Standard Operating Procedure and Checklist

Name of Department	Water Resource Department

1. Standard Operating Procedure forApplicant

Application for	NoC for Water Abstraction
Type	For Commercial Connection
Mandatory supporting documents required for <u>Provisional Recognition</u>	For Provisional approval 1. Land Details (Ownership document Sales deed, Lease deed, etc.) 2. Route Sketch Map 3. EPIC or Other Identification
Process description	➢ **Step 1:** Submission of online application along with supporting documents. ➢ **Step 2:**Review of application by Executive Engineer, Water Resource department ➢ **Step 3:**Site inspection bySE, Public Health Engineering Department ➢ **Step 4:**Approval by the District Level Committee on Ground Water Resources ➢ **Step 5:**NOC for applying from CGWA Applicant then can proceed to apply of CGWA websitehttp://cgwa-noc.gov.in/LandingPage/index.htm
Procedure for Fees payment	No fees
List of Reference Documents	Guidelines/Criteria for evaluation of proposals/requests for ground water abstraction by Central Ground Water Authority
Timeline for completing the process	N. A
Checking of Application Status	Application status can be tracked through Single window portal
Departmental Workflow	Online Application >Verification by EE, WRD>SiteInspection by SE,PHE>Verification and Approval by the District Level Committee on Ground Water Resources>Issuance of NoC for applying from CGWA by the EE, WRD

2. InspectionProcedure:

A. Pre-Inspection

1. A quality check shall be done on the documents submitted by the applicant in termsof completeness and correctness of the information furnished by Executive Engineer, Water Resource Department

2. Verification of compliance of submitted document done by Superintending Engineer, PHE

B. Inspection

1. Inspection shall be made during regular working hours except when special circumstances indicate otherwise.

2. At the beginning of the inspection, the inspector shall locate the applicantand inform about the purpose of the proposed inspection.

3. The inspector shall inspect the following:

   a. Name of the Applicant
   b. Detail of land holding of the Applicant
   c. Postal Address of the Applicant
   d. Contact No. of the Applicant
   e. Email ID of the Applicant
   f. Presence of natural spring nearby
   g. Presence of borewell Individual / Government nearby
   h. Presence of Water Bodies like Dug well/Fishery pond / Jalkundsetc. nearby.
   i. Proposed GPS reading (latitude/longitude) of borewell
   j. Purpose for drilling
   k. Quantum of water requirement (Litres)
   l. Existing availability of water supply(State quantity supplied and the source of supply)
   m. Quantum of shortage in water supply
   n. Permission granted/ not granted
   o. Justification for permission granted/ not granted
   p. Propose ground water recharge system
   q. Name of drilling agency
   r. Drilling Agency Registered /Non-Registeredwith the DLCGWR
   s. Number of persons residing in the premises
   t. Any other information

4. The SE, PHEshould collect photographic evidence if any non-compliance has been observed.

5. The SE, PHEmay seek information / clarifications or documentary evidence fromthe representative to ascertain the correctness of theapplication.

6. If applicant wilfully delays or obstructs the inspection, the same shall be recorded in the inspection report for taking further necessary action in thematter.

7. At the end of the inspection, the SE, PHE may inform the applicant about apparent non-compliance observed during inspection so that the applicantmayinitiate necessary corrective action whereverrequired.

C. PostInspection

1. Inspection report should be submitted within 1 monthof completion of the inspectionand a copy of the same should be issued to theapplicant.

2. All observations of the inspection along with photographic evidence ofnon-compliance should be included as part of thereport.

3. Noncompliance areas should be listed in the report along with additional measuresthat need to be taken by the applicant to ensurecompliance.

C. Checklist ofDocuments for Inspection

- Information provided in [Annexure A (Application form with Enclosures)]

- Inspection report format (Annexure B)