

J-21/3/2023-e-gov-MOWR(1)
भारत सरकार/Government of India
जल शक्ति मंत्रालय/Ministry of Jal Shakti
जल संसाधन, नदी विकास एवं गंगा संरक्षण विभाग
Department of WR, RD & GR,
(e-Governance)
(ई-गवर्नेंस)


श्रम शक्ति भवन, रफी मार्ग, नई दिल्ली,
दिनांक 01 जनवरी, 2024

CIRCULAR

Subject: - Launching of “Website Upload” module on intraMoWR for updation of the website of Department and its Organizations - reg.

Reference to this section's Order of even number dated 20.10.2023 (copy enclosed for ready reference). An online module titled “**Website Upload**” has been launched on intraMoWR portal i.e. <https://mowr.nic.in/> for uploading/modifying content on the website of the department. **The “Website Upload” module has been made operational wef 1.1.2024.** The module can be accessed with the same login ID and Password which is currently being used for logging in on the Intra portal of the Department.

2. All the nodal officers (**Annexure-I**) dealing with updating website, are requested to use the aforesaid module for updation/modification purposes on the official website of Department wef 01.01.2024 onwards on weekly basis. The information pertaining to a given week is to be uploaded on the last day of the week. **The website Module user manual** is attached for guidance.
3. In case of any query regarding the module, the nodal officers may contact NIC, DoWR,RD&GR.


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To

All the nodal officers (as per list attached)

Copy to:

All Wings/Divisions/Branches/Sections heads, DoWR, RD & GR

Copy for information to:

1. PPS to JS(Admin, IC & GW)
2. PA to DS(IEC & e-Gov)

Annexure-I

S.NO.	Wing/ Division/ Section	Name & Designation of the Nodal officers (Shri/ Smt/ Ms)
1	General Administration	Ashish Kumar Sao, US
2	BM	Nisha,US
3	FM	Shyam Sunder,US
4	NHP	Vinod Kumar, US
5	PP	Arvind Josph Soreng, US
6	PSU	
7	IEC& e-Gov	Mahesh Kumar Kashyap, US
8	Vigilance	Prashant Malik, US
9	Coordination	Manish Uniyal,US
9	Budget	Jitendra Kumar, US
10	NMCG	Kundan Lal, US
11	E-I	Anil kumar Sharma, US
12	GWE	Shalini Gupta, US
13	Pen River	Abhiram Kumar, US
14	GW	Rajendra Kumar Sahu, US
15	NWM	Sambhu Nath Gupta, US
16	EA& IC	Awinash Chandra, US
18	O&M	Balbir Singh Godhwal, Junior Analyst
18	E-II	Vinod Kumar Gupta, US
19	IFD	Lalita Maini, US
		Ajay Malik, US
20	E-IV	Narayanan Bhattadiri K.P., US
21	Admin	Raju , US
22	Cash	
23	E-III	
24	Parliament	Narayanan Bhattadiri K.P., US
25	B&B	Kaushal Kumar, DC
		Dilip Singh Meena, DC
26	Indus	Sumit Gupta, DC
		Abhinav Srivastava, DC
27	SPR I&II, MI	Shreyas Gune, DC
28	NPMU(Atal Jal)	Neety Nayar,DD
29	CADWM	N. Srinivasarao,Deputy Director
30	MI Stat	Niharika Singh, AD
31	NRCDC	Yogesh Kumar, US
32.	Hindi	Sajjan Kumar, Assistant Director
33.	Planning Unit	Hansika Bhatnagar, DD

Click on the url: <https://mowr.nic.in/>

Step: 1.1

Administration
Brahmaputra & Barak
CADWM
Central Soil and Materials Research Station
Economic Adviser
Finance
Flood Management
IC & Ground Water
Indus
Minor Irrigation Statistics
National Water Mission
O/o Special Secretary
River Development &

S.No.	Subject	Circular Date	Uploaded by	Category
1	Superannuation order in respect of Shri Ashok Kumar, Director (GWE-II)	22/12/2023	Administration	OM/Office Order
2	Transfer / Posting of MTS	19/12/2023	Administration	OM/Office Order
3	Superannuation order in r/o Sh. Ram Shankar Mishra, SO	22/12/2023	Administration	OM/Office Order
4	Superannuation order in r/o Sh. Dinesh Kumar, SSA	22/12/2023	Administration	OM/Office Order
5	Additional charge for the post of DS (Adms) to DS (E-III)	19/12/2023	Administration	OM/Office Order
6	Order for confirmation in the grade of ASO	26/12/2023	Administration	OM/Office Order
7	Proposed Nationwide Strike by All India Government Driver's Confederation On December 27-28-2023 Regarding	26/12/2023	Administration	OM/Office Order

Notice Board

Login

Circular Search
Give input to search
Search Reset

Applications

- e-Office
- VIP Reference Monitoring System
- Online Stationery Inventory Management System
- Complaint Management System

Click on login to login

Step:1.2

Intra-MoWR

Login

User ID
Password
Forgot Password

Enter Captcha JMDRWZ

Sign In

1. Online Stationery Software Manual
2. Circular Upload Manual
3. Vip Reference Manual

Enter Login Credentials

Step:1.3

VIP References Monitoring System Click here

Complaint and Assets Management System Click here

Online Stationery Click here

PQMS Click here

Budget Click here

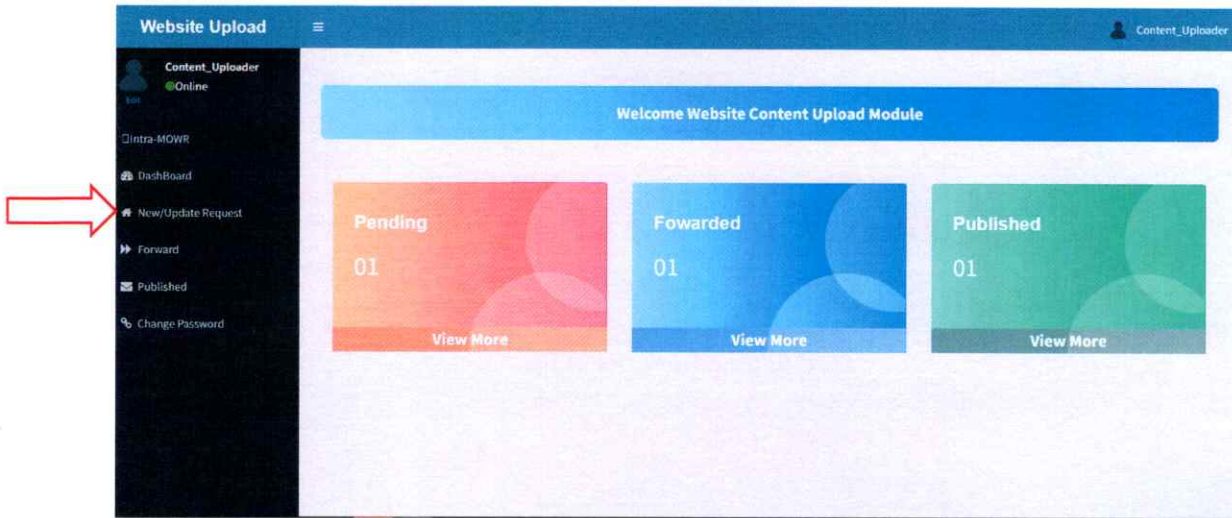
Website Upload Click here

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Click on website upload module

Note: Other Modules cannot be accessed without permission

Step: 1.4



Dashboard the open and click the new /update request

Step:1.5



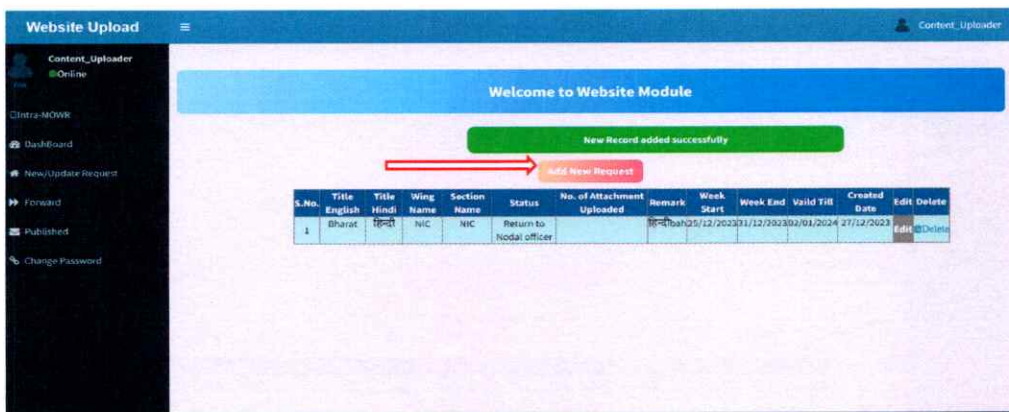
Click on Add new request button

Step:1.6



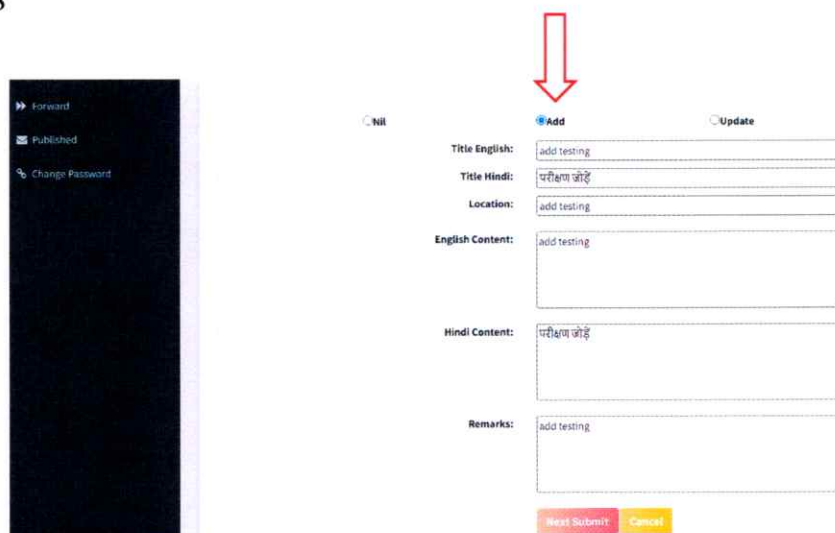
Click the null option fill the fields and final submit

Step:1.7



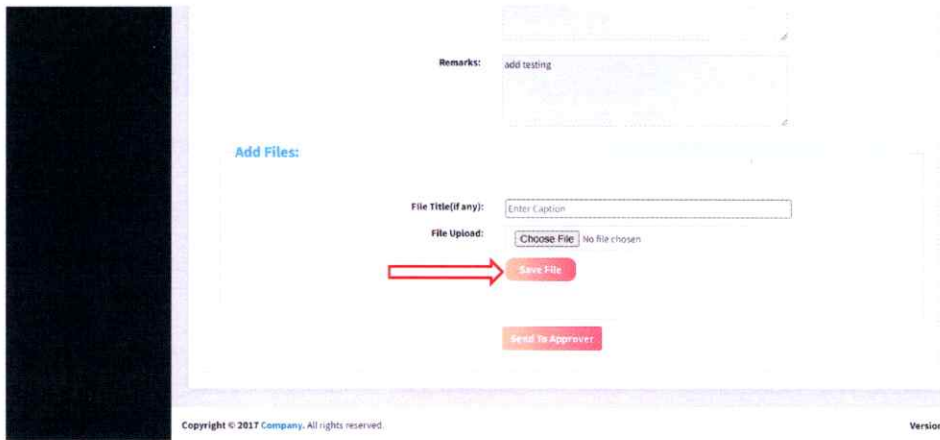
Record added successfully and click the add new request

Step:1.8



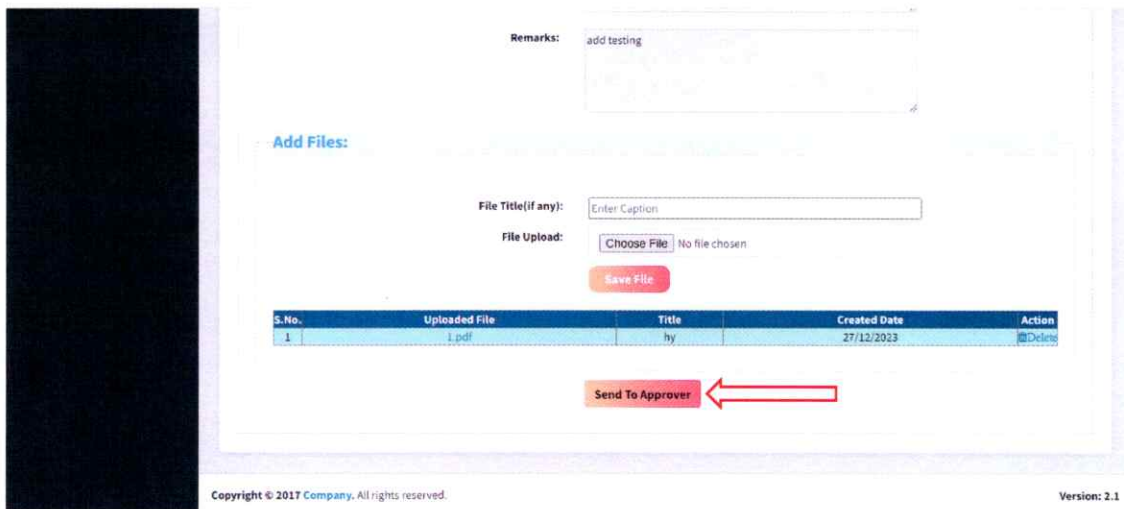
Click on add Fill all the mandatory fields and then next and submit

Step:1.9



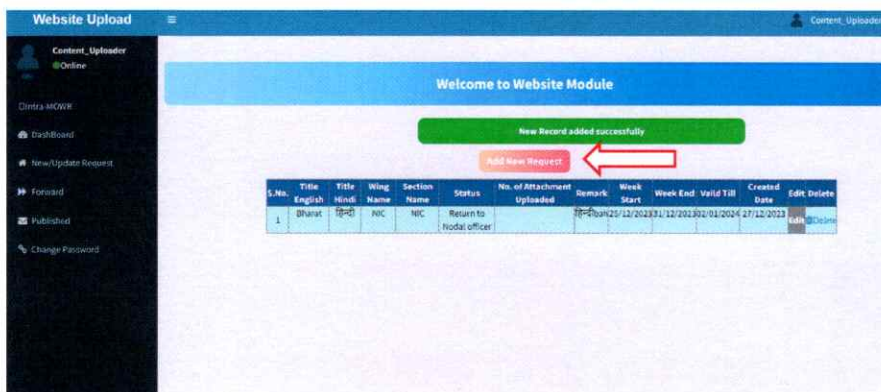
After uploading File and click the save file and send to approver

Step:1.10



Click the send to approver button

Step:1.11



Record added successfully and click on add new request

Step:1.12

Form Details (Step 1)

File Upload

File Title

Remarks

File Upload

Next

Click on add Fill all the mandatory fields and then next and submit

Step:1.13

Remarks: update testing

Add Files:

File Title(if any): cdvcdv

File Upload: Choose File Action_Plan_ministry_Dept_Q4.pdf

Save File

Send To Approver

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After uploading File and click the save file and send to approver

Step:1.14

Website Upload

Welcome to Website Module

New record added successfully

S.No	File	File Size	File Name	Section Name	Status	No. of Attachments	Remarks	Start	Week End	Valid Till	Created	Edit	Delete
1	Return to hospital order	100 KB	Return to hospital order	Return to hospital order	Return to hospital order	1	Return to hospital order	2023-01-01	2023-01-01	2023-01-01	2023-01-01		

Record added successfully

Thank You !!!!!