

## Steps for Filling Application

### **A. General Information for Filling of the Application:**

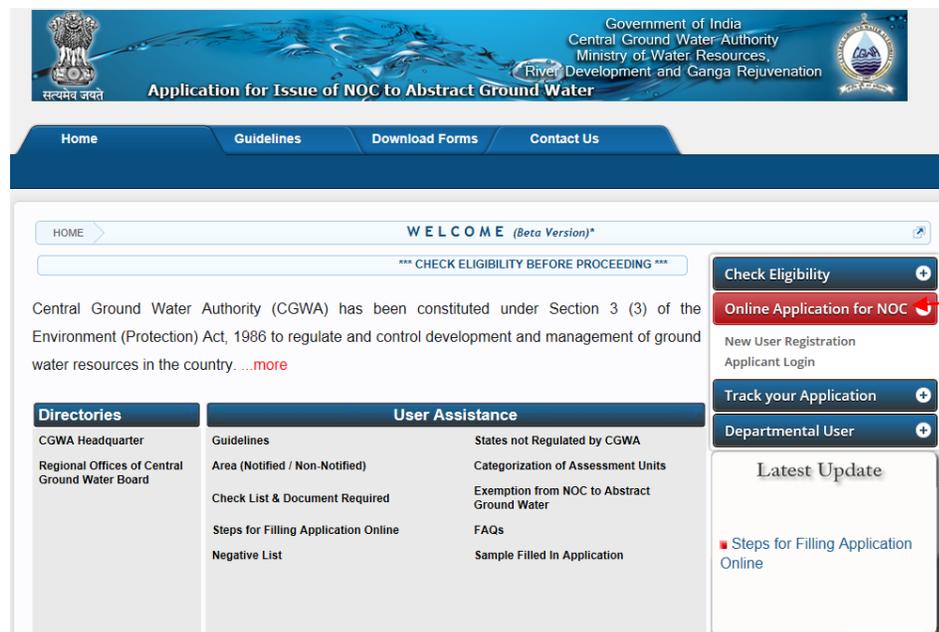
Read the **Guidelines, Checklists and Documents** required, before **filling the application** (<http://cgwa-noc.gov.in/LandingPage/index.html>) for Industry, Infrastructure and Mining Purposes.

### **B. Steps for Online filling of the Application for Industry, Infrastructure and Mining Purposes**

#### **1. Applicant Registration**

- a. Select the link “ **Online Application for NOC** ”

(<http://cgwa-noc.gov.in/LandingPage/index.html> )



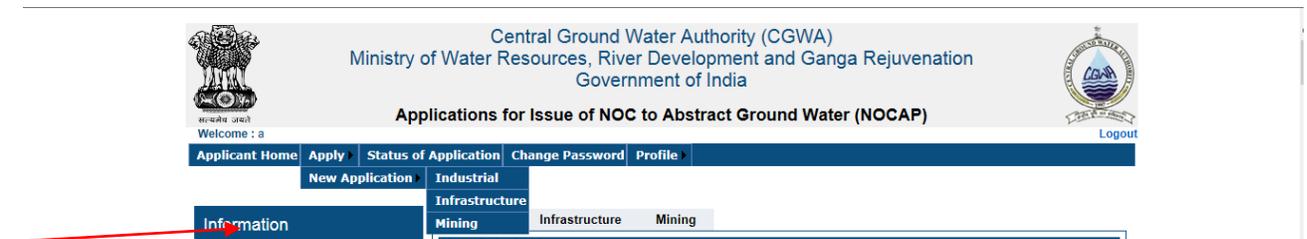
The screenshot shows the landing page of the Central Ground Water Authority (CGWA) website. The header includes the Government of India logo, the CGWA logo, and the text: "Government of India, Central Ground Water Authority, Ministry of Water, Resources, River Development and Ganga Rejuvenation". The main heading is "Application for Issue of NOC to Abstract Ground Water". Below the header is a navigation bar with links: Home, Guidelines, Download Forms, and Contact Us. The main content area features a "WELCOME (Beta Version)\*" message and a "CHECK ELIGIBILITY BEFORE PROCEEDING \*\*\*" warning. A central text block states: "Central Ground Water Authority (CGWA) has been constituted under Section 3 (3) of the Environment (Protection) Act, 1986 to regulate and control development and management of ground water resources in the country. ...more". To the left, there are two columns: "Directories" (CGWA Headquarter, Regional Offices of Central Ground Water Board) and "User Assistance" (Guidelines, Area (Notified / Non-Notified), Check List & Document Required, Steps for Filling Application Online, Negative List, States not Regulated by CGWA, Categorization of Assessment Units, Exemption from NOC to Abstract Ground Water, FAQs, Sample Filled In Application). To the right, there is a sidebar with buttons: "Check Eligibility", "Online Application for NOC" (highlighted with a red arrow), "New User Registration", "Applicant Login", "Track your Application", and "Departmental User". Below the sidebar is a "Latest Update" section with a link: "Steps for Filling Application Online".

- b. Select “**New User Registration**” for registration.
- c. Fill the “**User Registration Form**”.
- d. Username and password will be sent through Email Alert / SMS (One Time Password (OTP)) for verification. Keep it safely.

## 2. Applicant Login

- Select link **"Applicant Login"**.
- Enter Login and password.
- "Forgot Password"**.

## 3. Online Filling of Application



- Select **"Apply"** and one of the **New Application** Industrial/ Infrastructure/ Mining application.

The screenshot shows the "INDUSTRIAL USE: 1. General Information- Location Details" form. The form is divided into two main sections: "Location Details" and "INDUSTRIAL USE: 1. General Information- Location Details". The "Location Details" section includes fields for Communication Address, Land Use Details, Water Requirement Details, Recycled Water Usage, Groundwater Abstraction Structure- Existing, Groundwater Abstraction Structure- Proposed, Other Details, Self Declaration, and Attachment. The "INDUSTRIAL USE: 1. General Information- Location Details" section includes fields for Application Type Category/ Type of Application, Ground Water Requirement (m3/Day), (i) Name of Industry, (ii) Location Details of the Industrial Unit (attach site plan and certified revenue sketch), Address Line 1, Address Line 2, Address Line 3, State, District, Sub-District, and Village/Town. A red arrow points to the "Save as Draft" button at the bottom of the form.

- Fill all sections and select **"Save as Draft"** for each section of the form.

[Applicant Home](#) | [Apply](#) | [Status of Application](#) | [Change Password](#) | [Profile](#)

- Location Details
- Communication Address
- Land Use Details
- Water Requirement Details
- Recycled Water Usage
- Groundwater Abstraction Structure- Existing
- Groundwater Abstraction Structure- Proposed
- Other Details
- Self Declaration
- Attachment**
- Final Submit

### INDUSTRIAL USE- Attachment

\*Site Plan (0)
Certified Revenue Sketch (0)
Documents of Ownership (0)

Source of Availability of Surface Water (0)
Water Requirement (0)
Groundwater Availability (0)

\*Rainwater Harvesting (0)
Authorization (0)
\*Referral Letter (0)
Extra Attachment (0)

(\*)- Mandatory Fields, (s)- Upload Attachments in Attachment Section  
Maximum Number of Attachment Allowed- 5  
Maximum Size of each Attachment Allowed- 5mb  
Allowed file type for Attachment- txt, doc, docx, jpg, jpeg, pdf

1. Site Plan: Attachment Name:

Sr.No.	Attachment Name	File Name	View File	Delete
No Records exist in Industrial New Application Attachment				

c. Select **Browse and Upload** to attach Documents.

- Location Details
- Communication Address
- Land Use Details
- Water Requirement Details
- Recycled Water Usage
- Groundwater Abstraction Structure- Existing
- Groundwater Abstraction Structure- Proposed
- Other Details
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- Final Submit**

### INDUSTRIAL USE: Final Submit

1. Final Details of application

(i) Net Ground Water Requirement	117.00
(ii) Name of Industry	bbbbbb
(iii) State	MAHARASHTRA
(iv) District	OSMANABAD
(v)Sub District	LOHARA
(vi)village/Town	Kanegaon
(vii)Area Type	Non-Notified
(vii)Area Type category	Safe

d. Select **Submit** for final Submission of Form. Note that till the application is successfully submitted, the application will not be considered **Final**.

- Location Details
- Communication Address
- Land Use Details
- Water Requirement Details
- Recycled Water Usage
- Groundwater Abstraction Structure- Existing
- Groundwater Abstraction Structure- Proposed
- Other Details
- Self Declaration
- Attachment
- Final Submit**

### INDUSTRIAL USE : SUCCESSFUL SUBMISSION

[Print Application](#)

Your Application Submitted Successfully.Your Application Detail are :

Application Number : 21-4/301/MH/IND/2015	←
Name of Industry : bbbbbb	
Submitted Date : 23/04/2015	
Net Ground Water Requirement : 117.00	

Please note your application number for future reference.

This e-application will be processed only after receipt of printed form duly signed by the applicant along with all relevant enclosures at the Regional Director within seven (7) days of uploading completed application online. Please send your application to given address below.

Central Ground Water Board Central Region  
N.S. Building  
Civil Lines  
NAGPUR  
MAHARASHTRA  
PinCode : 440001

- e. Application number will be generated after the successful submission of the Application form.
- f. Applicant can **view** the submitted Application Form.
- g. Applicant can take **printout** of the submitted Application Form.
- h. Application once submitted cannot be edited.
- i. After taking printout of the submitted application, applicant has to fill the following information about processing charge payment.

Bharatkosh Details:

Transaction Ref. No.: \_\_\_\_\_

Dated: \_\_\_\_\_

- j. Printout of the application needs to be duly attested/ signed by the applicant / authorized representative. This application along with the "Application Number", Original copy of the all the attachments and Bharatkosh Receipt for processing fee should be submitted to the concerned Regional Director of CGWB as per the address given in the print out of the online submitted application immediately, but not later than **7 days**. Submission of printout within 7 days of uploading of the application is mandatory for processing of application.

### **C. Tracking of Status of the Application submitted Online.**



- a. Select the Link "**Track your Application**".

- b. Applicant has to **login** first.
- c. Select "**Applicant Home**" link.

The screenshot shows the Applicant Home page with a navigation menu at the top: Applicant Home, Apply, Status of Application, Change Password, Profile. On the left, there is a sidebar with sections: Information (Guidelines, Steps for Filling Online Application), Documents Required (Documents Required for Online Application, Industrial, Infrastructure, Mining), and Track Status. The main content area has tabs for Industrial, Infrastructure, and Mining. Under the Industrial tab, there is a 'New- Submitted' table:

Application Code	Name Of Industry	Application Number	Status	Letter	Scan Letter
1	aaaaaaa	21-4/300/MH/IND/2015	<a href="#">View</a>	<a href="#">Print</a>	

Below the table is a 'New- Save As Draft' button. A red arrow points to the 'View' link in the Status column of the table.

- d. Select the link "**view**" in the **Status** Column for the required application number.

The screenshot shows the Application Status page. The navigation menu is the same as in the previous screenshot. The sidebar is also the same. The main content area has a tab for 'Application Status'. The details shown are:

Application No : 21-4/300/MH/IND/2015  
 Name of Industry : aaaaaaa  
 Current Stage : Verification Stage  
 Current Status : In Progress  
 Receive Date : 23/04/2015

Address : Central Ground Water Board, Central Region, N.S. Building, Civil Lines, NAGPUR, MAHARASHTRA

A red arrow points to the 'Current Status : In Progress' text.

- e. View the **Status** of the Submitted Application.

#### 4. Applicant Logout

- a. Select logout.