**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. C:\Users\HCL\Desktop\MoTextiles\folder_256.png Circular

1.1. Internal

1.1.1. Division 1

1.1.2. Division 2

1.1.3. Division

1.2. External

2. C:\Users\HCL\Desktop\MoTextiles\folder_256.png Office Order

2.1. Internal

2.1.1. Div 1

2.1.2. Div 2

2.2. External

3. C:\Users\HCL\Desktop\MoTextiles\folder_256.png Notification

3.1. Internal

3.1.1. Div 1

3.1.2. Div 2

3.2. External

4. C:\Users\HCL\Desktop\MoTextiles\folder_256.png Rules

4.1. Leave

4.2. LTA

4.3. Medical

4.4. Promotion

5. C:\Users\HCL\Desktop\MoTextiles\folder_256.png Schemes/Plans/Projects

5.1. State Units/Division

5.1.1. Year

5.1.1.1. Category of Scheme/Plan/Projects

6. C:\Users\HCL\Desktop\MoTextiles\folder_256.png Acts

6.1. Year

6.1.1. Category of Act

7. C:\Users\HCL\Desktop\MoTextiles\folder_256.png Policy

7.1. Year

7.1.1. Category of Policy

8. C:\Users\HCL\Desktop\MoTextiles\folder_256.png Forms

8.1. Admin

8.1.1. Medical Reimbursement

8.2. HR

8.2.1. Leave Application

8.2.2. Induction Form

9. C:\Users\HCL\Desktop\MoTextiles\folder_256.png RTI

9.1. Div 1

9.2. Div 2

10. C:\Users\HCL\Desktop\MoTextiles\folder_256.png Training

10.1. Circular

10.2. Material

11. C:\Users\HCL\Desktop\MoTextiles\folder_256.png Documents

11.1. Technical

11.2. Non Technical

11.3. White Paper

11.4. Minutes of Meeting

11.5. Discussions

12. C:\Users\HCL\Desktop\MoTextiles\folder_256.png 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