

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

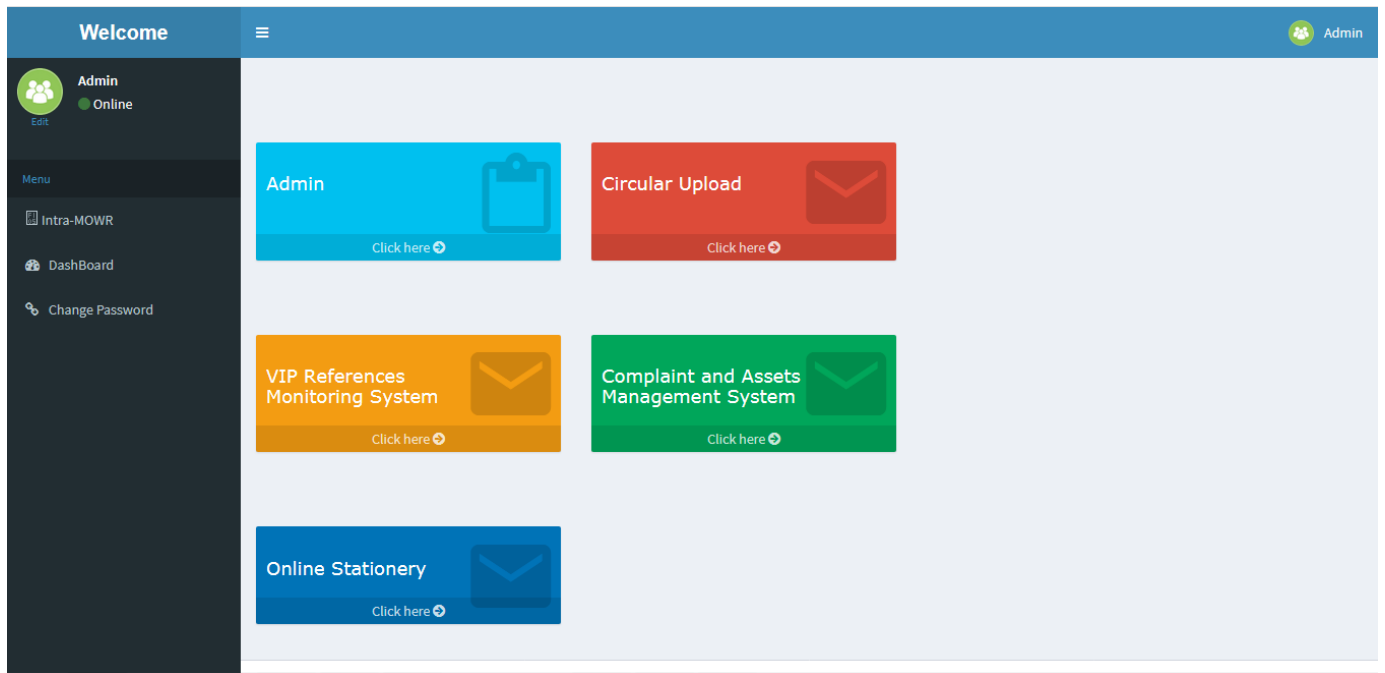
Enter Login Credentials

Step: 3

The screenshot shows the header of the intraMoWR portal. The header is light blue and contains the logo on the left, which is a water drop with a gear and a leaf inside. 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 white navigation bar. The main content area is light grey and contains five colored buttons with icons and text:

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

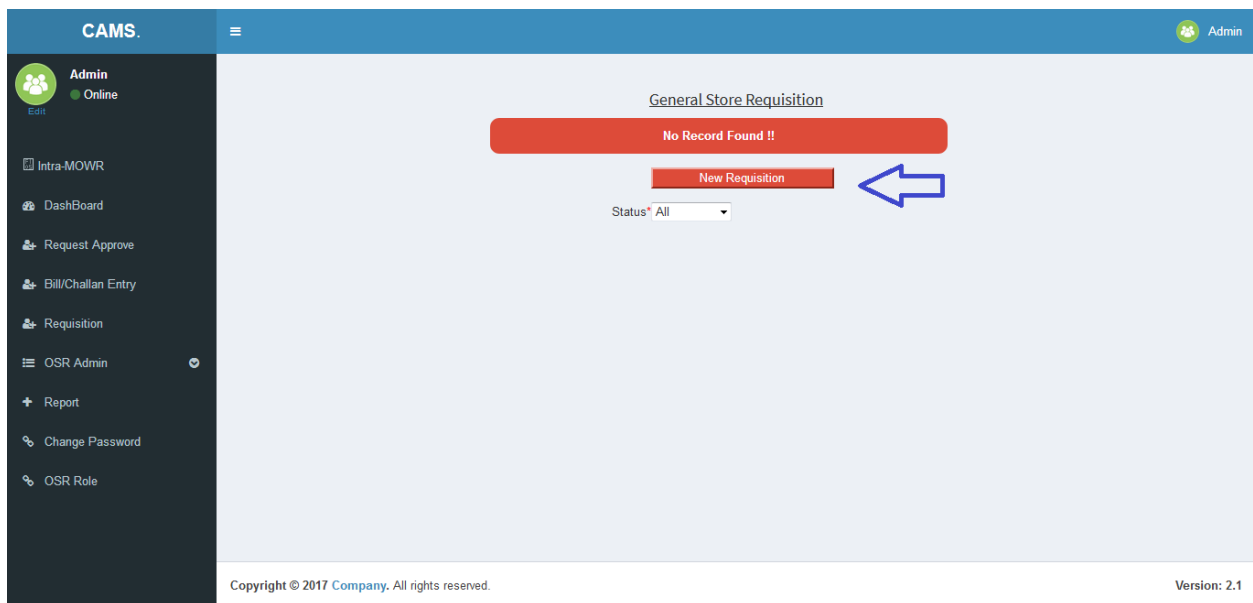
Step: 4



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 Online

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!

The screenshot shows the CAMS interface for the 'Physical Issue' form. The form includes fields for Status (set to 'Approved'), Username, Officer Name, and Officer Designation. Below these are 'Req. Date' fields for 'From Date' (12/03/2018) and 'To Date' (12/07/2018), with a 'Search' button. A table below the form displays requisition data:

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

Red arrows point to the 'Issue' and 'Print' buttons in the table. The footer shows 'Copyright © 2017 Company. All rights reserved.' and 'Version: 2.1'.

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

The screenshot shows the CAMS interface for the 'General Store Requisition' form. A 'New Proxy Requisition' button is highlighted with a white arrow. Below the button is a 'Status' dropdown menu set to 'All'. A table below the form displays requisition data:

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

The footer shows 'Copyright © 2017 Company. All rights reserved.' and 'Version: 2.1'.

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

All Out (Machine)
100
1000

Save

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 with navigation items: 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	View	Edin	Withdraw	Receipt

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 !!!!!