

Work Flow for Applicants

Visit the portal wrdreg.jharkhand.gov.in
Create Credential/ Login using existing credentials

For new user - 'Click on Registration link'
(Fill in the information required for credentials creation. You will be prompted to login)

After Applicant Login: Apply for

New Registration

Previously Registered (Offline)

Renewal of Registration

Fill in the Required Information/ Application

Fill in the Previously Registered Details (Offline)

Fill Details & Submit

Click on submit to Apply Application

Click On Submit & Proceed

Fill in the Required Information in Application Form & Apply

Acknowledgement Number is generated and Email/SMS Send to Applicant and Department

Applicant Can Check Application Status from Applicant Status link

If status is: In Process

Wait till application is provisionally Approved or rejected.

If status is: Rejected

If status is: Provisionally Approved

Pay online by click On Pay Now

Application now approved and Download Certificate

Application process: End

Work Flow for Department

Visit the portal wrdreg.jharkhand.gov.in

Select User Type and Select Role by Department

Enter the password in selected role and Login

Check if any Pending Task in dashboard

Yes

No

View task- Review Application & Read Remarks by Sender

Click On Action to Process Application

Put Remarks & Forward to next hierarchy if recommended to Process

Put Remarks & Forward to below hierarchy /Applicant if any more information is required.

Application finally reached at EIC Level

Provisionally Approve / Reject By EIC

Application process from admin: End

Applicant's Menu Options Description

Applicant's Menu Option	Description
1.) New Registration	This menu comes after login by the applicant. The applicant who has never registered with the Water resources department has to click in this menu to have the first registration. Applicant has to fill the form and then click on submit. After submit the acknowledgement number will be generated and email and SMS will be sent to the applicant as well as to the department.
2.) Previously Registered (Offline)	This menu comes after login by the applicant. The applicant who has already registered with the Water resources department in offline process has to click in this menu to have the first registration. Applicant has to fill the previous registration details first then he can proceed with the application form and after filling click on submit. After submit the acknowledgement number will be generated and email and SMS will be sent to the applicant as well as to the department.
3.) Renewal of Registration	The menu is for the renewal of registration. The initial registration is provided for 5 years. When the registration is about to expire then 3 months prior to the expiry to the 3 months after the expiry the applicant can apply for the renewal of registration by clicking this menu.
4.) Application Status	This menu is to check the current status of the application. User can check the application progress from this menu as well as they can do online payment from this menu once the application status is provisionally approved. Users can also view their application and uploaded documents from this menu.
5.) Pending Task	When a query comes to the applicant then the user can check the query from this menu and can respond to the query. The menu is about the user interaction with the department.
6.) Inbox	The inbox menu keeps the records of whatever queries or communication comes from the department to the applicant with date time and sender details.
7.) Sent Items	The sent items menu keeps the record for whatever communication is sent from the applicant to the department with date time and receiver details.
8.) Add Additional Details	This menu is about to add the additional details if asked from the department during the application process. User can upload the additional details with supporting documents as asked by the department during process of application.
9.) Work Order Register	The work order register is the essential menu to upload the work details of the contractor. Once the contractor is registered and work is assign to him from the division, then he can upload the details of work and its progress from this menu. The details of this register are viewable by the department.
10.) Change Password	The applicant can change the password by clicking in this menu. For security reasons it is advisable to select a strong password with combination of letters and alpha numeric characters.

Admin's Menu Options Description

Admin	Description	Admin	Description
1.) Pending task	Department users can check any pending task for them. If there is pending task, they can process.	11.) Application Reports	The MIS report can be generated from this menu for applications.
2.) Inbox	Any communication received from department other users or applicant can be seen in this menu along with date and sender details.	12.) Contractor's Confidential Report	The department can upload the confidential report received for contractor from EE/SE. This will help during renewal process.
3.) Sent Items	Any communications sent are stored in this menu along with receiver details and date time.	13.) File Movement	At any moment of time movement can be checked for any application with date time and sender details.
4.) Add Additional Details	For any application User can add additional details/ documents along with attachments during process of application.	14.) Current Status of Application	Where is the pendency of application and since how many days? These details can be fetched from this menu.
5.) View Additional Details	Users can view the additional details related to the application uploaded by the department or applicants.	15.) Transaction track	The payment transactions and details of payments can be tracked from this menu.
6.) Add/Update News	The home page has a latest news section. Dept. can upload time to time important notice or news from this section.	16.) Mark/Release as Blacklist	This menu is to mark the contractor as Black Listed if it comes under this category.
7.) View work Order Register	The work order register uploaded by the applicant can be seen from this menu. Department user has to enter the registration number to view.	17.) View Blacklist Agencies	The details of black listed contactors can be seen from this menu.
8.) Edit Applicant's Basic details	Sometimes the basic details of applicants needs to be changes like email/ Mobile number. The department User can update from here.	18.) Change Password	The department users can change their password from this menu.
9.) Generate Registration Certificate	The department can generate the certificate for the approved application from this menu.	19.) Authenticate Registration	The contractor's registration details can be authenticated from this menu.
10.) Upload Registration Certificate	The registration certificate can be uploaded from this menu after digital sign by Engineer-in-chief.		