**Guidelines for creation of KMS Database**

1. Identification of various types of documents (Acts, Policies, Guidelines, Office Orders, Notifications, etc.).

2. Categorization and segregation of documents based on their type, uniquely identifying the documents using a standard naming convention.

3. Creation of folders/sub folders based on the categorization.

4. Finalization of Meta Data (Title, Description, Type, Author, Language, Audience, Keywords, etc.) for each document. This will help in searching for and retrieving the document.

5. Scanning the documents and storing them in the appropriate folders/sub folders.

6. Uploading the scanned documents with the metadata into the KMS database.

7. Storing of physical documents in accordance with the guidelines.

A sample folder structure for the preparation of the KMS database is given below:

1.  Circular

 1.1. Internal

 1.1.1. Division 1

 1.1.2. Division 2

 1.1.3. Division

 1.2. External

2.  Office Order

 2.1. Internal

 2.1.1. Div 1

 2.1.2. Div 2

 2.2. External

3.  Notification

 3.1. Internal

 3.1.1. Div 1

 3.1.2. Div 2

 3.2. External

4.  Rules

 4.1. Leave

 4.2. LTA

 4.3. Medical

 4.4. Promotion

5.  Schemes/Plans/Projects

 5.1. State Units/Division

 5.1.1. Year

 5.1.1.1. Category of Scheme/Plan/Projects

6.  Acts

 6.1. Year

 6.1.1. Category of Act

7.  Policy

 7.1. Year

 7.1.1. Category of Policy

8.  Forms

 8.1. Admin

 8.1.1. Medical Reimbursement

 8.2. HR

 8.2.1. Leave Application

 8.2.2. Induction Form

9.  RTI

 9.1. Div 1

 9.2. Div 2

10.  Training

 10.1. Circular

 10.2. Material

11.  Documents

 11.1. Technical

 11.2. Non Technical

 11.3. White Paper

 11.4. Minutes of Meeting

 11.5. Discussions

12.  Reports

 12.1. Annual Reports

 12.1.1. Year

 12.2. Monthly Progress Reports (Current year is default)

 12.2.1. Year

 12.2.1.1. Month