

# Standard Menu in the SWF

## Mega Menu

1. Organisations (Main department only)
2. Information & Services
3. Project/Schemes/Regulatory (Optional)
4. Documents
5. About Us
6. Contact Us

## Documents (Sub-menu)

- Acts
- Budget
- Booklets
- Case Studies
- Circulars
- Compendium
- Forms
- Guidelines
- Minutes of Meetings
- Notifications
- Office Memorandums
- Officer Orders
- Procedures
- Regulations
- Reports
- Rules
- Tenders
- White Papers

## About Us (Sub-menu)

- Who We Are
  - Minister
  - Key Officials
  - Organization Chart
  - Job Chart & Responsibilities
- What We Do
  - Our Vision and Mission
  - Functions and Objectives
- Our History
- Citizen Charter
- Division / Field Offices

### **Contact Us**

- Contact Information of Head of Office
- Contact Information for
  - RTI
  - Public Grievances
  - Website Related (etc.)
- Contact Information of Other Offices

### **Right Menu**

- Ease of Doing Business
- Media Gallery
- Events
- Sustainable Development Goal
- Citizen Charter
- RTI
- Budget
- Court Cases
- Tenders
- Important Links
- Etc.

### **How Do I (Section)**

- All services for Citizen/Business community/department/etc. should be published under this section in the standard service template.