

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 []

Signature:

Name of Nodal Officer:

Designation:

Email-id:

Contact No:

Contents Approved by (JS/AS)

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: