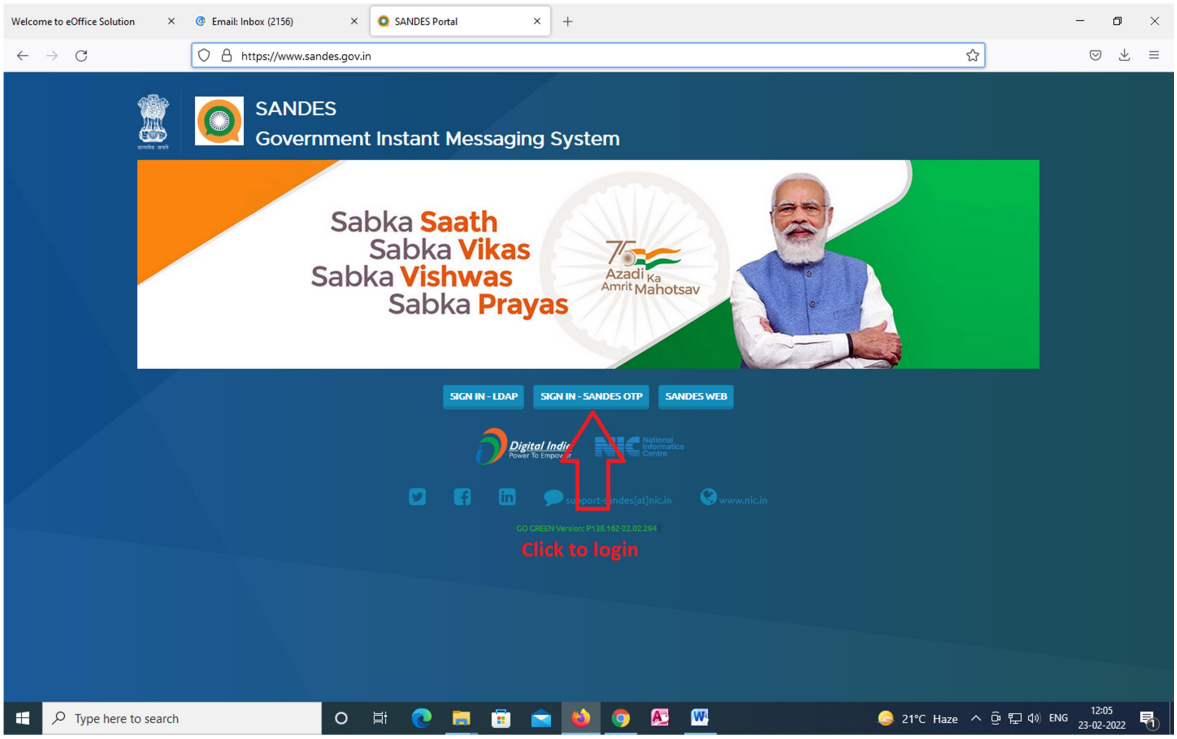
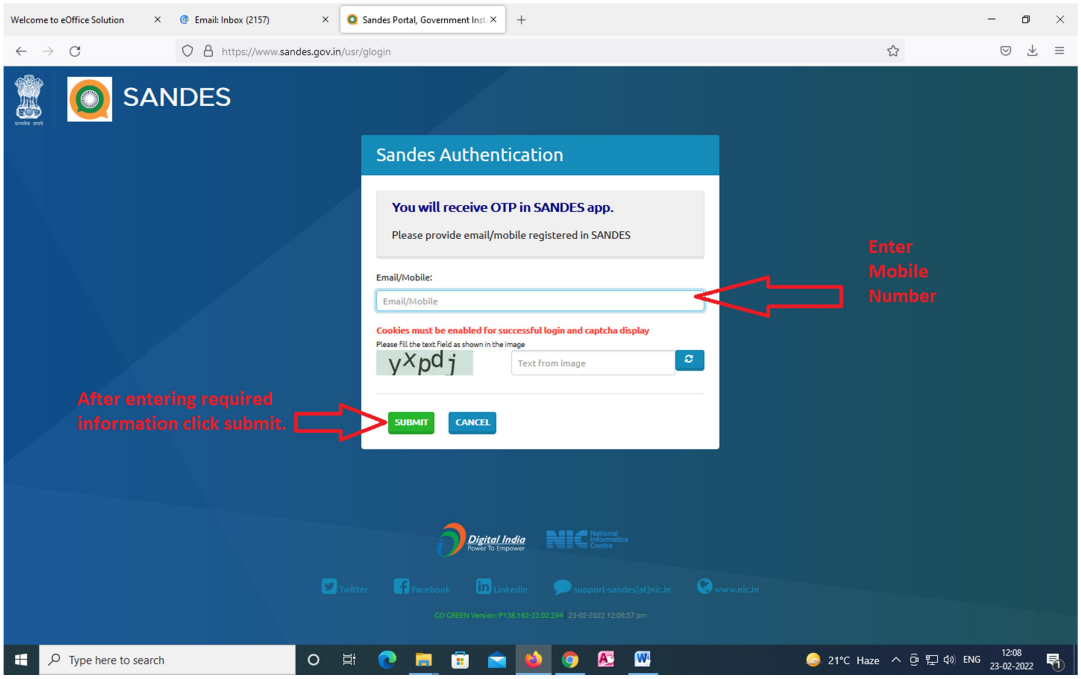
Annexure-I

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

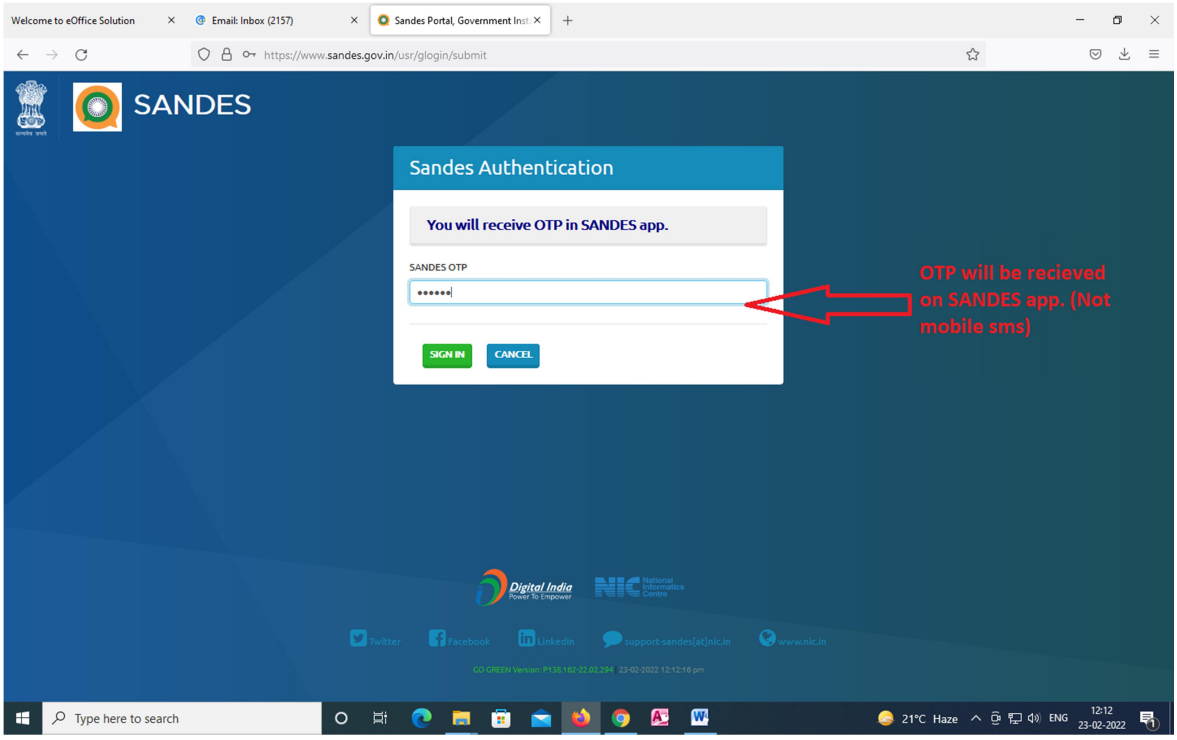
1. All members of the office should download and install SANDES app on mobile, and register with mobile number.
2. Each office head has been assigned as OU Admin for the respective office. The OU Admin can include members of the office in SANDES APP as official members.
3. Type https://www.sandes.gov.in/ in web browser



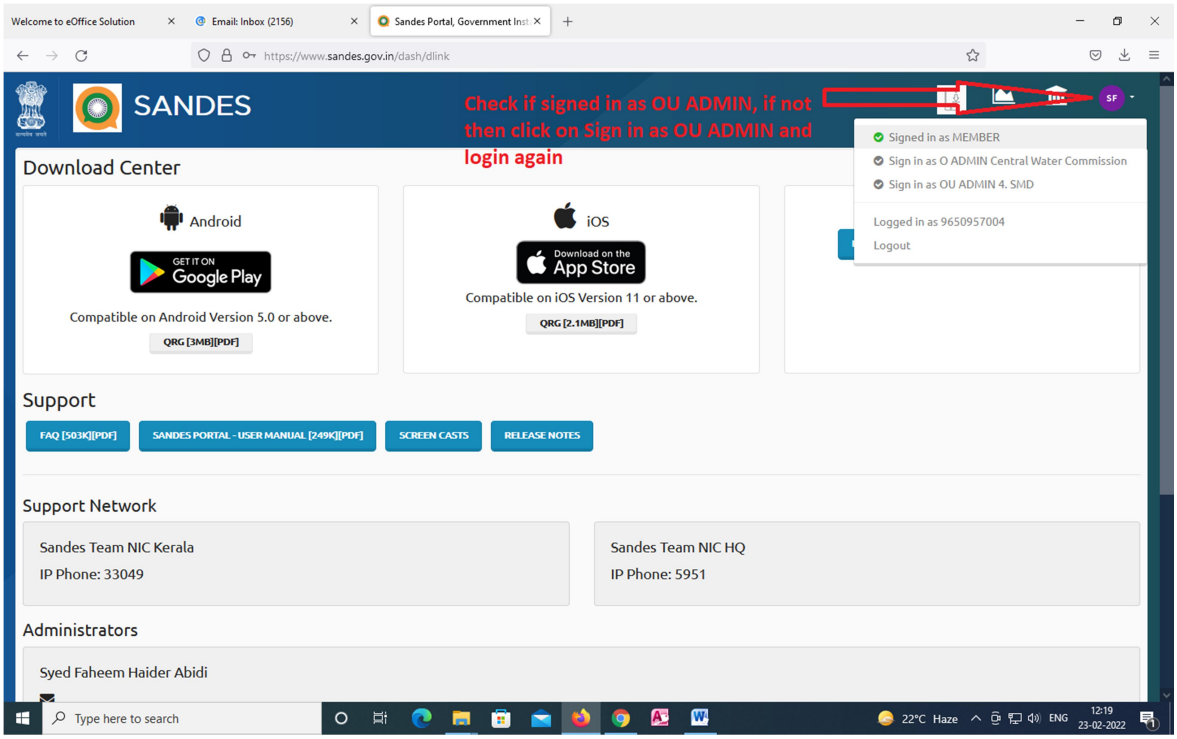
4. Login using mobile number

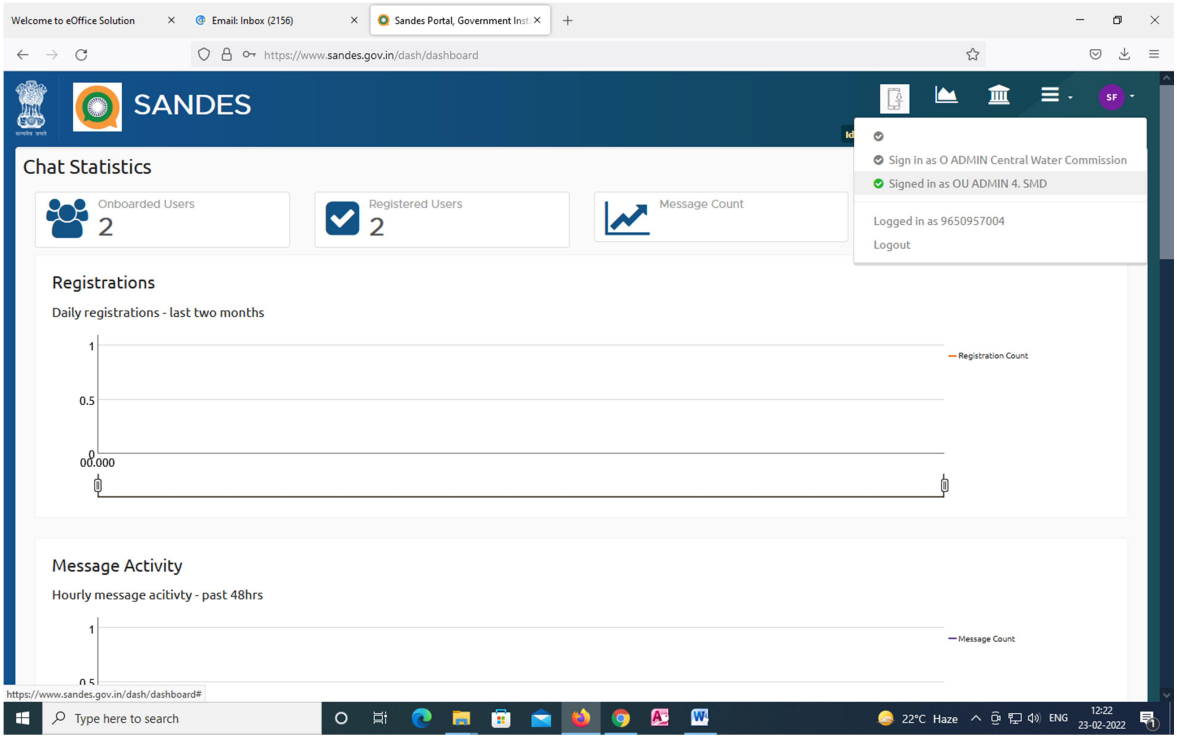


5. Enter OTP received in SANDES app.

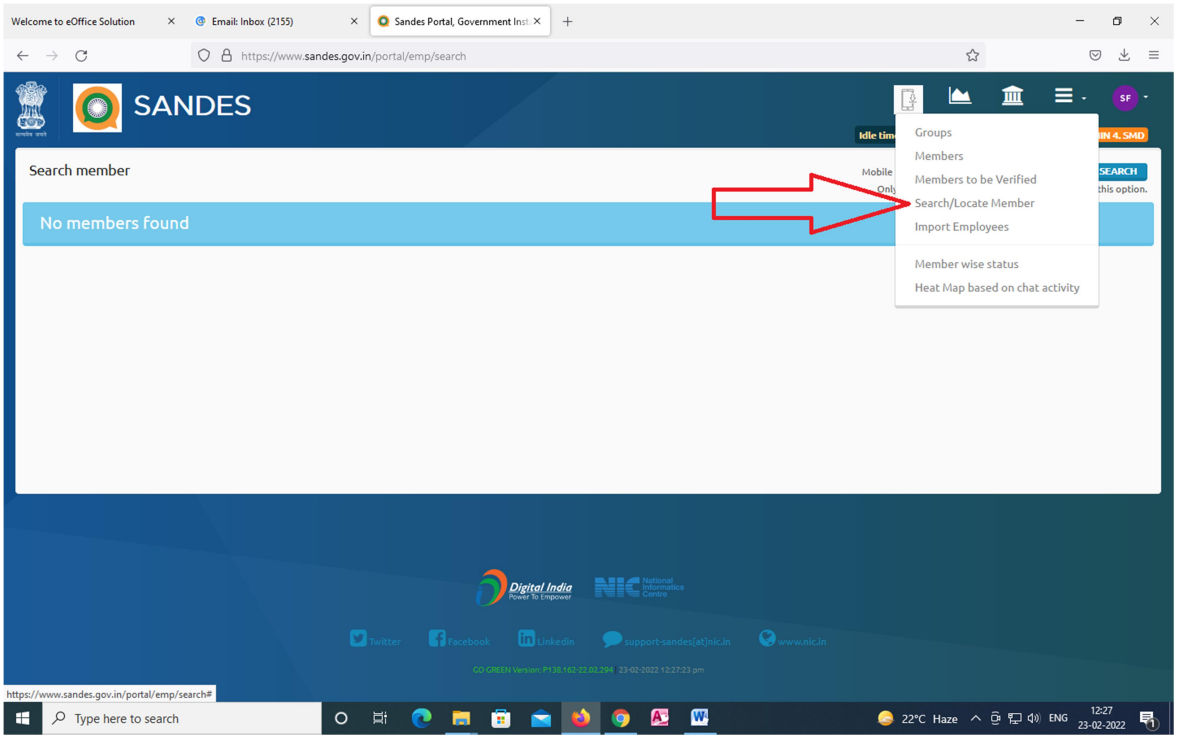


6. Check if signed in as OU ADMIN

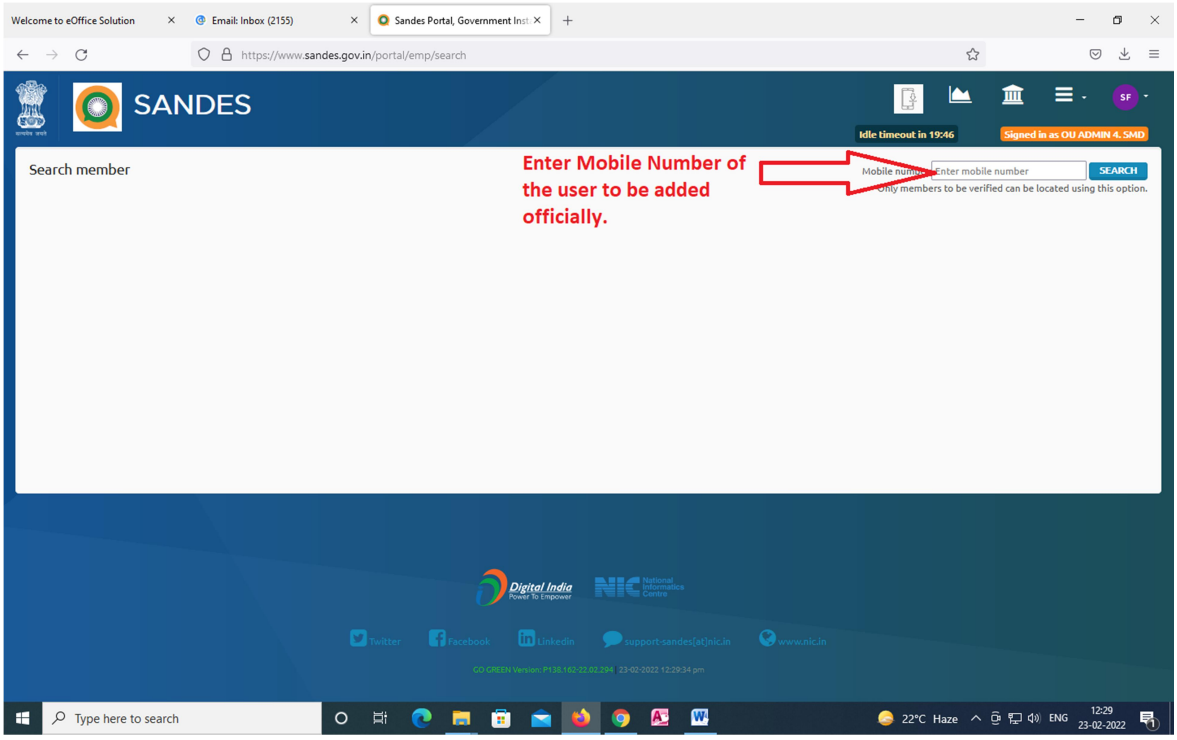


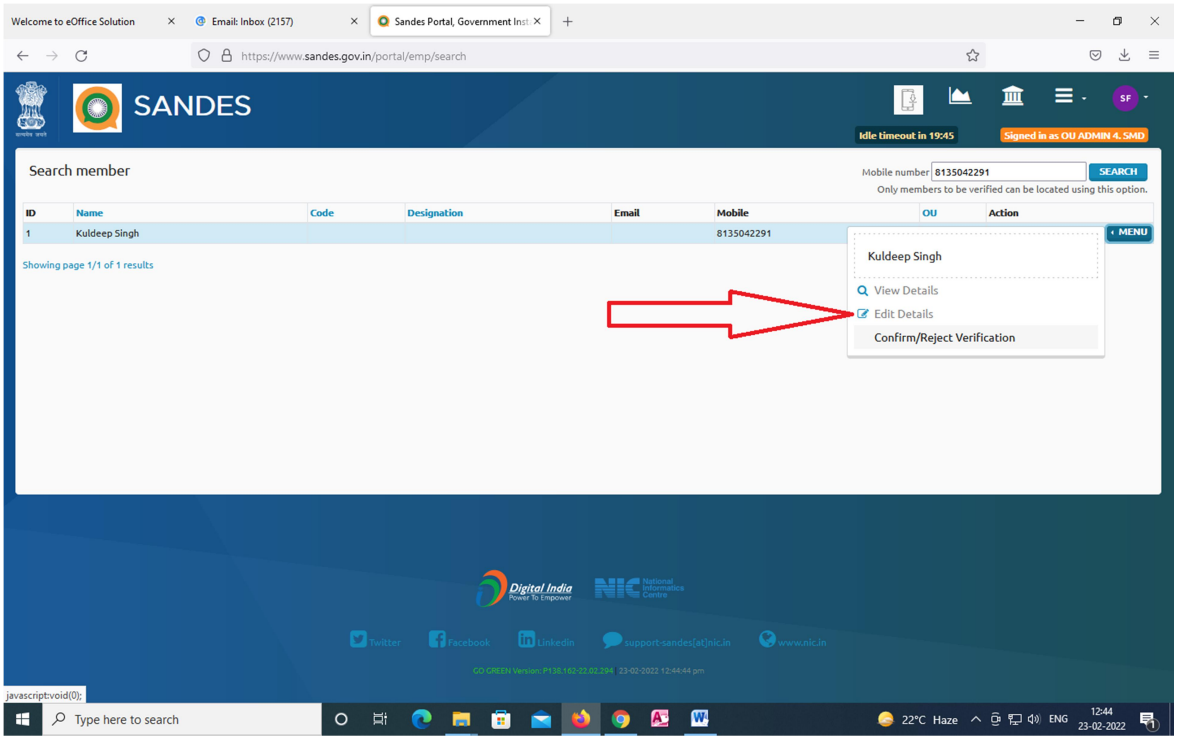


7. Click on search/Locate Member.

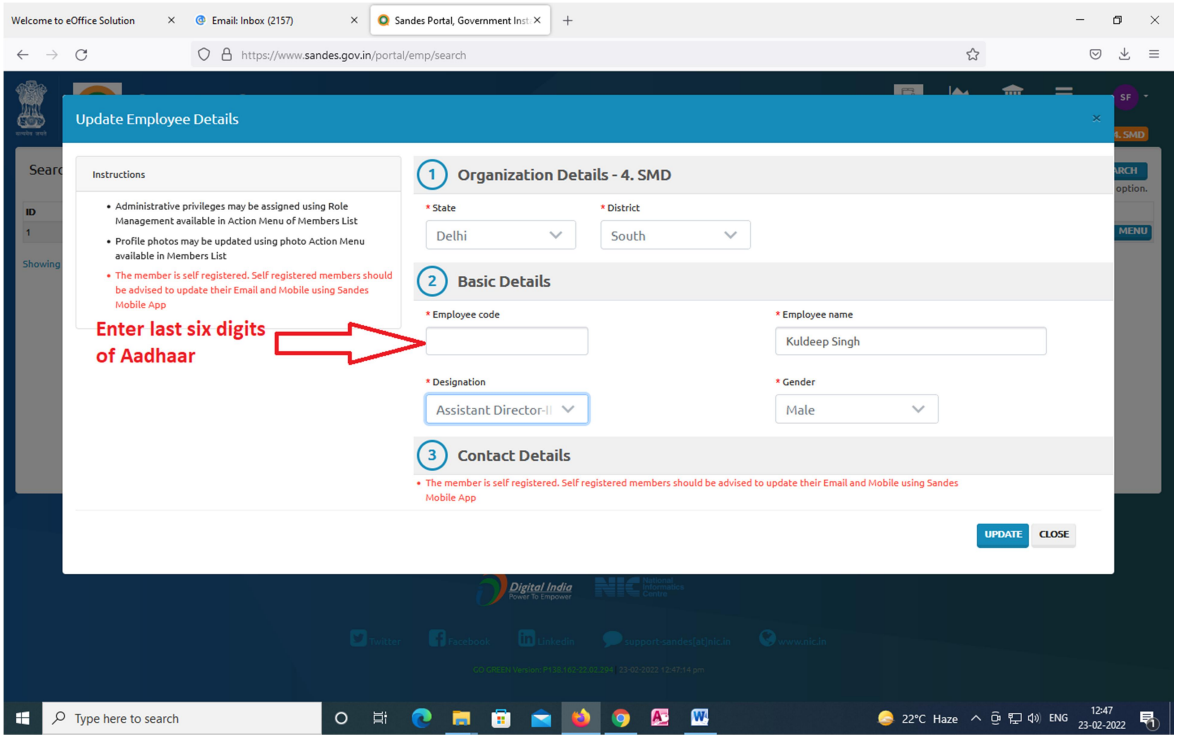


8. Enter mobile number of user to be added in respective office.

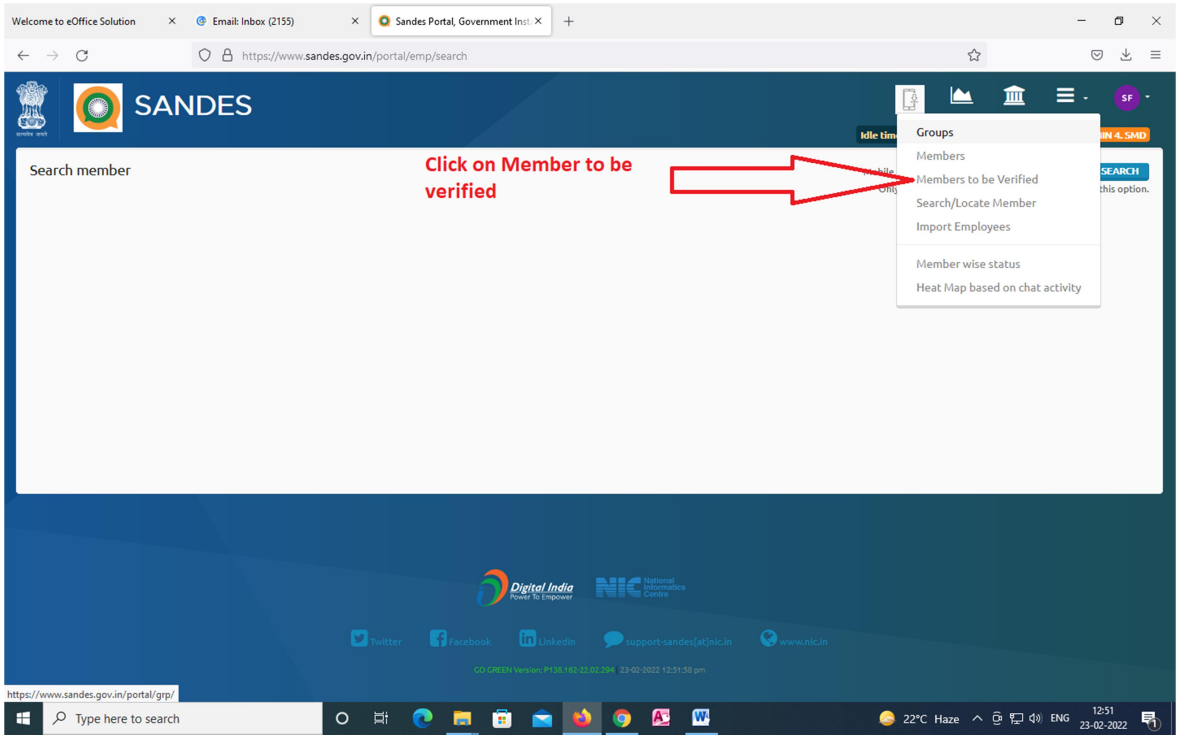




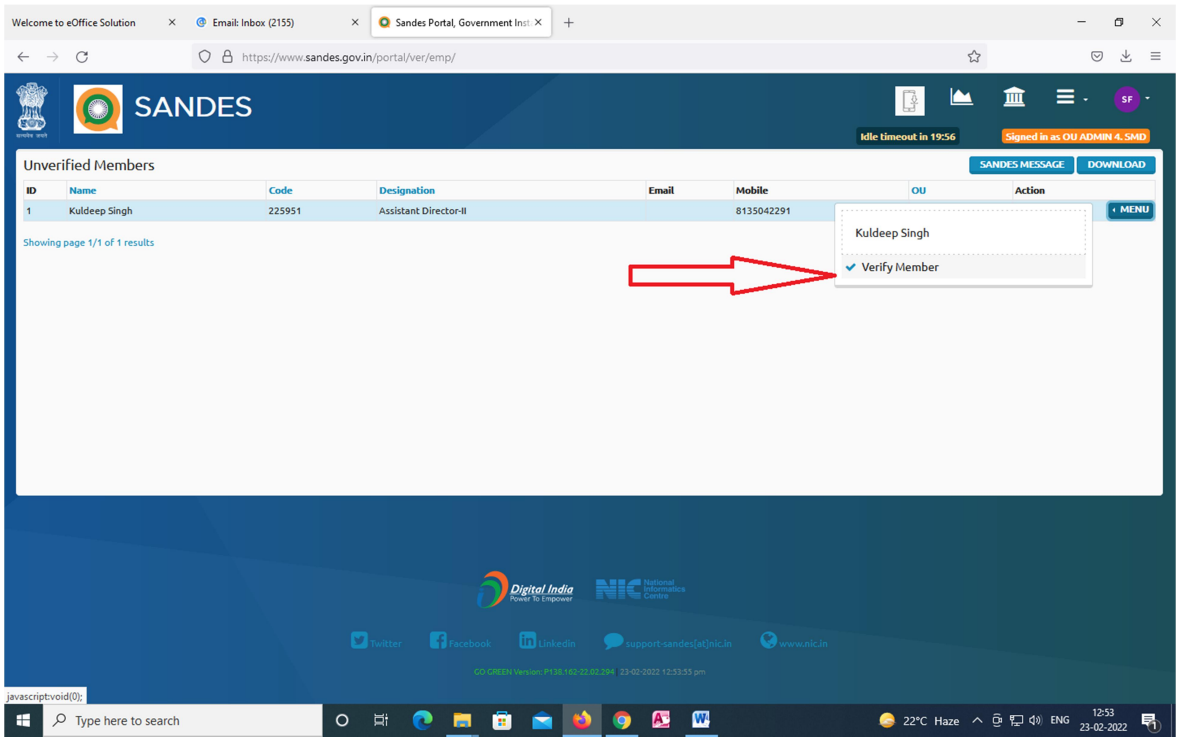
9. Enter Details of Employee(Employee code can be entered as last six digits of Aadhaar)



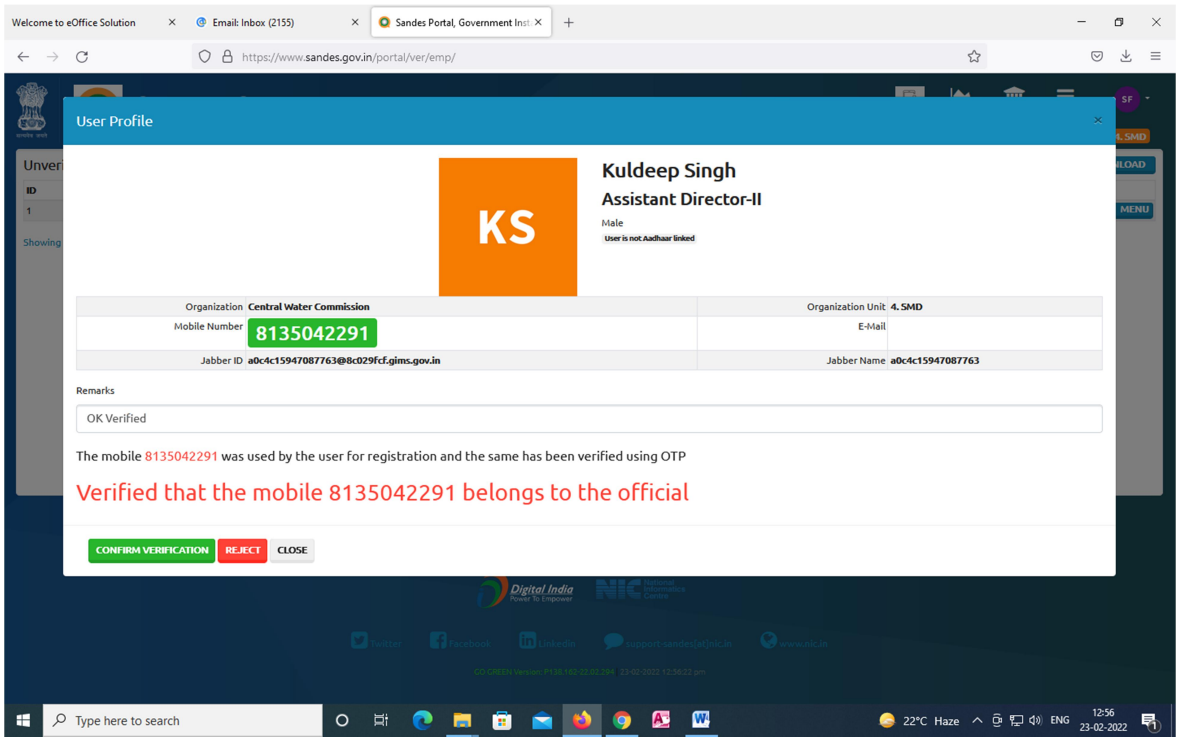
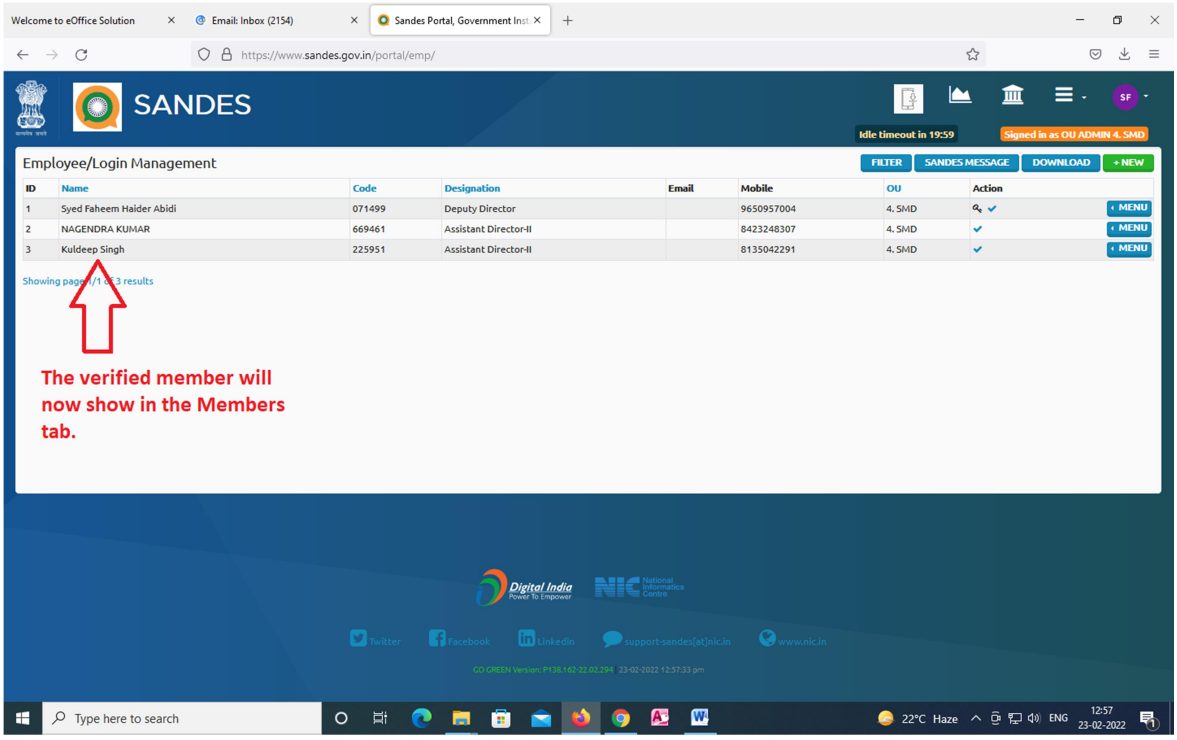
10. Now the member has to be verified.



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