



**GOVERNMENT OF TRIPURA
PWD (WATER RESOURCES)
AGARTALA, TRIPURA.**

NOTIFICATION

Standard Operating Procedure (SOP) for Obtaining Permission for Extracting Surface Water from River/ Cherra/ Stream/ Public Tank/ Reservoirs etc of Tripura for industrial/ commercial purposes has been approved by the authority vide U.O. No 425/Secretary PWD dated 31/08/2024 as follows.

Registration:

Applicants must register in the BRAP Services → Apply Online on the official website of the State Water Resources Department: [http:// www.pwdwr.tripura.gov.in](http://www.pwdwr.tripura.gov.in)

Online Application:

1. Upon registration, use the provided user ID and password to log in.
2. Click on the appropriate option based on your desired water source (e.g., "Permission for Surface Water Extraction").
3. Complete the online application form specific to your chosen water source.
4. Submit the application electronically along with scanned copies (PDF format) of the required documents to the Chief Engineer, PWD(WR).

Acknowledgement:

A system-generated acknowledgment will be sent via email and SMS upon successful submission.

Application Processing & Decision Timeline:

1. The online system automatically forwards the application to the concerned Departmental Nodal Officer (WR) to validate the application. The Departmental Nodal Officer (WR) then forwards the application to the Assistant Engineer, Working Sub-Division and Investigation Sub-Division of the respective jurisdiction within 03(three) days who after field verification submits the report to their respective Executive Engineers of Working Division and Investigation Division within 10(ten) days.
2. The concerned Executive Engineers scrutinizes the report and forwards it to the concerned Superintending Engineer, of W.R. Circle for further assessment within 06(six) days.

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31/08/2024

3. The Superintending Engineer, Circle after assessment submits the report to the Addl. Chief Engineer, P&D Unit (W.R) within 03(three) days and the Addl. Chief Engineer then forwards it to the Chief Engineer within 03(three) for approval and issuance of Permit within 05(five) days through Nodal Officer (WR).
4. If the Application is accepted, a certificate will be issued for "Permission to extract surface water". Notwithstanding, in case of non-availability of water, a certificate will be issued to the applicant for the same.

Permit Apply Fee:

A non-refundable fee is applicable which is required to be submitted electronically for filling application for obtaining permit.

Application Acceptance/ Rejection:

Certificates will be issued to the applicants in both the cases on "Water availability & non-availability" within the timeline.

Required Documents:

- Photo ID (any Government issued photo id)
- Location, Latitude & Longitude/Landmark of proposed Industry/Small industries etc.
- Trade License (if any).
- GST Certificate (if any).

The time granted for the processing of the whole application is 30(thirty) days from the date of application.

Punitive provisions in case of failure in maintaining the above timeline:

In case the aforesaid timeline for disposal of application for obtaining permission for extracting Surface Water from River/ Cherra/ Stream/ Public Tank/ Reservoirs etc of Tripura for industrial/ commercial purposes are not met then on receipt of grievance from the applicant the following grievance mechanism for disposal of such grievance by the concerned official will come into force.


5/10/2024

No	List of services	Designated Officer	Stipulated time for designated officer (In working days)	Competent Officer	Stipulated time for competent officer (In working days)	Appellate Officer	Stipulated time for Appellate officer (In working days)	Name of the Department
1	2	3	4	5	6	7	8	9
1	Obtaining Utility Permits	Executive Engineer concerned working Division	03	Engineer Superintending concerned Circle	03	Chief Engineer, PWD(WR), Kunjaban	04	PWD (Water Resources)

Every Appellate Authority or Competent Officer or designated officer or his subordinate public servant who fails to deliver or dispose of the citizen related services will be penalized at the rate of Rupees Twenty per day for the period of delay subject to a maximum of Rupees five hundred per application, under Sub Rule i) under Rule 7 of "The Tripura Guaranteed Services to Citizens Rules, 2020".



Deputy Secretary,
PWD (Water Resources),
Government of Tripura

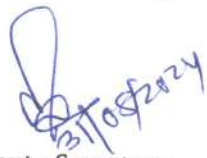
No. F.1 (1)/CE/WR/STAT (Part-IV)/BRAP/ 2125-21⁵¹ Dated: 02/09/2024

Copy to:-

1. The P.S. to Chief Secretary, Government of Tripura for kind information to the Chief Secretary.
2. The Secretary, Industries & Commerce, Government of Tripura.
3. The Secretary, PWD (WR), Government of Tripura.
4. The CEO, TTAADC, Khumlung, Tripura.
- 5-10. The Chief Engineer, PWD (R&B)/PWD (Building)/ PWD (DWS)/PWD (WR)/PWD (NH)/ PWD (PMGSY).
11. The Director of Information and Cultural Affairs, Government of Tripura, Agartala, with a request for arranging publication of Notification in **3 (three) nos. widely published**

Local newspapers & 1(one) widely published National newspapers [in addition to 3 (three) Local newspaper].

12. The Nodal Officer, O/O The Additional Chief Engineer, P&D Unit, PWD(WR), Kunjaban, Agartala with a soft copy in email along with a hard copy with the request to arrange for publication in the state government website www.tripura.nic.in.
13. The Superintendent, Printing & Stationery Department, Agartala with a request for arranging publication in the next issue of Tripura Gazette.
14. The Additional Chief Engineer, Planning & Design Unit, PWD [W.R].
- 15.-22. The District Magistrate, West / North / South / Dhalai / Unakoti / Khowai / Sepahijala / Gomati District, Tripura.
23. The Director, Industries and Commerce, Government of Tripura.
24. The Director, Information and Technology, Government of Tripura.
- 25-27. The Superintending Engineer, PWD(WR), Circle -I, Agartala / Circle-II, Kumarghat / Circle-III, Udaipur.


Deputy Secretary,
PWD (WR),

GOVERNMENT OF TRIPURA
PUBLIC WORKS DEPARTMENT (WR)
AGARTALA, TRIPURA.

CORRIGENDUM

Please read "of Rs 1000.00 (Rupees One Thousand) only" after the words "A non-refundable fee" under sub-head Permit Apply Fee of the Notification communicated vide No. F.1 (1)/CE/WR/STAT (Part-IV)/BRAP/2125-2151 dated 02/09/2024.


Deputy Secretary,
PWD(Water Resources)
Government of Tripura

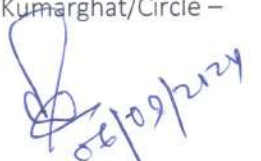
Memo No F.1 (1)/CE/WR/STAT (Part-IV)/BRAP/ 2271-2297

dated 06/09/2024.

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3. The Secretary, PWD, Government of Tripura.
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- 15-22. The District Magistrate, West/North/South/Dhalai/Unakoti/Khowai/Sepahijalla/Gomati District, Tripura.
23. The Director, Industries and Commerce, Govt. of Tripura.
24. The Director, Information and Technology, Government of Tripura.
- 25-27. The Superintendent Engineer, PWD(WR), Circle No-I, Agartala/Circle No-II, Kumarghat/Circle – III, Udaipur.

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PWD(Water Resources)
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