Template of Standard **Document,** outline gives the structure to prepare Standard / Draft Standard document.

| Section No. | Name of the Section |
|---|---|
| | **Title** of the formulated Standard indicating addressed area<br><br>Document No.( to be given at the time of publication)<br><br>( **Note**: Title should indicate, if it is a Policy / Technical Specification/ Best Practices /Guideline / Procedure, and name of the addressed area ) e.g. : Guidelines for Framing Service Level Agreement |
| | Introduction<br><br>(Common introduction about the role of Standards in e-Governance- to be added at the time of publication of the Standard ) |
| | Metadata Elements<br><br>(To be given at the time of publication of the Standard) |
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