

Standard Operating Procedure (SOP) in regard to according permission by the Irrigation & Waterways Department to private persons / entities for construction of bridge / culvert over rivers / drainage channels / irrigation canals

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 in the form of Affidavit in ₹ 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, 7th Floor
Bidhannagar, Kolkata 700091
Present incumbent: Sri R K Sharma
Office Phone: 033 2337 6816
E-mail: no-egov@wbiwd.gov.in

Secondary Nodal Officer : Deputy Director
Advance Planning, Project Evaluation & Monitoring Cell
Irrigation & Waterways Directorate
Jalasampad Bhaban, 3rd Floor
Bidhannagar, Kolkata 700091
Present incumbent: Sri S Saha
Office Phone: 033 2321 5211
E-mail: su_jay_saha@yahoo.com

If the 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 providing the necessary hydrological data, required for vetting of waterway and General Arrangement Drawing (GAD), by the Central Design Office (CDO), Irrigation & Waterways Directorate. 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 prima-facie, particularly in the context of the guiding principles laid down in Annex-II and send a report to the Deputy Director (Structure), Central Design Office, preferably through e-mail, **within 12 (Twelve) working days**, containing the following:

- a. Hydrological data (assessed or taken from nearby locations of similar river /channel / canal, if the data of the particular river / channel / canal is not readily available), required for vetting of waterways, if he opines that construction of the bridge / culvert may be permitted. The Executive Engineer concerned may also suggest modification of the GAD depending on the site condition.
 - b. In case NoC for the bridge / culvert, cannot be granted, the reasons of such denial, supported by data.
4. a. Deputy Director (Structural), CDO, Irrigation & Waterways Directorate, after examination of the relevant documents will vet / suggest modification of the GAD, including waterway and will furnish his comment to the concerned Executive Engineer **within 12 (Twelve) working days**, through e-mail.
 - b. In case the said Deputy Director (Structural), CDO, Irrigation & Waterways Directorate agrees to the report of the Executive Engineer regarding denial of permission, his decision will be communicated to the concerned Executive Engineer **within 3 (Three) working days**, through e-mail.
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 construction of the said bridge / culvert along with the vetted / modified GAD through e-mail **within 2 (Two) working days** from receipt of views of CDO, 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 Annex-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 (Works) – I, Irrigation & Waterways Department through e-mail (ID: *ds-works@wbiwd.gov.in*).
 - b. In case it is decided to deny the permission, detail reasons of denial will be intimated to the applicant by the concerned Executive Engineer **within 2 (Two) working days** from receipt of views of CDO, Irrigation & Waterways Directorate.
6. **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 (Works) – 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.
7. Such formal permission will be accorded by the Irrigation & Waterways Department to the applicant after taking necessary approval from the Principal Secretary and Hon'ble MIC, with copy of endorsement to all concerned including CDO, Irrigation & Waterways Directorate, **within 7 (Seven) working days**.
8. The applicant, on receipt of such permission from the Irrigation & Waterways Department, will submit a project implementation plan, a detailed estimate of the 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**.

9. 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**.
10. The applicant on receipt of that 'go ahead' order, the applicant may start the construction work.