

Circular Upload Module

URL for IntraMoWR : <http://mowr.nic.in>

Step by Step Manual:

Step: 1

Administration & Ground Water
State Projects
Finance
Policy & Planning
Brahmaputra & Barak
CADWM
Economic Advisory

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**

For Login Click on login button on top left side

Step: 2

Intra-MoWR

Login

User Id

Password

Enter Captcha

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 "intraMoWR Ministry of Water Resources, River Development & Ganga Rejuvenation Government of India". Below the header, there is a navigation menu on the left with items 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 page, there is a "Dashboard" section with a "Circular Search" input field and "Search" and "Reset" buttons. Below that, there is an "Applications" section.

Click on Dashboard to enter into dashboard

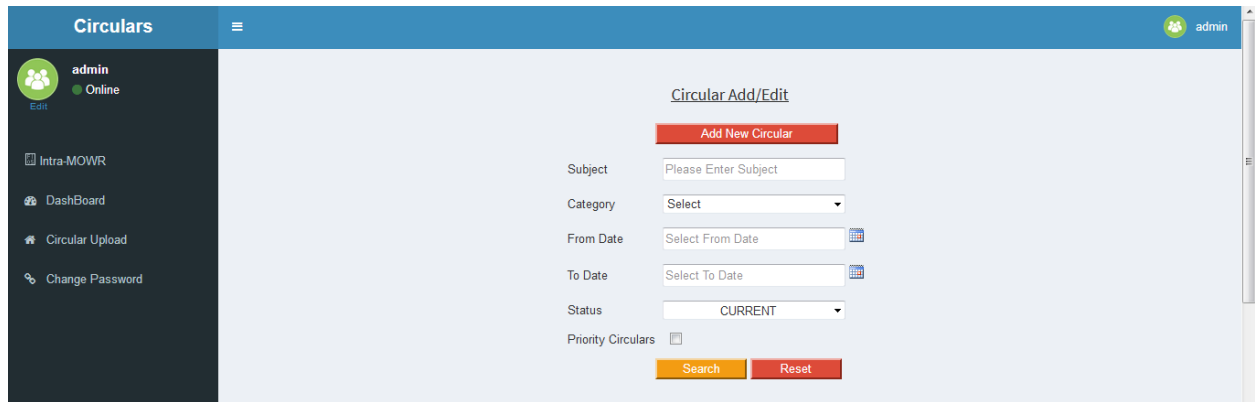
Step: 4

The screenshot shows the IntraMoWR dashboard interface. The top navigation bar includes "Welcome" and a user profile "admin" with a "Logout" button. The main content area is divided into four modules: "Admin" (blue), "Circular Upload" (red), "VIP References Monitoring System" (orange), and "Complaint and Assets Management System" (green). Each module has a "Click here" button. The footer contains the text "Copyright © 2017 Company. All rights reserved." and "Version: 2.1".

Click on Circular upload module

Note: Other Modules cannot be accessed without permission

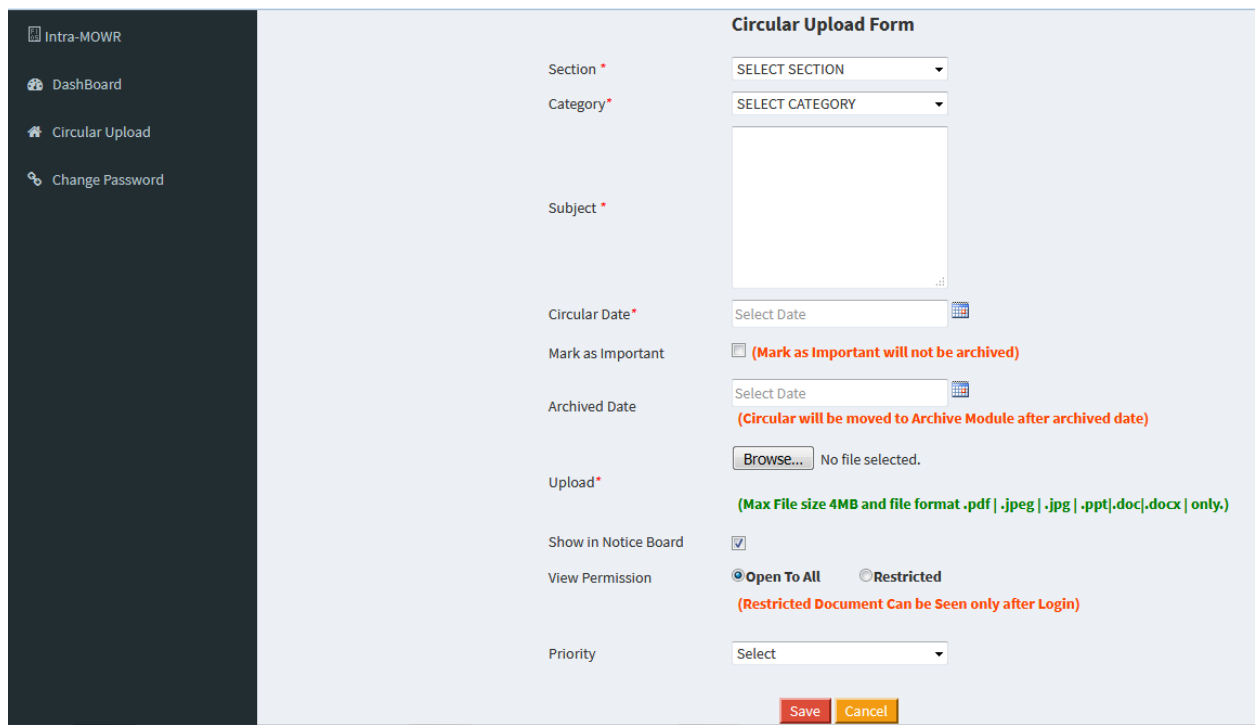
Step: 5



The screenshot shows a web application interface for managing circulars. The top navigation bar is blue with the title 'Circulars' and a user profile 'admin' in the top right. A dark sidebar on the left contains navigation items: 'admin' (Online), 'Intra-MOWR', 'DashBoard', 'Circular Upload', and 'Change Password'. The main content area is titled 'Circular Add/Edit' and features a red 'Add New Circular' button. Below this are several form fields: 'Subject' (text input), 'Category' (dropdown), 'From Date' (calendar), 'To Date' (calendar), 'Status' (dropdown set to 'CURRENT'), and 'Priority Circulars' (checkbox). At the bottom of the form are 'Search' and 'Reset' buttons.

Click on Add New Circular to upload new circular

Step: 6



The screenshot displays the 'Circular Upload Form'. The sidebar on the left is dark and contains 'Intra-MOWR', 'DashBoard', 'Circular Upload', and 'Change Password'. The main form area is titled 'Circular Upload Form' and includes the following fields and options: 'Section *' (dropdown), 'Category *' (dropdown), 'Subject *' (text area), 'Circular Date *' (calendar), 'Mark as Important' (checkbox with note '(Mark as Important will not be archived)'), 'Archived Date' (calendar with note '(Circular will be moved to Archive Module after archived date)'), 'Upload *' (file upload area with 'Browse...' button and note '(Max File size 4MB and file format .pdf | .jpeg | .jpg | .ppt|.doc|.docx | only)'), 'Show in Notice Board' (checkbox checked), 'View Permission' (radio buttons for 'Open To All' and 'Restricted' with note '(Restricted Document Can be Seen only after Login)'), and 'Priority' (dropdown). 'Save' and 'Cancel' buttons are at the bottom right.

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

Note:

- Mark as Important (circular will not be archived/ Expired)
- Archived Date (Circular will be moved to Archive Module after archived date)
- File Upload (Max File size 4MB and file format .pdf | .jpeg | .jpg | .ppt|.doc|.docx | only)

- View Permission (Restricted Document Can be Seen only after Login)
- Show in Notice Board (If checkbox is checked then only it will appear on the Intra-MoWR Notice Board)
- Priority (priority can be set from 1 to 5, same will be appeared on the notice board)

Step: 7

The screenshot shows the Intra-MOWR interface. On the left is a dark sidebar with navigation options: Intra-MOWR, Dashboard, Circular Upload, and Change Password. The main area contains a search form with the following fields: Subject (text input), Category (dropdown), From Date (calendar), To Date (calendar), Status (dropdown set to CURRENT), and Priority Circulares (checkbox). Below the form are 'Search' and 'Reset' buttons. A table below the form lists circulars with columns: S.No., Subject, Circular Date, Category, and Edit.

| S.No. | Subject | Circular Date | Category | Edit |
|-------|---------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-----------------|------|
| 1 | Annual Increment of Private Secretary (CSSS) | 17/07/2017 | OM/Office Order | Edit |
| 2 | Instructions regarding grant of Fixed Conveyance allowance. | 11/07/2017 | OM/Office Order | Edit |
| 3 | Draft inter se seniority of direct recruit Assistant Section Officers of recruitment year 2010 | 11/07/2017 | OM/Office Order | Edit |
| 4 | Shri Mahesh Prasad, Assistant Commissioner (SPR) will stand relieved w.e.f. 21.7.2017 (AN), in order to enable him to join M&A Dte, CWC, Guwahati | 11/07/2017 | OM/Office Order | Edit |
| 5 | Papers to be laid on the Table of Lok Sabha | 10/07/2017 | Circular | Edit |

After uploading, Circular can be searched & Click edit button to Edit

Step: 8

The screenshot shows the Intra-MOWR interface with the user profile visible. The top header is 'Circulars' and the user 'admin' is logged in. The left sidebar shows the user profile 'admin' with 'Online' status and 'Edit' button. The main area contains the 'Circular Add/Edit' form, which is identical to the one in Step 7. On the right side, the user profile 'admin - 2007' with email 'nic-mowr@nic.in' is shown, along with 'Change Password' and 'Sign out' buttons.

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