



CENTRAL INSTITUTE OF PETROCHEMICALS ENGINEERING & TECHNOLOGY (CIPET)

CIPET Head Office, Guindy, Chennai - 600 032.

Content Archival Policy (CAP)

There would be some content which is permanent in nature and for such content it is assumed that the content would reviewed in every three years unless it is edited / deleted based on requirement. The content shall not be displayed on the Website after the validity date.

No.	Content Element	Entry Policy	Exit Policy
1	About Us	Whenever there is a change	The old one to be removed.
2	Our Team	Whenever there is a change	The old one to be removed.
3	Centres	Whenever there is a change	The old one to be removed.
4	Academics	Whenever there is a change	The old one to be removed.
5	Technology	Whenever there is a change	The old one to be removed.
6	Skill Training	Whenever there is a change	The old one to be removed.
7	Industry Programs	Whenever there is a change	The old one to be removed.
8	Hindi Version	Whenever there is a change	The old one to be removed.
9	Recruitments	As soon as it loses its relevance	03 Years since the date of entry into archival
10	Event Gallery	Whenever there is a change	03 Years since the date of entry into archival
11	Bill Status	As soon as it loses its relevance	The old one to be removed.
12	Tender Notice	As soon as it loses its relevance	03 Years since the date of entry into archival
13	Citizen Charter / Right to Information (RTI) / Vigilance	Whenever there is a change	The old one to be removed.
14	Employee's Corner	Whenever there is a change	The old one to be removed.
15	Contact us	Whenever there is a change	The old one to be removed.

16	Annual Report	Whenever there is a change	03 Years since the date of entry into archival
17	Help Desk	Whenever there is a change	The old one to be removed.
18	Certificates	Whenever there is a change	The old one to be removed.
19	Ministry Related Matter to be displayed / updated	Whenever there is a change	The old one to be removed.
20	CIPET Logo / Golden Jubilee Logo	Whenever there is a change	The old one to be removed.
21	CIPET Videos	Whenever there is a change	The old one to be removed.