



SoP for State/ Central Ministries and Departments in India

Guidelines to register and report tree plantation 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 (**PART I**) for Central/state ministries and departments in India to register on the national Meri LiFE portal and report tree plantation events.

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 report tree plantation activities from Central Ministries, departments and field offices in India

1. First enter <https://merilife.nic.in/> on your browser.
2. Click on the "Login" button on the top right corner. Do you have the login credentials to sign up to Meri LiFE? If not, please refer to point 8.



- After clicking Login, if you have the login credentials, select the “Central/State Ministry/Departments” option.

Meri LIFE Lifestyle for Environment

Dashboard Home About Mission Life Support Login Admin Photo Gallery Help

Central/State Ministry/Departments Field Offices Individuals Other Stakeholders

Login
Enter your details for login

Username*
Enter Username

Password*
Enter Password

Login

- Now, enter the login credentials provided by your respective ministry and proceed.
- If you are the nodal officer for your Ministry, please refer to section below ‘**How to fill the Tree Plantation Form**’ and proceed.
- If you are not the nodal officer for your Ministry, click on ‘Ministry’ on the top right corner, and then on ‘Create Nodal Officer’.
- Now, fill in all the mandatory fields of the Institution Nodal Officer. Post that, please share the credentials with Institution Nodal Officer and ask them to sign in. Follow the steps below to fill the tree plantation form.

Meri LIFE Lifestyle for Environment

Ministry

Institution Nodal Officer

Select Institution*
Select Institution

Username*
Enter Username

Password*
Enter Password

Email Address*
Enter Email

Create

- If you do not have the credentials, please log in under the ‘Field Offices’ section and click on ‘Don’t have an account? Sign up’ to proceed further. Follow the steps in [this video](#) if you require support.

How to fill the Tree Plantation Form:

- On your dashboard, scroll down and locate the ‘Mission Life Action Report’ and ‘Tree Plantation’ radio buttons.
- Now, click on the ‘Tree Plantation’ radio button next to “Mission Life Action Report” 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 Projects Launched

13936 Tree Plantation

55 Tree Plantation - Number Of Event

Mission Life Action Report

Tree Plantation

Institutions Action Report

Unique ID	Theme Name	Brief description of event	Location of Event	Type of Event	Number of Event	Date(s) of event	Mode Of Implementation	Technological Intervention	Number of Participants				Uploaded Greeting Photo	Uploaded Video Clip	
			Name Of State/UT	District					Age 10-19 Yrs	Age 20-34 Yrs	Age 35-44 Yrs	Total			
545110	LIFEStyle Adopter	IFM, Bhopal 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. The Programme Covered All The Seven Vital Themes Of Mission LIFE.	Madhya Pradesh (MP)	Bhopal	Action & Awareness Both	1	18/12/2023	Physical	Yes	0	9	11	20		Not Uploaded
545113	LIFEStyle Adopter	IFM, Bhopal Organized A Three Day Workshop On LIFE For Youth And Indians Living Covering Essential Topics Such As Mission LIFE - Overview Of Thematic Goals, Behaviour Based Solutions For Pro-Planet People, Eco-Friendly Practices, Say No To Single-Use Plastic, Sustainable Food Systems And Lifestyle.	Madhya Pradesh (MP)	Bhopal	Action & Awareness Both	1	02/11/2023	Physical	Yes	0	4	10	20		Not Uploaded

- Once selected, you will be able to view the Tree Plantation Form.
- 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.

Tree Plantation Form

Back to New Action Report

Place: ☒ Urban ☐ Rural

State / UT*: District*:

Municipal Area: Ward No.:

Place*: Location (Geo Tag):

Activity/Event Category*: Name Of Activity/Event:

Number Of Event: Date*:

Upload Geotagged Photos*: Photo Caption:

Upload Video Clips: Video Caption:

Submit

Tree Plantation Form

Back to New Action Report

Place: ☐ Urban ☒ Rural

State / UT*: District*:

Village: Panchayat: Panchayat Samiti:

Place*: Location (Geo Tag):

Activity/Event Category*: Name Of Activity/Event:

Number Of Event: Date*:

Upload Geotagged Photos*: Photo Caption:

Upload Video Clips: Video Caption:

Submit

- Now, proceed to fill in all the fields accordingly.
- 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.
- 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'.



8. To upload photos, click on “Select Image” under “Upload Geotagged Photos”. You can upload a maximum of 5 photos.
9. After adding the photos, add a photo caption of your choice.
10. 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.
11. The maximum size for each video is 5MB.
12. Now, click on “Submit” and your Tree Plantation Report has been filled.
13. After filling in these details, you will be able to view the Tree Plantation Report on the dashboard.

PART II

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 III

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.







2. **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.
3. **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 IV




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.	







Teak (<i>Tectona grandis</i>)	Teak is prized for its high-quality timber used in furniture and construction. It's known for its durability and resistance to decay.	
Jamun (<i>Syzygium cumini</i>)	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.	
Mahogany (<i>Swietenia mahagoni</i>)	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.	
Sandalwood (<i>Santalum album</i>)	Sandalwood is renowned for its fragrant heartwood, which is used in perfumes, incense, and religious rituals. It's native to southern India.	



<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>	



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



Source:

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