

**Standard Operating Procedure (SOP) for obtaining Permission for
Extracting Ground Water for industrial purpose.**

- I. The applicants have to register themselves through the official website of the State Water Investigation Directorate. i.e. <http://wbwrid.gov.in/http://groundwater.silpasathi.in>
- II. On registration, the applicant will be given a user ID and Password, for future reference.
- III. After logging in the applicant will click on "Permission for Ground Water Extraction" and will fill up the application e- form 1.
- IV. Along with the submission of the application online, the applicants need to submit the requisite documents online in a PDF format to the District Level Authority (DLA) / Corporation Level Authority (CLA).
- V. On submission of application complete in all respects, a system generated acknowledgement will be sent to the applicant through an e-mail and sms immediately.
- VI. On receiving the application online, the system will automatically forward it to the concerned Member Secretary, (Geologist/Superintending Geologist,) DLA/CLA respectively through an online mode.
- VII. The concerned DLA/CLA, on receipt of the online application within its jurisdiction, scrutinize the application in terms of the assessment of the ground water balance, quality and quantity of ground water available in the locality made by the SWID and consider whether a permit may be issued to the applicant for the extraction of ground water.
- VIII. The DLA shall consider the application for issuance of permit within 30 days from the date of receipt of application relating to extraction or use of groundwater at a rate not exceeding 50 cubic meter per hour for industrial purpose.
- IX. The CLA shall consider the application for issuance of permit within 30 days from the date of receipt of application relating to extraction or use of groundwater at a rate not exceeding 100 cubic meter per hour for industrial purpose.
- X. The DLA/CLA after being satisfied shall send an intimation vide e-form 2 to the applicant through an e-mail and sms to deposit the non-refundable fee which is payable after the acceptance of the application.
- XI. The applicant on receipt of the intimation through an e-mail and sms is required to deposit the non-refundable fees along with e-form 3 within 30 days from the date of receipt of the intimation.
- XII. The DLA/CLA on receipt of the intimation vide e-form 3, issue the permit/approval vide e-form 4 to the applicant through an online mode.
- XIII. If the concerned DLA/CLA after scrutiny and inspection of the application in its meeting finds that it is not viable to grant the permit then it shall intimate the applicant vide e-form 5 through an e-mail and sms for the refusal of it.
- XIV. The DLA shall forward the application for sinking a well for the purpose of extracting or using ground water exceeding 50 cubic meter per hour to the State Level Authority (SLA) within a period of 30 days from the date of receipt of such application online along with the observations and suggestions with specific comments or recommendations.
- XV. The CLA shall forward the application for sinking a well for the purpose of extracting or using ground water exceeding 100 cubic meter per hour to the State Level Authority (SLA) within a period of 30 days from the date of receipt of such application online along with the observations and suggestions with specific comments or recommendations.
- XVI. On receipt of an application forwarded by the DLA for issuing of permit for sinking a well for the purpose of extracting or using ground water exceeding 50 cubic metre per hour and less

- than 100 cubic metre per hour for industrial purpose, the SLA shall dispose the same within 21 days.
- XVII. The SLA shall forward the application for sinking a well for the purpose of extracting or using ground water exceeding 100 cubic meter per hour to the High Level Authority (HLA) within a period of 21 days from the date of receipt of such application from DLA/CLA as the case may be, with specific comments or recommendations.
- XVIII. The HLA shall dispose of the case within 15 days from the date of receipt of application from the SLA.
- XIX. The decision of HLA/SLA shall be intimated to the DLA/CLA. The DLA/CLA shall send an intimation regarding grant of permit (e-form 2) or refusal of permit (e-form 5), as the case may be to the applicant through an e-mail and sms.
- XX. The applicant on receipt of the intimation for grant of permit through an e-mail and sms is required to deposit the non-refundable fees along with e-form 3 within 30 days from the date of receipt of the intimation.
- XXI. The DLA/CLA on receipt of the intimation vide e-form 3, issue the permit/approval vide e-form 4 to the applicant through an online mode.

Checklist of Documents required for online application

- a. Document showing proof of ownership of land
- b. The Power of Attorney in favour of the applicant, in case plot of land where proposed well is to be constructed belongs to more than one persons
- c. Photocopy of voter ID/Ration card/such other proof of identification
- d. Mouza map showing location of the proposed well, the proposed command areas and the existing wells in the area referred in the application form

Application fees chart

Sl. No.	Discharge range of well for which permit/registration is sought for.	Non-refundable fee for filing application for obtaining permit to extract ground water. (Rs.)	Non-refundable fee after acceptance of application. (Rs.)
1	When the discharge range is upto 30m ³ /hr.	500.00	1000.00
2	When the discharge range exceeds 30m ³ /hr. upto 50m ³ /hr	1000.00	2000.00
3	When the discharge range is exceeds 50m ³ /hr upto 100m ³ /hr	1500.00	3000.00
4	When the discharge range exceeds 100m ³ /hr.	2500.00	5000.00

Form I
(See rule 8)

Issued to : Shri / Smt.

BOOK NO. Application Form Sl. No.

APPLICATION FOR OBTAINING PERMIT FOR SINKING OF NEW WELL

[U/S 7(2) of the West Bengal Ground Water Resources (Management, Control and Regulation) Act 2005.

1. Particulars about the applicant (user) :-

- (a) Name of the applicant (IN BLOCK LETTERS) :
(Please attach proof of ownership of land)
- (b) Date of birth :
- (c) Sex (Please tick) : M/F
- (d) Social Status (Please tick) : ST/SC/OBC/GENERAL
- (e) Nationality :
- (f) Son / Daughter of :
- (g) Address of the applicant:
- (h) Category of farmer (Please tick) :
Small Farmer / Marginal Farmer / Others.
(in case of application of permit for sinking irrigation well)

2. Particulars of location of the proposed well:

- (a) District :
- (b) Block, Mouza, J.L.No., Plot No.
- (c) Municipality/Corporation, Ward No./Borough No., Holding No. :

3. Particulars of the proposed well:

- (a) Type of the well viz. Dug Well/Tube Well/ :
Others (Please specify)
- (b) Approx. depth of the well (m) :
- (c) In case of Tube Well :
 - (i) Approx. length (m) & diameter (mm) of the housing pipe (if any)
 - (ii) Approx. length (m) & diameter (mm) of the strainer
 - (iii) Material of the housing pipe & blank pipe
 - (iv) Material of the strainer

- (d) In case of Dug Well :
- (i) Diameter of the Dug Well (m)
 - (ii) Type of structure of the Dug Well (Please tick) :
Kuchcha / Pucca
4. **Distance of the proposed well from nearby wells (in metres) :**
- (a) From the nearest shallow tube well fitted with centrifugal pump :
 - (b) From the nearest shallow tube well fitted with submersible pump :
 - (c) From the nearest deep tube well:
 - (d) From the nearest drinking water tube well :
5. **Particulars of proposed pumping device :**
- (a) Type of pump to be used (Please tick) :
(Centrifugal / Submersible / Turbine / Ejecto pump, etc.)
 - (b) Pump Capacity (m^3 / hr.) :
 - (c) H.P. :
 - (d) Operational device (Please tick) : Electric Motor / Diesel Engine.
6. **Particulars of usefulness of proposed well:**
- (a) Purpose of the proposed well :
(Irrigation / Domestic / Industrial / Others (Please specify)
 - (b) Proposed command area in ha (for irrigation well) :
 - (c) Owner's share of land within the command area indicated :
in 6. (b) above.
 - (d) Area proposed to be irrigated in different crop seasons as under :
(i) Kharif- ha, (ii) Rabi- ha, (iii) Boro- ha,
(iv) Perennial- ha.
 - (e) Proposed annual running hours (in case of irrigation well) :
 - (f) Whether the proposed command area or any portion of it falls :
within the command area of any other Minor Irrigation Scheme.
If so, give details.
 - (g) Proposed number of users of the well if used for domestic purpose :
 - (h) Proposed daily running hours in case of domestic /other :
category of wells

NOTE:

1. Separate application form should be submitted for each individual well.
2. The application form should be completed in all respect before submission. Incomplete applications are liable for rejection. Any correction / alteration in the entry shall be duly authenticated.
3. In case any of the particulars / information is found to be incorrect at any stage of verification / scrutiny, the application is liable for rejection.
4. In case any of the particulars/ information is found to be incorrect at any stage even after issue of the permit, the permit is liable for cancellation.
5. Please write 'N.A.' against those items which are not applicable.
6. Please attach the following documents along with the application.
 - (i) Document showing proof of ownership of land;
 - (ii) The Power of Attorney in favour of the applicant, in case the plot of land where the proposed well is to be constructed belongs to more than one persons;
 - (iii) Photocopy of voter ID / Ration Card / such other proof of identification;
 - (iv) Mouza map showing location of the proposed well, the proposed command area and the existing wells which have been referred to in item No. 2 (a), (b) and (c).
7. The concerned Authority reserves the right to ask for any other document(s) from the owner applicant for examination of his application.
8. Farmers having land holding 0-1 ha, are 'Marginal Farmers' and those having land holding 1-2 ha, are 'Small Farmers' (Item No. 1 (i))
9. The figure indicated in 6 (d) should be the sum total of the running hours in different crop seasons viz., Kharif, Rabi, Boro, Perennial.
10. The concerned Authority reserves the right to reject any application for permit in areas where the categorization of the Block and / or other technical criteria do not permit its consideration.

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Signature of the applicant(user)
(To be affixed in the certificate of Permit)

(i) Whether the area receives supply through piped water supply :
YES / NO (Please tick one)

scheme(s) of any Govt. organization / Local bodies
(In case of drinking water wells).
(If 'YES', give details)

7. Particulars of earlier application, if any :

(a) Whether the applicant applied for permit of sinking of well :
YES / NO
on any previous occasion. (Please tick)

(b) If 'YES', furnish the references to the previous application and indicate
about grant or refusal of permit. (Attach copies).

8. Details of payment of application fee :

(a) Amount of Application Fee paid - Rs.

(b) Voucher No. and date-

(b) Name of Treasury / Sub-Treasury / P.S.U. Bank where Application
Fee has been paid-

(c) Name of Bank Branch (if payment has been made in a Bank)-

9. Any other information which the applicant would like to furnish :

Signature of the applicant (user)

Place:

Date :

DECLARATION BY THE APPLICANT (USER)

I do hereby declare that the particulars furnished hereinabove are correct and true. I understand that in case any of the information and particulars is found to be incorrect at any stage of scrutiny and investigation or afterwards, my application / permit is liable to be rejected / cancelled.

Signature of the applicant (user)

Place :

Date :