

Enclosure to Notification No- 29

Dated: 20/04/2017

Standard Operating Procedure (SOP) in regard to according permission by the Irrigation & waterways Department in private persons entities for taking up beautification work on the government land along canal/ drainage channel/river embankment belonging to Irrigation & Waterways Department, Government of West Bengal

1. Application Form along with standard format of undertaking is to be downloaded from the Irrigation & Waterways Department website www.wbiwd.gov.in. The said Form after duly been filled up and attaching scanned copies of the relevant documents mentioned in the Form, shall be submitted to any one of the following primary or secondary State Level Nodal Officers (SLNOs) of the Irrigation & Waterways Department through e-mail. Scanned copy of undertaking as per the standard format (Annexure-IV) in the form of Affidavit in Rs. 50 Non Judicial stamp paper and affirmed before any Ld. Judicial Magistrate, shall also be submitted along with Application Form.

Primary Nodal Officer	Executive Engineer DVC Study Cell Irrigation & Waterways Directorate Jalasampad Bhaban, 7 th Floor Bidhannagar, Kolkata 700091 Present Incumbent: Sri R K Sharma Office No: 033 2337 6816 Email: no-egov@wbiwd.gov.in
Secondary Nodal Officer	Deputy Director Advance Planning, Project Evaluation & Monitoring Cell Irrigation & Waterways Directorate Jalasampad Bhaban, 3 rd Floor Bidhannagar, Kolkata 700091 Present Incumbent: Sri S Saha Office No: 033 2321 5211 Email: su_jay_saha@yahoo.com

If application and other documents are not found in order by the SLNOs, then the applicant would be informed within two working days requesting resubmission.

2. The SLNOs will send the documents **within 2 (Two) working days** through e-mail to the

- concerned Executive Engineer for obtaining his views. Copy of that e-mail along with contact details of the concerned executive Engineer would be simultaneously sent to the applicant.
3. The concerned Executive Engineer will examine the proposal in detail, particularly in the context of the guiding principles laid down in **Annexure-II** and send a report to the concerned Superintending Engineer, preferably through e-mail, **within 12 (Twelve) working days**, containing the following:
 - a. A general arrangement drawing of the proposed beautification work, obtained from the applicant and duly vetted by him, if he opines that the proposed beautification may be permitted. The Executive Engineer concerned may also suggest modification of the GAD depending on the site condition.
 - b. Copy of the NOC as mentioned at SL-5 of **Annexure-III**.
 - c. In case NOC for the proposed beautification, cannot be granted, the reasons of such denial, supported by adequate reasons.
 4.
 - a. If the Superintending Engineer finds the application and the views of the Executive Engineer, in order and in commensurate with Guiding principles laid down at **Annexure-III**, his decision will be communicated to the concerned Executive Engineer **within 3 (Three) working days**, through e-mail preferably.
 - b. In case of denial, the same should also be communicated to the concerned executive Engineer **within 3 (Three) working days**, through e-mail preferably.
 5.
 - a. If it is finally decided to accord the NOC, the concerned Executive Engineer will convey the in-principle concurrence to the applicant for undertaking the proposed beautification work along with the vetted/ modified GAD through e-mail within **2 (Two) working days** from receipt of views of the concerned Superintending Engineer Irrigation & Waterways Directorate and request him to submit the one time license fee to be calculated by the Executive Engineer in accordance with the formula prescribed in **Annexure-IV**, by Bank draft on any scheduled Bank, in favour of the concerned Executive Engineer **within 3 (Three) working days**. A copy of the communication of the said Executive Engineer will have to be forwarded to the Deputy Secretary (Work-I), Irrigation & Waterways Department through e-mail ds-works@wbiwd.gov.in

- b. In case it is decided to deny the permission, detail reasons of denial will be intimate to the applicant by the concerned Executive Engineer **within 2 (Two) working days** from receipt of views of the Superintending Engineer, Irrigation & Waterways Directorate.
- c. **Within 3 (Three) working days** from the date of deposition of the requisite license fee by the applicant, the Executive Engineer will request the Deputy Secretary (Work-I), Irrigation & Waterways Department, enclosing (a) undertaking in non-judicial stamp paper and (b) the final version of vetted drawing, to accord the formal permission to the applicant.
- d. Such formal permission will be accorded by the Irrigation & Waterways Department to all applicant after taking necessary approval from the Principal Secretary and Hon'ble MIC, with copy of endorsement to all concerned of Irrigation & Waterways Directorate, **within 7 (Seven) working days**.
- e. The applicant, on receipt of such permission from Irrigation & Waterways Department, will submit a project implementation plan, a detailed estimate of work along with abstract of cost and further Security Deposit amounting to 10% of the estimated cost of the work to the Executive Engineer (in the same manner as adopted during deposition of the license fee), to the Executive Engineer concerned, **within 5 (Five) working days**.
- f. The concerned Executive Engineer, will examine the project implementation plan, suggest modifications, if any and will accord 'go ahead' order with additional terms and conditions, if any, **within 7 (Seven) working days**.
- g. The applicant on receipt of that 'go ahead' order, the applicant may start the construction work.