



Standard Operating Procedure for Other Organizations

(Other organizations include: Banks, Citizen Forums, Civil Society, Colleges/University, Consultants Cooperative Societies, Eco-Clubs, Eco-Task Force, Health Care Institutions, Other , Religious Organisations RWA, SHG, Start-Ups and MSME, Trade Association, Volunteer Groups)

Guidelines to register and report BRICS Sustainable Lifestyle 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 Other Organization & Field Office to register on the Meri LiFE portal (**PART I**), report BRICS Sustainable Lifestyle events (**PART II**), Grievance Redressal Mechanism (**PART-III**).

This SoP also highlights:

- Guidelines for BRICS Sustainable Lifestyle

PART I

How to register as Nodal Officer of a particular Organization

- First enter <https://merilife.nic.in/> on your browser.
- Click on the “Login” or “#EkPedMaaKe Naam-2026-27” button on the top right corner.
- Click on the “Organization and Field Offices” tab and Login page will open.
- Do you have the login credentials to sign up to Meri LiFE? If not, please refer to point 7.

- If you have the login credentials, select the “Organization and Field Office” highlighted in red option.

- Now, enter the login credentials like ‘mobile number registered’ and then Enter the CAPTCHA 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?”
- If you are the nodal officer of a particular Organization and don’t have an Account on MeriLiFE, click on “Sign Up” as shown in Blue Box above
- An Organization and Field Office Sign-Up form will open as shown below.
- Select the ‘Others’ radio
- Select the Type of Organizations from the Drop down list:

- Banks



- Citizen Forums Civil Society Colleges/University Consultants
 - Cooperative Societies Eco-Clubs
 - Eco-Task Force
 - Health Care Institutions Other
 - Religious Organisations RWA
 - SHG
 - Start-Ups and MSME Trade Association Volunteer Groups
-
- Now, fill in all the mandatory fields related to Nodal Officer in the form: Name, Designation, Email and Mobile Number.
 - Enter the Captcha and Click Signup.
 - Enter the OTP received on the given mobile number and then click submit



Organization and Field Offices Sign Up

Visually challenged users who want to opt for the form can send an email to support@merilife.org

Enter Field Officer Details

Type Of Field Offices *

☐ Central Government Affiliated ☐ State Government Affiliated ☒ Others

Organizations *

--Select Organizations--

--Select Organizations--

Banks
Citizen Forums
Civil Society
Colleges/University
Consultants
Cooperative Societies
Eco-Clubs
Eco-Task Force
Health Care Institutions
Other
Religious Organisations
RWA
SHG
Start-Ups and MSME
Trade Association
Volunteer Groups

Enter the CAPTCHA

Sign Up



Organization and Field Offices Sign Up

Visually challenged users who want to opt for the form can send an email to support@merilife.org

Enter Field Officer Details

Type Of Field Offices *

☐ Central Government Affiliated ☐ State Government Affiliated ☒ Others

Organizations *

--Select Organizations--

This field is required.

Name Of Field Office *

Enter field office name

Name *

Enter your full name

Designation *

Enter Your Designation

Email *

Enter Your Email Address

Mobile No. *

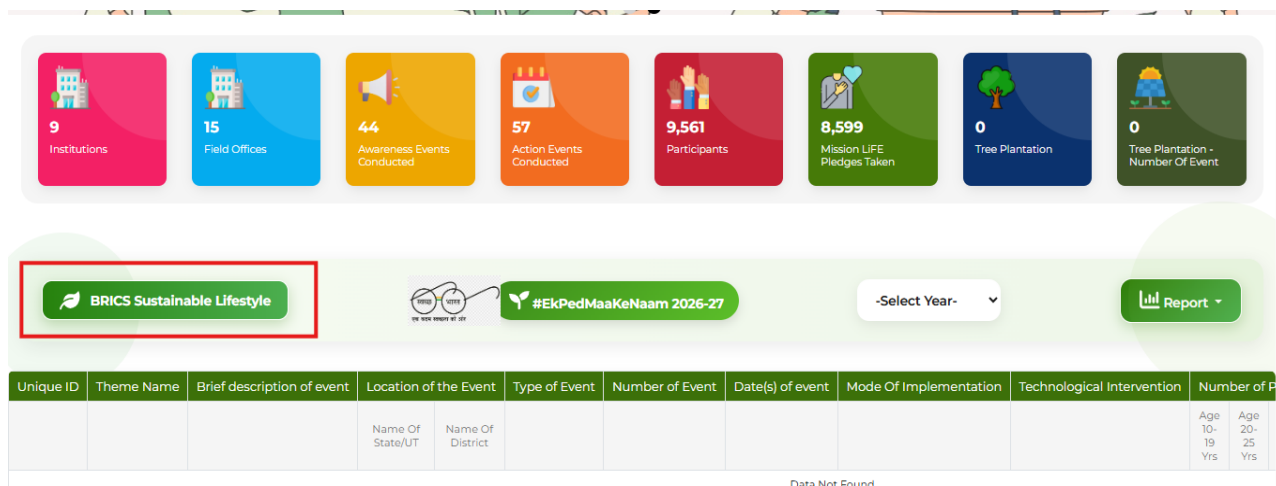
+91 ▾ Enter your Mobile Number

Enter The CAPTCHA* NiWa22

Enter the CAPTCHA

Sign Up

- The dashboard as shown below will be displayed on the screen



PART II

How to fill the BRICS Sustainable Lifestyle Form:

- On your dashboard, scroll down and locate the BRICS Sustainable Lifestyle buttons.

Unique ID	Theme Name	Brief description of event	Location of the Event		Type of Event	Number of Event	Date(s) of event	Mode Of Implementation	Technological Intervention	Number of P	
			Name Of State/UT	Name Of District						Age 10-19 Yrs	Age 20-25 Yrs
Data Not Found											

- Now, click on the 'BRICS Sustainable Lifestyle' button.
- Once selected, you will be able to view the BRICS Sustainable Lifestyle Form.

Back

BRICS Sustainable Lifestyle Week (1-7 Nov)

Dashboard

Report

Campaign Event Reporting Portal

Name of Event*

BRICS Sustainable Lifestyle

Mission LIFE Themes*

Select Theme

State / UT*

Select State

District*

Select District

Start Date*

mm/dd/yyyy

End Date*

mm/dd/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

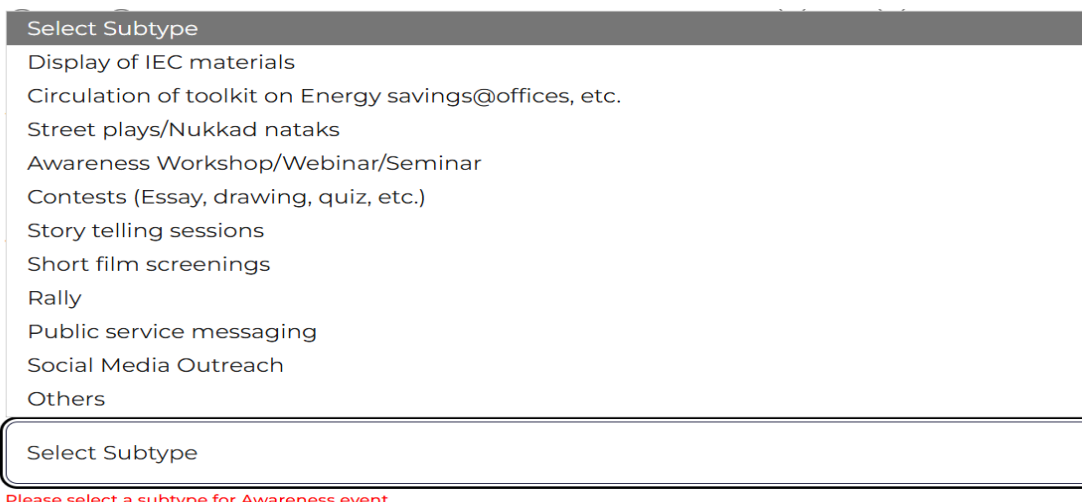
Link / URL (if published online)

Enter Link / URL

Submit

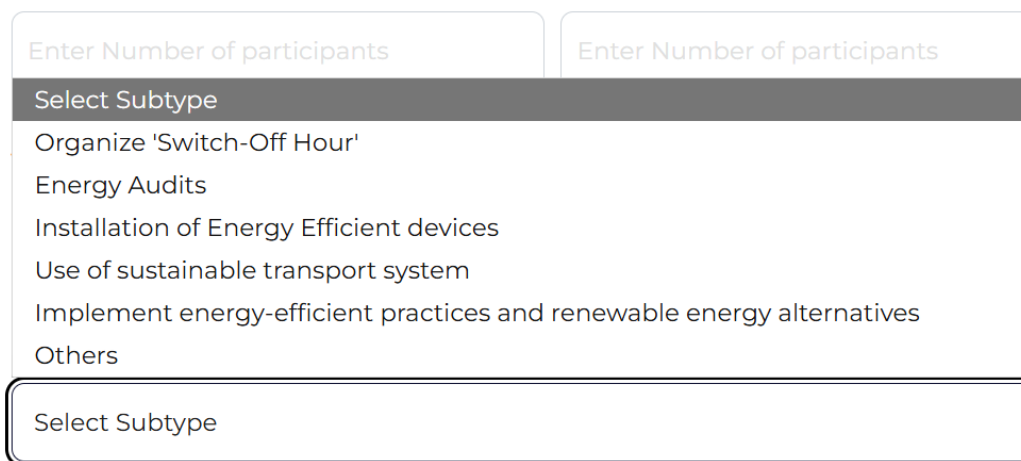
- Please fill the details of Mission LIFE Themes.
- Now, select the state and district.
- Now, proceed to fill in all the fields accordingly.
- Select the Type of Event from the drop down:
 - Awareness

- Action
- Please fill the Subtype (Awareness) and Subtype (Action) according to Mission LiFE Themes. The first screenshot shows Subtype (Awareness), and the second screenshot shows Subtype (Action).



This screenshot shows a dropdown menu titled "Select Subtype" with the following options: Display of IEC materials, Circulation of toolkit on Energy savings@offices, etc., Street plays/Nukkad natak, Awareness Workshop/Webinar/Seminar, Contests (Essay, drawing, quiz, etc.), Story telling sessions, Short film screenings, Rally, Public service messaging, Social Media Outreach, and Others. Below the dropdown is a text input field labeled "Select Subtype".

Please select a subtype for Awareness event.



This screenshot shows a form with two input fields labeled "Enter Number of participants". Below these is a dropdown menu titled "Select Subtype" with the following options: Organize 'Switch-Off Hour', Energy Audits, Installation of Energy Efficient devices, Use of sustainable transport system, Implement energy-efficient practices and renewable energy alternatives, and Others. Below the dropdown is a text input field labeled "Select Subtype".

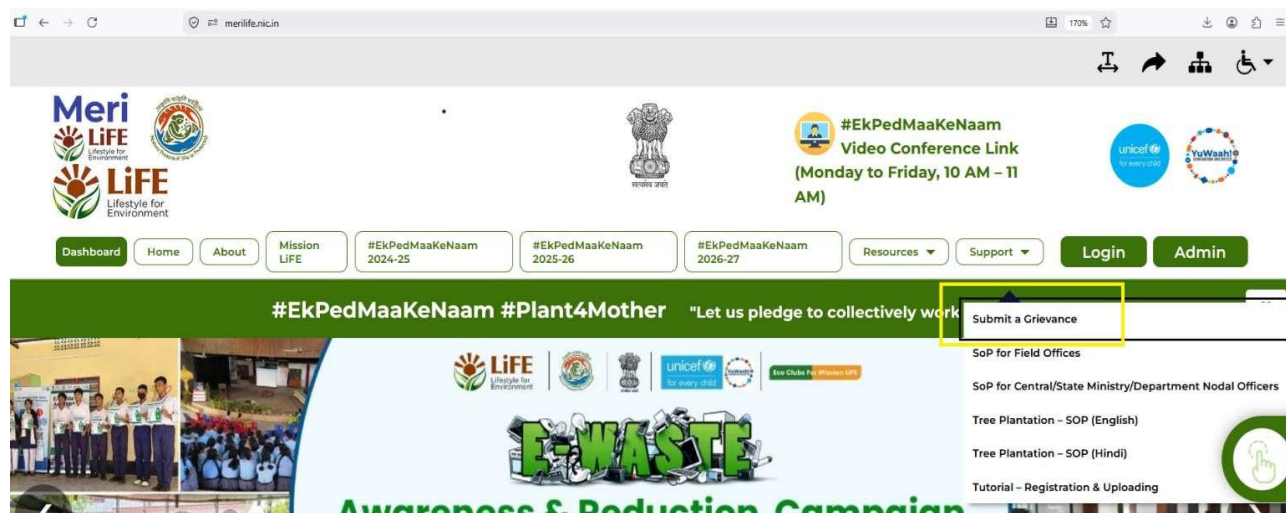
Please select a subtype for Action event.

- 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".
- To upload photos, click on "Select Image" under "Upload Geotagged Photos". You can upload a maximum of 5 photos.
- After adding the photos, add a photo caption of your choice.
- 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.
- The maximum size for each video is 5MB.
- Now, click on "Submit" and your BRICS Sustainable Lifestyle Report has been filled.
- After filling in these details, you will be able to view the BRICS Sustainable Lifestyle Report on the dashboard.

PART III

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, please send an email at life-moefcc@gov.in for grievance redressal.



Besides, Orientation sessions on MeriLIFE portal will be available daily at 11 AM to 1 PM and 3 PM to 5 PM at the VC link provided on the home page of MeriLIFE portal (as highlighted in the screenshot below).

