

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 “0”, 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 need 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:

<i>Fee Details</i>	<i>Amount to be Paid</i>
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

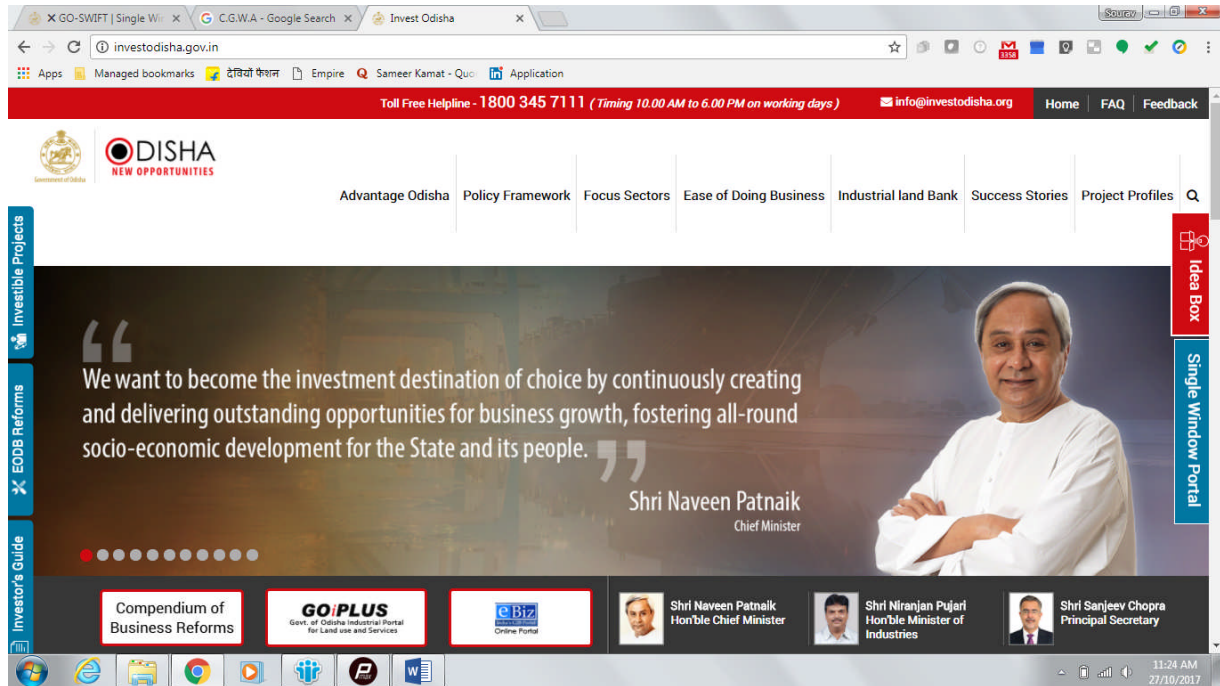
Water Connection application is processed and disposed within 30 working days from the date of receipt of application. The department can however, raise queries on the application within 7 working days of receipt of application.

## Field Instructions

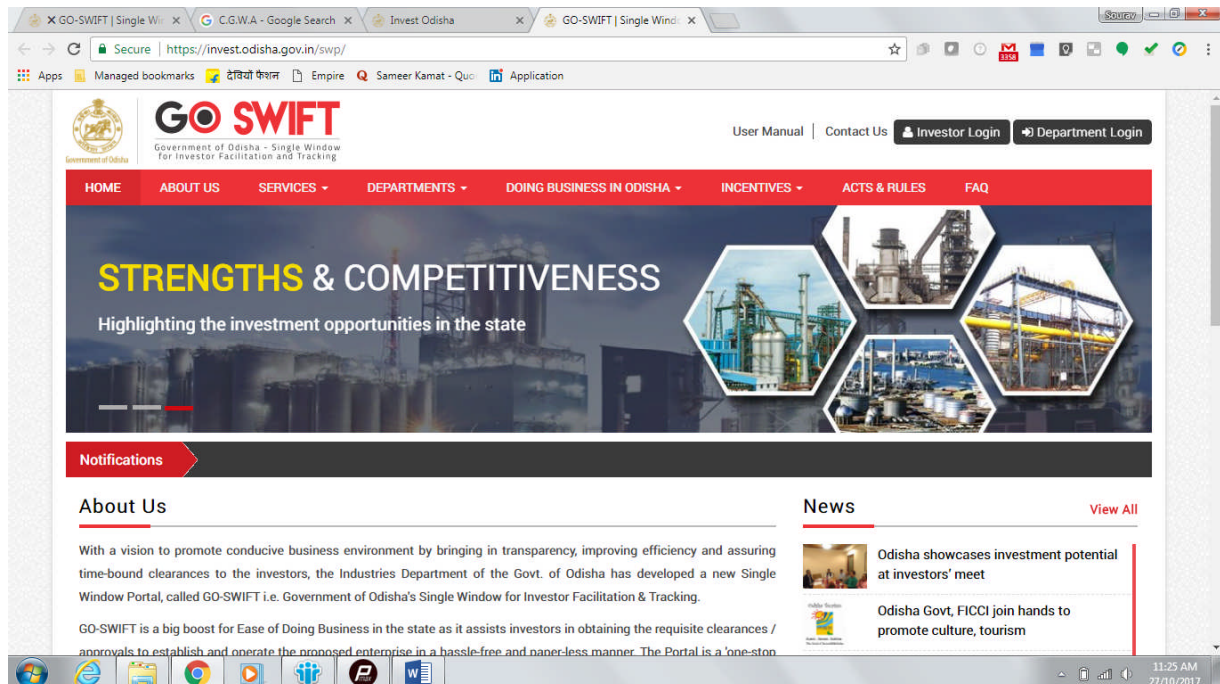
<u>Sl. No.</u>	<u>Field Name</u>	<u>Instructions</u>
1	Type	Select if water is required from IDCO supply or Department of Water Resources.
2	Name of the Applicant	Enter the name of the Applicant. The connection, if approved, will be issued in the name of the Applicant.
3	Purpose	Select the purpose of which the water will be used for from the available options: Industrial/Commercial/Domestic/ Others. In case of Others, 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.

# Application Procedure

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

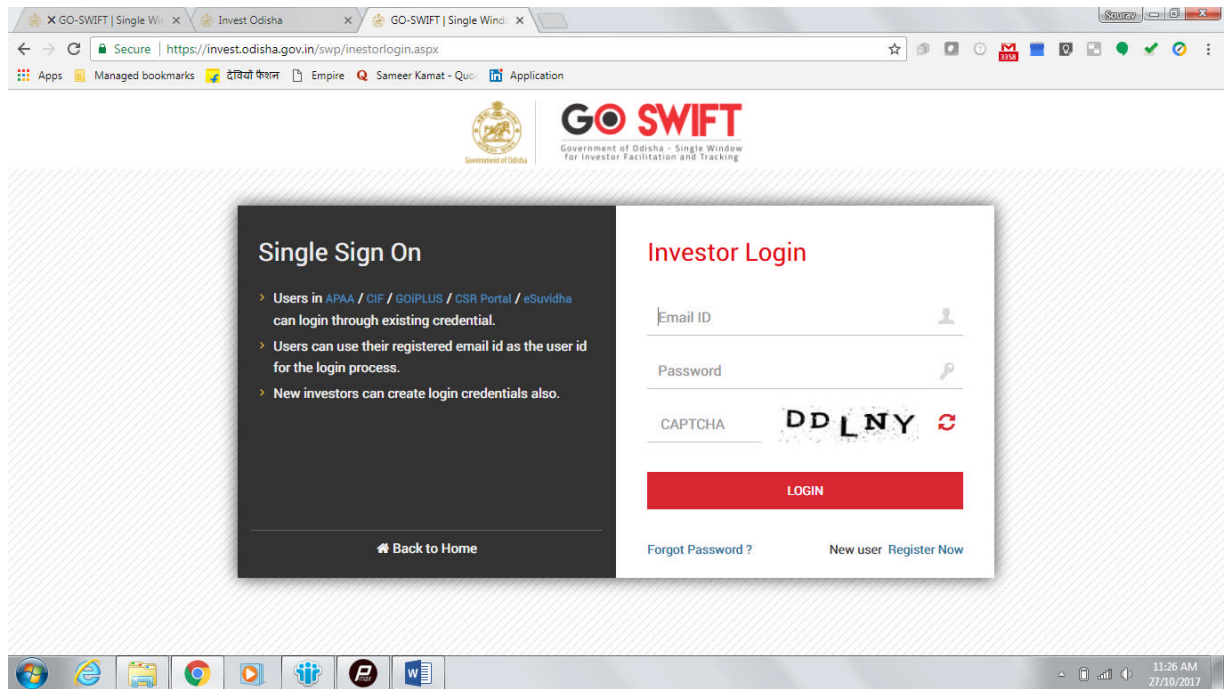


2. Clicking on the SWP (Single Window Portal) block will take the applicant to the Single Window Portal.

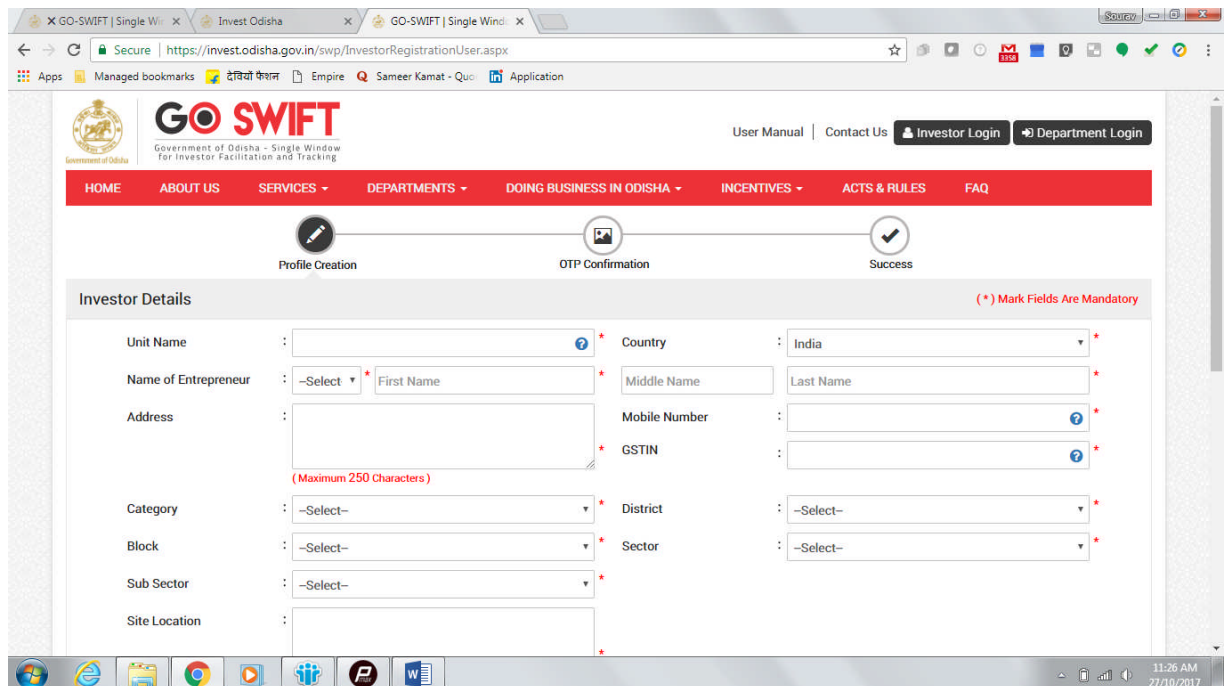




3. Applicant will click on 'Investor Login' to sign-in into the Single Window Portal. The following login page opens up.



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.



Invest Odisha | SWP(Single Window Port)

Secure | https://invest.odisha.gov.in/swp/InvestorRegistrationUser.aspx

(Maximum 250 Characters)

### Login Details

(\* Mark Fields Are Mandatory)

Enter Email :  \*

Email id will be used as the user id when logged into the system.

Password :  \*

Password Policy: It should be between 8-14 characters, should contain atleast one uppercase, one lowercase, one number and one special character(!@#%&\*).

Confirm Password :  \*

Select Security Question :  \*

Answer :  \*

Send status updates via email

Send status updates via SMS

Enter Captcha :  \*

I have read the terms and conditions and accept them for registration

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

GO SWIFT | Single Window | Invest Odisha | GO-SWIFT | Single Window

Secure | https://invest.odisha.gov.in/swp/InvestorDashboard.aspx

Government of Odisha | **GO SWIFT** | Government of Odisha - Single Window for Investor Facilitation and Tracking

Welcome M/S VEDANTA LIMITED

Proposals | Services | Production Certificate | Incentive | Other Applications | **Dashboard**

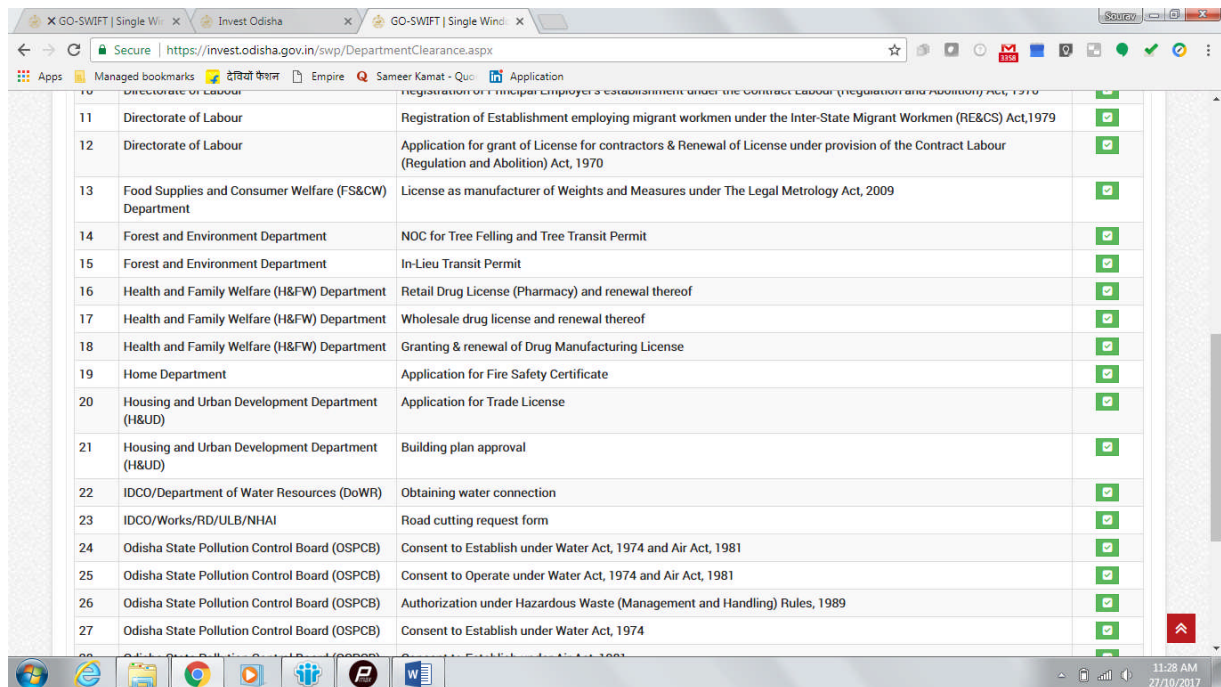
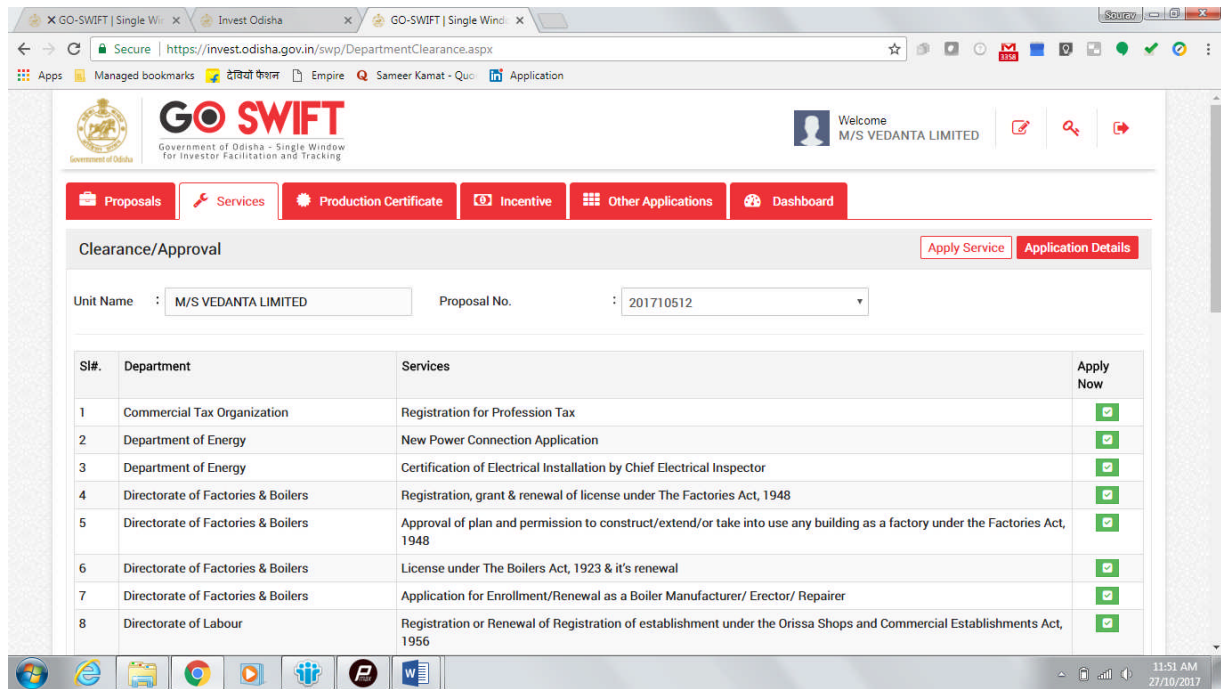
### MASTER TRACKER (FOR 2017-18)

<b>PEAL FORM</b>		<b>SERVICE APPROVAL</b>		<b>APAA</b>
Pending 1	Rejected 0	Pending 9	Rejected 0	Change Requests Objected 0
<b>CSR SPENDING</b>		<b>INCENTIVE STATUS</b>		
Amount Invested ₹ 0Cr.		Pending 0	Rejected 0	

PEAL STATUS				SERVICE APPROVALS		INCENTIVE STATUS	
Sl#	Proposal No	Applied Since No. of days	Status	Applied	Approved	Sanctioned	Pending
1	201710512	11	Approved	15	5	0	0
2	201710514	11	Query Raised	10	0	0	0
3	201710515	11	Query Raised	0	0	0	0



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



From the list of services, applicant can apply to the service "Obtaining Water Connection" by clicking on .

- 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.

GO SWIFT  
Government of Odisha - Single Window  
for Investor Facilitation and Tracking

Welcome  
M/S VEDANTA LIMITED

Proposals Services Production Certificate Incentive Other Applications Dashboard

Form Registration Payment Details Success

Department of Water Resources  
Government of Odisha  
Permission to draw water

Type\* :  IDCO  DOWR Name of the applicant\* :

Purpose\* :  Industrial  Commercial  Domestic  Others

Industry Details

Industry Type\* : Large Address\* : Saheed Nagar

District\* : Angul Block\* : Angul

District\* : Select Block\* : Select

Capacity

Present\* :  Future Expansion Plan :

Location

Intake location\* : Choose File No file chosen  
Only jpg/png/pdf and max size 4 MB files allowed.

Industry location\* : Choose File No file chosen  
Only jpg/png/pdf and max size 4 MB files allowed.

Whether MOU has been map signed with Government / Single window approval received\* : Choose File No file chosen  
Only jpg/png/pdf and max size 4 MB files allowed.

Recommendation Letter\* : Choose File No file chosen  
Only jpg/png/pdf and max size 4 MB files allowed.

Requisition of Water

Quantity indented for operation source\* :  Ground  Surface Quantity indented for operation (Unit in Cusec)\* :

Certificate from Competent Authority/Concerned Department of Govt.\* : Choose File No file chosen  
Only jpg/png/pdf and max size 4 MB files allowed.

Note on calculation of quantity of water required\* : Choose File No file chosen  
Only jpg/png/pdf and max size 4 MB files allowed.

Phase wise Requirement	From	To	Quantity(Unit in Cusec)
1			

GO-SWIFT | Single Wi | Invest Odisha | GO-SWIFT | Single Wi

https://invest.odisha.gov.in/swp/FormView.aspx?enc=4twEGUat6eHVXkyPrneRIE9S2WFbY55jElidzoZ26YISut2R7EFug8eNtcUHrpKfWhVb9...

Quantity indented for operation source\*  Ground  Surface

Certificate from Competent Authority/Concerned Department of Govt.\*  Only jpg/png/pdf and max size 4 MB files allowed.

Note on calculation of quantity of water required\*  Only jpg/png/pdf and max size 4 MB files allowed.

Phase wise Requirement	From	To	Quantity(Unit in Cusec)
1			

Quantity indented for construction source\*  Ground  Surface

**Water management pain**

Layout of drawal mechanism  Only jpg/png/pdf and max size 4 MB files allowed.

Whether any recycling is proposed/waste water generated/quantity of effluent/method of disposal\*  Only jpg/png/pdf and max size 4 MB files allowed.

**Enclosure**

Scheme of drawal water  Only jpg/png/pdf and max size 4 MB files allowed.

Lean period water management  Only jpg/png/pdf and max size 4 MB files allowed.

GO-SWIFT | Single Wi | Invest Odisha | GO-SWIFT | Single Wi

https://invest.odisha.gov.in/swp/FormView.aspx?enc=4twEGUat6eHVXkyPrneRIE9S2WFbY55jElidzoZ26YISut2R7EFug8eNtcUHrpKfWhVb9...

effluent/method of disposal\*

**Enclosure**

Scheme of drawal water  Only jpg/png/pdf and max size 4 MB files allowed.

Lean period water management  Only jpg/png/pdf and max size 4 MB files allowed.

**Declaration**

I, the undersigned require water for the purpose noted above and agree to pay the required special water rate / license fee for it at the rate specified for the purpose. I understand that water will be supplied at such times and in such quantities as the Executive Engineer may be order direct and that any sum due from me shall be recoverable as arrears of land revenue. I also know that no suit for compensation lies either against the State Government or its officers in connection with my application for supply of water and any order passed thereon. The water so taken for use will not be in any way detrimental to the interest in general public and their riparian rights and to the environment. I agree to abide by the conditions that may be imposed by the Government in Water Resources Department regarding drawal and use of water from Government source/Irrigation works

**Payment Details**

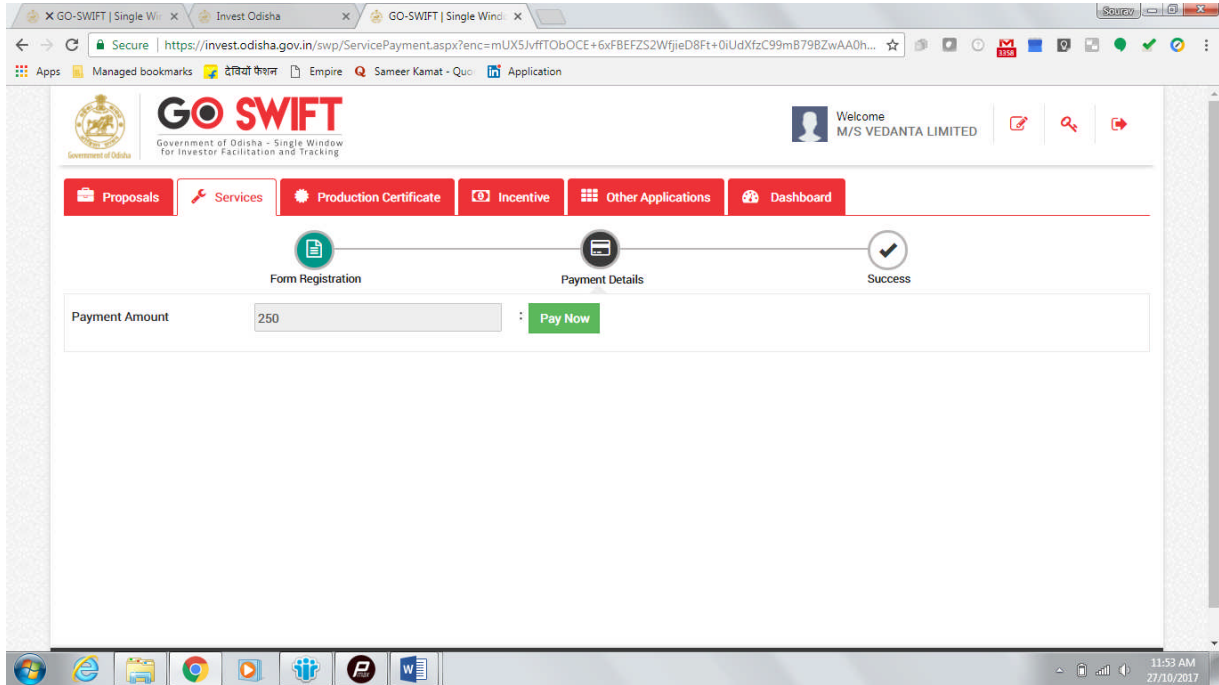
Per Cusec	150000.00/-
Amount	0X150000.00
Application Amount	250.00
Total Amount	250/-

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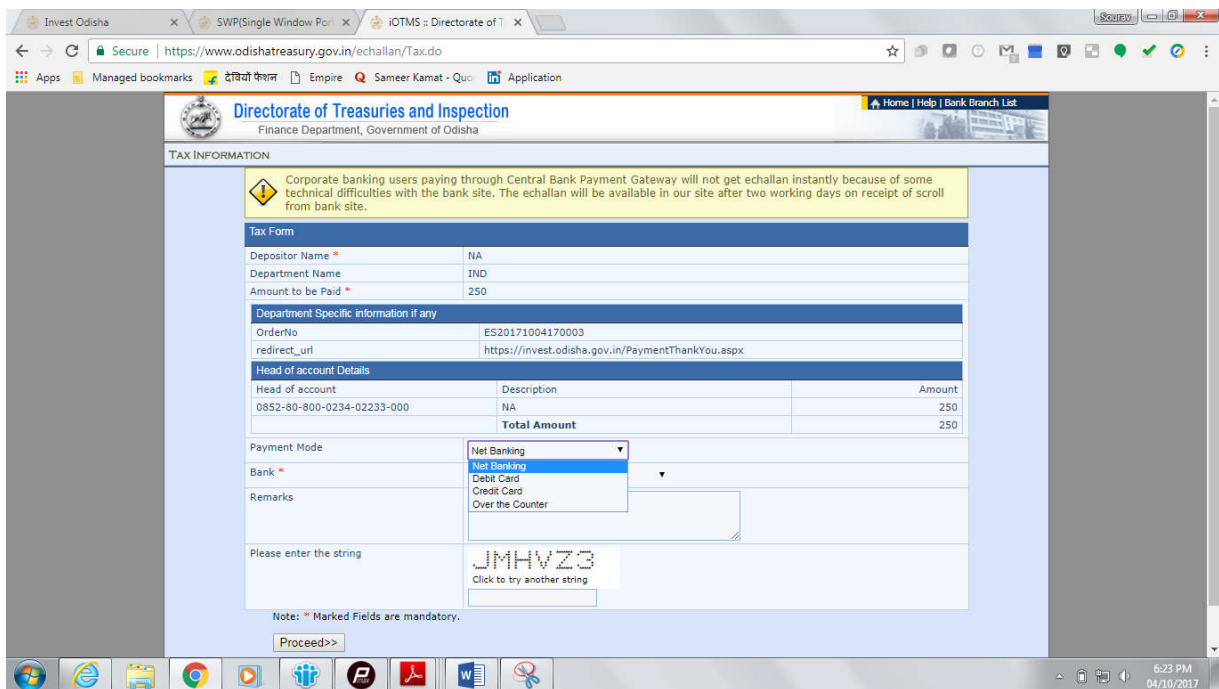
*(The fees mentioned in the screenshot is only for demonstration purposes)*

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.

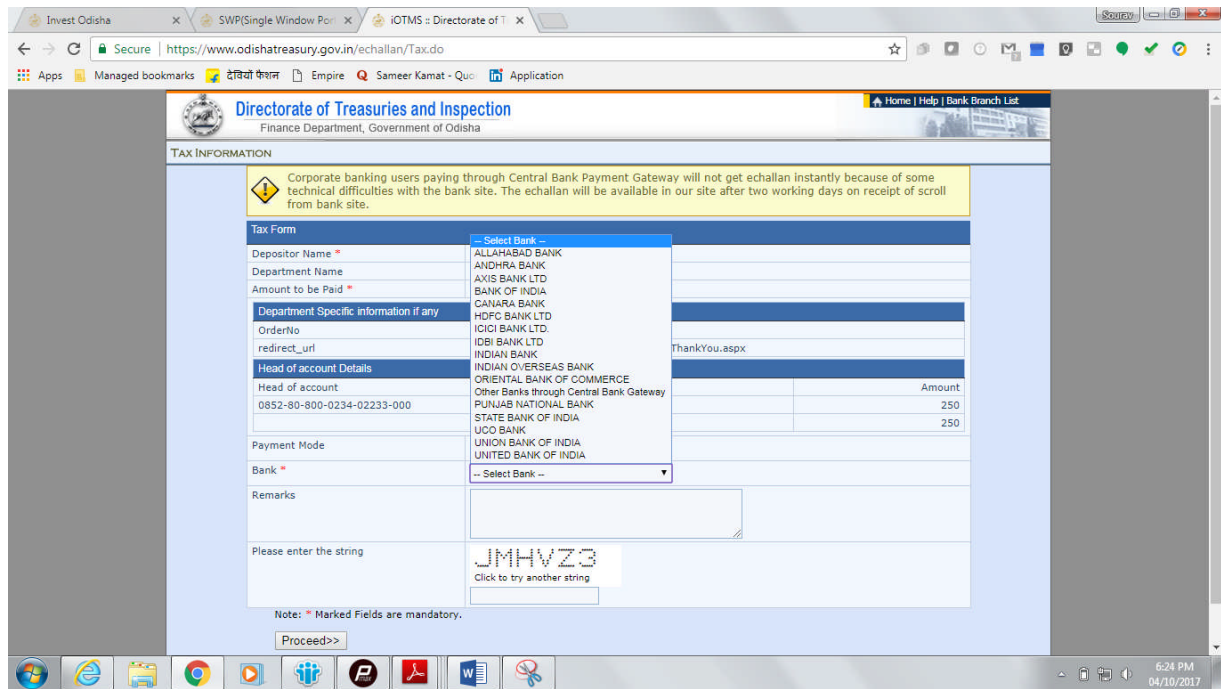


9. The page redirects to the payment gateway. The applicant, after confirming that the amount displayed on the page is correct, can select the mode of payment from the available options. (Net Banking/Debit Card/Credit Card/Over the Counter)

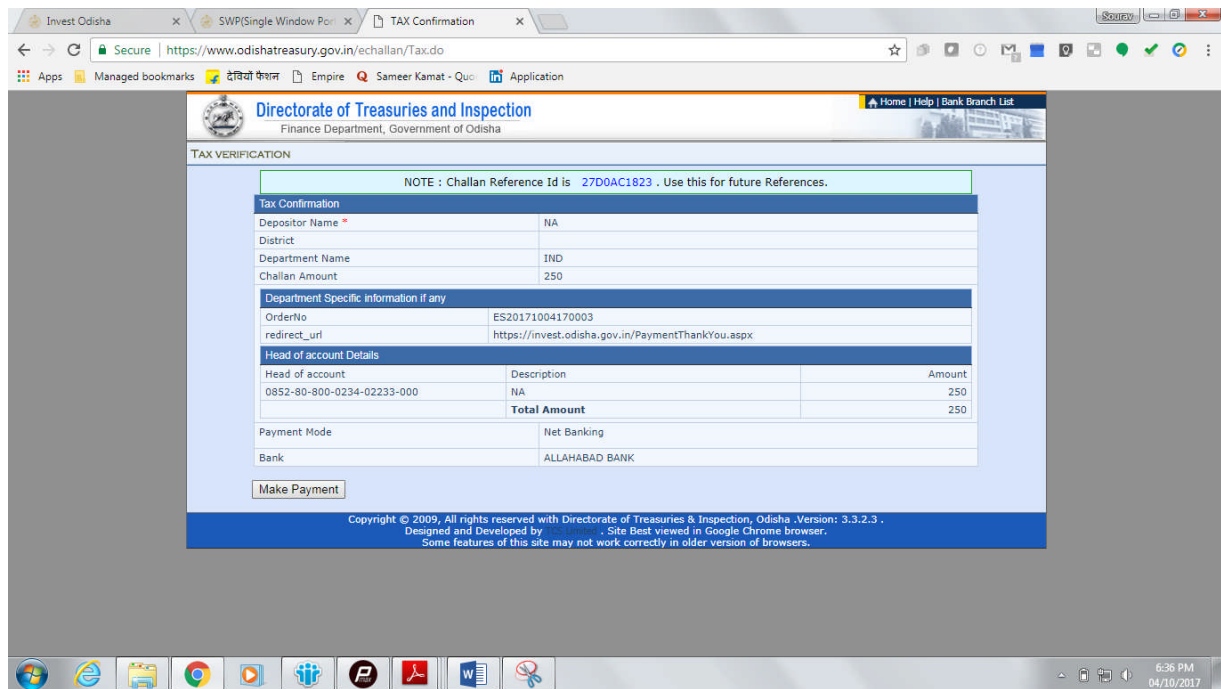




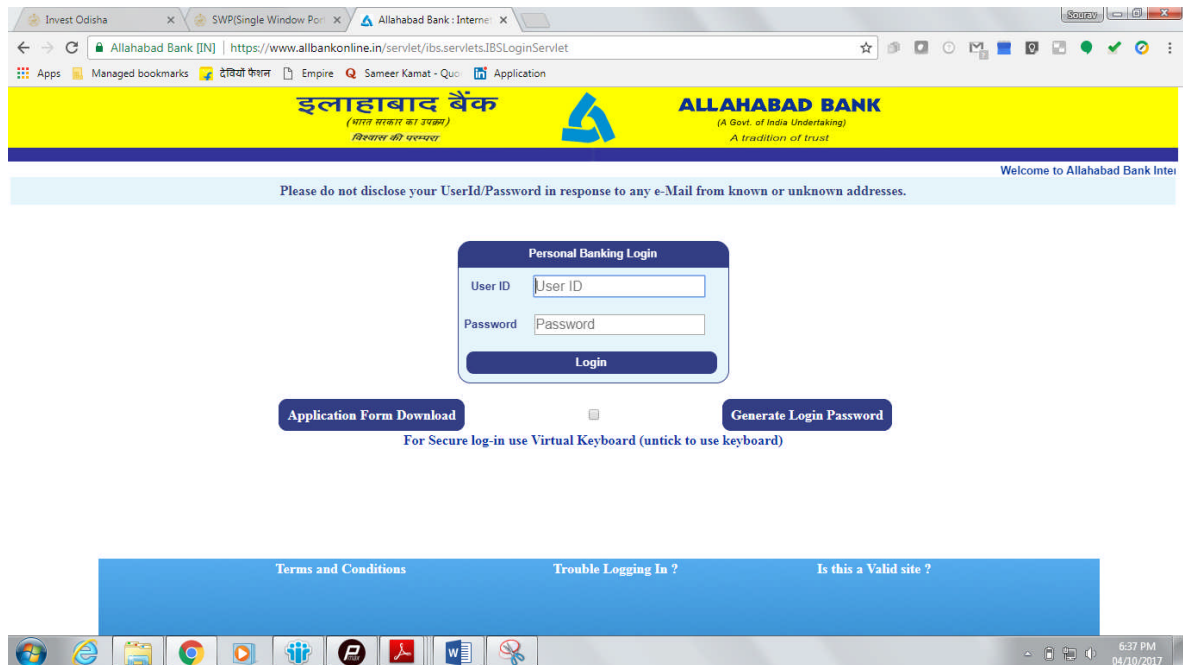
10. Applicants can select the bank of their preference and proceed to payment.



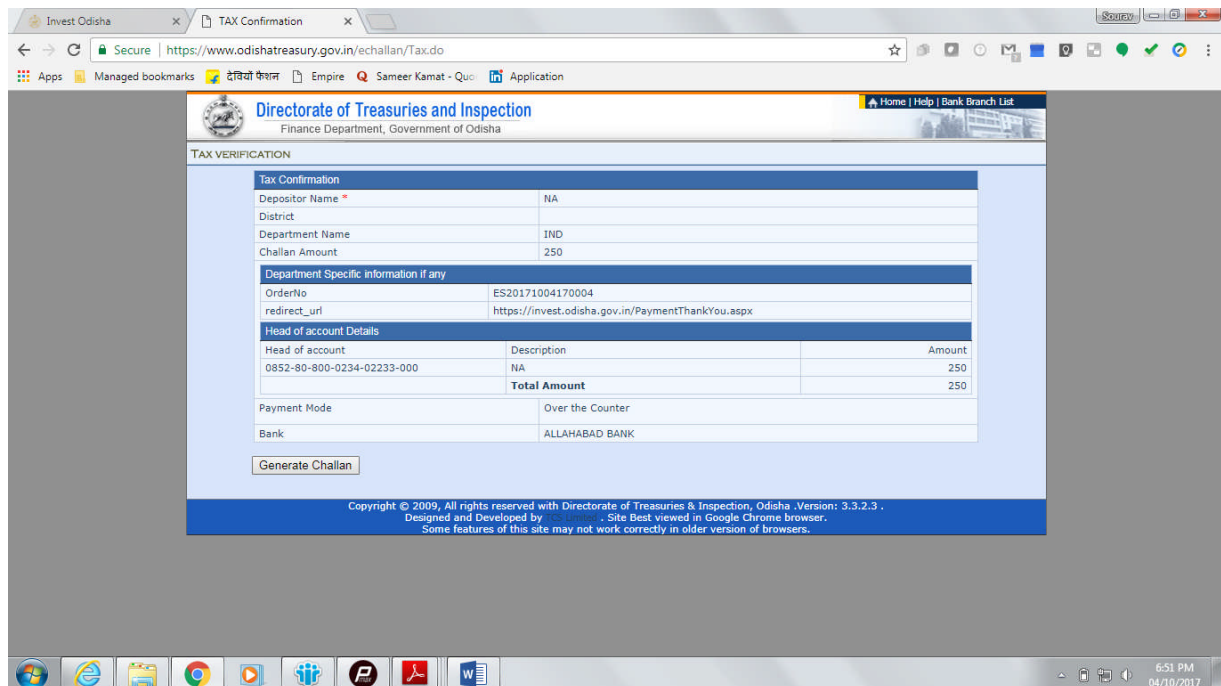
11. If the mode of payment is online (Net Banking/Credit Card/Debit Card), upon clicking the 'Make Payment' button, the page will be redirected to the selected bank's payment portal.



12. Applicant can fill in their details and pay the requisite amount at their selected bank's payment portal.



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.





14. A downloadable e-Challan receipt will be displayed mentioning the head of account and the amount to be paid.

**Government of Odisha**  
Offline Challan Deposit Form  
Depositor's Copy

Challan of Cash/Cheque/DD paid through ALLAHABAD BANK, at Cyber Treasury, Odisha, Bhubaneswar

1. Name of the Depositor : NA  
2. Mobile Number : NA  
3. Department Identification Id :  
4. Challan Generation Date & Time : 04/10/2017 06:10:47 PM

Purpose	Head of Account	Amount
5. NA	0852-60-600-0234-02233	250
Total Amount		250

8. Treasury Reference Id : 27D0AC2310  
9. Bank Transaction Id & Time : To be filled up by the bank.

\* In case of Cheque bank transaction id will be available after realization of the cheque.  
\* This challan is valid for 7 days from the date of online entry.  
\* In case of Cheque/DD, it should be payable to 'State Government Receipts- <Challan Reference Id>'.

Signature of the Depositor \_\_\_\_\_ Signature of Bank Officer with Seal \_\_\_\_\_

Government of Odisha

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

**Government of Odisha**  
Offline Challan Deposit Form  
Depositor's Copy

Challan of Cash/Cheque/DD paid through ALLAHABAD BANK at Cyber Treasury, Odisha, Bhubaneswar

1. Name of the Depositor : NA  
2. Mobile No. : NA  
3. Department Identification ID :  
4. Challan Generation Date & Time : 04/10/2017 06:10:47 PM

Purpose	Head of Account	Amount
NA	0852-60-600-0234-02233	Rs. 250/-
Total Amount		Rs. 250/-

5. Treasury Reference ID : 27D0AC2310  
6. Bank Transaction Id & Time : To be filled by the bank

1. This challan is valid for 7 days from the date of online entry.  
2. In case of Cheque, bank transaction id will be available after realization of the cheque.  
3. In case of Cheque/DD, it should be payable to State Government Receipts- <Challan Reference Id>'.

Directorate of Treasuries and Inspection

Signature of the Depositor \_\_\_\_\_ Signature of Bank Officer with Seal \_\_\_\_\_

**Government of Odisha**  
Offline Challan Deposit Form  
Bank's Copy

Challan of Cash/Cheque/DD paid through ALLAHABAD BANK at Cyber Treasury, Odisha, Bhubaneswar

1. Name of the Depositor : NA  
2. Mobile No. : NA  
3. Department Identification ID :  
4. Challan Generation Date & Time : 04/10/2017 06:10:47 PM

Purpose	Head of Account	Amount
NA	0852-60-600-0234-02233	Rs. 250/-
Total Amount		Rs. 250/-

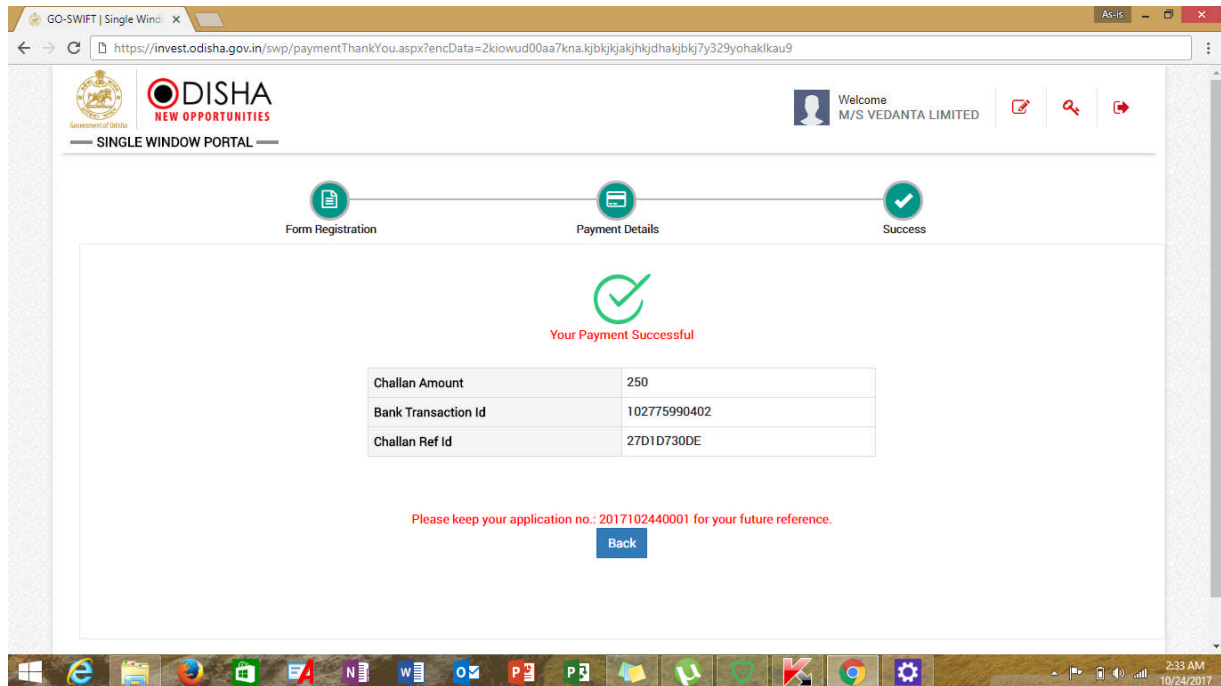
5. Treasury Reference ID : 27D0AC2310  
6. Bank Transaction Id & Time : To be filled by the bank

1. This challan is valid for 7 days from the date of online entry.  
2. In case of Cheque, bank transaction id will be available after realization of the cheque.  
3. In case of Cheque/DD, it should be payable to State Government Receipts- <Challan Reference Id>'.

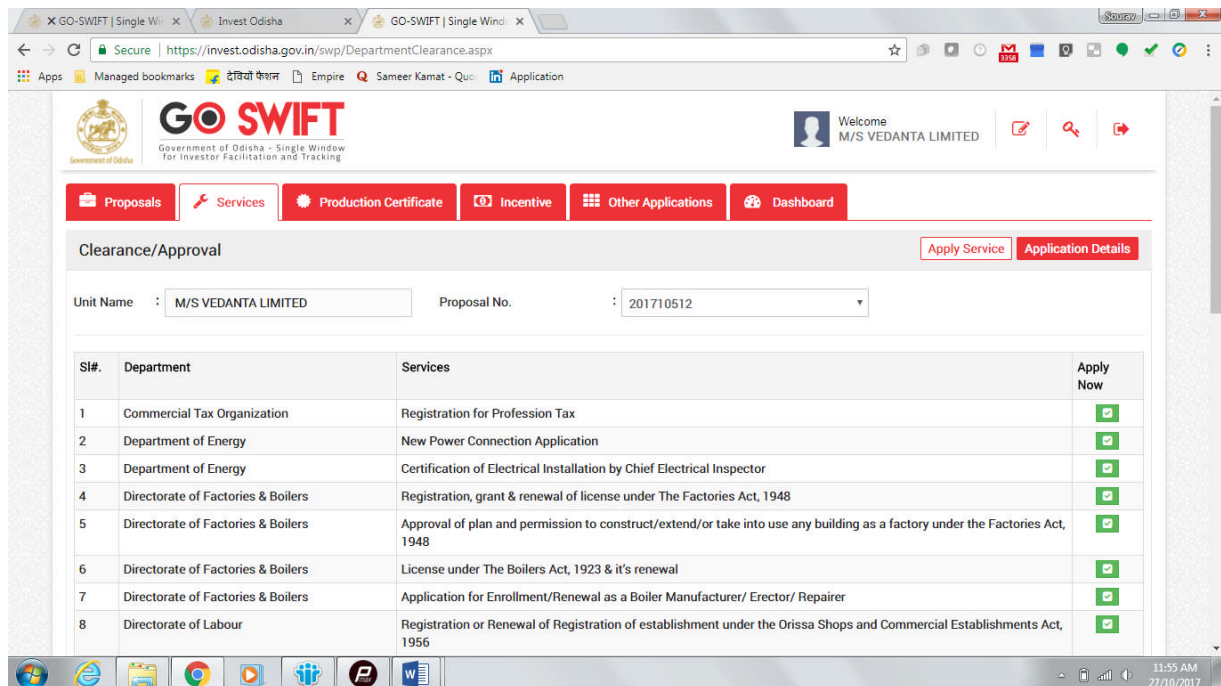
Directorate of Treasuries and Inspection

Signature of the Depositor \_\_\_\_\_ Signature of Bank Officer with Seal \_\_\_\_\_

- 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.



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



17. Applicants can track and monitor the status of all applications done through the Single Window Portal.

The screenshot shows the GO SWIFT Single Window Portal interface. The user is logged in as M/S VEDANTA LIMITED. The 'Application Details' section is active, showing a search filter for Department and Application No. Below the search bar, a table displays the following data:

S.No.	Department Name	Service Name	Applicant Name	Application No	Submitted On	Query Status	Payment Detail	Application Status	View Detail	Download Certificate
1	Department of Water Resources	Obtaining Water Connection	ASP Mishra	20171027410003	27/10/2017	-	Paid	Applied	<a href="#">View</a>	<a href="#">Download</a>
2	Odisha State Pollution Control Board (OSPCB)	Consent to Establish under Water Act, 1974 and Air Act, 1981	M/S VEDANTA LIMITED	1877106	25/10/2017	Query Responded	Paid	Applied	<a href="#">View</a>	<a href="#">Download</a>
3	Directorate of Labour	Registration of Establishment under The Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996	ASP Mishra	2017102440001	24/10/2017	-	Pay Now	Not Paid	<a href="#">View</a>	<a href="#">Download</a>
4	Odisha State Pollution Control Board (OSPCB)	Consent to Operate under Water Act, 1974 and Air Act, 1981	M/S VEDANTA LIMITED	1874283	23/10/2017	Query Responded	Paid	Applied	<a href="#">View</a>	<a href="#">Download</a>

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.

The screenshot shows the GO SWIFT Single Window Portal interface. The user is logged in as M/S VEDANTA LIMITED. The 'Application Details' section is active, showing a search filter for Department and Application No. Below the search bar, a table displays the following data:

S.No.	Department Name	Service Name	Applicant Name	Application No	Submitted On	Query Status	Payment Detail	Application Status	View Detail	Download Certificate
1	Department of Water Resources	Obtaining Water Connection	ASP Mishra	20171027410003	27/10/2017	Query Raised	Paid	Applied	<a href="#">View</a>	<a href="#">Download</a>
2	Odisha State Pollution Control Board (OSPCB)	Consent to Establish under Water Act, 1974 and Air Act, 1981	M/S VEDANTA LIMITED	1877106	25/10/2017	Query Responded	Paid	Applied	<a href="#">View</a>	<a href="#">Download</a>
3	Directorate of Labour	Registration of Establishment under The Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996	ASP Mishra	2017102440001	24/10/2017	-	Pay Now	Not Paid	<a href="#">View</a>	<a href="#">Download</a>
4	Odisha State Pollution Control Board (OSPCB)	Consent to Operate under Water Act, 1974 and Air Act, 1981	M/S VEDANTA LIMITED	1874283	23/10/2017	Query Responded	Paid	Applied	<a href="#">View</a>	<a href="#">Download</a>

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'.

The screenshot shows the 'Application Details' page on the GO SWIFT portal. The user is logged in as M/S VEDANTA LIMITED. The page displays a search bar and a table of applications. The table has the following data:

SINo.	Department Name	Service Name	Applicant Name	Application No	Submitted On	Query Status	Payment Detail	Application Status	View Detail	Download Certificate
1	Department of Water Resources	Obtaining Water Connection	ASP Mishra	20171027410003	27/10/2017	Query Responded	Paid	Applied		
2	Odisha State Pollution Control Board (OSPCB)	Consent to Establish under Water Act, 1974 and Air Act, 1981	M/S VEDANTA LIMITED	1877106	25/10/2017	Query Responded	Paid	Applied		
3	Directorate of Labour	Registration of Establishment under The Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996	ASP Mishra	2017102440001	24/10/2017	-	Pay Now	Not Paid		
4	Odisha State Pollution Control Board (OSPCB)	Consent to Operate under Water Act, 1974 and Air Act, 1981	M/S VEDANTA LIMITED	1874283	23/10/2017	Query Responded	Paid	Applied		

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 button in the "Download Certificate" section.

The screenshot shows the 'Application Details' page on the GO SWIFT portal. The user is logged in as M/S VEDANTA LIMITED. The page displays a search bar and a table of applications. The table has the following data:

SINo.	Department Name	Service Name	Applicant Name	Application No	Submitted On	Query Status	Payment Detail	Application Status	View Detail	Download Certificate
1	Department of Water Resources	Obtaining Water Connection	ASP Mishra	20171027410003	27/10/2017	Query Responded	Paid	Approved		
2	Odisha State Pollution Control Board (OSPCB)	Consent to Establish under Water Act, 1974 and Air Act, 1981	M/S VEDANTA LIMITED	1877106	25/10/2017	Query Responded	Paid	Applied		
3	Directorate of Labour	Registration of Establishment under The Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996	ASP Mishra	2017102440001	24/10/2017	-	Pay Now	Not Paid		
4	Odisha State Pollution Control Board (OSPCB)	Consent to Operate under Water Act, 1974 and Air Act, 1981	M/S VEDANTA LIMITED	1874283	23/10/2017	Query Responded	Paid	Applied		

## 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:

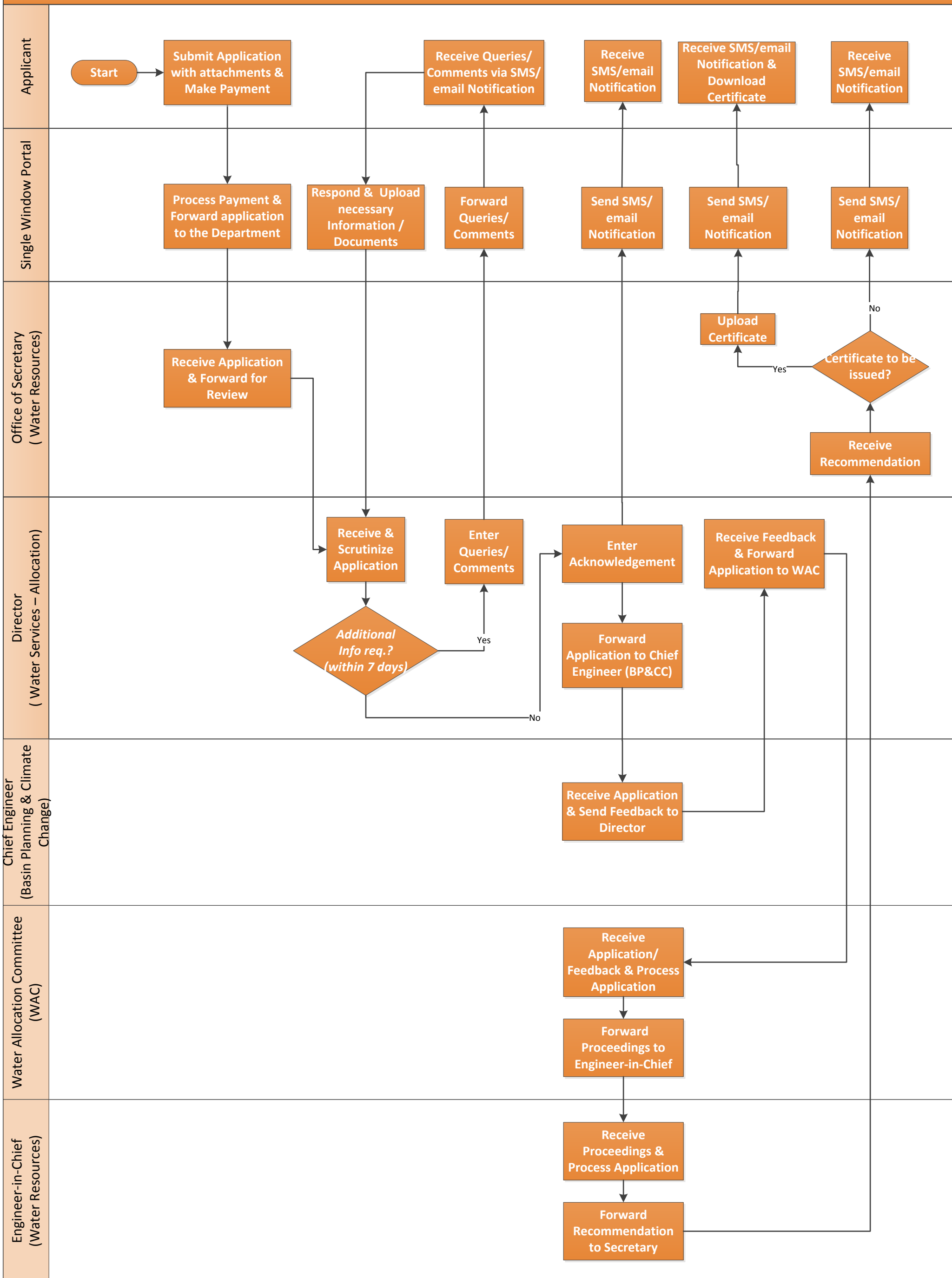
1	Engineer-in-Chief, Water Resources	Chairman
2	Chief Engineer, O.W.P.O.	Member
3	Chief Engineer, P.P. & F.	Member
4	Director, G.W.S. & I.	Member
5	Director, Planning	Member
6	Senior Scientist (E.A.P.), Forest & Environment Department	Member
7	Secretary, State Pollution Control Board, Orissa or his representative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

