

Government of India
Ministry of Water Resources,
River Development & Ganga Rejuvenation,
(e-Governance Cell)

Shram Shakti Bhawan, Rafi Marg,
New Delhi, dated the **09/08/2017**

OFFICE ORDER

Subject:- Web Based IntraMoWR- Implementation of User based Circulars Uploading System - reg.

The undersigned is directed to convey that with the approval of the competent authority it has been decided to operationalize User Login based Circulars Uploading System on IntraMoWR which will be as under:

i All SMDs/ Divisions have been assigned the responsibility of uploading the circulars/ OMs/ Office Orders etc. issued by them on IntraMoWR themselves as per the Login IDs details annexed.

ii Director (Tech.), NIC would be the Administrator who would be responsible for creation/ modification in the Users details, their mapping etc. as and when required in future.

2. It is further stated that Circulars/ Officer Orders/ OMs etc. issued by various Divisions/ Sections shall henceforth be uploaded on IntraMoWR by the respective SMDs. The User level Training on the application has been imparted in the Ministry on 26.05.2017. Besides, the User Manual for the Circulars uploading process is attached herewith for ready reference. In case of any further assistance, NIC Cell of the Ministry may be contacted.

3. This issues with the approval of the Competent Authority.

Encl: As above.

(R.K. Ojha)

Under Secretary to the Government of India

Tel:- 011-23714350

Email: rk.ojha25@nic.in.

To:-

- 1) All Sections of the Ministry.

Copy for information to:

- 1) All Director/ DS level Officer in the Ministry.
- 2) All US and equivalent Officer in the Ministry.
- 3) Director, NIC, MoWR, RD, GR.

User details for uploading of Circulars

S.No.	UserId	Designation	User Name
1	admn-mowr	SO (Admn)	Santanu Rakshit
2	basin-mowr	SO (BM)	Pinki Pandey
3	budget-mowr	SO (Budget)	Sham M Kohade
4	cash-mowr	SO (Cash)	Raj Pal Kain
5	coord-mowr	SO (Coord)	Balbir Singh Godhwal
6	eadesk-mowr	SO (EA)	B.H.T. Vaiphei
7	eone-mowr	SO (E-I)	Satish S Koli
8	etwo-mowr	SO (E-II)	Subhangi J
9	soe3-mowr	SO (E-III)	Santosh Prasad
10	soe4-mowr	SO (E-IV)	Jasbir Singh
11	er-mowr	SO (FM)	Mithlesh Garg
12	general-mowr	SO (GA)	Sunita Sharma
13	so-gw	SO (GW)	Bisny Suresh Kumar
14	iec-mowr	SO (IEC)	A.J. Soreng
15	ifd-mowr	SO (IFD)	Indira Priyadarshni Challa
16	indus-mowr	SO (Indus)	S. Natrajan
17	nhp-mowr	SO (NHP)	E.N. Sarasamma
18	parl-mowr	SO (Parl)	Sushil Kumar
19	sopenriv-mowr	SO (Pen Riv)	Rajesh Kumar
20	pp-mowr	SO (PP)	Lakshmi Chandra
21	project2-mowr	SO (PSU)	Mamta Sharma
22	project1-mowr	SO (SPR)	S.K. Gaur
23	vigilance-mowr	SO (Vig)	N.P. Pant
24	so-egov	SO(e-Gov)	Nand Kishore

Note : Default password : mowr@123
After First login system will ask for change of password.

Circular Upload Module

URL for IntraMoWR : <http://mowr.nic.in>

Step by Step Manual:

Step: 1

Administration & Ground Water
State Projects
Finance
Policy & Planning
Brahmaputra & Barak
CADWM
Economic Advisory

Notice Board

S.No.	Subject	Circular Date	Uploaded by	Category
1	Training programme on Overview of water resources sector for Non- Technical officers of MoWR at NWA Pune	23/06/2017	Administration	Circular
2	Instructions regarding grant of Fixed Conveyance allowance.	11/07/2017	Administration	OM/Office Order

Circular Search
Give input to search

For Login Click on login button on top left side

Step: 2

Intra-MoWR

Login

User Id

Password

Enter Captcha QBMMXB

Enter Login Credentials

Step: 3

The screenshot shows the IntraMoWR website interface. At the top, there is a header with the logo and the text "intraMoWR Ministry of Water Resources, River Development & Ganga Rejuvenation Government of India". Below the header, there is a navigation menu on the left with categories like "Administration & Ground Water", "State Projects", "Finance", "Policy & Planning", "Brahmaputra & Barak", "CADWM", "Economic Advisory", "Flood Management", and "Indus". The main content area is titled "Notice Board" and contains a table with the following data:

S.No.	Subject	Circular Date	Uploaded by	Category
1	Training programme on Overview of water resources sector for Non- Technical officers of MoWR at NWA Pune	23/06/2017	Administration	Circular
2	Instructions regarding grant of Fixed Conveyance allowance.	11/07/2017	Administration	OM/Office Order
3	Draft inter se seniority of direct recruit Assistant Section Officers of recruitment year 2010	11/07/2017	Administration	OM/Office Order
4	Shri Mahesh Prasad, Assistant Commissioner (SPR) will	11/07/2017	Administration	OM/Office

On the right side of the Notice Board, there is a "Dashboard" section with a "Circular Search" input field and "Search" and "Reset" buttons. Below that, there is an "Applications" section.

[Click on Dashboard to enter into dashboard](#)

Step: 4

The screenshot shows the IntraMoWR dashboard interface. The top navigation bar includes "Welcome" and a user profile "admin" with a "Logout" button. The main content area is divided into four modules, each with a "Click here" button and an icon:

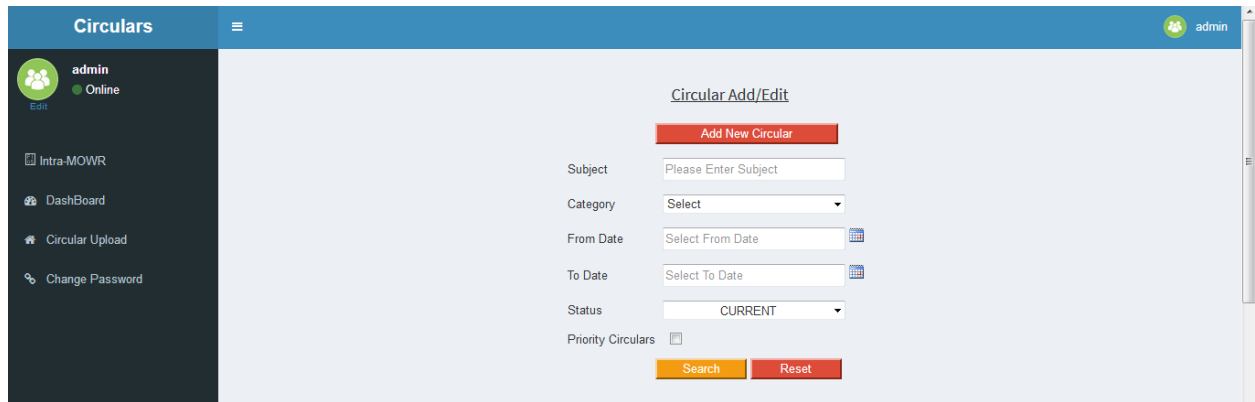
- Admin** (blue button with a clipboard icon)
- Circular Upload** (red button with an envelope icon)
- VIP References Monitoring System** (orange button with an envelope icon)
- Complaint and Assets Management System** (green button with an envelope icon)

The footer of the dashboard contains the text "Copyright © 2017 Company. All rights reserved." and "Version: 2.1".

[Click on Circular upload module](#)

[Note: Other Modules cannot be accessed without permission](#)

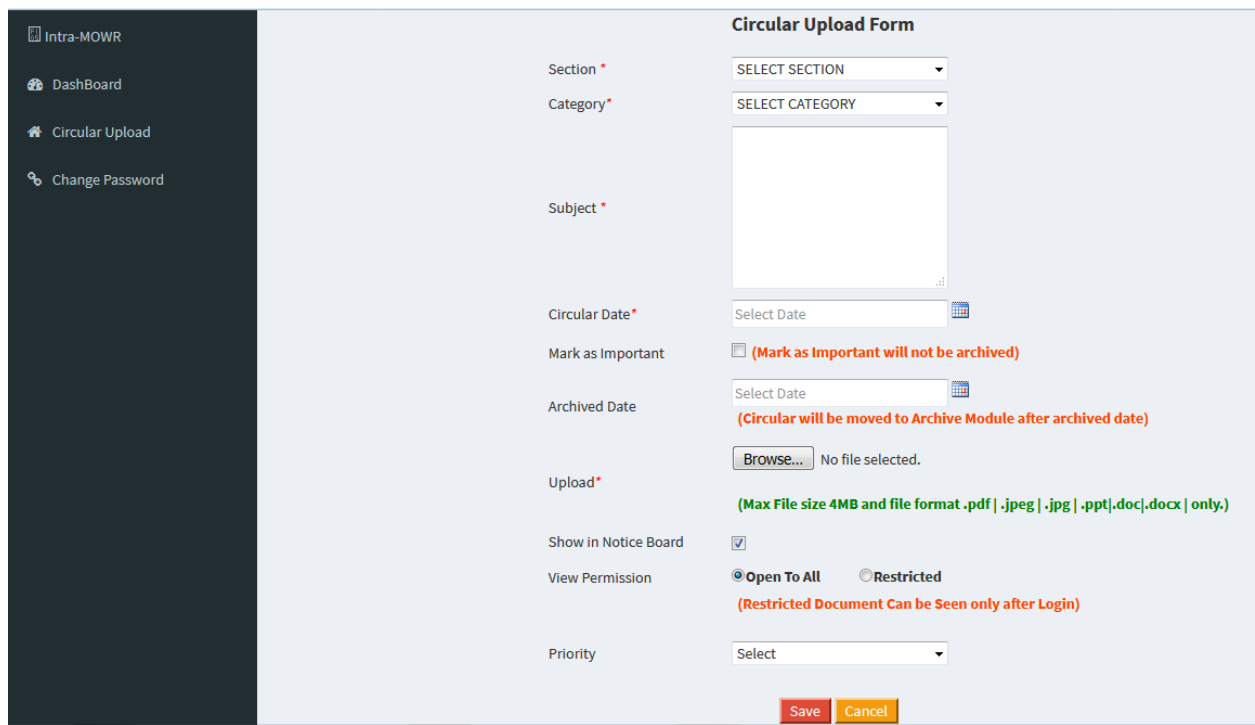
Step: 5



The screenshot shows a web application interface for managing circulars. The top navigation bar is blue with the title 'Circulars' and a user profile 'admin' in the top right. A dark sidebar on the left contains navigation items: 'admin' (Online), 'Intra-MOWR', 'DashBoard', 'Circular Upload', and 'Change Password'. The main content area is titled 'Circular Add/Edit' and features a red 'Add New Circular' button. Below this are several form fields: 'Subject' (text input), 'Category' (dropdown), 'From Date' (calendar), 'To Date' (calendar), 'Status' (dropdown set to 'CURRENT'), and 'Priority Circulars' (checkbox). At the bottom of the form are 'Search' and 'Reset' buttons.

Click on Add New Circular to upload new circular

Step: 6



The screenshot shows the 'Circular Upload Form' interface. The sidebar on the left is dark and contains 'Intra-MOWR', 'DashBoard', 'Circular Upload', and 'Change Password'. The main content area is titled 'Circular Upload Form' and contains several mandatory fields marked with an asterisk (*): 'Section' (dropdown), 'Category' (dropdown), 'Subject' (text area), 'Circular Date' (calendar), 'Upload' (file upload area with a 'Browse...' button and a note: 'No file selected. (Max File size 4MB and file format .pdf | .jpeg | .jpg | .ppt|.doc|.docx | only)'), 'Show in Notice Board' (checkbox checked), 'View Permission' (radio buttons for 'Open To All' and 'Restricted', with a note: '(Restricted Document Can be Seen only after Login)'), and 'Priority' (dropdown). There are also 'Mark as Important' (checkbox) and 'Archived Date' (calendar) fields with explanatory text: '(Mark as Important will not be archived)' and '(Circular will be moved to Archive Module after archived date)'. At the bottom are 'Save' and 'Cancel' buttons.

Fill all the mandatory fields (*) and then click on Save to upload the circular

Note:

- Mark as Important (circular will not be archived/ Expired)
- Archived Date (Circular will be moved to Archive Module after archived date)
- File Upload (Max File size 4MB and file format .pdf | .jpeg | .jpg | .ppt|.doc|.docx | only)

- View Permission (Restricted Document Can be Seen only after Login)
- Show in Notice Board (If checkbox is checked then only it will appear on the Intra-MoWR Notice Board)
- Priority (priority can be set from 1 to 5, same will be appeared on the notice board)

Step: 7

The screenshot shows the Intra-MOWR interface. On the left is a dark sidebar with navigation options: Intra-MOWR, Dashboard, Circular Upload, and Change Password. The main area contains a search form with the following fields: Subject (text input), Category (dropdown), From Date (calendar), To Date (calendar), Status (dropdown set to CURRENT), and Priority Circulares (checkbox). Below the form are Search and Reset buttons. A table displays a list of circulars with columns for S.No., Subject, Circular Date, Category, and Edit.

S.No.	Subject	Circular Date	Category	Edit
1	Annual Increment of Private Secretary (CSSS)	17/07/2017	OM/Office Order	Edit
2	Instructions regarding grant of Fixed Conveyance allowance.	11/07/2017	OM/Office Order	Edit
3	Draft inter se seniority of direct recruit Assistant Section Officers of recruitment year 2010	11/07/2017	OM/Office Order	Edit
4	Shri Mahesh Prasad, Assistant Commissioner (SPR) will stand relieved w.e.f. 21.7.2017 (AN), in order to enable him to join M&A Dte, CWC, Guwahati	11/07/2017	OM/Office Order	Edit
5	Papers to be laid on the Table of Lok Sabha	10/07/2017	Circular	Edit

After uploading, Circular can be searched & Click edit button to Edit

Step: 8

The screenshot shows the Circulars interface. The top header is blue with the title 'Circulars' and a user profile icon labeled 'admin'. The left sidebar contains navigation options: admin (Online), Intra-MOWR, Dashboard, Circular Upload, and Change Password. The main area features a 'Circular Add/Edit' section with an 'Add New Circular' button and the same search form as in Step 7. On the right side, there is a user profile card for 'admin - 2007' with email 'nic-mowr@nic.in' and buttons for 'Change Password' and 'Sign out'.

User Can change password and logout by clicking on right side top corner