I/125014/2023

Government of India
Ministry of Jal Shakti
Dept. of Water Resources, RD&GR
Central Water Commission
Software Management Directorate

<u>Circular</u>

Software Management Directorate is in the process of implementing SANDES app in Central Water Commission. The instance for Central Water Commission has been created by SANDES NIC team. The app has already been tested on pilot basis in S M Dte.

In this regard, all heads of Organization/ Directorate/Establishment section of CWC are requested to ensure the rollout of SANDES app in their respective offices. Any user can download and install the app for use similar to any other social media app, however to utilize the full functionality and to be included in Central Water Commission instance, the users have to be verified by designated admins (OU Admin). All Members/Chief Engineers/Directors/unit heads have been given rights of OU Admin to verify CWC employees posted in the respective office.

The SOP for OU Admin to add members/white listing in SANDES app is enclosed at Annexure-I for reference. For any assistance users may contact helpdesk at 011-29583355.

This issue with the approval of competent authority.

(Amitabh Tiwari)
Deputy Director

To,

All Concerned Officers of CWC through Website.

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♦Conserve Water- Save Life♦

Annexure-I

**SOP for OU Admin to add members in respective offices of Central Water Commission.**

1.   All members of the office should download and install SANDES app on mobile, and register with mobile number.
2.   Each office head has been assigned as OU Admin for the respective office. The OU Admin can include members of the office in SANDES APP as official members.
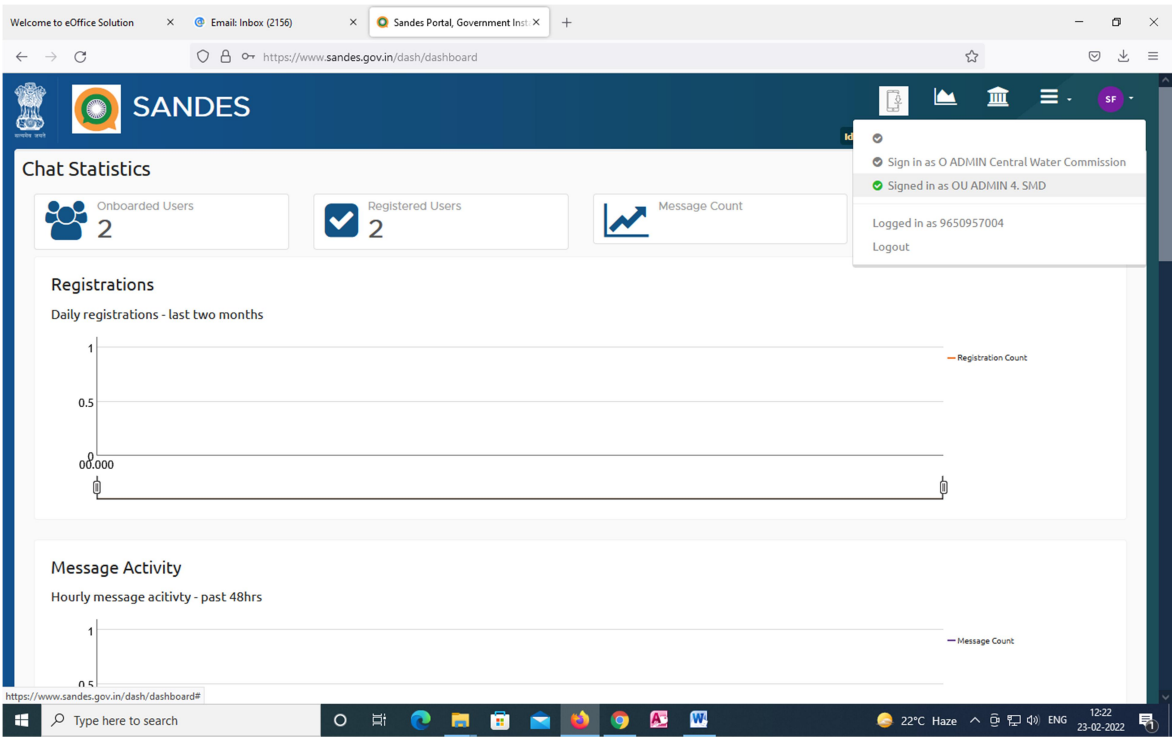3.   Type https://www.sandes.gov.in/ in web browser
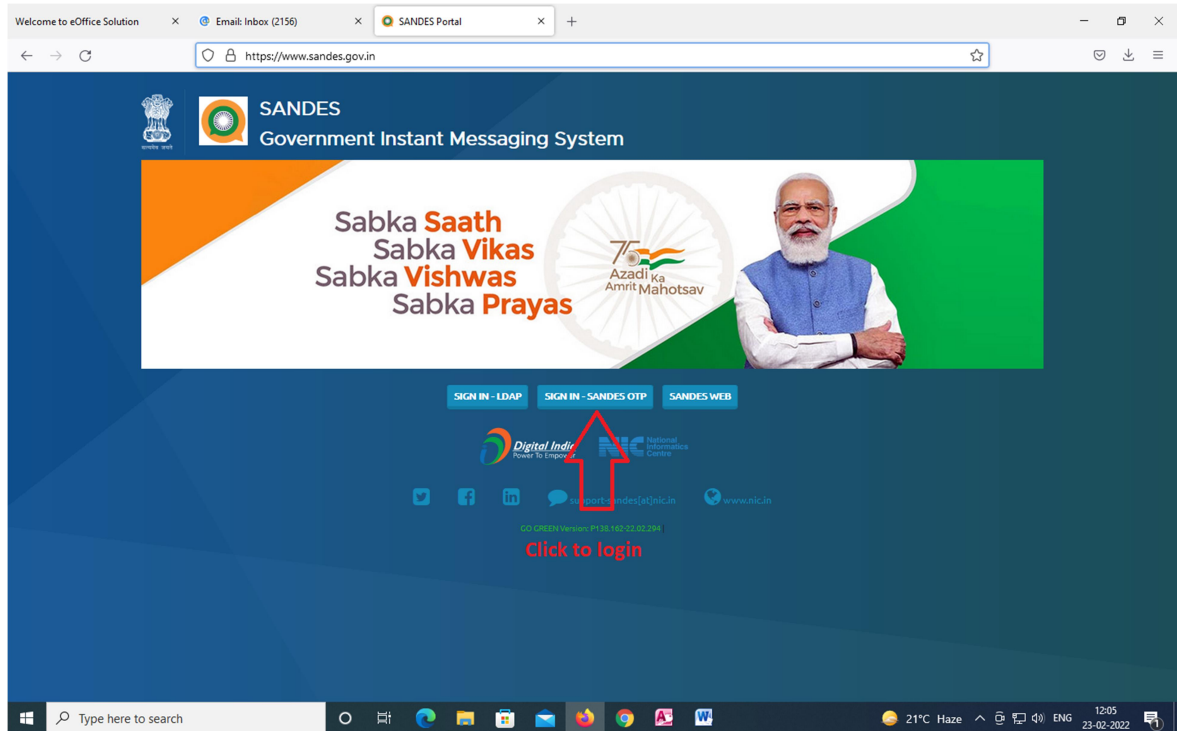
4. Login using mobile number
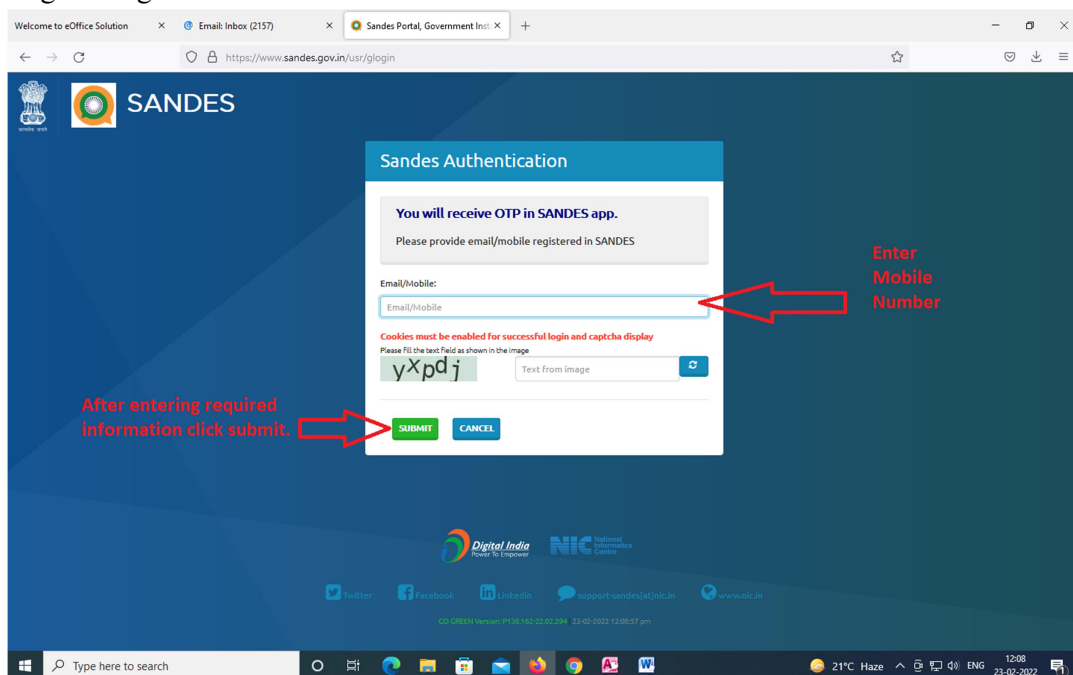
5. Enter OTP received in SANDES app.
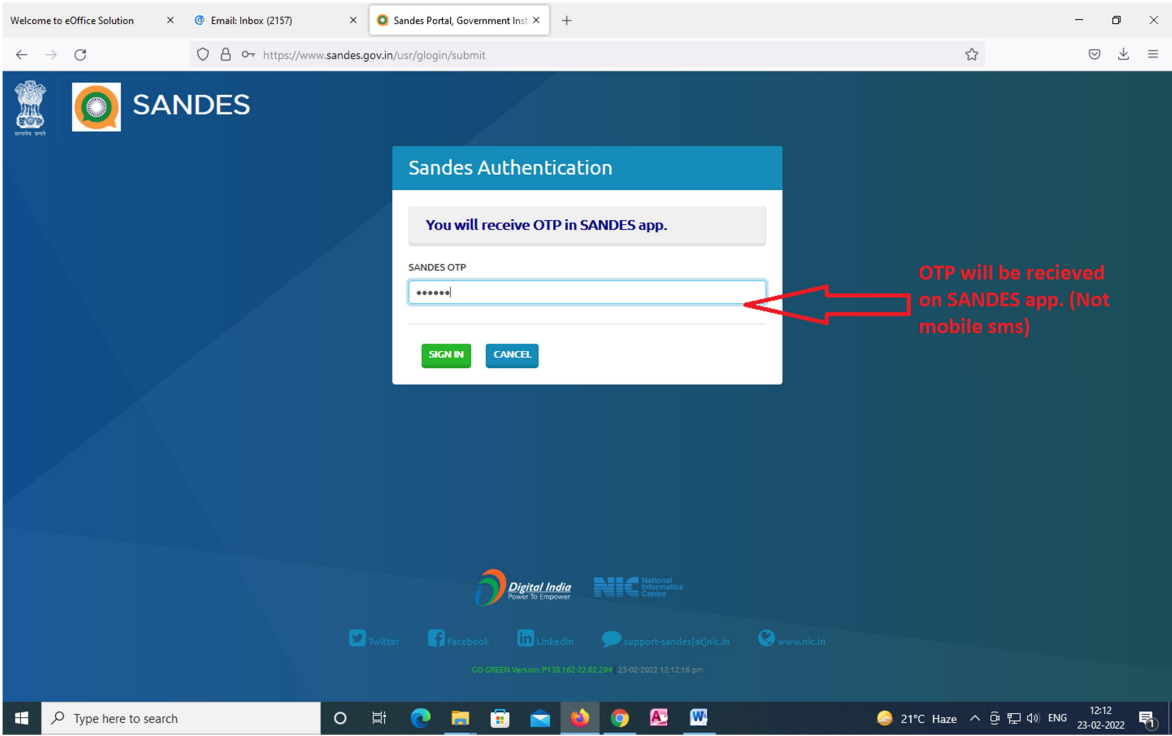
6. Check if signed in as OU ADMIN
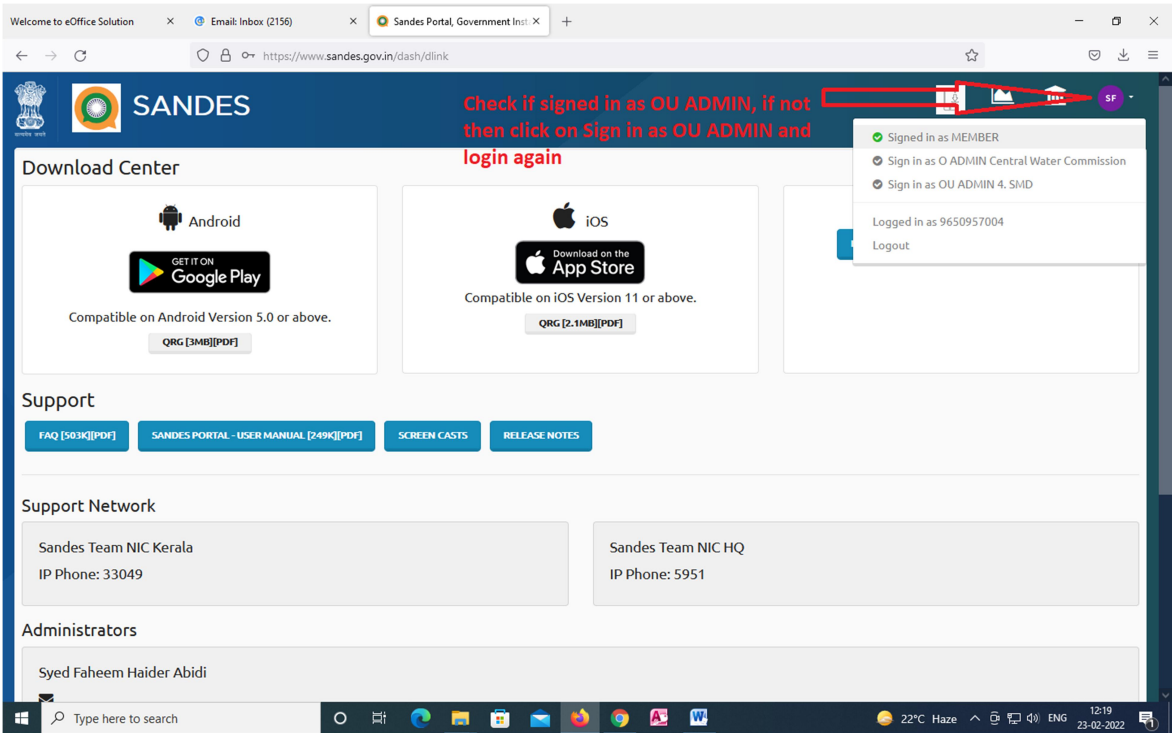
7. Click on search/Locate Member.
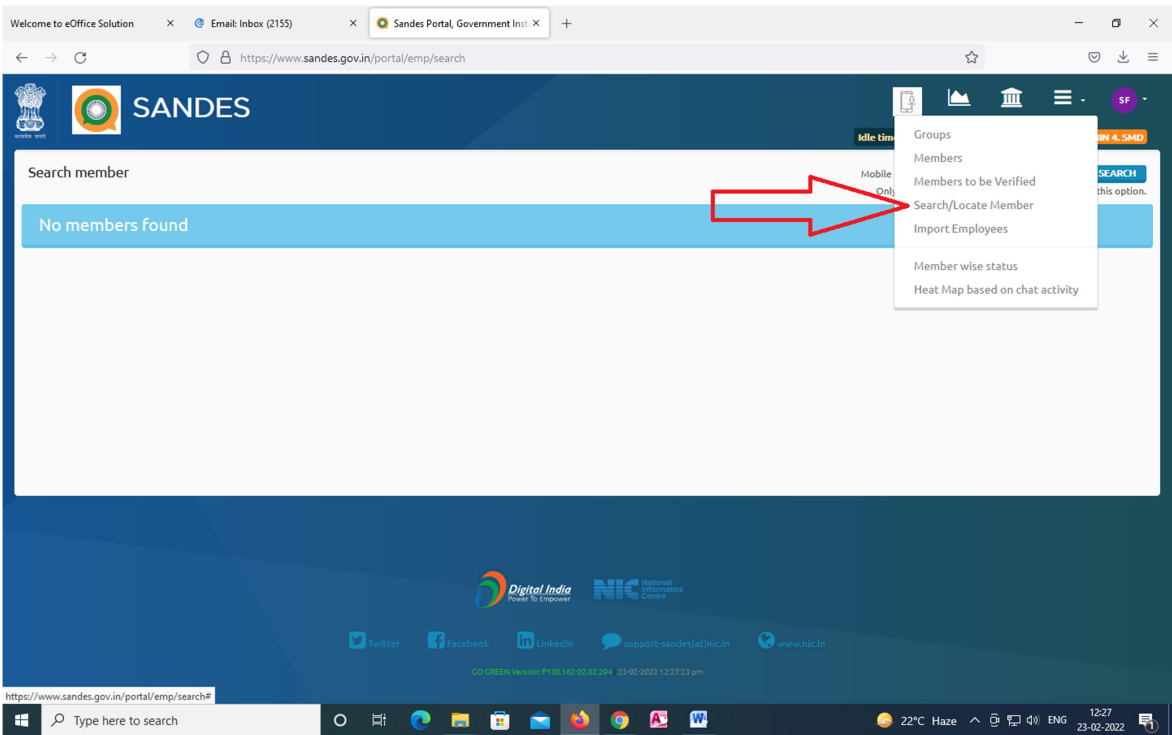
8. Enter mobile number of user to be added in respective office.
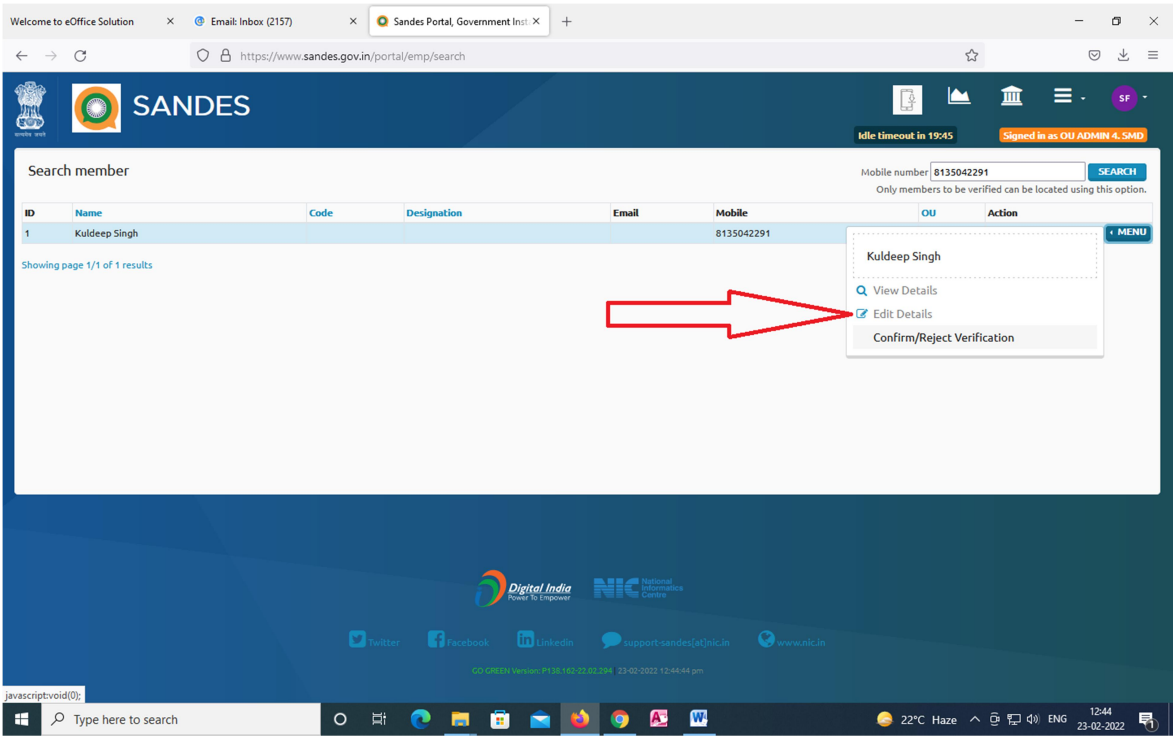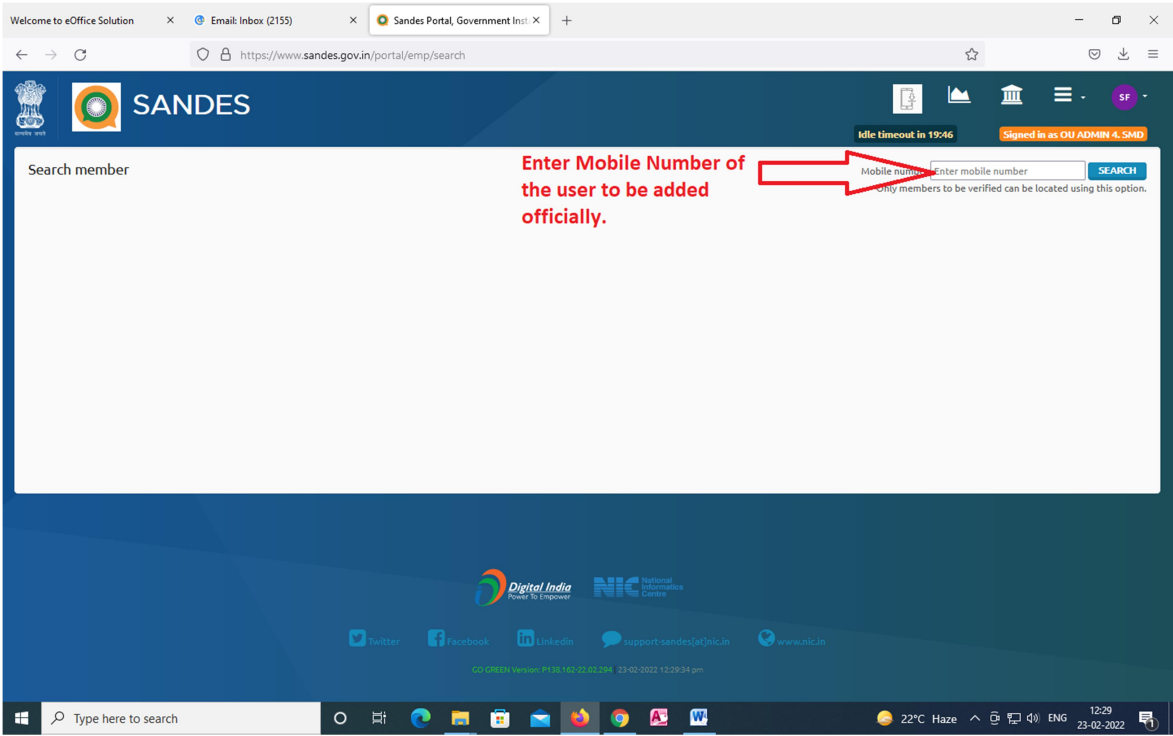
9. Enter Details of Employee(Employee code can be entered as last six digits of Aadhaar)

10. Now the member has to be verified.

11. The name of members to be verified will show in list. Click on Verify Member
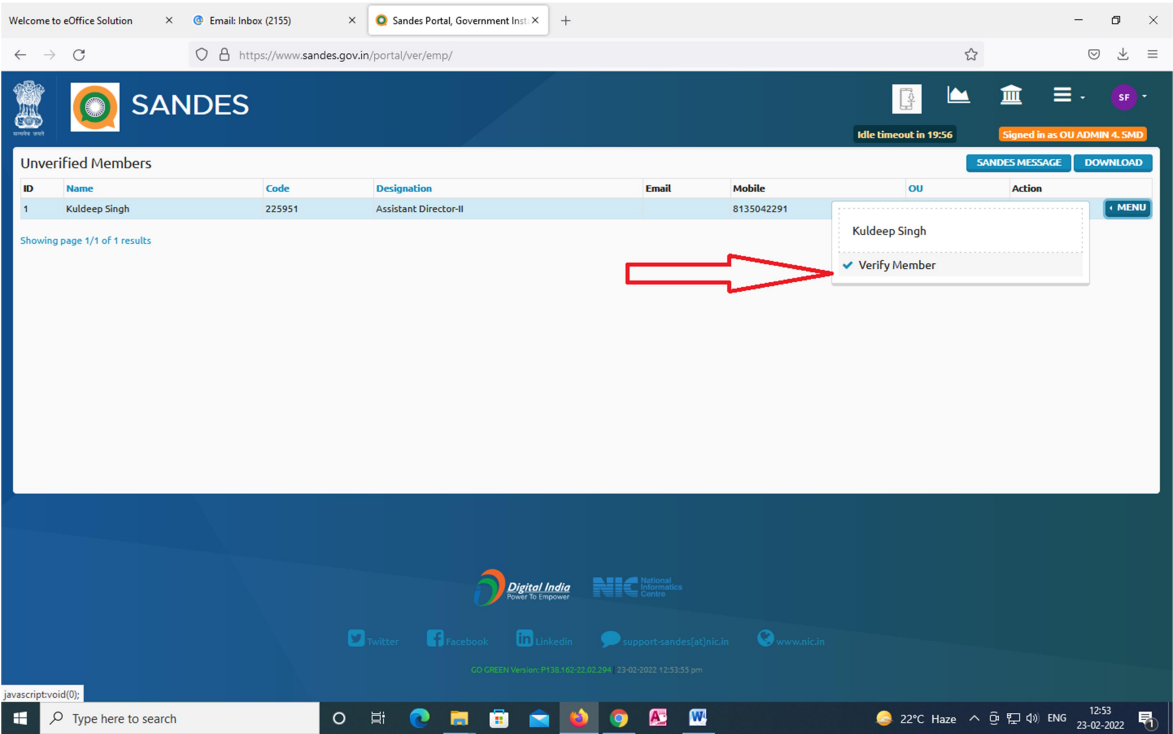
12. Click confirm Verification to complete the process.
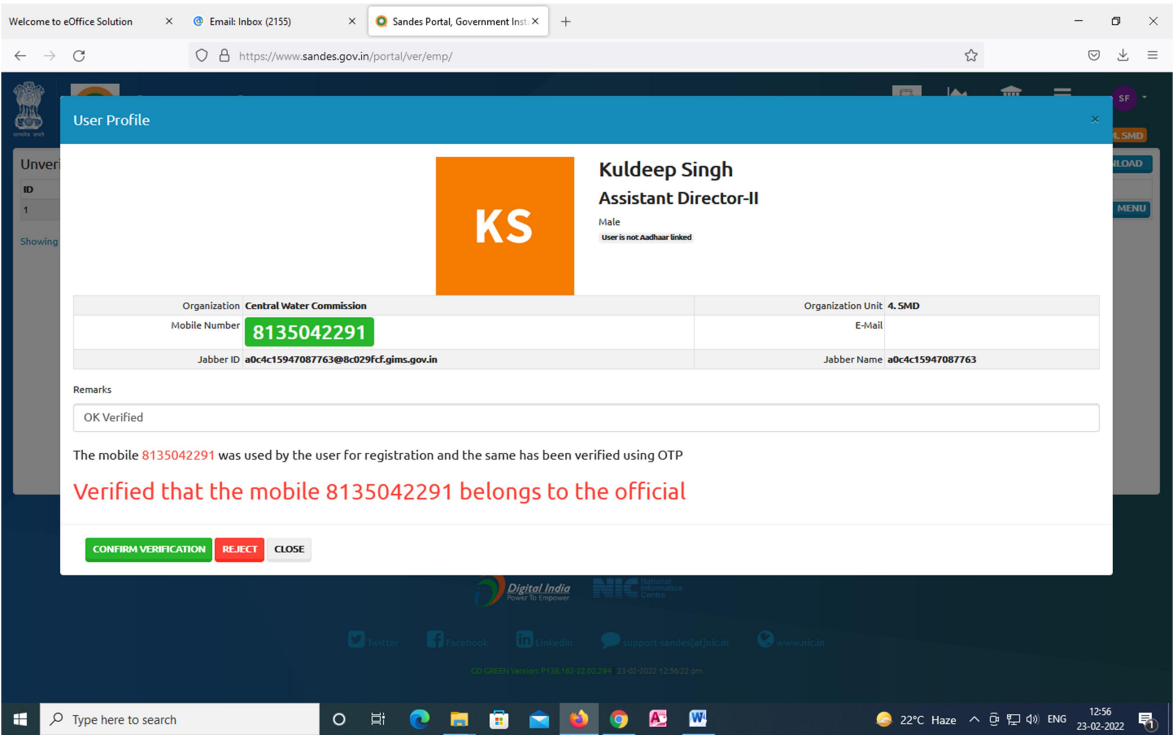
13. The verified member will now show in the Members section

The verified member will now show in the Members tab.