

Procedure for issuing Permission for allocation of raw surface (river/public tank) water

Procedure to be followed by the applicant and step by step movement of the application within the Department along with timelines for completion of each step is same irrespective of risk category (Low, Medium, High), size of firm (Micro, Small, Medium & Large), Investor type (Foreign, Domestic), Business location (Rural, Urban).

Procedure to be followed by the applicant:

1. Applicant will visit official website of Irrigation & Waterways Department at <https://wbiwd.gov.in/> and click on "Obtaining Permission for Surface Water Allocation" Tab.
2. He will then be redirected to <https://edistrict.wb.gov.in/>, a portal of Govt of West Bengal for online application for obtaining permission to draw water from river/public tank.
3. Applicant needs to register at <https://edistrict.wb.gov.in/> and will go to Services and select "**Permission for use of Surface Water**".
4. Applicant will then submit online application and upload all required documents.
5. After completion of scrutiny of application, inspection and other processing conducted by the department, payment link will be generated in applicant's dashboard and payment is to be made online by the applicant.
6. After payment applicant can download the permission letter from the online system.

Step by step movement of application for issuing of permission for allocation of raw surface (river/public tank) water within department along with timeline

Step No	Procedure	Official involved	Timeline
1	Receiving of application through online and scrutiny to be conducted. Then application will be sent to concerned Superintendent Engineer for water balance report and his/her technical views. # If the application and documents are not found to be in order then application will be sent back to applicant for re-submission with rectification.	SLNO	2 days
2	Superintendent Engineer will then send this application to concerned Executive Engineer for Inspection.	Superintendent Engineer	Same day
3	Inspection to be conducted and Inspection report to be sent to Superintendent Engineer online.	Executive Engineer	20 days

4	Acceptance of Inspection reports with comments online and sending it to Chief Engineer (Design & Research).	Superintendent Engineer	4 days
5	Chief Engineer (Design & Research) will put his/her recommendation and send it to Joint Secretary (Technical) online for approval process.	Chief Engineer (Design & Research)	4 days
6	Joint Secretary (Technical) issues permission to draw surface water and this (Permission) is sent online to SLNO	Joint Secretary (Technical)	6 days
7	Uploading of permission letter to draw surface water & its allocation online	SLNO	Same day
	Total timeline in WBRTPS Act		36 days

Comprehensive List of Documents required for online application for the allocation of raw surface water by the Irrigation & Waterways Department, Government of West Bengal

Comprehensive list of documents required for application are same irrespective of risk category (Low, Medium, High), size of firm (Micro, Small, Medium & Large), Investor type (Foreign, Domestic), Business location (Rural, Urban).

1. No objection certificate (NOC) from Kolkata Port Trust (KoPT) in case Bhagirathi-Hooghly of supply of water from River system (Downstream of Farakka Barrage to Sagar).
2. Preliminary Assessment of availability of surface water.
3. Detail plan for alternative storage in case of non-perennial source of drawal of water.
4. General Arrangement Drawing (GAD) of intake structure at drawal point (if planned any).
5. A digitized index map showing the location of the proposed industrial set up and its intake arrangement on river alignment, mentioning the names of mouza, block, police station, district and the name of the river.
6. Detail of further expansion plan requiring additional water allocation, if any.

7. In case of deficit of water and when the deficit is proposed to be met from ground water resources, permission for the same along with the surface water allocation has to be issued by Water Resources Investigation & Development Department. However in that case issue of surface water allocation will be processed by this department and the recommendation will be conveyed by the SLNO to Water Investigation & Development Department online.

Fees required for online application for the allocation of raw surface water

Fees required is same irrespective of risk category (Low, Medium, and High), size of firm (Micro, Small, Medium & Large), Investor type (Foreign, Domestic), Business location (Rural, Urban).

Sr. No.	Surface Water source within State boundaries	Water Rate Industrial purpose	Remarks
1	Tidal zone of rivers / channels	Rs. 0.50 per KL	Water rates for drawl of surface water for industrial use to be imposed subject to acceptance of online application in the Irrigation & Waterways Department and issuance of Consent/ NOC letter by the Irrigation & Waterways Department on a case to case basis
2	Perennial rivers/ Channels in non-tidal zone	Rs. 2.00 per KL	
3	Non Perennial rivers/ Channels in non-tidal zone	Rs. 3.50 per KL Upto 10 MGD	
		Rs. 4.50 per KL Beyond 10 MGD	
4	Dams/ Barrage ponds and irrigation canals under the control of Irrigation & Waterways Department, Government of West Bengal.	Rs. 5.00 per KL Upto 10 MGD	
		Rs. 5.50 per KL beyond 10 MGD	

Note: Rates are subject to revision by the competent authority in the State Government