

# Online Stationery Module

## Step by Step Manual:

### Step: 1

**Administration**  
Brahmaputra & Barak  
CADWM  
Economic Adviser  
Finance  
Flood Management  
IC&Ground Water  
Indus  
Minor Irrigation Statistics  
River Development & Public Policy  
State Projects

**Miscellaneous**  
[Old Intra-MoWR Website](#)  
[Telephone Directory](#)

### Notice Board

S.No.	Subject	Circular Date	Uploaded by	Category
1	Sharing of experiences by Shri Sanjay Kundu, IPS during his tenure as Joint Secretary in MoWR, RD & GR	17/07/2018	General Administration	Circular
2	Filing up the post of Assistant Engineer (Minor Irrigation) in the Ministry of Water Resources, River Development & Ganga Rejuvenation on deputation basis	24/05/2018	Administration	Circular
3	Shri Dev Nath, MTS is hereby transferred from O/o the Secretary (WR,RD&GR), Mowr, RD&GR to O/o the Js (A) Mowr,RD&GR with immediate effect	22/05/2018	Administration	OM/Office Order
4	Recruitment of Staff car Drivers in the Ministry	16/07/2018	Administration	Circular
5	Annual Increment of officers of CSSS cadre (Steno, PA, PS, PPS) as on 1-7-2018	13/07/2018	Administration	OM/Office Order
6	The grade of Departmental Canteen Staff in the Mowr,RD&GR are granted annual increment	13/07/2018	Administration	OM/Office Order
7	The following officers in the grade of Junior Secretariat Assistant in the Mowr, RD & GR (Sectt.) are granted annual increment with effect from the date as	13/07/2018	Administration	OM/Office Order

**Applications**

- e-Office
- VIP Reference Monitoring System
- Online Stationery Request Management System
- Parliament Questions Management System
- Court Cases Monitoring System

Click on login to login

### Step: 2

**Intra-MoWR**

Login

User Id

Password

Enter Captcha  QBMMXB

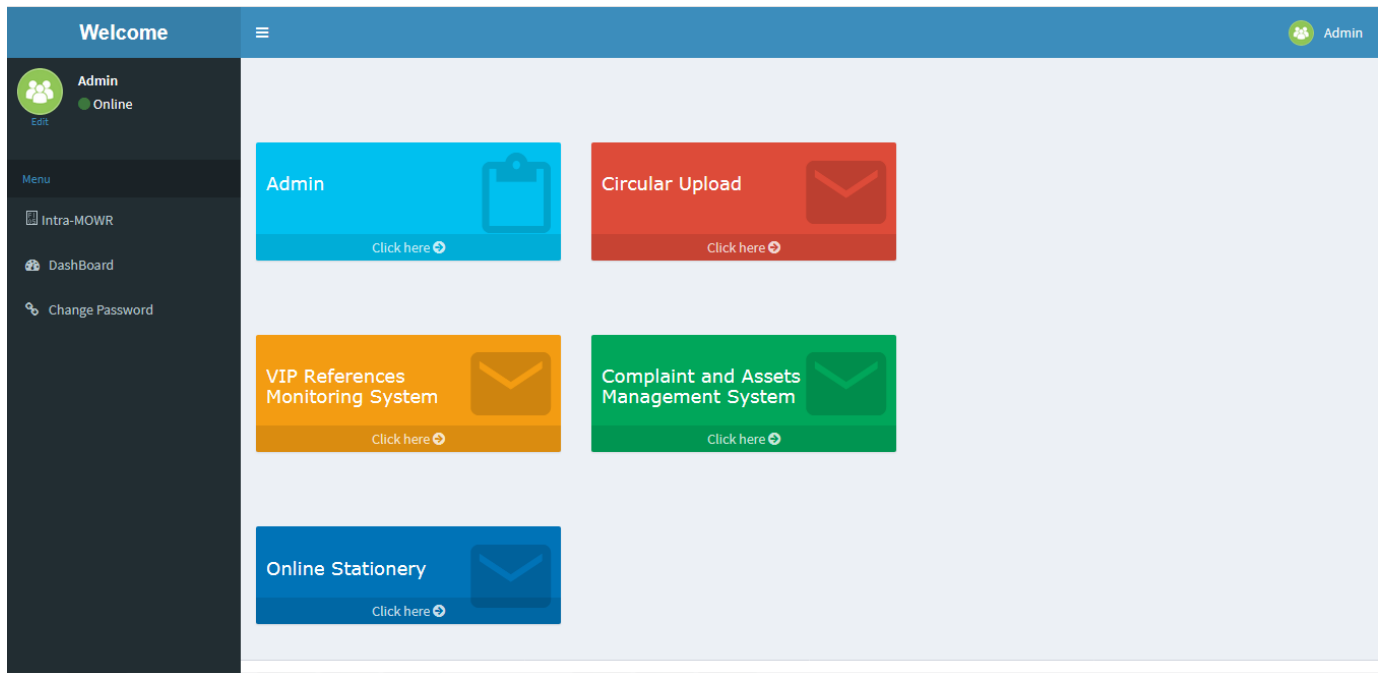
Enter Login Credentials

**Step: 3**

The screenshot displays the header of the intraMoWR web portal. The header is light blue and contains the logo on the left, which features a water drop with a gear and a river. To the right of the logo, the text reads "intraMoWR Ministry of Water Resources, River Development & Ganga Rejuvenation Government of India". Below the header is a navigation bar with a search input field. The main content area is light gray and contains five colored buttons, each with an icon and a "Click here" link with a right-pointing arrow:

- Admin** (blue button, clipboard icon)
- Circular Upload** (red button, envelope icon)
- VIP References Monitoring System** (orange button, envelope icon)
- Complaint and Assets Management System** (green button, envelope icon)
- Online Stationery** (dark blue button, envelope icon)

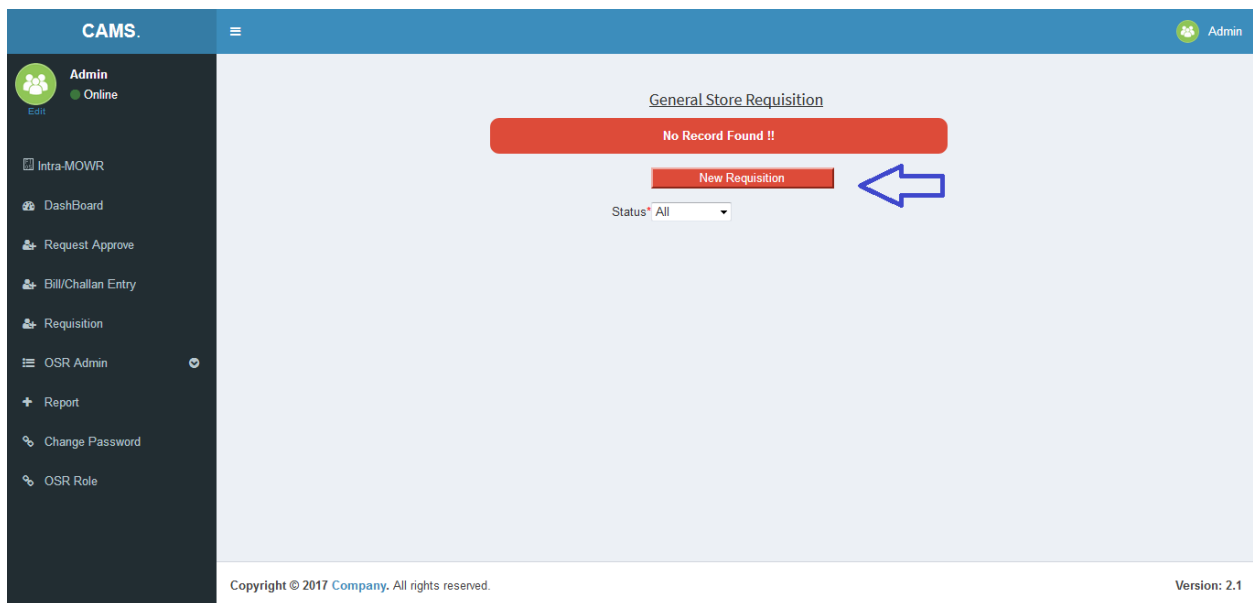
## Step: 4



**Click on Online Stationery module**

**Note: Other Modules cannot be accessed without permission**

## Step: 5



**Click on Add New Requisition for new request.**

## Step:6

**CAMS.** Admin

**General Stores Requisition Form**

Officer Name: **NIC**  
Designation: **Director**  
Wing: **Others**  
Section: **NIC**

**Items request:**

**Add Item** ← Click here to add items

All Out (Machine)  
Enter Quantity  
Enter Remarks

**Save Item(s)** ← Click Here to save Selected Items

Click Here to submit requisition → **Save** **Cancel**

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## Steps

1. [Click on Add Item button to add items](#)
2. [Click on Save Items to save selected items](#)
3. [Click on Save button to submit your Requisition.](#)

## Step:7

The screenshot displays the CAMS General Store Requisition interface. The sidebar on the left contains navigation options: Admin (Online), Intra-MOWR, Dashboard, Request Approve, Bill/Challan Entry, Requisition, OSR Admin, Report, Change Password, and OSR Role. The main content area features a 'General Store Requisition' header, a 'Previous Requests Still Pending' message, a 'New Requisition' button, and a status dropdown menu set to 'All'. Below this is a table with the following data:

S.No.	Ref.No	Date	Status	Details	Edit	Details	Receipt
1	3	12-07-20	Pending	View	Edit	Withdraw	Receipt

Three arrows point to the 'View', 'Edit', and 'Withdraw' links in the first row of the table. The 'Status' column is circled in red. The footer contains the text 'Copyright © 2017 Company. All rights reserved.' and 'Version: 2.1'.

1. **Click View: To view your Requisition.**
2. **Click Edit : to Edit your Requisition (Only when request status is pending)**
3. **Click Withdraw: to withdraw your Requisition (Only when request status is pending)**

**Note: if previous requisition is pending cannot request next until it is closed or withdrawn.**

**This is only for OSR Approver role!**

**Step:1**

**Approve Request**

Status: Pending

Username: Enter Username

Officer Name: Enter Officer's Name

Officer Designation: Enter Officer's Designation

**Req. Date:**

From Date: 12/03/2018

To Date: 12/07/2018

Search

S.No.	Req. No.	Req. Date	User	Officer Name	Designation Name	Status Name	Action	Cancel
1	2	11/07/2018	Min (WR)	Nitin Jairam Gadkan	Minister (WR, RD & GR)	Pending	Approve	Cancel
2	3	12/07/2018	Admin	NIC	Director	Pending	Approve	Cancel

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- 1. Approver Can Search requisition by using different parameters & then click on Search Button.**
- 2. Click on Approve to approve the requisition or click on cancel to cancel requisition.**

**This is only for OSR Issuer role!**

Physical Issue

Status: Approved

Username: Enter Username

Officer Name: Enter Officer's Name

Officer Designation: Enter Officer's Designation

Req. Date:

From Date: 12/03/2018

To Date: 12/07/2018

Search

S.No.	Req. No	Req. Date	User	Officer Name	Designation Name	Status Name	Action	Print
1	5	12/07/2018	MoS (WR)	Shri Arjun Ram Meghwal	MoS (WR, RD & GR)	Approved	Issue	Print

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1. **Click on Issue to issue the requisition.**
2. **Click on print after requisition is issued.**

General Store Requisition

New Proxy Requisition

Status: All

S.No.	Ref.No	Date	Status	Details	Edit	Details	Receipt
1	2	11-07-2018	Closed	View	Edit	Withdraw	Receipt
2	4	12-07-2018	Issued	View	Edit	Withdraw	Receipt
3	5	12-07-2018	Approved	View	Edit	Withdraw	Receipt

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1. **Click on Proxy Requisition to add a proxy request (Only Admin can do proxy entry)**

**CAMS.** Admin Online

**Challan/Bill Entry**

**Add Challan/Bill Entry**

From Date: 12/03/2018  
To Date: 12/07/2018

**Search**

S.No.	Bill No	Bill Date	Entry Date	Vendor Name	Edit	Details
1	1234	12/07/2018	12/07/2018	hcl	Edit	Details

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**Click on Add Challan/bill button to add new challan entry.**

Approved Date: Select Approved Date

**Purchased From:**

Name\*: Enter Name  
Address: Enter Address  
Contact No.: Enter Contact No.  
Email: Enter Email  
Total Amount: Enter Total Amount  
Remark:

**Items Purchased:**

**Add Item**

Item Name	Quantity	Amount
All Out (Machine)	100	1000

**Save** **Cancel**

### **Steps**

- 1. Click on Add Item button to add items**
- 2. Click on Save to save selected items**
- 3. Click on Save button to submit your entry.**



**Step: 8**

The screenshot displays the CAMS application interface. On the left is a dark sidebar menu with options: Admin (Online), Intra-MOWR, DashBoard, Request Approve, Bill/Challan Entry, Requisition, OSR Admin, Report, Change Password, and OSR Role. The main content area is titled "General Store Requisition" and features a "New Requisition" button and a "Status" dropdown menu set to "All". Below this is a table with the following data:

S.No.	Ref.No	Date	Status	Details	Edin	Details	Receipt
1	3	12-07-2018	Withdrawn	<a href="#">View</a>	<a href="#">Edin</a>	<a href="#">Withdraw</a>	<a href="#">Receipt</a>

On the right side, there is a user profile panel for "Admin" with email "nic-mowr@nic.in" and buttons for "Change Password" and "Sign out". The footer contains "Copyright © 2017 Company. All rights reserved." and "Version: 2.1".

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

**Thank You !!!!!**