



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 access G&G data of NDR.

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...|

submit ←

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.

Thank You ! Registration Process Successful.

Your Registration details have been captured successfully. Your Login Credentials would be mailed to your Registered Mail ID shortly.

If you have any query and suggestion, Kindly send mail to : ndrsupport@dghindia.org

Do you want to Register again ? [Click here](#)

Note: Registration process will take 24 hours

(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:



The screenshot shows the top navigation bar of the National Data Repository website. It features the Government of India emblem on the left, the full name of the repository in the center, and the NDR logo on the right. Below the header is a horizontal menu with buttons for Home, E&P Activities, Investors, Academia, Hydrocarbon Resources, Others, Important Links, Login, Register, and Help. A red rectangular box highlights the 'Login' button, and a red arrow points to it from the right side of the image.

Note: 1: After first login portal will ask you to reset your password.

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 same within 24 hrs.

The screenshot shows the National Data Repository (NDR) website interface. At the top, there is a navigation bar with various menu items: Home, E&P Activities, Investors, Academia, Hydrocarbon Resources, Others, Important Links, Login, and Register. A dropdown menu is open under 'Login', showing options for 'Login', 'Forgot / Reset Password', and 'password'. The 'Forgot / Reset Password' option is highlighted with a red box and a red arrow. Below the navigation bar, the 'Forgot / Reset Password' form is displayed. It contains the following fields and elements:

- Forgot / Reset Password** (Section Header)
- Forgot your password? Enter your Email Address to associated with your account and fill the security check.** (Instructional text)
- Email *** (Field): jsmith@example.com
- Enter Captcha Code *** (Field): K8C6
- Send** (Button): A red box highlights this button, with a red arrow pointing to it from the right.

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: usrregn@dghindia.org. After receiving these documents the registration request will be processed.

Please feel free to contact us regarding anything related to the above registration process on the following email Id: indr@dghindia.org. Our team @DGH-NDR would like to help you promptly. 😊

Important Instructions regarding documents:

- 1) Only scanned copies of original document are accepted.
- 2) Scanned documents/copies must be in colour.
- 3) Only relevant documents (Non-blank), should be send.
- 4) Student ID card file size should be less than 100KB.
- 5) 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:

ndrsupport@dghindia.org – Technical support

indr@dghindia.org – General queries or suggestions

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

(Under Ministry of Petroleum & Natural Gas)

OIDB Bhawan, Plot No 2, Sector 73

Noida UP, India, 201301