

VIP Reference Module

Step by Step Manual:

Step: 1

intraMoWR Ministry of Water Resources, River Development & Ganga Rejuvenation Government of India

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

Login

Circular Search

Give input to search

Search **Reset**

Click on login to login

Step: 2

Intra-MoWR

Login

User id

Password

Enter Captcha QBMMXB

Sign In

Enter Login Credentials

Step: 3



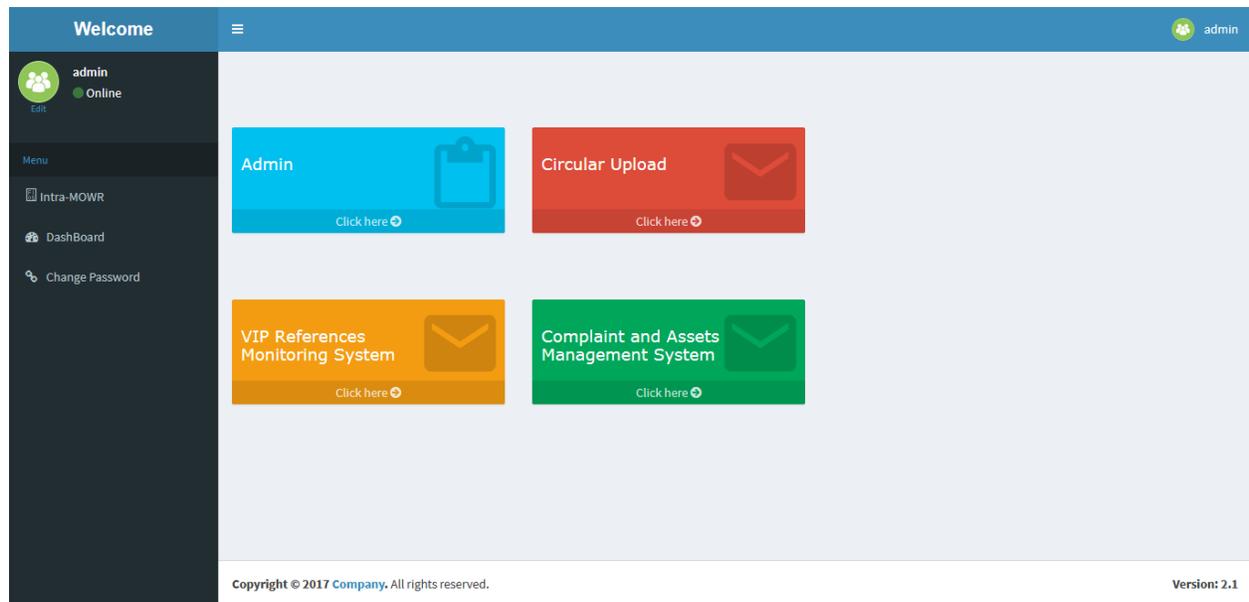
The screenshot shows the IntraMoWR website interface. At the top, there is a header with the logo and the text "Ministry of Water Resources, River Development & Ganga Rejuvenation Government of India". Below the header, there is a navigation menu on the left with categories like "Administration & Ground 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" button, a "Circular Search" section with a search input field and "Search" and "Reset" buttons, and an "Applications" section.

Click on Dashboard to enter into dashboard

Step: 4



The screenshot shows the IntraMoWR dashboard. The top navigation bar includes "Welcome" and a user profile for "admin" who is "Online". The main content area features four large buttons for different modules: "Admin", "Circular Upload", "VIP References Monitoring System", and "Complaint and Assets Management System". Each button has a "Click here" link. The footer contains the text "Copyright © 2017 Company. All rights reserved." and "Version: 2.1".

Click on VIP Reference upload module

Note: Other Modules cannot be accessed without permission

Step: 5

VIP Diary Reference Add/Edit

[Add New VIP Reference](#)

Status *

Category *

[Search](#)

S.No.	DiaryNo & Date	Name & Designation	Category	Subject	Edit	Forward	Received	Transfer	Update Status
1	MIN(WR)/301/VIP/2017,01-Sep-2017	Test MP,MP(LS)	VIP Reference	Some ref.....	Edit	Forward	Received	Transfer	Update Status
2	MoS(WR)/27/VIP/2017,04-Sep-2017	VIP Name.MP (RS)	VIP Reference	some subject.....	Edit	Forward	Received	Transfer	Update Status

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Click on Add New VIP Reference to upload reference

Note: VIP Reference only for:

1. **MIN(WR)**
2. **MOS(WR)**
3. **Secy(WR)**

Step: 6

VIP Reference. admin

VIP Reference Diary

VIP Reference Diary Form

Diary Date * 06/09/2017

Reference Address To * SELECT

Category * SELECT CATEGORY

Name * Enter Name

Designation * Enter Designation

Address * Enter Address

Letter No. * Enter Letter No.

Letter Date * Select Date

Reference Subject *

Browse... No file selected.

Upload

(.pdf only.)

Save Cancel

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

Step: 7

VIP Reference. admin

VIP Diary Reference Add/Edit

Add New VIP Reference

Status * PENDING

Category * SELECT CATEGORY

Search

S.No.	DiaryNo & Date	Name & Designation	Category	Subject	Edit	Forward	Received	Transfer	Update Status
1	MIN(WR)/301/VIP/2017_01-Sep-2017	Test MP,MP(LS)	VIP Reference	Some ref.....	Edit	Forward	Received	Transfer	Update Status
2	MoS(WR)/27/VIP/2017_04-Sep-2017	VIP Name,MP (RS)	VIP Reference	some subject.....	Edit	Forward	Received	Transfer	Update Status

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After uploading, VIP Reference can be search

Note:

- User can “Edit” the VIP Reference
- User can “Forward” the VIP Reference
- User can “Transfer” the VIP Reference
- User can “Update Status” the VIP Reference

Step: 8

The screenshot displays the 'VIP Reference' web application interface. On the left is a dark sidebar menu with options: Intra-MOWR, DashBoard, Change Password, VIP Diary, Status Report, Disposed Reference Search, Pending Reference Search, and Diary Register. The top header shows 'VIP Reference.' and a user profile for 'admin' (Online). The main content area is titled 'VIP Diary Reference Add/Edit' and includes a form with 'Add New VIP Reference' button, 'Status*' dropdown (set to PENDING), and 'Category' dropdown (set to SELECT CATEGORY). Below the form is a table with the following data:

S.No.	DiaryNo & Date	Name & Designation	Category	Subject	Edit	Forward	Received	Transfer	Update Status
1	MIN(WR)/301/VIP/2017,01-Sep-2017	Test MP,MP(LS)	VIP Reference	Some ref.....	Edit	Forward	Received	Transfer	Update Status
2	MoS(WR)/27/VIP/2017,04-Sep-2017	VIP Name,MP (RS)	VIP Reference	some subject.....	Edit	Forward	Received	Transfer	Update Status

At the bottom right of the interface, there are 'Change Password' and 'Sign out' buttons. The footer contains 'Copyright © 2016 Company. All rights reserved.' and 'Version: 2.0'.

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

Thank You !!!!!