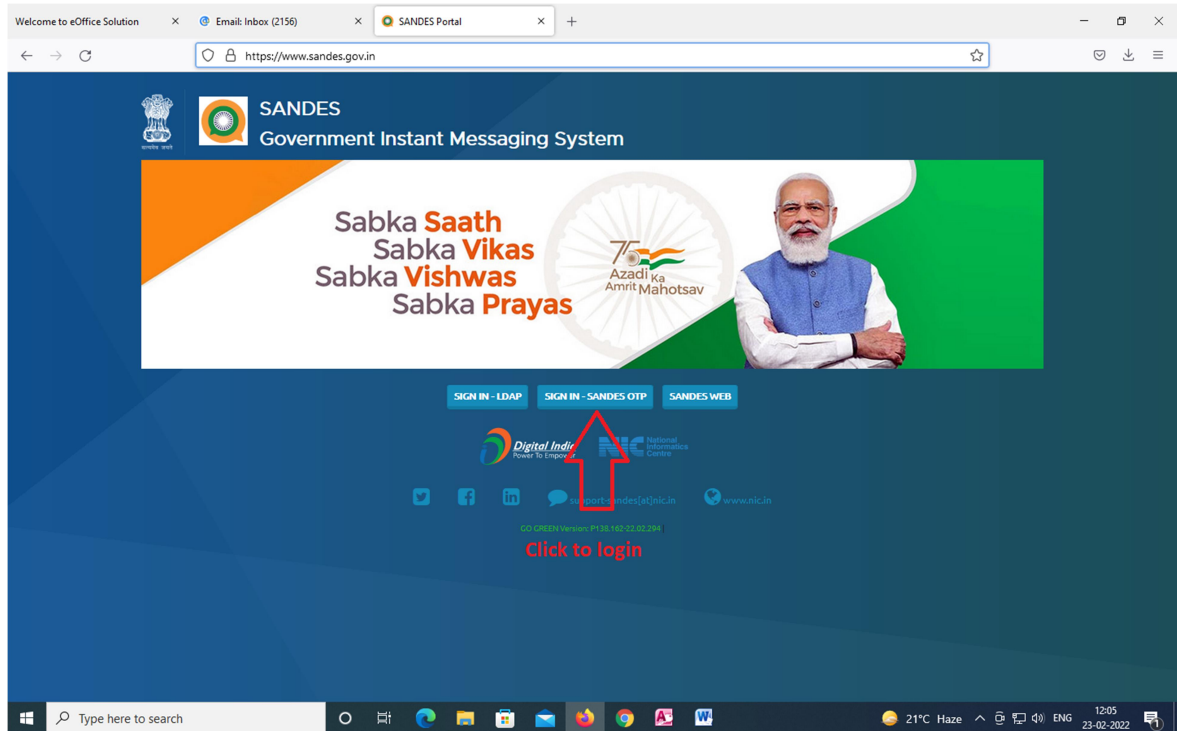
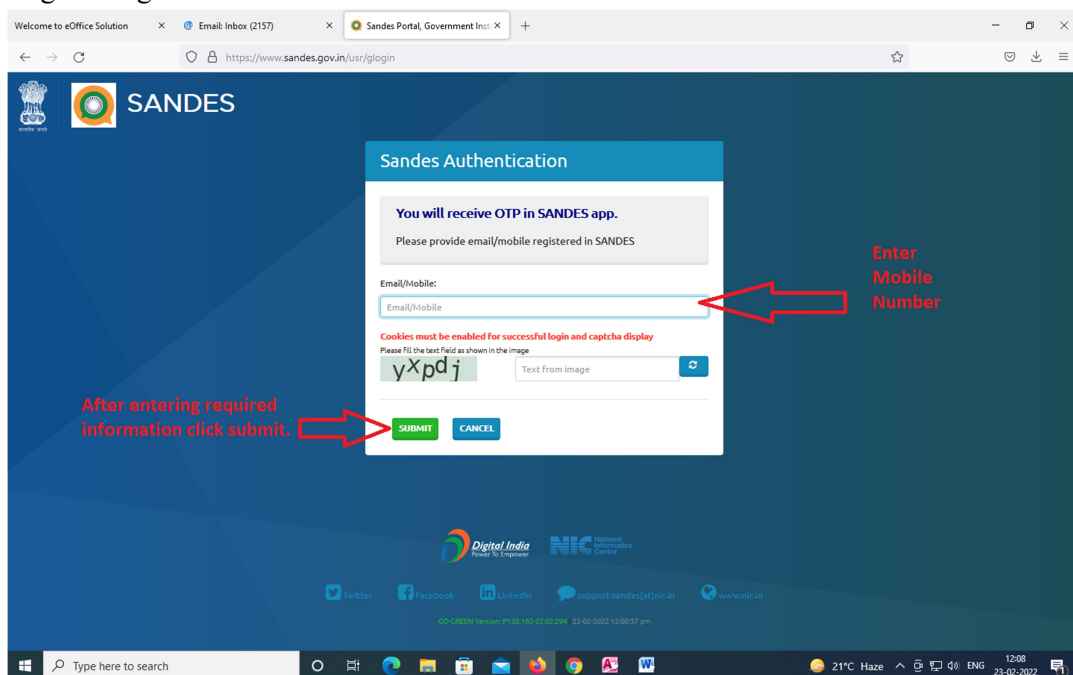
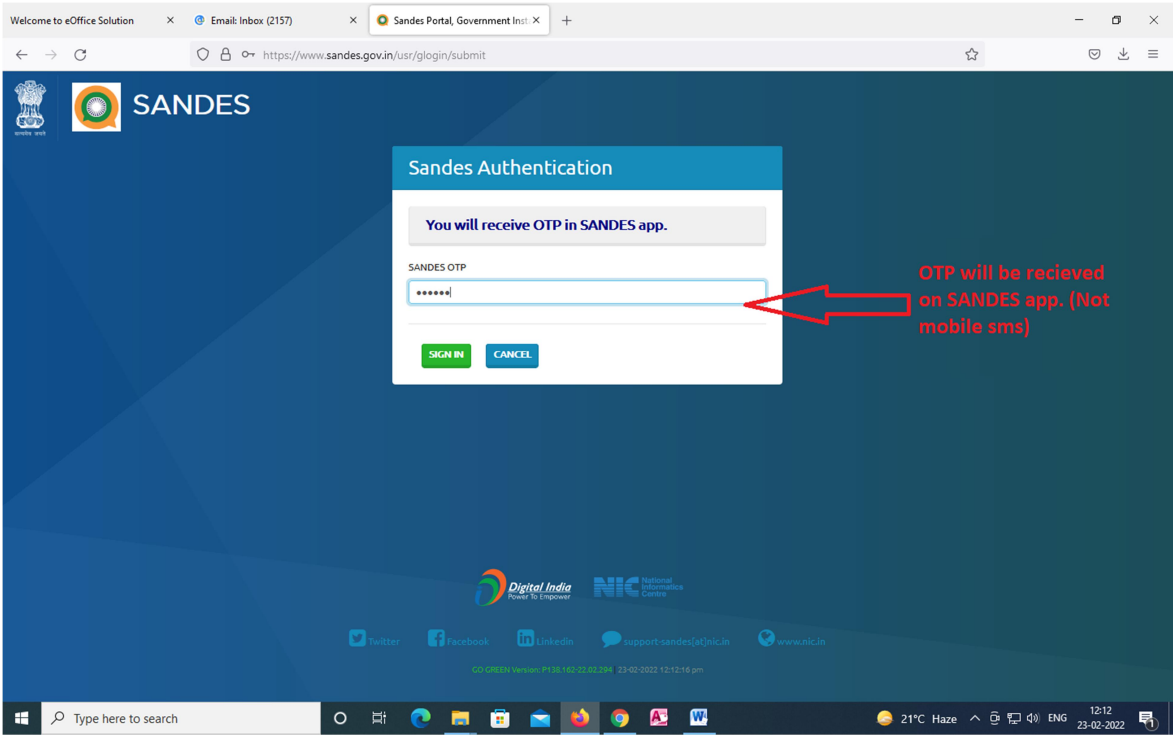


SOP for OU Admin to add members in respective offices of Central Water Commission.

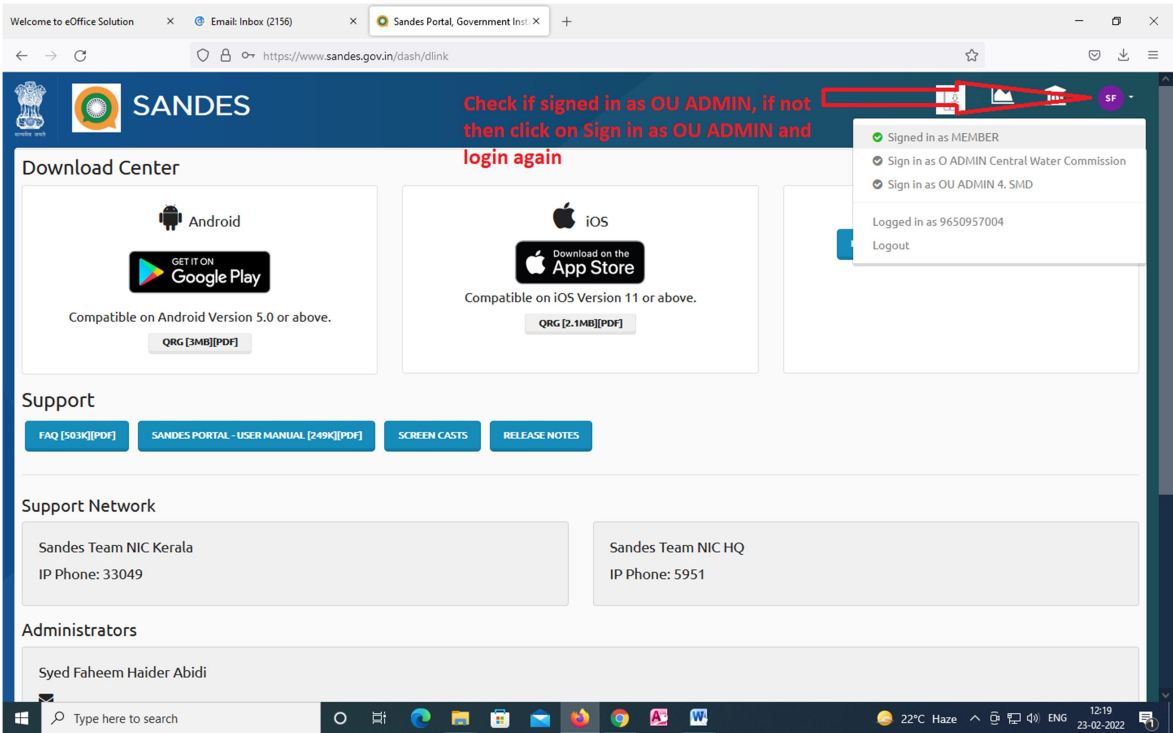
1. All members of the office should download and install SANDES app on mobile, and register with mobile number.
2. Each office head has been assigned as OU Admin for the respective office. The OU Admin can include members of the office in SANDES APP as official members.
3. Type <https://www.sandes.gov.in/>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

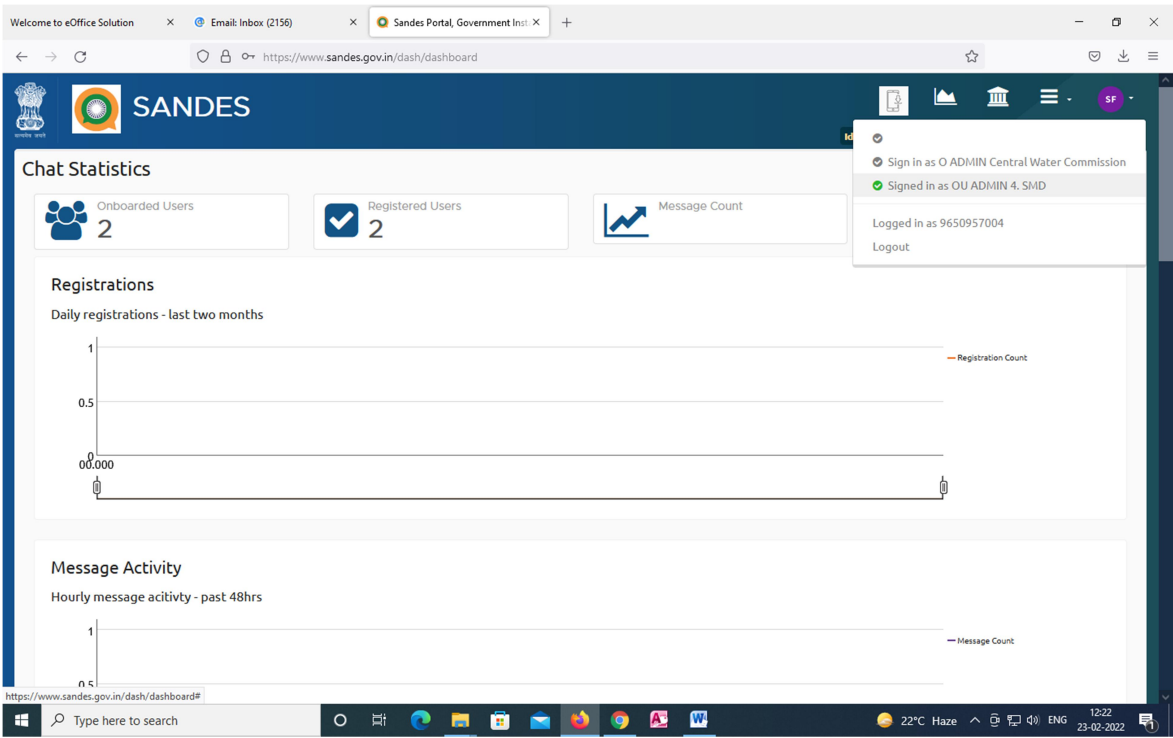
**4. Login using mobile number**

5. Enter OTP received in SANDES app.

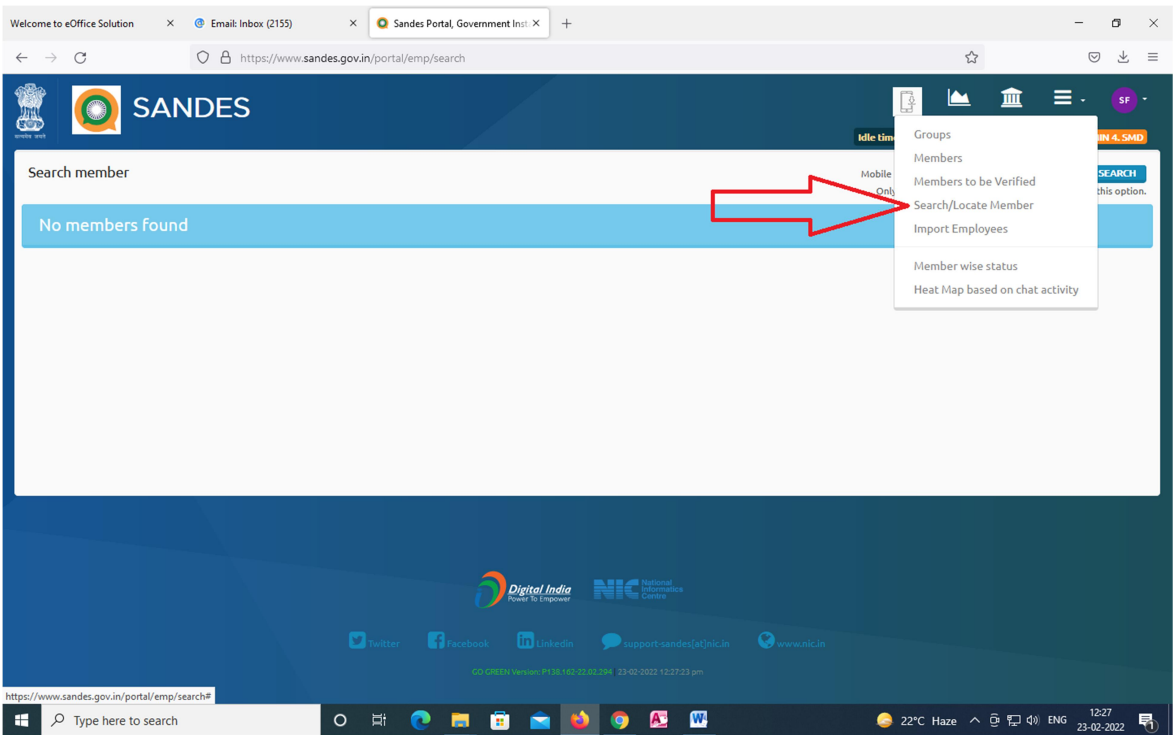


6. Check if signed in as OU ADMIN

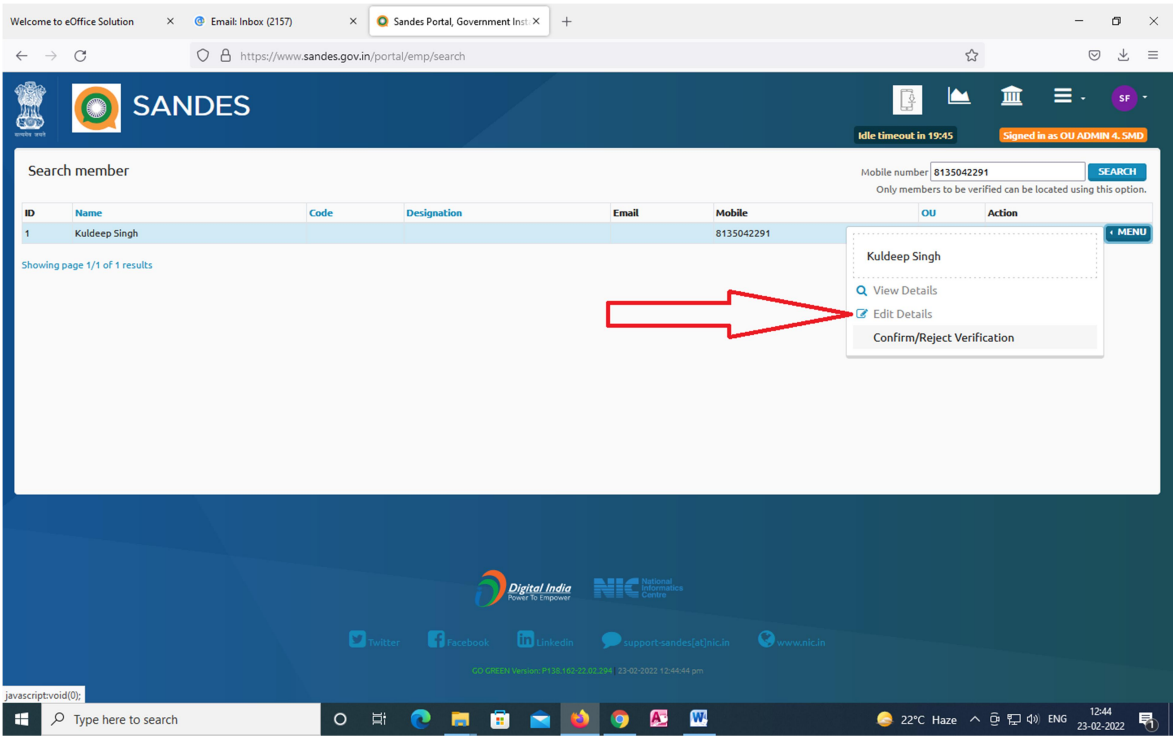
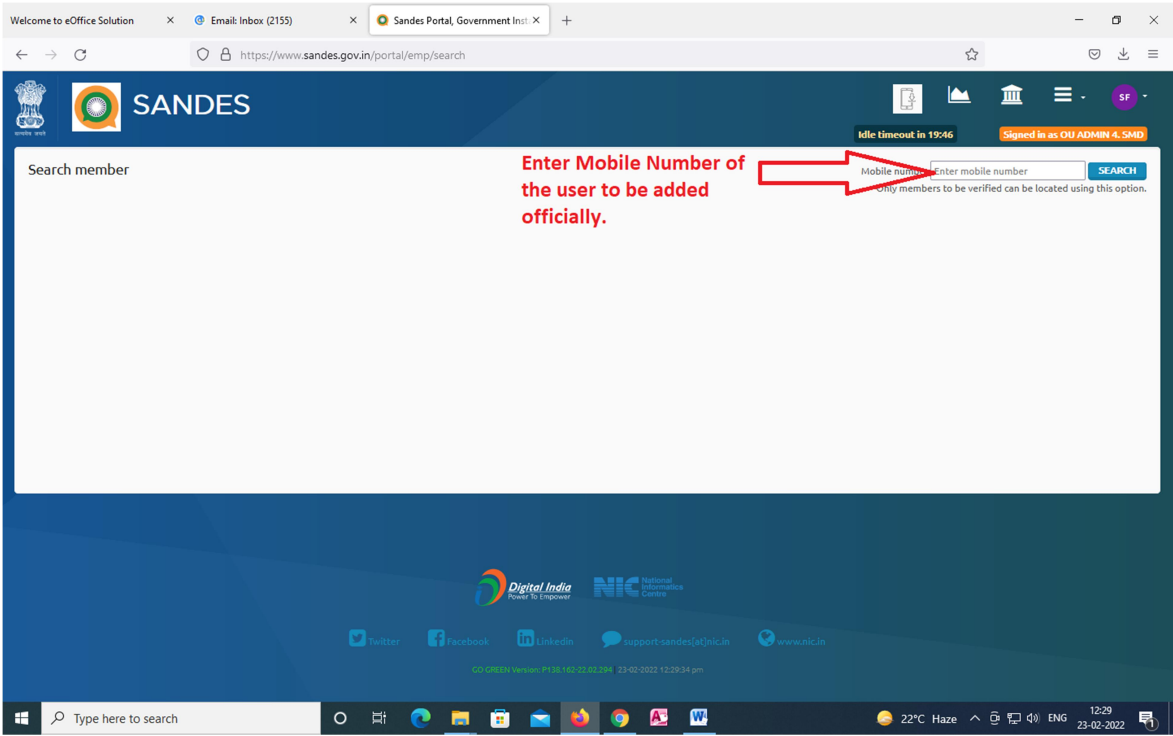




7. Click on search/Locate Member.



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)

Update Employee Details

Instructions

- Administrative privileges may be assigned using Role Management available in Action Menu of Members List
- Profile photos may be updated using photo Action Menu available in Members List
- The member is self registered. Self registered members should be advised to update their Email and Mobile using Sandes Mobile App

Enter last six digits of Aadhaar

1 Organization Details - 4. SMD

State: Delhi District: South

2 Basic Details

Employee code: Employee name: Kuldeep Singh

Designation: Assistant Director-II Gender: Male

3 Contact Details

The member is self registered. Self registered members should be advised to update their Email and Mobile using Sandes Mobile App

UPDATE CLOSE

10. Now the member has to be verified.

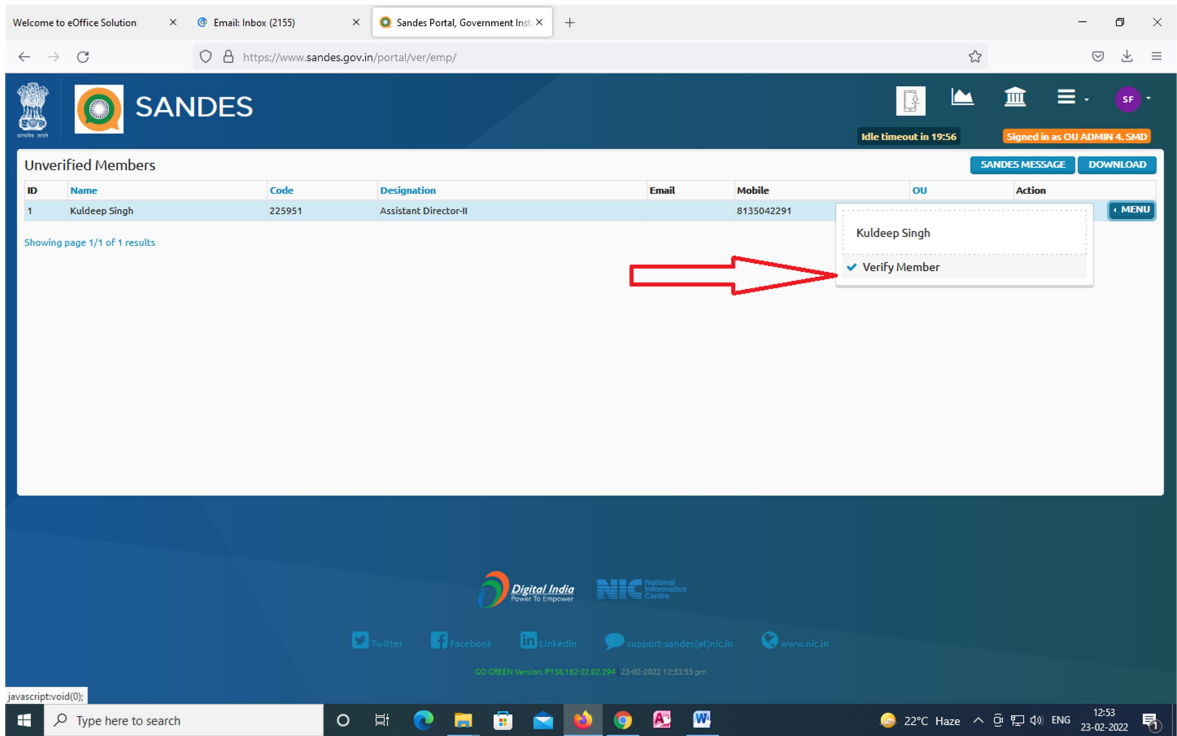
Search member

Click on Member to be verified

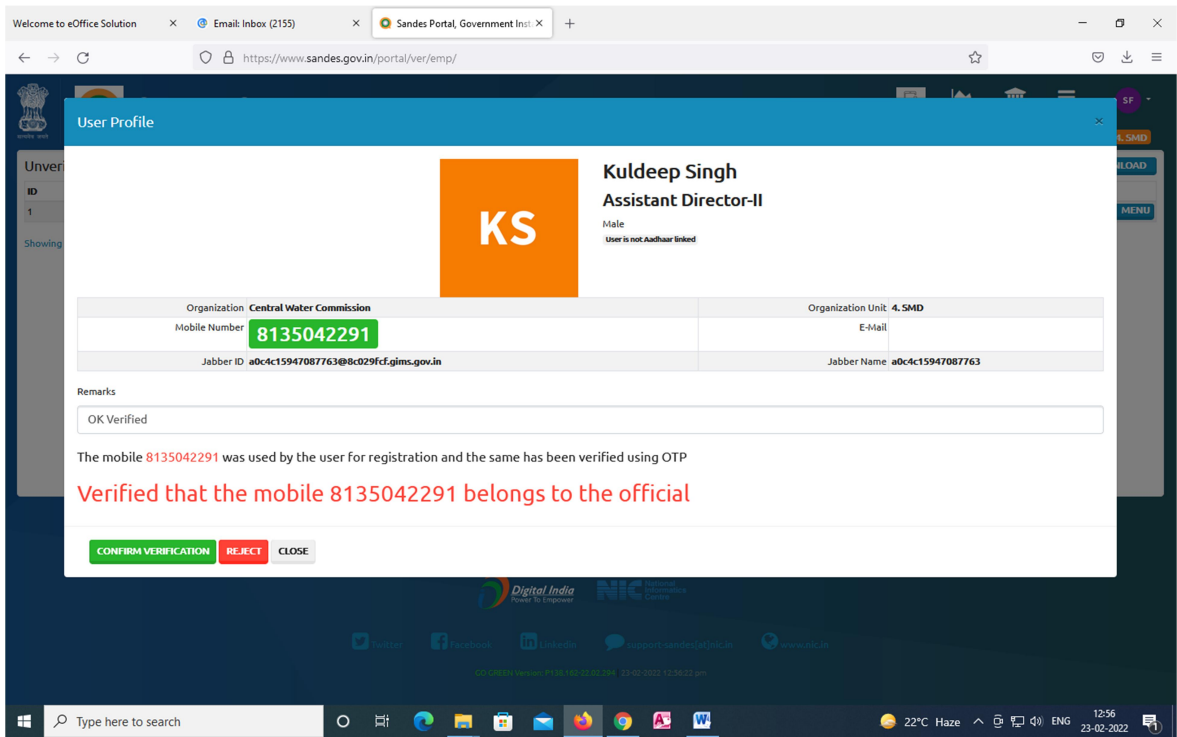
Groups

- Members
- Members to be Verified
- Search/Locate Member
- Import Employees
- Member wise status
- Heat Map based on chat activity

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

Welcome to eOffice Solution






Email: Inbox (2154)

Sandes Portal, Government Inst...

https://www.sandes.gov.in/portal/emp/



SANDES



Idle timeout in 19:59

Signed in as OU ADMIN 4, SMD





Employee/Login Management

FILTER



SANDES MESSAGE






DOWNLOAD

+ NEW

ID	Name	Code	Designation	Email	Mobile	OU	Action
1	Syed Faheem Haider Abidi	071499	Deputy Director		9650957004	4, SMD	  <div>+ MENU</div>
2	NAGENDRA KUMAR	669461	Assistant Director-II		8423248307	4, SMD	 <div>+ MENU</div>
3	Kuldeep Singh	225951	Assistant Director-II		8135042291	4, SMD	 <div>+ MENU</div>

Showing page 1/1 of 3 results






support-sandes[at]nic.in

www.nic.in

GD DMSIN Version: P136186230.02.00M 23-02-2022 12:37:33 pm

Type here to search



22°C Haze

12:57

23-02-2022

The verified member will now show in the Members tab.