



## **CONTENT ARCHIVAL POLICY (CAP)**

For the retrieval of content which has expired, archival of the content is needed. The content Element on the Website has different Entry/Exit Policy and Archival Policy as enlisted below:

<b>S.No.</b>	<b>Content Element</b>	<b>Entry Policy</b>	<b>Exit Policy</b>
1.	Advertisement	Completion of validity period and whenever it loses its relevance	Perpetual (10 Years) since date of entry into archival
2.	Careers	--do--	--do--
3.	Employees Corner	--do--	--do--
4.	Active Tenders/Quotations	--do--	--do--

Thank You,

Web Committee  
C.R.I., Kasauli