Instruction Manual

CENTRAL WATER COMMISSION

[GENERAL HYDRO-METEOROLOGICAL DATA REQUEST PORTAL]

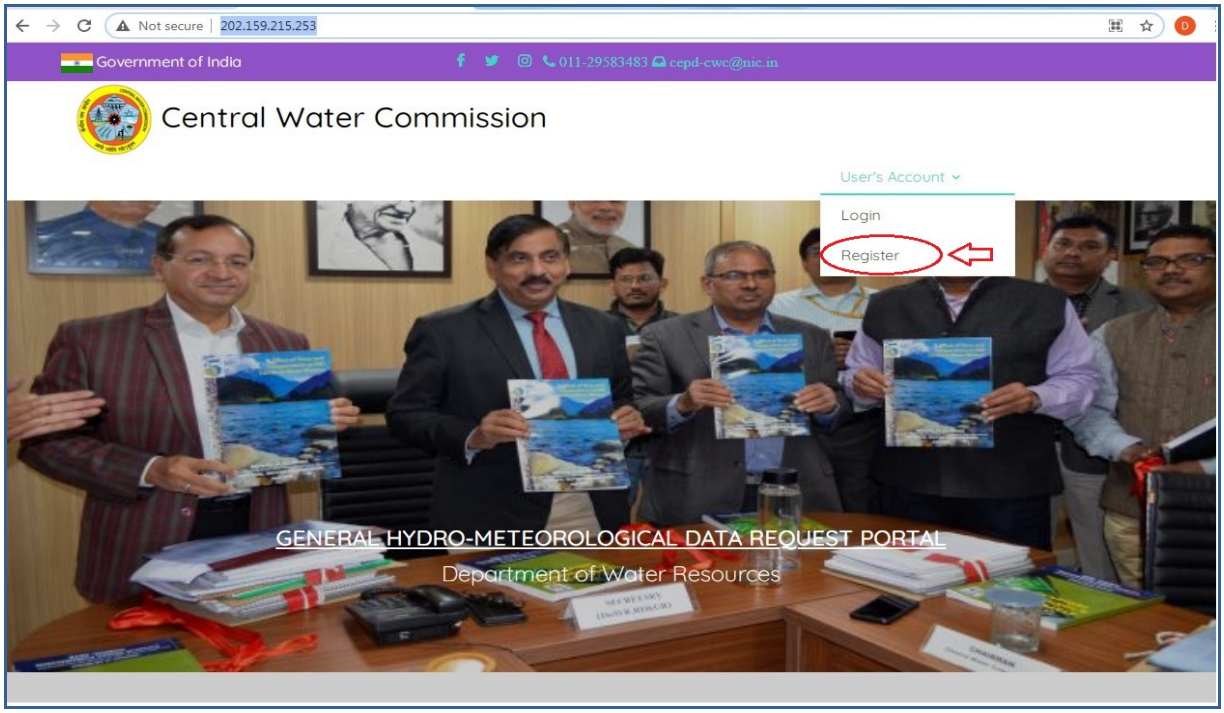
UNDER RIVER DATA COMPILATION DIRECTORATE-1

CENTRAL WATER COMMISSION

NEW DELHI

1. User Registration

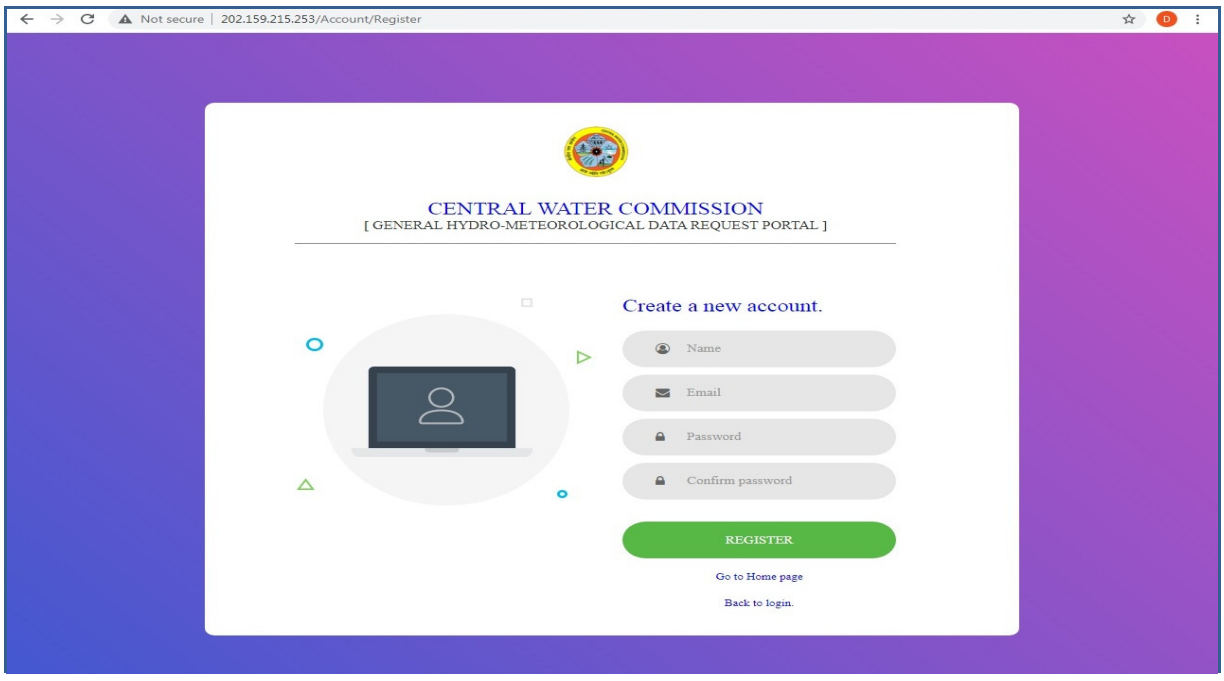
Step 1 Go to URL http://202.159.215.253/



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

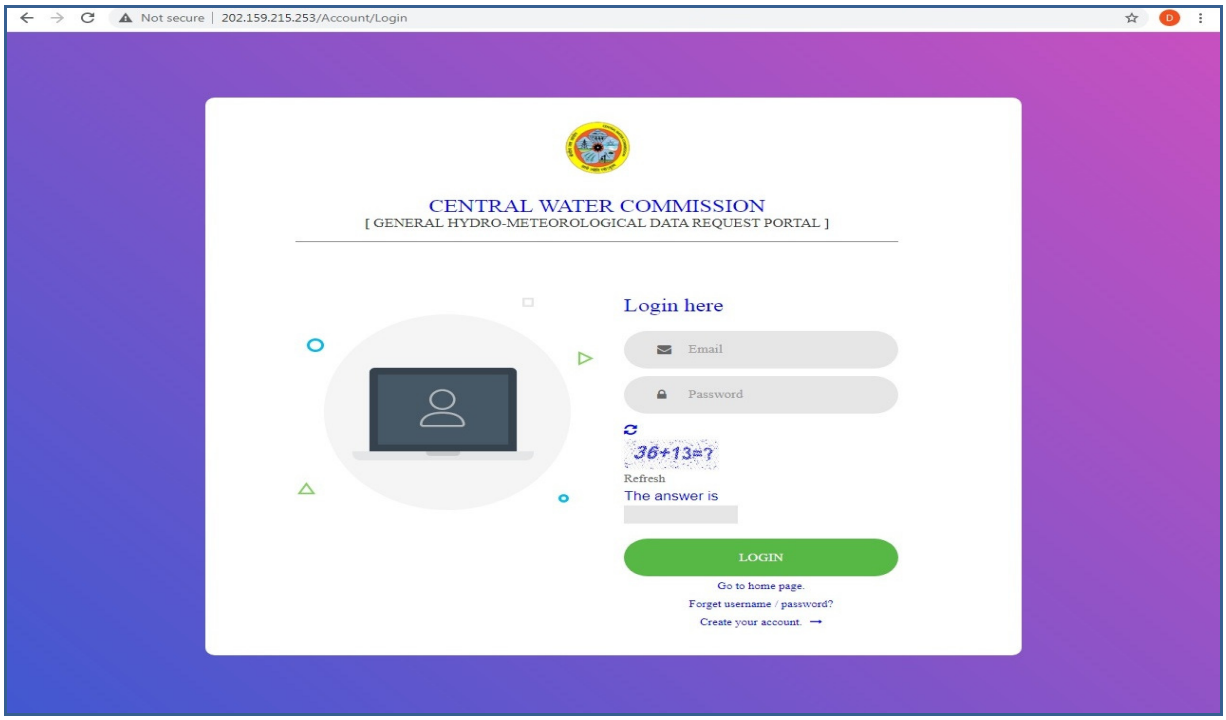
2. User Login

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



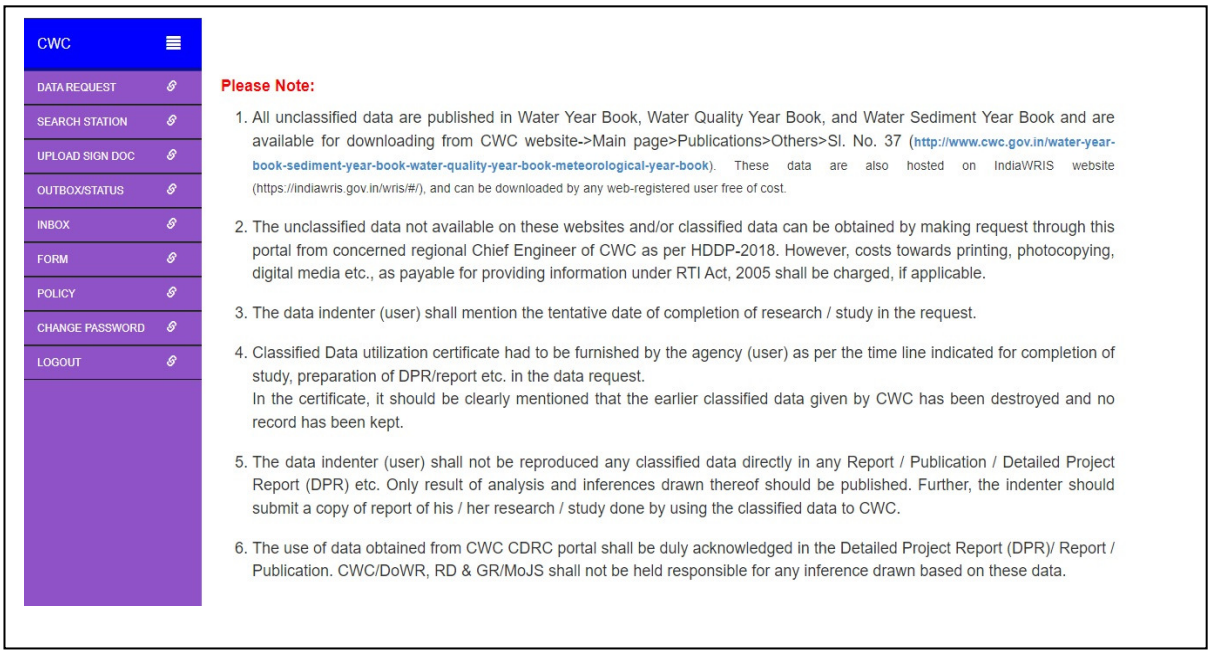
Step 4 Enter Registered email id

Step 5 Enter Password

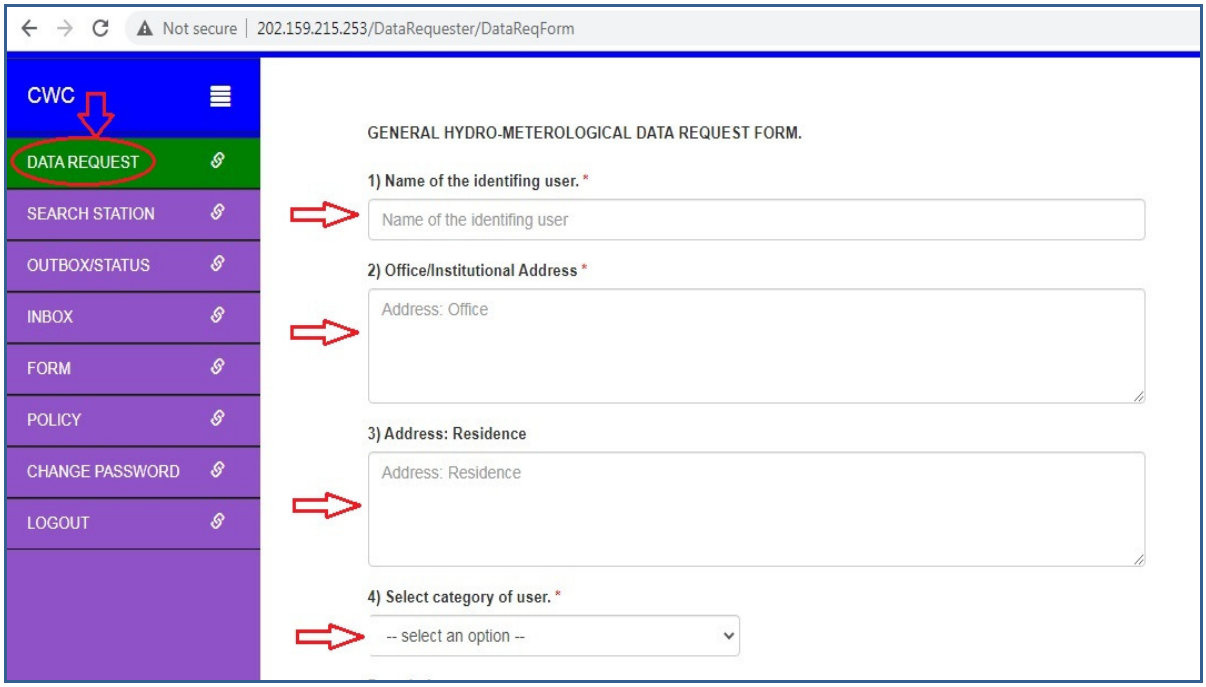
Step 6 Enter answer form captcha

Step 7 Click Login

New Window with Disclaimer will be open



3. DATA REQUEST Form Submission



Step 1 Select DATA REQUEST

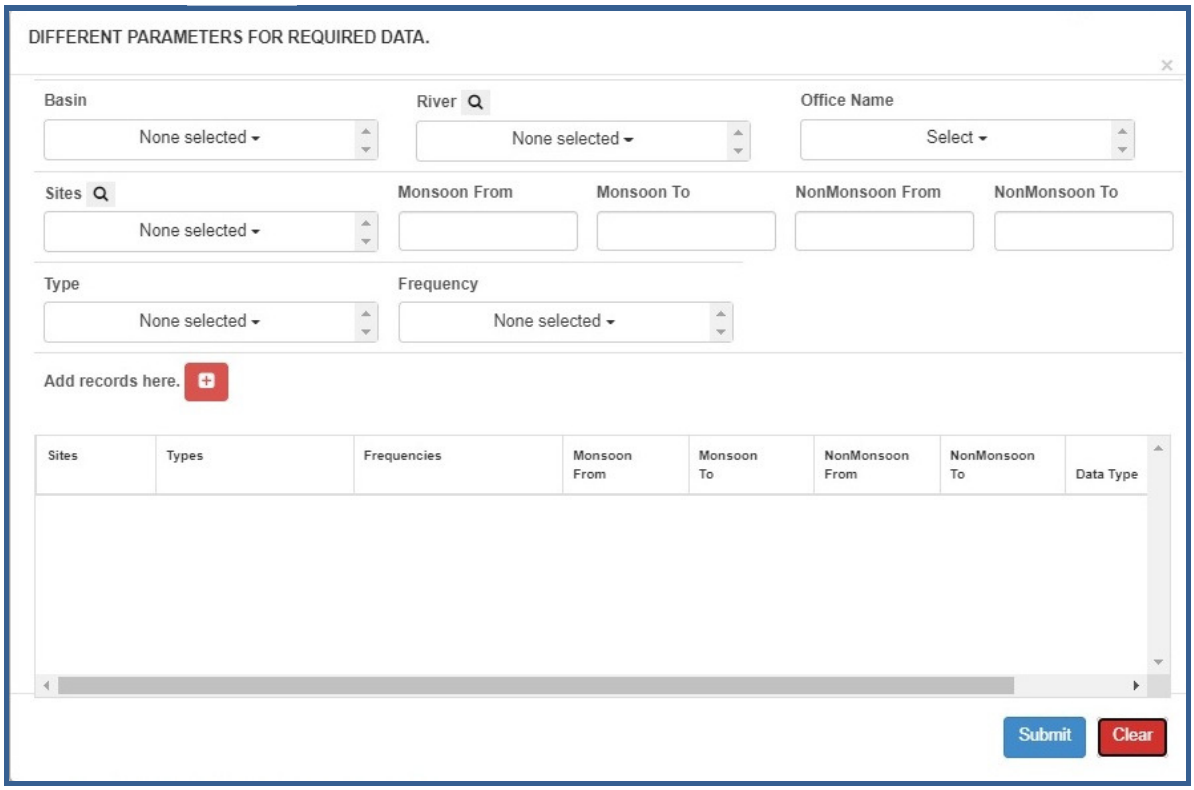
Step 2 Enter the Name of the identifying user

Step 3 Enter Office/Institutional Address

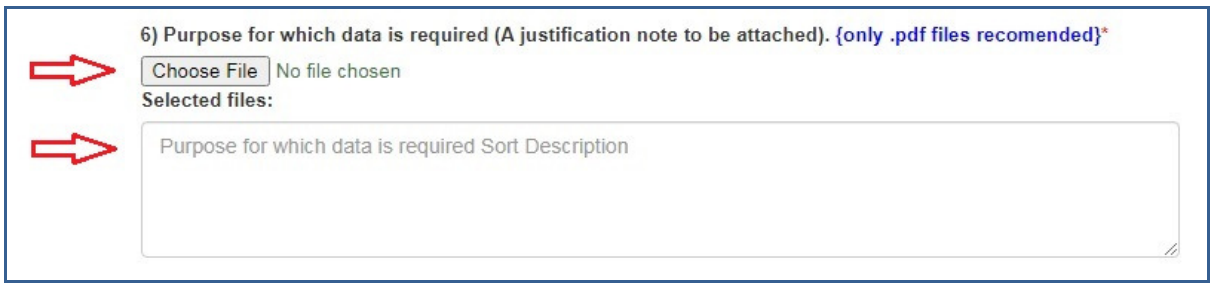
Step 4 Enter Residence Address (Optional)

Step 5 Select Category of user

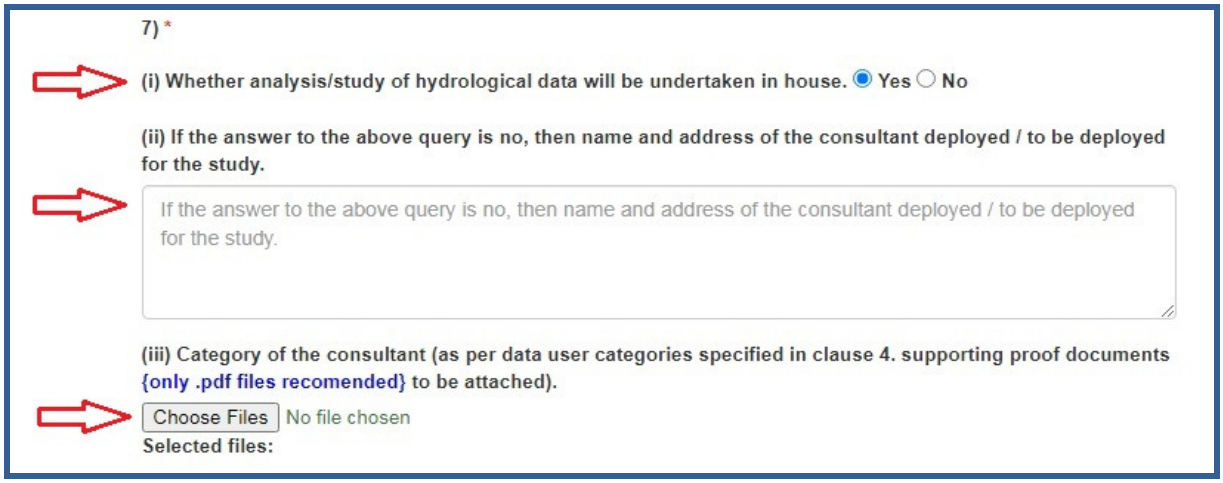
Step 6 Click + Button



Step 7 Create your Query Parameters

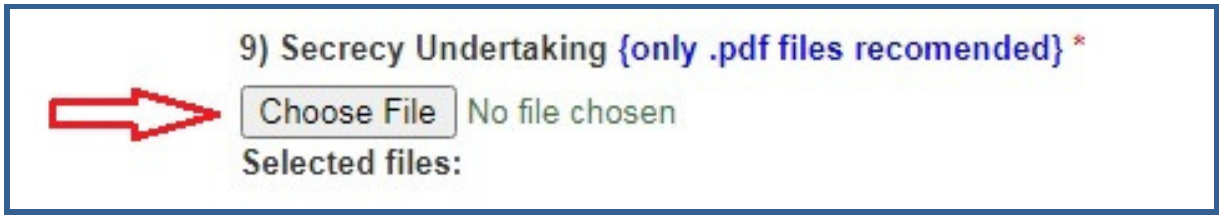


Step 8 Enter justification note for which purpose, data is required and upload the authentic PDF file



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)

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



Step 11 Upload the Secrecy Undertaking Document (PDF format)

Step 12 Click the

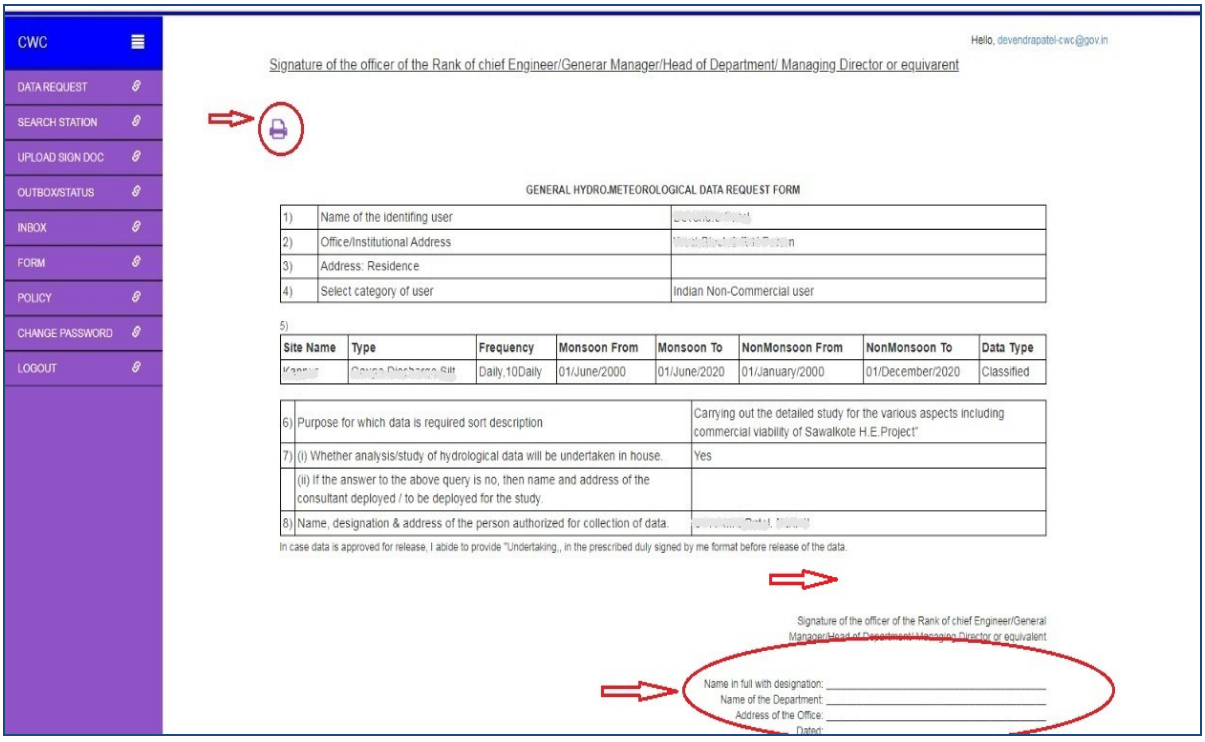
Button

4. Upload Scan Document

Step 1 Click the “UPLOAD SIGN DOC” Menu

Step 2 Find your Document for printing

Step 3 Click the Print Button

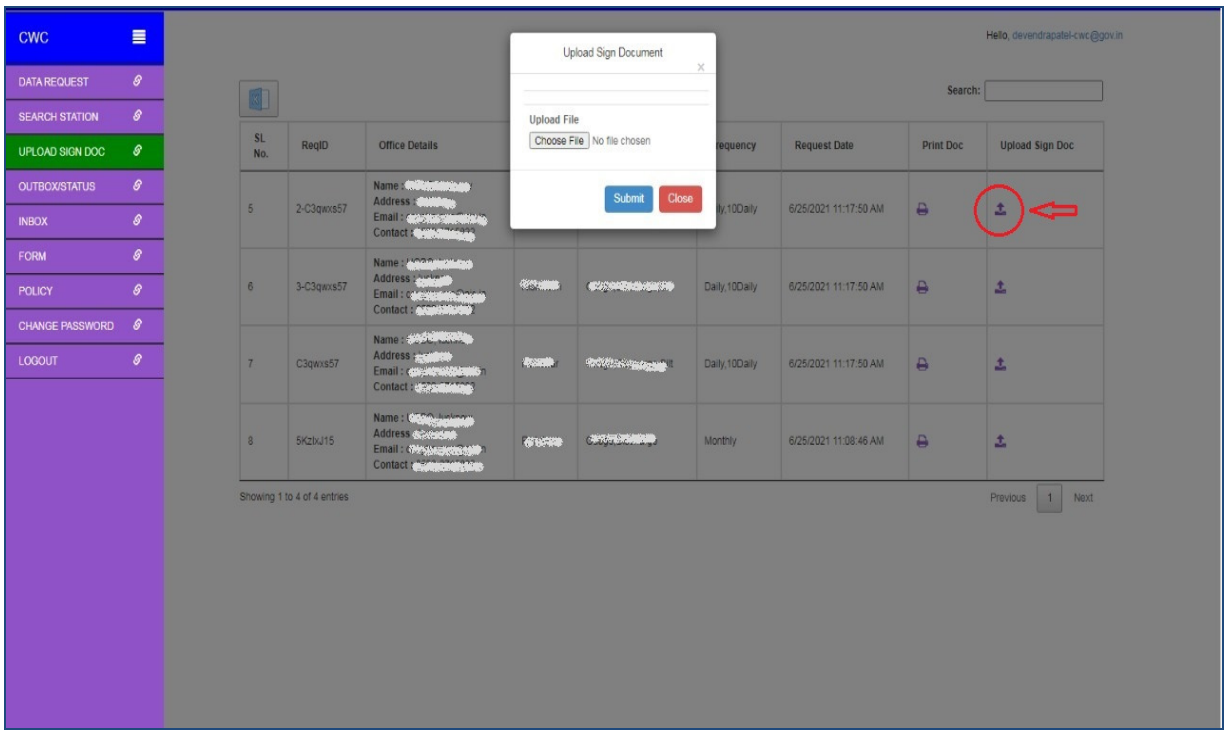


Step 4 Print the Document

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

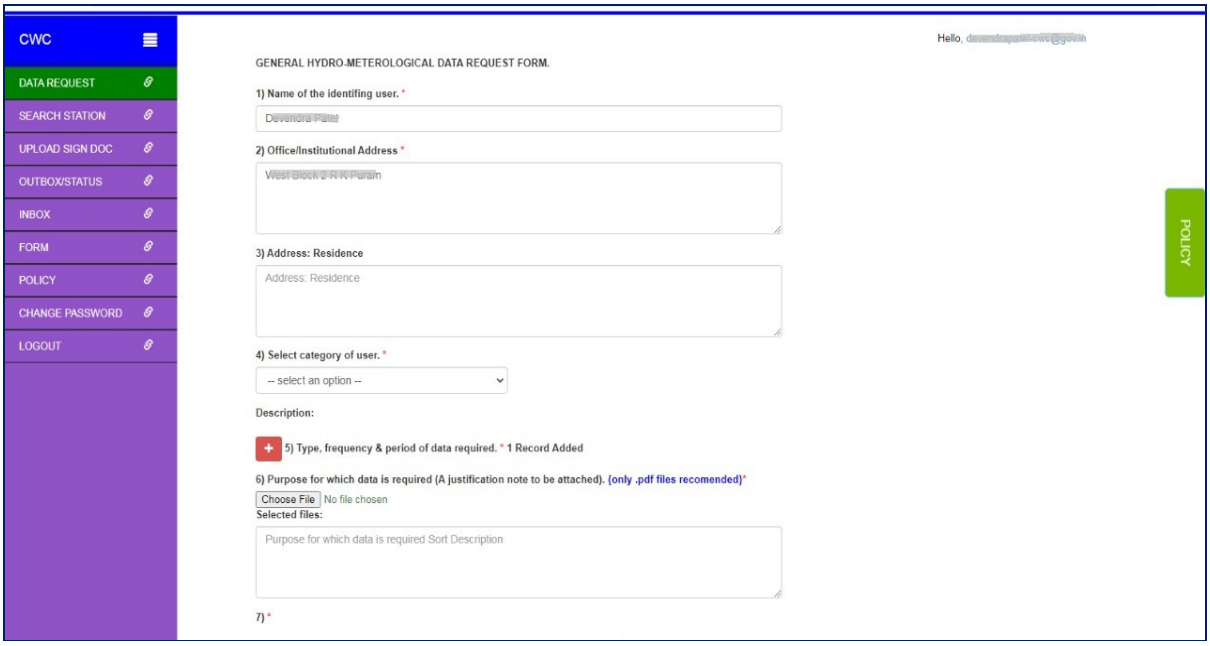
Step 1 Login with Registered email id and password

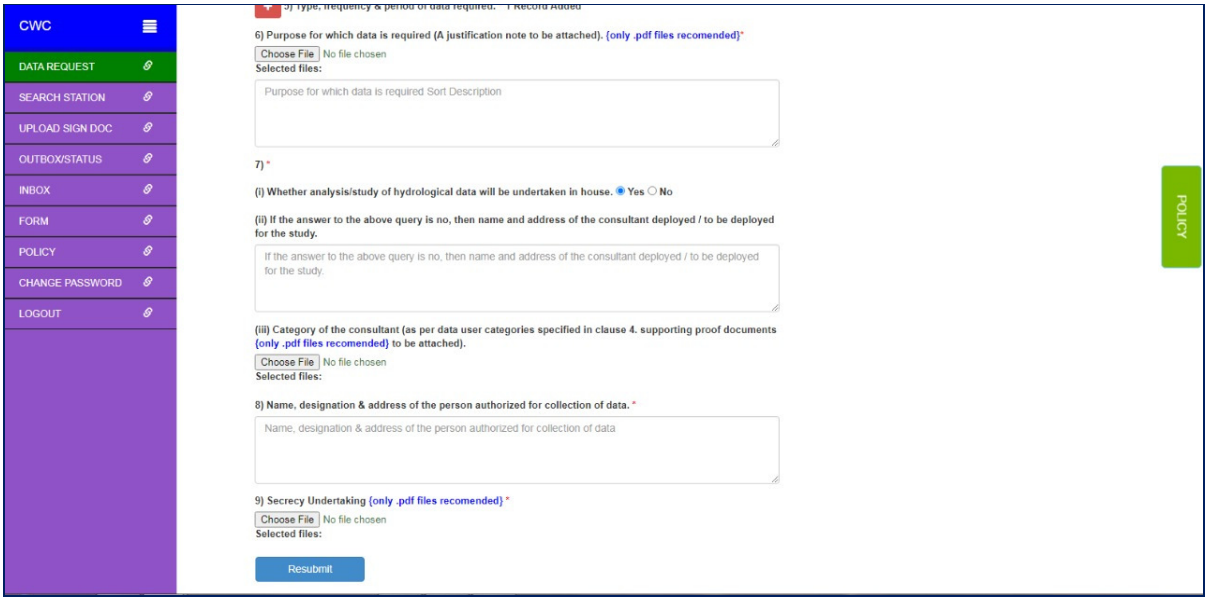
Step 2 Check your Inbox

Step 3 Find any message on your Request Id

Step 4 Follow the Remarks Column

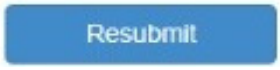
Step 5 Upload any Additional Document Required





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