Single Window Portal

Obtaining Water Connection

Department of Water Resources, Govt. of Odisha

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Introduction

Industries Department of the Govt. of Odisha has developed the online *Single Window Portal* in order to facilitate 'Ease of Doing Business' and foster a conducive business environment in the State. It acts as a single window for clearances from 15 state departments, leveraging technology to bring in transparency, improve efficiency and extend time-bound clearances to the investors.

The *Single Window Portal* allows seamless integration with portals of different government departments thereby eliminating the need to fill forms multiple times, ensuring time-bound clearance, as well as ensuring single login credential for all applications. It acts as a one-stop solution for information, registration, approvals, e-payment and application tracking for clearances/approvals. It also provides updated information relating to relevant rules, regulations, orders and policy initiatives and schemes for guiding the investors. In addition to this, the portal sends alerts, via email and SMS, to applicants about the progress on their submitted applications.

Other key features are:

- Information regarding status of approved proposals, proposed investments and pending applications.
- An online grievance redressal and feedback mechanism, to timely address issues faced by investors.
- Existing online systems such as Land Bank (GO iPLUS), Central Inspection Framework and Automated Post Allotment Application (APAA), and the CSR portal are integrated into the *Single Window Portal*, making it a one-stop-shop for a plethora of services.

This document is intended to serve as a User Manual for grant of "Approval of plan and permission to construct/extend/or take into use any building as a factory under the Factories Act, 1948" service from the Directorate of Factories & Boilers, Labour & ESI Department, Govt. of Odisha.

General Instructions

Applicants seeking to establish an industrial unit and in possession/allotted at least 25% of the requisite land can apply for Obtaining Water Connection for construction/operation/ miscellaneous purposes from the Department of Water Resources, Govt. of Odisha. The Department shall, after examining the requirements and comparing it with available benchmarks, recommend for issuing the connection.

Prior to applying to this service, if the applicant has applied for PEAL, the first section of the Approval of plan and permission to construct/extend/or take into use any building as a factory

under the Factories Act, 1948 will get auto-populated from the PEAL form. Applicant who did not fill the PEAL form, will have to fill all the fields.

Fields marked with '*' are mandatory and should be filled in before submitting the form on the single window portal. Leaving fields blank in the Form is not allowed. In case applicants wish not to enter data in a field, they can put "NA" if it is a text/description field or a "o", if it is a numeric field. In case of errors, the form will show an error message. The applicant may correct the data and save the form again.

Some of the fields can accept multiple values. If the applicant wishes to furnish more than one item, he may use the "+" button to add more rows. Similarly, if he wishes to remove a row, he may use "x" button.

Applicants can attach documents in digital format as documentary evidences which the department will use for verification. Clicking on the choose button will let them select the document to be uploaded. Before submitting the document, they needs to ensure that all the information furnished by them is satisfactory and correct to the best of their knowledge and understanding. After checking that the information furnished in all the fields are in order, they can submit the application by clicking on the 'Submit' button.

After the form is successfully submitted, applicants can pay the required fees either online or offline. The fees required to be paid is as follows:

Fee Details	Amount to be Paid
Water Connection Fees	INR 1,50,000/- per cusec
Application Fees	INR 1,000/-

If the applicant wishes to pay offline, he may choose the 'Over the Counter' option on the Cyber Treasury payment gateway. A challan with the account details of the department will then be generated. The applicant will take the hard copy of the challan to the nearest branch of the bank selected and deposit the amount either by Cash, or by means of Demand Draft. Once the fee is processed by the bank, the bank will send a transaction ID via SMS, which then will have to be entered on the Cyber Treasury portal to complete the application process.

Upon payment the applicant will receive an SMS & Email notification with the application number from the single window portal.

Checklist of Documents

The applicant will need to attach the following documents with the application:

- 1. Detailed Map/Drawing of Intake Location
- 2. Detailed Map/Drawing of Industry Location
- 3. Proof of MOU map-signed with the Government / Single window approval
- 4. Recommendation Letter from the Govt./Single Window Committee

- 5. Certificate from Competent Authority/Concerned Department of Govt. for Requisition of Water
- 6. Note on calculation of quantity of water required from Competent Authority/Concerned Department of Govt.
- 7. Layout of water drawal mechanism
- 8. Details of proposed water recycling systems (if applicable)
- 9. Details of waste water generated at site (if applicable)
- 10. Details about Quantity of effluent/method of disposal (if applicable)
- 11. Scheme of drawal of water
- 12. Lean period Water Management plan
- 13. NOC from Central Ground Water Authority (CGWA)

Timeline

Water Connection application is processed and disposed within 30 working days from the date of receipt of application. The department can however, raise queries on the application within 7 working days of receipt of application.

<u>Sl.</u> <u>No.</u>	Field Name	Instructions
1	Туре	Select if water is required from IDCO supply or Department of Water Resources.
2	Name of the Applicant	Enter the name of the Applicant. The connection, if approved, will be issued in the name of the Applicant.
3	Purpose	Select the purpose of which the water will be used forfromtheavailableoptions:Industrial/Commercial/Domestic/ Others. In case ofOthers, specify the purpose.
4	Capacity	Enter the present and proposed production capacity.
5	Industry Details	All fields will get auto-filled from the PEAL form.
6	Source of water for Operation	Select the source of water to be used for Operating the industrial unit. Please note, Ground water will only be provided for operation if recommended by the Govt. of Odisha/Central Ground Water Authority (CGWA).
7	Phase wise requirement of water	Enter the details of water required during the Pre- establishment, Construction, Operation, etc. phases.

Field Instructions

Application Procedure

1. Applicants will go to the URL: <u>https://investodisha.gov.in</u>



2. Clicking on the SWP (Single Window Portal) block will take the applicant to the Single Window Portal.



3. Applicant will click on 'Investor Login' to sign-in into the Single Window Portal. The following login page opens up.

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Single Sign On • Users in APAA / CIF / GOIPLUS / CSR Portal / eSuvidha can login through existing credential.	of delisha - Single Window Facilitation and Fracking Investor Lo Email ID	ogin	1					
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4. Existing users of APAA/CIF/GO-iPLUS/CSR Portal/eSuvishaa can log into the Single Window Portal using the same credentials. New applicants can register themselves on the portal by clicking on the 'Register Now' button. The users have to fill the registration form and verify themselves by entering the OTP sent to the mobile number entered.

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5. Upon registration/logging in, the applicant can view their dashboard.

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6. In the 'Services' section, the applicant can view the list of services offered by the Single Window Portal.

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3	Department of Energy		
2 3 4	Directorate of Factories & Boilers	Registration, grant & renewal of license under The Factories Act, 1948	
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	12	Directorate of Labour	Application for grant of License for contractors & Renewal of License under provision of the Contract Labour (Regulation and Abolition) Act, 1970			
	13	Food Supplies and Consumer Welfare (FS&CW) Department	License as manufacturer of Weights and Measures under The Legal Metrology Act, 2009			
	14	Forest and Environment Department	NOC for Tree Felling and Tree Transit Permit			
	15	Forest and Environment Department	In-Lieu Transit Permit			
	16	Health and Family Welfare (H&FW) Department	Retail Drug License (Pharmacy) and renewal thereof			
	17	Health and Family Welfare (H&FW) Department	Wholesale drug license and renewal thereof			
	18	Health and Family Welfare (H&FW) Department	Granting & renewal of Drug Manufacturing License			
	19	Home Department	Application for Fire Safety Certificate			
	20	Housing and Urban Development Department (H&UD)	Application for Trade License			
	21	Housing and Urban Development Department (H&UD)	Building plan approval			
	22	IDCO/Department of Water Resources (DoWR)	Obtaining water connection			
	23	IDCO/Works/RD/ULB/NHAI	Road cutting request form			
	24	Odisha State Pollution Control Board (OSPCB)	Consent to Establish under Water Act, 1974 and Air Act, 1981			
	25	Odisha State Pollution Control Board (OSPCB)	Consent to Operate under Water Act, 1974 and Air Act, 1981			
	26	Odisha State Pollution Control Board (OSPCB)	Authorization under Hazardous Waste (Management and Handling) Rules, 1989			
	27	Odisha State Pollution Control Board (OSPCB)	Consent to Establish under Water Act, 1974			*
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From the list of services, applicant can apply to the service "Obtaining Water Connection" by clicking on

7. The following form will open up, which allows the applicant to fill in the required details. After filling up the form, the applicant can submit the form by clicking on the "Submit" button.

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(The fees mentioned in the screenshot is only for demonstration purposes)

While filling up the application form, the applicant can upload scanned copies of required documents in the respective fields. Application fee will be calculated automatically based on the information filled by the applicant and displayed at the bottom of the form.

8. Upon submission, the applicant will confirm payment of fees by clicking on the 'Pay Now' button.

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9. The page redirects to the payment gateway. The applicant, after confirming that the amount displayed on the page is correct, can select the mode of payment from the available options. (Net Banking/Debit Card/Credit Card/Over the Counter)

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10. Applicants can select the bank of their preference and proceed to payment.

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11. If the mode of payment is online (Net Banking/Credit Card/Debit Card), upon clicking the 'Make Payment' button, the page will be redirected to the selected bank's payment portal.

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	Head of account Details			
	Head of account	Description	Amount	
	0852-80-800-0234-02233-000	NA	250	
		Total Amount	250	
	Payment Mode	Net Banking		
	Bank	ALLAHABAD BANK		
	Make Payment			
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12. Applicant can fill in their details and pay the requisite amount at their selected bank's payment portal.

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13. If the mode of payment is offline (Over the Counter), the applicant can generate the Challan for that transaction by clicking the 'Generate Challan' button. The page will be redirected to the selected bank's payment portal.

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Chall	an Amount	250						
Den	artment Specific information if any							
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	Total	Amount	250					
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14. A downloadable e-Challan receipt will be displayed mentioning the head of account and the amount to be paid.



The applicant can take the copy of the challan to the nearest branch of the bank selected and pay the amount.

	Amount Rs. 250- Rs. 250- Rs. 250-	Amount Rs. 250- Rs. 2
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15. Upon successful payment an Application No., Transaction ID and a Challan Reference ID will be generated and the page will be redirected the Single Window Portal. The following acknowledgement appears on the screen. An SMS/Email notification is also be sent to the applicant with all the details from the single window portal.

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16. Applicants can go to the Services button on the Menu bar and click on "Application Details" to check the status of their application.

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SI#.	Department	Services	Apply Now
1	Commercial Tax Organization	Registration for Profession Tax	
2	Department of Energy	New Power Connection Application	
3	Department of Energy	Certification of Electrical Installation by Chief Electrical Inspector	
4	Directorate of Factories & Boilers	Registration, grant & renewal of license under The Factories Act, 1948	
5	Directorate of Factories & Boilers	Approval of plan and permission to construct/extend/or take into use any building as a factory under the Factories Act, 1948	
6	Directorate of Factories & Boilers	License under The Boilers Act, 1923 & it's renewal	
7	Directorate of Factories & Boilers	Application for Enrollment/Renewal as a Boiler Manufacturer/ Erector/ Repairer	
8	Directorate of Labour	Registration or Renewal of Registration of establishment under the Orissa Shops and Commercial Establishments Act, 1956	
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17. Applicants can track and monitor the status of all applications done through the Single Window Portal.

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SINo.	Department Name	Service Name	Applicant Name	Application No	Submitted On	Query Status	Payment Detail	All Application Status	Result View Detail	ts 1 - 10 of 16 Download Certificate
SINo. 1	Department Name Department of Water Resources	Service Name Obtaining Water Connection	Applicant Name	Application No 20171027410003	Submitted On 27/10/2017	Query Status	Payment Detail Paid	Application Status Applied	Result View Detail	ts 1 - 10 of 16 Download Certificate
SINo. 1 2	Department Name Department of Water Resources Odisha State Pollution Control Board (OSPCB)	Service Name Obtaining Water Connection Consent to Establish under Water Act, 1974 and Air Act, 1981	Applicant Name ASP Mishra M/S VEDANTA LIMITED	Application No 20171027410003 1877106	Submitted On 27/10/2017 25/10/2017	Query Status Query Responded	Payment Detail Paid Paid	E All Application Status Applied	Result View Detail	ts 1 - 10 of 16 Download Certificate
SINo. 1 2 3	Department Name Department of Water Resources Odisha State Pollution Control Board (0SPCB) Directorate of Labour	Service Name Obtaining Water Connection Consent to Establish under Water Act, 1974 and Air Act, 1981 Registration of Establishment under The Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996	Applicant Name ASP Mishra M/S VEDANTA LIMITED ASP Mishra	Application No 20171027410003 1877106 2017102440001	Submitted On 27/10/2017 25/10/2017 24/10/2017	Query Status Query Responded	Payment Detail Paid Paid	IE All Application Status Applied Applied Not Paid	Result View Detail	ts 1 - 10 of 16 Download Certificate

18. Departments may raise queries on the application once within 7 days of its submission. When queries are raised, the 'Query Status' column gets updated. Applicant can view and reply to the queries on an application by clicking on "Query Raised". Applicant is notified via email/SMS about the query raised at this stage.

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Applicant can submit additional information/documents sought by the department.

19. The documents uploaded by the applicant in response to the query will be forwarded to the department for scrutiny. The query status on the 'Application Details' page gets updated to 'Query Responded'.

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20. Once the application is processed and approved, the status of the application will read "Approved" and the applicant can download the final signed certificate by clicking on the
⁽³⁾ button in the "Download Certificate" section.

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Approval Procedure

All applications made through the Single Window Portal for Obtaining Water Connection are received by the Office of the Secretary, Department of Water Resources, Govt. of Odisha. All applications are scrutinized at several levels, as mentioned in the workflow diagram, before water is allocated. The demand of water for the purpose mentioned in the application vis-a-vis the availability of water and possible impact of pollution on environment is thoroughly examined before the allocation.

The Department of Water Resources has constituted the Water Allocation Committee (WAC) with the following members:

1	Engineer-in-Chief, Water Resources	Chairman		
2	Chief Engineer, O.W.P.O.	Member		
3	Chief Engineer, P.P. & F.	Member		
4	Director, G.W.S. & I.	Member		
5	Director, Planning	Member		
6	Senior Scientist (E.A.P.), Forest &	Member		
	Environment Department			
7	Secretary, State Pollution Control Board,	Member		
	Orissa or his representative			
8	Director, Water Services, O.W.P.O.	Member		
9	Director, Hydrology & WP-I	Member		
10	2 expert Members			

The Water Allocation Committee:

- 1. Scrutinizes the application, assesses the requirement of water and recommends for allocation keeping in view the sectoral demands envisaged in the State Water Policy;
- 2. Examines the feasibility of water drawal scheme furnished by the applicant and suggests additional storage, if any;
- 3. Examines the impact of pollution on environment and suggests remedial measures;
- 4. Suggests additional conditions, if any, to be imposed over and above the existing terms and conditions;
- 5. Verifies overlapping of irrigation command at the time of recommendation for allocation;
- 6. Vets the Water Management Plan for final allocation of water;

After receiving recommendation from the WAC, the Office of the Secretary, Department of Water Resources, issues the order of water allocation in the name of the applicant. The detailed process is described in the diagram below:

Application for Obtaining Water Connection (Surface Water) for Industries – Department of Water Resources



Application for Obtaining Water Connection (Ground Water) for Industries – Department of Water Resources (DoWR)

