

Instruction Manual



CENTRAL WATER COMMISSION [GENERAL HYDRO-METEOROLOGICAL DATA REQUEST PORTAL]



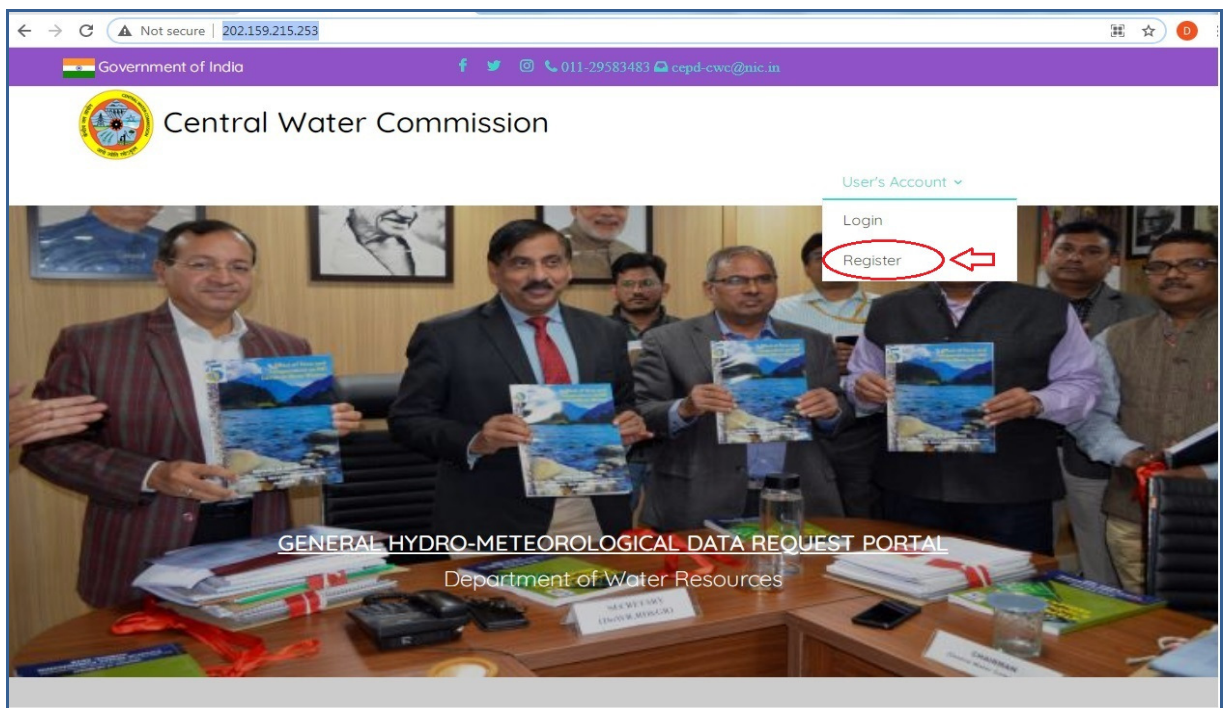
UNDER RIVER DATA COMPILATION DIRECTORATE-1

CENTRAL WATER COMMISSION

NEW DELHI

1. User Registration

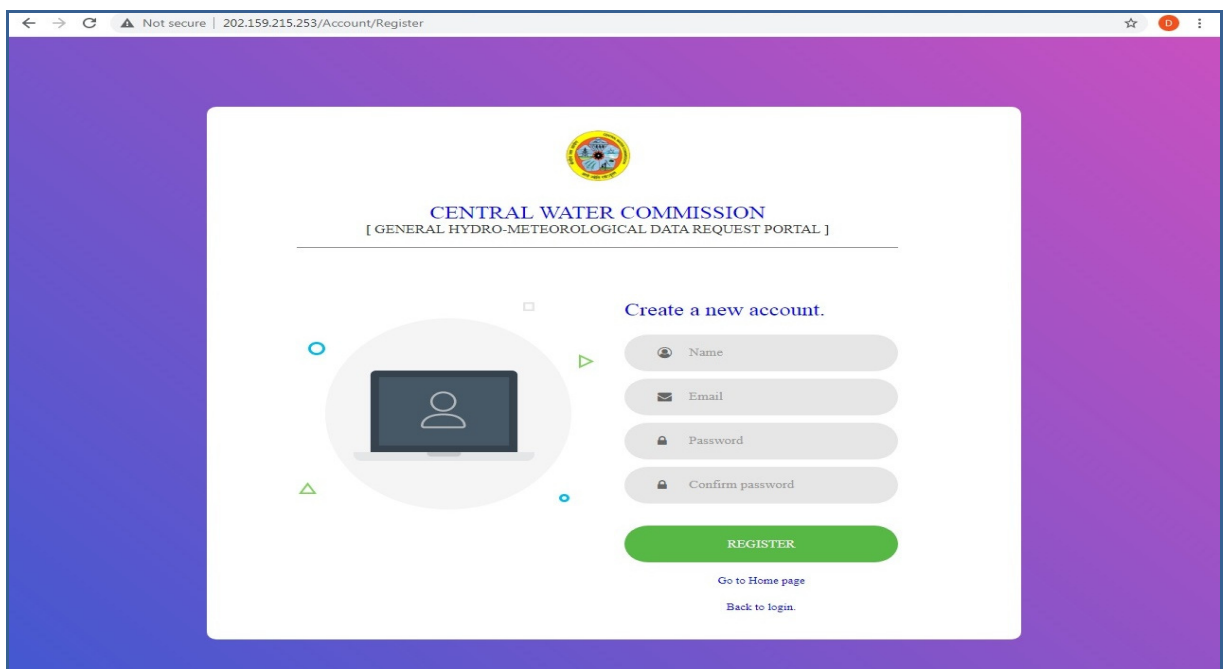
Step 1 Go to URL <http://202.159.215.253/>



Step 2 Click User Account

Step 3 Click Register

New Window (Create a new account) will be open



Step 4 Enter Name

Step 5 Enter Email Id

Step 6 Enter Password and Confirm Password

Step 7 Click Register

Registration Process Complete

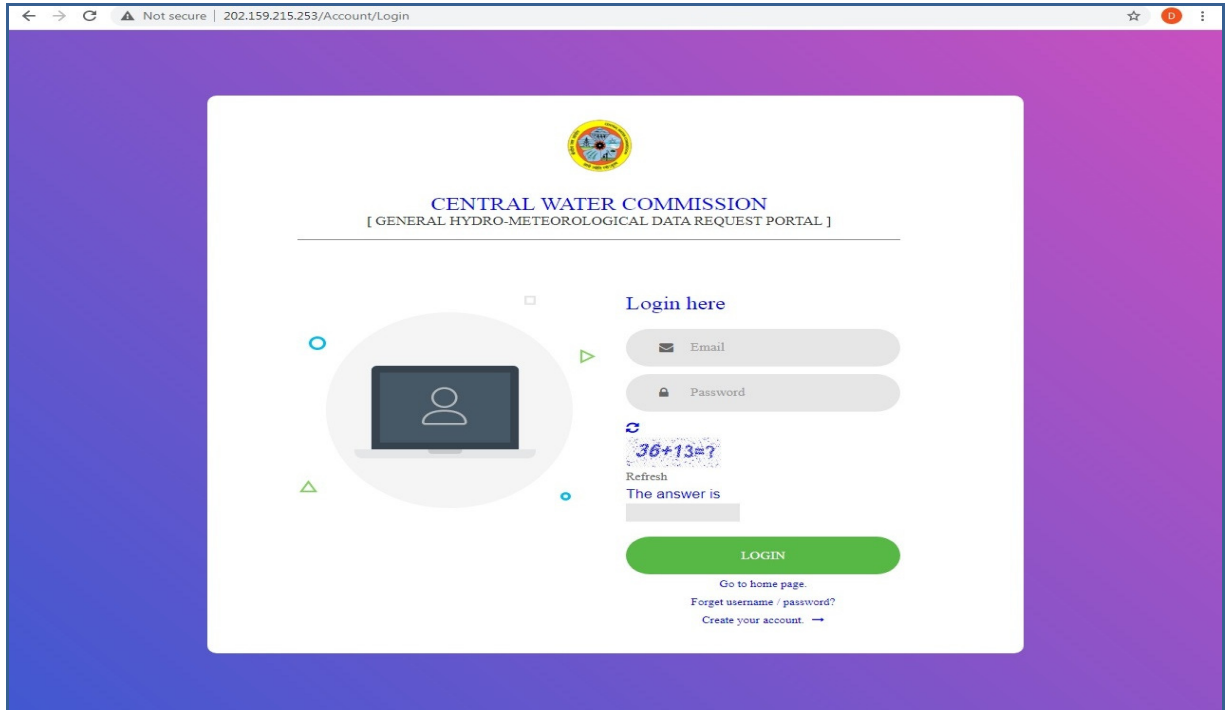
2. User Login

Step 1 Go to URL <http://202.159.215.253/>

Step 2 Click User Account

Step 3 Click Login

New Window (Login here) will be open



Step 4 Enter Registered email id

Step 5 Enter Password

Step 6 Enter answer form captcha

Step 7 Click Login




New Window with Disclaimer will be open

CWC	
DATA REQUEST	Please Note:
SEARCH STATION	1. All unclassified data are published in Water Year Book, Water Quality Year Book, and Water Sediment Year Book and are available for downloading from CWC website->Main page>Publications>Others>Sl. No. 37 (http://www.cwc.gov.in/water-year-book-sediment-year-book-water-quality-year-book-meteorological-year-book). These data are also hosted on IndiaWRIS website (https://indiawris.gov.in/wris/#/), and can be downloaded by any web-registered user free of cost.
UPLOAD SIGN DOC	2. The unclassified data not available on these websites and/or classified data can be obtained by making request through this portal from concerned regional Chief Engineer of CWC as per HDDP-2018. However, costs towards printing, photocopying, digital media etc., as payable for providing information under RTI Act, 2005 shall be charged, if applicable.
OUTBOX/STATUS	3. The data indenter (user) shall mention the tentative date of completion of research / study in the request.
INBOX	4. Classified Data utilization certificate had to be furnished by the agency (user) as per the time line indicated for completion of study, preparation of DPR/report etc. in the data request. In the certificate, it should be clearly mentioned that the earlier classified data given by CWC has been destroyed and no record has been kept.
FORM	5. The data indenter (user) shall not be reproduced any classified data directly in any Report / Publication / Detailed Project Report (DPR) etc. Only result of analysis and inferences drawn thereof should be published. Further, the indenter should submit a copy of report of his / her research / study done by using the classified data to CWC.
POLICY	6. The use of data obtained from CWC CDRC portal shall be duly acknowledged in the Detailed Project Report (DPR)/ Report / Publication. CWC/DoWR, RD & GR/MoJS shall not be held responsible for any inference drawn based on these data.
CHANGE PASSWORD	
LOGOUT	

Step 7 Create your Query Parameters

6) Purpose for which data is required (A justification note to be attached). {only .pdf files recommended}*
 Choose File No file chosen
Selected files:
 Purpose for which data is required Sort Description


Step 8 Enter justification note for which purpose, data is required and upload the authentic PDF file

7) *
 (i) Whether analysis/study of hydrological data will be undertaken in house. Yes No
(ii) If the answer to the above query is no, then name and address of the consultant deployed / to be deployed for the study.
 If the answer to the above query is no, then name and address of the consultant deployed / to be deployed for the study.
(iii) Category of the consultant (as per data user categories specified in clause 4. supporting proof documents {only .pdf files recommended} to be attached).
 Choose Files No file chosen
Selected files:

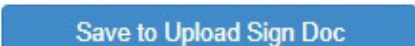
Step 9 Select the 7(i) option Yes or No, if No, fill up the text box 7(ii), upload the supporting proof document (PDF format) 7(iii)

8) Name, designation & address of the person authorized for collection of data. *
 Name, designation & address of the person authorized for collection of data

Step 10 Enter Name, Designation and Address of the authorised person for collect DATA

9) Secrecy Undertaking {only .pdf files recommended} *
 Choose File No file chosen
Selected files:


Step 11 Upload the Secrecy Undertaking Document (PDF format)

Step 12 Click the  Button

4. Upload Scan Document

Step 1 Click the “UPLOAD SIGN DOC” Menu

Step 2 Find your Document for printing



CWC

DATA REQUEST

SEARCH STATION

UPLOAD SIGN DOC

OUTBOXSTATUS

INBOX

FORM









POLICY

CHANGE PASSWORD

LOGOUT

Hello, devendrapatel-cwc@gov.in

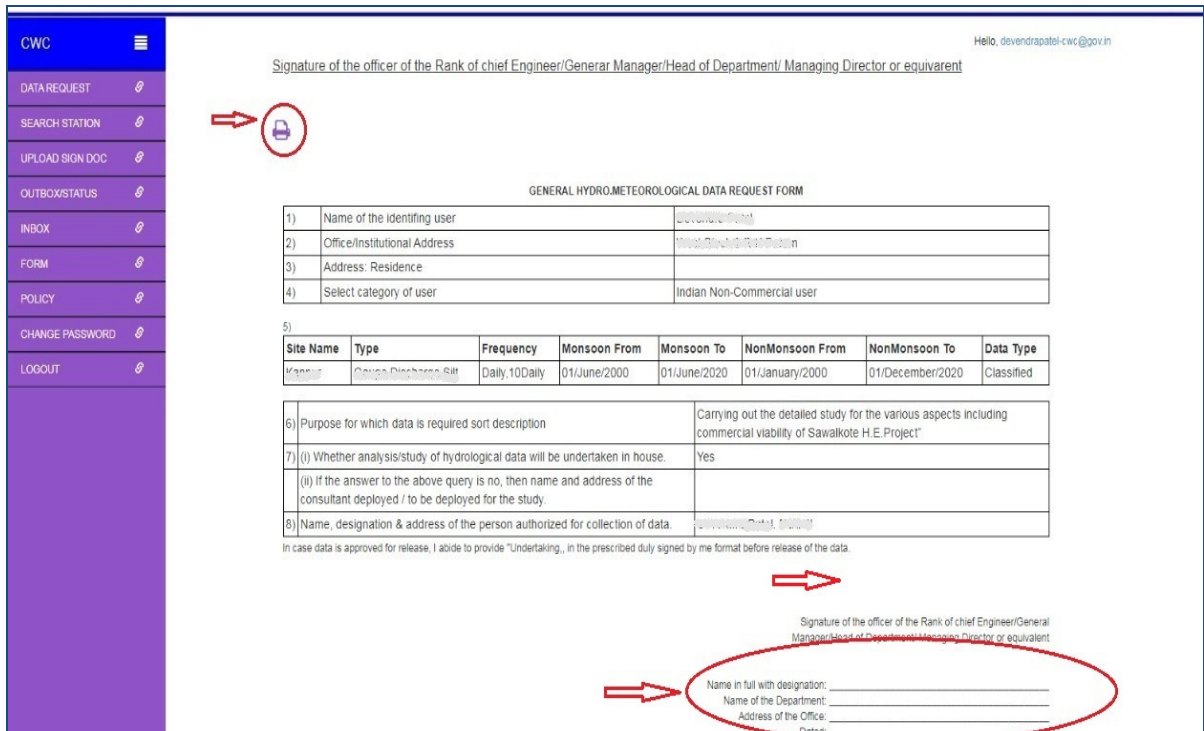
Search:

SL No.	ReqID	Office Details	Site	Type	Frequency	Request Date	Print Doc	Upload Sign Doc
5	2-C3qwx57	Name : Address : Email : Contact :	Kanwar	Group Discharge Slt	Daily,10Daily	6/25/2021 11:17:50 AM		
6	3-C3qwx57	Name : Address : Email : Contact :	Punjab	Group Discharge Slt	Daily,10Daily	6/25/2021 11:17:50 AM		
7	C3qwx57	Name : Address : Email : Contact :	Haryana	Group Discharge Slt	Daily,10Daily	6/25/2021 11:17:50 AM		
8	5Kcbw15	Name : Address : Email : Contact :	Punjab	Group Discharge Slt	Monthly	6/25/2021 11:08:46 AM		

Showing 1 to 4 of 4 entries

Previous Next

Step 3 Click the Print Button



CWC

DATA REQUEST

SEARCH STATION

UPLOAD SIGN DOC

OUTBOXSTATUS

INBOX

FORM


POLICY

CHANGE PASSWORD

LOGOUT

Hello, devendrapatel-cwc@gov.in

Signature of the officer of the Rank of chief Engineer/General Manager/Head of Department/ Managing Director or equivalent



GENERAL HYDRO.METEOROLOGICAL DATA REQUEST FORM

1)	Name of the identifying user	devendrapatel
2)	Office/Institutional Address	West Ghosia Road Patna
3)	Address: Residence	
4)	Select category of user	Indian Non-Commercial user

Site Name	Type	Frequency	Monsoon From	Monsoon To	NonMonsoon From	NonMonsoon To	Data Type
Kanwar	Group Discharge Slt	Daily,10Daily	01/June/2000	01/June/2020	01/January/2000	01/December/2020	Classified

6)	Purpose for which data is required sort description	Carrying out the detailed study for the various aspects including commercial viability of Sawalkote H.E.Project
7)	(i) Whether analysis/study of hydrological data will be undertaken in house.	Yes
	(ii) If the answer to the above query is no, then name and address of the consultant deployed / to be deployed for the study.	
8)	Name, designation & address of the person authorized for collection of data.	devendrapatel, Kanwar

In case data is approved for release, I abide to provide "Undertaking", in the prescribed duly signed by me format before release of the data.

Signature of the officer of the Rank of chief Engineer/General Manager/Head of Department/ Managing Director or equivalent

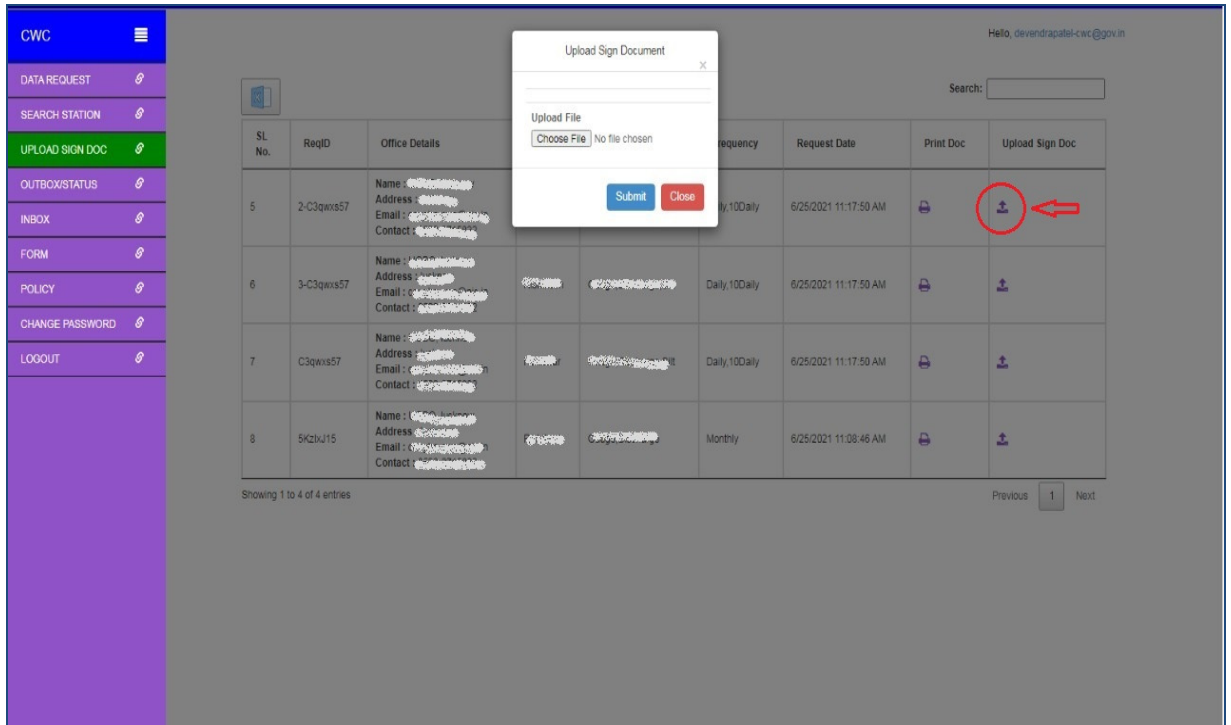
Name in full with designation: _____
Name of the Department: _____
Address of the Office: _____
Date: _____

Step 4 Print the Document

Step 5 Put up Signature of the Officer, Name, Department, Address, Date

Step 6 Make Pdf file of the Document

Step 7 Click the “UPLOAD SCAN DOC” Menu again



Step 8 Click the Upload Button

Step 9 Choose the file for Upload

Step 10 Click the Submit Button

The Entire Process is complete now.

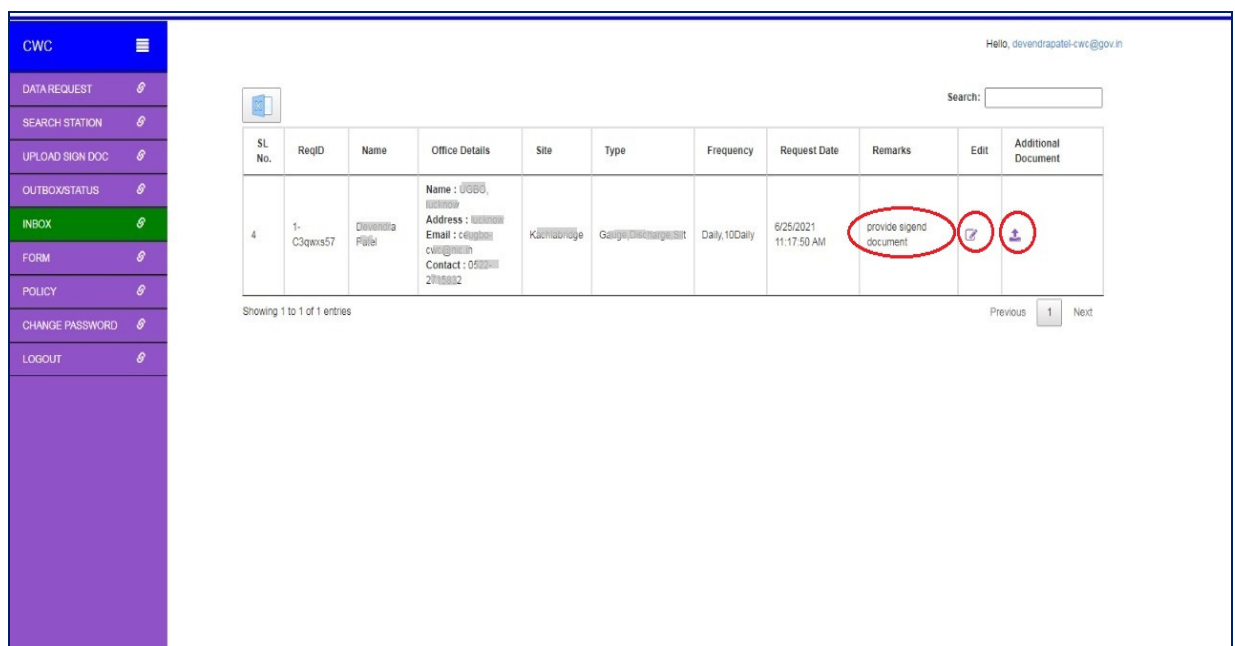
5. Verification Process

After submission of request, the concerned office will verify the request and related documents. If any mistake is found in the entire request process, office will inform in your inbox with request id.

6. Request Resubmission

Step 1 Login with Registered email id and password

Step 2 Check your Inbox



Step 3 Find any message on your Request Id

Step 4 Follow the Remarks Column

Step 5 Upload any Additional Document Required

The screenshot shows the 'GENERAL HYDRO-METEOROLOGICAL DATA REQUEST FORM' interface. On the left is a navigation menu with options: CWC, DATA REQUEST (highlighted), SEARCH STATION, UPLOAD SIGN DOC, OUTBOX/STATUS, INBOX, FORM, POLICY, CHANGE PASSWORD, and LOGOUT. The main content area contains the following steps:

- 1) Name of the identifying user. * (Text input field with 'Deviwara@Pia').
- 2) Office/Institutional Address * (Text input field with 'West Block, NCC Puram').
- 3) Address: Residence (Text input field with 'Address: Residence').
- 4) Select category of user. * (Dropdown menu with '-- select an option --').
- Description: (Section header).
- 5) Type, frequency & period of data required. * 1 Record Added (Text input field with a red '+' icon).
- 6) Purpose for which data is required (A justification note to be attached). (only .pdf files recommended) * (Text input field with 'Purpose for which data is required Sort Description').
- 7) * (Text input field).

A 'POLICY' button is visible on the right side of the form.

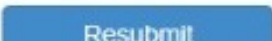
The screenshot shows the continuation of the 'GENERAL HYDRO-METEOROLOGICAL DATA REQUEST FORM' interface. The main content area contains the following steps:

- 6) Purpose for which data is required (A justification note to be attached). (only .pdf files recommended) * (Text input field with 'Purpose for which data is required Sort Description').
- 7) * (Text input field).
- (i) Whether analysis/study of hydrological data will be undertaken in house. (Yes No)
- (ii) If the answer to the above query is no, then name and address of the consultant deployed / to be deployed for the study. (Text input field with 'If the answer to the above query is no, then name and address of the consultant deployed / to be deployed for the study.').
- (iii) Category of the consultant (as per data user categories specified in clause 4. supporting proof documents (only .pdf files recommended) to be attached). (Text input field with 'Choose File' and 'No file chosen').
- 8) Name, designation & address of the person authorized for collection of data. * (Text input field with 'Name, designation & address of the person authorized for collection of data').
- 9) Secrecy Undertaking (only .pdf files recommended) * (Text input field with 'Choose File' and 'No file chosen').

A 'Resubmit' button is located at the bottom of the form. A 'POLICY' button is visible on the right side of the form.

Step 6 Edit the Request as per Comments on Remarks Column

Step 7 Reupload Document Required

Step 8 Click the  Button.

Step 9 Click the "UPLOAD SIGN DOC" Menu

Step 8 Click the Upload Button

Step 9 Choose the file for Upload

Step 10 Click the Submit Button