

Warehouseman/Warehouse Registration – User Manual for Applicants

This User Manual provides step-by-step guide for registration of a warehouseman/ warehouse with the Warehousing Development and Regulatory Authority (WDRA). All applications for warehouse registration are required to be submitted online through the WDRA portal.

Warehouse registration is governed under:

- The Warehousing (Development & Regulation) Act, 2007
- The Warehousing (Development & Regulation) Registration of Warehouses Rules, 2017 (as amended)

Who Can Apply

Any person or entity commencing or carrying on warehousing business and intending to issue eNWRs must get its warehouse registered with WDRA.

Registration Process – Overview

1. Register & Login on the WDRA portal.
2. Apply for Warehouseman with One Warehouse Registration.
3. Enter Warehouseman/ Warehouse details and upload required documents.
4. Pay registration fee and submit application for Inspection.
5. Submit security deposit & insurance (After/before Inspection)
6. Link Submit security deposit & insurance to Warehouse.
7. After approval get the Registration Certificate.

Notes

- All steps are completed **online through the WDRA portal**.
- Applicants should regularly check the dashboard for status updates or queries.
- Registration is mandatory for issuance of electronic Negotiable Warehouse Receipts (eNWRs).

Step 1: Apply for Registration & Login

Register on the WDRA portal using a valid mobile number and email ID, then log in with your credentials.

The screenshot shows the WDRA portal homepage. The header includes the WDRA logo, the text "Warehousing Development and Regulatory Authority", and the "International Year of Cooperatives 2025" banner. The navigation menu has links for Home, About Us, Acts, Rules & Regulations, Warehouse Registration, Documents, eNWR, Grievance, and Contact Us. The "Warehouse Registration" link is highlighted with a red box. A dropdown menu is open under "Warehouse Registration", showing options like "Apply for Registration", "Registration Procedure", "Registration Rules", "Application Fee", "Inspection Guidelines", "Insurance Requirements", "Security Deposit Requirements", "Assaying Parameters", "SOP", and "List of Equipment". A red box highlights the "Apply for Registration" option. A text box with an arrow pointing to it says: "Select 'Apply for Registration' link under 'Warehouse Registration' menu or under 'Quick Links'". Below the navigation menu, there is a "Quick Links" section with a red box around the "Apply For Registration" link. To the right, there is a "What's New" section with an "Activity Update" tab. It lists two updates: "Stakeholders meeting scheduled to be held on 19.02.2026 at 11.00 am" and "Corrigendum issued for Empanelment for conducting Comprehensive Study on".

The screenshot shows the WDRA portal Registration page. The header is the same as the previous screenshot. The navigation menu is the same. The "Registration" section is active. It contains a list of "Entity Type" options: Individual, PSU, SWC, Company, Partnership Firm, Society, Cooperative Society, PACS, and Trust. A red box highlights the "Entity Type" dropdown menu. A text box with an arrow pointing to it says: "Select the Entity type from the drop-down box and click on 'Next'". The dropdown menu is open, showing the following options: "--Select Entity Type--", "--Select Entity Type--", Individual, PSU, PSU-SWC, Company, Partnership Firm, Society, PACS, Cooperative Society, and Trust.



Warehouse Development and Regulatory Authority

Department of Food and Public Distribution



International Year of Cooperatives 2025

Screen Reader | Sign In

Search...

Tt

English

HomeAbout UsActs, Rules & RegulationsWarehouse RegistrationeNWRGrievanceDocumentsContact Us

Home

Individual Registration

Applicant Details

First Name*

Middle Name

Last Name*

Full Name (as per PAN)*

Date of Birth*
dd-mm-yyyy

Contact Details

Applicant Email*

Applicant Mobile Number*

Applicant PAN*

Password*

Confirm Password*

Text Verification*

Back

Next

WDRA

Follow Us On:







Last updated on : 28-July-2025

Ins

Training and Awareness

Recruitment

Tenders / EOI

Employee Corner

Independent External Monitor (IEM)

RTI

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Site MapPrivacy PolicyDisclaimer

The applicant must provide a valid email ID, mobile number, and PAN number. The user then sets a password and confirms it.

Once the details are submitted, the system performs a duplication check. It verifies whether:

- The PAN already exists in active or in-process status,
- The mobile number is already registered in active status,
- The email ID is already registered.

If no duplication is detected and PAN details is verified, OTPs are sent to both the registered email ID and mobile number.



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Department of Food and Public Distribution



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Search...

Tt

English

HomeAbout UsActs, Rules & RegulationsWarehouse RegistrationeNWRGrievanceDocumentsContact Us

Home

Entity Type

Applicant Name

Email

Mobile Number

Individual

Warehouse Man

singnashubhraming5@gmail.com

9534536843

Verify OTP

Mobile OTP (9534536843)

Email OTP (singnashubhraming5@gmail.com)*

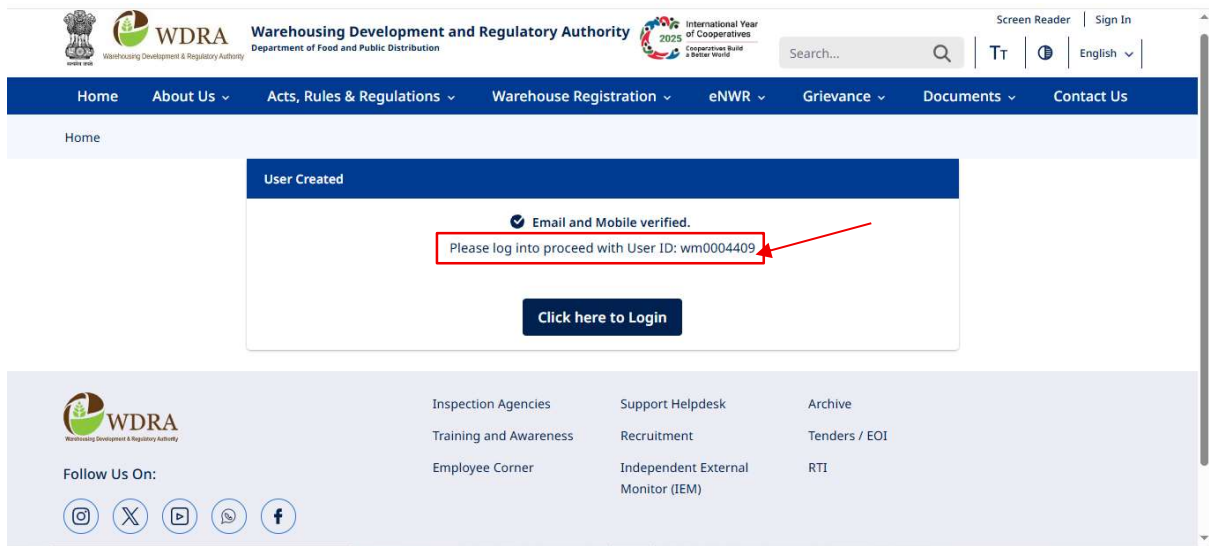
Please wait for 27 sec. to resend OTP!

Please wait for 27 sec. to resend OTP!

Enter both the OTP

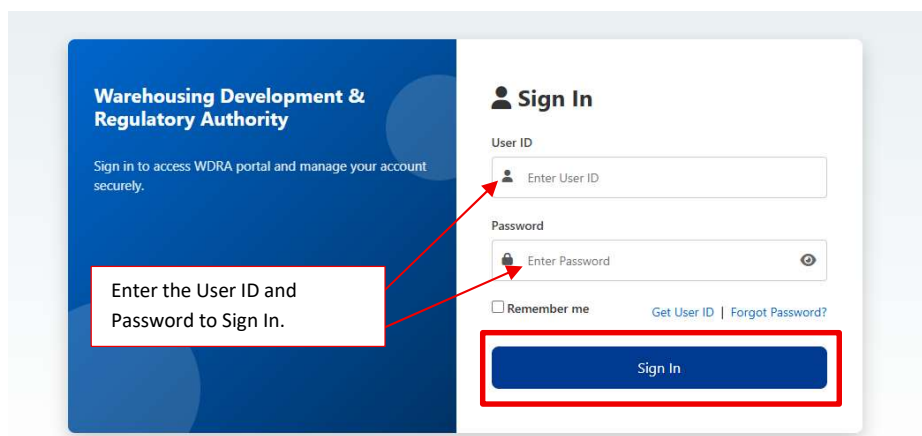
Submit

Upon successful OTP verification, the system creates the account and displays a confirmation message stating that the User ID will be used as the Login ID. The user can now log in and begin the registration process



Step 2: Combine Registration Application of Warehouseman with One Warehouse

Registration of the Warehouseman and at least one Warehouse is done together in a single combined application. The system does not allow submission of only Warehouseman details without adding at least one warehouse.



After login, the user initiates a combined warehouseman and warehouse application. The portal displays a multi-step form. The system automatically saves data entered at each step as a draft. This allows the user to exit and resume later.

Next

WM

Questions Based On Warehouse

Select Warehouse Category	--Select--
Select type of Warehouse	--Select--
Whether this warehouse was previously applied (or registered) in the WDRA.	--Select--
Is the warehouse located in an urban or rural area?	Rural
Is the lorry weighbridge inside or outside the warehouse?	--Select--
Is the warehouse situated on a raised, well-drained site and not prone to flooding?	No
Is the warehouse within 500 meters of a bone-crushing mill, garbage dumping ground, slaughterhouse, tanneries, hide curing center, sewage treatment plant, or similar sites?	No
Is the warehouse within 300 meters of kilns, dairies (processing units), or poultry farms?	No
Is the warehouse within 150 meters of factories or other fire hazards, such as workshops, haystacks, timber stores, petrol pumps, CNG stations, or LPG bottling plants?	No
Is the floor and walls free from cracks and crevices?	No
Whether weighing equipment is duly calibrated.	No
Whether the fire alarms are installed.	No
Whether information of the nearest police station is displayed in warehouse premises.	No
Whether information of the nearest fire station is displayed in warehouse premises.	No

Fill the questionnaire appropriately by selecting Yes/ No from the drop downs available at right side and click on "Save and Next" button.

Save and Next

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Fill in the required Warehouseman details (Net worth, effective control etc.)

The screenshot shows a web application interface for 'Step 1 out of 11'. At the top, there's a header with 'Reference number 184215', 'Entity Type Individual', 'Applicant Name Warehouse Man', and 'PAN ABCPA1234D'. Below this, the 'Applicant Basic Details' section contains several input fields: 'Is model SOP of WDRA Followed?' (YES), 'Gender' (Male), 'Address Line 1' (Warehouse address), 'Address Line 2' (empty), 'State' (Delhi), 'District' (South East), 'Sub-District/City' (Defence Colony), 'Village' (--Select--), 'Pincode' (110004), 'Alternate Mobile' (empty), and 'Telephone Number (with STD code)' (empty). At the bottom left are 'Back' and 'StartOver' buttons, and at the bottom right is a 'Save and Next' button. A red arrow points from a text box to the 'Save and Next' button.

Step 1 out of 11

Applicant Basic Details

Is model SOP of WDRA Followed? * YES

Gender * Male

Address Line 1 * Warehouse address

Address Line 2

State * Delhi

District * South East

Sub-District/City * Defence Colony

Village --Select--

Pincode * 110004

Alternate Mobile

Telephone Number (with STD code)

Back StartOver Save and Next

Fill in the required details and Click on save and Next

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If Applicant is Non-Individual Entity Details and Authorized Representative details should be filled instead of Applicant basic details:

The screenshot shows a web application interface for 'Non Individual Registration'. It has two main sections: 'Entity Details' and 'Authorized Representative Details'. The 'Entity Details' section includes 'Entity Name' (Non Individual Entity), 'Date of Incorporation' (12-12-2020), and 'PAN of Entity' (AAAAA0000A). The 'Authorized Representative Details' section includes 'First Name' (Authorised), 'Middle Name' (empty), 'Last Name' (Representative), 'Communication Email' (a03539178@gmail.com), 'Mobile Number' (8354870140), 'Password' (Wdra@1234), 'Confirm Password' (empty), and 'Text Verification' (43ghh). At the bottom left is a 'Back' button, and at the bottom right is a 'Next' button. Red arrows point from text boxes to the 'Entity Details' and 'Authorized Representative Details' sections, and another red arrow points from a text box to the 'Next' button.

Non Individual Registration

Entity Details

Entity Name * Non Individual Entity

Date of Incorporation * 12-12-2020

PAN of Entity * AAAAA0000A

Authorized Representative Details

First Name * Authorised

Middle Name

Last Name * Representative

Communication Email * a03539178@gmail.com

Mobile Number * 8354870140

Password * Wdra@1234

Confirm Password *

Text Verification * 43ghh

Back Next

Fill in the Entity Details

Fill in the AR Details

If Applicant is Non-Individual, Fill the Entity Details and Authorized Representative details in relevant section and click on next

WM

184215

Entity Name
Individual

Applicant Name
Warehouse Man

PAN
ABCPA1234D

Step 2 out of 11

NetWorth Details

Financial Year *

--Select--

Networth in Rupees *

0.00

Date of Document *

dd-mm-yyyy

UDIN given by ICAI *

Previous

StartOver

Save and Next

Fill in the required details and Click on save and Next

Step 3: Fill Warehouse Details

Fill the warehouse details carefully, step by step, including warehouse infrastructure details, godown details, staff details, and equipment details etc.

(For already registered Warehousemen, they can use the “Add Warehouse” option available on the Warehouse List page.)

WM

Reference number
184215

Applicant Name
Warehouse Man

Warehouse Type
Conventional

Step 3 out of 11

Warehouse Basic Details

Warehouse Name *

Address Line 1 *

Address Line 2

State *

--Select--

District *

--Select--

Sub-District/City *

--Select--

Block

--Select--

Village

--Select--

Pincode *

Mobile *

Telephone Number (with STD code)

Email *

Total Warehouse Capacity (in MT) *

Effective Control Type *

Effective Control Valid Upto (Date) *

Back

Start Over

Save and Next

Fill in the required details and Click on save and Next

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WM

Reference number
184215

Applicant Name
Warehouse Man

Warehouse Type
Conventional

Warehouse Name
Individual conventional warehouse

Step 4 out of 11

Infrastructure Details

Year of Construction (YYYY) *

Construction Standard *

Platform scale *

Adequate night light arrangement *

CCTV and recording arrangement *

Number of Entry Gates in warehouse *

Number of Exit Gates in warehouse *

Is the warehouse well-protected by a boundry wall or barbed wire fencing? *

Number of Securty Guard *

Is a fire hydrants, static water tanks, etc., available? *

Lorry Weighbridge Details

Make of Lorry WB *

Capacity of Lorry WB (in MT) *

Date of Installation of Lorry WB *

Last Stamping Date of LWB *

Back

Start Over

Fill in the required details and Click on save and Next

Save and Next

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WM

Reference number
184215

Applicant Name
Warehouse Man

Warehouse Type
Conventional

Warehouse Name
Individual conventional warehouse

Step 5 out of 11

Godown Details

Show 10 entries

Search:

Godown No	Type of Godown	Length (m)	Breadth (m)	Height (m)	Plinth Height (cm)	Capacity (MT)	Action
No data available in table							

Showing 0 to 0 of 0 entries

PreviousNext

Total Warehouse Capacity (in MT)

Total Agri Capacity

Total Agri Area

Godown Number *

Type of Godown *

Length (in meters) *

Breadth (in meters) *

Height (in meters) *

Plinth Height (in cm) *

Back

Start Over

Fill Godown details and click on "Add" Button

Add

Next

Once all the godown Added click on next button

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WM

Home

Help

Logout

Reference number
184215

Applicant Name
Warehouse Man

Warehouse Type
Conventional

Warehouse Name
Individual conventional warehouse

Step 6 out of 11

Commodity Details

Available Commodity146

Selected Commodity0

1-Wheat

2-Paddy(Dhan)

3-Rice

4-Maize

5-Jawar /Jowar(Sorghum)

6-Chana whole (Bengal Gram) (Gram)

7-Mustard Seed (Black Gram) (Hid Bess)

Back

Start Over

Save and Next

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WM

Home

Help

Logout

Reference number
184215

Applicant Name
Warehouse Man

Warehouse Type
Conventional

Warehouse Name
Individual conventional warehouse

Step 7 out of 11

Staff Details

Showing 0 to 0 of 0 entries

Search:

SLNo	Name	Designation	Educational Qualification	Experience Details (in years)	Action
No data available in table					

Showing 0 to 0 of 0 entries

PreviousNext

Name*

Designation*

Educational Qualification*

Experience Details (in years)*

Whether undergone Training on Warehousing*

--Select--

Add

Next

Back

Start Over

Fill Staff details and click on "Add" Button

Once all the details added click on next button

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WM

Warehouse Man

Reference number

184215

Applicant Name

Warehouse Man

Warehouse Type

Conventional

Warehouse Name

Individual conventional warehouse

Step 8 out of 11

Fire Safety Arrangements

Show 10 entries

Search:

SLNo	Equipment	Count	Action
No data available in table			

Showing 0 to 0 of 0 entries

PreviousNext

Type of Fire Extinguisher *

-- Select Extinguisher --

Count *

Add

Number of Fire Buckets *

Back

Start Over

Next

Added details will be shown here

Fill details and click on "Add" Button

Once all the details added click on next button

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WM

Warehouse Man

Reference number

184215

Applicant Name

Warehouse Man

Warehouse Type

Conventional

Warehouse Name

Individual conventional warehouse

Step 9 out of 11

Assaying Equipments

Show 10 entries

Search:

SLNo	Equipment	Count	Action
No data available in table			

Showing 0 to 0 of 0 entries

PreviousNext

Assaying Equipments *

-- Select Assaying Equipment --

Count *

Add

Back

Start Over

Next

Added details will be shown here

Fill details and click on "Add" Button

Once all the details added click on next button

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WM

Home

Help

Logout

Reference number

184215

Applicant Name

Warehouse Man

Warehouse Type

Conventional

Warehouse Name

Individual conventional warehouse

Step 10 out of 11

Preservation Equipments

Show 10 entries

Search:

SLNo	Equipment	Count	Action
No data available in table			

Showing 0 to 0 of 0 entries

PreviousNext

Added details will be shown here

Preservation Equipments *

Count *

-- Select Preservation Equipment --

BackStart Over

Fill details and click on "Add" Button

Add

Next

Once all the details added click on next button

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Version 2.0.0

WM

Home

Help

Logout

Reference number

184215

Applicant Name

Warehouse Man

Warehouse Type

Conventional

Warehouse Name

Individual conventional warehouse

Step 11 out of 11

Upload Documents

Show 10 entries

Search:

SLNo	Document Type	Sub-Document Type	Description	Action
No data available in table				

Showing 0 to 0 of 0 entries

PreviousNext

Mandatory Documents

Document Type *

Document SubType *

Description *

-- Select Document --

Upload *

No file chosen

Choose file

Select the mandatory document from the dropdown list, enter a description for the document, upload the document. and click on the "Add" button.

Add

Supporting Documents

Document Type *

Document SubType *

Description *

-- Select Document --

Upload *

No file chosen

Choose file

Select the supporting document (If any) from the dropdown list, enter a description for the document, upload the document. and click on the "Add" button.

Add

BackStart Over

Click on the Validate button to verify the filled details.

Validate

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pranjal mani tripathi

Reference number: 759632710 | Applicant Name: pranjal mani tripathi | Warehouse Type: Conventional

Upload Documents

Show 10 entries

SLN	Document Type	Sub-Document Type
1	Effective control	Copy of the record of rights of land or concerned is located
2	Signed Undertaking letter	-
3	Lay out Plan of the warehouse(s)	-

Errors

WH Godown Details — 1000
Capacity MT is not matched with Total Capacity 20197

Any errors in the filled form will be displayed here. Rectify them and revalidate the form.

Choose section to navigate through the form to rectify error and come back to this page

Success: Your request completed successfully.

nchfami

Declarations

I/We declare to be authorized representatives of the organization to apply for registration of Warehouse.

I/We hereby solemnly declare that we or any of the key managerial persons, has not been convicted by a court for any offence at any time in the preceding five years.

I/We hereby solemnly declare that we or any of the key managerial persons, has not been declared an un-discharged insolvent by any court.

I/We hereby solemnly declare that we or any of the key managerial persons, has not been declared to be of unsound mind by any court.

I/We hereby solemnly declare that we or any of the affiliates are not assigned, by the Authority to carry out any other function under the Act.

I/We hereby solemnly declare that one of the objectives of the entity is to carry out the warehousing business and undertake that all the local laws have been complied with for carrying out the business of warehousing with respect to the warehouse concerned.

I/We hereby solemnly declare that the warehouse specified above is suitable for carrying on the business of warehousing and that it is in good condition and having all the requirements as per rule 20 of the Warehousing (Development and Regulation) Registration of Warehouses Rules, 2017.

I/We hereby undertake to ensure compliance of the Warehousing (Development and Regulation) Registration of Warehouses Rules, 2017 for disclosure of information (Rule 28) and ensure submission of monthly information on warehouse receipts (Rule 29).

I/We agree to abide by the terms and conditions of the registration.

I/We undertake that the required amount of Security Deposit will be paid, if the WDRA decides to register the warehouse concerned.

I/We hereby solemnly declare to extend all cooperation to the Authority or to an external person engaged by the Authority to conduct physical inspections/ any other inspection of the warehouse under our effective control.

I/We hereby solemnly declare that all information herein given is true to the best of our knowledge and that in case it proves to be untrue we undertake to indemnify person or persons concerned in this business against any loss arising out of such false or untrue information and cancellation of registration.

☐ I/We ACCEPT ALL ABOVE TERMS & CONDITIONS *

Accept the declaration and proceed to pay

Proceed to Pay

Success: Your request completed successfully.

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Step 4: Pay Registration Fee & Submit

Pay the applicable **non-refundable registration fee** online as per warehouse capacity.

WM

Payment Details

Warehouse Name	Mobile No
Individual conventional warehouse	9554556843
Total Amount (Rs)	Final Amount (Rs)
10000.0	10000.0

Please do not refresh the page while doing the transaction

For queries call 011-49536496, 011-49092978, 94, 87 between 9.30 A.M to 6.00 P.M and provide or drop an email to adafc.wdra@nic.in with Transaction ID for prompt response.

☐ I have checked the details and agree to proceed with the payment.

Accept and proceed to pay

Proceed

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WA Warehouse Development and Regulatory Authority

Payment Methods

Credit / Debit Cards

Net Banking

UPI QR

Card details

Card number

Expiration date

Security code

Card holder name

Full name on card

Pay ₹1

Summary

Order ID1770894874380

Total Amount₹1

BillDesk

Select the payment method and process the payment

WM

✓

Payment Successful

Thank you for your Payment!

1763114154411

Time / Date14-11-2025 15:25:54

Ref Number184215

Payment MethodUPI

Amount10000.00

Total10000.00

Message for payment success or failure will be shown

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The registration application has been submitted to WDRA for scrutiny.

Warehouse List

Navigate to see the warehouse List

Show 5 entries

Search Name/Ref Id: Search for data...

Ack Number	Warehouse Name	Capacity	Status	Operation Type	Action
ACK-184215-14/11/2025	Individual conventional warehouse	1000	IN PROGRESS	REGISTRATION	

Showing 1 to 1 of 1 entries

Previous 1 Next

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List of warehouses can be found under this section

Submission of Security Deposit and linking of warehouses

Accessing the Security Deposit Module

After logging into the WDM portal, navigate to the Security Deposit section using the left-side navigation menu.

Add Security Deposit

Security Deposit Report

Show 5 entries

Search:

SD Risk Id	SD Category	Amount	Valid From	Valid Up To	Status	Action
No data available in table						

Showing 0 to 0 of 0 entries

Previous Next

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Fill the details of Security Deposit details submit the details for review. Send the physical copy of security deposit to WDRA that should be in the favour of WDRA with warehouse name mentioned.

The screenshot shows the 'SECURITY DEPOSIT MANAGEMENT' form. It includes fields for WHM ID (184216), WHM Name (Warehouse Man), SD Category, SD Type, Instrument Number, Instrument Type, Amount, Valid From (dd-mm-yyyy), Courier Type, Upload Document (No file chosen), and Remarks. A 'Submit' button is at the bottom right. The form is highlighted with a red border.

SECURITY DEPOSIT MANAGEMENT

WHM ID * 184216 WHM Name * Warehouse Man

SD Category * --select-- SD Type * --select-- Instrument Number *

Instrument Type * --select-- Amount * Valid From * dd-mm-yyyy

Courier Type * --select--

Upload Document * No file chosen Choose file Remarks *

Submit

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Status of your request can be seen in the module once it is approved can be linked to warehouse.

The screenshot shows the 'Security Deposit Report' table. It has columns for SD Task Id, SD Category, Amount, Valid From, Valid Up To, Status, and Action. The first row shows SD Task Id 189746, SD Category FSD, Amount 1000000, Valid From 11-06-2025, Valid Up To 17-11-2025, and Status IN PROGRESS. The Status cell is highlighted with a red border.

Security Deposit Report

Show 5 entries Search:

SD Task Id	SD Category	Amount	Valid From	Valid Up To	Status	Action
189746	FSD	1000000	11-06-2025	17-11-2025	IN PROGRESS	

Showing 1 to 1 of 1 entries Previous 1 Next

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Linking of Security deposit to warehouse

Go to the warehouse list and select the SD & Insurance Submission from action button.

Sudhanshu Singh

Warehouse

Profile

SD Management

Payment

Grievance

Insurance

Warehouse List

Show 5 entries

Search Name/Ref Id: Search for data...

Ack Number	Warehouse Name	Capacity	Create Date	Status	Operation Type	Action
ACK-807018-11/09/2025	store house	467	2025-09-11 17:03:28	Ask for SD	REGISTRATION	ViewSD & Insurance Submission

Showing 1 to 1 of 1 entries

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Fetch the approved SD details and click on add SD to link with warehouse

Sudhanshu Singh

Warehouse

Profile

SD Management

Payment

Grievance

Insurance

Security Deposit

Show 10 entries

Search:

Sl.No	SD Number	Warehouse Id	Action
No data available in table			

Showing 0 to 0 of 0 entries

Instrument Number *

--select--

Fetch

Fetch the details of SD

Select the SD by instrument number

Instrument Number

Amount

Bank Name

IFS Code

Once clicked in add SD details will be shown in the table. Multiple SD can be added to one warehouse.

The screenshot shows the 'SD Management' section of the WDR portal. On the left, a sidebar lists 'Warehouse', 'Profile', 'SD Management', 'Payment', 'Grievance', and 'Insurance'. The main area displays a table with columns: SL.No, SD Number, Warehouse Id, and Action. A single row is visible with values 862964, 12345, and 807018. Below the table, there are input fields for 'Instrument Number', 'Amount', 'Bank Name', and 'IFS Code', along with a 'Fetch' button. At the bottom left, an 'Add SD' button is highlighted with a red box and an arrow. At the bottom right, a 'Next' button is also highlighted with a red box and an arrow. A text box between these buttons states: 'By clicking next SD will be added and further insurance can be linked.'

SL.No	SD Number	Warehouse Id	Action
862964	12345	807018	[Delete Icon]

Showing 1 to 1 of 1 entries

Previous 1 Next

Instrument Number *
--select-- Fetch

Instrument Number Amount

Bank Name IFS Code

Add SD

Next

By clicking next SD will be added and further insurance can be linked.

Submission of Insurance Policy and linking of warehouses

Accessing the Insurance Module

After logging into the WDR portal, navigate to the Insurance section using the left-side navigation menu.

The Insurance dashboard will display a list of all Active/Expired Insurance Policies that have been approved by WDR under Active tab and In Progress/ Rejected under Request Tab.

The screenshot shows the 'Insurance' section of the WDR portal. On the left, a sidebar lists 'Profile', 'Warehouse', 'SD Management', 'Insurance', and 'WDR Reports'. The 'Insurance' option is highlighted with a red box and an arrow. The main area displays the 'Insurance Details' section with tabs for 'Active' and 'Requests'. The 'Active' tab is selected. Below the tabs, there is a table with columns: Insurance Id, Company Name, Type, Policy No, Policy Value, Validity, Policy Status, and Action. The table is currently empty, showing 'No data available in table'. At the top right, there is an 'Add Insurance' button. At the bottom left, there is a 'Show 5 entries' dropdown and a 'Search' input field. At the bottom right, there are 'Previous' and 'Next' buttons. The footer contains 'Copyright © 2026-2027. All Rights Reserved' and 'Version 2.0.0'.

SHANTI DEVI

Profile Warehouse SD Management Insurance WDR Reports

Active Requests

Add Insurance

Insurance Details

Show 5 entries Search:

Insurance Id	Company Name	Type	Policy No	Policy Value	Validity	Policy Status	Action
No data available in table							

Showing 0 to 0 of 0 entries

Previous Next

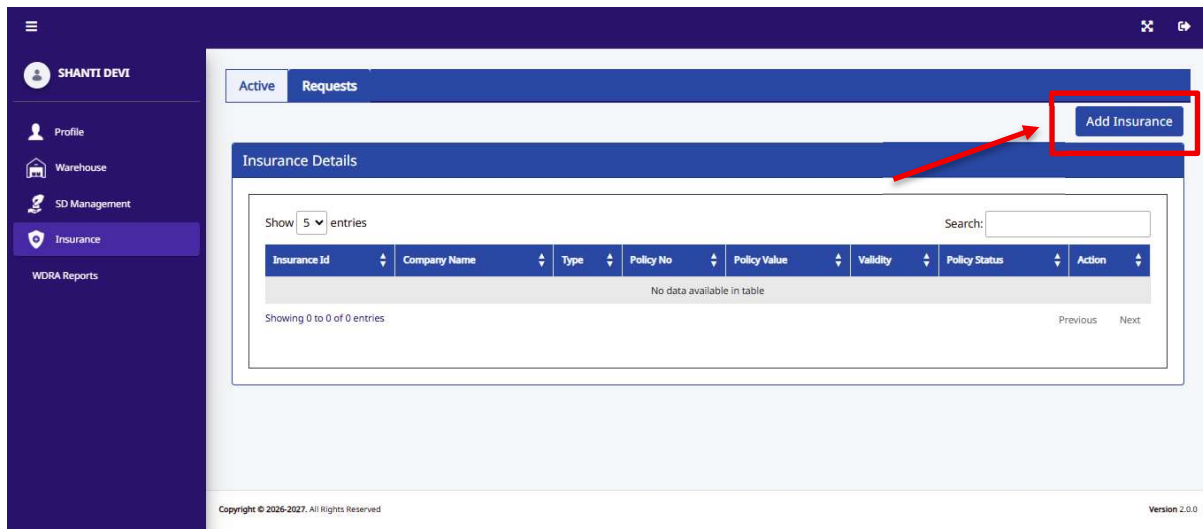
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Adding an Insurance Policy

3.1 Steps to Add a Policy

Follow the steps below to add a new insurance policy:

1. Log in to the WDR portal.
2. Select the Insurance option from the left navigation menu.
3. Click Add Insurance from the top-right corner of the screen.



4. Fill in all required details of the policy in the form provided.

SHANTI DEVI

Profile

Warehouse

SD Management

Insurance

WDRA Reports

Add Insurance

Insurance Company * Bajaj Allianz General Insurance Co. Ltd.

Policy Type * SFSP

Policy Number * BAGICL_100

Sum Insured (INR) * 100000000

Valid From * 05-02-2026

Validity Upto * 04-02-2027

Upload Policy Document * REGISTRATION...FICATE Agri.pdf

Remarks * The Remarks field is required.

☒ Floater ☒ Declaration

Next

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Version 2.0.0

4. Linking a Warehouse to a Policy

4.1 How to Link a Warehouse

You can link one or more warehouses to it. Follow these steps:

5. Select Register Warehouse from the drop-down options.

SHANTI DEVI

Profile

Warehouse

SD Management

Insurance

WDRA Reports

Show 10 entries

Search:

#	WH ID	WH Name	Page No.	S.No.	Action
1	6883896	6883896	54	4	

Showing 1 to 1 of 1 entries

Previous 1 Next

WH List * 6883896 - BRAJ WAREHOUSE

Page No * 54

S.No * 4

Add

Submit

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6. Enter the Page Number and Serial Number from the policy document where the warehouse is mentioned.

The screenshot shows the WDRS portal interface. On the left is a sidebar with the user's name 'SHANTI DEVI' and navigation links for Profile, Warehouse, SD Management, Insurance, and WDRS Reports. The main area displays a table with columns: #, WH ID, WH Name, Page No., S. No., and Action. A single entry is shown with WH ID 6883896, WH Name 6883896, Page No. 54, and S. No. 4. Below the table, there is a 'WH List' dropdown menu showing '6883896 - BRAJ WAREHOUSE'. To the right of this are input fields for 'Page No' (containing 54) and 'S.No' (containing 4), both highlighted with a red box. There are 'Add' and 'Submit' buttons to the right of these fields. At the bottom, it says 'Copyright © 2026-2027. All Rights Reserved' and 'Version 2.0.0'.

This screenshot is similar to the previous one but includes annotations. A red box highlights the table row with WH ID 6883896. A red arrow points from a text box labeled 'Added warehouse can be seen here' to this row. Another red arrow points from a text box labeled 'Add warehouse and submit' to the 'Add' button. A third red arrow points from the same text box to the 'Submit' button. The 'Add' and 'Submit' buttons are also highlighted with red boxes. The rest of the interface is the same as the previous screenshot.

7. Click Add Warehouse and submit to WDRS for Approval.
8. If no registered warehouse is available or you want to skip linking warehouse at this stage, you may submit without adding a warehouse.

4.2 Important Rules for Warehouse Linking

- All three insurance types — SFSP, Fidelity, and Burglary —linked to a warehouse.
- Only one policy per type can be linked to a single warehouse (e.g., two SFSP policies cannot be linked to the same warehouse).
- One insurance policy can be linked to multiple warehouses.

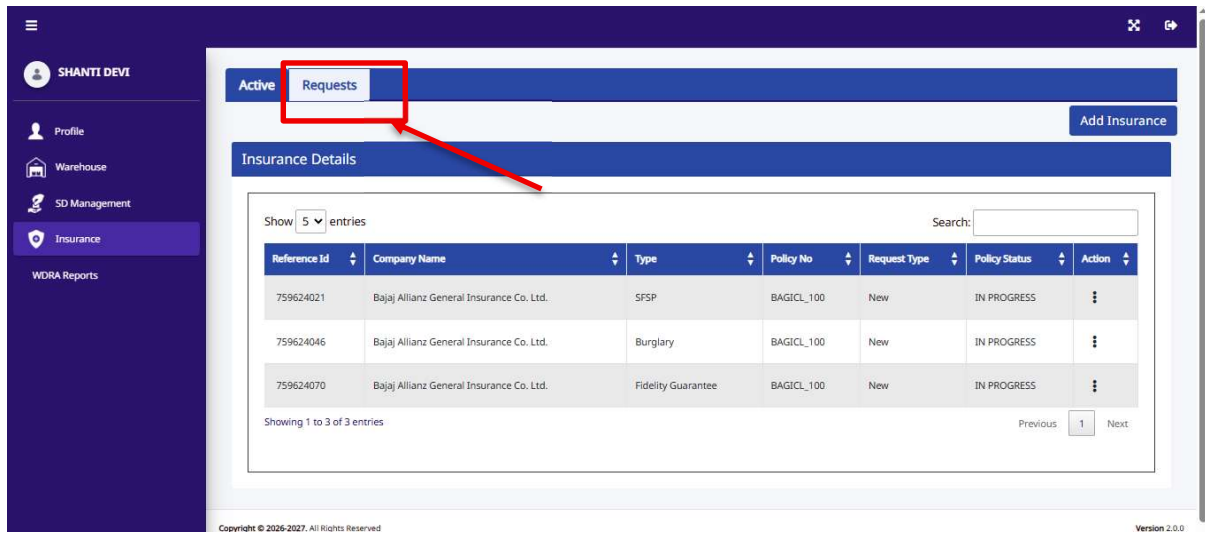
For complete insurance requirements, refer to the official WDRS website:
<https://wdra.gov.in/insurance-requirement>

5. Tracking Policy Status

5.1 In-Progress and Rejected Policies

Policies that are awaiting approval or have been rejected by WDRA can be viewed under the Request tab.

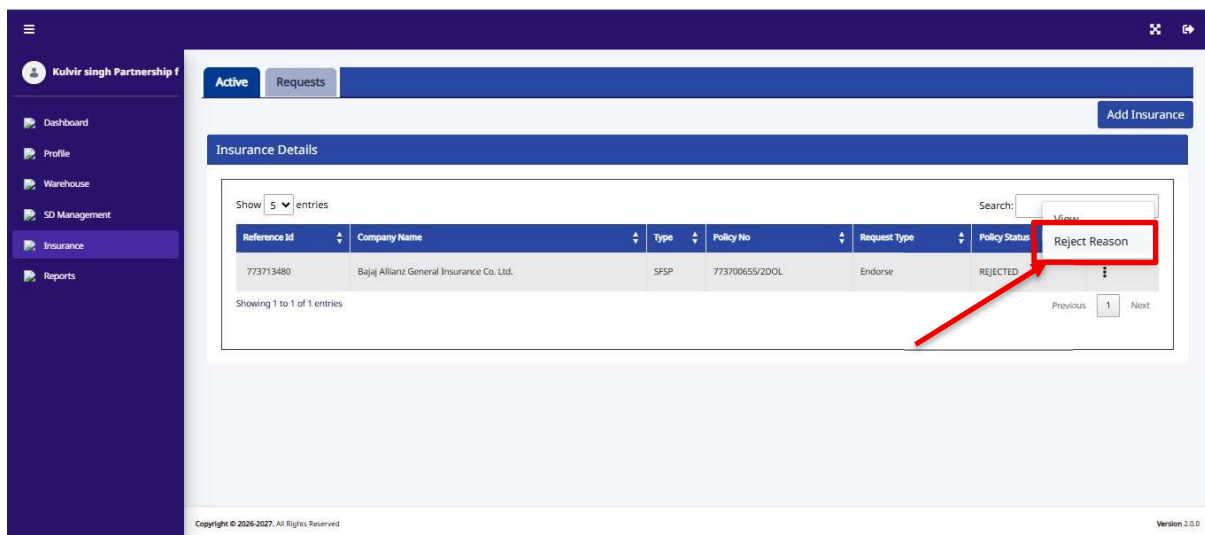
- In-Progress policies are those submitted but not yet approved.



The screenshot shows the 'Requests' tab selected in the top navigation bar. The left sidebar lists various menu items, with 'Insurance' highlighted. The main content area displays a table of insurance requests. The table has columns for Reference Id, Company Name, Type, Policy No, Request Type, Policy Status, and Action. Three entries are visible, all with a status of 'IN PROGRESS'.

Reference Id	Company Name	Type	Policy No	Request Type	Policy Status	Action
759624021	Bajaj Allianz General Insurance Co. Ltd.	SFSP	BAGICL_100	New	IN PROGRESS	
759624046	Bajaj Allianz General Insurance Co. Ltd.	Burglary	BAGICL_100	New	IN PROGRESS	
759624070	Bajaj Allianz General Insurance Co. Ltd.	Fidelity Guarantee	BAGICL_100	New	IN PROGRESS	

- Rejected policies will show a rejection reason, accessible through the available options on the policy.



The screenshot shows the 'Requests' tab with a table containing one entry with a status of 'REJECTED'. The 'Reject Reason' dropdown menu is highlighted with a red box, indicating that users can view the reason for rejection.

Reference Id	Company Name	Type	Policy No	Request Type	Policy Status	Action
773713480	Bajaj Allianz General Insurance Co. Ltd.	SFSP	773700655/200L	Endorse	REJECTED	

5.2 Active and Expired Policies

Approved insurance policies (both active and expired) can be viewed under the Active tab.

For each active policy, users can perform the following actions:

- View — See full policy details and history.
- Endorse — Make changes if the insured amount increases or a new warehouse is added.
- Link Warehouse — Associate additional warehouses to the policy.

The screenshot shows the 'Insurance Details' page with a sidebar on the left containing 'Profile', 'Warehouse', 'SD Management', 'Insurance' (selected), and 'WDRA Reports'. The top navigation bar has 'Active' and 'Requests' tabs, with 'Active' selected. A red arrow points to the 'Active' tab. The main content area displays a table of insurance policies. A red box highlights the 'View' option in the action menu for the policy with ID 759616654.

Insurance Id	Company Name	Type	Policy No	Policy Value	Validity	Policy Status	Action
759616615	ICICI Lombard General Insurance Co. Ltd.	Burglary	ILGICL_1	500000000	2027-01-30	ACTIVE	⋮
759616635	Bajaj Allianz General Insurance Co. Ltd.	SFSP	bsgicl123	500000000	2026-12-31	ACTIVE	⋮
759616654	Bajaj Allianz General Insurance Co. Ltd.	SFSP	BSGICL123	500000000	2027-01-31	ACTIVE	View Endorse Link Warehouse
759616682	IFFCO Tokio General Insurance Co. Ltd.	Fidelity Guarantee	ITGICL_1	600000000	2027-02-01	ACTIVE	⋮
759616701	Bajaj Allianz General Insurance Co. Ltd.	Burglary	BSGICL123	500000000	2027-01-31	ACTIVE	⋮

5.3 Viewing Policy Details

Clicking the View option on any policy opens the Insurance Details page, which displays:

- Complete policy history.
- All warehouses currently linked to the policy.

The screenshot shows the 'Insurance Details' page for a specific policy. The sidebar and top navigation are the same as in the previous screenshot. The main content area is divided into two sections: 'Policy History' and 'List of warehouses currently linked to the policy'. Both sections are highlighted with red boxes.

Policy History

#	RequestType	Status	Remarks	Action
1	New	ACTIVE	adwsfghjkl	⋮
2	Endorse	ACTIVE	Member 1 Approve	⋮

Showing 1 to 2 of 2 entries

List of warehouses currently linked to the policy

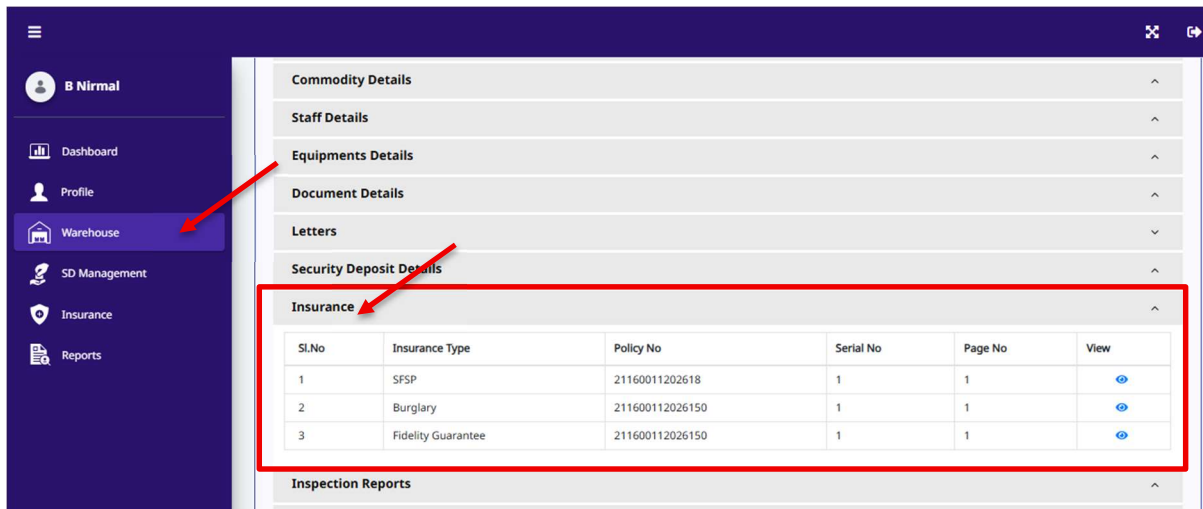
#	WH ID	WH Name	Page No.	S. No.
1	4556738	4556738	7	8

Showing 1 to 1 of 1 entries

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Linked warehouses can also be viewed from the individual Warehouse Details page under the Insurance tab.



6. Insurance Endorsement

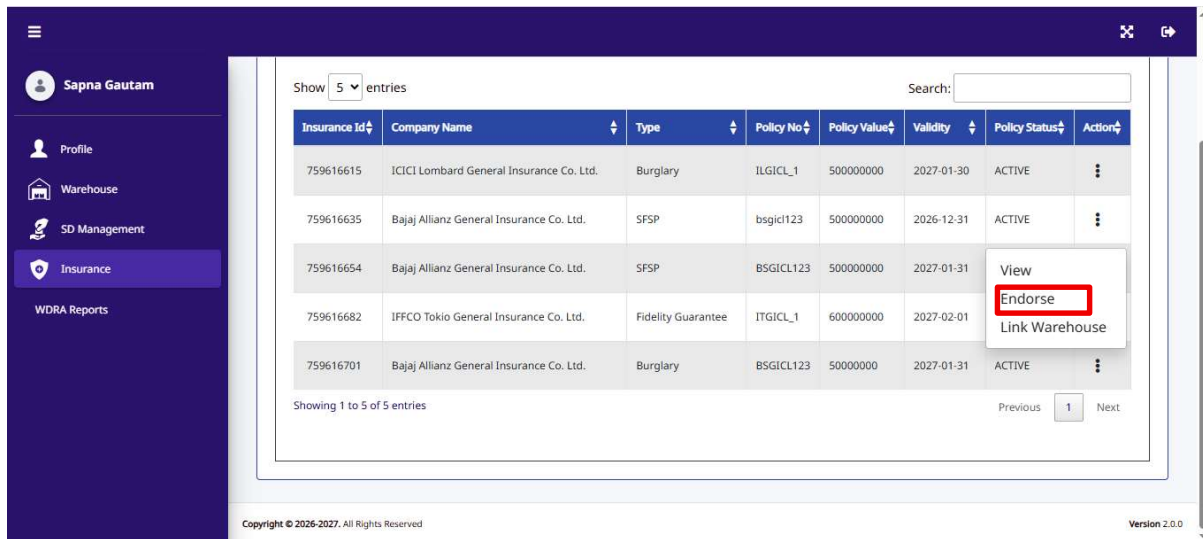
6.1 When to Use Endorsement

An endorsement should be made in the following situations:

- The total insured amount has increased.
- A new warehouse is being added to an existing policy.

6.2 Steps to Endorse a Policy

9. Navigate to the active policy and select the Endorse option.



10. Modify the Total Amount After Endorsement (INR) if required.

Endorse Insurance

Insurance Company * ICICI Lombard General Insurance Co. Ltd.

Policy Type * Burglary

Policy Number * ILGICL_1

Sum Insured (INR) * 50000009.00

Valid From * 31-01-2026

Validity Upto * 30-01-2027

Upload Policy Document * REGISTRA...TE Agri.pdf

Remarks * is required. The Remarks field is required. The Remarks field is required. The Remarks field is required. The Remarks field is required.

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11. Upload the endorsement document.

Endorse Insurance

Insurance Company * ICICI Lombard General Insurance Co. Ltd.

Policy Type * Burglary

Policy Number * ILGICL_1

Sum Insured (INR) * 50000009.00

Valid From * 31-01-2026

Validity Upto * 30-01-2027

Upload Policy Document * REGISTRA...TE Agri.pdf

Remarks * is required. The Remarks field is required. The Remarks field is required. The Remarks field is required. The Remarks field is required.

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12. On the next screen, link the warehouse following the same steps described in Section 4.

Show 10 entries

Search:

#	WH ID	WH Name	Page No.	S. No.	Action
1	4556738	4556738	5	4	Delete

Showing 1 to 1 of 1 entries

Previous 1 Next

WH List * 4556738 - CAPTION Bhandar Grah

Page No * 5

S.No * 4

13. Once WDRA approves the endorsement, it will appear under the Active tab.

SHANTI DEVI

Profile

Warehouse

SD Management

Insurance

WDRA Reports

Active

Requests

Add Insurance

Insurance Details

Show 5 entries

Search:

Insurance Id	Company Name	Type	Policy No	Policy Value	Validity	Policy Status	Action
759624607	Bajaj Allianz General Insurance Co. Ltd.	Burglary	BAGICL_100	10000000	2027-02-05	ACTIVE	
759624616	Bajaj Allianz General Insurance Co. Ltd.	SFSP	BAGICL_100	100000000	2027-02-04	ACTIVE	

Showing 6 to 7 of 7 entries

Previous12Next

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Full policy details including all endorsements can be viewed using the View option on the approved policy.

Sapna Gautam

Profile

Warehouse

SD Management

Insurance

WDRA Reports

Insurance Details

Insurance Company
IFFCO Tokio General Insurance Co. Ltd.

Policy Type
Fidelity Guarantee

Policy Number
ITGICL_1

Sum Insured (INR)
600,000,002.00

Valid From
02-02-2026

Validity Upto
01-02-2027

Show 10 entries

Search:

#	RequestType	Status	Remarks	Action
1	New	ACTIVE	adwsfghjkl	
2	Endorse	ACTIVE	Member 1 Approve	

Showing 1 to 2 of 2 entries

Previous1Next

Show 10 entries

Search:

#	WH ID	WH Name	Page No.	S. No.
1	4556738	4556738	7	8

Showing 1 to 1 of 1 entries

Previous1Next

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Need Further Assistance?

If you require support, please contact the WDRA helpdesk using the details below:

Contact Numbers	
Reception	011-49092978
Warehouse Registration & Operation	
IT Related Issues	011-49092987 / 011-44789495
Non-IT Related Issues	011-49092994

Or mail to us: support@wdra.gov.in