



Government of West Bengal  
Irrigation & Waterways Department  
Jalasampad Bhavan, 1<sup>st</sup> Floor, Western Block  
Bidhannagar, Salt Lake City, Kolkata 700 091

No. 15-W/2017-18

Dated: 5th September, 2017

### NOTIFICATION

Whereas the matter of implementation of the process of providing e-services for the permission of raw surface water allocation within West Bengal by the Department of Irrigation & Waterways has been under active consideration of the Government in recent past.

And whereas in the context of 'Ease of Doing Business' it is necessary that such services will be provided by using the portal <http://www.wbiwd.gov.in> to make it more accountable, transparent and user friendly.

Therefore, the Governor is pleased to introduce the online system for providing the above service throughout the state on and from the date of issue of the notification.

Unless mentioned otherwise the existing paper based application in offline mode will not be entertained by the authorities or officials or stakeholders for the above service with effect from the date of issue of this notification.

Disposal of the permissions will be done online in the manner as mentioned in the Standard Operating Procedure (SOP) enclosed as **Annexure-1**.

Water rates to be levied by the Irrigation & Waterways Department for allocation of raw surface water are enclosed as **Annexure-2**.

Comprehensive list of documents required along with online application is enclosed as **Annexure-3**.

Guiding Principles in Irrigation & Waterways Department, Government of West Bengal for granting of permission to the industries for drawl of raw surface water for industrial use, is enclosed as **Annexure-4**.

Format of online application is enclosed as **Annexure-5**.

The contact details of two State Level Nodal Officers (SLNOs) of Irrigation & Waterways Department stationed at Salt Lake, Jalasampad Bhavan, are:

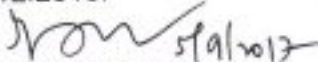
1. Superintending Engineer attached to Chief Engineer (South)  
Irrigation & Waterways Directorate, 1<sup>st</sup> floor, Jalasampad Bhavan,  
Salt lake, Kolkata- 91  
Present Incumbent: Sri Arup Kumar Basu  
Mobile No. 09432352240  
Office Phone No. 033-23215749  
E-mail: [sepa-south@wbiwd.gov.in](mailto:sepa-south@wbiwd.gov.in)

2. Executive Engineer, DVC Study Cell  
Irrigation & Waterways Directorate, 7<sup>th</sup> floor, Jalasampad Bhavan,  
Salt lake, Kolkata- 91  
Present incumbent: Shri R.K Sharma  
Mobile No. 94331 41749  
Office Phone No. 033-23376816  
E-mail ID: [no-egov@wbiwd.gov.in](mailto:no-egov@wbiwd.gov.in)

The SLNOs would be responsible for maintaining regular liaison with concerned field level Superintending Engineers, Director of Industries, attending Task Force meetings, delivering regular briefings to the Secretariat office, monitoring of e-filing of applications, downloading and disposal, updating status of cumulative water allocated and uploading scanned (pdf) copy of the permission/NoC issued by the Department in [www.wbiwd.gov.in](http://www.wbiwd.gov.in). Moreover the under mentioned nodal officer of this department has been delegated with the power of accordance of approval for drawl of surface water on behalf of this Department if the prescribed time line as per SOP at **Annexure-1** is not adhered to in the routine process.

1. The Joint Secretary (Works),  
Irrigation & Waterways Department,  
3<sup>rd</sup> floor, Jalasampad Bhavan,  
Salt Lake, Kolkata-700091  
Present incumbent – Sri D. Sengupta  
Phone (Office)-0333 2321 2706, Fax-033 2321 2260,  
Mobile: 09433216743  
E-mail ID: [jsworkswbiwd@gmail.com](mailto:jsworkswbiwd@gmail.com).

This Notification is being issued in supersession of earlier Notification no-134 dated 09.12.2016.

  
(Naveen Prakash)  
Principal Secretary

Copy forwarded for information to:

1. P.S to Hon'ble Minister-in-Charge, Commerce & Industries Department, Shilpa Sadan, 4, Camac Street, Kolkata - 700 016
2. P.S to Hon'ble Minister-in-Charge, Irrigation & Waterways Department 1<sup>st</sup> floor, Jalasampad Bhavan, Salt Lake, Kolkata- 700091
3. The Joint Secretary (Works), Irrigation & Waterways Department, 3<sup>rd</sup> floor, Jalasampad Bhavan, Salt Lake, Kolkata-700091. Phone-0333 2321 2706, Fax-033 2321 2260, email: [jsworkswbiwd@gmail.com](mailto:jsworkswbiwd@gmail.com).

Encl: **Annexure 1 to 5**

  
(Naveen Prakash)  
Principal Secretary

No.- 341 /2(6)-IFC/IW/O/IFC-4M-17/15

Dated: 5th September, 2017

Copy forwarded for kind information to:

1. Chief Secretary, West Bengal  
'NABANNA'  
325, Sarat Chatterjee Road  
Howrah 711 102
2. Principal Secretary  
Commerce & Industries Department  
4, Abanindranath Tagore Sarani (Camac Street)  
Kolkata 700 016
3. Principal Secretary  
Micro, Small & Medium Enterprises & Textiles Department  
Hemanta Bhavan, 12, B.B.D Bag, Kolkata- 700 001
4. Principal Secretary  
Water Resources Investigation & Development Department  
Khadya Bhavan 11A Mirza Ghalib Street 5<sup>th</sup> Block- A, Kolkata-700087,  
Email: [secy.wriidd-wb@nic.in](mailto:secy.wriidd-wb@nic.in).
5. Director of Industries, West Bengal  
& Head of Task Force Government of West Bengal  
'SHILPA SADAN', "Pratiti"  
4, Abanindranath Tagore Sarani (Camac Street)  
Kolkata 700 016, Email ID – [di\\_wb@hotmail.com](mailto:di_wb@hotmail.com)
6. Managing Director,  
West Bengal Industrial Development Corporation Limited, "Pratiti",  
23, Abanindranath Tagore Sarani (Camac Street),  
Kolkata – 700017, Ph : 033 22553700, 033 22553705, Fax : 033 22553737  
Email ID: [wbidc@wbidc.com](mailto:wbidc@wbidc.com)

Encl: **Annexure 1 to 5**


  
(Naveen Prakash)  
Principal Secretary

Copy forwarded for information and necessary action to:

1. Chief Engineer (South)  
Irrigation & Waterways Directorate 1<sup>st</sup> floor, Jalsampad Bhavan, Salt lake, Kolkata- 91
2. Chief Engineer (West)  
Irrigation & Waterways Directorate
3. Chief Engineer (South West)  
Irrigation & Waterways Directorate  
Khusjungle, P.O Abas, District Paschim Medinipur  
Pin 721 102
4. Chief Engineer (North)  
Irrigation & Waterways Directorate,  
3<sup>rd</sup> floor, Netaji More Market Complex, Saraju Prasad Road  
Malda, PIN : 732 101.
5. Chief Engineer (Design & Research)  
Irrigation & Waterways Directorate, 1<sup>st</sup> floor, Jalsampad Bhavan, Salt Lake, Kolkata- 91
6. Chief Engineer (North East)  
Irrigation & Waterways Directorate  
Club Road, P.O & District Jalpaiguri, Pin 735 101
7. Chief Engineer, Teesta Barrage Project  
Irrigation & Waterways Directorate  
Teesta Sech Bhavan,  
2<sup>nd</sup> Mile, Sevoke Road, Siliguri, Dist: Darjeeling  
PIN: 734 001
8. Superintending Engineer attached to Chief Engineer (South) & SLNO  
Irrigation & Waterways Directorate, 1<sup>st</sup> floor, Jalsampad Bhavan, Salt Lake, Kolkata- 91
9. Executive Engineer, DVC Study Cell & SLNO  
Irrigation & Waterways Directorate, 7<sup>th</sup> floor, Jalsampad Bhavan, Salt Lake, Kolkata- 91

A scroll message may be displayed for the next 3 months in the Home Page of departmental web portal stating the issuance of this notification.

Encl: **Annexure 1 to 5**

  
(Biplab Mukhopadhyay)  
Deputy Secretary to the  
Government of West Bengal

(Enclosure to Irrigation & Waterways Department's Notification No-15-W/2017-18 dated 05.09.2017)

**Standard Operating Procedure (SOP) for permission of Raw Surface  
Water Allocation in the Irrigation & Waterways Department**

The following are the stepwise details to be implemented in the Irrigation & Waterways Department for making water allocation for industrial use.

1. Submission of application on-line by the applicants along with necessary documents at the website of the department ([www.wbiwd.gov.in](http://www.wbiwd.gov.in)). The-SLNOs of Irrigation & Waterways Department will receive automatic alerts both in sms and auto generated mails at their mobile numbers and email addresses once an application is received online. If the on-line application and the documents are not found to be in order by the SLNOs then the applicant would be informed through email within 2 working days requesting re- submission, else, if the application is prima-facie found to be in order then the following procedure would be undertaken:
2. Downloading of the application & documents by the SLNOs and marking it within 2 (two) working days through dashboard in [www.wbiwd.gov.in](http://www.wbiwd.gov.in) to the concerned Superintending Engineer (S.E) for water balance report and offering their technical views on water allocation according to the demand raised by the applicant and the projected demand, if any.
3. Notification regarding date and time of site visit by the Superintending Engineer/Executive Engineer would be displayed on the dashboard. The report of the site visit should be uploaded by the concerned Superintending Engineer in the dashboard.
4. Report to be uploaded by concerned Superintending Engineer, within 20 (twenty) working days in the dashboard.
5. SLNOs will upload his comments in the dashboard within 4 (four) working days for the concurrence and recommendation of the Chief Executive Engineer (Design & Research).
6. Chief Engineer (Design & Research) will upload his recommendation in the dashboard within next 4 (four) working days for approval of the Principle Secretary, Irrigation & Waterways Department.

7. In-principle permission for drawl of surface water and its allocation will be conveyed to the SLNO by the Irrigation & Waterways Department within next 6 (six) working days, through the dashboard, which will be conveyed to the applicant by the SLNOs on the same day.
8. However, in case of conjunctive use, involving drawl of both surface and subsurface water from river through a single drawl arrangement, likely month wise availability of surface water assessed by the concerned Superintending Engineer of Irrigation & Waterways Department would be posted through the online system for onward processing by Water Resources Investigation & Development Department and for according final permission and deciding on the required quantum of allocation by that Department on case to case basis, in accordance with their Standard Operating Procedure.
9. While uploading the in-principle permission of the Irrigation & Waterways Department, the SLNO will also upload a digitized version of MoU to be executed between the concerned Superintending Engineer and the applicant in [www.wbiwd.gov.in](http://www.wbiwd.gov.in).
10. On receipt of in-principle permission for drawl of surface water and its allocation, Memorandum of Understanding (MoU) would have to be executed within 2 months from the date of uploading of in-principle permission with the concerned Superintending Engineer/ Engineer of the Irrigation & Waterways Directorate as would be notified in the letter of permission, upon payment of tariff prescribed at **Annexure- 2**. The tariff is to be paid by the allottee online in the GRIPS (Government Receipt portal System available in the website of State Finance Department ([www.wbfin.gov.in](http://www.wbfin.gov.in)) at the head of account 0701-04-101-003-27.
11. SLNOs of Irrigation & Waterways Department would keep records of water allocated and actually utilized and intimate the Irrigation & Waterways Department from time to time offline in addition to availability of the same in MIS of the online system.

(Enclosure to Irrigation & Waterways Department's Notification No-15-W/2017-18 dated 05.09.2017)

**Water Rates for allocation of raw surface water in the State of West Bengal finalized by the  
Irrigation & Waterways Department, Government of West Bengal for industrial use**

Sr. No.	Surface Water source within State boundaries	Water Rate Industrial Purpose	Remarks
1	Tidal zone of rivers / channels	Rs. 0.50 per KL	Water rates for drawl of surface water for industrial use to be imposed subject to acceptance of online application in the Irrigation & Waterways Department and issuance of Consent/ NOC letter by the Irrigation & Waterways Department on a case to case basis
2	Perennial rivers/ Channels in non-tidal zone	Rs. 2.00 per KL	
3	Non Perennial rivers/ Channels in non-tidal zone	Rs. 3.50 per KL Upto 10 MGD	
		Rs. 4.50 per KL Beyond 10 MGD	
4	Dams/ Barrage ponds and irrigation canals under the control of Irrigation & Waterways Department, Government of West Bengal.	Rs. 5.00 per KL Upto 10 MGD	
		Rs. 5.50 per KL Beyond 10 MGD	

Note: Rates are subject to revision by the competent authority in the State Government.

(Enclosure to Irrigation & Waterways Department's Notification No-15-W/2017-18 dated 05.09.2017)

**Comprehensive List of Documents required along with online application  
for the allocation of raw surface water by the Irrigation & Waterways Department,  
Government of West Bengal**

1. No Objection Certificate (NOC) from Kolkata Port Trust (KoPT) in case of supply of water from Bhagirathi-Hooghly River System (Downstream of Farakka Barrage to Sagar).
2. A digitized index map showing the location of the proposed industrial set up and its intake arrangement on river alignment, mentioning the names of mouza, block, police station, district and the name of the river.
3. Please Upload JPEG files only.



(Enclosure to Irrigation & Waterways Department's Notification No-15-W/2017-18 dated 05.09.2017)

**Guiding principles in the Irrigation & Waterways Department, Government of West Bengal for granting of NoC/permission to the Industries for drawl of raw surface water for industrial use**

1. Applicants need to apply online through department's website for allocation of raw surface water by Irrigation & Waterways Department.
2. NoC of Kolkata Port Trust (KoPT) is mandatory for drawl of raw water from Bhagirathi- Hooghly river system which is required to be uploaded on-line during application for permission. Such application is to be addressed to the Secretary, KOPT, having address at 15, Strand Road, Kolkata- 700001, Ph No. - (033) 2230-6349, Email ID: [secy@kopt.in](mailto:secy@kopt.in)
3. Damodar Valley Reservoir Regulation Committee (DVRRRC) is the designated authority of Govt to allocate water from River Damodar & its tributaries within the State of West Bengal on the upstream of Durgapur Barrage (having latitude 23°28'37" E and longitude 87°18'14"E) or river Damodar in Block Faridpur-Durgapur, District- Burdwan. Duly filled up Application in the format prescribed by DVRRRC has to be submitted directly to Member Secretary, DVRRRC having address at P.O. – Maithon Dam, Dist : Dhanbad, Jharkhand, PIN : 828207 Ph No. (06540)274263 email ID : [sehomaithon-cwc@nic.in](mailto:sehomaithon-cwc@nic.in). These applications would be processed by DVRRRC and need not be submitted in OSWiCS for approval of this department
4. For perennial rivers/channels and those in tidal zones, drawl of water throughout the year may be permitted subject to technical evaluation and policy of prioritization of the State.
5. Drawl of surface water for all other cases may generally be permitted during monsoon months and additional one/two months thereafter, depending on case specific need and availability, subject to technical evaluation and policy of prioritization of the State.
6. Applicants intending to draw water from non-perennial sources in such cases (stated in Sl. 4 above) are advised to make any one/two of the following 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 of rainwater harvesting.

7. Applicants making arrangements as stated under Sl. 6 above would get priority during allocation of water.
8. In case above stated arrangements do not suffice the requirement of drawl or are difficult for implementation, conjunctive use i.e. utilization of surface water during monsoon month and sub-surface water in the period of need may be considered. In all such cases, Irrigation & Waterways Department on receipt of applications, would scrutinize those and workout month wise availability of surface water. Applications along with the findings of the Irrigation & Waterways Department would then be forwarded to the Water Resources Investigation & Development Department to take a decision on according permission and allocation of the required quantity of subsurface water, as per standard operating procedure of that department. The total procedure is to be carried out online through an online system basis.
9. Therefore, while permitting all cases involving drawl of only surface water, allocation of the quantum would be accorded by the Irrigation & Waterways Department after scrutiny of various technical aspects. Permission for conjunctive uses would be accorded by the Water Resources Investigation & Development Department on the basis of inputs of the Irrigation & Waterways Department, as well as further information which are to be provided by the applicants to Water Resources Investigation & Development Department on demand of that Department.
10. A "Memorandum of Understanding" (MOU) regarding recording of quantum of water / payment of tariff and water rates, use of premises of the State etc. is to be executed online by the concerned applicant with Irrigation & Waterways Department within 2(two) months from receipt of water allocation permission/NoC and payment of tariff through GRIPS, failing which such permission/NoC would stand automatically cancelled. For cases involving conjunctive use, no MoU needs to be executed with the Irrigation & Waterways Department.
11. Actual water utilization by applicants would be reviewed in the Irrigation & Waterways Department every five years in order to reassess distribution and for making fresh allocations, if required.

(Enclosure to Irrigation & Waterways Department's Notification No-15-W/2017-18 dated 05.09.2017)

**ONLINE SINGLE WINDOW CLEARANCE SYSTEM APPLICATION  
FORM FOR SURFACE WATER ALLOCATION TO INDUSTRIES BY  
IRRIGATION & WATERWAYS DEPARTMENT**  
(Available in the departmental web portal [www.wbiwd.gov.in](http://www.wbiwd.gov.in))

Enterprise Registration Number	
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**Details of Source of Water**

1. Name of the Organisation Seeking permission for drawal of water

With Registered office address and contacts & e-mail address

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3. Gross quantum of Water required in MGD/MLD/KLD

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2. Location of the proposed manufacturing unit along with name of District, Block, Police Station

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4. If the requirement is for the present, then what is the future requirement considering further expansion in MGD/MLD/KLD and expected time of such requirement?\*

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5. Whether source of water has been indentified?

Yes  No

6.

Please select from the follows

River

Dam

Barrage pond

Canal

8. Whether the proposed unit envisages 'zero discharge', i.e. recycling of the water?

Yes  No

10. If yes, mention the storage in Million Gallon/ Million Litre

If Yes then what is the present status of such application

12.

Cleared  Rejected  Under Process

14. If yes, submit the document in the document upload section

16. Whether general arrangement drawing for intake structure for drawing surface water from the river is done or not?

Yes  No

7. Proposed intake location for drawal from source with name of location, Block, Police Station, District along with name of River/Dam Reservoir/Barrage pond/Canal

9. Whether there is provision of storage of water for rain water harvesting or temporary storage from various sources within the premises of the Unit?

Yes  No

11. Whether separate application for drawal of sub-surface water has been made to the District Level Authority / State Level Authority of WRI&DD?

Yes  No

13. Whether mandatory NoC from KoPT has been taken in case of Bhagirathi-Hooghly River System?

Yes  No

15. Final requirement of water proposed to be drawn in MGD/MLD and period of such drawal in a calendar year

17. If yes, upload the same in document upload section

**Documents to be uploaded with online application**

Please read the following information carefully:

- 1) Filled up application form
- 2) Clearance of KOPT in any (scanned copy)
- 3) A digitised index map showing the location of the proposed industrial set up and its intake arrangement on river alignment, mentioning the names of mouza, block, police station, district and the name of the river
- 4) Please Upload JPEG files only

**Name of the  
Authorised Signatory**