained by Ordnance Factory Bhandara, Ministry of Defence, and Government of India. Though all efforts have been made to ensure the accuracy and currency of the content on this website, the same should not be construed as a statement of law or used for any legal purpose. In case of any ambiguity or doubt, users are advised to verify/check with the department concerned and/or other source(s).

Under no circumstances will OFBa be liable for any expense, loss or damage including, without limitation, indirect or consequential loss or damage, or any expense, loss or damage whatsoever arising from use, or loss of use, of data, arising out of or in connection with use of this website.

These terms and conditions shall be governed by and construed in accordance with Indian Laws. Dispute on these terms and conditions, if any, shall be subject to the jurisdiction of courts in India.

Approved by

A handwritten signature in black ink, appearing to read 'A. Shanmugam', with a date '26/6/18' written to the right of the signature.

A. SHANMUGAM

General Manager/O.F. Bhandara

# Privacy Policy

This website does not automatically capture any specific personal information from users,(like name, phone number or e-mail address), that allows us to identify you individually.

If this site requests you to provide personal information, you will be informed about the purpose for which the information is gathered and adequate security measures will be taken to protect your personal information.

We gather certain information about the user, such as Internet protocol (IP) addresses, domain name, browser type, operating system, the date and time of the visit and the pages visited. We make no attempt link these addresses with the identity of individuals visiting our site unless an attempt to damage the site has been detected.

We do not sell or share any personally identified information volunteered on this website to any third party (public/private). Any information provided in this site will be protected from loss, misuse, unauthorized access or disclosure.

Approved by

A handwritten signature in black ink, appearing to read 'A. Shanmugam', with a date '26/11' written below it.

A. SHANMUGAM

General Manager/O.F. Bhandara



# Linking Policy

The information posted on this website includes hypertext links or pointers to other website/portals information created and maintained by other organizations. Ordnance factory Bhandara is providing these links and pointers solely for your information and convenience. When you select a link you are leaving Ordnance factory bhandara website and are subject to the private and security policies of the owners of other websites/portals.

Ordnance Factory Bhandara does not guarantee the availability of such linked paged all the time and we have no control over these paged hence do not guarantee compliance of these pages with GIGW(Guidelines for Indian Government Website).

Approved by



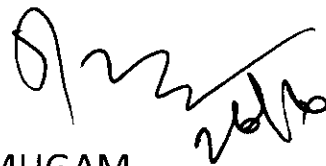
A. SHANMUGAM

General Manager/O.F. Bhandara

# Copyright Policy

Material on this site is subject to copyright unless otherwise indicated. The material may be downloaded without requiring proper permission. Any other proposed use of the material is subject to the approval of Ordnance Factory Bhandara. Application for obtaining permission should be made to [ofba\[dot\]ofb\[at\]nic\[dot\]in](mailto:ofba[dot]ofb[at]nic[dot]in)

Approved by



A. SHANMUGAM

General Manager/O.F. Bhandara