

**GOVERNMENT OF WEST BENGAL
OFFICE OF THE DIRECTOR STATE WATER
INVESTIGATIONDIRECTORATE SECH BHABAN,
3RD FLOOR, SALT LAKE CITY
KOLKATA-91
Phone: 033-2359-2370
Fax: 033-2359-2370
E-mail: directorswid@gmail.com**

**GUIDELINES TO THE APPLICANT FOR GETTING PERMIT FOR
ABSTRACTING GROUND WATER IN WEST BENGAL THROUGH
SINGLE WINDOW CLEARANCE FOR LARGE SCALE INDUSTRIES:**

- The application should be submitted to the Geologist & Member Secretary, District Level Ground Water Resources Development Authority (DLGWRDA) of the concerned District.
 - ❖ Submission of filled up **Form 1** along with the **requisite documents** along with the **prescribed fee** has to be paid in Government Head of Account “**0702-80-800-OTHER RECEIPTS-002-Other Items – 27-Other Receipts**”(CODE 0702-80-002-27).
 - ❖ The following particulars are available in the Website
 - FORM 1
 - Requisite Documents
 - Prescribed Fee
- After clearance from the State Level Ground Water Resources Development Authority (SLGWRDA) and subsequently from **High Level Inter Departmental Committee (HLIDC)** intimation to the applicant will be issued by the Member Secretary, DLGWRDA within the time line in **Form -2.**
- The applicant will have to submit Form 3 along with prescribed fee for awarding PERMIT

Application Fee:

The application fee referred to in sub-rule (1) shall be paid by Challan to the Treasury link bank or the Reserve Bank of India or any duly authorised Public Sector Undertaking Bank under the Head of A/C "0702-80-800-OTHER RECEIPTS-002-Other Items-27-Other Receipts" (Code : 0702-80-800-002-27).

Sl. No-	Discharge range of well for which permit is sought for.	Non-refundable fee for filing application for obtaining permit for sinking well. (Rs.)	Non-refundable fee after acceptance of application. (Rs.)
(1)	(2)	(3)	(4)
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 exceeds 50m ³ /hr. upto 100m ³ /hr.	1500.00	3000.00
4.	When the discharge range is above 100m ³ /hr.	2500.00	5000.00

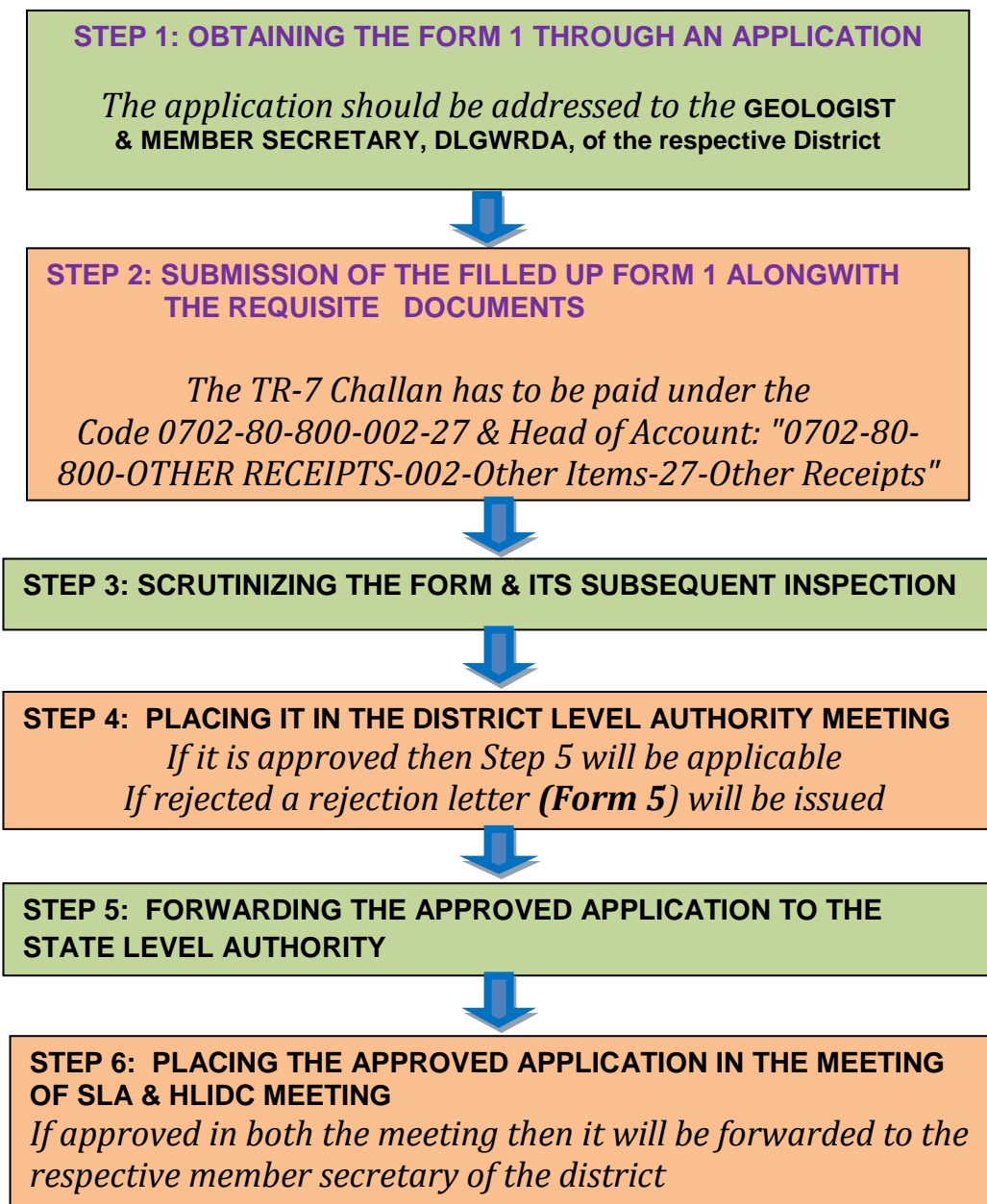
Fee for Appeal:

A user may prefer an appeal to the appellate authority under the Act on payment of such fee as specified in column (3) of Table below, on the basis of category of discharge range of the well as mentioned in column (2) of the said Table :—

Sl. No.	Discharge range of well for which Permit / registration is sought for.	Appeal fee (in Rs.)
(1)	(2)	(3)
1.	When the discharge range is upto 30m ³ /hr.	500.00
2.	When the discharge range exceeds 30m ³ /hr upto 50m ³ /hr.	1000.00

3.	When the discharge range exceeds 50m ³ /hr upto 100m ³ /hr.	1500.00
4.	When the discharge range is above 100m ³ /hr.	2500.00

STEPS FOR OBTAINING THE PERMIT IN ACCORDANCE TO THE GROUND WATER ACT 2005





STEP 7: ISSUANCE OF FORM 2 FROM ISSUING AUTHORITY & SUBSEQUENT SUBMISSION OF FORM 3 BY THE APPLICANT ALONGWITH TR-7 CHALLAN AS PER REQUISITE FEE



STEP 8: RECEIPT OF THE CERTIFICATE OF PERMIT (FORM-4)

➤ **TIME LINE FOR VARIOUS ACTIVITIES TO ACT UPON THE APPLICATION**

- ❖ Geologist & Member Secretary, DLGWRDA will prepare the inspection report and submit to the DLGWRDA within 21 days and the same will have to be processed in Monthly meeting of DLGWRDA.
- ❖ Superintending Geologist & Member Secretary, SLGWRDA will submit to the SLGWRDA within 21 days and the same will have to be processed in Monthly meeting of SLGWRDA.
- ❖ The application will be placed to the High Level Inter Departmental Committee A or B which will take 21 to 30days maximum to take decision.
- ❖ As soon as clearance is obtained from HLIDC, intimation in Form 2 will be given by the Member Secretary, DLGWRDA within next 3 working days with the instruction to submit Form 3 with requisite fee within 30 days.
- ❖ If Form-3 is received, **Form-4** (Certificate of Permit) will be kept ready for handed over to the applicant.
- ❖ If rejected, **Form-5** will be issued.

➤ **REQUISITE DOCUMENTS TO BE SUBMITTED ALONG WITH THE APPLICATION (FORM-I)**

1. Proof of ownership of land.
2. Land conversion document.
3. Registered Power of Attorney in favour of the applicant, in case of the plot of land where the proposed well is to be constructed belongs to more than one persons.
4. Photo ID proof of the concern authority of the Industry.
5. PAN card issued in favour of the Industry.
6. Detail Project Report mentioning water demand, proposed volume of ground water to be withdrawn, volume of water expected to be supplied by pipe water/surface water to meet out requirement.
7. Proposals for water conservation structure, waste water treatment plant if any.
8. Mouza Map showing location of the proposed well.
9. If required, EIA (Environmental Impact Assessment) Report / Hydrogeological Report.
10. Environmental Clearance.
11. Trade Licence from concerned authority.
12. Chemical test report of the nearby tube well/s mentioning depth of the well, strainer position, diameter, date of sample collection, date of analysis etc. from BIS approved Lab.
13. Registration related documents of the Industry.

14. Scanned copy of the Challan of the Treasury link bank/RBI/ any dully authorized public sector undertaking bank.

STATE LEVEL NODAL OFFICERS FOR MONITORING THE ACTIVITY OF THE SINGLE WINDOW CLEARENCE SYSTEM :

Sl. No	Name & Designation of the Officer	Contact No & e-mail id
1.	The Director, State Water Investigation Directorate, Nirman Bhaban, 3 rd Floor, Salt Lake City, Kolkata-91	Phone: 033-2359-2370 Fax: 033-2359-2370 E-mail: directorswid@gmail.com
2.	Smt. Chandana Dey, Senior Geologist, Data Processing Cell, SWID, Nirman Bhaban, 3 rd Floor, Salt Lake City, Kolkata-91.	Phone: 033-2359-2370 Fax: 033-2359-2370 E-mail: chandnade11@gmail.com 9830380928
3.	Dr. Ratan Kumar Samadder, Geologist, Geological Circle, SWID, Bikash Bhaban, 3 rd Floor, Salt Lake City, Kolkata-91	033-23372388 (O) E-mail id: ratandes@gmail.com 9051879839

**OFFICES OF THE STATE LEVEL & DISTRICT LEVEL AUTHORITIES, WEST
BENGAL**

State Level/ Circle Level/Head Offices:

Office	Address
DIRECTOR & CHAIRMAN, STATE LEVEL AUTHORITY Office of the Director, State Water Investigation Directorate, Nirman Bhaban, 3 rd Floor, Salt Lake City, Kolkata-91	Phone: 033-2359-2370 Fax: 033-2359-2370 E-mail: directorswid@gmail.com
Superintending Geologist & Member Secretary, State Level Authority Office of the Superintending Geologist, Geological Circle, SWID, Bikash Bhaban, 3 rd Floor, Salt Lake City, Kolkata-91	Phone: 033-2337-2388 Fax: 033-2337-2388 E-mail: sgswid@gmail.com

Office of the District Level Authorities:

Sl. No.	Name of the Office of the District Level Authorities	Address	Area of Jurisdiction
1.	Geologist & Member Secretary, DLA, Paschim Medinipur	Office of the Geologist, Geological Sub-Division No-I/A, Paschim Medinipur, Administrative Building, Dak Bunglow Road, Sarat Pally, P.O-Medinipur, Dist-Paschim Medinipur, Pin-721101	Paschim Medinipur

Sl. No.	Name of the Office of the District Level Authorities	Address	Area of Jurisdiction
		Tel:03222-276515 Fax: e-Mail: geolswidpsmedinipur@gmail.com Mob. No:	
2.	Geologist & Member Secretary, DLA, Bankura	Office of the Geologist, Geological Sub-Division No-I/B, Bankura, Administrative Building, 3 rd Floor, Kenduadihi, P.O & Dist.-Bankura, Pin-722102 Tel:03242-243172 Fax: e-Mail: geolswidbankura@gmail.com Mob. No:	Bankura
3.	Geologist & Member Secretary, DLA, Purulia	Office of the Geologist, Geological Sub-Division No-I/C, Purulia, Agri-Irrigation Campus Belguma, P.O & Dist.-Purulia, Pin-713101 Tel:03252-228291 Fax: e-Mail: geolswidpurulia@gmail.com Mob. No:	Purulia
4.	Geologist & Member Secretary, DLA, Purba Medinipur	Office of the Geologist, Geological Sub-Division No-I/D, Paschim Medinipur, Maniktola station Road, Tamluk, Purba Medinipur, Pin-721636 Tel:03228-267836 Fax: e-Mail: geolswidpbmedinipur@gmail.com Mob. No:	Purba Medinipur
5.	Geologist & Member Secretary, DLA, Burdwan	Office of the Geologist, Geological Sub-Division No-II/A, Burdwan, Spandan Complex (1 st Floor), G.T. Road, Opposite Municipality Office, P.O & Dist-Burdwan, Pin-731103 Tel:0342-2550543 Fax: e-Mail: geolswidburdwan@gmail.com Mob. No:	Burdwan
6.	Geologist & Member Secretary, DLA, Birbhum	Office of the Geologist, Geological Sub-Division No-II/B, Birbhum, Administrative Building, Bara Bagan, Beside Bara Bagan Employment Exchange Office, P.O-Suri, Dist.-Birbhum, Pin-731103 Tel:03462-250029 Fax: e-Mail: geolswidbirbhum@gmail.com Mob. No:	Birbhum
7.	Geologist & Member Secretary, DLA, Hooghly	Office of the Geologist, Geological Sub-Division No-II/C, Hooghly, New Zila Parisad Bhaban, 2 nd Floor, Chinsura, Dist-Hooghly, Pin-712101 Tel:033-26800040 Fax: e-Mail: geolswidhooghly@gmail.com Mob. No:	Hooghly
8.	Geologist & Member Secretary, DLA, Howrah	Office of the Geologist, Geological Sub-Division No-II/D, Howrah, New Collectorate Building, 6 th Floor, 7, Rishi Bankim Chandra Road, Dist.-Howrah, Pin-711101. Tel:033-26381181	Howrah

Sl. No.	Name of the Office of the District Level Authorities	Address	Area of Jurisdiction
		Fax: e-Mail: geolswidhowrah@gmail.com Mob. No:	
9.	Geologist & Member Secretary, DLA, South 24 Parganas	Office of the Geologist, Geological Sub-Division No-II/E, South 24 Parganas, Tel:033-24565667 Fax: e-Mail: geolswids24pgs@gmail.com Mob. No:	South 24 Parganas
10.	Geologist & Member Secretary, DLA, Nadia	Office of the Geologist, Geological Sub-Division No-III/A, Nadia, Administrative Building, Agricultural Engineering Complex, Bhaluka Road, Near Road Station, P.O-Krishnanagar, Dist.-Nadia, Pin-7410101 Tel:03472-272280 Fax: e-Mail: geolswidnadia@gmail.com Mob. No:	Nadia
11.	Geologist & Member Secretary, DLA, Murshidabad	Office of the Geologist, Geological Sub-Division No-III/B, Murshidabad, Administrative Building, Agri-Mechanical Complex, 1 st Floor, Station Road, Swarnamoyee, P.O-Berhampore, Dist.-Murshidabad, Pin-742 101 Tel:03482-274931 Fax: e-Mail: geolswidmurshidabad@gmail.com Mob. No:	Murshidabad
12.	Geologist & Member Secretary, DLA, Malda	Office of the Geologist, Geological Sub-Division No-III/C, Malda, Administrative Building (WRIDD), Madhabnagar, Dist.-Malda, Pin-732101 Tel:03512-223558 Fax: e-Mail: geolswidmalda@gmail.com Mob. No:	Malda
13.	Geologist & Member Secretary, DLA, North 24 Parganas	Office of the Geologist, Geological Sub-Division No-III/D, North 24 Parganas, Administrative Building, A.K.Mitra Road, Opposite Hatipukur Near Chapadali Bus Stand, Barasat, North 24 Parganas, Pin-700124 Tel:033-25843706 Fax: e-Mail: geolswidn24pgs@gmail.com Mob. No:	North 24 Parganas

Sl. No.	Name of the Office of the District Level Authorities	Address	Area of Jurisdiction
14.	Geologist & Member Secretary, DLA, Jalpaiguri	Office of the Geologist, Geological Sub-Division No-IV/A, Jalpaiguri, Administrative Building, 1 st Floor, Room No-7, rajbaripara, Dist.-Jalpaiguri, Pin-735101 Tel:03561-225508 Fax: e-Mail: geolswidnjalpaiguri@gmail.com Mob. No:	Jalpaiguri
15.	Geologist & Member Secretary, DLA, Coochbehar	Office of the Geologist, Geological Sub-Division No-IV/B, Coochbehar, Administrative Building (WRIDD), Pilkhana Road, Ward No-09, ATC Campus, Near Mahashashan, P.O & Dist.-Coochbehar, pin-736101 Tel: 03561-225508 Fax: e-Mail: geolswidnchbehar@gmail.com Mob. No:	Coochbehar
16.	Geologist & Member Secretary, DLA, Uttar Dinajpur	Office of the Geologist, Geological Sub-Division No-IV/C, Uttar Dinajpur, Administrative Building, 1 st Floor, Agri-Mech Campus, Opposite District Libbrary, Karnojora, Uttar Dinajpur, Pin-733130 Tel:03523-253983 Fax: e-Mail: geolswidudinajpur@gmail.com Mob. No:	Uttar Dinajpur
17.	Geologist & Member Secretary, DLA, Dakshin Dinajpur	Office of the Geologist, Geological Sub-Division No-IV/D, Dakshin Dinajpur, Administrative Building, Jalsampad bhaban, Ground Floor, Beltala Park, Near RCD Girls school, Balurghat, Dist- Dakshin Dinajpur, Pin-734011 Tel:03522-258465 Fax: e-Mail: geolswiddinajpur@gmail.com Mob. No:	Dakshin Dinajpur
18.	Geologist & Member Secretary, DLA, Darjeeling	Office of the Geologist, Geological Sub-Division No-IV/E, Darjeeling, Administrative Building, WRIDD, Shib Mandir, P.O-Kadamtala, Siliguri, Darjeeling, Pin-734011 Tel: 03561-225508 Fax: e-Mail: geolswiddarjeeling@gmail.com Mob. No:	Darjeeling

Sl. No.	Name of the Office of the District Level Authorities	Address	Area of Jurisdiction
19.	Superintending Geologist , Kolkata	Office of the Superintending Geologist, Geological Circle, SWID, Bikash Bhaban, 3 rd Floor, Salt Lake City, Kolkata-91 Tel: 033-2337-2388 Fax: 033-2337-2388 e-mail: geolswidkolkata@gmail.com	Kolkata

**Guiding principles of the Irrigation & Waterways Department,
Government of West Bengal in regard to granting
permission to the industries for drawal of
surface water**

1. Enclosed check list is to be filled up by the company seeking permission for drawal of surface water from dam / barrage / canal / river.
2. Damodar Valley Reservoir Regulation Committee (DVRCC) is the competent authority to allocate water from Damodar / tributaries within the State of West Bengal up to Durgapur Barrage.
3. NoC from Kolkata Port Trust is a mandatory at the time of application in case of drawal of water from river Bhagirathi-Hooghly.
4. All cases relating to permission of drawal of ground water are to be processed through District Level Authority / Corporation Level Authority / State Level Authority as per provisions of prevailing Acts.
5. For perennial river / channels and those in tidal zone, drawal of water throughout the year may be permitted subject to technical evaluation and policy of prioritization of the State Government.
6. Drawal of surface water for all other cases may generally be permitted during monsoon months with one / two months, thereafter, depending on the case specific availabilities, again subject to technical evaluation and policy of prioritization of the State Government.
7. Drawal of sub-surface water from riverbed for non perennial rivers, during non-monsoon months will not normally be permitted.
8. Companies, in such cases (stated in Sl.5 above) are advised to make any one / both arrangement(s).
 - a. To recycle the water after treatment;
 - b. To create storage for non-monsoon months within its own premises;
 - c. To formulate alternative scheme for rainwater harvesting.
9. Companies making arrangements as stated in Sl.8 above would get priorities during allocation of water.

10. Final in-principle clearance for drawal of surface water and its allocation would be accorded after;
 - a. Obtaining in-principle recommendation of Director of Industries / West Bengal Infrastructure Development Corporation (WBIDC) to the proposed requirement, to be sought by the Irrigation & Waterways Department.
 - b. Obtaining in-principle recommendation of the High Level Committee headed by the Additional Chief Secretary, Commerce & Industries Department, to be sought by the Irrigation & Waterways Department.
 - c. Vetting of intake arrangement by the Irrigation & Waterways Department.
11. Memo of Understanding (MoU) regarding mode and quantum of payment of tariff is to be made by the concerned Company with the Irrigation & Waterways Department within 6 (Six) months of receipt of in-principle clearance.
12. Actual water utilization by a Company will be reviewed by the Irrigation & Waterways Department after every five year to assess redistribution / fresh allocation, if required.