

DEPARTMENT OF INDUSTRIAL TRAINING
[KERALA STATE]

Directorate of Training
Thycadu, Thiruvananthapuram-14

PROCEEDINGS OF THE DIRECTOR OF TRAINING
[Present: - N Prasanth.IAS]

Sub : ITD-Planning- Up loading of data in Department Website - www.det.kerala.gov.in –
Posting of Content Management Team- Orders Issued Reg

Read: 1. G.O.(Rt) No. 17/2011/ITD dated 24.1.2011
2. Note dated 19.11.2013 of the Director of Training

ORDER No.12/26010/2013; DATED: - 13.12.2013

The official website of this department (www.det.kerala.gov.in) was launched for publishing information about the department for the members of staff and also generally to the common public. The status of information available in the website should be authentic in all respects. Govt. has ordered guidelines that are to be followed for the uploading of data and for deletion if necessary, from the Govt. website vide order referred to (1st) above. As per the order a Content Management team is to be constituted. The Content Management Team will be consisting of the following members. Content Creator, Content Reviewer and Content Approver. The Roles and Responsibilities of the various members is given below.

Content Creator:

1. Responsible for the creation of the content for the official website.
2. Editing of the content before resubmission of the same for review and approval

Content Reviewer

1. Any content that has been created by the content creator(s) shall be reviewed by the content reviewer
2. The reviewer shall modify/edit the content prepared by the creator.
3. Once the content has been reviewed, the content reviewer shall release the content for the approval.

Content Approver

1. Shall approve the content after the review of the content reviewer
2. Shall be responsible for the release of the content for publishing in the website.

Considering all the above aspects, the following orders are ordered with immediate effect. The details of appointment of the officials as per the order referred to (1) above in the various sections of the Directorate is as detailed below.

Section	Content Creator	Content Reviewer	Content Approver
A	Concerned clerk	SS(A)/Joint Director of Training	Additional Director of Training
B	"	SS(B)/Joint Director of Training	
C	"	JS(C)/Deputy Director (Planning)	
D	"	JS(D)/Senior Finance Officer	
E	"	AO-II/Joint Director of Training	
F	"	JS(F)/DySAA	
G	"	SS(G)/Deputy Director (Training)	
H	"	SS(H)/Deputy Director (Training)	
I	"	SS(I)/Deputy Director (Planning)	

SPIU	Concerned clerk	SS/Asst. Director	Additional Director of Training
MES	"	Joint Director of Training (Regional Directorate)	
STI	"	Special Officer	
SIC	"	Joint Director of Training (Regional Directorate)	
ITIs	"	JS/SS/Principal	
RICs	"	Training Officers/Principals	

The above officials will act accordingly. The following direction is also ordered with immediate effect. Sri. Manoj Mathew, Junior Apprenticeship Advisor (Catering) Directorate of Training is hereby entrusted for uploading of data approved by the Content Approver. He should enter the details of approved contents in a register as follows and he should keep the details of contents for perusal.

Sl.No.	No and Date	Subject	Section from which the document is issued	Date and Time of receipt	Date and Time of uploading	Remarks

It is also informed that no data will be published in the website without the approval of Content Approver (Additional Director of Training). The data once uploaded should not be deleted at any cost. If it is found necessary that any data is to be deleted, the concerned officer in charge should inform the valid reason in writing to the Content Approver (Additional Director of Training) the necessity for reviewing/removing the data. The data shall be reviewed/deleted only after obtaining necessary orders from the Content Approver.

Sd/-
DIRECTOR OF TRAINING

To

All Officials

Sri Manoj Mathew
Junior Apprenticeship Advisor
(For Publication in website)

Approved for Issue

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Additional Director of Training