



Government of India

Ministry of Electronics and Information Technology

GOV.**in**

# Content Management System Manual

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**NIC** एनआईसी  
National  
Informatics  
Centre

**my  
GOV**

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# 1 Introduction

The CMS manual serves as the definitive guide for the maintenance and management of websites using the Gov.In CMS. The Gov.In CMS empowers website managers to maintain their sites in accordance with Digital Brand Identity Manual 3.0 (DBIM) and the DBIM Toolkit. The DBIM outlines the rules and guidelines for establishing the information architecture and content, ensuring consistency and coherence across government websites. The DBIM Toolkit provides the necessary digital assets to facilitate the website migration phase, ensuring a seamless transition. This document offers comprehensive guidelines on how to effectively work with the Gov.In CMS, including detailed walkthroughs for every aspect of the system.

Together, these components create a cohesive ecosystem designed to harmonize the government's digital footprint. They enable a smooth and efficient process for website onboarding, migration, and development, ensuring that all government websites maintain a unified user experience. The integration of these guidelines and assets not only simplifies the management of individual websites but also enhances the overall user experience, making government information and services more accessible and user-friendly.

## 1.1 Overview of the CMS

Gov.In Content Management System (CMS) makes organizing and managing content on Ministry/Department website to establish a harmonious visual identity across Government of India's digital platforms. The CMS contains robust features such as content management, role management, compliance with content rules and enhanced security. By leveraging these features, government entities including ministries, Departments and organisations can ensure the

content on their websites is regularly updated in a hassle-free manner and is compliant with DBIM.

## 1.2 System Requirements

Stable internet connectivity is required to access the CMS to perform updates and manage content. To Effectively use this CMS users, need a modern web browser with JavaScript and cookies enabled, a stable internet connection with workable internet speed, and a compatible device. Ensuring these requirements are met will provide a smooth and efficient user experience.

## 1.3 Target Audience

Target audience includes content editors, IT managers, Department heads, content creators, content approvers and team working under Chief Information Officers (CIOs) and Web Information Managers (WIMs) of government entities including ministries, Departments and organizations.

# 2 Getting Started

- a) **Content Creator** - can create a new post under a post type, add all required content, ensuring it aligns with validations and save the post as a draft.
- b) **Content Approver** - verifies the content added by the Content Creator and publishes it upon approval. The Content Approver can edit the content added by the Content Creator. The content approver also can add a post to the CMS and publish it.

### Pages and Posts:

- **Pages:** Pages are elements in the CMS where the user can enter content on L2 page.
- **Posts:** It is more suitable for large quantities of content and heavy payload as multiple people can work on Posts simultaneously.

Therefore, the CMS has been designed using a combination of Pages and Posts based on the content payload and collaboration requirement.

## 2.1 Overview of Roles and Responsibilities

COMPONENTS		CONTENT CREATOR	CONTENT APPROVER
Dashboard			
<b>Pages</b>			
	Help	DRAFT	PUBLISH
	Search	DRAFT	PUBLISH
	What's new	DRAFT	PUBLISH
	Sitemap Layout	DRAFT	PUBLISH
	Archive Layout	DRAFT	PUBLISH
	Website Policy	DRAFT	PUBLISH
	Cookie Policy	DRAFT	PUBLISH
	Privacy Policy	DRAFT	PUBLISH
	Hyperlink Policy	DRAFT	PUBLISH
	Copyright Policy	DRAFT	PUBLISH
	Terms of Use	DRAFT	PUBLISH
	Public Consultation	DRAFT	PUBLISH
	Contact Us	DRAFT	PUBLISH
	RTI	DRAFT	PUBLISH
	Parliament Questions	DRAFT	PUBLISH
	Grievance Redressal	DRAFT	PUBLISH
	Visitor's Pass	DRAFT	PUBLISH
	Directory Layout	DRAFT	PUBLISH
	Media Layout	DRAFT	PUBLISH
	Presentations Layout	DRAFT	PUBLISH
	Brochures Layout	DRAFT	PUBLISH
	Videos Layout	DRAFT	PUBLISH
	Photos Layout	DRAFT	PUBLISH
	Documents Layout	DRAFT	PUBLISH
	Press Release Layout	DRAFT	PUBLISH
	Related Documents Layout	DRAFT	PUBLISH

	Publications Layout	DRAFT	PUBLISH
	Order and Notices Layout	DRAFT	PUBLISH
	Acts and Policies Layout	DRAFT	PUBLISH
	Reports Layout	DRAFT	PUBLISH
	Initiatives Layout	DRAFT	PUBLISH
	International Collaborations	DRAFT	PUBLISH
	Tenders Layout	DRAFT	PUBLISH
	Competitions and Awards Layout	DRAFT	PUBLISH
	Offerings Layout	DRAFT	PUBLISH
	Schemes and Services Layout	DRAFT	PUBLISH
	Ministry Layout	DRAFT	PUBLISH
	Our Division Layout	DRAFT	PUBLISH
	Our Organisations Layout	DRAFT	PUBLISH
	About Page	DRAFT	PUBLISH
	Related Links	DRAFT	PUBLISH
	Additional Pages	DRAFT	PUBLISH
	Bhashini Disclaimer	DRAFT	PUBLISH
	Citizen Engagement	DRAFT	PUBLISH
	Connect Layout	DRAFT	PUBLISH
	Login	DRAFT	PUBLISH
	Our Team	DRAFT	PUBLISH
	Ministry Login	DRAFT	PUBLISH
	Password Recovery	DRAFT	PUBLISH
	Resources Layout	DRAFT	PUBLISH
Our Team		DRAFT	PUBLISH
Our Ministers		DRAFT	PUBLISH
Header		DRAFT	PUBLISH
Footer Links		DRAFT	PUBLISH
Image with Quote		DRAFT	PUBLISH
Important Links		DRAFT	PUBLISH
Social feed		DRAFT	PUBLISH
Schemes and Services		DRAFT	PUBLISH
Competition and Awards		DRAFT	PUBLISH
Directory		DRAFT	PUBLISH
Vacancies		DRAFT	PUBLISH



Tenders	DRAFT	PUBLISH
Photos	DRAFT	PUBLISH
Videos	DRAFT	PUBLISH
Brochures	DRAFT	PUBLISH
Documents	DRAFT	PUBLISH
Our Division	DRAFT	PUBLISH
Our Organisation	DRAFT	PUBLISH
Presentation	DRAFT	PUBLISH
Initiatives	DRAFT	PUBLISH
Persona Cards	DRAFT	PUBLISH
Our Departments	DRAFT	PUBLISH
Our Performance	DRAFT	PUBLISH
Top Banner	DRAFT	PUBLISH
Important Initiatives	DRAFT	PUBLISH
Additional Pages	DRAFT	PUBLISH
Detailed RTI	DRAFT	PUBLISH
What's New	DRAFT	PUBLISH
Infographic	DRAFT	PUBLISH
Profile	DRAFT	PUBLISH

Table: 1

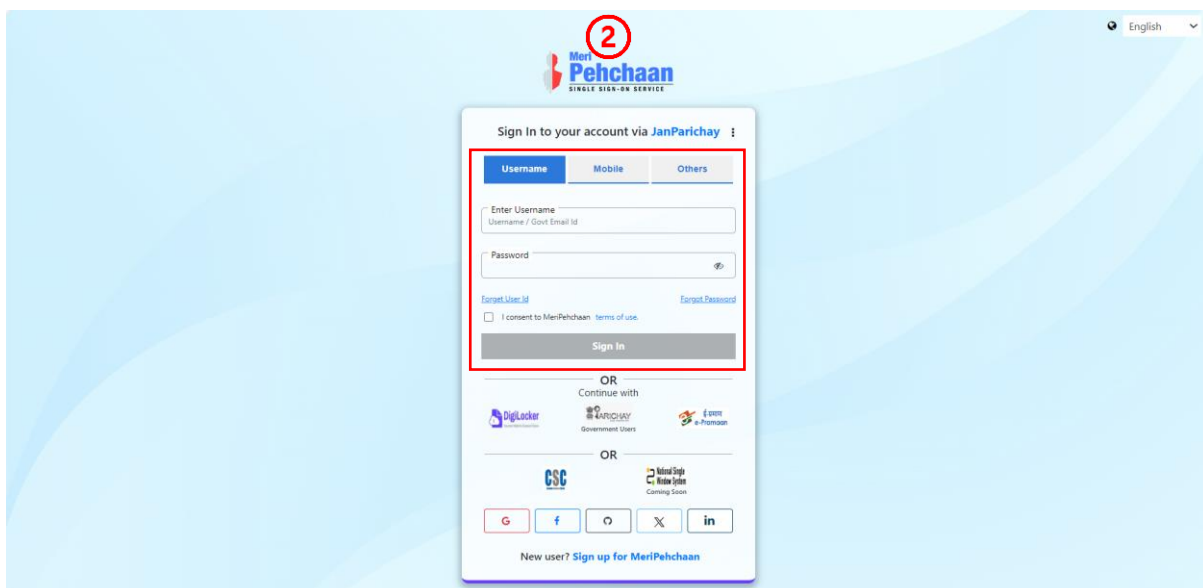
**\* This table outlines the various components of page types in relation to user responsibilities.**

<b><u>Colour Key to the Roles and Responsibilities Table</u></b>	
<b>Colour</b>	<b>Permissions</b>
	Create and Edit Content and Save as Draft
	Verify the Content and Publish
	Read only

## 2.2 Login Procedure Using MeriPehchaan

Only registered users can gain access to the CMS. The access to the CMS can be granted by the CMS Admin (Tech SPOC) or the Ministry/Department's CIO/WIM.













A Registered user will receive a welcome email from NIC along with a link to the CMS. Navigate to this link and click on '**Login with JanParichay**' as shown below.


















This will redirect to the MeriPehchaan portal wherein the user must enter their credentials for authentication. Upon successful authentication, the user will be redirected to the landing page of the CMS. **It is to be ensured that the Primary Email Id of JanParichay matches the Email Id and Username entered in the Gov.In: CMS Platform.** For more details, refer JanParichay login SOP.

### 3 Navigation Menu

The left side navigation menu of the CMS contains following menu items including various Pages and Post Types.

Menu Item	Description
 Dashboard	The dashboard outlines all the main KPIs related to the content uploaded to the CMS and the document status
 Pages	The Pages section contains various L2 sub pages of the website. They can be edited from this tab. For page list refer to <a href="#">Table 1</a>
 Document Repository	The Document Repository section allows for the submission of all the documents across the CMS.
 Media	The Media section enables the Ministry/Department to share photos, videos, brochures, and presentations with viewers from a centralized location.
 Header	The Header section provides contains the Ministry/Department name and Co-Branding logos
 Top Banner	The Top Banner section contains details of all the banners to be displayed on the homepage
 Image with quote	The Image with Quote page contains the image of the PM and the Quote that goes along with it
 What's New	The What's New section highlights the latest news/updates of the Ministry/Department
 Persona cards	The Persona Cards page contains all the persona types and their associated illustrations
 Important Links	The Important Links Panel page contains the various quick access links displayed on the home screen
 Social feed	The Social Feed contains the links to all social media pages of the Ministry/Department
 Infographic	The Infographic section contains informative photos to be highlighted by the Ministry/Department

 Footer links	The Footer Links section contains the quick links found in the footer of the website
 Our Team	The Our Team section contains details of all ministers and officials up to the Joint Director level
 Our Division	The Our Division (Our Groups) page contains the details of all the various divisions that come under the Ministry/Department
 Our Organisation	The Our Organisation page contains details of all the organisations under the Ministry/Department
 Our Performance	The Our Performance page contains the dashboard outlining various KPI for the Ministry/Department
 Initiatives	The Initiatives contains all the active initiatives organised by the Ministry/Department
 Schemes and Services	The Schemes and Services page contains L3 pages with information about the Schemes and Services offered by the Ministry/Department
 Vacancy	The vacancies page contains the L3 pages of all the vacant positions at the Ministry/Department
 Tenders	The Tenders page contains the L3 pages of all tenders listed by the Ministry/Department
 Documents	The Documents page serves as a repository for all the documents uploaded on the website
 Photos	The Photos page contains the various image albums from the Ministry/Department events
 Videos	The Videos page contains various videos published by the Ministry/Department
 Brochures	The Brochures page contains all the brochures published by the Ministry/Department
 Presentation	The Presentation Page contains all the presentations published by the Ministry/Department
 Directory	The Directory page contains a comprehensive list of all the officials associated with the Ministry/Department and their contact details









 Detailed RTI	The Detailed RTI page enlists all the Letters, Publications and Circulars of the Ministry/Department
 Our Ministers	The Our Ministers section contains details of key ministers associated with the organisation
 Competitions and Awards	The Competition and Awards page contains the L3 pages for various competitions hosted by the Ministry/Department
 Our Departments	The Our Department page contains information about the various departments within the Ministry/Department
 Important Initiatives	The Important Initiatives page outlines key initiatives being run by the Ministry/Department
 Additional Pages	The Additional Pages section covers information about other pages apart from the already covered sections under the 'Pages" tab
 Pages Detailed Data	This post type is designed for managing detailed internal page content. It allows users to include a combination of elements such as <b>text fields</b> , <b>file uploads</b> , and other customizable content blocks.
 Profile	The Profile section contains information about the user

Table: 2

## 4 Content Management

### 4.1 Common Actions for Gov.In CMS

This section contains a detailed overview of the most common actions performed on the Gov.In CMS for managing content across the website. Users are requested to acquaint themselves with this section before moving onto the core content management activities.

### 4.1.1 Page vs. Post

As described above, a page (marked as 1) is a pre-defined container which contains information entered by the user to a certain data load whereas a post (marked as 2) can handle a multiple data load hence allows for a greater collaboration. User can add new post as many times as required while the pages are pre-defined and can only be edited.

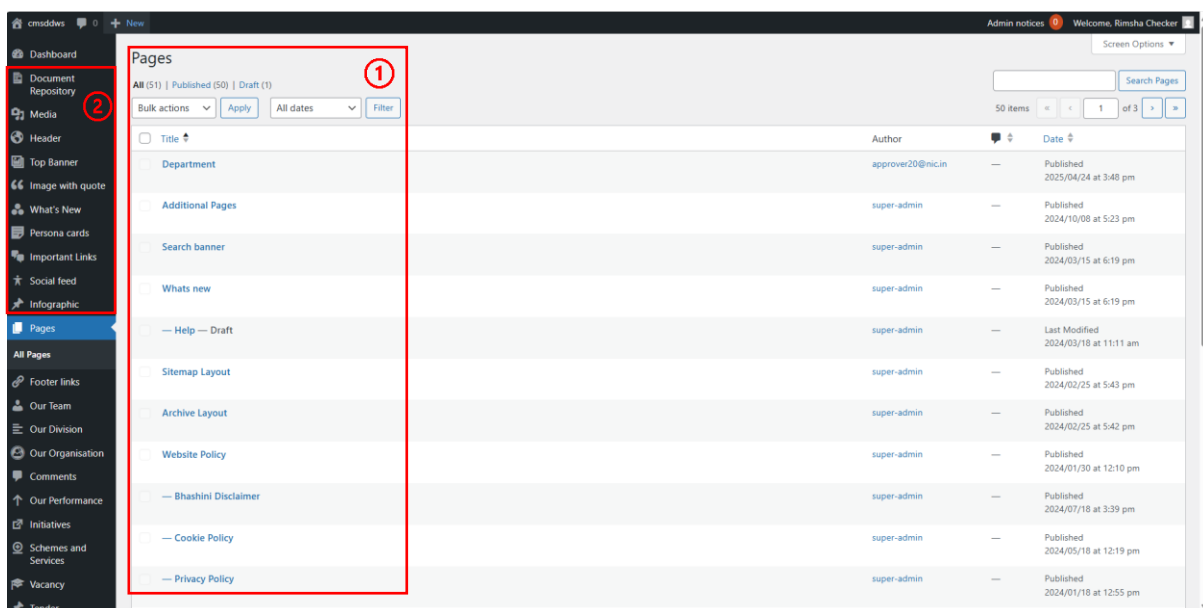
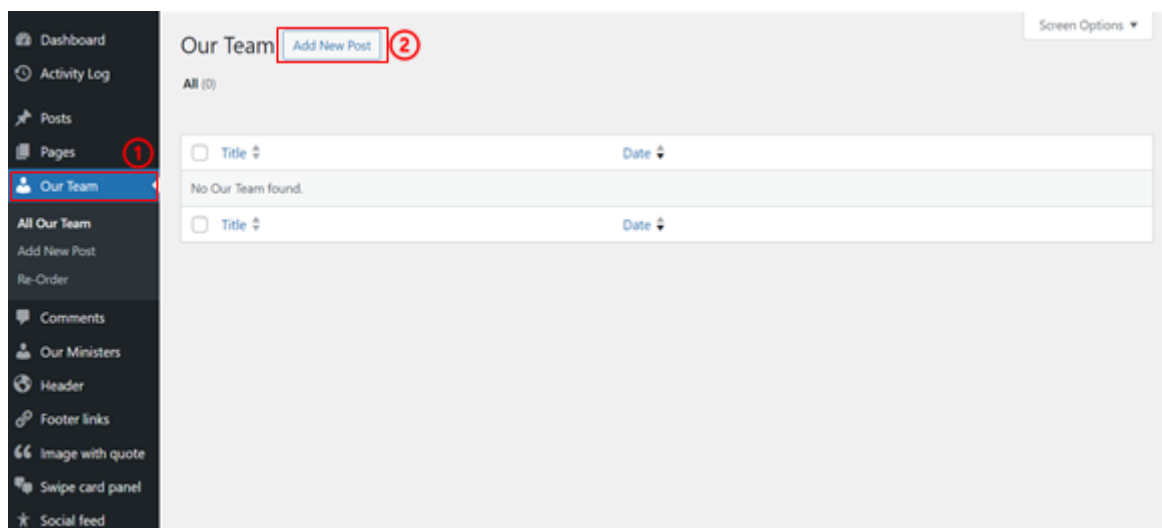


Figure: 1

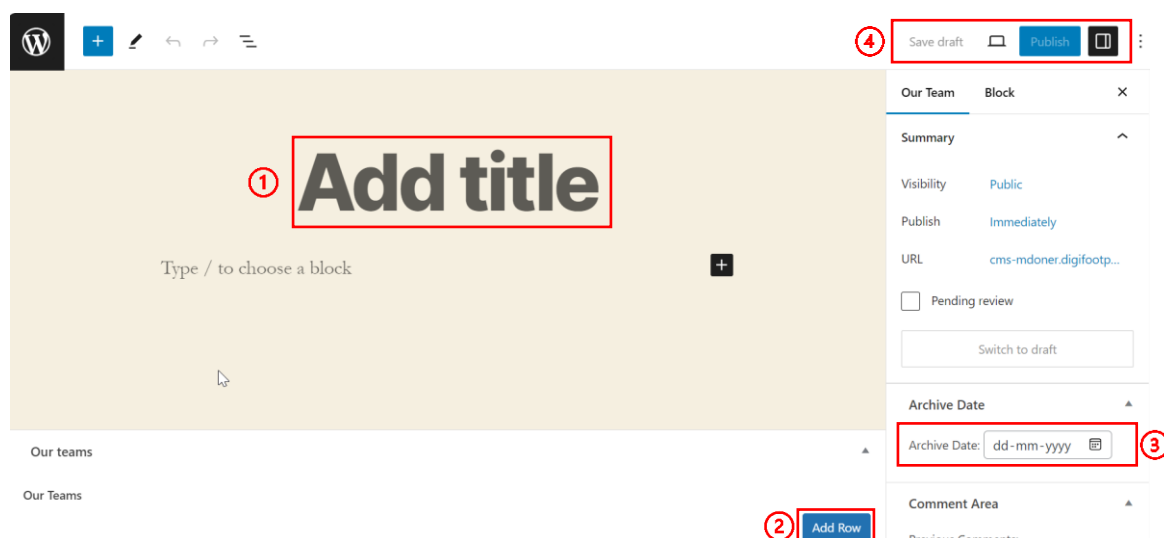
### 4.1.2 Creating/Editing a Page/Post

To create a new page/post, navigate to the respective menu from the Left side navigation menu of the CMS (marked with 1) and click on the **'Add New Page'/'Add New Post'** button (marked with 2)

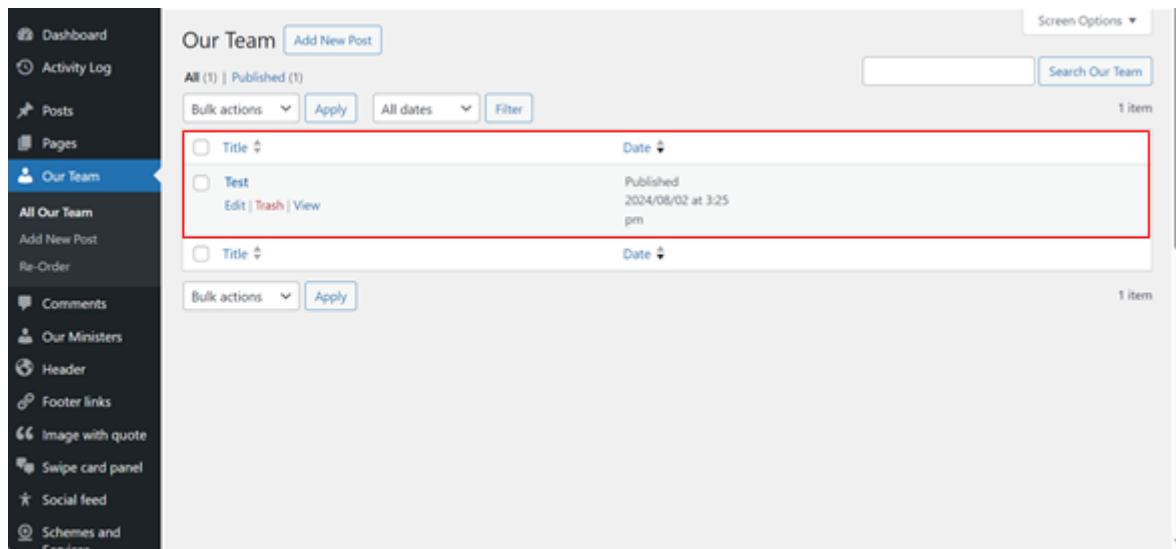


The first field in each page/post is the Page Header. This is used to index content in the CMS and has no bearing on the content visible on the website. Enter an appropriate header in the **Add Title** field (marked with 1). Each page has a different layout, fill out the content as required by clicking on the **Add Row** button (marked with 2) and proceed to add an archive date for the page (marked with 3).

Once all mandatory fields have been populated (marked with \*), the **'Publish'** button will become clickable. Click on it to push the content to the website or click on **'Save as Draft'** to preserve any changes made but not make the content live (marked with 4).



After the page has been published or saved as draft, it will show up in the table under the respective section as shown below.



To edit a page/post, navigate to the appropriate section from the left side navigation menu as shown above. All the previously created pages will appear in the adjoining table.

Click on the title of the page/post to open the content editor and make the necessary changes.

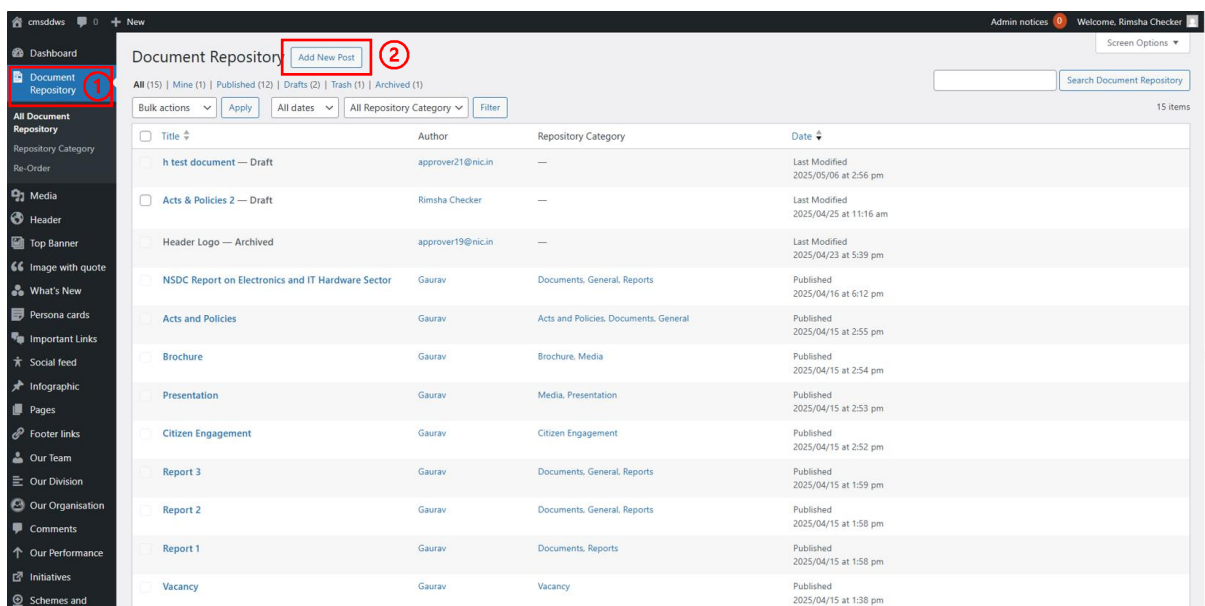
To finalise the changes, click on the update button in the top right-hand corner of the page as shown below.





### 4.1.3 Uploading Document through Document Repository

To upload document across the site (such as under the *About Us*, *Ministry*, *Offerings*, or *Documents* menus), user needs to navigate to the "**Document Repository**" section (marked as 1) from the left side navigation menu. Click on "**Add New Post**" (marked as 2). Once the page opens, begin by filling in the required details.



The first field is the **Page Header**, which is used internally by the CMS for indexing purposes and does not appear on the website. Enter a suitable title in the "**Add Title**" field (marked as 3). Then, complete the document details by entering **Document Title**, **Document Date**, **PDF Type**: Choose either *Separate English and Hindi* or *Single Bilingual* (Single pdf contains both Hindi and English content), and upload the document accordingly.

On the right-hand side (marked as 4), select the appropriate **Document Category** by checking the relevant box. This helps ensure the document appears correctly in its designated section on the site.

Central Documents

**Add title** <sup>3</sup>

Title \*  
[ Character Limit - 250 ]

Document Date

PDF Type \*  
To upload English and Hindi documents as separate files, please select "Separate English and Hindi" and if you wish to upload a single file containing both languages, please choose "Single Bilingual".  
Separate English and Hindi

Language \*  
☒ English  
☒ Hindi

Upload English Document \*  
No file selected [Add File](#)

Verify English Document

Document Repository Block

Summary

Visibility **Public**

Publish **Immediately**

URL **cms-exemplar-sandbo...**

☐ Pending review

[Switch to draft](#)

**Repository Category** <sup>4</sup>

SEARCH REPOSITORY CATEGORY

☐ About page  
☐ Citizen Engagement  
☐ Documents  
☐ Acts and Policies  
☐ General  
☐ Add new

[Add new Repository Category](#)

Featured image

Archive Date

On clicking '**Add File**' button file selection dialogue will open. In this menu, the user can either upload a new document by going to the '**Upload Files**' menu item or select an existing document from the '**Media Library**' menu.

To upload a new file from the system, click on the '**Select Files**' button (as illustrated below) and locate the corresponding file in the file explorer dialogue box that opens. Alternatively, the user can drag and drop the file from their system into the dialogue box and must enter valid '**Alt Text**' in the field as shown below.

**Select Image**

[Upload files](#) [Media Library](#)

Filter media

All images All dates

Search media

UPLOADING

1 / 1 - DBIM.pdf

ATTACHMENT DETAILS

d05c74627a5260607aca541c24808047.jpg  
April 21, 2025  
577 KB  
1800 by 600 pixels  
[Edit image](#)  
[Delete permanently](#)

**Alt Text**

[Learn how to describe the purpose of the image. Leave empty if the image is purely decorative.](#)

Title

Caption

Description

[Select](#)

Once all mandatory fields have been populated (**marked with \***), the **'Publish'** button will become clickable. Click on it to push the content to the website or click on **'Save as Draft'**.

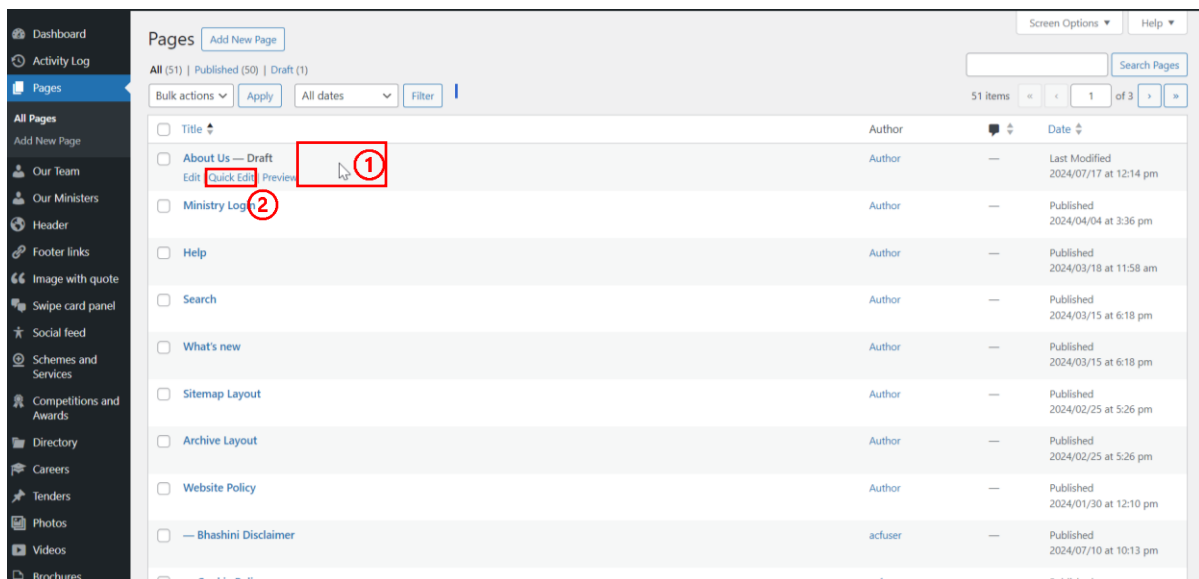
#### 4.1.4 Modifying Page/Post Status

The status of any page/post on the CMS can be one of the following:

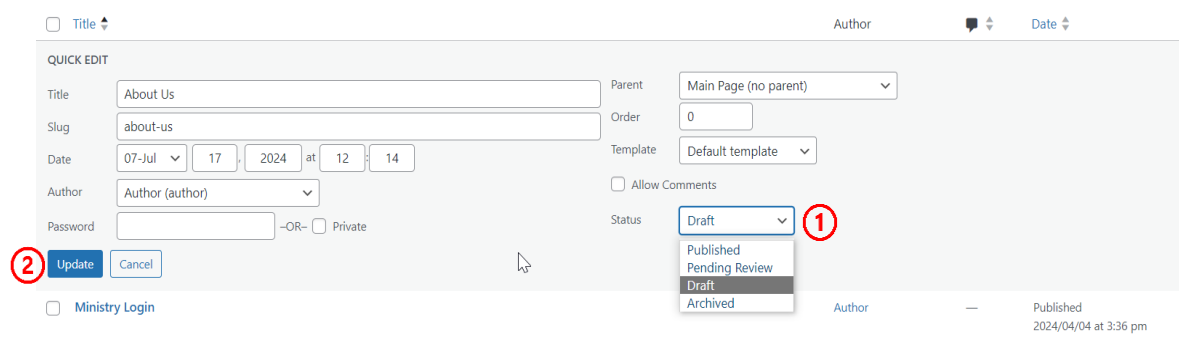
Status	Denoted By	Depiction
Published	Blue Page Name	<input type="checkbox"/> test
Draft	'Draft' at the end of page name	<input type="checkbox"/> test — Draft
Archived	Black page name + 'Archived' at the end of page name	<input type="checkbox"/> test — Archived
Trashed	Black page name	<input type="checkbox"/> test

To change the status of any given page, navigate to the appropriate section from the left side navigation menu as shown above. All the previously created pages will appear in the adjoining table.

Hover over the page (marked with **1**) whose status needs to be updated and click on the **'Quick Edit'** button (marked with **2**) as shown below.



In the dialogue that opens, click on the **'Status'** (marked with **1**) dropdown and select the desired status. Then click on the **'Update'** button (marked with **2**) to save changes. The deleted posts can be restored from the trash folder by clicking the restore button.



## 4.2 Homepage

The homepage is the main landing page of the website. It contains all the important elements such as the Header, PM Image with quote, Persona based navigation options, social media feed etc.

This section of the manual highlights how to customise all these elements.

## 4.2.1 Header

This section enables customisation of the header elements such as the Ministry/Department name, main logo, co-branding logos etc.

To modify the contents of the header section, locate the section titled **'Header'** in the navigation menu of the CMS. To add the contents of the website header, create a new page. To edit the contents of the existing header, open the page to edit its contents.

# Header

Header

Government Name \*

[ Character Limit - 50 ]


Ministry Name \*

[ Character Limit - 50 ]

Co-Branding logo

Logo \*

[ Allowed file types - SVG,PNG and Maximum size - 2MB ]

1 

URL

<https://swachhbharatmission.ddws.gov.in/>

Add Row

Search

Field Name	Intended Use	Remarks
<b>Government Name *</b>	Name of the Government	
<b>Ministry Name *</b>	Name of the Ministry/Department	
<b>Co-Branding Logo *</b>	Logo Image of the Co-Branding Entity	User may add details maximum of cobranding entities as needed by clicking on the <b>'Add Row'</b> button under the <b>'Co-Branding logo'</b> section.
<b>Co-Branding Logo URL</b>	Redirection URL of the Co-Branding Entity	

<b>Search</b>	Dropdown to select search type	Always select custom search
---------------	--------------------------------	-----------------------------

After populating all required fields (marked with \*), click on '**Publish**' or '**Update**' to save changes.

### 4.2.2 Top Banner

The "Top Banner" carousel allows for the inclusion of the Banners in the form of image, video or document with specific initiatives, programs, events, etc. of the Ministry/Department, which is displayed on the website's home page. CCPS would automatically be integrated as the first banner on Gov.In CMS.

To add/modify the Top Banner carousel, locate the section titled '**Top Banner**' from the left side navigation menu, add new post and fill the details as per the below table -

Field Name	Intended Use	Remarks
<b>Type</b>	Type of banner	Select among image/video/document
<b>Image</b>	Image to be displayed as a banner	As per the specified resolution, format and size
<b>URL Type</b>		Select between external/internal URL type

<b>URL</b>	Link to the detailed page/information of the banner	
------------	---	--

After populating all required fields, click on **'Publish'** or **'Update'** to save changes.

### 4.2.3 Announcement

The "Announcement" section allows for the inclusion of the key announcements from the Ministry in the ribbon beneath the top banner, which is displayed on the website's home page.

To add/modify the Announcement, click on **'Header'** from the left side navigation menu, and scroll-down to **'Announcements'** section. The user may add multiple announcements in this section by clicking on **'Add Row'**. After populating all required fields, click on **'Publish'** or **'Update'** to save changes.

Announcements

	Title	Link type	Internal	
1	<input type="text"/>	<input type="text" value="internal"/>	<input type="text"/>	

Add Row

Field Name	Intended Use	Remarks
<b>Title</b>	Data to be displayed as announcement	
<b>Link Type</b>		Select between external/internal link type
<b>URL</b>	Link to the detailed page/information of the announcement	

## 4.2.4 Image with Quote

The "Image with Quote" section allows for the inclusion of the Prime Minister's image along with an accompanying quote, which is displayed on the website's home page.

To add/modify the PM's Image or the accompanying quote, locate the section titled '**Image with Quote**'. To add a new image and a quote, create a new page. To edit the image or quote, click on the page to edit the contents.

The screenshot displays the WordPress editor for the 'Image with Quote' block. The main content area features a large yellow header with the text 'Add title'. Below this, there are two image selection sections: 'Front facing PM Image' and 'PM Image for (Single page Website)', each with an 'Add Image' button. The right sidebar contains settings for the block, including 'No title', 'Set featured image', 'Status: Draft', 'Publish: Immediately', 'Slug: 15328', 'Archive Date', and a 'Comment Area'. The bottom section shows a form with fields for 'Date', 'Source Quote', 'URL or PDF', and 'File'. The 'File' field is highlighted with a red box and a circled '1', showing a search bar and a list of documents including 'NSDC Report on Electronics and IT Hardware Sector', 'Acts and Policies', 'Brochure', 'Presentation', and 'Citizen Engagement'.



Field Name	Intended Use	Remarks
<b>Front facing PM Image</b>	Upload PM's Image	Ensure the image is obtained from a reputable source or refer to DBIM Toolkit website for approved image files
<b>PM Image for (Single page Website)</b>	Upload PM's Image	Ensure the image is obtained from a reputable source or refer to DBIM Toolkit website for approved image files
<b>Quote *</b>	Quote relevant to Ministry/Department	Refer to DBIM Section A3.1 for more details
<b>Date *</b>	Date of the speech where the quote was mentioned by the PM	
<b>Source Quote *</b>	Name of source from where the quote was obtained	Refer to DBIM Section A3.1 for more details
<b>PDF</b>	Publication from where the PM quote is taken.	Document to be fetched from Document Repository (marked as 1)
<b>URL</b>	Hyperlink to the event where the PM quote was delivered	It may be external/internal URL

After populating all required fields (marked with \*), click on '**Publish**' or '**Update**' to save changes.

#### 4.2.5 About Ministry

The "About Ministry" section provides brief background of the Ministry/Department along with the images of Hon'ble Minister and MoS and important links related to the Ministry/Department on the Ministry's homepage.

These details are prefetched from the 'Ministry/Department' section. More details can be found in [section 4.3](#).

### 4.2.6 Key Offerings

The "Key Offerings" section provides latest details of the Ministry on the schemes, services, tenders, vacancies etc. for the reference of common citizens on the Ministry's homepage.

These details are prefetched from the 'Offerings' section. More details can be found in [section 4.4](#).

### 4.2.7 What's New

The "What's New" section allows for the inclusion of all the important updates and documents which have been most recent and important highlights of the Ministry, which is displayed on the website's home page.

To add/modify the What's New, locate the section titled '**What's New**' from the left side navigation menu, add new post and fill the details as per the below table

what's new

Type

PDF

File \*

Search...

1

NSDC Report on Electronics and IT Hardware Sector

Acts and Policies

Brochure

Presentation

Citizen Engagement

Select post type

Select taxonomy

Field Name	Intended Use	Remarks
Type	Select among pdf, external and internal URL type	
Title	Title for internal and external URL	
URL	Link to the detailed page/information of the banner	In case the type is external/internal URL

<b>PDF</b>	Document to be fetched (marked as 1)	These documents will be visible only if they are uploaded to the Document Repository.
------------	--------------------------------------	---

After populating all required fields, click on '**Publish**' or '**Update**' to save changes.

#### 4.2.8 Recent Documents

The "Recent Documents" section acts as one stop destination for all the different documents uploaded by the Ministry for the reference of common citizens on the Ministry's homepage.

These details are prefetched from the 'Documents' section. More details can be found in [section 4.5](#).

#### 4.2.9 Persona Card

Persona cards present detailed information which is catered specifically to the various personas that may be interested in the content published by the Ministry or Department. By utilizing these persona elements viewers can filter the website content based on their specific needs. The user can add these personas under the '**Persona cards**' section.

To create a new quick navigation link or modify an existing one, locate the section titled '**Persona Cards**' from the left side navigation menu. To add details about a new persona card, create a new page. To edit an existing persona card, open the corresponding page to edit its contents.


Title \*

[Character Limit 50]

Researchers


Active Image \*

[Allowed file types - JPEG,JPG,PNG,WEBP] [Maximum size - 5MB]




Banner Image

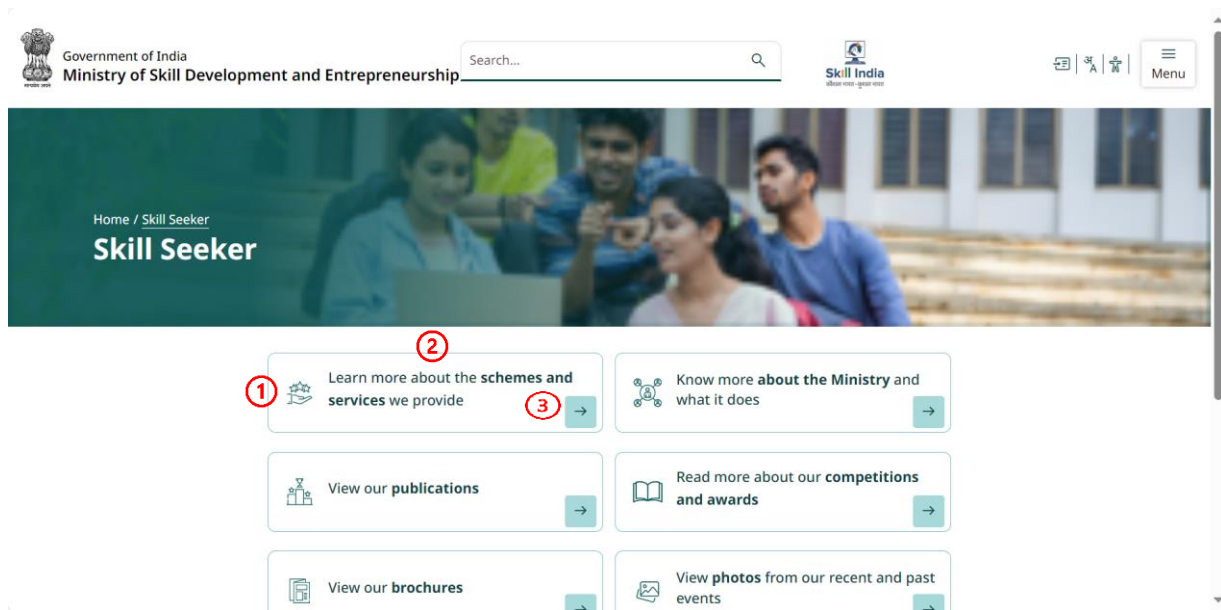
[Allowed file types - JPEG,JPG,PNG,WEBP] [Maximum size - 5MB]



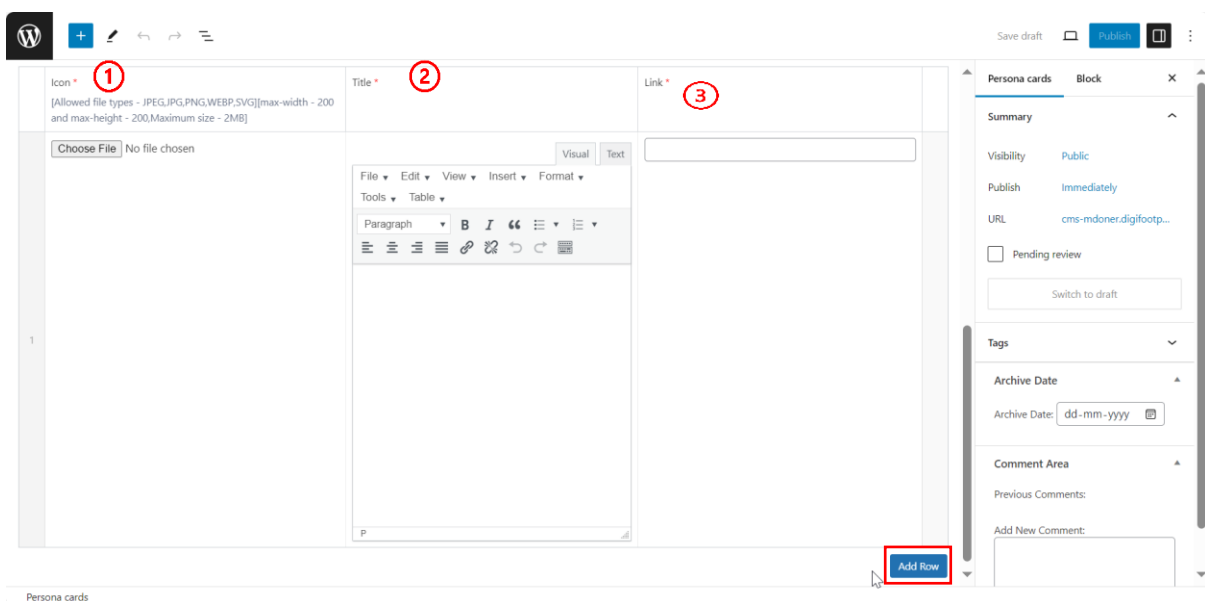
For Details

<div>Icon *</div> <div>[Allowed file types - JPEG,JPG,PNG,WEBP,SVG][Maximum size - 2MB]</div> <div>  </div>	<div>Title *</div> <div> <div>Add Media</div> <div> <div>File Edit View Insert Format Tools Table</div> <div> <div>Paragraph</div> <div> <div>B</div> <div>I</div> <div>U</div> <div>L</div> <div>Text Color</div> <div>Background Color</div> </div> </div> </div> </div>	<div>Link *</div> <div> <div>/offerings</div> </div>
--	--	--

‘Persona Card’ Section		
Field Name	Intended Use	Remarks
<b>Title *</b>	Name of the Persona Card	
<b>Active Image *</b>	Upload the relevant persona illustration	To obtain an appropriate illustration, navigate to the Visual Components Library on the DBIM Toolkit website
<b>Banner Image</b>	Upload the image to be displayed on the banner of the L2 page	
‘For Details’ Section		
Field Name	Intended Use	Remarks
<b>Icon *</b>	Name of the quick access section	This section is used to configure the L2 page of the specific persona section. It contains quick links to filtered pages which are most important to the persona in question.
<b>Title *</b>	Upload the relevant icon for this section	
<b>Link *</b>	Redirection path	



This is an illustration of the L2 page for the ‘**Skill Seeker**’ persona. The corresponding CMS page to configure this screen is shown below.



The user may add as many sub-sections on this L2 page as required by clicking on the ‘**Add Row**’ button as shown and filling out the respective fields.

After populating all required fields (marked with \*), click on ‘**Publish**’ or ‘**Update**’ to save changes.

## 4.2.10 Important Links

The Important Link section is present on the homepage and acts as a quick navigation section with intuitive hyperlinks, allowing the website users to quickly access content which is more important to them.

To create a new quick navigation link or modify an existing one, locate the section titled **'Important Links'** from the left side navigation menu. To add details about a new important link, add a new page. To edit the details of an existing important link, click on the corresponding page to edit its contents.

Title \*

[Character Limit 50]

Internal or External URL

External

External Url

Field Name	Intended Use	Remarks
<b>Title *</b>	Main heading of the sections	-
<b>Internal or External URL dropdown</b>	Dropdown to specify the type or redirection required	To redirect to an external webpage, choose <b>'External'</b> and provide the corresponding URL in the <b>'External URL'</b> section. To redirect to an internal page, choose <b>'Internal'</b> and provide the path of the target page in the <b>'Internal URL'</b> section.
<b>URL</b>	Redirection address/path as per the dropdown choice	

After populating all required fields (marked with \*), click on **'Publish'** or **'Update'** to save changes.

These details are displayed as **'Important Links'** on the homepage of the Ministry's website.

## 4.2.11 Social Feed

The Social Feed, displayed on the later half of the website’s homepage, features content from the Ministry or Department’s official social media handles.

To configure a new social media handle, locate the **‘Social Feed’** section from navigation pane. To configure a new social media handle, add a new page. To modify an existing configuration, click on the corresponding page to edit its contents. The respective social media handle URLs are required for configuration. Keep them handy before moving forward.

Facebook

Post URL *	
1	<a href="https://www.facebook.com/plugins/post.php?href=https%3A%2F%2Fwww.facebook.com%2FBRLEIndia%2Fposts%2Fpfbid025MxMvHcWBfP7s5X3t3GxXy9bXqUsq9C1RGsPw2z3td6V8o53t2WEW7prShumkl&amp;show_text=true&amp;width=500&amp;show_text=true&amp;height=436&amp;appId">https://www.facebook.com/plugins/post.php?href=https%3A%2F%2Fwww.facebook.com%2FBRLEIndia%2Fposts%2Fpfbid025MxMvHcWBfP7s5X3t3GxXy9bXqUsq9C1RGsPw2z3td6V8o53t2WEW7prShumkl&amp;show_text=true&amp;width=500&amp;show_text=true&amp;height=436&amp;appId</a>
2	<a href="https://www.facebook.com/plugins/video.php?href=https%3A%2F%2Fwww.facebook.com%2FIndiaRuralDev%2Fvideos%2F843639413572901%2F&amp;width=500&amp;show_text=true&amp;height=436&amp;appId">https://www.facebook.com/plugins/video.php?href=https%3A%2F%2Fwww.facebook.com%2FIndiaRuralDev%2Fvideos%2F843639413572901%2F&amp;width=500&amp;show_text=true&amp;height=436&amp;appId</a>
3	<a href="https://www.facebook.com/plugins/post.php?href=https%3A%2F%2Fwww.facebook.com%2FIndiaRuralDev%2Fposts%2F3850169471933908%2F&amp;width=500">https://www.facebook.com/plugins/post.php?href=https%3A%2F%2Fwww.facebook.com%2FIndiaRuralDev%2Fposts%2F3850169471933908%2F&amp;width=500</a>
4	<a href="https://www.facebook.com/plugins/post.php?href=https%3A%2F%2Fwww.facebook.com%2FIndiaRuralDev%2Fposts%2Fpfbid0LE6GqV2oYnYddzPew96X54v56ANLQSKZphH6AIdTrmHXyEp2R3hsofszQrh29PLI&amp;width=500&amp;show_text=true&amp;height=436&amp;appId">https://www.facebook.com/plugins/post.php?href=https%3A%2F%2Fwww.facebook.com%2FIndiaRuralDev%2Fposts%2Fpfbid0LE6GqV2oYnYddzPew96X54v56ANLQSKZphH6AIdTrmHXyEp2R3hsofszQrh29PLI&amp;width=500&amp;show_text=true&amp;height=436&amp;appId</a>
5	<a href="https://www.facebook.com/plugins/video.php?href=https%3A%2F%2Fwww.facebook.com%2FIndiaRuralDev%2Fvideos%2F1028373512246385%2F&amp;width=500&amp;show_text=true&amp;height=455&amp;appId">https://www.facebook.com/plugins/video.php?href=https%3A%2F%2Fwww.facebook.com%2FIndiaRuralDev%2Fvideos%2F1028373512246385%2F&amp;width=500&amp;show_text=true&amp;height=455&amp;appId</a>
6	<a href="https://www.facebook.com/plugins/video.php?href=https%3A%2F%2Fwww.facebook.com%2FIndiaRuralDev%2Fvideos%2F464549099679079%2F&amp;width=500&amp;show_text=true&amp;height=1067&amp;appId">https://www.facebook.com/plugins/video.php?href=https%3A%2F%2Fwww.facebook.com%2FIndiaRuralDev%2Fvideos%2F464549099679079%2F&amp;width=500&amp;show_text=true&amp;height=1067&amp;appId</a>
7	<a href="https://www.facebook.com/plugins/post.php?href=https%3A%2F%2Fwww.facebook.com%2FIndiaRuralDev%2Fposts%2Fpfbid02kVQCxhFaF6uCSDbobJCictYzCaa/GFm8NTHdqBX9sPo9mrMNqg8X4r4tZmP98KI&amp;width=500&amp;show_text=true&amp;height=436&amp;appId">https://www.facebook.com/plugins/post.php?href=https%3A%2F%2Fwww.facebook.com%2FIndiaRuralDev%2Fposts%2Fpfbid02kVQCxhFaF6uCSDbobJCictYzCaa/GFm8NTHdqBX9sPo9mrMNqg8X4r4tZmP98KI&amp;width=500&amp;show_text=true&amp;height=436&amp;appId</a>
8	<a href="https://www.facebook.com/plugins/video.php?href=https%3A%2F%2Fwww.facebook.com%2FIndiaRuralDev%2Fvideos%2F6755006691454149%2F&amp;width=500&amp;show_text=true&amp;height=1048&amp;appId">https://www.facebook.com/plugins/video.php?href=https%3A%2F%2Fwww.facebook.com%2FIndiaRuralDev%2Fvideos%2F6755006691454149%2F&amp;width=500&amp;show_text=true&amp;height=1048&amp;appId</a>
9	<a href="https://www.facebook.com/plugins/post.php?href=https%3A%2F%2Fwww.facebook.com%2FIndiaRuralDev%2Fposts%2Fpfbid031YUbnGZGzWqVUX4mmHCJ392YKjVZ15hBuNqGj653Fk3Zva832tuG1pTMbxR8bl&amp;width=500&amp;show_text=true&amp;height=436&amp;appId">https://www.facebook.com/plugins/post.php?href=https%3A%2F%2Fwww.facebook.com%2FIndiaRuralDev%2Fposts%2Fpfbid031YUbnGZGzWqVUX4mmHCJ392YKjVZ15hBuNqGj653Fk3Zva832tuG1pTMbxR8bl&amp;width=500&amp;show_text=true&amp;height=436&amp;appId</a>
10	<a href="https://www.facebook.com/plugins/video.php?href=https%3A%2F%2Fwww.facebook.com%2FIndiaRuralDev%2Fvideos%2F849665316612070%2F&amp;width=500&amp;show_text=true&amp;height=1072&amp;appId">https://www.facebook.com/plugins/video.php?href=https%3A%2F%2Fwww.facebook.com%2FIndiaRuralDev%2Fvideos%2F849665316612070%2F&amp;width=500&amp;show_text=true&amp;height=1072&amp;appId</a>
11	<a href="https://www.facebook.com/plugins/video.php?href=https%3A%2F%2Fwww.facebook.com%2FIndiaRuralDev%2Fvideos%2F846555824239445%2F&amp;width=500&amp;show_text=true&amp;height=475&amp;appId">https://www.facebook.com/plugins/video.php?href=https%3A%2F%2Fwww.facebook.com%2FIndiaRuralDev%2Fvideos%2F846555824239445%2F&amp;width=500&amp;show_text=true&amp;height=475&amp;appId</a>
12	<a href="https://www.facebook.com/plugins/video.php?href=https%3A%2F%2Fwww.facebook.com%2FIndiaRuralDev%2Fvideos%2F1269282357779555%2F&amp;width=500&amp;show_text=true&amp;height=436&amp;appId">https://www.facebook.com/plugins/video.php?href=https%3A%2F%2Fwww.facebook.com%2FIndiaRuralDev%2Fvideos%2F1269282357779555%2F&amp;width=500&amp;show_text=true&amp;height=436&amp;appId</a>

Add Row

Twitter \*

MoRD\_Gol

Instagram \*

Field Name	Intended Use	Remarks
<b>Facebook Post URL *</b>	Post’s Embed as given on Facebook’s website	The user may add multiple posts in this section by clicking on <b>‘Add Row’</b>
<b>Twitter *</b>	Ministry/Department’s Twitter handle username	
<b>Instagram Post URL *</b>	Post’s URL as given on Instagram’s website	The user may add multiple posts in this section by clicking on <b>‘Add Row’</b>

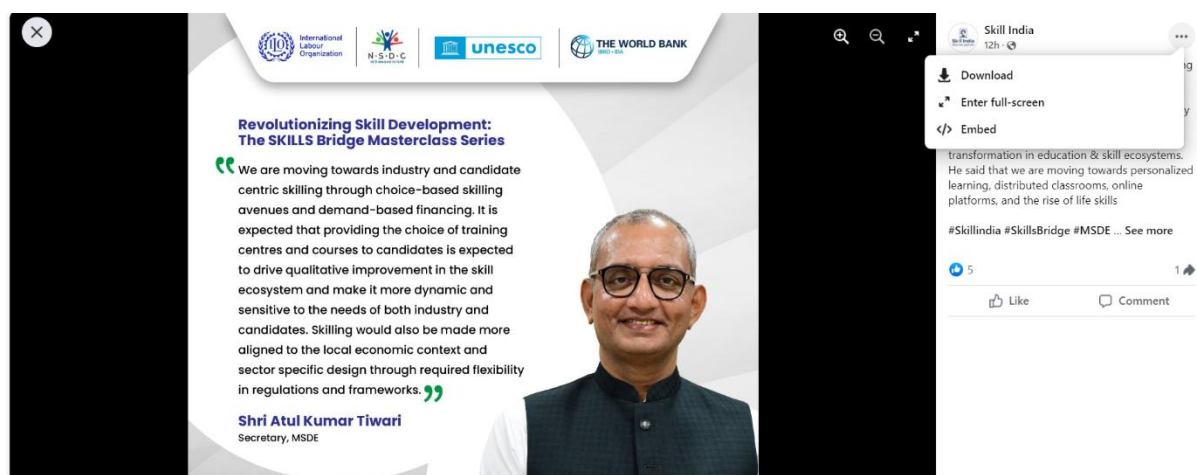
<b>YouTube iFrame Text*</b>	Channel ID	
-----------------------------	------------	--

After populating all required fields (marked with \*), click on 'Publish' or 'Update' to save changes.

To obtain the URLs of the social media handles, follow the steps given below.

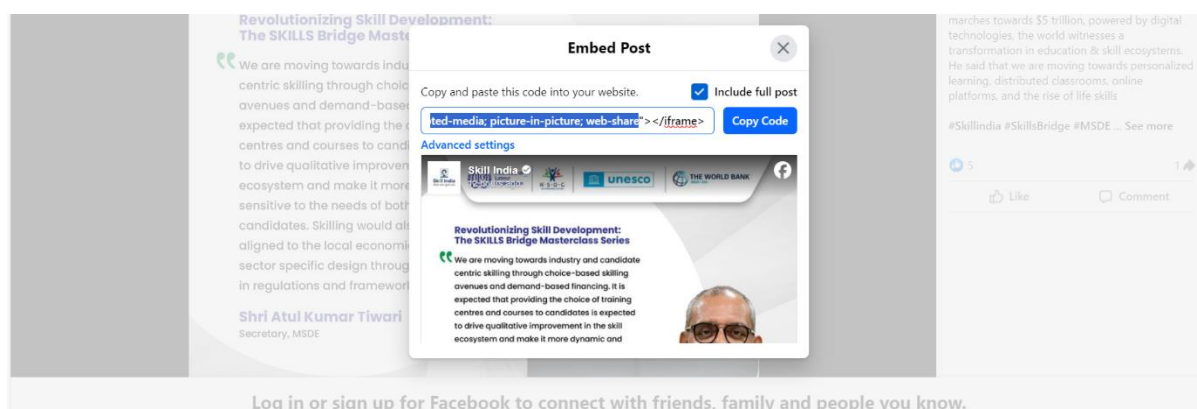
### For Facebook–

Click on the three dots shown in the image below for a particular post, then select 'Embed'.



Copy the part of the URL **except iframe** and paste it in the CMS field and update.

For example:



### For Twitter–



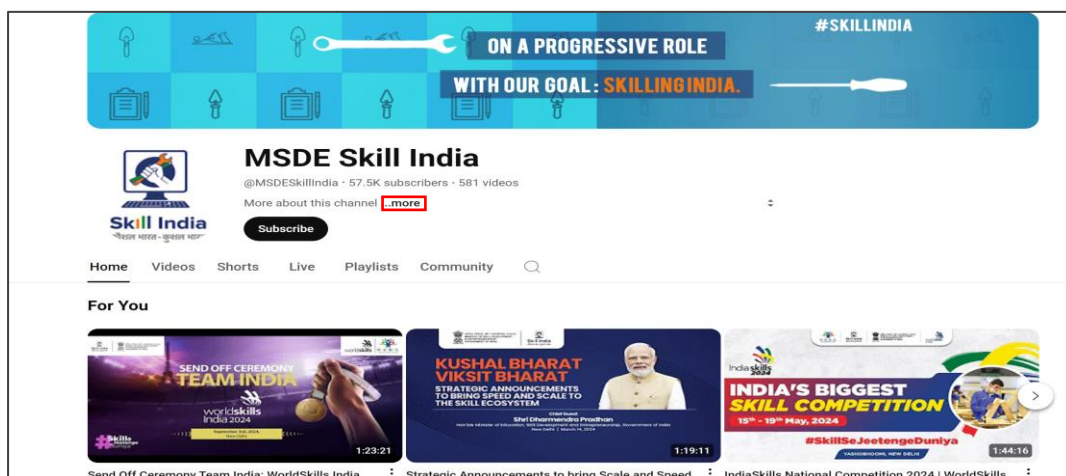
Go to the Ministry/Department-specific Twitter account and copy the username of the handle as shown below (without the '@').



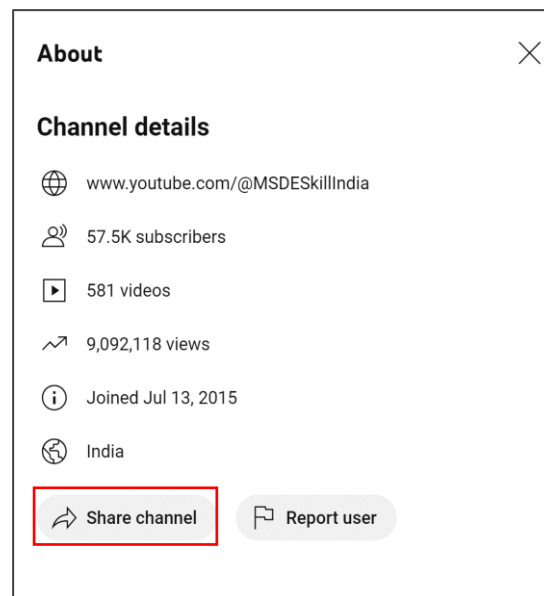
Paste this handle name in the '**Twitter**' section of the Social Feed page in the CMS.

## For YouTube-

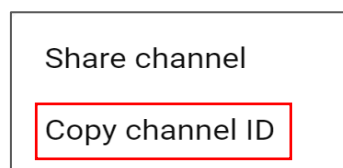
Go to the official YouTube Channel of the corresponding Ministry/Department and navigate to the profile of the channel. Click on the '**more**' button as shown below.



In the dialogue that opens, click on the **'Share Channel'** button as shown below.

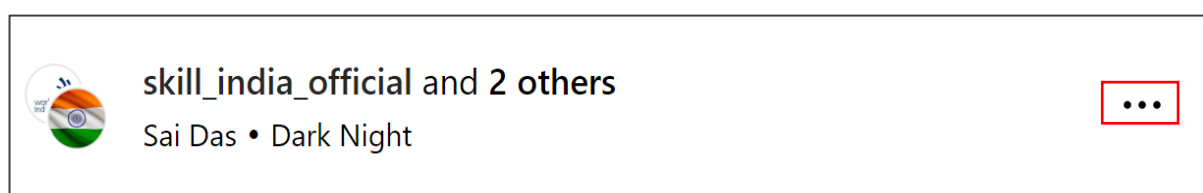


From the pop-up, click on **'Copy Channel ID'** as shown below and paste this Channel ID in the **'YouTube'** section of the Social Feed page in the CMS.

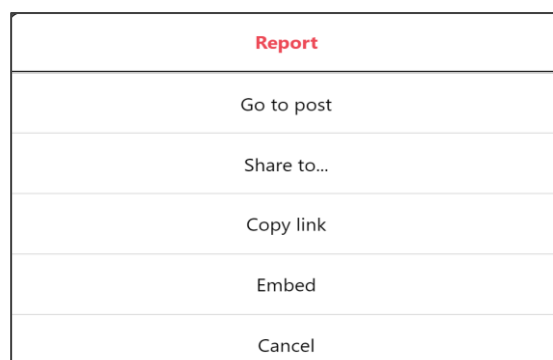


### For Instagram-

Navigate to the post on Instagram's website and click on the three dots in the top right-hand corner of the post as shown below.



In the pop up that opens, click on **'Embed'** and then click on **'Copy embed code'** as shown below.



In the embed copy, paste the section contained within the <blockquote></blockquote> tags in the **'Instagram'** section of the Social Feed page in the CMS.

To add multiple Instagram posts, click on the **'Add Row'** button in the **'Instagram'** section and repeat the process outlined above for each post.

## 4.2.12 Infographics

The "Infographics" section allows for the inclusion of all the important charts/images for important documents, events or articles of the Ministry, which is displayed on the website's home page.

To add/modify the Infographics, locate the section titled **'Infographics'** from the left side navigation menu, add new post and fill the details as per the below table

-

Field Name	Intended Use	Remarks
<b>Title</b>	Title for infographics	
<b>Date</b>	Date on which infographics were published to the public	
<b>Image</b>	Infographic image	




<b>Image URL Type</b>	Select among document, external and internal URL type	
<b>Document</b>	Document to be fetched (marked as 1)	These documents will be visible only if they are uploaded to the Document Repository.
<b>URL</b>	Link to the detailed page/information of the banner	In case the type is external/internal URL

After populating all required fields, click on '**Publish**' or '**Update**' to save changes. Few of the infographics are fetched directly from the CCPS (Centralized Content Publication System).

### 4.2.13 Footer Logos

The "Footer Logos" section displays the quick links to important external pages of the Ministry/Department. These details are automatically fetched from the 'Footer' section. To access the Footer section, navigate to the '**Footer Links**' section in the left side navigation menu. Once the page opens, click the "**Add Row**" button under Footer Logos and fill in the required fields. In the "Image" option, upload the icon, select either an internal or external link in the "Link Type" dropdown, and enter the URL in the next field. More details can be found in [section 4.8](#).

Footer logos

	image	Link Type	External link
1	No image selected <a href="#">Add Image</a>	external	 <input type="text"/>
2	No image selected <a href="#">Add Image</a>	external	 <input type="text"/>
3	No image selected <a href="#">Add Image</a>	external	 <input type="text"/>

## 4.3 Ministry/Department

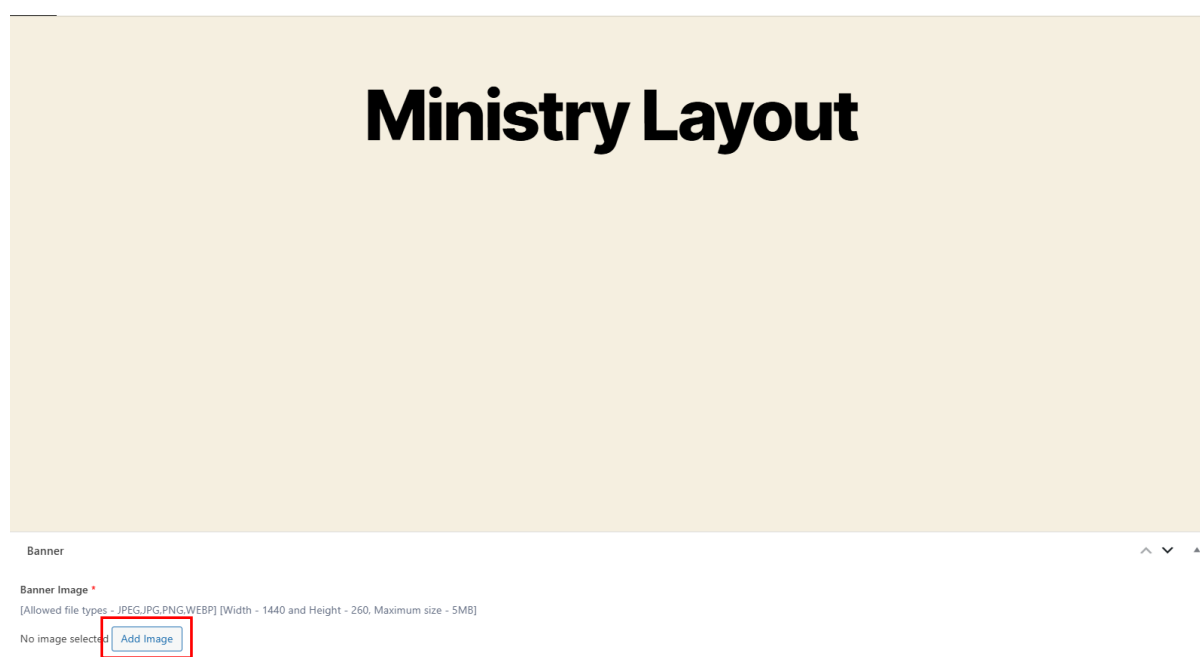
The Ministry/Department section contains L2 pages which provide essential information about the Ministry or Department. The L2 pages under this section are About Us, Our Team, Our Group, Our Organization, Our Performance and

Directory. To edit these pages, refer to the guidelines provided in the sections below.

### 4.3.1 About Us

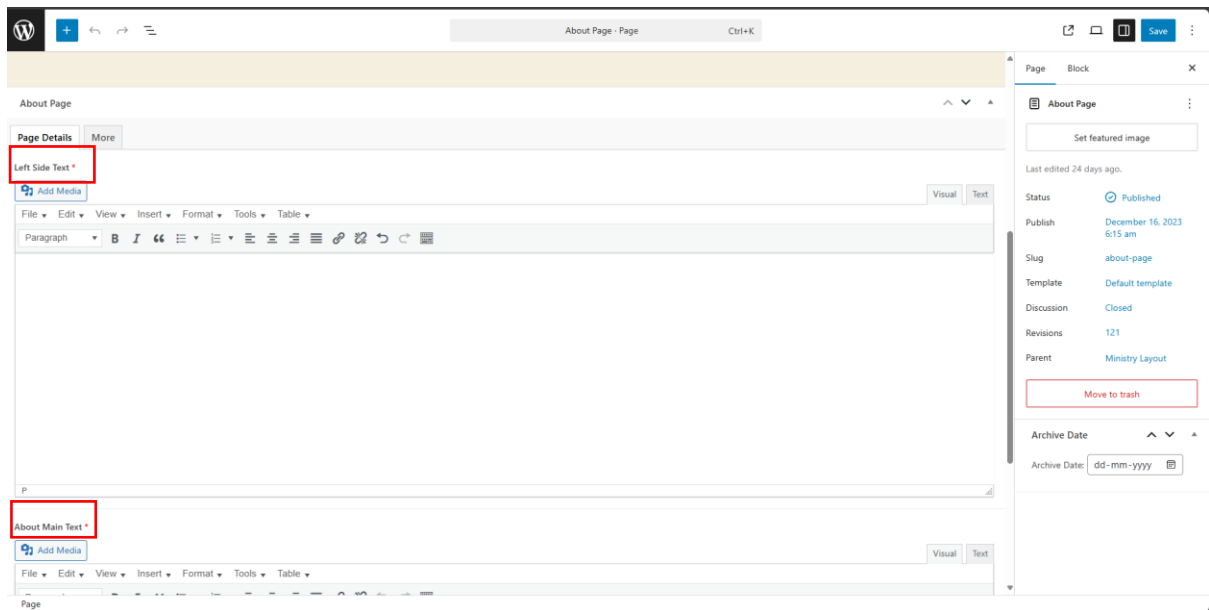
The About Us page introduces the Ministry/Department and outlines its objectives and mission. This page may also include important documents related to the Ministry or Department.

To begin updating the About Us page, first upload the banner image. Navigate to the '**Pages**' section from the side menu and search for the '**Ministry Layout**' page. Once it opens, click on the '**Add Image**' button to upload the banner image.

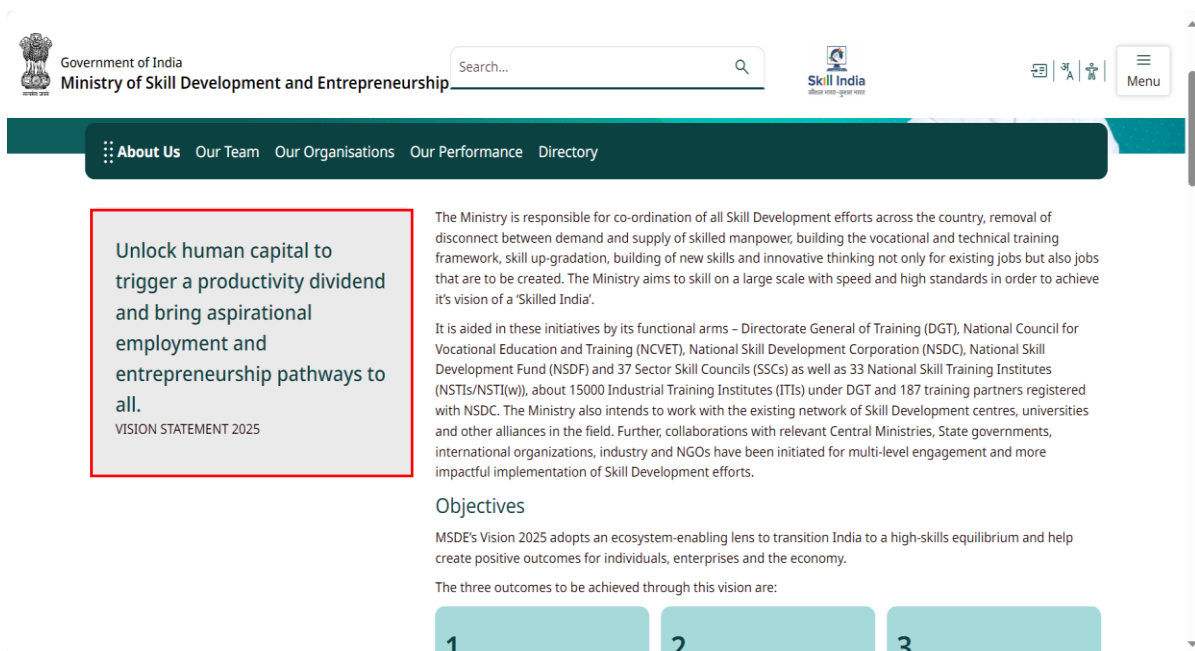


To edit the contents of the About Us page, locate the '**Pages**' section from navigation pane and search the '**About Page**'.

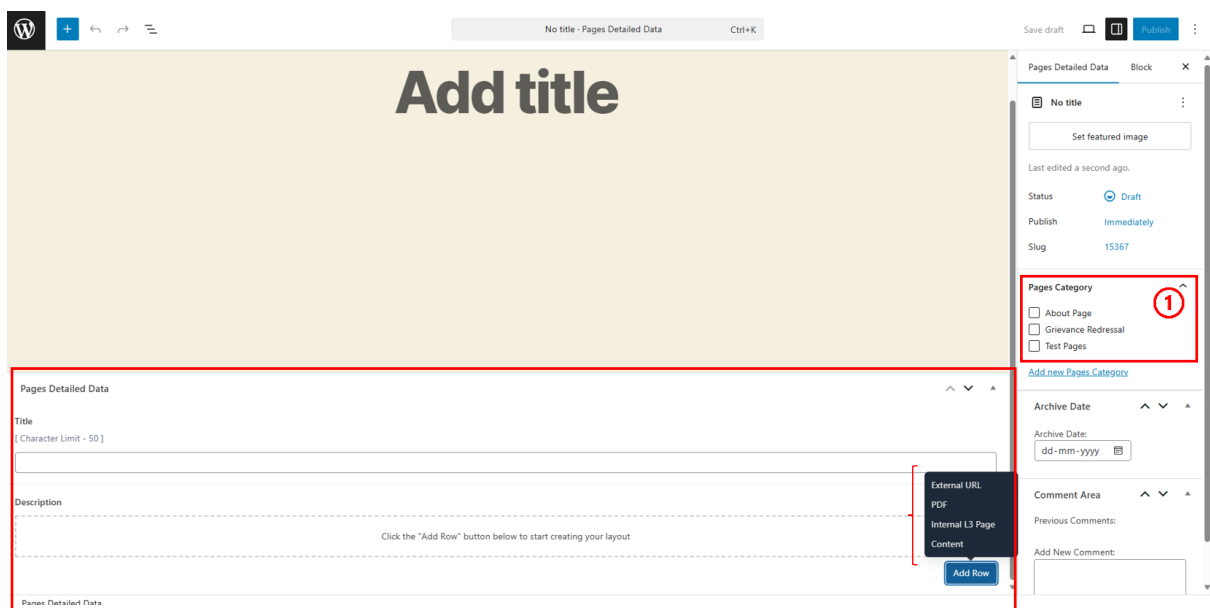
The About Page has 2 sections in the CMS as shown. Each section has a separate set of fields. This is mentioned in the table below.



Details Section		
Field Name	Intended Use	Remarks
<b>Left Side Text *</b>		The content added in this section will be displayed prominently at the top of the L2 page. This is highlighted in the illustration below
<b>About Main Text *</b>	Mission and objectives of the Ministry or Department, or any other content deemed appropriate	



To add information in this page locate to '**Pages Detailed Data**' from left side navigation menu, in which user fill the detail as asked and select the desired option by clicking on '**Add Row**' button.

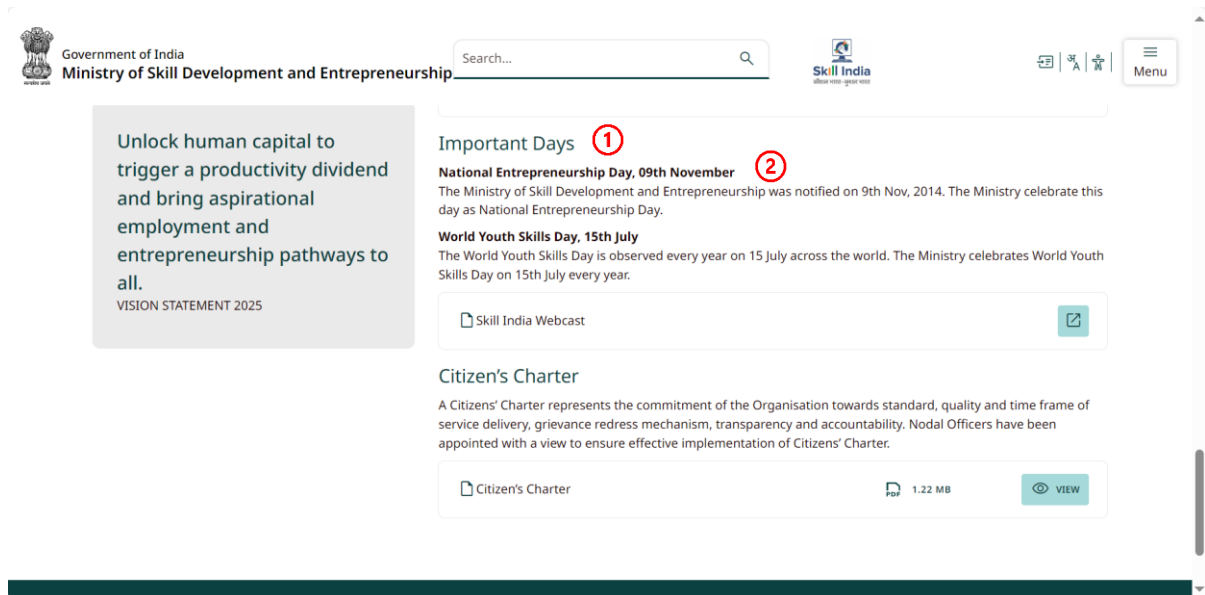


For PDF uploads, the document must be uploaded via the Document Repository section (refer to Section 4.1.2). Additionally, the user must specify the '**Pages Category**' for the respective page (marked as 1), as the content added under 'Pages Detailed Data' will be displayed under the selected category.

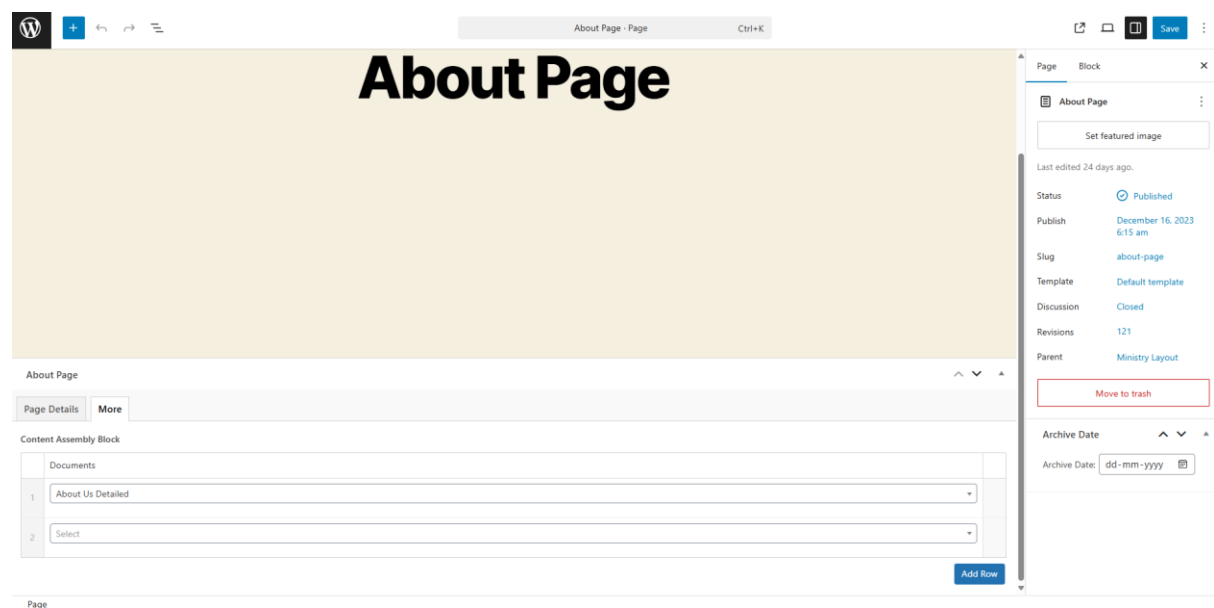
Page Detailed Data		
Field Name	Intended Use	Remarks
<b>Title *</b>	Main heading of the section	This section allows the user to add as much complimentary information about the Ministry/Department as needed. The user may create multiple sub-sections on the website as required by clicking the <b>'Add Row'</b> button
<b>External URL</b>	Provide links to associated websites. The user may add as many Documents or URLs as needed under a single sub-section	
<b>PDF</b>	Document to be fetched	These documents will be visible only if they are uploaded to the Document Repository.
<b>Internal L3 Page</b>		If there is a need for a L3 page, click <b>'Internal L3 Page'</b>
<b>Content</b>		This section allows the user to add the content.

An illustrative usage example of this section is given below along with the corresponding CMS field mapping.





Once all the information is entered in the '**Pages Detailed Data**' section, go to the 'About Page' via the left side navigation menu. Click on the 'More' section, and then add the relevant documents by selecting 'Add Row'



After populating all required fields (marked with \*), click on '**Update**' to save changes.

### 4.3.2 Our Team

The Our Team page provides essential details about key ministers and officials. It includes a hierarchy of the leadership and contact information for all other affiliated officials.

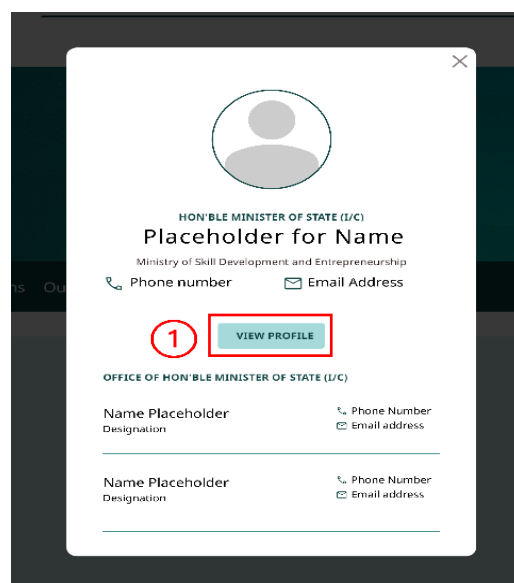
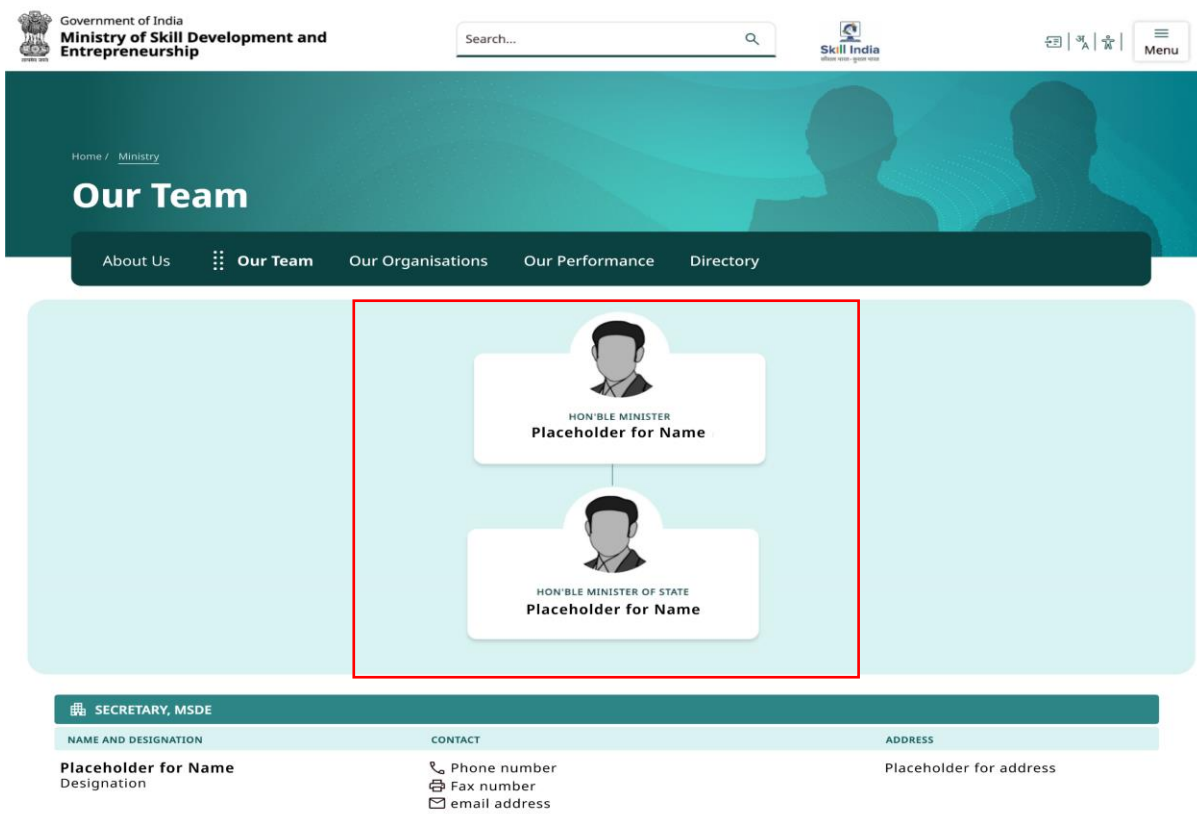
The '**Our Team**' post type has two sections on the front end, each with its own set of fields in the CMS. To enter data in a tree structure, navigate to the '**Our Ministers**' section. To display data in a table format, navigate to the '**Our Team**' section.

#### 4.3.2.1 Our Ministers

The 'Our Ministers' post type includes personal information about the ministers within the Ministry or Department. To add a new minister, click on 'Add New Post,' enter the title at the top of the page, and then begin filling in the details. The details added on this page will be displayed on the Our Team L2 page above the contact details of all the other officials. To add/modify the details of a minister, locate the section titled '**Our Ministers**', click on Add New Post and enter title at the top of the page, and then begin filling in the details.

Designatory Photo		
[Allowed file types - JPEG,JPG,PNG,WEBP] [ Maximum size - 5MB ]		
No image selected <a href="#">Add Image</a>		
Designation *		
[Character Limit 100]		
Ministry Title *		
[Character Limit 150]		
Name of Designatory *		
[Character Limit 100]		
Phone Number		
Fax		
Primary Email Id		
Secondary Email Id		
<table><tr><td>Email</td><td><a href="#">Add Row</a></td></tr></table>	Email	<a href="#">Add Row</a>
Email	<a href="#">Add Row</a>	
Preference		
Extra Information		
<a href="#">Add Row</a>		
Detail Page		
No		

Field Name	Intended Use	Remarks
<b>Designatory Photo</b>	Photo of the minister on a transparent background	
<b>Designation *</b>	Name of the post held by the Ministry	
<b>Ministry Title *</b>	Name of the Ministry under which the minister is posted	
<b>Name of Designatory *</b>	Name of the affiliated Designatory	
<b>Primary Email ID</b>	Official Email ID of the official	
<b>Secondary Email ID</b>	Personal/Additional Email IDs of the official	The user may enter multiple email IDs in this section by clicking on the <b>'Add Row'</b>
<b>Phone Number</b>	Official contact number of the official	The number should be in the following format only +91 11 xxxx xxxx
<b>Fax</b>	Official fax number of the official	
<b>Extra Information</b>	Information about MoS affiliated with the minister	The user may add details of multiple officials in this section by clicking on the <b>'Add Row'</b> button
<b>Detail Page dropdown</b>	Does the minister require a L3 page	If the dropdown is toggled to <b>'Yes'</b> , a L3 page is created providing a detailed profile about the minister

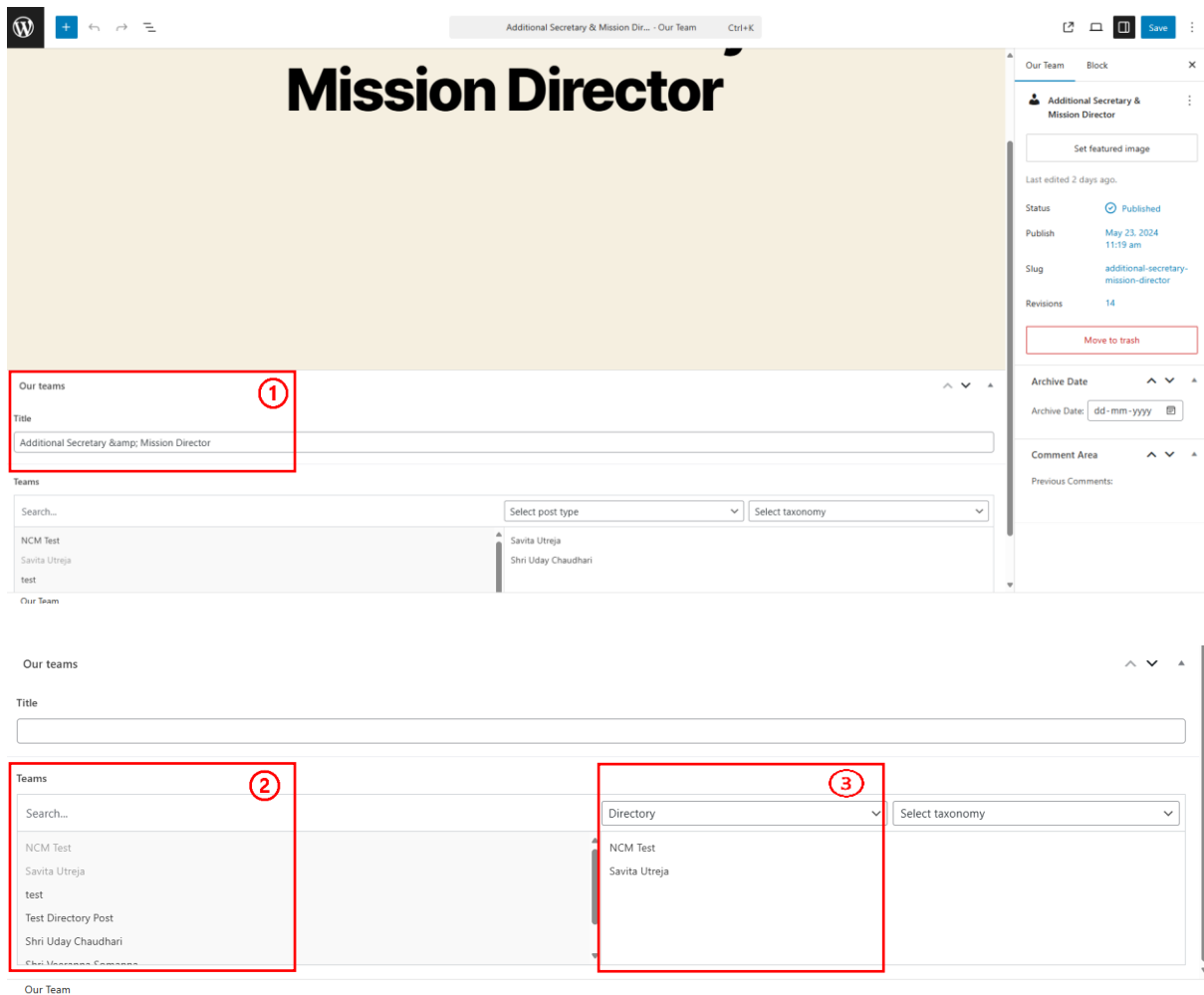


Upon adding rows of information in the **'Extra Information'** section, the data will be displayed in a card which opens on clicking the name of the Minister. This is illustrated in the image below. On toggling the **'Detail Page'** to **'Yes'**, an L3 page is created which is accessible on clicking the **View Profile** (marked with 1) in the illustration above.

After populating all required fields (marked with \*), click on '**Publish**' or '**Update**' to save changes. To add the Organization structure, functionality has been provided within the Our Ministers tab. To form a relationship among officials as per the organizational structure, click on '**Quick Edit**', select the '**Parent**' and click on '**Update**'.


#### 4.3.2.2 Our Team

To add an official's details, navigate to the 'Our Team' section in the CMS's left side navigation menu. Click on 'Add New Directory' fill title field which will appear as the heading for the officials selected. Select the names from the list (marked as 2); the selected names will appear on the right-hand side (marked as 3). For adding detailed information about the official in the directory, please refer to Section 4.3.7




An illustrative usage example of this section is given below along with the corresponding CMS field mapping.


Home
Ministry
Offerings
Documents
Media
Connect




HON'BLE MINISTER OF STATE  
Shri Raj Bhushan Choudhary



HON'BLE MINISTER OF STATE  
Shri Veeranna Somanna


**ADDITIONAL SECRETARY & MISSION DIRECTOR**

NAME AND DESIGNATION	CONTACT	ADDRESS
<div>Savita Utreja</div> <div>Accounts Officer</div>	<div>011-23714200</div> <div>24360958</div> <div>minister-jalshakti[at]gov[dot]in, moeit[at]gov[dot]in</div>	Electronics Niketan, 6, CGO Complex, Lodhi Road, New Delhi: 110003
<div>Uday Chaudhari</div> <div>Additional Adviser</div>	<div>23714200</div> <div>24360958</div> <div>minister-jalshakti[at]gov[dot]in, minister1-jalshakti[at]gov[dot]in</div>	Room number - 116, CGO Complex, Lodhi Road, New Delhi: 110003


**SR. ECONOMIC ADVISER**

NAME AND DESIGNATION	CONTACT	ADDRESS
<div>Veeranna Somanna</div> <div>Additional Director General</div>	<div>011-24368618</div> <div>24363114</div> <div>secretary[at]meity[dot]gov[dot]in, secretary1[at]meity[dot]gov[dot]in</div>	Electronics Niketan, 6, CGO Complex, Lodhi Road, New Delhi: 110003

After populating all required fields (marked with \*), click on **'Publish'** or **'Update'** to save changes.

### 4.3.3 Our Groups (Our Division)

The Our Division page provides details of the major policy initiatives of the Government of India undertaken by the specific Ministry/Department.

To add/modify the details about a new group, locate the section titled **'Our Division'**. To add details of a new group, click on Add New Post. To edit the details of a group, click on the page to edit the contents.

Title \*
[Character Limit 50]

Introduction

Logo
[ Allowed file types - SVG,PNG,JPG,WEBP ] [Maximum size - 2MB]

No image selected
Add Image

Description
[Character Limit 750]

Introduction
Add Media
Visual
Text

File Edit View Insert Format Tools Table
Paragraph B I " " List Bulleted List Numbered List Indent Outdent Link Unlink Undo Redo

Left Side Description
Add Media
Visual
Text

File Edit View Insert Format Tools Table
Paragraph B I " " List Bulleted List Numbered List Indent Outdent Link Unlink Undo Redo

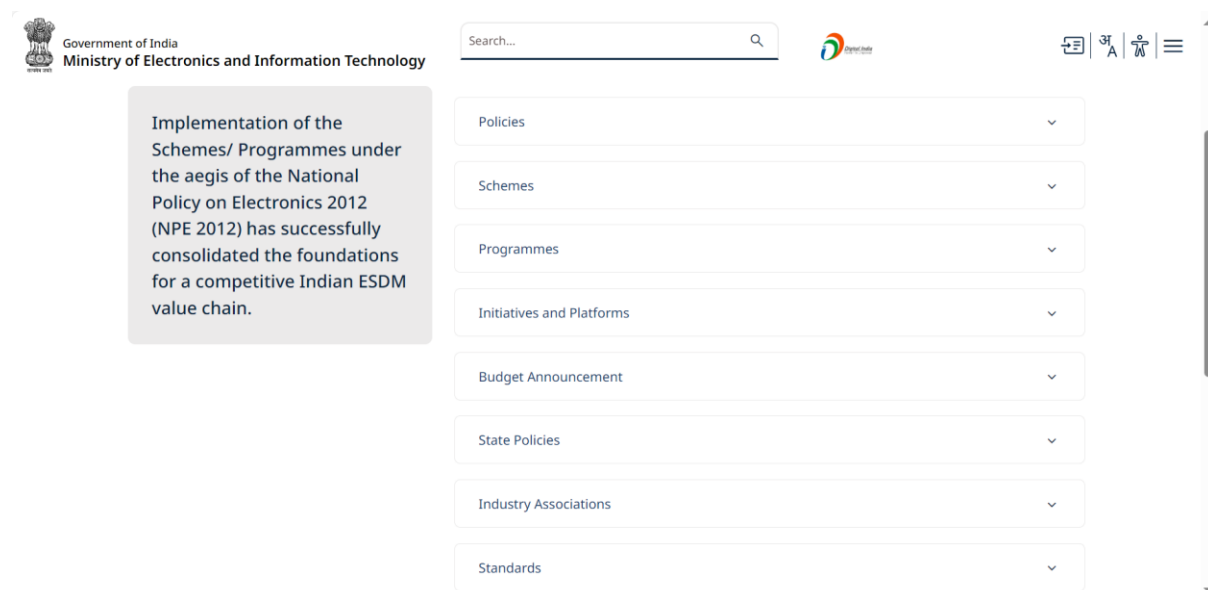
Field Name	Intended Use	Remarks
<b>Title *</b>	The name of the Group	
<b>Logo</b>	Upload the logo of the group	
<b>Description</b>	Short description about the group	This content is displayed under the name of the group in the L2 Our Groups page
<b>Introduction</b>	Detailed introduction to the group	
<b>Left Side Description</b>		The content added in this section will be displayed prominently at the top of the L2 page. This is highlighted in the illustration below.

Implementation of the Schemes/ Programmes under the aegis of the National Policy on Electronics 2012 (NPE 2012) has successfully consolidated the foundations for a competitive Indian ESDM value chain.

Policies
Schemes
Programmes
Initiatives and Platforms
Budget Announcement



This page is organised as accordions as shown below.



Each accordion has the provision for text, media, and URL. The content of these accordions can be configured under the **'Accordion'** section of the CMS page by

The screenshot shows the CMS interface for the 'Accordion' section. It features a table with two columns: 'Title' and 'Details'. The 'Title' column has a sub-label '[Character Limit 100]'. Below the table, there is a blue button labeled 'Add Row' which is highlighted with a red rectangle.

Title	Details
[Character Limit 100]	

Add Row

clicking on the **'Add Row'** button to create a new accordion. Provide the Accordion title under the **'Title'** section and add the accordion details under the **'Details'** section.

To configure the contents of the accordion, click on the **'Add Row'** button within the accordion. If the section requires multimedia, choose the row type as **'Card Format'** and if only text is needed, choose the row type as **'Editor'**.

The image shows two parts of the user interface. The top part is an 'Accordion' editor with a table-like structure. It has a 'Title' column with a character limit of 100 and a 'Details' column. A row is selected, and a tooltip indicates that clicking the 'Add Row' button will start creating a new row. The bottom part is a detailed view of the 'Card Format' row. It includes a title field, a rich text editor with a menu (File, Edit, View, Insert, Format, Tools, Table) and a toolbar (Paragraph, Bold, Italic, Quote, List, Link, etc.), and a 'Sub Category' dropdown menu set to 'Yes'. An 'Add Row' button is highlighted at the bottom right.

To add multiple documents or URLs under a single heading, in the **'Card Format'** row style changes the **'Sub-Category'** toggle to **'Yes'**. Under this, the user may add as many documents or URLs as needed by clicking on the **'Add Row'** button.

To add a single URL/Document, select **'No'** in the **'Sub Category'** toggle.

After populating all required fields (marked with \*), click on **'Publish'** or **'Update'** to save changes.

#### 4.3.4 Our Organisation

The Our Organisation page provides details about the affiliated organisations under the jurisdiction of the Ministry/Department.

To add/modify the details about a new organisation, locate the section titled **'Our Organisation'**. To add details of a new organisation, click on Add New Post. To edit the details of an organisation, click on the page to edit the contents.

Mention the name of the organization in the header of the page. Choose the type of the organisation via the **'Category'** Dropdown and mention the name of the organisation in the **'Title'** field.

Category \*

Select

Title \*
  
[Character Limit 100]
  
Office of CCA

Logo
  
[ Allowed file types - PNG,SVG and Width - 120 and Height - 60 and Maximum size - 2MB]
  
No image selected [Add image](#)

Description \*
  
[Character Limit 500]

Internal Link / External Link
  
External Link

Url

Field Name	Intended Use	Remarks
<b>Category Dropdown *</b>	Select the type of the organisation from the given choices	
<b>Title *</b>	Name of the organisation	
<b>Logo</b>	Upload the logo of the organisation	
<b>Description *</b>	Short description about the Organisation	This content is displayed under the name of the organisation in the L2 Our Organisations page
<b>Internal Link/External Link *</b>	Type of redirection required	If the organisation has their own website, select <b>'External Link'</b> and



<b>Details</b>	<b>Additional Links associated with the organisation</b>	
----------------	--	--

Directorate General of Training (DGT)

For more information kindly refer

[VISTIT](#)

The Directorate General of Training (DGT) in Ministry of Skill Development and Entrepreneurship is the apex organisation for development and coordination at National level for the programmes relating to vocational training including Women's Vocational Training. Industrial Training Institutes are under the administrative and financial control of State Governments or Union Territory Administrations. DGT also operates Vocational Training Schemes in some of the specialized areas through field institutes under its direct control. Development of these programmes at national level, particularly in the area concerning common policies, common standards and procedures, training of instructors and trade testing are the responsibility of the DGT. But, day-to-day administration of Industrial Training Institutes rests with the State Governments/ Union Territories Administrations.

The Directorate General of Training has been striving ahead in this technological age hand holding the youth across the country and at the same time ensuring their digital skilling and industry readiness.

This is an illustration of how the **'Left Introduction'** and **'Main Introduction'** show up on the L3 page of the organisation.

After populating all required fields (marked with \*), click on **'Publish'** or **'Update'** to save changes.

### 4.3.5 Our Performance

The Our Performance page features a dashboard of Key Performance Indicators (KPIs), allowing viewers to assess the performance of the Ministry or Department.

To add details of a new dashboard, locate the section titled **'Our Performance'** and click on Add New Post. To edit the details of a dashboard, click on the page to edit the contents.

Our Performance Post

Title \*

[ Character Limit - 50 ]

Logo \*

[ Allowed file types - SVG,PNG,JPG,JPEG,WEBP ] [Maximum size - 2MB]

No image selected [Add Image](#)

Live / Date \*

☒ Date
☐ Live

Date \*

URL \*

Our Performance

Field Name	Intended Use	Remarks
<b>Title *</b>	Title of the dashboard	
<b>Logo</b>	Upload an appropriate logo for the dashboard	
<b>Live/Date*</b>	Radio button to choose the type of dashboard	If the dashboard is powered by live data, choose the <b>'Live'</b> option and provide the URL of the dashboard in the <b>'URL'</b> field. If the dashboard is static, choose the <b>'Date'</b> option and provide the date on which the dashboard was published in the <b>'Date'</b> section and the URL of the dashboard in the <b>'URL'</b> field

After populating all required fields (marked with \*), click on **'Publish'** or **'Update'** to save changes.

#### 4.3.6 Directory

The Directory section is a database of all ministers, officers, and staff associated with the Ministry or Department. This page includes contact information for officials, as well as details about their designations and titles.

To add/modify the details about an official, locate the section titled **'Directory'** in the left side navigation menu of the CMS. To add details of a new official, click on Add New Post. To edit the details of an official, click on the page to edit the contents.

Directory Post

Designation \*

Select

Title \*

Shri

Name \*

[ Character Limit - 75 ]

Phone number

Primary Email Id \*

Secondary Email Id

Email

Add Row

Fax

Address

Field Name	Intended Use	Remarks
<b>Designation *</b>	Role of the official	
<b>Title Dropdown *</b>	Choose the appropriate name prefix from the provided options	
<b>Name*</b>	Name of the official	
<b>Phone Number</b>	Official contact number of the official	The number should be in the following format only +91 11 xxxx xxxx
<b>Primary Email ID</b>	Official Email ID of the official	
<b>Secondary Email ID</b>	Personal/Additional Email IDs of the official	The user may enter multiple email IDs in this section by clicking on the <b>'Add Row'</b> button
<b>Fax</b>	Official fax number of the official	
<b>Address</b>	Complete address of the official's place of work	

After populating all required fields (marked with \*), click on '**Publish**' or '**Update**' to save changes. The order of the officials can be changed by clicking on the '**Directory**' and then '**Re-Order**' in the left side navigation menu of the CMS. The adjoining page will display the list of all directories which can be re-ordered by drag and drop functionality.

## 4.4 Offerings

The Offerings section contains L2 pages which outline the various resources provided by the Ministry. This is the most important section from a citizen's point of view as the information most useful to them is enclosed in this section. The L2 pages such as Schemes/Services, Vacancies, Tenders etc... provide information of paramount importance to the citizens.

### 4.4.1 Schemes and Services

The schemes and services page provides details about the various schemes launched by the Ministry/Department. Each Scheme/Service gets its own L3 page where the user can add specifics about the Scheme/Service as well.

To add details about a new Scheme or Service navigate to the '**Schemes and Services**' section via the left side navigation menu of the CMS and then click on '**Add New Post**' to fill the required fields of scheme/services.



Persona

Select Persona

☐ Skill Seeker
☐ Media
☐ Farmer12
☐ Business-owner
☐ hello

Schemes and Services Post

Schemes and Services Image

[Minimum Width - 643 Pixel and Height - 216 Pixel, Maximum Width - 2560 and Height - 624, Maximum size - 5MB]

No image selected
Add Image

Title

[Character Limit 150]

Logo

[Allowed file types - JPEG,JPG,PNG,WEBP,SVG] [Maximum size - 2MB]

No image selected
Add Image

Active Version

Short Introduction \*

[Character Limit 350]

Field Name	Intended Use	Remarks
Select Persona	The persona which is most concerned with the contents of this post	
Scheme and Service Image *	Upload the image for the L3 page for each post	
Title	Name of the scheme/service	
Logo	Upload the logo file for the scheme/service	
Active Version	The external URL under Active version field	This will be displayed on the left side under the name of the scheme/service in the L3 page
Short Introduction *	Small introduction to the scheme/service	This will be displayed under the name of the scheme/service in the L2 page of Schemes and Services



Internal Link		
Field Name	Intended Use	Remarks
<b>Long Title</b>	The name of the L3 page of the Scheme/Service	
<b>Long Introduction *</b>	Main text to describe the Initiative	
<b>Eligibility</b>	Detailed eligibility criteria description	This will be displayed under the name of the scheme/service in the L3 page of Schemes and Services
<b>Version List</b>	Version of the service or scheme	This will be displayed on the left side under the name of the scheme/service in the L3 page
<b>Activity Content</b>	Highlight the content on the page	
<b>Detailed Documents Title</b>	Name of the documents section	
<b>Detailed Documents</b>	Upload associated documents	The user may upload as many documents as needed by clicking on the <b>'Add Row'</b> button
<b>Start Year</b>	The year when the scheme was first offered	
<b>End Year</b>	The year when the scheme was discontinued	

After populating all required fields (marked with \*), click on **'Publish'** or **'Update'** to save changes.

## 4.4.2 Tenders

The Tenders page contains details about open tenders issued by the Ministry/Department. This page also contains an archive of all expired tenders.

To add details about a new open tender, navigate to the '**Tenders**' section via the left side navigation menu of the CMS and then click on '**Add New Tender**' to fill the required fields of tenders.

Tenders Post

Tender Id \*  
[Character Limit 100]

Tender Name \*  
[Character Limit 100]

Published Date

Due Date

Upload File Type  
Single File

Document Type \*  
PDF

File \*

Search... Select post type Select taxonomy

NSDC Report on Electronics and IT Hardware Sector  
Acts and Policies

Field Name	Intended Use	Remarks
<b>Tender ID *</b>	The unique ID of the tender	
<b>Tender Name *</b>	Name to describe the tender	
<b>Published Date</b>	Date on which tender details were published to the public	
<b>Due Date</b>	Date till which the tender applications are active	

<b>Upload file type</b>	Single/multiple file type for documents to be uploaded	
<b>Document Type</b>	Attach an associated PDF or URL	
<b>File</b>	Document to be fetched	These documents will be visible only if they are uploaded to the Document Repository.

After populating all required fields (marked with \*), click on '**Publish**' or '**Update**' to save changes.

### 4.4.3 Vacancies

The vacancies section contains details information about vacancies at the Ministry/Department. This page also contains an archive of all the expired vacancies.

To add/modify the details about an opening, locate the section titled '**Vacancies**' in the left side navigation menu of the CMS. To add details of a new opening, click on Add New Vacancy. To edit the details of an opening, click on the page to edit the contents.

The screenshot shows the CMS interface for adding a new vacancy. The form is titled "Careers Post" and includes the following sections:

- Persona:** A section with a "Select Persona" dropdown and four radio button options: "Skill Seeker", "Media", "Farmer12", and "Business-owner".
- Title:** A text input field with a character limit of 200.
- Content:** A text input field with a character limit of 800.
- Rich Text Editor:** A toolbar with various formatting options including bold, italic, underline, link, unlink, and list. The editor is currently set to "Paragraph" mode.

Published Date

Start Date \*

Due Date \*

Upload File Type

Single File

URL OR PDF

PDF

File \*

NSDC Report on Electronics and IT Hardware Sector  
Acts and Policies  
Brochure  
Presentation  
Citizen Engagement  
...

Field Name	Intended Use	Remarks
Select Persona	The persona which is most concerned with the contents of this post	
Title *	Name of the opening	
Content *	Brief description of the opening	
Published Date	Date on which opening details were posted	
Start Date *	Date on which hiring for vacancy to commence	
Due Date *	Date by which application will conclude	
Upload file type	Single/multiple file type for documents to be uploaded	

<b>URL or PDF</b>	Attach an associated PDF or URL	
<b>File</b>	Fetch document from listed document	These documents will be visible only if they are uploaded to the Document Repository.

After populating all required fields (marked with \*), click on **'Publish'** or **'Update'** to save changes.

#### 4.4.4 Competitions and Awards

The Competitions and Awards page gives details about the competitions hosted by the Ministry/Department.

To add/modify the details about a competition, locate the section titled **'Competition and Awards'** in the left side navigation menu of the CMS. To add details of a new competition, click on **'Add New Competition and Awards'**. To edit the details of a competition, click on the page to edit the contents.

Select Persona

- ☐ Farmers  
☐ Business Owner  
☐ Researcher  
☐ Media

Competitions and Awards Post

Title \*

[ Character Limit - 200 ]

Competitions and Awards Banner Image

[Allowed file types - JPEG,JPG,PNG,WEBP] [Width - 1440 and Height - 260, Maximum size - 5MB]

No image selected [Add Image](#)

Competitions and Awards Logo

[Allowed file types - JPEG,JPG,PNG,WEBP,SVG] [Width - 120 and Height - 60, Maximum size - 2MB]


No image selected [Add Image](#)

Short Description \*

[ Character Limit - 800 ]

**Description \***

[ Character Limit - 800 ]

**Details \*** Add MediaVisual             **Url****Eligibility**

[ Character Limit - 400 ]

**Awards**

[ Character Limit - 400 ]

**Start Date \***

Field Name	Intended Use	Remarks
<b>Select Persona</b>	The persona which is most concerned with the contents of this post	
<b>Title *</b>	Name of the competition	
<b>Image *</b>	Upload any image associated with the competition	This image will be displayed above the name of the competition in the Competitions and Awards L2 page
<b>Logo</b>	Upload the logo of the competition	
<b>Short Description *</b>	Details about the competition in brief	This will be displayed along with the name of the competition on the Competitions and Awards L2 page
<b>Description</b>	Complete description of the competition	



<b>Details</b>	Supporting content for the competition	
<b>URL</b>	External URL associated with the competition	
<b>Eligibility</b>	Eligibility criteria of participants	
<b>Awards</b>	Descriptions of awards on offer	
<b>Start Date *</b>	Date of initiation of the competition	

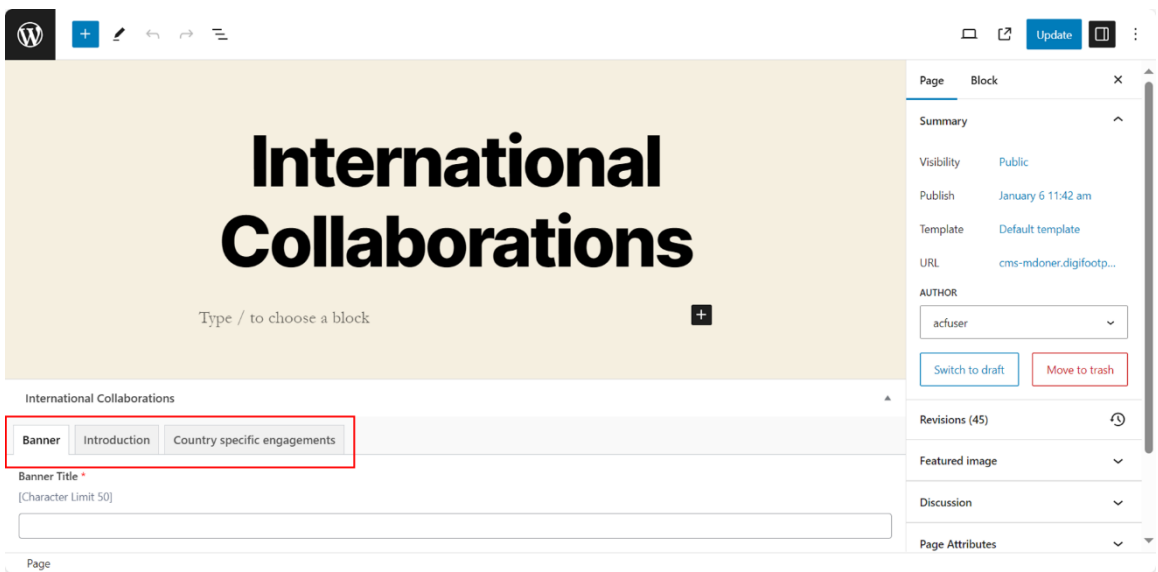
After populating all required fields (marked with \*), click on **'Publish'** or **'Update'** to save changes.

#### 4.4.5 International Collaboration

The International Collaboration outlines the Ministry's/Department's International Initiatives and Collaborations, organized by country.

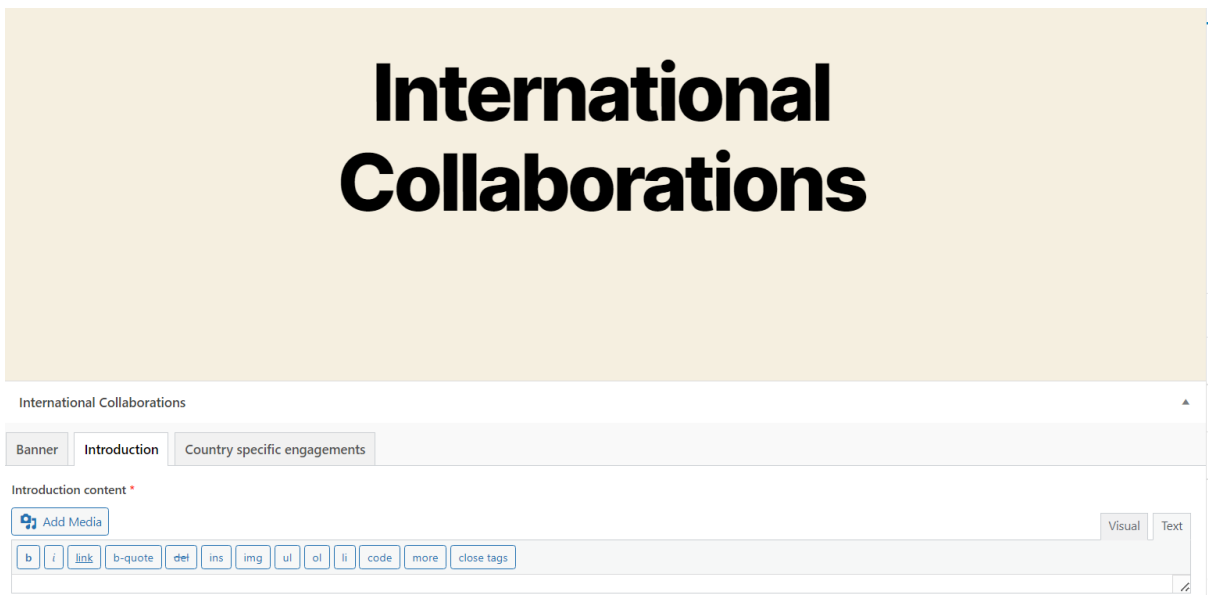
To add details about international initiatives and collaborations navigate to the **'Pages'** section via the left side navigation menu and then click on the page titled **'International Collaborations'**.

The international Collaborations CMS page has 3 sections as shown below:



The fields in each section are described in the tables below.

Banner Section		
Field Name	Intended Use	Remarks
<b>Banner Title *</b>	Name of the International Collaborations L3 page	



Introduction Section		
Field Name	Intended Use	Remarks
<b>Introduction Content *</b>	Brief introduction of the International Collaboration activity of the Ministry/Department	

# International Collaborations

International Collaborations

Banner Introduction Country specific engagements

Country Content Title \*  
[Character Limit 100]

India

Country specific engagements

Add Row

Left Side Description

Add Media

Visual Text

b i link b-quote del ins img ul ol li code more close tags

Country Specific Engagements Section		
Field Name	Intended Use	Remarks
<b>Country Content Title *</b>	Title of the Accordion section	This is highlighted in the illustration below by 1
<b>Country Specific Engagements</b>	The collaboration activities with each country	This content is structured in accordions and the user may add as many accordions as needed by clicking on the ' <b>Add Row</b> ' button

<p><b>Left Side Description</b></p> <p>*</p>		<p>The content added in this section will be displayed prominently at the top of the L2 page. This is highlighted in the illustration below.</p>
--	--	--

The screenshot shows the official website of the Ministry of Skill Development and Entrepreneurship, Government of India. On the left side, there is a navigation menu with a highlighted box containing the text: "Unlock human capital to trigger a productivity dividend and bring aspirational employment and entrepreneurship pathways to all." The main content area on the right displays information about the Ministry's role, bilateral engagements, and country-specific initiatives, with "Australia" selected in a dropdown menu under the "Country specific engagements" section.

After populating all required fields (marked with \*), click on ‘**Publish**’ or ‘**Update**’ to save changes.

#### 4.4.6 Initiatives

The Initiatives page contains information about specific initiatives undertaken by the Ministry/Department.

To add/modify the details about an initiative, locate the section titled ‘**Initiatives**’ in the left side navigation menu of the CMS. To add details of a new initiative, click on ‘Add New Initiatives’. To edit the details of an initiative, click on the page to edit the contents.

Initiatives post

Image

[Allowed file types - JPEG,JPG,PNG,WEBP] [Maximum size - 5MB]

No image selected [Add Image](#)

Logo

[Allowed file types - JPEG,JPG,PNG,WEBP,SVG] [Maximum size - 2MB]

No image selected [Add Image](#)

Title \*

[Character Limit 50]

Short Description

Internal Link / External Link

Internal Link

Long Title

Field Name	Intended Use	Remarks
<b>Image</b>	Upload the banner image for the L3 page of the initiative	
<b>Icon</b>	Upload the appropriate icon the initiative	
<b>Title *</b>	Name of the Initiative	
<b>Short Description</b>	Small introduction about the activities associated with this initiative	This content appears under the name of the initiative in the L2 Our Initiatives page
<b>Internal/External link</b>	Type of redirection required	If the initiative has an associated website, choose ' <b>External Link</b> ' and provide the link to the external website. If there is a need for a L3 page for the initiative, click ' <b>Internal Link</b> '



After populating all required fields (marked with \*), click on **'Publish'** or **'Update'** to save changes.

## 4.5 Documents

The Documents section is a dedicated L2 page which provides a repository of all documents uploaded by the Ministry/Department. The Documents section allows the viewer to browse for documents by type. Each document type forms a separate L3 page.

To add/modify the details about a document/set of documents, locate the section titled **'Documents'** in the left side navigation menu of the CMS. To add a new document/set of documents, click on Add New Documents. To edit the details of a document, click on the page to edit the contents.

Field Name	Intended Use	Remarks
<b>Select Persona</b>	The persona which is most concerned with the contents of this post	
<b>Title *</b>	Name of the document/document folder	
<b>Date</b>	Date of creation of document	

<b>File *</b>	Upload relevant files from the list	These documents will be visible only if they are uploaded to the Document Repository.
---------------	-------------------------------------	---

After populating all required fields (marked with \*), click on '**Publish**' or '**Update**' to save changes.

## 4.6 Media

The media section contains a variety of multimedia published by the Ministry/Department. It allows the Ministry/Department to share photos/videos/brochures/presentations with the viewers, all from one section.

### 4.6.1 Photos

The Photos tab is designed to resemble a library of albums from various events shared by the Ministry/Department. Photos from various events are collated into their respective groups and the viewer can search for specific albums as per their needs.

To add/modify the details about a photo album, locate the section titled '**Photos**' in the left side navigation menu of the CMS. To add details of a new photo album, click on Add New Photos. To edit the details of an existing photo album, click on the page to edit the contents.



Select Persona

☐ Skill Seeker
☐ Media
☐ Farmer12
☐ Business-owner
☐ hello

Photos Post

Title \*

[Character Limit 250]

Thumbnail Image \*

[Allowed file types - JPEG,JPG,PNG,WEBP] | Maximum size - 5MB

No image selected
Add Image

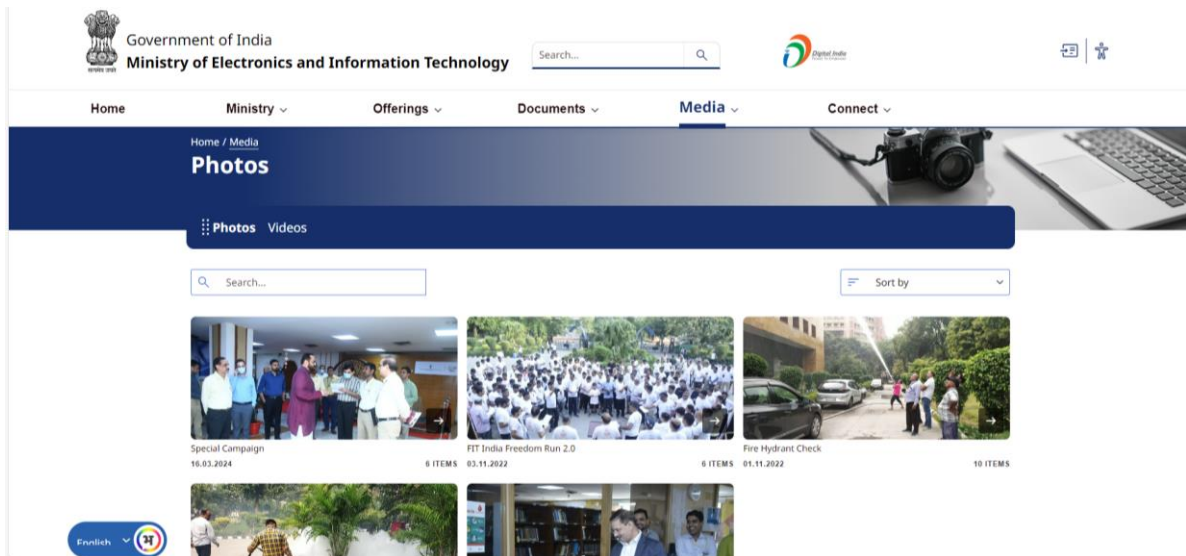
Gallery Image

[Allowed file types - JPEG,JPG,PNG,WEBP] | Maximum size - 5MB

Add to gallery
Bulk actions

Date

Field Name	Intended Use	Remarks
Select Persona	The persona which is most concerned with the contents of this post	
Title *	Name of the photo album	
Thumbnail Image *	Upload the cover image of the album	This image will be displayed on the L2 page of the photos section
Gallery Image	Upload all images relevant to the album	
Date	Date on which the photos were taken	



After populating all required fields (marked with \*), click on '**Publish**' or '**Update**' to save changes.

#### 4.6.2 Videos

The Videos section contains a library of videos produced/endorsed by the Ministry/Department for their viewers. This section allows the user to embed videos from YouTube or upload local video files to display on the website.

To add/modify the details about a video file, locate the section titled '**Videos**' in the left side navigation menu of the CMS. To add details of a new video file, click on Add New Videos. To edit the details of a video file, click on the post to edit the contents.

Persona

Select Persona

☐ Skill Seeker
 ☐ Media
 ☐ Farmer12
 ☐ Business-owner
 ☐ hello

Videos Post

Title \*

[Character Limit 400]

Videos Type \*

Select

Date

Time \*

[Character Limit 50]

Field Name	Intended Use	Remarks
<b>Select Persona</b>	The persona which is most concerned with the contents of this post	
<b>Title *</b>	Title of the video to be uploaded	
<b>Videos Type *</b>	Dropdown to select the video source from the provided choices	Based on the choice made here, the fields below change dynamically
<b>Date</b>	Date on which the video was uploaded	
<b>Time *</b>	The runtime of the video	

Videos Type - YouTube		
Field Name	Intended Use	Remarks
<b>Video URL</b>	The Embed URL of the video from the YouTube website	

Videos Type - MP4		
Field Name	Intended Use	Remarks
<b>Thumbnail image *</b>	Upload the preview image of the video	This video type allows the user to upload a local file to the website
<b>MP4 File *</b>	Upload the video file from the local system	

Videos Type – Site Videos		
Field Name	Intended Use	Remarks
<b>Thumbnail image *</b>	Upload the preview image of the video	This video type allows the user to display a video already uploaded to a web server
<b>URL *</b>	Link to the video	

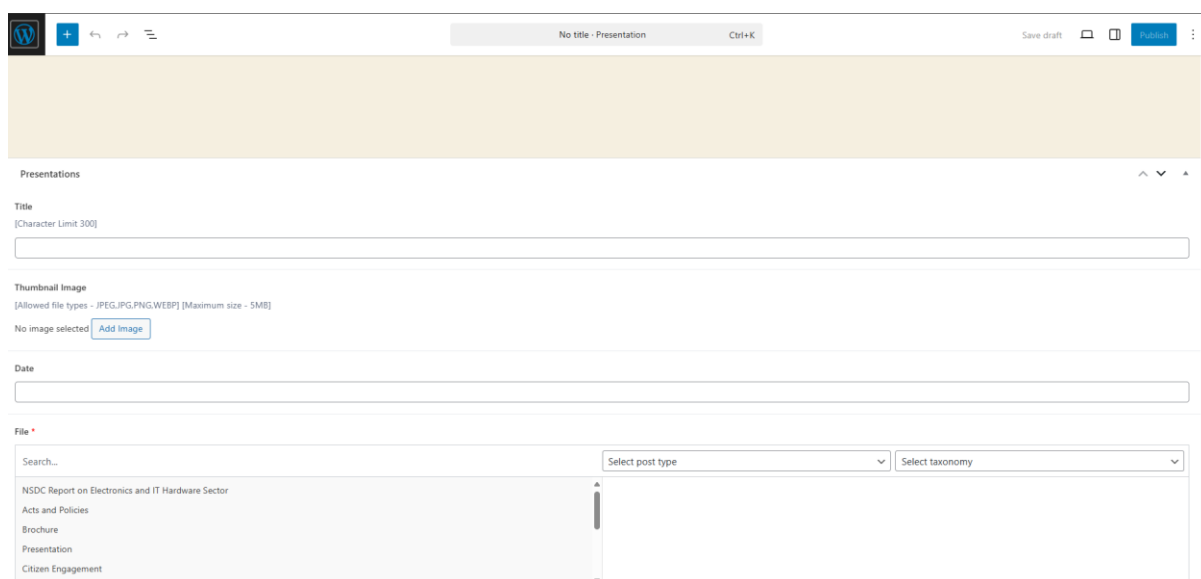
Users must ensure that all videos uploaded to the CMS include subtitles and must not upload any videos without them.

After populating all required fields (marked with \*), click on ‘**Publish**’ or ‘**Update**’ to save changes

### 4.6.3 Presentations

The presentation tab contains the presentation files made by the Ministry/Department. The posts in this section generally include the presentations given by Ministry/Department personnel at conferences/events.

To add/modify the details about a presentation, locate the section titled ‘**Presentation**’ in the left side navigation menu of the CMS. To add details of a new presentation, click on Add New Presentation. To edit the details of a presentation, click on the page to edit the contents.



The screenshot displays the WordPress CMS interface for adding a new presentation. The interface includes a title field, a thumbnail image upload section, a date field, and a file selection dropdown menu. The title field is labeled "Title" and has a character limit of 300. The thumbnail image section is labeled "Thumbnail Image" and allows file types of .JPG, .PNG, and .WEBP, with a maximum size of 5MB. The date field is labeled "Date". The file selection dropdown menu is labeled "File" and includes a search bar and a list of files: NSDC Report on Electronics and IT Hardware Sector, Acts and Policies, Brochure, Presentation, and Citizen Engagement. The interface also features a "Publish" button in the top right corner.

Field Name	Intended Use	Remarks
<b>Title</b>	Heading of the presentation	
<b>Thumbnail Image</b>	Cover slide of the presentation	
<b>Date</b>	Date on which the presentation was created	
<b>File</b>	Select the document from the list	These documents will be visible only if they are uploaded to the Document Repository.

After populating all required fields (marked with \*), click on '**Publish**' or '**Update**' to save changes.

#### 4.6.4 Brochures

The Brochures section contains PDF files of brochures published by the Ministry/Department.

To add/modify the details about a brochure, locate the section titled '**Brochures**' in the left side navigation menu of the CMS. To add details of a new brochure, click on Add New Brochures. To edit the details of a brochure, click on the page to edit the contents.

Persona

^
v
▲

Select Persona

☐ Skill Seeker
☐ Media
☐ Farmer12
☐ Business-owner
☐ hello

Brochures Post

^
v
▲

Brochure Title \*

[Character Limit - 400]

Brochure Date \*

File \*

Search...

Select post type
Select taxonomy

NSDC Report on Electronics and IT Hardware Sector
Acts and Policies
Brochure
Presentation
Citizen Engagement

Field Name	Intended Use	Remarks
<b>Select Persona</b>	The persona which is most concerned with the contents of this post	
<b>Brochure Title *</b>	Name of the brochure file	
<b>Brochure Date *</b>	Date on which the brochure file was published	
<b>File*</b>	Select the document from the list	These documents will be visible only if they are uploaded to the Document Repository.

After populating all required fields (marked with \*), click on **'Publish'** or **'Update'** to save changes.

## 4.7 Connect

The Connect section contains L2 pages which allow the viewers to communicate with the Ministry/Department. This section contains L2 pages like Contact Us, RTI, Grievance Redressal, Directory etc... and provides the viewers information on

how to get in touch with the Ministry/Department. To edit these pages, follow the guidelines provided in the sections below.

### 4.7.1 Contact Us

The Contact Us page contains important details about the Ministry/Department along with the contact details of key personnel from the Ministry/Department such as the Web Information Manager, Chief Informatics Officer etc. This page also contains the official address of the Ministry/Department headquarters. The user may choose to embed a google maps snippet or a QR code to ensure ease of access for viewers.

To add/modify content under the Contact Us page, navigate to the **‘Pages’** section from the left side navigation menu and search for the page titled **‘Contact Us’**.

Banner Title [ Character Limit - 50 ]

Contact Us

Contact Us Address \*

 Add Media

Visual Text

**b** **i** **link** **b-quote** **del** **ins** **img** **ul** **ol** **li** **code** **more** **close tags**

Contact Us Details

Category	Name *	Designation	Address	Email *	Phone Number
----------	--------	-------------	---------	---------	--------------

Add Row

Contact Us Map - Embed Map URL

QR Code

Field Name	Intended Use	Remarks
<b>Banner Title</b>	Title of the Contact Us L2 page	
<b>Contact Us Address*</b>	Official address of the headquarters	
<b>Contact Us Details</b>	Contact details of essential officials	The user may add the details of as many

		officials as required using <b>Add Row</b>
<b>Contact Us Map</b>	Embed URL for the google maps snippet	
<b>QR Code</b>	URL for QR code of the location	

After populating all required fields (marked with \*), click on **'Publish'** or **'Update'** to save changes.

#### 4.7.2 RTI

The RTI page provides the users information about the RTI act, how to send a RTI request and other particulars regarding the RTI act. This page contains several documents relating to the RTI act as well including the Suo Moto documents, however the Suo Moto Documents need to be uploaded from the documents section. Refer to section 4.5 titled Documents for more information on how to upload documents.

To add content under the RTI page, navigate to the **'Pages'** section from the left side navigation menu and search for the page titled **'RTI'**.





Government of India  
Ministry of Skill Development and Entrepreneurship

Search...

Skill India  
skilling new generation

Menu

**Empowering every citizen to seek any information from the Government**

### Right to Information (RTI)

The Right to Information Act 2005 mandates timely response to citizen requests for government information. Right to Information empowers every citizen to seek any information from the Government, inspect any Government documents and seek certified photocopies thereof.

**Address it to:**  
Ministry of Skill Development and Entrepreneurship  
Shram Shakti Bhawan, Rafi Marg  
New Delhi - 110001

**Submission Information**  
Applications for information under RTI Act, 2005 from Ministry of Skill Development and Entrepreneurship may be addressed to Central Public Information Officer, Ministry of Skill Development and Entrepreneurship, New Delhi - 110001 clearly specifying the information required from the records of Ministry of Skill Development and Entrepreneurship. The fee of Rs.10/- (Rupees Ten only) in respect of such application is to be made by way of Indian Postal Order/Bank Draft/Banker's Cheque payable to "Pay & Accounts Officer, Ministry of Skill Development and Entrepreneurship"

The Right to Information Act, 2005	1.06 MB	<a href="#">VIEW</a>
Guidelines on suo motu disclosure under Section 4 of RTI Act, 2005	871.07 KB	<a href="#">VIEW</a>
RTI Rules 2012	131.55 KB	<a href="#">VIEW</a>

After populating all required fields (marked with \*), click on '**Publish**' or '**Update**' to save changes.

#### 4.7.2.1 Detailed RTI

This section is used to add accordion cards within the RTI page for further information on each heading within the overall RTI page.

To add content under this page, navigate to the '**Detailed RTI**' section from the left side navigation menu and click on '**Add New Detailed RTI**'.

Detailed RTI

Title  
[Character Limit 50]

Accordion

Accordion Title  
[Character Limit 100]

Accordion Sub

Accordion Card

Card Format

Accordion Card Title

Add Media

Visual Text

File Edit View Insert Format Tools Table

Paragraph B I Text Color Background Color Bulleted List Numbered List Indent Outdent Link Unlink Undo

Field Name	Intended Use	Remarks
<b>Title</b>	Heading of the accordion	
<b>Accordion Title</b>	Title of the accordion	
<b>Accordion Sub Title</b>	Title of the information contained in the accordion	
<b>Accordion Card</b>		Select card format by clicking on Add Row button
<b>Accordion Card Type</b>		Select the desired option from the dropdown menu

After populating all required fields (marked with \*), click on '**Publish**' or '**Update**' to save changes.

### 4.7.3 Visitor's Pass

The Visitor's Pass page contains details on how an external entity can raise a request to generate a day pass for visiting the Ministry/Department premises.


To add content under the Visitor's Pass page, navigate to the '**Pages**' section from the left side navigation menu and search for the page titled '**Visitors Pass**'.

**Banner Title \***  
[Character Limit 200]

Visitor's Pass

---

**Left Side Tab Description \***

 Add Media Visual Text


**b** **i** **link** **b-quote** **del** **ins** **img** **ul** **ol** **li** **code** **more** **close tags**

---

**Title \***  
[Character Limit 50]

---

**Content**

 Add Media Visual Text

**b** **i** **link** **b-quote** **del** **ins** **img** **ul** **ol** **li** **code** **more** **close tags**

---

**Visitor's Pass Book URL**  
[Character Limit 50]

<https://evisitors.nic.in/>

Field Name	Intended Use	Remarks
<b>Banner Title *</b>	Title of the Visitor's Pass L2 page	
<b>Left Side Tab Description *</b>		This content is displayed prominently on the top of the page
<b>Title *</b>	Header to the main content	
<b>Content</b>	Details to raise a visit request	
<b>Visitor's Pass Book URL</b>	Link to visitor pass portal	

After populating all required fields (marked with \*), click on '**Publish**' or '**Update**' to save changes.

#### 4.7.4 Grievance Redressal

The Grievance Redressal section contains guidelines on accessing the CPGRAMS portal and other important information to log and resolve issues faced by the viewers.

To add content under the Grievance Redressal page, navigate to the **'Pages'** section from the left side navigation menu and search for the page titled **'Grievance Redressal'**.

Grievance Redressal

Banner Title \*

[ Character Limit - 50 ]

Grievance Redressal

Left Side Tab Description

An accessible 24/7 online platform for citizens to lodge service-related complaints.

Title

[ Character Limit - 100 ]

Grievance Redressal

Content \*

Add Media

VisualText

FileEditViewInsertFormatToolsTableParagraphBBIListListLinkImageUndoRedo

Introduction

The Centralised Public Grievance Redress and Monitoring System (CPGRAMS) is an accessible 24/7 online platform for citizens to lodge service-related complaints. Linking all Ministries/Departments of the Government of India and States, CPGRAMS ensures role-based access. Users can easily access CPGRAMS through a mobile app downloadable from the Google Play store or integrated with UMANG.

Link Title

[ Character Limit - 50 ]

Visit Website

Link Url

<https://pgportal.gov.in/>

Content Assembly Block

1

Documents

Select

Field Name	Intended Use	Remarks
<b>Banner Title *</b>	Title of the Grievance Redressal L2 page	
<b>Left Side Tab Description</b>		This content is displayed prominently on the top of the page
<b>Title</b>	Header to the main content	
<b>Content *</b>	Guidelines on how to use the CPGRAMS portal	
<b>Link Title</b>	Header of the Grievance Redressal URL	

<b>Link URL</b>	URL of the CPGRAMS portal	
<b>Content Assembly Block</b>	Attach any relevant PDFs by selecting from drop down menu	The user may add much content as needed by filling the content in page detailed data.

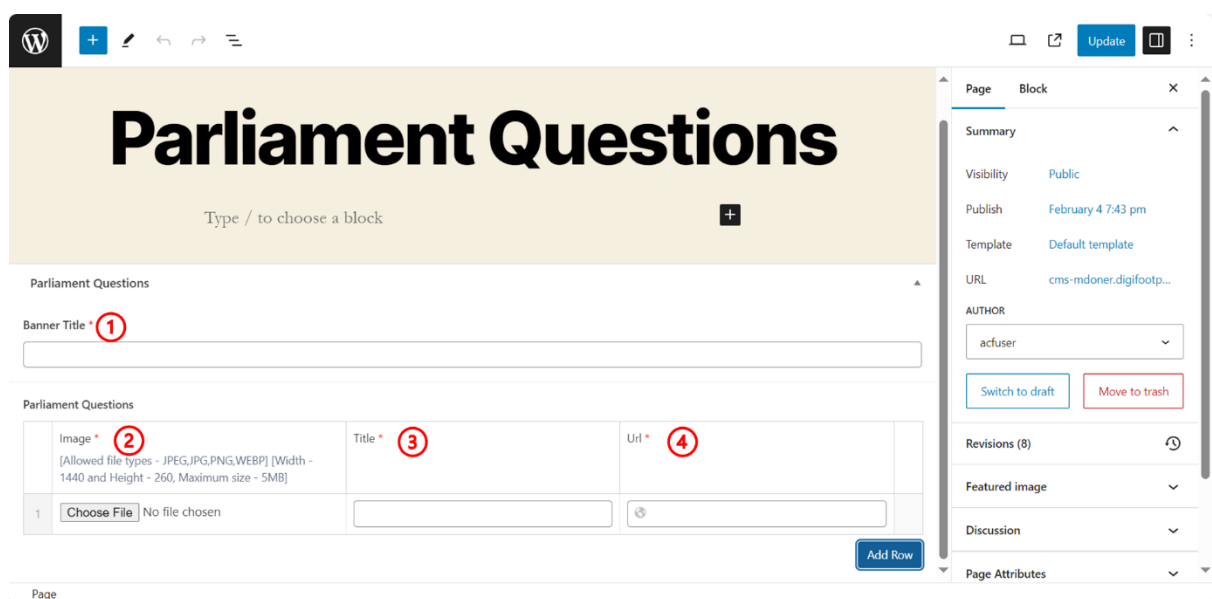
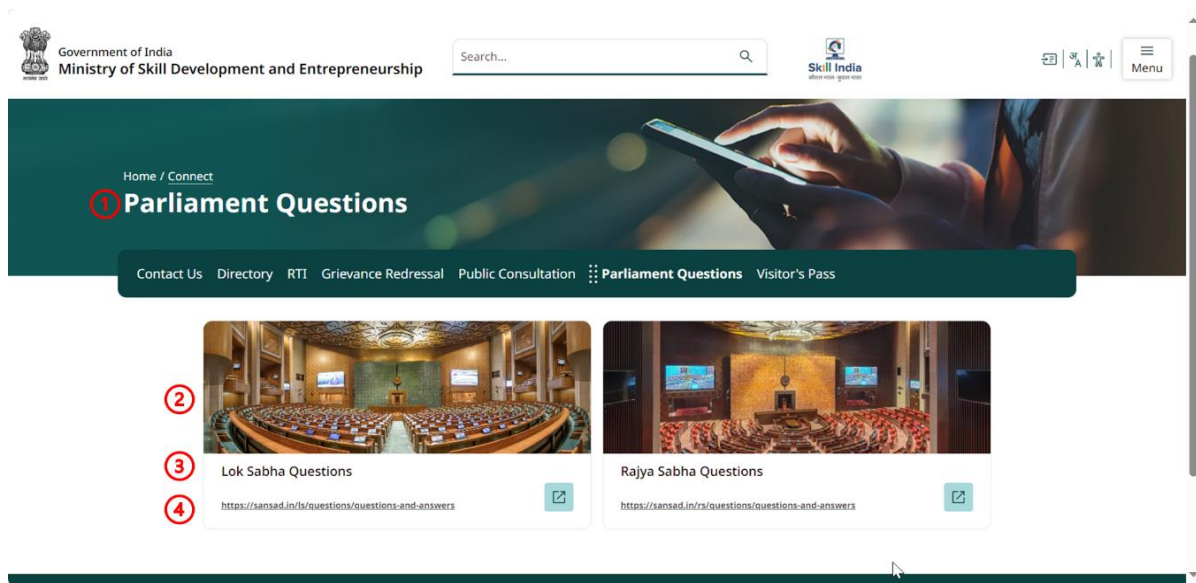
After populating all required fields (marked with \*), click on '**Publish**' or '**Update**' to save changes.

#### 4.7.5 Parliament Questions

The Parliament Questions page contains links to the Rajya Sabha and Lok Sabha portal wherein the questions discussed in the house are posted.

To add content under the Parliament Questions page, navigate to the '**Pages**' section from the left side navigation menu and search for the page titled '**Parliament Questions**'.

Field Name	Intended Use	Remarks
<b>Banner Title *</b>	Title of the Parliament Questions L2 page	
<b>Image *</b>	Cover image of the hyperlink card	The user may add as many hyperlinks as needed by clicking on the ' <b>Add Row</b> ' button An illustration of this page is shown below
<b>Title *</b>	Name of the hyperlink card	
<b>URL *</b>	Link to the question/answer portal	



After populating all required fields (marked with \*), click on 'Publish' or 'Update' to save changes.

## 4.7.6 Citizen Engagement

The Citizen Engagement provides a space for the public to contribute to the documents posted by Ministry/Department for Citizen Engagement.

To add content under the Citizen Engagement page, navigate to the **‘Pages’** section from the left side navigation menu and search for the Page titled **‘Citizen Engagement’**.

**Banner Title \***  
[Character Limit 50]

Citizen Engagement

**Left Side Tab Description \***

**Title \***  
[Character Limit 250]

Citizen Engagement

**Upload Details**

Title [Character Limit 250]	URL or PDF

[Add Row](#)

**Email**

Field Name	Intended Use	Remarks
<b>Banner Title *</b>	Title of the Citizen Engagement L2 page	
<b>Left Side Tab Description *</b>		This content is displayed prominently on the top of the page
<b>Title *</b>	Header to the main content	
<b>Upload Details</b>	Attach relevant PDFs or URLs	The user can attach as many PDFs and URLs as needed by clicking on <b>‘Add Row’</b> button Each row has a title and a collection of PDFs/URLs along with it
<b>Email</b>	Email address of the official citizen engagement inbox of the Ministry/Department	



After populating all required fields (marked with \*), click on '**Publish**' or '**Update**' to save changes.

## 4.8 Footer

The Footer section is a ribbon present at the bottom of each page. It provides the user with quick links to various sections such as Help page, Related Links, Website Policies etc. The footer also provides website ownership information, quick links to Ministry/Department social media pages and last updated information.

### 4.8.1 Footer Links

The Footer Links page allows the user to configure the quick links to the Ministry/Department's external important pages.

To add/modify the contents of the Footer Links section, navigate to the '**Footer Links**' section via the left side navigation menu and then click on '**Add New Footer-links**'. The links and images get auto fetched on the homepage of the website.

Footer Social Title [ Character Limit - 50 ]

Footer Links

social links	social image <small>[Allowed file types - JPEG,JPG,PNG,WEBP] [Maximum size - 5MB]</small>	
--------------	--	--

Add Row

Footer Below Title [ Character Limit - 120 ]

Footer logos

image	Link Type	internal link	External link	
-------	-----------	---------------	---------------	--

Add Row

Field Name	Intended Use	Remarks
<b>Footer Social Title</b>	Text above the social media handle icons	Ideally this should be ' <b>Subscribe for Updates</b> '
<b>Footer Link</b>	Links and icons of all social media handles of the Ministry/Department	The user may add as many social media handles as required by

		clicking on the <b>'Add New Row'</b> button  Each row has an icon of the social handle and a URL
<b>Footer Below Title</b>	Ownership statement and copyrights	
<b>Footer Logo</b>	Logo and links of important external websites	The user may add as many logos as required by clicking on the <b>'Add New Row'</b> button

After populating all required fields (marked with \*), click on **'Publish'** or **'Update'** to save changes.

## 4.8.2 Sitemap

The Sitemap provides a tree structure of the whole website with hyperlinks to each section. The sitemap is created automatically based on the CMS structure. The user can only edit the banner image of the sitemap page.

To edit the banner image, navigate to the **'Pages'** section from the left side navigation menu and search for the Page titled **'Sitemap Layout'**.

Banner Image \*

[Allowed file types - JPEG,JPG,PNG,WEBP] [max Width - 1920 and max Height - 280, Maximum size - 5MB]

No image selected [Add Image](#)

Field Name	Intended Use	Remarks
<b>Banner Image *</b>	Upload the banner image for the sitemap page	

After populating all required fields (marked with \*), click on '**Publish**' or '**Update**' to save changes.

### 4.8.3 Help

The Help page contains accessibility information and other articles to enhance the user experience. This section also has a provision to incorporate FAQs.

To add content under the Help section, navigate to the '**Pages**' section from the left side navigation menu and search for the Page titled '**Help**' as shown below.

Field Name	Intended Use	Remarks
<b>Content</b>	Main content of the help section	This section is created as a Title-Content pair and the user may add as many such sections by clicking on the ' <b>Add Row</b> ' button
<b>Accordion</b>	FAQ Section	The user can create the FAQ section by creating as many accordions as needed. Click on the ' <b>Add</b>

		<b>Row'</b> button to input a Question-Answer pair
--	--	--

After populating all required fields (marked with \*), click on '**Publish**' or '**Update**' to save changes.

#### 4.8.4 Related Links

The related links page contains links to external sites which aren't included anywhere on the website but are associated with the Ministry/Department.

To add any links relevant to the website, navigate to the '**Pages**' section from the left side navigation menu and search for the page titled '**Related Links**' as shown below.

Banner Image \*

[Allowed file types - JPEG,JPG,PNG,WEBP] [max Width - 1920 and max Height - 280, Maximum size - 5MB]

No image selected [Add Image](#)

Related Links

Banner Title \*

Related Links

Details

1	Title *	
	Link *	

Field Name	Intended Use	Remarks
<b>Banner Image *</b>	Upload the header image of the L2 Related Links page	
<b>Banner Title *</b>	Title of the Related Links L2 page	
<b>Details</b>	Attach the URL and the corresponding title	The user may add as many URLs as needed by clicking on the ' <b>Add Row</b> ' button

After populating all required fields (marked with \*), click on **'Publish'** or **'Update'** to save changes.

#### 4.8.5 Website Policies

The Website Policies page contains details about the various policies that the user agrees to when they use the Ministry/Department website.

To add/change the banner image of the **'Website Policy'** page, click on **'Pages'** section from navigation pane and locate **'Website Policy'**. Under the **'Banner Image'** section, click on the **'Add Image'** button to upload an image from your device or use an image from the media library.



To add information regarding website policies such as Privacy Policy, Hyperlinks Policy, Copyright Policy, and Terms of Use, find the associated page under the **'Pages'** section of CMS.

These are L3 pages which are enclosed within the Website Policies page.

Each of these pages have the same layout with the following fields.

Field	Description
<b>Banner Title *</b>	Title for the banner image uploaded in the policy section
<b>Policy Content *</b>	Main text regarding policy, user agreements and all disclaimers
<b>Policy Manager</b>	Policy Manager Title
<b>Policy Manager Name</b>	Name of Ministry/Department official in charge of policy

<b>Policy Manager Designation</b>	Designation of Ministry/Department official in charge of policy
<b>Policy Manager Phone Number</b>	Contact details of Ministry/Department official in charge of policy
<b>Policy Manager Email</b>	

After populating all required fields (marked with \*), click on '**Publish**' or '**Update**' to save changes.

## 5 Tech Support Team

For any assistance regarding the CMS manual, users can contact our support team via email at [support-dfp@nic.in](mailto:support-dfp@nic.in). For issues relating to the tech aspect of the manual, users can reach out to [dfpftech@nic.in](mailto:dfpftech@nic.in). We are committed to providing prompt and effective support to address any queries or issues encountered while using the manual

