

**F.No.J-17011/209/2021-CDN**  
**Government of India**  
**Ministry of Youth Affairs and Sports**  
**Department of Youth Affairs**  
**(Coordination Section)**  
\*\*\*\*\*

**Shastri Bhawan, New Delhi**  
**Dated the 11<sup>th</sup> May, 2023**

**OFFICE MEMORANDUM**

**Subject: Minutes of the Meeting held on 28<sup>th</sup> April, 2023 and 2<sup>nd</sup> May, 2023 regarding activities to be undertaken in the run up to the World Environment Day on 5th June, 2023 – reg.**

The undersigned is directed to refer to Minutes of the Meeting held on 28<sup>th</sup> April, 2023 under the chairmanship of Cabinet Secretary and Minutes of the Meeting held on 2<sup>nd</sup> May, 2023 under the chairmanship DG (Forest) regarding activities to be undertaken in the run up to the World Environment Day on 5<sup>th</sup> June, 2023.

2. All concerned are requested to take necessary action in this regard, as per the following:

S. No.	Concerned Division	Action to be taken
1.	Administration Division, NSS and NYKS	To utilize social media handles to post creatives and activities to generate maximum reach. For this purpose, creatives and videos could be downloaded from the LIFE portal ( <a href="http://missionlife-moefcc.nic.in/">http://missionlife-moefcc.nic.in/</a> ), where they are available in open format.
2.	NSS and NYKS	To upload daily report of all awareness generation and LIFE events being undertaken on the portal <a href="http://merilife.org">merilife.org</a> with a limit of 5 pictures per event with relevant captions, 3 videos of 45 seconds each per event with relevant captions, and a short description of each event. Detailed features of the Meri LIFE Portal and User Manual for Field offices are mentioned in the attached Minutes of the Meeting held on 2 <sup>nd</sup> May, 2023. Further,

**Encl: As Above.**

  
(Rajiv Kumar Singh)

Under Secretary to the Govt. of India

Email: rajivk.singh@nic.in

To

1. Director (NSS/Admn) 2. Director (NYKS) 3. US (Admn) 4. US (NSS) 5. US (NYKS)

Copy to:

1. The Director General, Nehru Yuva Kendra Sangathan, (NYKS), 4, Jeevandeep Building, Sansad Marg, New Delhi – 110001
2. The Director, National Service Scheme, (NSS), Ground floor, Annexe building shivaji Stadium, shaheed bhagat sing marg, Connaught place, New Delhi – 110001.