



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

No: 10(A)

Date : 16.02.2017

NOTIFICATION

Whereas, applications are being received from Private Persons/entities (other than Government Departments/Organizations/Undertakings) across the state, for allowing them to construct bridges/culverts over rivers/drainage channels/irrigation canals for establishing a convenient and alternative access to residential premises, industrial set ups etc., 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 is no existing guidelines for processing application and issue of Permission/NoC for the purpose.
3. Now therefore, the Governor is pleased to specify, with immediate effect-
 - a) That the applicants should use the standardised Application Form, as in Annex-I, while submitting online application for construction of bridges/culverts. This form is available at the departmental web portal www.wbiwd.gov.in.
 - b) That the under mentioned Standard Operating Procedure (SOP) as detailed in Annex-II is to be followed in submitting online applications by private persons/entities to the department and also by the departmental officers in processing the permissions on 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 accordances of NoC on case to case basis.
 - d) 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

Contd....

Memo No: 56(14)-I
I-4M-01/2017

Date : 16.02.2017


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 Chaterjee Road
Howrag-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)
I & W Directorate
Jalasampad Bhawan, 1st floor
Bidhan nagar, Kolkata-700091
7. The Chief Engineer (West)
I & W Directorate
8. The Chief Engineer (South-West)
I & W Directorate
Khusjungle, P.O. Abas
Dist.-Paschim Medinipur
PIN- 721102.
9. Chief Engineer, North
I & W Directorate
Netaji More Market Complex, 3rd floor
Saraju Prasad Road, Dist.- Malda
PIN- 732101
10. The Chief Engineer (Design & Research)
I & W Directorate
Jalasampad Bhawan, 1st floor
Bidhannagar, Sector-II.
Kolkata-700091
11. The Chief Engineer (North East)
I & W Directorate
Club Road, P.O. & Dist.-Jalpaiguri
PIN- 735101

Contd....

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12. Chief Engineer, Teesta Barrage Project
I & W Directorate
Teesta Sech Bhavan
2nd Mile, Sevoke Road, Siliguri
Darjeeling, PIN-734001
13. Shri Paramanu Bhowmic,
Superintending Engineer & SLNO
Irrigation & Waterways Directorate
14. Executive Engineer
DVC Study Cell & SLNO
Irrigation & Waterways Directorate
Jalasampad Bhawan, 1st floor
Bidhannagar, Sector-II.
Kolkata-700091


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

**Application Form for construction of bridges / culverts over rivers /
drainage channels / canals, to be done 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 bridge / culvert is proposed.

● Name of the ▶ River	:	-----
▶ Channel	:	-----
▶ Canal	:	-----

3. Location of the bridge / culvert.

● Mouza / Village / Locality	:	-----
● Gram Panchayat / Municipal Ward	:	-----
● Panchayat Samity / Municipality	:	-----
● Police Station	:	-----
● District	:	-----

4. Appropriate geo-referencing of the location.

● Latitude	:	-----
● Longitude	:	-----

5. RS Plot No., Dag No. & Khatian No. of the premises, to be accessed by the proposed bridge.

● RS Plot No.	:	-----
● Dag No.	:	-----
● Khatian No.	:	-----

6. Distance of the premises (for which the bridge / culvert is proposed) from the proposed bridge / culvert, along road alignment, for alternate access

----- Metre

7. Whether alternate access, stated at Sl.6 above is existing or has to be constructed / developed

- Existing
- To be developed
- Constructed
(Please Tick)

8. Proposed / existing width of the alternate access road

----- Metre

9. In case the alternate access is to be constructed / developed, name of the implementing / executing authority for such development and name of the local authority for according permission. Such local authority may be Panchayat Samity in rural areas and Municipality / Municipal Corporation / Development Authority in urban and semi-urban areas.

- Name of the implementing / executing authority : -----
- Name of the local authority : -----

10. Reference number and date of letter of NoC of the local authority regarding construction of the new bridge / culvert. 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 new bridge / culvert (within 3 lines / sentences).

12. Type of proposed bridge / culvert.

- Footbridge / Culvert
- Single lane road bridge / Culvert
- Double lane road bridge / Culvert
(Please Tick)

- Note:
- 1 Footbridge mainly for pedestrian traffic with occasional 4-wheeler, carriageway width 2.0m.
 - 2 Single lane bridge for higher category of traffic of carriageway width of 4.25m, upto 20m total spans.
 - 3 Double lane bridge of minimum carriageway width of 5.5m, beyond 20m total span or for heavier traffic density even at lower span.

13. Total length and width of the proposed bridge / culvert

- | | | |
|---------------------|---|-------------|
| ● Length | : | _____ metre |
| ● Carriageway width | : | _____ metre |

14. Distance of the nearest bridge in upstream and downstream from the proposed bridge location.

- | | | |
|--------------|---|-------------|
| ● Upstream | : | _____ metre |
| ● Downstream | : | _____ metre |

15. Attach the scanned copies of the following:

- Index plan drawn on mouza map, showing the proposed bridge, approaches on the plots belonging to I&WD / Government, plot of the premises for which the bridge is proposed and alignment of the access / approach road, from the bridge upto the entrance of the premises.
- Letter of Local Authority according NoC (vide SI.10).
- General Arrangement Drawing of the bridge / culvert prepared by Licenced Structural Engineer showing –
 - Plan
 - Elevation
 - Typical cross section of the structure, superimposed on the river / channel / canal section
 - Typical cross section of proposed protection work in upstream as well as downstream for a length of 15m from centre line of bridge axis by brick block pitching / stone boulder pitching / cement concrete block pitching over a layer of filter.

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 for construction of bridge / culvert over rivers / drainage channels / irrigation canals may be perused at Annex-III.
 - 3 Standard format of undertaking to be submitted by the Applicant is at Annex-IV.

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.

**Guiding principles to be followed in the Irrigation & Waterways
Department to accord permission to the private persons /
entities for construction of bridge / culvert over rivers /
drainage channels / irrigation canals**

1. Generally speaking, a cross over structure across a river / channel / canal having total span length of less than 6m is a culvert, otherwise it is a bridge.
2. Permission to private persons / companies / organisations to construct bridges / culverts across rivers / channels / canals would only be accorded subject to fulfilment of all the following conditions:
 - i) The proposed bridge / culvert will not cause any encroachment / restriction on the existing waterway. It should preferably be a single span structure, upto 20m. If multiple spans are to be provided, number of spans should be odd and there shall be no pier at the centre of the river / channel / canal.
 - ii) The applicant abides by the terms and conditions of the standard undertaking as per Annex-III.
 - iii) Construction of the proposed bridge / culvert will not cause or aggravate flooding or inundation in the area and will not pose any major problem to maintenance of the river / channel / canal in future.
 - iv) NoC for construction of the bridge / culvert has been accorded by the Local Government / Authority, i.e. Panchayat Samity for rural area and Municipality / Municipal Corporation / Development Authority for semi urban and urban areas.
3. Decision of the Irrigation & Waterways Department will be final and binding on the applicant.

Standard format of undertaking to be submitted by the Applicant in the form of Affidavit in ₹ 50.00 Non Judicial stamp paper, to be affirmed before any Ld. Judicial Magistrate in connection with construction of bridge / culvert over rivers / drainage channels / irrigation canals, for abiding by during construction as well as in the post construction period

I, (mention name of the Applicant and full particulars regarding father's name, address and profession, etc.), having been duly authorised by (name of the Entity), do hereby agree to abide by the terms and conditions mentioned hereunder in connection with construction of a bridge / culvert over _____ (name of river / channel / canal) at _____ (name of village / locality), Gram Panchayat _____ / Ward No. ____ of _____ Municipality / Municipal Corporation, Police Station _____, District _____.

1. Construction of the bridge / culvert will strictly be as per General Arrangement Drawing (GAD) prepared by a licensed structural engineer and submitted by the Applicant, subsequently vetted by the Central Design Office (CDO), Irrigation & Waterways Department (I&WD). Modification, if any, suggested by the CDO, I&WD in the GAD shall be incorporated in the said GAD and shall be followed during construction.
2. An implementation plan will be submitted to the concerned Executive Engineer of the I&WD, containing, inter-alia, specification of construction materials, broad items of works, a brief write up on construction methodology and time schedule of construction, including target commencement and completion dates / months.
3. Concerned Executive Engineer of the I&WD, holding jurisdiction in the area of construction of the bridge / culvert or his authorised representative will reserve the right to inspect the bridge / culvert during construction and to stop the construction in case there is deviation from the vetted drawing or implementation plan, affecting waterway or other hydrological parameters of the river / channel / canal or safety of the structure.
4. Qualified technical personnel will be engaged for implementation of the project and responsibility for structural safety of the bridge / culvert during and after construction, will solely remain vested on the undersigned.
5. In addition to construction of the bridge / culvert for protection of both banks for a distance of 10m in the upstream and downstream from the centre line of the bridge axhs, by brick block pitching or boulder pitching or cement concrete block pitching will be made as per GAD.
6. Restoration of the channel section at the zone of construction by removing debris, bundhs, etc. will be done once the construction is over.

7. There will not be any unwarranted drainage congestion in the upstream or downstream of the bridge, nor will be any impediment to the utility of the river / channel / canal, in regard to irrigation or drainage during construction period. Necessary alternative arrangement for flow diversion will be made by the undersigned. Work will generally be kept suspended during monsoon season and temporary obstructions from the river / channel / canal shall be totally removed, before monsoon.
8. Land for the purpose of making the alternative approach road, from the bridge /culvert point upto the premises, for which construction of the bridge / culvert is proposed, will be arranged by the undersigned.
9. The bridge will not be opened to traffic till final inspection by the concerned Executive Engineer of the I&WD or his authorised representative.
10. There will not generally be any restriction on using the bridge by the common pedestrian and vehicular traffic and I&WD officials, subject to the following conditions:
 - a. Vehicles heavier than the designed capacity may not be allowed to cross over;
 - b. Vehicular or pedestrian traffic, other than those residing at / related to the premises, for which the bridge / culvert is constructed, may not be allowed to use any blind private approach road built by the undersigned for accessing the premises.

However, such road may be accessed by the I&WD officials / personnel for the purpose of inspection.

11. Responsibility of future maintenance of the bridge will remain solely on the undersigned.
12. There will be no transfer of government land on which the bridge / culvert would be constructed.

I agree to submit one time license fee for the amount prescribed below in the Box for the Right of Way (RoW) and further a security deposit for a sum amounting to 10% of the estimated cost of the bridge, to the concerned Executive Engineer of the I&WD, on receipt of intimation towards in-principle permission from that Executive Engineer. Such security deposit will be refunded after final inspection of the I&WD, after completion of construction in all respect and restoration of river / channel / canal section to the original section, as stated in Clause-3, 6 & 7 above. Any deviation or non compliance to the instruction of the I&WD officials will lead to forfeiture of the entire security deposit.

Amount of license fee (in ₹, rounded upto nearest thousand) for RoW	=	$\left(\begin{array}{l} \text{Plan area of the approach} \\ \text{or bridge proper on I\&WD} \\ \text{or Govt. land (i.e. total} \\ \text{length constructed on} \\ \text{such land multiplied by} \\ \text{the maximum projected} \\ \text{width) in m}^2 \end{array} \times \begin{array}{l} \text{Average market rate of} \\ \text{plots on which the} \\ \text{structure is constructed} \\ \text{as available from ADSR} \\ \text{records in ₹ / m}^2 \end{array} \right) \times 0.04$
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Signature of the Applicant & Seal