Mail id :

telmed-mohfw@gov.in

jsehealth-mohfw@gov.in For Office Use Only

# Ministry of Health & Family Welfare

**Meta Data for Documents**

# Name of Division:

|  |  |  |
| --- | --- | --- |
| **S.no** | **Item** | **Information to be Displayed** |
| 1. | Document title to be displayed on website |  |
| 2. | Division/Autonomous Body (Contact E-mail-id) |  |
| 3. | Language (English) |  |
| 4. | Form of Document (e.g. pdf,doc,xls)(zip format not allowed) |  |
| 5. | Reference URL or Detailed PDF |  |
| 6. | Validity |  |
| 7 | Name & Email-Id of Sender |  |
| 8 | Section of Website, where it is to be uploaded | Programme/Reports/News & Highlights/Key Developments/Disease Alerts/Events & Announcements/Vacancies |

* **It is Certified that the Content have been Checked . The Content need to be following (kindly tick the appropriate option):**
	1. **New [ ] 2.Update [ ]**

3. Delete [ ]

Contents Approved by (JS/AS)

Signature:

Name of Nodal Officer: Designation:

Email-id: Contact No:

Signature: Name:

Designation: JS/AS Email-id:

Contact No:

For Uploading on Website

Level 1:

Level 2:

Level 3:

Level 4:

(**Signature of Web Information Manager**)

Uploaded on: Uploaded by: