

## **Steps for filling of Data Request Form (DRF):**

1. It is mandatory to have HDUG membership registration for obtaining data from State Data Storage Centre (SDSC), Nashik. If you are already having HDUG membership then you can fill and submit Data Request Form (DRF) with necessary information (like; Station name, Parameter, duration, etc) available on our website 'www.mahahp.gov.in' to email 'sdsc@mahahp.org.'
2. For doing online HDUG membership registration, fill the form available on our website "www.mahahp.gov.in", by going through HDUG tab and then clicking on 'Membership Registration'. Registration fees of Rs. 500/- for five years and RS. 2500/- for life time will be charged. This registration fees can be paid through online procedure or it can be paid offline in sub-divisional offices of Hydrology Project as displayed on our website 'www.mahahp.gov.in'. Scan copy of fees receipt should be sent on email 'sdsc@mahahp.org' if fees are paid offline.
3. Afterwards, for data procuring, Data Request Form is available in PDF and word format in 'Download' tab available on 'www.mahahp.gov.in.' Fill all necessary information in that form, and after signature, scan it and send it on email 'sdsc@mahahp.org.'
4. Details of availability of data with 'Hydrology Project' is provided on website 'www.mahahp.gov.in'. Click on tab 'Data > Data Availability'. You can use this information for filling Data Request Form (DRF) appropriately for your required locations.
5. After processing on DRF, 'Proforma Invoice' will be sent to HDUG member and after payment of data as per data dissemination policy (Click on tab 'Data' > Data request > data dissemination policy) shown on website, data will be disseminated. Cost of data should be paid to nearby sub-divisional office of Hydrology Project.