

Clearance Certificate Management System, WARPO

User Manual

July 2020

Overview of the system

A web based Clearance Certificate Management System was developed to enhance and automate WARPO's management. Through this system managing a projects clearance would be much accurate as well as easier and secure.

This progressive dynamic web system is compatible with any modern desktop browsers, smart phone, iPad or tablet.



Guidance for using the system

Follow the following steps to use the WARPO Clearance Certificate Management System: First got to www.*****.com. New user need to registration and full-fill his/ her profile information. Click on Register link button. A new registration blank form will appear. User need to input his/ her desired **User Name** (user name must be less or equal to 20 characters and required field), **Password** and **Confirm Password** (password and confirm password must need to match and auto password strength checking after lost focus of password textbox and required field), **Email** (a valid unique email address, which has not been used before in this application and required field), **Mobile** (a valid and unique 11 digit mobile number and it is also required field). You need to accept terms and conditions and then click on **Sing Up** button to complete you registration first step. A confirmation email will be sent to the email address you have provided and subject will be **Online Clearance Certificate System - Confirmation of User Registration**. Please go to your email and open up your confirmation email then click on the verify link on the email body.



Figure: Link buttons

A registration form for the WARPO system. The header features the WARPO logo and the text 'পানি সম্পদ পরিকল্পনা সংস্থা'. Below the header, a message says 'Don't have an account? Create your account, it takes less than a minute'. The form contains five input fields: 'User Name *', 'Password *', 'Confirm Password *', 'Email *', and 'Mobile *'. Each field has a placeholder text: 'Enter your user name', 'Enter your password', 'Confirm password', 'Enter your email', and 'Enter your contact number'. Below the fields is a checkbox labeled 'I accept Terms and Conditions'. At the bottom of the form is a green 'Sign Up' button. At the very bottom, there is a link that says 'Already have account? Sign In'.

Figure: New registration form



Figure: Verification link button from email

After account verification go to the Login page to update your profile and upload your signature (Signature must be 300 pixel width, 80 pixel height and must not exceed 60 KB).

The image displays a web form for updating a user profile. At the top left, it shows "User ID: applicant101". The form is divided into two columns. The left column contains fields for "Name In English *" (with a sub-label "Enter full name in english"), "Name In Bengali *" (with a sub-label "Enter full name in bengali"), "Father's Name *" (with a sub-label "Enter father name"), "Date Of Birth *" (with a sub-label "Date of birth"), "National ID No" (with a sub-label "National ID card"), "Passport No" (with a sub-label "Passport no"), "Profession" (with a sub-label "Profession"), and "Upload Signature *" (with a "Choose file" button and a "Browse" button). The right column contains fields for "Designation" (with a sub-label "Designation"), "Address *" (with a sub-label "Address in english"), "Address In Bengali *" (with a sub-label "Address in bengali"), "Alternate Email" (with a sub-label "Alternate email address"), "Alternate Mobile" (with a sub-label "Alternate mobile no"), "Security Question *" (a dropdown menu), and "Answer of Security Question *" (with a sub-label "Security question answer"). At the bottom right, there are two buttons: a purple "Submit" button and a grey "Clear" button. Two green callout boxes with arrows point to the "Name In Bengali" and "Address In Bengali" fields, containing the text "Enter name in Bengali" and "Enter address in Bengali" respectively.

Figure: New user profile completion form

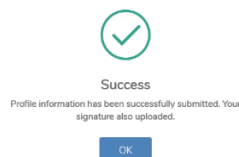



Figure: Profile successfully completion notification message

Now, you are ready to use this application and go to login page enter your credentials (User Name and Password), input captcha code and click on Login button or hit enter button from your key board.



The image shows a login form for the WARPO (Water Resource Planning and Optimization) application. The form is titled "WARPO" and "পানি সম্পদ পরিকল্পনা সংস্থা". It includes fields for "User Name", "Password", and "Enter Code" (captcha). A green arrow points from the "Enter Code" field to a green box labeled "Enter captcha code here". Below the fields is a "Log In" button and a "Remember me" checkbox. At the bottom, there are links for "Forgot your password?" and "Don't have an account? Sign Up".

Figure: Application Login Form

Successful login as applicant will take you to Dashboard of this application. A menu will be organized as per user level. An applicant can apply for a new project from click on **Apply** link bar and can view applied applications from click on **Application Status** link bar.

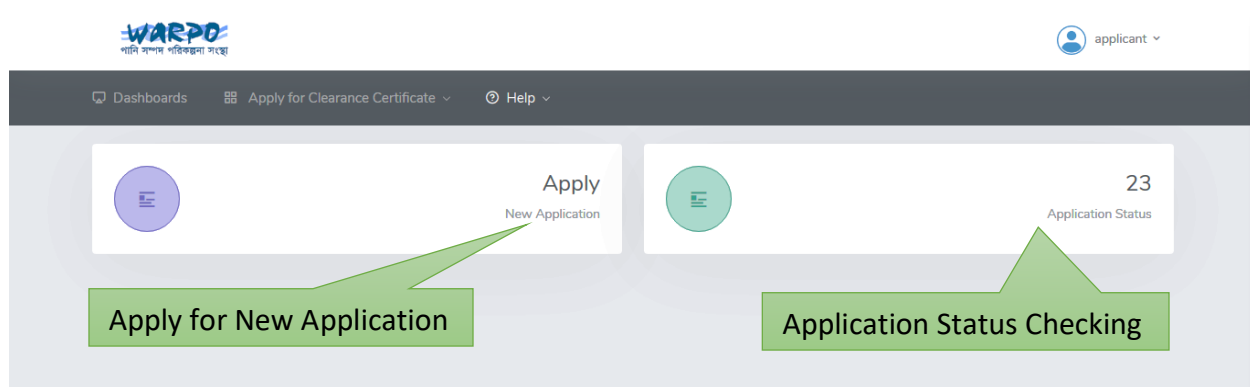


Figure: Application Dashboard

Sample list view of applied applications of an applicant user. When an application is finally approved by higher authority, then this project clearance certificate will be downloadable otherwise it will show application current stage status. You can detail view of pending approval application by clicking on **View** button.

Application List

Sl.	Application Type	Project Name	Estimated Cost	Status	
1	Flood Control Management Project	Project Name	100000	Approved	Download
2	Project for Surface Water Withdrawal, Distribution or Use	Project Name Surface Water Withdrawal, Distribution	950000	Approved	Download
3	Project for Surface Water Withdrawal, Distribution or Use	Surface Water Withdrawal	250000	Approved	Download
4	Irrigation by Surface Water	Irrigation by Surface Water	1000000	Approved	Download
5	Project for Surface Water Withdrawal, Distribution or Use	Project Name	2500000	Pending	View
6	Project for Construction of Hydraulic Infrastructure	fomr 34	900000	Approved	Download

Figure: Sample list view of applied applications

Application Form: To apply for new project CC, click on the apply button from Dashboard page.

Choose Language/ ভাষা নির্বাচন করুন *

Choose...

Select Project Type *

Next

Figure: New clearance certificate form

Choose Language/ ভাষা নির্বাচন করুন *

Choose...

Choose...

বাংলা

English

Next

Figure: Select form language

From here choose a language Bangla or English. Menu will appear in Bangla mode for Bangla Language selection and English language appear on English Language selection.

Choose Language/ ভাষা নির্বাচন করুন *

বাংলা

প্রকল্পের ধরণ নির্বাচন করুন

নির্বাচন করুন...

নির্বাচন করুন...

বন্যা নিয়ন্ত্রণ বা ব্যবস্থাপনা প্রকল্পের ছাড়পত্রের জন্য আবেদন

ভূপরিষ্কার পানি আহরণ, সরবরাহ বা ব্যবহার সংক্রান্ত প্রকল্প বা প্রকল্পের অংশবিশেষ বিষয়াদির ছাড়পত্রের জন্য আবেদন

ভূপরিষ্কার পানি দ্বারা সেচ প্রকল্পের ছাড়পত্রের জন্য আবেদন

হাইড্রোলিক অবকাঠামো নির্মাণ প্রকল্পের ছাড়পত্রের জন্য আবেদন

ভূপরিষ্কার পানি সংরক্ষণ প্রকল্পের ছাড়পত্রের জন্য আবেদন

বন্যা প্রাণিত সমতল ভূমি বা জলাভূমি উন্নয়ন প্রকল্পের ছাড়পত্রের জন্য আবেদন

শিল্পের জন্য ভূপরিষ্কার পানি ব্যবহার প্রকল্পের ছাড়পত্রের জন্য আবেদন

নদী তীর সংরক্ষণ বা নদী শাসন প্রকল্পের ছাড়পত্রের জন্য আবেদন

নদী খনন বা ড্রেজিং প্রকল্পের ছাড়পত্রের জন্য আবেদন

খাল খনন বা পুনঃখনন প্রকল্পের ছাড়পত্রের জন্য আবেদন

ভূপরিষ্কার পানিতে মৎস্য উন্নয়ন প্রকল্পের ছাড়পত্রের জন্য আবেদন

ভূপরিষ্কার পানি প্রত্যাহার, বিতরণ বা ব্যবহারের জন্য প্রকল্প

মহাপরিচালক রেপ উপসুক্ত মনে করিবে সেইরূপ অন্যান্য প্রকল্পের ছাড়পত্রের জন্য আবেদন

Figure: Bengali language form type

Choose Language/ ভাষা নির্বাচন করুন *

English

Select Project Type

Choose...

Choose...

Flood Control Management Project

Project for Surface Water Withdrawal, Distribution or Use

Irrigation by Surface Water

Project for Construction of Hydraulic Infrastructure

Surface Water Reservation Project

Wetland Development Project

Project for Surface Water Use in Industrial Sector

River Bank Protection Project

River Excavation or Dredging Project

Excavation - Excavation of Khal Project

Fisheries Project in Surface Water

Project for Ground Water Withdrawal, Distribution or Use

Special Project by DG

Figure: English language form type

You need to choose a project type from the **Select Project Type** drop down box. After choosing your preference click on **Next** button to continue. Suppose, you have selected Flood Control Management Project thereafter a blank form will appear like below:

Figure: Flood Control Management Project form data entry view

Here is the application form. There is a navigation panel on the left side to switch between the fragmented form sections. Actually there are four (04) sections, they are named as respectively General Information, Technical Information, Deed Obligatory and Administrative.

General Information Section

The first one is General Information section and here all the red (*) star marked must be filled out. The English phonetic typing automatically converts to Bangla if language selection was Bengali. By pressing save button all the mandatory and optional data gets stored. A save notification will show in pop-up and right-top view. Moreover, you can add single or multiple

project location. You will be able to add project location attachment as image, word or pdf format. Non-negative decimal numbers would be input to project latitude and longitude. Latitude and longitude are very important to generate dynamic location of clearance certificate project on Map view. On map view the attached document will be appear with other information.


#	District	Upazila	Union	Latitude	Longitude	Project Location Photo
1	Dhaka	Sevar	Sevar Poursheva	23.8773261	90.2263511	

Figure: Project location data view with attachment

Technical Information Section

Second part is to keep project technical information. It has multiple sub section and will vary on different project type. Mentionable sub-sections are below:

- i. Discussion about baseline related information or situation
- ii. Issue, Challenge or Problem
- iii. Discussion with stakeholders during starting of the project
- iv. Analyze options to fulfill objective
- v. Design submitted with project document
- vi. Environmental and Social Impact Assessment
- vii. Use of Appropriate tools, technics, analytical procedures etc.
- viii. Economical & Financial Analysis

Some features you need to input as text or number, some are multiple selection (e.g. Checkboxes) and single selection (e.g. Radio options or Dropdown options). All the individual parameters can be editable or removable. Several fields in tabular view format. User can add or remove multiple information in an individual table.

1. Discussion about baseline related information or situation

Multiple selection (checkboxes)

Hydrological Region

☐ North Central
 ☐ Northeast
 ☐ Northwest
 ☐ South Central
 ☐ Southeast
 ☐ Southwest
 ☐ River and Estuary
 ☐ Eastern Hills

Bangladesh Delta Plan 2100 Hot Spot

☐ Coastal Areas
 ☐ Barind Tract and Drought-Prone Region
 ☐ Haor (backswamp) and Flash Flood-Prone Areas
 ☐ Chittagong Hill Tract Region
 ☐ River Region and Estuaries
 ☐ Urban Region

Hydrological System

Multiple data entry

#	Hydrological System	Name	Length or Area
Choose...			<input type="button" value="Add"/> <input type="button" value="Remove"/>

Sorry, no data found

Textual data input box

Connectivity Amid Khals, River and Wetland

Catchment Area (ha)

Number data input box

Annual Rainfall (last five years)

2019	2018	2017	2016	2015

Highest Flood Level (m, PWD)

Maximum Discharge (m³/s)

Types of Flood

☐ Rainfall Flood
 ☐ River Flood
 ☐ Flash Flood
 ☐ Coastal/ Tidal Flood
 ☐ Storm Surge Flood

Figure: Discussion about baseline related information or situation

2. Issue, Challenge or Problem

Issue, Challenge or Problem

Figure: Issue, Challenge or Problem

3. Discussion with stakeholders during starting of the project

Discussion with stakeholders during starting of the project

☒ Yes ☐ No

Applicant Comments

Authority Comments

Positive Feedback

Negative Feedback

Participant List

Choose file Browse

Meeting Minutes

Choose file Browse

Figure: Discussion with stakeholders during starting of the project

4. Analyze options to fulfill objective

☒ Yes ☐ No

Applicant Comments

Authority Comments

#	Option	Description	Remarks

Sorry, no data found

Figure: Analyze options to fulfill objective

5. Design submitted with project document

#	Parameters	Yes/ No	Applicant Comments	Authority Comments
	Choose...	<input checked="" type="radio"/> Yes <input type="radio"/> No		

Sorry, no data found

Figure: Design submitted with project document

6. Environmental and Social Impact Assessment

☐ Yes ☒ No

Applicant Comments

Authority Comments

Figure: Environmental and Social Impact Assessment

7. Use of Appropriate tools, technics, analytical procedures etc. —

☒ Yes
 ☐ No

Applicant Comments



Authority Comments

Figure: Use of Appropriate tools, technics, analytical procedures etc.

8. Economical & Financial Analysis —

#	Item	Unit	Applicant Comments	Authority Comments
Choose...	Choc			
Choose...	EIRR (Economic Internal Rate of Return)			
	FIRR (Financial Internal Rate of Return)			
Sorry, no data found				

Figure: Economical & Financial Analysis

Enter your preferred data to entry form, then click on  button to store data. A notification message will appear after click on  button and success message will be look like:

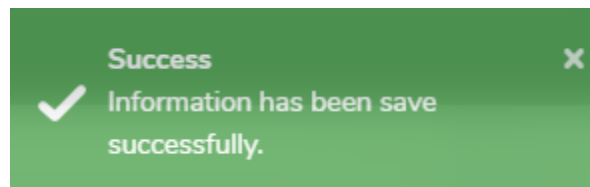


Figure: Successfully save notification

Deed obligatory Section

The third section where deed obligatory are stored. There are conditional check boxes. Any check boxes can be selected in multiple amount.

9. Compatibility with National Water Policy

☒ Yes
 ☐ No

Applicant Comments

Authority Comments

Document Link

Choose file

Browse

Please choose article

<input type="checkbox"/> Article 4.1	<input type="checkbox"/> Article 4.2	<input type="checkbox"/> Article 4.3	<input type="checkbox"/> Article 4.4	<input type="checkbox"/> Article 4.5
<input type="checkbox"/> Article 4.6	<input type="checkbox"/> Article 4.7	<input type="checkbox"/> Article 4.8	<input type="checkbox"/> Article 4.9	<input type="checkbox"/> Article 4.10
<input type="checkbox"/> Article 4.11	<input type="checkbox"/> Article 4.12	<input type="checkbox"/> Article 4.13	<input type="checkbox"/> Article 4.14	<input type="checkbox"/> Article 4.15
<input type="checkbox"/> Article 4.16				

Figure: Compatibility with National Water Policy

10. Compatibility with National Water Management Plan (NWMP)

☒ Yes
 ☐ No

Applicant Comments

Authority Comments

Document Link

Choose file

Browse

If Yes (programme involved)

<input type="checkbox"/> MR 001	<input type="checkbox"/> MR 002	<input type="checkbox"/> MR 003	<input type="checkbox"/> MR 004	<input type="checkbox"/> MR 005
<input type="checkbox"/> MR 006	<input type="checkbox"/> MR 007	<input type="checkbox"/> MR 008	<input type="checkbox"/> MR 009	<input type="checkbox"/> MR 010
<input type="checkbox"/> MR 011	<input type="checkbox"/> MR 012	<input type="checkbox"/> DM 001	<input type="checkbox"/> DM 002	<input type="checkbox"/> DM 003
<input type="checkbox"/> DM 004	<input type="checkbox"/> DM 005	<input type="checkbox"/> DM 006	<input type="checkbox"/> TR 001	<input type="checkbox"/> TR 002
<input type="checkbox"/> TR 003	<input type="checkbox"/> TR 004	<input type="checkbox"/> TR 005	<input type="checkbox"/> TR 006	<input type="checkbox"/> TR 007
<input type="checkbox"/> TR 008				

Figure: Compatibility with National Water Management Plan (NWMP)

12. Compatibility with Sustainable Development Goal (SDG) —

☒ Yes
 ☐ No

Applicant Comments

Authority Comments

Document Link

Choose file

Browse

If Yes

<input type="checkbox"/> Goal 1	<input type="checkbox"/> Goal 2	<input type="checkbox"/> Goal 3	<input type="checkbox"/> Goal 4	<input type="checkbox"/> Goal 5
<input type="checkbox"/> Goal 6	<input type="checkbox"/> Goal 7	<input type="checkbox"/> Goal 8	<input type="checkbox"/> Goal 9	<input type="checkbox"/> Goal 10
<input type="checkbox"/> Goal 11	<input type="checkbox"/> Goal 12	<input type="checkbox"/> Goal 13	<input type="checkbox"/> Goal 14	<input type="checkbox"/> Goal 15
<input type="checkbox"/> Goal 16	<input type="checkbox"/> Goal 17			

SDG 6.0 Indicators

<input type="checkbox"/> 6.1.1	<input type="checkbox"/> 6.2.1	<input type="checkbox"/> 6.3.1	<input type="checkbox"/> 6.3.2	<input type="checkbox"/> 6.4.1
<input type="checkbox"/> 6.4.2	<input type="checkbox"/> 6.5.1	<input type="checkbox"/> 6.5.2	<input type="checkbox"/> 6.6.1	<input type="checkbox"/> 6.a.1
<input type="checkbox"/> 6.b.1				

Figure: Compatibility with Sustainable Development Goal (SDG)



21. Project development by emphasizing on underprivileged people, child, women and important social issues —

☒ Yes
 ☐ No

Applicant Comments

Authority Comments

Figure: Compatibility with Sustainable Development Goal (SDG)

Enter your preferred data to entry form, then click on  Save button to store data. A notification message will appear after click on  Save button and success message will be look like:

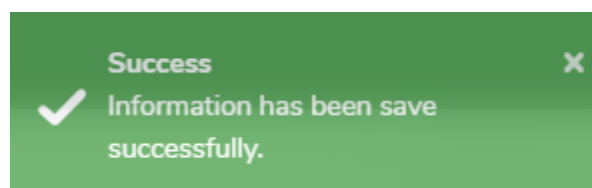


Figure: Successfully save notification

Administrative Section

The administrative section holds all the important financial and administrative information of the project. Project no objection certificate (NoC) type, NoC document, payment type, payment document number, paid amount with payment date and payment related document need to be provide in this panel.

No Objection Certificate

NOC Type

Choose...

Upload NOC Documents

Choose file

Browse

Payments

Payment Type

Choose...

Payment Document Number

Paid Amount

Payment Date

Payment Document File

Choose file

Browse

Recommendation

Recommendation

Choose...

Conditional

Save

Clear

Figure: Administrative and payment section

Preview: There is a preview tab on the right side to see the outcome of the form and make any changes before final submission for error free work flow.

WARPO
জাতি সম্পদ পরিকল্পনা সংস্থা

applicant

Dashboards Apply for Clearance Certificate

Flood Control Management Project Back

Application Form Preview

Application for Clearance Certificate
(Flood Control Management Project)

To
Executive Committee
National Water Resources Project Committee.

Through: Director General, Water Resources Planning Organization.

I, the undersigned, willing to initiate and implement a project on Flood Control/Management, And I am hereby requesting for clearance certificate with relevant attachments.

Full Name and Address of Applicant

A.T.M. Saidul Karim,
House #09, Road #12, Uttar Badda, Dhaka-1212
Mobile: 01919495465
Email: saidulkarim@cegisbd.com

A. General Information

i. Project Name: Hatiya

ii. Project Background and Rationale: প্রজেক্ট এর কারণ

iii. Project Target: নাই

iv. Project Objective: নাই

iv. Project Location

#	Union	Upazila	District	Latitude	Longitude	Attachments
1	Hatiya Paurashava	Hatiya	Noakhali	99.00877668956	23.09878	null

viii. Estimated Project Cost: 450000

vii. Project Period

Starting time Completion time
9/9/2020 12:00:00 PM

B. Technical Information

1. Discussion about baseline related information or situation

C. Project Location

Final Submit

See final output by selecting preview tab

Figure: Preview of form

At the end if everything is correctly done the final submission send the form for getting approval from higher authority.

Flood Control Management Project Back

Application Form Preview

General Information

Project Location

Technical Information

Deed Obligatory

Administrative

Final Submit

Before you submit, please make sure you have entered all valid information and attached relevant documents.

Final Submission

Figure: From final submission panel

To check the status of submitted form, please go to dashboard then enter application status panel on the right. Here is the list of all submitted application. Any submitted form can be viewed.

WARPO
পানি সম্পদ পরিচালনা বোর্ড

applicant

Dashboards Apply for Clearance Certificate

Application List

Sl.	Application Type	Project Name	Estimated Cost	Status	
1	Flood Control Management Project	Project Name	100000	Approved	Download
2	Project for Surface Water Withdrawal, Distribution or Use	Project Name Surface Water Withdrawal, Distribution or Use	950000	Approved	Download
3	Project for Surface Water Withdrawal, Distribution or Use	Surface Water Withdrawal	250000	Approved	Download
4	Irrigation by Surface Water	Irrigation by Surface Water	1000000	Approved	Download
5	Project for Surface Water Withdrawal, Distribution or Use	Project Name	2500000	Pending	View
6	Project for Construction of Hydraulic Infrastructure	form 34	900000	Pending	View
7	Surface Water Reservation Project	Form 35	1500000	Pending	View
8	Wetland Development Project	Form 36	1500000	Pending	View
9	Flood Control Management Project	Hatiya	450000	Pending	View
10	Project for Construction of Hydraulic Infrastructure	গড়দুস	4534231	Pending	View

Figure: Applied application list