



Standard Operating Procedure for NIRANTAR Institutes

Guidelines to register and report Ek Ped Maa Ke Naam 2026-27 and World Environment Day-2026 events on Meri LIFE

Background

The Meri LIFE platform has been co-created in India by the Ministry of Environment, Forests and Climate Change, UNICEF and YuWaah as a digital innovation platform for young people to hone their green skills, climate sensitivity and leadership towards combating climate change.

The purpose of this document is to establish the standard process for NIRANTAR Institutes to register on the Meri LIFE portal (**PART I**), report tree plantation events (**PART II**), report Mission LIFE activities during the World Environment Day Pre-campaign (**PART-III**) and Grievance Redressal Mechanism (**PART-IV**).

This SoP also highlights:

- Guidelines for Tree Plantation Campaign # एक पेड़ माँ के नाम #Plant4Mother
- Tree Plantation Care and Maintenance
- Overview of commonly planted trees in India

PART I

How to register as Nodal Officer of a particular NIRANTAR Institute

1. First enter <https://merilife.nic.in/> on your browser.
2. Click on the “Login” or “#EkPedMaaKe Naam-2026-27” button on the top right corner.
3. Click on the MoEF&CC User Login.
4. Do you have the login credentials to sign up to Meri LIFE? If not, please refer to point 7.



5. If you have the login credentials, select the “MoEFC User Login” highlighted in blue option.

6. Now, enter the login credentials approved by the Admin nodal officer of all NIRANTAR institutes and then Click Login and the dashboard for uploading the activities will open. Follow the instructions at “How to Fill the Tree Plantation Form?” or “How to fill the WED report form?”
7. If you are the nodal officer of a particular NIRANTAR Institute and don’t have an Account on MeriLiFE, click on “Sign Up” as shown in Blue Box above
8. An MOEFCC User sign-Up form will open as shown below.
9. Select the ‘Ministry’ as Ministry of Environment, Forest & Climate Change
10. Now, fill in all the mandatory fields of the Institution Nodal Officer in the form: Name, Email, Mobile Number, Password, Confirm Password.
11. Select “Nirantar Institute” under Division as per the screenshot enclosed.
12. Subsequently, Select institution drop down and fetch the “Name of your NIRANTAR Institute” as per the screenshot enclosed.
13. Enter the Captcha and Click Submit.
14. The user credentials will be sent to Admin Nodal Officer of NIRANTAR Institutes for approval.
15. Upon approval from Admin Nodal Officer, pl. follow the instructions at Point no. 5 above



MOEFCC User SignUp

For visually challenged users who want to opt the form and can send email to support[at]merilife[dot]org

Select Ministry*

Ministry of Environment, Forest and Climate Change

Name*

Enter your full name

Division*

Nirantar Institute(NI)

Institutions *

Select Institution

Email*

Enter Your Email ID

Mobile No.*

Password*

Enter Your Password

Enter The CAPTCHA: * B2aX3H



messages.captcha_placeholder

Submit

- Economic Division(ED)
- Environmental Education(EE)
- Environmental Information Awareness Capacity Building and Livelihood Programme(EIACP)
- Externally Aided Project(EAP)
- Forest Conservation(FC)
- Forest Establishment(FE)
- Forest Policy(FP)
- Forest Protection Division(FPD)
- Hazardous Substance Management Division(HSMD)
- Impact Assessment(IA)
- Indian Forest Service(IFS)
- Integrated Financial Division(IFD)
- International Cooperation(IC)
- Lifestyle for Environment Cell(LiFE)
- Media Cell(Media)
- National Afforestation and Eco-Development Board (NAEB)
- National Authority(NA-CAMPA)
- National Museum of Natural History Cell(NMNH)
- Nirantar Institute(NI)
- Non-Governmental Organisations(NGO)
- Ozone Cell(Ozone)
- Policy & Law(PL)
- Project Elephant(PE)
- Regional Office Head Quarter(ROHQ)
- Research & Training(RT)
- Research in Environment(RE)
- Sectoral Group of Secretary (Resources) Cell(SGoS)
- Statistical Cell(Stat)
- Survey & Utilisation(SU)
- Sustainable Coastal Management Division(SCMD)



Total Visitors

Quick Links

[Submit A Grievance](#)

[FAQs](#)



MOEFCC User SignUp

For visually challenged users who want to opt the form and can send email to support[at]merilife[dot]org

Select Ministry*

Ministry of Environment, Forest and Climate Change

Name*

Enter your full name

Division*

Nirantar Institute(NI)

Institutions *

Select Institution

- Select Institution
- Arid Forest Research Institute (AFRI) Jodhpur
- Botanical Survey of India Andaman and Nicobar
- BSI Acharya Jagadish Chandra Bose Indian Botanic Garden Howrah
- BSI Arid Zone Regional Centre Jodhpur
- BSI Arunachal Pradesh
- BSI Botanic Garden of Indian Republic Noida
- BSI Central Botanical Laboratory Howrah
- BSI Central National Herbarium Howrah
- BSI Central Regional Centre Allahabad
- BSI Deccan Regional Centre Hyderabad
- BSI Eastern Regional Centre Shillong
- BSI Headquarters Kolkata
- BSI High Altitude Western Himalayan Regional Centre Solan
- BSI Industrial Section in the Indian Museum Kolkata
- BSI Northern Regional Centre Dehradun
- BSI Sikkim Himalaya Regional Centre Gangtok
- BSI Southern Regional Centre Coimbatore
- BSI Western Regional Centre Pune
- CASFoS Coimbatore
- CASFoS Dehradun
- Central Academy for State Forest Service (CASFoS) Burnihat (Assam)
- Central Zoo Authority
- CPCB Regional Directorate Bangalore
- CPCB Regional Directorate Chandigarh
- CPCB Regional Directorate Chennai

16. If you are the Admin nodal officer of all NIRANTAR Institutes assigned to approve the individual logins of each NIRANTAR Institute, please follow the guidelines below on how to approve/reject the user from a particular NIRANTAR Institute.

- Enter the login credentials provided to the Admin nodal officer of all NIRANTAR institutes and then Click Login
- The dashboard as shown below will be displayed on the screen



- Please click on the profile tab on the top right side of the dashboard and a drop down will appear, wherein Select 'Manage MoEFCC Users' and click the button
- Following dashboard showing the list of users to be approved /rejected appears:

S.No	Division Name	Name	Email	Mobile	Approval Status	Action	State Mapping
1	Nirantar Division	developer test	merilife_developer_test@gmail.com	7656454345	Approved		
2	Mahatma Gandhi Mission Medical College Nerul Navi Mumbai	Rahul Dandekar	dean@mgmmcnerul.edu.in	9969207801	Approved		
3	Environmental Education	Vipan Kumar Jindal	eeroropar@gmail.com	7087300295	Pending		Not approved.
4	Industrial	AJAY GUPTA	environment.dahej@bharatgroup.co.in	7046503041	Pending		Not approved.

- To approve the user, please click on the and to reject the user please click on the



- A pop-up will appear on the screen “Are you sure you want to change the status?”. If you would like to approve, please click on “Yes”
- Check the status under Approval, if the user is approved or rejected.
- Upon approval of a user for a particular NIRANTAR Institute, to map a State or District with a NIRANTAR Institute use the State Mapping tab provided towards extreme right of the dashboard as shown below:

← Back **MoEFCC User List for Swachhata Pakhwada, Vande Mataram & Yoga Day**

Number of Rows: -Select- Apply Filter

S.No	Division Name	Name	Email	Mobile	Approval Status	Action	State Mapping
1	Nirantar Division	developer test	merilife_developer_test@gmail.com	7656454345	Approved		
2	Mahatma Gandhi Mission Medical College Nerul Navi Mumbai	Rahul Dandekar	dean@mgmmcnerul.edu.in	9969207801	Approved		

- Upon clicking the edit tab, select the State tab and select the list of districts

← Back

State-District Mapping

Name: developer test
Division: Nirantar Division

All States Access

Select State

Select District

Add

Save

S.No	Division Name	Name	Email	Mobile	Approval Status	Action	State Mapping
1	Nirantar Division	developer test	merilife_developer_test@gmail.com	7656454345	Approved		
2	Mahatma Gandhi Mission Medical College Nerul Navi Mumbai	Rahul Dandekar	dean@mgmmcnerul.edu.in	9969207801	Approved		
3	Environmental Education				Not approved.		
4	Industrial				Not approved.		

PART II

How to fill the Tree Plantation Form: # एक पेड़ माँ के नाम #Plant4Mother

How to fill the Tree Plantation Form:

1. On your dashboard, scroll down and locate the ‘World Environment Day 2026’ and ‘Ek Ped Maa Ke Naam 2026-27’ radio buttons.
2. Now, click on the ‘Ek Ped Maa Ke Naam 2026-27’ radio button next to ‘World Environment Day 2026’ button.



merilife.nic.in/ministry/dashboard

WORLD ENVIRONMENT DAY

5 JUNE 2024

32
Institutions

755
Field Offices

2899
Awareness Events Conducted

11581
Action Events Conducted

495485
Participants

379187
Mission LIFE Photos Taken

13936
Tree Plantation

55
Tree Plantation Number Of Event

Mission Life Action Report
Tree Plantation
Institutions Action Report

Unique ID	Theme Name	Event description of event	Location of the Event		Type of Event	Number of Event	Date(s) of event	Mode of Implementation	Technological Intervention	Number of Participants	Tree Plantation			Uploaded GeoTag Photo	Uploaded Video Clip
			Name of State/UT	Name of District							Apr-2024	May-2024	Jun-2024		
54918	LIFE Sign-Artist	IFM, Shreeji Organized A Three Day Training Programme On Mission LIFE - Lifestyle For Environment. The Objective Of This Programme Was To Develop A Deep Understanding Of The Mission LIFE - Lifestyle For Environment. This Programme Covered All The Green Veg Themes Of Mission LIFE.	Madhya Pradesh (MP)	Bhopal	Action 6 Awareness Booth	1	18/12/2023	Physical	Yes	0	9	11	20		Not Uploaded
549112	LIFE Sign-Artist	IFM, Shreeji Organized A Three Day WCP On LIFE For Mithila And Inclusive Living Covering Essential Topics Such As Mission LIFE - Challenge Of Climate Change, Behaviour Based Solutions For Poor People, Eco-Friendly Practices, Say No To Single Use Plastic, Sustainable Food Systems And Lifestyle.	Madhya Pradesh (MP)	Bhopal	Action 6 Awareness Booth	1	02/11/2023	Physical	Yes	0	4	18	20		Not Uploaded

3. Once selected, you will be able to view the #EkPedMaaKeNaam Plantation Form 2026-27 Form.
4. Please provide the details of plantations with respect to each site: Enter the total number of sites
5. Now, select Radio button “Urban”, if the activity/event location is in an Urban area and “Rural”, if the activity/event location is in a Rural area.
6. Now, proceed to fill in all the fields accordingly.
7. Select the Plantation Type from the drop down:
 - Aravali Green Wall,
 - Delhi Green Action Plan
 - MISHTI,
 - Micro Forest/ Miyawaki,
 - Nagar Van Yojana,
 - Namo Van,
 - Protected Areas (WLS-NP-TR)
 - Ramsar sites
 - Other-Regular



Ministry
merilife_mofcc

← Back #EkPedMaaKeNaam Plantation Form 2026-27 Dashboard Report

PLEASE PROVIDE THE DETAILS OF PLANTATIONS WITH RESPECT TO EACH SITE.

Total Number of Sites*
1

Enter the details for Site No: 1/1

Place
 Urban Rural

State / UT* District*
Select State Select District

Municipal Corporation/Cantonment Ward No.
Enter Municipal Corporation/Cantonment Enter Ward No.

Place* Location (Geo Tag)
Enter Place Enter Location

Name of Activity/Event Dignitaries
Select Events Select Dignitaries

Species Name Number of Participants*
-Select- Enter No. of Participants

Number of Seedlings* Date of Plantation*
Enter Number of Seedlings 2026-05-29

Organization Type* Plantation Type*
School Aravalli Green Wall

Upload Geotagged Photos*
Select Image
Not more than 5 photos (.jpg, .jpeg, .png) are allowed

Upload Video Clips
Select Video
Not more than 5 videos and each video not more than 45 seconds (.mp4, .mkv) are allowed

Social Media Outreach URL
Enter URL

Enter some remarks about url

Submit

S.No.	State / UT	District	Number of Sites	Number of Seedlings	Plantation Type	Date
Data Not Found						

8. Each video and photograph must have a caption mandatorily. Please describe the actions taken in the photograph and video through the caption so that we are able to amplify and acknowledge your efforts.



9. Captions for both photographs and videos can be as simple as, “100 trees planted in Dehradun, Uttarakhand by eco-club activities on 20th June 2024’ or ‘Tree plantation activities conducted by officials from XXX department on 23rd June 2024’.
10. To upload photos, click on “Select Image” under “Upload Geotagged Photos”. You can upload a maximum of 5 photos.
11. After adding the photos, add a photo caption of your choice.
12. To upload videos, click on “select video” under “upload video clip”. You can upload a maximum of 3 videos. Video should not be more than 45 seconds.
13. The maximum size for each video is 5MB.
14. Now, click on “Submit” and your Tree Plantation Report has been filled.
15. After filling in these details, you will be able to view the Tree Plantation Report on the dashboard.

PART II-A

Guidelines for Tree Plantation Campaign # एक पेड़ माँ के नाम #Plant4Mother

1. **Sourcing saplings for tree plantation:** To ensure the success of tree plantation initiatives, sourcing healthy and viable saplings is crucial. Saplings can be sourced from;
 - a. *Forest Department Nurseries:* These nurseries are managed by state forest departments and offer a wide variety of indigenous species at subsidized rates. They are reliable sources of healthy saplings suited for local climatic and soil conditions
 - b. *Community Nurseries:* These nurseries are managed by local communities and often funded by government or NGO initiatives. They promote the use of native species and involve the community in the propagation and distribution of saplings.
2. **Site Selection:** Choose appropriate locations such as public parks, schools, and degraded lands for tree plantation. Focus on areas with adequate sunlight, proper drainage, and enough space for the tree to grow.
3. **Native Tree Species:** Opt for planting native tree species as they are well-adapted to the local climate and support the region's biodiversity. Some popular choices in India include neem, banyan, peepal, mango, and teak.
4. **Planting Season:** The ideal time for tree plantation in most parts of India is during the monsoon season (June to September). This period provides sufficient rainfall, which helps with the establishment and growth of newly planted trees.
5. **Proper Planting Techniques:** Follow proper planting techniques to ensure the tree's root system is well- positioned and not damaged during planting. Adequate spacing between trees should be maintained to allow for their mature growth.

PART II-B

Tree Plantation Care and Maintenance




1. **Watering:** Provide regular watering to newly planted trees, especially during the first year. It is important to maintain a balance, avoiding both overwatering and underwatering.







- Mulching:** Apply organic mulch around the base of the tree to conserve moisture, regulate soil temperature, suppress weed growth, and provide essential nutrients. This practice improves the tree's overall health and reduces water requirements.
- Pruning:** Prune trees as needed to remove dead or diseased branches, maintain proper shape, and enhance their structural integrity. Pruning also promotes healthy growth and reduces the risk of potential hazards.

PART II-C




Overview of commonly planted trees in India

Name	Description	Picture of the plant
Banyan (Ficus benghalensis)	The Banyan tree is famous for its aerial roots that grow down from its branches, forming additional trunks. It's considered sacred in Hinduism and often serves as a gathering place for communities.	
Neem (Azadirachta indica)	Neem is known for its medicinal properties and is often referred to as the "village pharmacy." Its leaves, bark, and oil have numerous uses in traditional medicine.	
Peepal (Ficus religiosa)	Another sacred tree in Hinduism, the Peepal tree is often associated with spiritual and religious practices. It is known for its heart-shaped leaves.	







<p>Teak (<i>Tectona grandis</i>)</p>	<p>Teak is prized for its high-quality timber used in furniture and construction. It's known for its durability and resistance to decay.</p>	
<p>Jamun (<i>Syzygium cumini</i>)</p>	<p>The Jamun tree produces sweet and tangy purple fruits, often used in Indian cuisine and traditional medicine. It's known for its medicinal properties, particularly in managing diabetes.</p>	
<p>Mahogany (<i>Swietenia mahagoni</i>)</p>	<p>Mahogany is valued for its fine timber, which is used in furniture making and boat building. It's native to parts of India, including the Andaman and Nicobar Islands.</p>	
<p>Sandalwood (<i>Santalum album</i>)</p>	<p>Sandalwood is renowned for its fragrant heartwood, which is used in perfumes, incense, and religious rituals. It's native to southern India.</p>	



<p>Indian Rosewood (Dalbergia sissoo)</p>	<p>Indian Rosewood, or Sheesham, is prized for its hardwood, commonly used in furniture and musical instruments.</p>	
<p>Indian Coral Tree (Erythrina variegata)</p>	<p>Known for its striking red flowers, this tree is native to India and has cultural significance. Its wood is used in traditional woodcraft.</p>	
<p>Indian Gooseberry (Emblica officinalis)</p>	<p>The Amla tree produces small, green fruits known for their high vitamin C content. Amla is used in various culinary and medicinal preparations.</p>	



<p>Indian Beech (Pongamia pinnata)</p>	<p>This tree yields oilseeds used in biodiesel production and traditional medicine. It's native to several regions in India.</p>	
<p>Indian Elm (Holoptelea integrifolia)</p>	<p>Also known as the Indian Elm or Chilbil, this tree is valued for its timber and has cultural significance in some regions.</p>	
<p>Sal (Shorea robusta)</p>	<p>Sal is a prominent tree in the Indian subcontinent and is used for its timber and resin. It's often associated with Hindu rituals and beliefs.</p>	
<p>Indian Mahua (Madhuca longifolia)</p>	<p>The Mahua tree produces edible flowers and seeds. Mahua-based products have cultural and economic significance in tribal communities.</p>	



Source:

- *Tree Plantation in India*. Grow Billion Trees. (n.d.). <https://growbilliontrees.com/pages/tree-plantation-in-india>

PART III

How to upload activities Mission LiFE related activities under World Environment Day-2026 tab

1. You can now see the dashboard for your Industry. Scroll down to Locate the 'World Environment Day 2026 Tab' button in the left corner of the page.

Ministry Of Environment, Forest And Climate Change - Dashboard

#एक_पेड़_माँ_के_नाम

#PLANT4MOTHER

8 Institutions	24 Field Offices	176 Awareness Events Conducted	163 Action Events Conducted	73,088 Participants	57,003 Mission LiFE Pledges Taken	0 Tree Plantation	0 Tree Plantation - Number Of Event
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World Environment Day 2026

#EkPedMaKeNaam 2026-27

Select Year

Report

2. Enter Mandatory Event Details as shown below:



← Back

WED Pre-Campaign (May 15th - June 5th, 2026)

Dashboard

(Pre Campaign Form)

Name of Event*

Enter Name of Event

Mission LiFE Themes*

Select Themes

State / UT*

Select State

District*

Select District

Start Date*

dd / mm / yyyy

End Date*

dd / mm / yyyy

Brief Details of Campaign Event (Max 60 words)*

Max 60 words

Does this event include a technological intervention?*

(Like- Reverse vending machine, Plastic Waste Management Unit, etc.)

Yes No

Have all participants attending event taken the pledge?*

Yes No

Number of participants*

Age 10-19 yrs*

Enter Number of participants

Fill 0 if there are no participants.

Age 20-25 yrs*

Enter Number of participants

Fill 0 if there are no participants.

Age 25+ yrs*

Enter Number of participants

Fill 0 if there are no participants.

Type of Event*

Select Event Type

Number of Events*

Enter Number of Events (Eg: 5)

Upload Geotagged Photos

Select Image

Not more than 5 photos (.jpg, .jpeg, .png) and max. 2 mb for each photo

Photo Caption*

Enter Photo Caption

Upload Video Clips

Select Video

Not more than 3 videos and each video not more than 45 seconds (.mp4, .mkv) and max. 5 mb for each video

Video Caption

Enter Video Caption

Link / URL (if published online)

Enter Link / URL

Submit

- Name of Event
- Mission LiFE Theme it aligns to



- State/UT – Mention the name of the State or Union Territory where the event is conducted.
- District name – Specify the district where the event is conducted
- Start and End date of your event – Indicate the start and end dates of the event
- Brief description of the event – Provide a brief summary outlining the purpose, key activities, and outcomes of the event etc
- Number of participants
- Type and number of events
- Subtype of the event basis your chosen type
- Geotagged photos and videos – Upload clear and relevant geotagged images and video clips that document the event alongside captions.

3. Next, click on 'Submit' to complete the Action Report.

4. To view your report, scroll down on your dashboard and locate the 'Report' button on the bottom right corner.

5. Now, click on 'Action Report' to view your report.

PART IV

Grievance Redressal mechanism

For any kind of issues/assistance in Login creation or uploading of activities, use the Grievance Dashboard available on the Support tab of Merilife portal. In case of no response within 48 hours, pl.send an email at life-moefcc@gov.in for grievance redressal.

Besides, Orientation sessions on MeriLiFE portal will be available daily at 10 AM-11 AM at the VC link provided on the home page of MeriLiFE portal (as highlighted in the screenshot below).



Swachhta Pakhwada 2026

#EkPedMaaKeNaam Video Conference Link (Monday to Friday, 10 AM - 11 AM)

- Dashboard
- Home
- About
- Mission LIFE
- #EkPedMaaKeNaam 2024-25
- #EkPedMaaKeNaam 2025-26
- #EkPedMaaKeNaam 2026-27
- Resources
- Support
- Login
- Admin

#EkPedMaaKeNaam #Plant4Mother "Let us pledge to collective"





17th September - 2nd October

त्योहारों की खुशियों के बीच सभी स्वच्छता पर भी जोर देने रहें क्योंकि जहां स्वच्छता है, वहां त्योहारों का आनंद और बढ़ जाता है!

- माननीय प्रधानमंत्री, श्री नरेंद्र मोदी

125 वां एपिसोड, मन की बात 31 अगस्त 2025

