



Government of West Bengal
Irrigation & Waterways Department
Jalasampad Bhawan, 1st floor, Western Block
Bidhannagar, Salt Lake, Kolkata- 700 091

No: 29

Dated : 20/04/2017

NOTIFICATION

Whereas, applications are being received from Private Persons/Entities (other than Government Departments/Organizations/Undertakings) across the state, for allowing them to take up beautification work on the Government land along canals/drainage channels/river embankments, belonging to Irrigation & Waterways Department, Government of West Bengal, at their own cost.

1. And whereas, such applications are now being received manually at different levels of the department/directorate, resulting in delay in processing of the applications.
2. And whereas, there are no existing guidelines for processing such applications and issue of permission/NoC for the same.
3. Now therefore, the Governor is pleased to specify, with immediate effect-
 - a) That the applicants should use the standardized Application Form, as in Annex-I, while submitting online application for taking up beautification work on the Government land along canals/drainage channels/river embankments, belonging to Irrigation & Waterways Department, Government of West Bengal. This form is available at the departmental web portal www.wbiwd.gov.in.
 - b) That the Standard Operating Procedure (SOP), enclosed as Annex-II is to be followed for submitting online applications by private persons/entities to the department and also by the departmental officers in processing the permissions on a case to case basis.
 - c) That the guiding principles, as detailed in Annex-III are to be followed by the departmental officers in processing the accordance of NoC on a case to case basis.
 - d) That a undertaking in the form of affidavit in Non-judicial Stamp Paper is to be submitted by the applicant in the format prescribed in Annex-IV along with the online application.

Naveen Prakash
Principal Secretary to the
Government of West Bengal

Memo No: 148(14)-I
I-4M-01/2017(Part)


Dated : 20.04.2017

Copy with copy of enclosure forwarded for information and necessary action to:-

1. P.S. to Hon'ble MIC
Irrigation & Waterways Department
Jalasampad Bhawan, 1st floor
Bidhan nagar,
Kolkata-700091
2. P.S. to Chief Secretary,
West Bengal
Nabanna, 325, Sarat Chatterjee Road
Howrah-711102
3. Principal Secretary
Commerce & Industries Department
4, Abanindranath Tagore Sarani, (Camac Street),
Kolkata-16
4. Principal Secretary
Micro, Small & Medium Enterprises & Textile Department
Hemanta Bhavan, 12, B.B.D.Bag
Kolkata-700001
5. Director of Industries, West Bengal
And Head of Task Force
Govt. of West Bengal
Commerce & Industries Department
4, Abanindranath Tagore Sarani, (Camac Street),
Kolkata-16
6. Chief Engineer (South)
Irrigation & Waterways Directorate, 1st floor, Jalasampad Bhavan,
Salt Lake, Kolkata-91
7. Chief Engineer (West)
Irrigation & Waterways Directorate, P.O. Sadhanpur (Near Polytechnic)
District-Burdwan, Pin - 713101

8. Chief Engineer (South West)
Irrigation & Waterways Directorate
Khusjungle, P.O Abas, District Paschim Medinipur
Pin 721 102
9. Chief Engineer (North)
Irrigation & Waterways Directorate,
3rd floor, Netaji More Market Complex, Saraju Prasad Road
Malda, Pin: 732 101.
10. Chief Engineer (Design & Research)
Irrigation & Waterways Directorate, 1st floor,
Jalasampad Bhavan, Salt Lake, Kolkata-91
11. Chief Engineer (North East)
Irrigation & Waterways Directorate, Club Road,
P.O & District Jalpaiguri, Pin 735 101
12. Chief Engineer, Teesta Barrage Project
Irrigation & Waterways Directorate
Teesta Sech Bhavan,
2nd Mile, Sevoke Road, Siliguri, Dist : Darjeeling
Pin: 734 001
13. Deputy Director, Advance Planning,
PE&MC, I&W Dte & Secondary Nodal Officer,
Irrigation & Waterways Directorate,
3rd floor, Jalasampad Bhavan, Salt Lake, Kolkata-91
14. Executive Engineer
DVC Study Cell & Primary Nodal Officer
Irrigation & Waterways Directorate
Jalasampad Bhawan, 7th floor
Bidhannagar, Sector-I.
Kolkata-700091

Encls: as stated


(B. Mukhopadhyay)
Deputy Secretary to the
Govt. of West Bengal

Enclosure to Notification No: 29

Dated:20/04/2017

**Application Form for taking up beautification work on the Government land along canal/
drainage channel/river embankment, belonging to Irrigation & Waterways Department,
Government of West Bengal by private persons / entities (other than
Government Departments / Organisations / Undertakings)**

1. Name & Contact details of the Applicant.

• Name	:	_____
• Status	:	Individual / Authorised Signatory for ▶ Firm ▶ Company ▶ Society (Please tick)
• Name of Firm/Company/Society (If applicable, otherwise mention 'NA')	:	_____
• Address	:	_____
• Landline No. _____	• Mobile No. _____	
• E-mail ID _____		_____

2. Name of the river / channel / canal over which the beautification work is proposed.

• Name of the ▶ River	:	_____
▶ Channel	:	_____
▶ Canal	:	_____

3. Location of the proposed beautification work.

• Mouza / Village / Locality	:	_____
• Gram Panchayat / Municipal Ward	:	_____
• Panchayat Samity / Municipality	:	_____
• Police Station	:	_____
• District	:	_____

4. Appropriate geo-referencing of the location.

• Latitude	:	_____
• Longitude	:	_____

5. Name of the industrial campus/residential campus with RS Plot no. Dag No. of the premises, associated with the proposed beautification.

RS Plot No.	:	_____
Dag No.	:	_____
Khatian No.	:	_____

6. Distance of premises (for the benefit of which the beautification is proposed) from the proposed beautification site.

----- Metre

7. Whether approach from the premises to the beautification site is existing or has to be constructed / developed.

- . Existing
 - . To be Developed
 - . Constructed
- (Please Tick)

8. Proposed/existing width of the approach road.

----- Metre

9. In case the aforesaid approach road is to be constructed/ developed, name of the implementing/ executing authority for such development and name of the local authority for according permission for the same. Such local authority may be panchayat Samity in rural areas and Municipality/Municipal Corporation/ development authority in urban and semi-urban areas.

10. Reference number and date of NoC of the local authority regarding taking up beautification with approach, if any. Such authority should be Panchayat Samity in rural areas and Municipality/Municipal Corporation/Development Authority for urban areas.

Ref No. : -----
Date : -----

11. Justification of the proposal of the proposed beautification work (within 3 lines / sentences).

12. Type of proposed beautification work

- Only Plantation
- Only decorative walkway
- Combination of plantation and walkway
- Any other item
(please mention)

13. Total length and width of the proposed beautification.

- Length : _____ metre
- Width : _____ metre

14. Attach the scanned copies of the following:

- Index plan preferably drawn on mouza map, showing the proposed beautification, approaches on the plots belonging to I&WD/Government, plot of the premises for which the beautification is proposed and alignment of the access/ approach road, from the beautification site up to the entrance of the premises.
- Letter of Local Authority according NoC (vide SI.10)
- Layout drawing of the proposed beautification prepared by Licensed Architect showing
 - Plan
 - Elevation

Authorised Signatory
(e Signature)

- Note:
- 1 Standard Operating Procedure (SOP) for processing the application has been detailed at Annex-II.
 - 2 Guiding principles to be followed in the Irrigation & Waterways Department to accord permission is detailed at Annex-III.
 - 3 Standard format of undertaking to be submitted by the Applicant is at Annex-IV.

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.

Enclosure to Notification No: 29

Dated: 20/04/2017

Guidelines to be followed by the Irrigation & Waterways Department to accord permission to the 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. Beautification work referred to above, generally involves but not restricted to land scaping with suitable horticulture or floriculture, construction of decorated pavements for pedestrians, installation of lighting arrangement to add aesthetics to the adjacent industrial campus/residential campus and such similar work. Putting up of hoarding or construction of any permanent structure are however strictly prohibited.
2. The zone of beautification should stretch along any canal/drainage channel/river embankment between the top edge of the channel bank/ river embankment and the adjacent road, if any, keeping a minimum distance of 300 mm from the top edge of the bank. The said zone should not overlap with the canal/channel/river embankment side slope (canal/river side). Beautification may be done on the countryside slope of any river embankment/canal bank. Construction of decorative pavements is permitted for canal/channel inspection paths, but is not permitted for the river embankment inspection paths.
3. If any proposed activity/construction in the zone of beautification, is of the opinion of the concerned Executive Engineer to be endangering the canal/channel stability with suitable justification, the same would be modified/dropped.
4. Within the zone of proposed beautification, stretches of land of suitable width may be kept vacant so that these can be used for mobilisation of excavators and other equipment, temporary dumping of excavated earth or garbage required for maintenance and cleaning of the canal/drainage channel/river.
5. A prior NOC is to be obtained from the local Government/Authority, i.e. Panchayat Samity or for rural area and Municipality/Municipal Corporation/Development Authority for semi urban and urban areas.

6. The applicant abides by the terms and conditions of the standard undertaking as per Annexure-IV.
7. Permission/NOC to private persons/entities like companies organizations to take up beautification work along the canal/drainage channels would only be accorded subject to fulfilment of all the above mentioned conditions at sl-1 to 8. The beautified area cannot be used by the applicant for any commercial purpose.
8. Decision of the Irrigation & waterways department will be final and binding on the applicant.
9. Permission, once accorded, will remain valid for a period of 10 years and may be renewed on similar terms.



Biplab Mukhopadhyay
Deputy Secretary to the
Government of West Bengal