

## **Website Policies**

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### **Terms and Conditions**

This website is designed, developed and maintained by Defence R&D Organisation (DRDO), Ministry of Defence, Government of India. DESIDOC, a constituent of DRDO, is the nodal agency for this activity.

These terms and conditions shall be governed by and construed in accordance with the Indian Laws. Any dispute arising under these terms and conditions shall be subject to the jurisdiction of the courts of India, New Delhi.

The information posted on this website could include hypertext links or pointers to information created and maintained by non-Government/private organisations. DRDO is providing these links and pointers solely for your information and convenience. When you select a link to an outside website, you are leaving the 'Guidelines for Indian Government Websites' site and are subject to the privacy and security policies of the owners/sponsors of the outside website.

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### **Privacy Policy**

We do not collect personal information for any purpose other than to respond to you (for example, to respond to your queries). If you choose to provide us with personal information like filling out a Contact Us form with an e-mail address or postal address, and submitting it to us through the website, we use that information to respond to your message, and to help you get the information you have requested.

Our website never collects information or creates individual profiles for commercial marketing. While you must provide an e-mail address for a localised response to any incoming questions or comments to us, we recommend that you do NOT include any other personal information.

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### **Hyperlinking Policy**

We do not object to you linking directly to the information that is hosted on our site and no prior permission is required for the same. However, we would like you to inform us about any links provided to our site so that you can be informed of any changes or updations therein. Also, we do not permit our pages to be loaded into frames on your site. Our website's pages must load into a newly opened browser window of the user.

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### **Copyright Policy**

Contents of this website may not be reproduced partially or fully, without due permission from DRDO Headquarters. If referred to as a part of another website, the source must be appropriately acknowledged. The contents of this website can not be used in any misleading or objectionable context.

**Content Review Policy (CRP)**

S.No	Content Element	Basis of Content Classification			Frequency of Review	Approver
		Event	Time	Policy		
1	About Department	√ √.		√ √.	Half Yearly	Chief controller
2	Programme/ Schemes	√ √	√ √	√ √	Quarterly, Immediate-for new Programme/ Scheme introduced.	Chief controller
3	Policies	√ √		√ √	Quarterly, Immediate-for new Policies introduced	Chief controller
4	Acts/Rules	√ √		√ √	Quarterly, Immediate-for new Acts/rules	Chief controller
5	Circular/Notifications	√ √	√ √	√ √	Quarterly	Chief controller
6	Documents/Publications/Reports	√ √	√ √	√ √	Fortnightly, Archival of current 2 year	Web Information Manager
7	Directories/ Contact Details	√ √	√ √		Quarterly Immediate in case of change.	Web Information Manager
8	What's New	√ √	√ √		Immediate	Web Information Manager
9	Tenders Publishing	√ √	√ √		Immediate	Group Head/ Web Information Manager
12	Photo-gallery	√ √	√ √	√ √	Quarterly Immediate in case of an event.	Chief controller

13	Lab Wise Contents	√ √	√ √	√ √	Quarterly Immediate in case of an event	Chief controller
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The entire website content would be reviewed for syntax checks once a week by the website Team.

### **CONTENT ARCHIVAL POLICY**

<b>SI No</b>	<b>Content Elements</b>	<b>Entry Policy</b>	<b>Exit Policy</b>
1.	About DRDO and Labs	Content to be reviewed half-yearly	Content to be updated if organisation setup changes
2.	Programmes/Schemes	Sanction of programmes/Schemes	In case programme /Scheme is discontinued
3.	Policies	Announced by Department	Discontinued policies to be archived
4.	Services	Services provided by different units	Discontinued services to be expunged
5.	Forms	Government/ Business and citizen centric (recruitment) forms	To be reviewed if expiry date is to be revalidated. Discontinued forms to be expunged.
6.	Publications	Issues uploaded on monthly/bimonthly basis	Issues more than a year old to be moved to the archive section
7.	Interaction Tools	Event/Demand based	End of event
8.	Directories	Contact Directories/ Official websites	Biodata of previous officers to be archived and other elements to be expunged
9.	Announcements/ News	Event/Demand based	To be removed after expiry of validity period
10.	Tenders	Published on request of individual labs	Automatically moved to archive section after end of last date.

### **WEBSITE MONITORING POLICY**

1. Besides the working hours, the website will be checked twice a day by Group Head (morning and night) and also on weekends, so that any irregularity can be reported immediately.
2. A separate log book will be maintained where any anomaly found will be recorded with date, time and nature of the problem and verified.