

# **SoP for Central/State Ministry/Department Nodal Officers to Register, Login, and Upload WED 2025 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 action reports corresponding to the World Environment Day 2025 theme of #EndingPlasticPollution.

1. [Steps for Login and Language Selection](#)
2. [Steps for Submission of WED 2025 Action Report](#)
3. [Steps for Creation of Institution Nodal Officer and/or Creation of Institution](#)

## **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.

One Nation,  
One Mission:  
End Plastic  
Pollution



75  
आज़ादी का अमृत महोत्सव

Meri LIFE

Dashboard Home About Mission Life Photo Gallery Support Login Admin

Powered by Google Translate

the harmony with the environment is central to our ethos. Let's ensure that even the we take in our daily lives will be an effort towards conserving nature and natural resources." Hon'ble PM - Sh

“  
India gives a special attention to plastic waste management. We are resolute in our efforts to reduce single use plastic and micro-plastic pollution for sustainable development along with a prospering biodiversity.”

One Nation, One Mission: End Plastic Pollution

Activate Windows  
Go to Settings to activate Windows.

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

← → merilife.nic.in/login

75  
आज़ादी का अमृत महोत्सव

Meri LIFE

Home About Mission Life Photo Gallery Support Login Admin

Powered by Google Translate

Central/State Ministry/Departments Field Offices Individuals Other Stakeholders International Login

**Login**

Enter your details for login

Username\*

Enter User ID

Password\*

Enter Your Password

Enter The CAPTCHA\* dAujqb

Enter CAPTCHA

Login

Have you forgot password? [Click Here!](#)

Meri LIFE

Total Visitors  
1559112

Quick Links

- [Submit A Grievance](#)
- [About Us](#)
- [Privacy Policy](#)
- [Terms And Conditions](#)

GET IT ON Google Play

f X in

Activate Windows  
Go to Settings to activate Windows.

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](mailto: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.

One Nation,  
One Mission:  
End Plastic  
Pollution



## Steps for Submission of WED 2025 Action Report

1. You can now see the dashboard for your Ministry/State Department. Scroll down to locate the 'World Environment Day 2025' 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 the 'WED Pre-Campaign 2025 (22nd May – 5th June)' form on the merilife.nic.in website. The form is titled '(Pre Campaign Form)' and contains the following fields:

- State / UT\***: Dropdown menu with 'Andaman and Nicobar (AN)' selected.
- District\***: Dropdown menu with 'South Andaman' selected.
- Start Date\***: Date picker showing '06-05-2025'.
- End Date\***: Date picker showing '17-05-2025'.
- Name Of Unit / Department / Division\***: Text input field with 'XYZ' entered.
- Mission LiFE Themes\***: Dropdown menu with 'Say NO to Single use Plastic' selected.
- Brief Details Of Campaign Event (Max 60 Words)\***: Text area with a red '255' character count indicator.
- Does This Event Include A Technological Intervention?\***: Radio buttons for 'Yes' (selected) and 'No'.
- Have All Participants Attending Event Taken The Pledge?\***: Radio buttons for 'Yes' (selected) and 'No'.
- Number Of Participants\***: Three input fields for 'Age 10-19 Yrs' (1), 'Age 20-25 Yrs' (2), and 'Age 25+ Yrs' (4).
- Type Of Event\***: Dropdown menu with 'Awareness' selected.
- Number Of Events\***: Input field with '8' entered.
- Subtype (Awareness)\***: Dropdown menu with 'Workshop/Webinar/Seminar' selected.

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

- Next, click on 'Submit' to complete the WED Pre Campaign Form.
- To view your report, scroll down on your dashboard and locate the 'Report' button on the bottom right corner.



One Nation,  
One Mission:  
End Plastic  
Pollution



सत्यमेव जयते  
Government of India



**LIFE**  
Lifestyle for  
Environment



merilife.nic.in/ministry/dashboard

TEST NC - Dashboard  
Ministry of Environment, Forest and Climate Change

#एक\_पेड़\_माँ\_के\_नाम #Plant4Mother

1 Field Office  
0 Awareness Events Conducted  
4 Action Events Conducted  
21 Participants  
0 Mission LIFE #HedgeLearn  
0 Tree Plantation  
15 Tree Plantation - Number of Event

World Environment Day 2025  
Mission Life Action Report  
Tree Plantation

Unique ID	Theme Name	Brief description of event	Location of the Event	Name of State/UT	Name of District	Type of Event	Number of Events	Dates of event	Mode Of Implementation	Technological Intervention	Number of Participants				Uploaded Centag Photo	Uploaded
											Age 10-19 yrs	Age 20-25 yrs	Age 26+ yrs	Total		
77944	Reduced e-Waste	Web	Lakhnawp (S.S)	Lakhnawp	Action	4	06/05/2025	Digital	No	No	6	7	8	21		

© 2025 MeriLIFE. All Rights Reserved. Hosted And Maintained By National Informatics Centre

Field Officers  
Action Report  
Institutional Plantation Report  
WED Pre-Campaign Reports

6. Now, click on 'WED Pre Campaign Reports' to view your report.

merilife.nic.in/ministry/wed-pre-campaign-report

World Environment Day - 2025  
Ministry Of Environment, Forest And Climate Change

## PRE-CAMPAIGN REPORT

Dashboard

Type Of Event: Select Event Type  
Type Of Institution: Select Institution Type  
Start Date: DD-Mm-YYYY  
End Date: DD-Mm-YYYY

Number Of Rows: Select

S.No	State/UT	District	Name of Unit/Department/Division	Mission LIFE Themes	Start Date	End Date	Type of Events	Event Subtype	Number of Event	No. Of Participants				Campaign Brief	Date	Upload Centagtag Photo	Upload Centagtag
										Age 10-19 yrs	Age 20-25 yrs	Age 26+ yrs	Total				
1	Assam (AS)	Chirang	TEST	Say NO to Single use Plastic	17/05/2025	20/05/2025	Awareness	Cyclothon, Marathon, Walkathon, Rally	3	1	2	3	6	TEST	2025-05-22 13:33:31		

© 2025 MeriLIFE. All Rights Reserved. Hosted And Maintained By National Informatics Centre

Activate Windows  
Go to Settings to activate Windows.

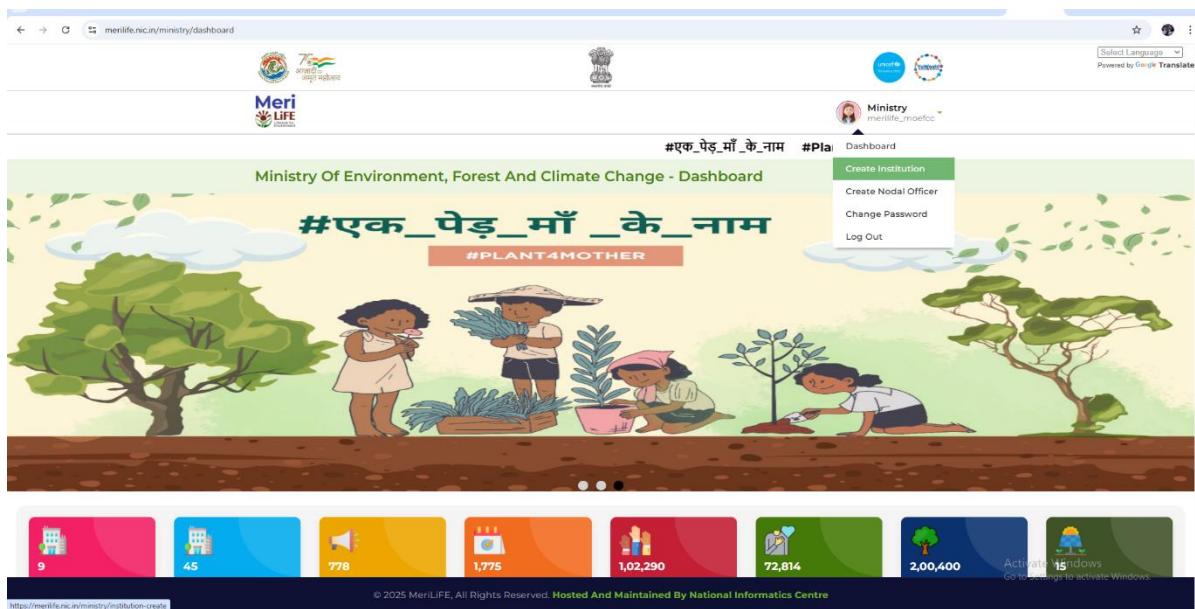
## Steps for Creation of Institution Nodal Officer and/or Creation of Institution

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

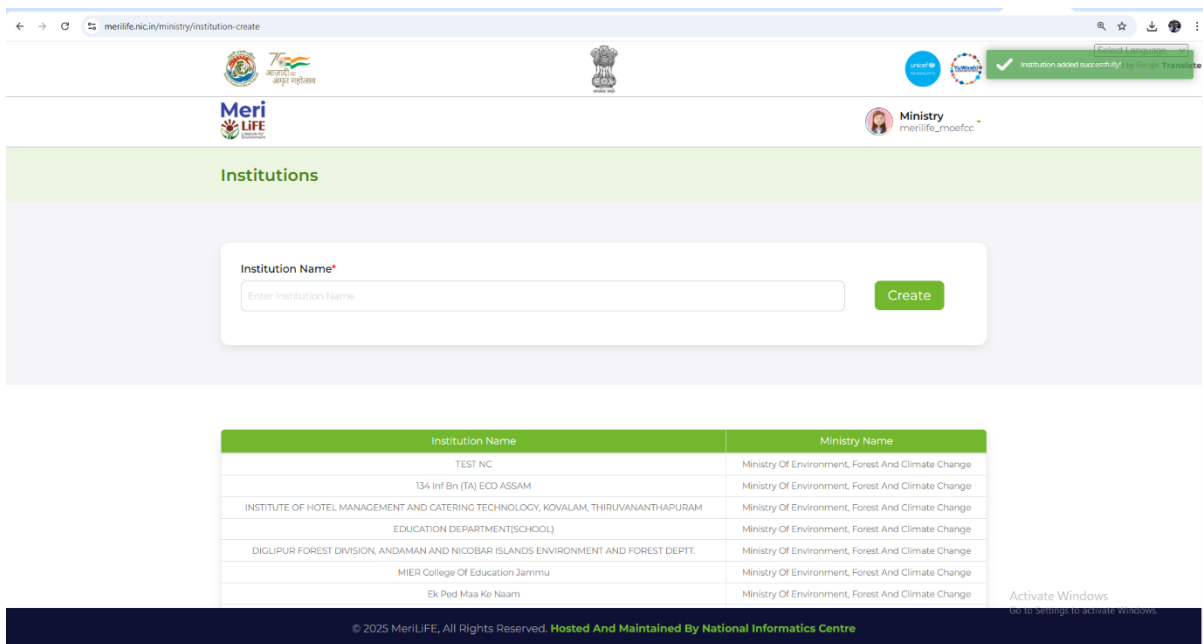


2. Click on the 'Create Institution' button under your Ministry/State Department or check if your institution is already listed under this option.

One Nation,  
One Mission:  
End Plastic  
Pollution



3. Now, enter the name of your institution and click on the 'Create' button.



4. 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.

One Nation,  
One Mission:  
End Plastic  
Pollution



- Next, select the institution and other fields such as mobile number, e-mail ID, set up the password and click on 'Create' to register.

*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.*

Unique ID	Theme Name	Brief description of event	Location of the Event	Type of Event	Number of Events	Details of event	Mode Of Implementation	Technological Intervention	Number of Participants	Uploaded Covering Photo	Uploaded Video Clip
			Name Of District	Name Of District					Age 10-15 Yrs	Age 20-25 Yrs	Age 25+ Yrs