

F.No.14011/2/2016-e-Gov.
Government of India
Ministry of Water Resources,
River Development & Ganga Rejuvenation,
(e-Governance Cell)

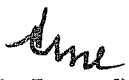
Shram Shakti Bhawan, Rafi Marg,
New Delhi, dated the 4th March, 2016.

Office Memorandum

Subject:- Updation of Ministry Website (<http://mowr.gov.in>) – Implementation of Role based Content Management System (CMS) / ownership of the contents-reg.

In order to avoid delays in uploading the information on Ministry website (including eSamikSha Portal, etc.), it has been decided to implement Role based **Content Management System** (CMS) for routine updating of the Website of the Ministry by various Wings/Divisions of the Ministry. Accordingly, the following decisions have been taken by the Competent Authority in this matter:

- 1) All Wing-Heads would nominate one officer not below the rank of US/ SO as **Sub-Administrators/ Content Creator** who would be fully responsible for drafting and uploading the information/ content on the Website respectively. Another officer not below the rank of Director/ Sr. Joint Commissioner may be nominated as **Administrator/ Approver**, who would be responsible to Approve/ Publish the content on the Website.
- 2) Wing Heads (JSs/ Commissioners/Equivalents) would be fully responsible for the content uploaded in respect of their Wing/ Division. The latest content may be uploaded during first week of every month preferably before 5th of every month.
- 3) Director(e-Gov) & Technical Director, NIC would be the **Super-Administrator** and will have full control of the Website.


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Director (Admn.)

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To:

- 1) All Wing Heads of the Ministry of Water Resources, RD & GR.
- 2) All Website Nodal Officers of the Ministry.
- 3) Tech. Director, NIC.

✓ Copy for information to:-

- 1) PS to Hon'ble Minister of Water Resources, RD & GR.
- 2) Sr. PPS to Secretary (WR) /PS to SS (WR)/ PS to JS (A)/ PS to JS (PP).

Steps for Updating Content of Website <http://mowr.gov.in>

1. Go to the website's Content Management System (CMS) at:
<http://mowr.gov.in/admin/login.aspx>

2. Login using the UserName & Password provided.

3. There are 3 types for CMS users:

i) **Super Admin** : This role is assigned to Dir(A)/ NIC. This user performs the following task:

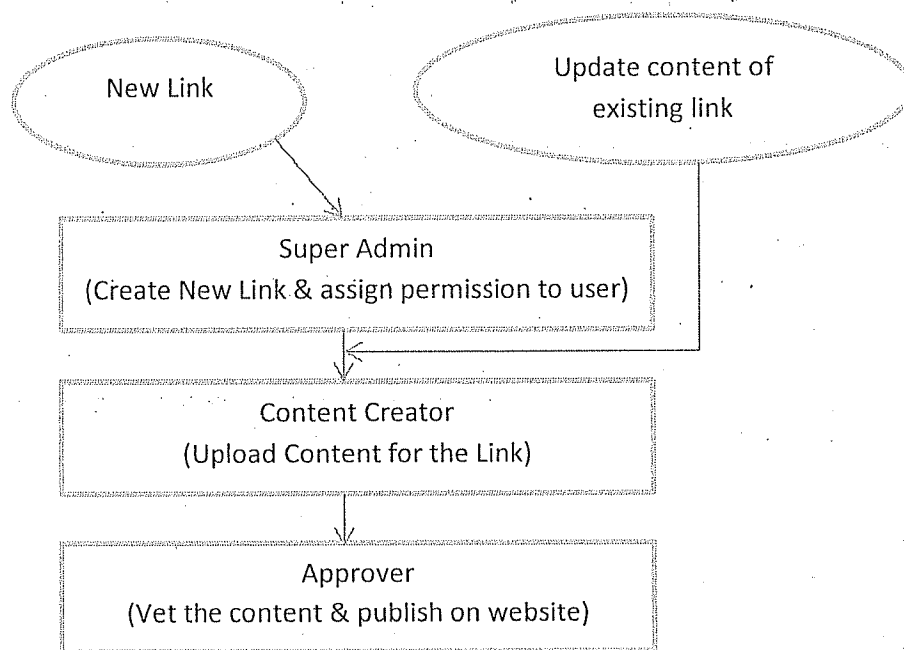
a) User Management: Create users & assign permissions to access the links/pages

b) Manage Links/Pages: Create new links/pages for various modules like Top Bar, Bottom Links, Left Navigation, Whats's New, Photo Category, Photo Gallery, etc.

ii) **Content Creator**: This user uploads the content of a particular link/page.

iii) **Approver**: This user vets the content uploaded by the content creator, makes the required changes (if any) & publish the content on the website.

4. Workflow for publishing content on website:



5. Uploading the content: If a new link has to be created, mail the Link Name & its position (Main Menu -> Submenu -> SubSubmenu) to SuperAdmin.

Content Creator:

i) Click View Left Navigation

ii) Click Pending Records (if it's a new link) or Approved Records (if it's an existing link)

Left Navigation

Select Language: English

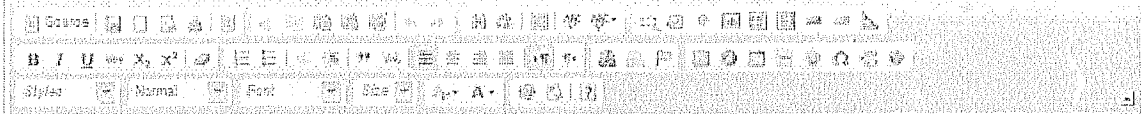
Title: PMKSY

Subject: PMKSY

Content Type: Content Type

Select Link for Mapping: --Select Link--

Description:



- [Progress Monitoring System \(PMS\) under PMKSY](#)
- [PMKSY Guidelines](#)
- [AIBP Guidelines](#)
- [CADWM Programme Guidelines](#)
- [PMKSY Website](#)
- 23 AIBP Priority Projects under PMKSY
 - Guidelines for processing of release proposals of 23 priority projects

Display

Add To What's New :



iii) Click the action Edit/Approve button corresponding to the record which you want to update

iv) Fill all the details & click update

Approver:

i) Click View Left Navigation

ii) Click Pending Records

iii) Click the action Edit/Approve button corresponding to the record which you want to approve

iv) Verify the details & make changes (if required) & click Approve to publish the content on website

S.No.	User Name	Section	USER TYPE	LoginID
1	DIR(A)	ADMN	Approver	admnn
2	US(A)	ADMN	Content Creator	admnn1
3	SJC(B&B)	BB	Approver	bb
4	DC(B&B)	BB	Content Creator	bb1
5	SJC(BM)	BM	Approver	bm
6	DC(BM)	BM	Content Creator	bm1
7	DIR(FIN)	BUDGET	Approver	budget
8	US(BUD)	BUDGET	Content Creator	budget1
9	CA	CA	Approver	ca
10	DCA	CA	Content Creator	ca1
11	SJC(CAD)	CAD	Approver	cad
12	STA(CAD)	CAD	Content Creator	cad1
13	US(A)	CASH	Approver	cash
14	SO(CASH)	CASH	Approver	cash1
15	DS(Coord)	COORD	Approver	coord
16	US(Coord)	COORD	Content Creator	coord1
17	DS(EA&IC)	EA	Approver	ea
18	US(EA&IC)	EA	Content Creator	ea1
19	DIR(eGov)	eGOV	Approver	egov
20	US(eGov)	eGOV	Content Creator	egov1
21	DIR(E-I)	EST-I	Approver	est-i
22	US(EST-I)	EST-I	Content Creator	est-i1
23	DIR(EST-II)	EST-II	Approver	est-ii
24	US(EST-II)	EST-II	Content Creator	est-ii1
25	DIR(EST-III)	EST-III	Approver	est-iii
26	US(EST-III)	EST-III	Content Creator	est-iii1
27	SJC(PP)	EST-IV	Approver	est-iv
28	US(EST-IV)	EST-IV	Content Creator	est-iv1
29	DIR(FIN)	FIN	Approver	fin
30	US(FIN)	FIN	Content Creator	fin1
31	SJC(FM)	FM	Approver	fm
32	DC(FM)	FM	Content Creator	fm1
33	DIR(GW)	GW	Approver	gw
34	US(GW)	GW	Content Creator	gw1
35	DS(GWE)	GWE	Approver	gwe
36	US(GWE)	GWE	Content Creator	gwe1
37	Avanish Kant	HP	Approver	hp
38	SO(HP)	HP	Content Creator	hp1
39	US(IEC)	IEC	Approver	iec
40	SO(IEC)	IEC	Content Creator	iec1
41	SJC(Indus)	INDUS	Approver	indus
42	DC(Indus)	INDUS	Content Creator	indus1
43	DS(IWSU)	IWSU	Approver	iwsu
44	US(IWSU)	IWSU	Content Creator	iwsu1
45	SJC(MI)	MI	Approver	mi
46	AE(MI)	MI	Content Creator	mi1

47	DIR(MI STAT)	MI-STAT	Approver	mi-stat
48	DD(MI STAT)	MI-STAT	Content Creator	mi-stat1
49	DIR(NMCG)	NMCG	Approver	nmcg
50	DIR(NMCG)	NMCG	Content Creator	nmcg1
51	DIR(NWM)	NWM	Approver	nwm
52	US(NWM)	NWM	Content Creator	nwm1
53	DIR(PARL)	PARL	Approver	parl
54	US(PARL)	PARL	Content Creator	parl1
55	SJC(PR)	PEN.RIV.	Approver	penriv
56	US(PR)	PEN.RIV.	Content Creator	penriv1
57	DIR(PP)	PLU	Approver	plu
58	DD(PP)	PLU	Content Creator	plu1
59	SJC(PP)	PP	Approver	pp
60	US(PP)	PP	Approver	pp1
61	DS(PSU)	PSU	Approver	psu
62	US(PSU)	PSU	Content Creator	psu1
63	DIR(R&D)	R&D	Approver	r&d
64	DD(R&D)	R&D	Content Creator	r&d1
65	Comm.(SPR)	SPR	Approver	spr
66	SJC(SPR)	SPR	Content Creator	spr1
67	DS(VIG)	VIG	Approver	vig
68	US(VIG)	VIG	Content Creator	vig1
69	DIR(WQ)	WQ	Approver	wq
70	SO(WQ)	WQ	Content Creator	wq1