1.0 Introduction

Water tanker Booking is an e-service where applicants can book water tanker Online. The Department recommends all applicants to use the Online service. The Applicants have the benefits of registering themselves as users and owning personal profile in the Online environment. Online booking process aims to put the booking in public domain where the applicant submits the applications with the relevant fee submission to the Department and finally receives the permission to use water tanker. It enables authorities to check the application related documents and follow the approval processes.

1.1 Salient features of Water tanker Booking

• Submit application for using water tanker.

• Online fees payment using Internet Banking Debit Card and Credit Card.

• Updation of Status on key events via SMS and Email.

1.2 Minimum Hardware and Software Requirement

OFA supports the following web browser:

● Chrome
● Safari
● Firefox
2.0 Getting Started

Type URL www.gmda.gov.in in the address bar of the browser.

Once the web site is connected, the Home page will appear as shown in Screen 1.

2.1 Registration:

To Register with us Click on LOGIN as shown in Screen 1 below.

After clicking on LOGIN button, new screen appears as shown in screen 2 below.

Click on Register button, see screen 2.
The user can register his profile by filling the basic information in the screen-3 below.
After filling all the details on screen 3, click on REGISTER NOW and screen 4 appears.

Now enter verification code received on user Email Id and Phone Number.

After clicking on REGISTER NOW shown on screen 4, User gets registered with us.

Now next screen appears and enter your registered Email id on this screen and click on LOGIN button as shown on screen 5.

2.2 LOGIN

Existing users can directly LOGIN by clicking on LOGIN appearing on the top right of Screen 1 then screen 2 appears. Now user can fill registered Email id in the column provided and click LOGIN.

On successful login user will be provided with Water Tanker Booking service. Applicants will be able to file for this service online through Dashboard.
3.0 Apply for Water Tanker Booking:
For booking, click on Book button as shown on screen 6
You can also check the status of your booking on this screen.

After clicking on BOOK, next screen appears as shown on screen 7.

Applying for Water Tanker Booking is divided into 4 steps. See screen 7.

**3.1 Step 1** is for instructions where you will see flowchart of the steps required for booking water tank.

![Screen 7](image)

Go through it, this will help you understand the process. After step 1 switch to step 2 either by clicking on Next button appearing at last of step 1 or by directly clicking on step 2 on the top.
3.2 Step 2 is for Applicant’s details as shown in screen 8.

First column on screen 8 is Authorised Person (the person authorised by GMDA to book water tankers), Authorised person has to fill contact details, address etc. Fill all the data as asked and save the same by clicking on SAVE AS DRAFT and move to next step by clicking NEXT appearing at the end of step 2.
3.3 Step 3 contains Booking Details. See screen 9 below. Mention the type of water required from drop down and Water station where the tanker would be filled from drop down available.

Now save the filled data as **Save As Draft** and move to next step by clicking **NEXT**.

![Screen 9](image)

3.4 Step 4 is Fee Calculation. See Screen 10 below. Fee will be calculated based on Tanker Size and Number of Tanker required automatically.

Then pay the fee by clicking **PAY NOW**. This will take you to next window for payment.

You may make payment through Net Banking, credit card or Debit card as you wish.
If you want to pay later then save the details filled till now by clicking **SAVE AS DRAFT**

After Payment is successful you see the details on your dashboard. (refer the below screenshot)

Click on PDF icon to download the QR code which is to be shown at the site