



NATIONAL DATA REPOSITORY
DGH, Ministry of Petroleum & Natural Gas, Government of India



28 March 2016

User Registration Process

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Dear User,

Welcome to National Data Repository, MoPNG, Govt. of India website <http://www.ndrdgh.gov.in/>.

We request you to kindly register yourself to explore National Data Repository.

Gmail, yahoo, Microsoft or any other personal email services will not be entertained and registration will only be accepted with the official email id.

1. Registration Guidelines

Step 1: To register yourself, please click on the register button on the Menu Bar:



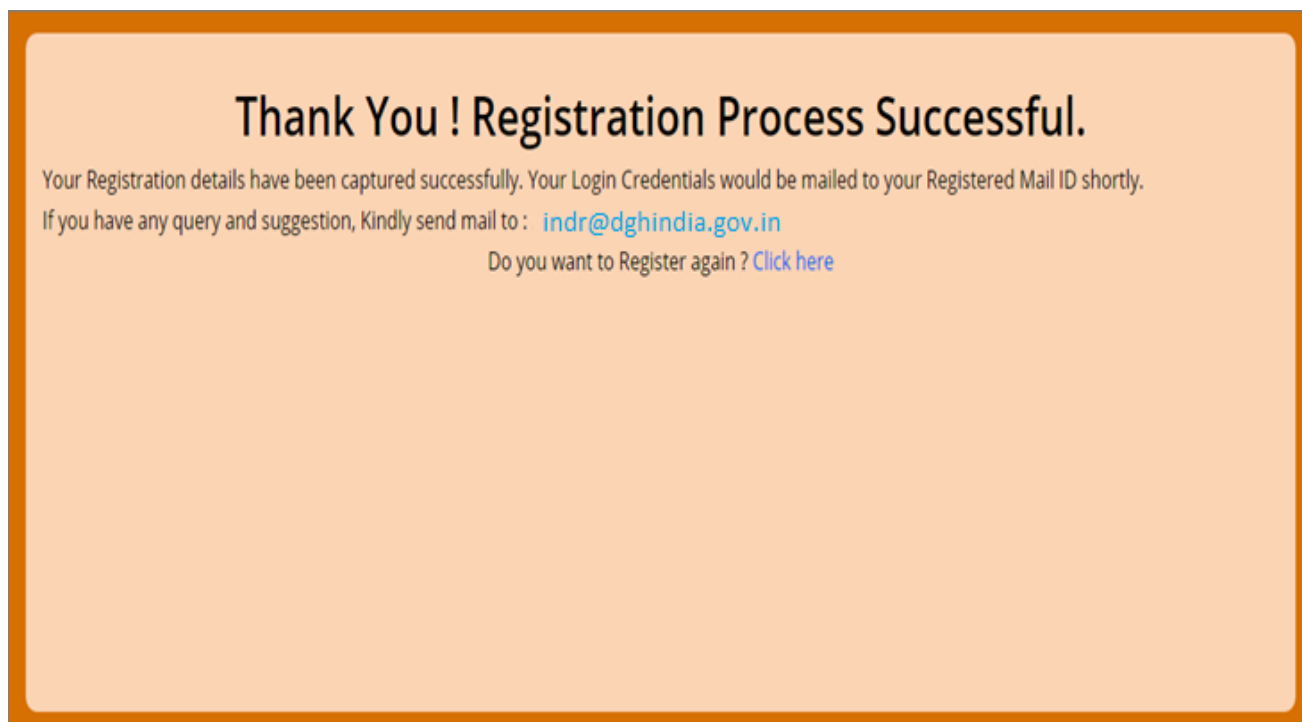
Registration Form

To register as a new user Please complete the form below and Click the Submit button at the bottom of the page

Personal Information		Postal Address	
Title	Mr.	Street	5, Greentech road
First Name *	John Smith	Country	United States
Email Address *	jsmith@example.com	State	California
Re-Enter Email Address*	jsmith@example.com	City	Adelanto
Job Title	Manager	Business Address	
Organisation Name*	Oil gas industry	Street	5, Greentech road
Organisation Type*	E&P Operator	Country	United States
Mobile *	+1 1223334444	State	California
Phone Country Code	+1 222 333444	City	Adelanto
Fax Country Code	+1 222 254254		
Optional Information for the visitor			
What Kind of data you are primarily interested in ?	Production		
Do you plan to procure/obtain E&P data for bidding purpose ?	Yes		
Basic Area of Expertise	Production		
Any Other Information (Maximum 250 characters)	Write some Query...		
<div style="border: 2px solid red; padding: 5px; display: inline-block;">submit</div>			

Step 2: (*) indicates a mandatory field(s) to complete the registration.

Step 3: After successful registration, you will receive thank you message along with the confirmation email on your registered email address.



Note: Please provide us with 24 working hours to initiate your registration.

(Monday to Friday - [UTC+05:30] 9:30 AM to 5:30 PM) to complete your request except public holidays.

Step 4: To login please click on login button on Menu Bar:



Note: 1: After first login you are requested to reset your password for NDR portal.

2: After you login follow the help file available within portal (Team workspace) to explore the NDR data.

2. Forgot/Reset Password

Step: If you forgot your password, please click on “Forgot password” link on Login menu dropdown. Enter your registered email address and password will be sent on the registered mail id.

The screenshot shows the National Data Repository (NDR) website interface. At the top, there is a navigation menu with options: Home, E&P Activities, Investors, Academia, Hydrocarbon Resources, Others, Important Links, Login, and Register. A dropdown menu is open under 'Login', showing 'Login', 'Forgot / Reset Password', and '> Forgot / Reset Password'. The latter is highlighted with a red box and a red arrow. Below the navigation, the 'Forgot / Reset Password' form is displayed. It contains the following text: 'Forgot your password? Enter your Email Address to associated with your account and fill the security check.' The form has two input fields: 'Email *' with the value 'jsmith@example.com' and 'Enter Captcha Code *' with the value 'K8C6'. A red box highlights the 'Send' button, and a red arrow points to it.

3. Academic Institutes

For prompt processing of the registration request, it's important to submit all required documents properly. Everything regarding the same is explained in detail below:

In order to complete the registration, it is required to send in the following documents after submitting online registration.

- Scanned copy of the student ID card.
- Authority letter from competent authority like- HOD, VC etc. on their official letter-head with seal/stamp ensuring legitimate use of same.

Please send the documents to Email address: indr@dghindia.gov.in. Registration process will be initiated only after receiving above mentioned documents.

Please feel free to contact us at indr@dghindia.gov.in for any query.

Important Instructions regarding documents:

- 1) Only color scanned copies of original document are accepted.
- 2) Student ID card file size should be less than 100KB.
- 3) Authority letter file size should be less than 500KB.

4. **Contact Us**

Telephone Numbers:

+91-120-2472551 (Technical Support)

+91-120-2472548 (NDR Reception)

+91-120-2472578 (HOD-NDR / Chief NDR)

+91-120-2472000 (DGH Reception)

Fax: +91-120-2472049

Email:

indr@dghindia.gov.in – Technical support

Business hours: (Monday to Friday - [UTC+05:30] 9:30 AM to 5:30 PM) except public holidays.

Note: To view the list of holidays click here http://ndrdgh.gov.in/NDR/pdf/yearly_calendar.pdf

Contact address:

National Data Repository - 5th Floor

Directorate General of Hydrocarbons

(Ministry of Petroleum & Natural Gas)

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