



SoP for Central/State Ministry/Department Nodal Officers to Register, Login, and Upload Action Reports on the Meri LiFE Platform

Purpose

The Meri LiFE platform has been co-created in India by the Ministry of Environment, Forests and Climate Change, and UNICEF YuWaah as a digital innovation platform for citizens to hone their green skills, climate sensitivity and leadership towards combating climate change. The platform has been built in conjunction with Mission LiFE – announced by the Prime Minister of India Shri Narendra Modi at the 2021 UN Climate Change Conference (UNFCCC COP 26), as a movement focused on bringing individual behaviours to the forefront of the global climate change narrative.

The purpose of this document is to establish the standard process for Central state ministries and departments of the Government of India to register and upload Meri LiFE action reports.

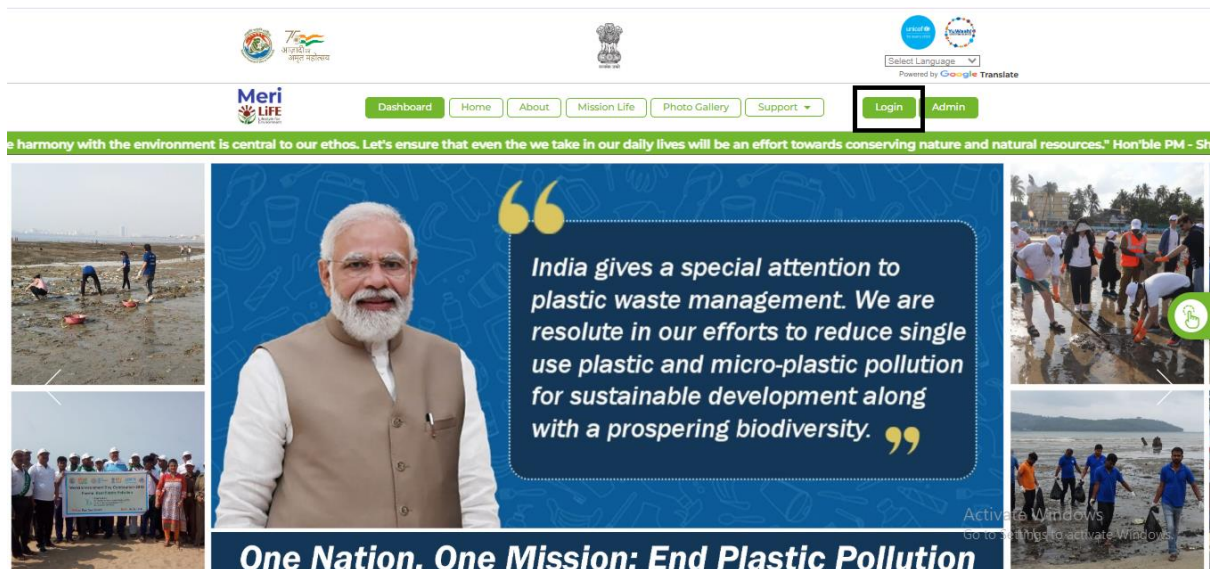
1. [Steps for Login and Language Selection](#)
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Steps for Login and Language Selection

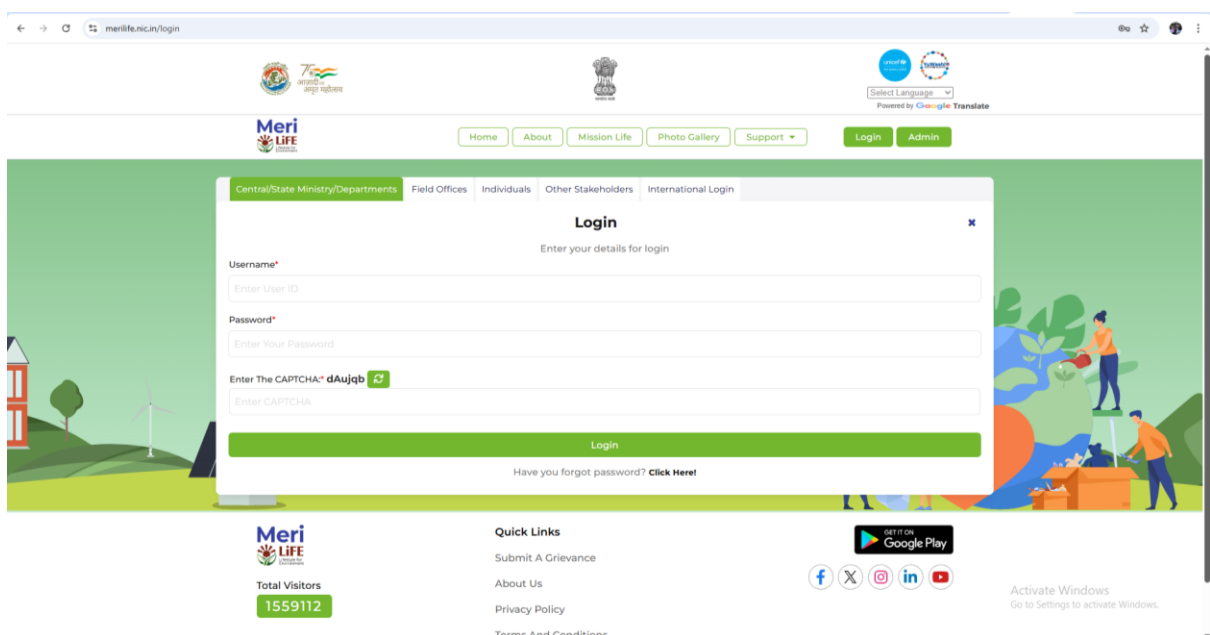
1. To begin, enter <https://merilife.nic.in/> on your browser.
2. On the top right corner of your browser, you will see a drop-down menu labeled “Select language”.
3. Click on it to view the available language options, including Hindi, English, Odia, Telugu, Kannada, Tamil, Bengali, Bhojpuri, Assamese, Punjabi, and Gujarati.
4. Select your preferred language from the list. The login page will then automatically update and display in the selected language

How to sign up on the Meri LiFE platform

1. Click on the “[Login](#)” button at the top right corner of the page.



2. After clicking Login, select the “Central/State Ministry/ Department” tab.



3. Enter the designated User ID and password that has been assigned to your relevant Ministry/State Department. If it has not been designated yet, write to life-moefcc@gov.in to access the same or click on the ‘Support’ tab on the Login page to write a grievance for the same.

Steps for Submission of Mission LiFE Action Report

1. You can now see the dashboard for your Ministry/State Department. Scroll down to locate the 'Mission LiFE Action Report' button in the bottom left corner of the page.

2. Click on 'Pre Campaign- 22nd May to 5th June' tab to locate the WED Pre Campaign Form.
3. Enter Mandatory Event Details:
 - 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
 - Name of your Unit/Department/Division
 - Mission LiFE Theme it aligns to

- 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.
- Link/URL published online relevant to the event – Include any external web links where the event has been published or featured (e.g., news articles, official websites, or social media posts)

The screenshot shows a web browser window with the URL merilife.nc.in/ministry/report-form. The page features a header with logos for Meri Life, India, and the Ministry of Environment, Forest and Climate Change. Below the header, the form is titled 'Action Report Form' and 'Mission LiFE Action Report'. The form contains several sections:

- Name of event:** A text input field.
- Mission LiFE Theme:** A dropdown menu.
- Brief Description of event (not more than 10 words):** A text input field.
- Mode of Implementation:** A dropdown menu.
- Type of Event:** A dropdown menu.
- Number of Event:** A text input field.
- Date:** A date picker set to 2025-07-20.
- Does this report include a technological intervention?** Radio buttons for Yes and No.
- Were all participants attending event taken the pledge?** Radio buttons for Yes and No.
- Number of participants:** A section with three input fields for Age 10-19 yrs, Age 20-29 yrs, and Age 30+ yrs.
- State:** A dropdown menu.
- District:** A dropdown menu.
- Upload Geotagged Photos:** A section with a 'Select Images' button and a note: 'You may have 10 photos (JPG, PNG, GIF) and they should be less than 5 MB each.' Below this is a 'Photo Caption' input field.
- Upload Video Clips:** A section with a 'Select Videos' button and a note: 'You may have 10 videos (MP4, MOV, AVI) and they should be less than 5 MB each.' Below this is a 'Video Caption' input field.
- Submit:** A green button at the bottom of the form.

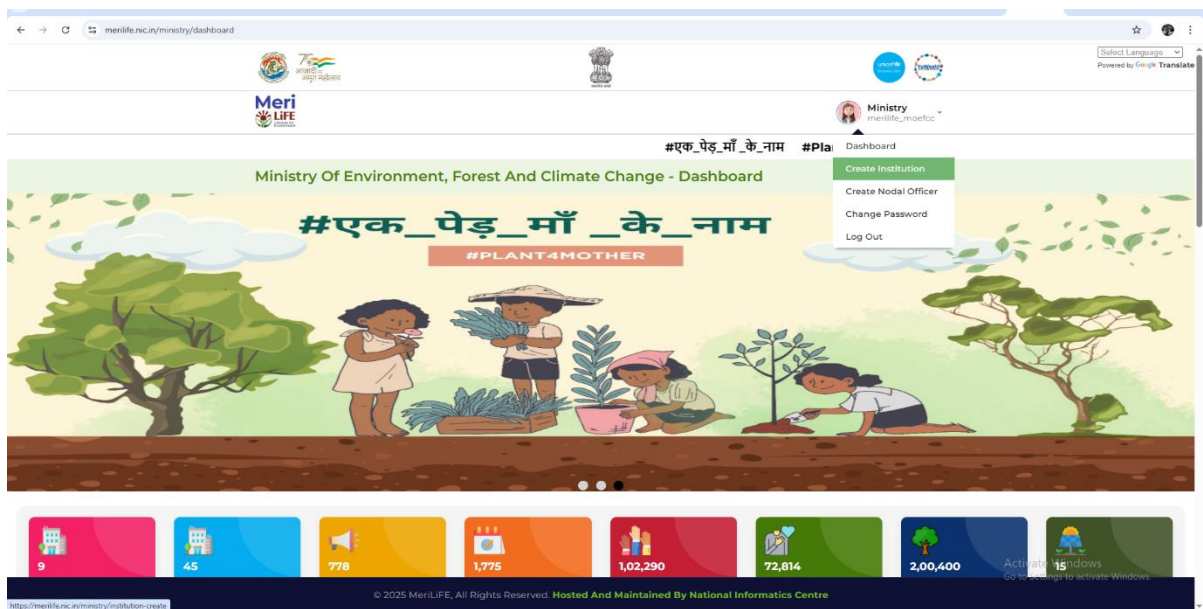
4. Next, click on 'Submit' to complete Mission LiFE Action Report.
5. To view your report, scroll down on your dashboard and locate the 'Report' button on the bottom right corner.

Steps for Creation of Institution Nodal Officer and/or Creation of Institution

1. Once logged in, locate your username displayed on the top right corner of the webpage.



- Click on the 'Create Institution' button under your Ministry/State Department or check if your institution is already listed under this option.



- Now, enter the name of your institution and click on the 'Create' button.
- Next, on the top right corner of the webpage, locate the Ministry user icon again and click on the 'Create Nodal Officer' button, to create another nodal officer for your institution.
- Next, select the institution and other fields such as mobile number, e-mail ID, set up the password and click on 'Create' to register.

The screenshot shows the MeriLIFE Ministry dashboard. The top navigation bar includes the MeriLIFE logo, the Ministry of Environment, Forest and Climate Change (MoEFCC) logo, and a user profile icon labeled 'Ministry merilife_moefcc'. The main content area is titled 'Institution Nodal Officer' and contains a form with the following fields:

- Select Institution***: A dropdown menu with 'TEST NC' selected.
- Username***: A text input field containing 'XYZXYZ'.
- Password***: A text input field containing 'XYZXYZ'.
- Email Address***: A text input field containing 'XYZ@GMAIL.COM'.
- Create**: A green button to submit the form.

Below the form, there is a section titled 'Institutions' which displays a table of registered institutions. The table has two columns: 'Institution Name' and 'Ministry Name'.

Institution Name	Ministry Name
TEST NC	Ministry Of Environment, Forest And Climate Change
134 Inf Bn (TA) ECO ASSAM	Ministry Of Environment, Forest And Climate Change
INSTITUTE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY, KOVALAM, THIRUVANANTHAPURAM	Ministry Of Environment, Forest And Climate Change
EDUCATION DEPARTMENT(SCHOOL)	Ministry Of Environment, Forest And Climate Change
DIGLIPUR FOREST DIVISION, ANDAMAN AND NICOBAR ISLANDS ENVIRONMENT AND FOREST DEPT.	Ministry Of Environment, Forest And Climate Change
MIER College Of Education Jammu	Ministry Of Environment, Forest And Climate Change
Ek Pod Maa Ke Naam	Ministry Of Environment, Forest And Climate Change

At the bottom of the page, there is a footer with the text: '© 2025 MeriLIFE, All Rights Reserved. Hosted And Maintained By National Informatics Centre'.

Note: If you wish to change your password or log out, you can find both options under your profile icon located at the top right corner of your dashboard.

merilife.nic.in/ministry/dashboard

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