Online Water Resources Project Clearance of Bangladesh, WARPO

User Manual

November 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

New user needs 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 your 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**.

Figure: Link buttons

Figure: New registration form

Online Clearance Certificate System - Confirmation of User Registration Inbox ×

🖨 ↗

cegis.warpo@gmail.com
to me ▾

9:38 AM (0 minutes ago) ☆ ↩ ⋮

Dear Applicant,

Congratulations! You have successfully completed the registration as an applicant in the online Clearing Certificate System of WARPO. You will be able to apply for clearance certificate through this web application now.

As you know, Online Clearing Certificate System of WARPO has been developed to automate the processing of clearance certificate digitally, you will be able to apply for the certificate choosing one of the options from different project types both in Bengali and in English language. You will be notified by mail in different stages while processing the application.

In order to apply for clearance certificate, you must login to the system using your user id: **Ishrak** and password: **cegis@123**. Please note that your password is veryimportant formaintaining the security of your account. Do not disclose it to anyone.
To verify your account please click on the link:

http://202.53.173.185/warpo_cct/account/verify/10140571-e4d0-4840-80c6-b99c9a1e0913

Hope you will be able to apply for clearance certificate using this application easily. For any query please call at 16290 or +8801919495465.

Many thanks for your cooperation.

With Regards,

System Administrator,
Water Resources Planning Organization (WARPO),
Ministry of Water Resources,
Government of the People's Republic of Bangladesh.

Figure: Verification link button from email

Please go to your email and open up your confirmation email then click on the verify link on the email body.

After email verification there will be a new window where new user must fill up with personal profile details. Here they must upload signature (Signature must be 300-pixel width, 80-pixel height and must not exceed 60 KB) and NID.
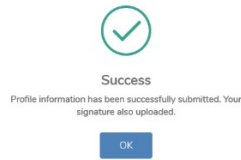

Figure: New user profile completion form

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.

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.
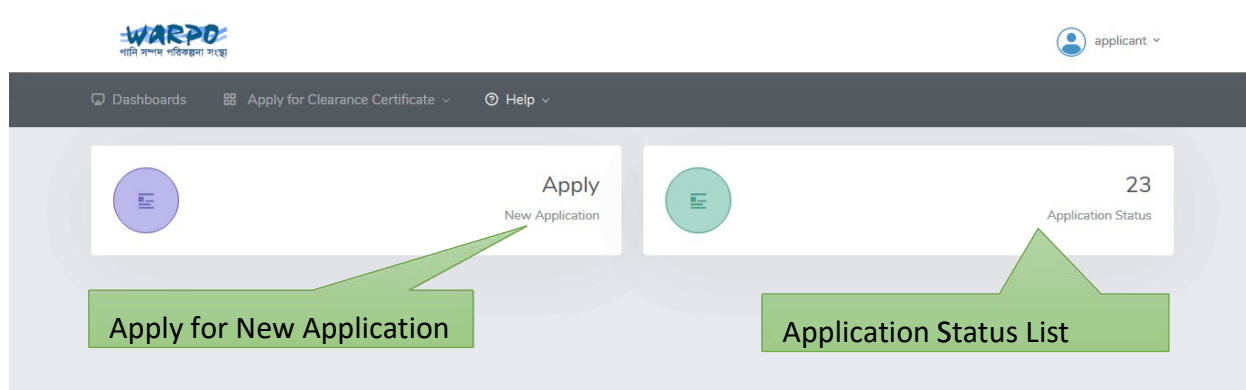
Figure: Application dashboard

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.

Figure: Sample list view of applied applications

Any submitted application can be traced through dedicated tracking system
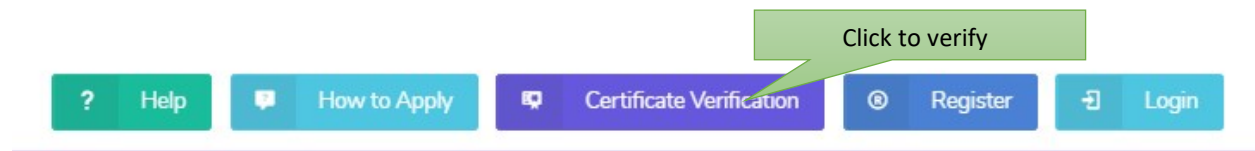
Figure: Link buttons

Here from the upper link buttons in login window click the certificate verification button. This will redirect to certificate verification page
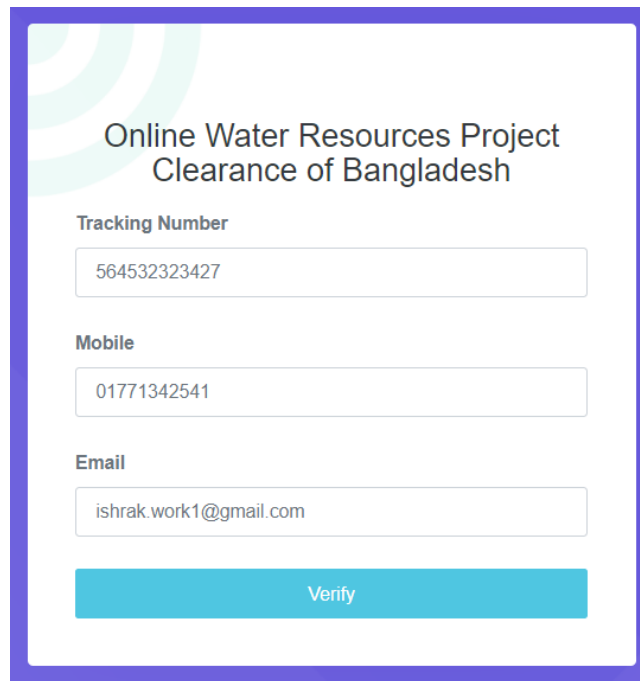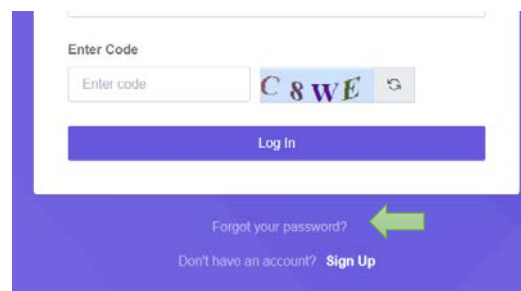

Figure: Verification panel

Here enter tracking number of application form, mobile number and email address. This will verify and give a tracking of current situation of the application.
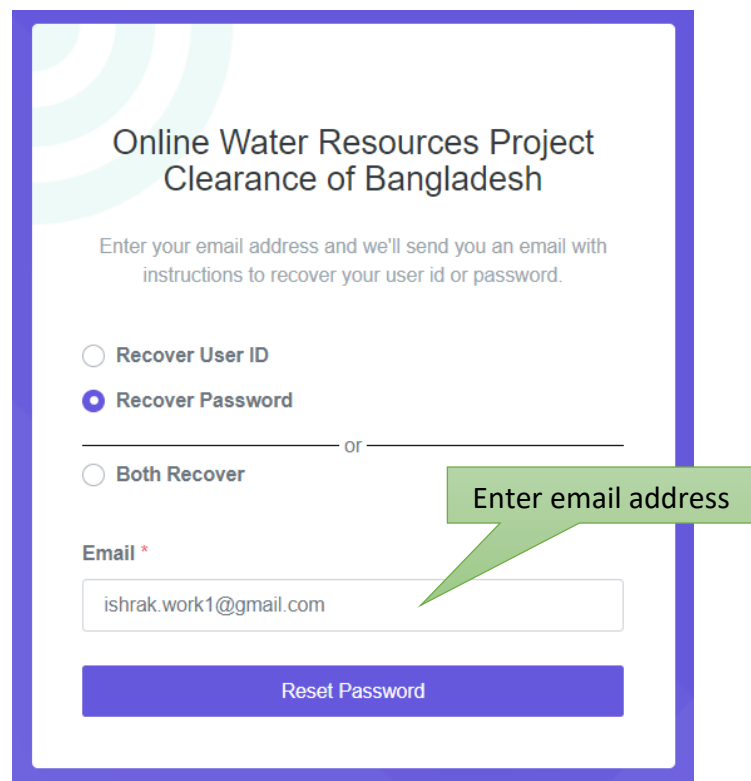
If any user forgets his password or user ID it is very easy for them to recover their log-in credentials.

Figure: Forgot password link

There is a link to forgot password link just beneath the log-in panel. This will redirect to recovery page

Figure: Recovery page

Here you can recover your password or user ID or both at the same time. Just select which needed to be recovered and enter email address.

Online Clearance Certificate System - User ID or Password
Recovery Inbox ×

cegis.warpo@gmail.com   11:01 AM (0 minutes ago)
to me

Dear User,

Congratulations! You have successfully recovered your user name and password.

User Name: Ishrak

Password: cegis@123

For any query, please call at 16290 or +8801919495465.

Many thanks for your cooperation.

With Regards,

System Administrator,
Water Resources Planning Organization (WARPO),
Ministry of Water Resources,
Government of the People's Republic of Bangladesh.

Figure: recovery email

There will be an email to your account about recovery information.

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

Figure: New clearance certificate form   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.

Figure: Bengali language form type   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.

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
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... ⌄			🔒	↻

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

Figure: Issue, Challenge or Problem

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... ▼	( ) Yes ( ) 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

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

Figure: Economical & Financial Analysis

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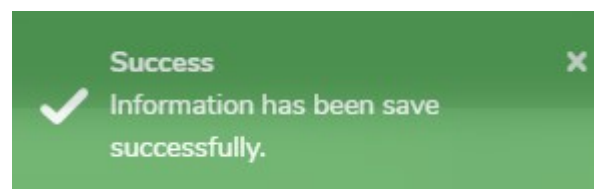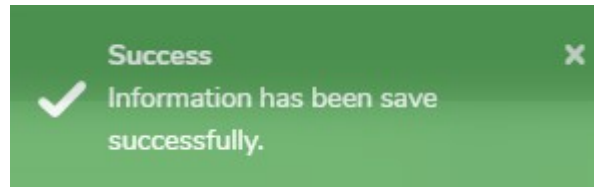

Figure: Successfully save notification

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.

Figure: Compatibility with National Water Policy

Figure: Compatibility with National Water Management Plan (NWMP)

Figure: Compatibility with Sustainable Development Goal (SDG)

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 administrational 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.

Figure: Preview of from

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

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.

Figure: Applied application list