

**User Manual**  
for  
**PWRDA WEB APPLICATION**  
**<https://pwrda.punjab.gov.in>**



**PUNJAB WATER REGULATION & DEVELOPMENT AUTHORITY**  
**(GROUND WATER EXTRACTION PERMISSION)**

**Submitted by:**

National Informatics Centre

Punjab State Centre

Ministry of Electronics & Information Technology

Government of India

## **Applicant Workflow**

To apply for Ground Water/ Water Tanker/ Drilling Rig Permission to PWRDA using online Permission Module, user needs to follow the steps listed below:

1. First step is to create credentials/Registration of Applicant (Applicant Login ID & Password)

1. Click on Register from the Home Page of PWRDA
2. Fill up the details like
  - Applicant Type: {"Self/Owner", "Authorized Applicant"}
  - Applicant's First Name
  - Applicant's Middle Name
  - Applicant's Last Name
  - Relation: {"S/o", "D/o", "W/o"}
  - Father/Husband Name
  - Designation
  - Mobile Number
  - Email ID
  - Office Address of Applicant
  - Office Address PIN Code
  - Residence Address of Applicant
  - Residence Address PIN Code
  - Confirm Postal Address: {"Residence Address", "Office Address", "Other"}
  - Postal Address
  - Postal Address PIN Code
  - ID Proof
  - ID Proof Number
  - Upload copy of ID Proof
  - Password & Confirm Password
  - Captcha

**Note:**

- ***Mobile number verification using SMS/Sandes required through OTP, it can be done during registration or after registration first time login***
- ***Account activation link will be sent on the filled email ID***

**Applicant Registration Form**

**Applicant Details**

Applicant Type \*: ☒ Self/Owner ☐ Authorized Applicant

Applicant's First Name \*

Applicant's Middle Name

Applicant's Last Name \*

Relation \*  
Select

Father/Husband Name \*

Designation \*

Mobile Number/Sandes \*

Verification OTP \*

Send

\*Note:- Kindly download sandes app to get message on mobile through an active internet connection

Email ID \*

**Office Address of the Applicant**

Office Address State \*  
Select

Office Address District \*  
Select

Office Address Tehsil \*  
Select

Office Street Address \*

Office Address Landmark \*

Office Address Pin Code \*

**Residence Address of the Applicant**

Residence Address State \*  
Select

Residence Address District \*  
Select

Residence Address Tehsil \*  
Select

Residence Street Address \*

Residence Address Landmark \*

Residence Address Pin Code \*

**Postal Address Details**

Postal Address Same As \*: ☐ Residence Address ☐ Office Address ☒ Other

Postal Address State \*  
Select

Postal Address District \*  
Select

Postal Address Tehsil \*  
SELECT

Postal Street Address \*

Postal Address Landmark \*

Postal Address Pin Code \*

**ID Proof Details**

ID Proof \*  
Please Select

ID Proof Number \*

Upload Copy of ID Proof \*  

Choose File

No file chosen

PAN / Aadhar / Driving License / Voter Card

**Create Password**

Password \*

Confirm Password \*

\*Note:- Password should be 8 characters or more, with at least 1 uppercase alphabet, 1 lowercase alphabet, 1 number and 1 special character

☐ I hereby submit voluntarily at my own discretion, the physical copy / Number of ID Proofs such as PAN / Aadhar Card as issued by UIDAI / Valid Driving License / Voter Card to Punjab Water Regulation and Development Authority for the purpose of establishing my Identity / address proof required for applying various online applications as per Punjab Directions for Groundwater Extraction And Conservation, 2022 and amendments thereof.

☐ I'm not a robot

Reset

Register

*Figure 1: Applicant's Register Form*

<https://pwrda.punjab.gov.in/en/registration>

- After filling of details, the Applicant will click on Register button. On successful registration, the applicant will get notification to activate the account through email containing Unique Login ID given to Applicant by the system.
- Without activation, Login will not work.

- **Applicant Login** (having Login ID & password):

Figure 2: Applicant Login Page

<https://pwrda.punjab.gov.in/en/login>

1. Applicant will login with registered credentials.
2. Enter Login details: Email ID, Password, and Captcha
3. On successful login, Applicant's dashboard will display that contain:
  - Sidebar Menu: There is a list of various functional operations that User can perform, such as Dashboard, Steps to Apply, Groundwater Extraction, Water Tanker, Drilling Rig, Payment History.
  - Header bar Menu: It contains back to website button and dropdown options related to profile such as Change password, Edit Profile, Logout.
  - Content area: It display multiple panels (boxes) with header and count such as
    - ✓ **Total Applications** will display the total number of applications that are submitted by the users.
    - ✓ **Draft Applications** will display the number of applications that are still pending for submission.
    - ✓ **Submitted Applications** will display the number of applications submitted by the user.
    - ✓ **Returned Applications** will display the list of applications that are returned to the applicant due to some valid reason.
    - ✓ **Approved Applications** will display the applications that are approved by the admin for further processing.
    - ✓ **Rejected Applications** will display the number of applications which have been rejected by the department.
    - ✓ **Number of Units:** Total submitted applications
    - ✓ **Total amount paid**

**An Alert will be there, in case Mobile number verification is pending. A button to resend verification code is displayed along with the alert message. The alert will display on dashboard until user verify the mobile number.**

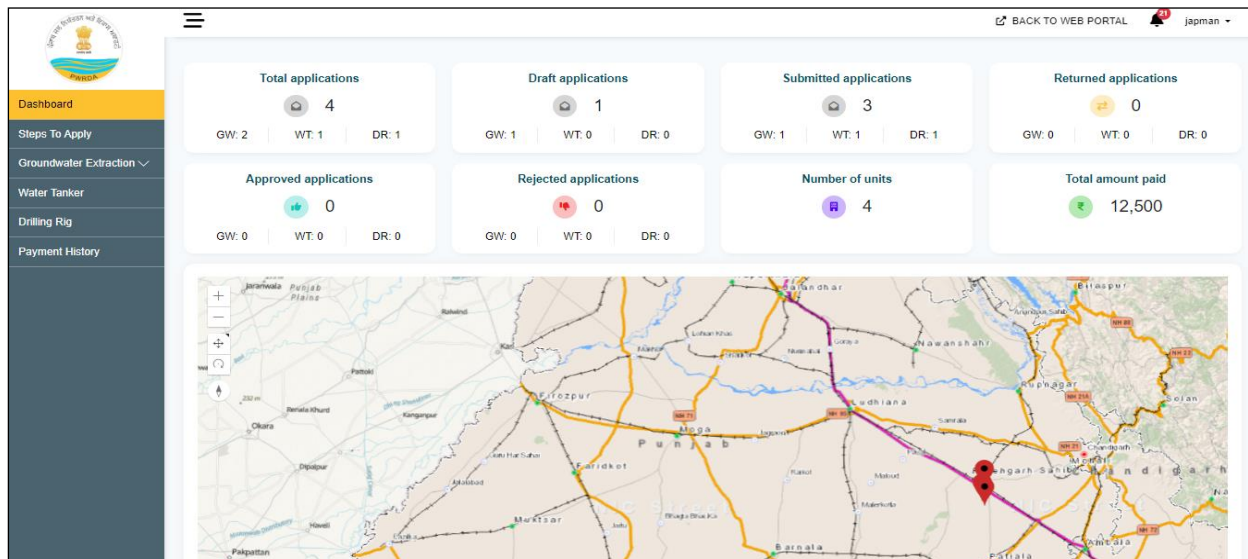


Figure 3: Applicant Dashboard after Login

## **Forgot password**

1. Forgot/Change Password link/button available on Login page
2. To reset new password, applicant enter the registered email id
3. Password reset link sent to the inbox of registered email
4. On clicking the Link (received through email), redirected to PWRDA server and applicant will fill the following details:
  - New password
  - Confirm password
5. After successful change of password, system sends a notification Mail/SMS to the registered email id and mobile number.

# Groundwater Extraction Permission

## Apply Fresh Application

### STEPS TO APPLY

1. Steps to apply for groundwater extraction permission:
  - Steps to register new unit.
  - Steps for application for groundwater extraction permission for registered units.
2. Steps to apply for operation of water tanker.
3. Steps to apply for operation of drilling rig.

The screenshot displays the PWDA web portal interface. On the left is a sidebar menu with options: Dashboard, Steps To Apply (highlighted), Groundwater Extraction, Water Tanker, Drilling Rig, and Payment History. The main content area is titled 'STEPS TO APPLY' and includes three tabs: Groundwater Extraction (selected), Water Tanker, and Drilling Rig. Below the tabs, the section 'STEPS TO APPLY GROUNDWATER EXTRACTION PERMISSION:' is shown. It contains two main steps: 'Step 1: Register New Unit' and 'Step 2: Application for Groundwater Extraction Permission for Registered Units'. Each step is followed by a numbered list of instructions for users.

**STEPS TO APPLY**

Groundwater Extraction Water Tanker Drilling Rig

**STEPS TO APPLY GROUNDWATER EXTRACTION PERMISSION:**

**Step 1: Register New Unit**

1. To registration new Unit, click on 'Groundwater Extraction' menu present on the left sidebar.
2. Click on 'Register New Unit' to add a new Unit.
3. Fill all the required details in Unit Info, Owner info, Address Info, Electricity Account Info tabs by clicking on Next button at the end of each page.
4. To Edit/View Units click on "Groundwater Extraction => Unit List" menu and select Unit.
5. For the completion of Unit registration process, finally click on "Submit" button.

**Step 2: Application for Groundwater Extraction Permission for Registered Units**

1. Next step is to enter Groundwater extraction details for Unit. To do this click on "Groundwater Extraction => Application List"
2. Click on 'Registered Unit' button and select the service as Fresh Application from Service popup dialog to apply fresh Permission for Groundwater Extraction.
3. Click on the Next Button to read the instructions.
4. Fill all the required fields.
5. Your application will be saved as draft on clicking the 'Save my Details' button.
6. Draft applications can be viewed by clicking on 'Draft' Button and edited by choosing Edit action.
7. Once all fields are filled, the application can be Previewed for final submission by clicking the 'Preview & Submit' Button.
8. Click on 'Submit & Pay' button for making payment.
9. After payment is made, the application is submitted automatically.
10. Notification through SMS and Email regarding successful submission will be received on the registered phone no. and email id.
11. Status of submitted application can be checked from submitted application list in "Groundwater extraction > application list".

Figure 4: steps to apply tab

# Unit Registration

## Unit Registration: -


Applicant will login with Login ID and password.

- If Applicant wants to register new Unit, then he/she will click on “Register New Unit” menu item in side bar “Groundwater Extraction” menu list and fill the required form:

## Unit Info: -

Applicant will fill the required fields of the form in Unit Info tab:

- Whether ad interim permission taken: {"Yes", "No"}
  - ✓ If Yes, fill ad interim UID (Ad Interim UID is mandatory if available): (Verify with API)
  - ✓ Ad Interim Permission Number (must be filled automatically from API)
  - ✓ Upload Copy of any previous permission issued by Authority (mandatory field)
- Name of Unit
- Type of Ownership Unit: {"Proprietor", "Partnership", "Limited Liability Partnership (LLP)", "Company", "Society", "Trust", "Other"}
- Upload Partnership deed/Registration Certificate of Company or Firm etc. (mandatory field)
- Upload Compliance report of previous permission conditions in annotated form (if available)
- Type of Unit: {01-Industrial, 02-Commercial, 03-Institutional, 04-Housing Infrastructure, 05-Mining, 06-Construction, 07-Others}
- Main process/activity/business of the unit (Short Description not exceeding 50 words may be given)
- PAN of Unit (if Applicable)
- Is the Unit have GST Registration: {"Yes", "No"}
  - ✓ If Yes, GSTIN of the Unit (GST No. is mandatory if available):
  - ✓ Upload GSTIN certificate of the Unit
- If unit registered with PPCB: {"Yes", "No"}
  - a) If Yes, Enter PPCB Registration no: (Populate data with API in editable mode)
  - b) Has unit obtained consent to establish or consent to operate from PPCB and/or permission from other statutory authority: (yes/no/not required)?
    - i. If yes, provide (Number, date, link must be filled automatically from API)
      1. Consent letter number
      2. Consent Letter Date
- Whether Unit Falls Within the Zone of Influence of a Wetland, as Notified by the Central Government, State Governments and by the Wetland Authorities (Y/N)
  - ✓ If yes, please attach Consent/Approval of the Wetland Authority.
- Is Unity already extracting GW: Y/N
  - ✓ If yes, Date since extracting
  - ✓ If No, Likely date of start of extraction



[Dashboard](#)
[Steps To Apply](#)
[Groundwater Extraction](#)
[Register New Unit](#)
[Unit List](#)
[Application List](#)
[Transfer Unit](#)
[Water Tanker](#)
[Drilling Rig](#)
[Payment History](#)

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Unit Info

Owner Info

Address Info

Electricity Account Info

Whether ad interim permission taken \*  
Please Select

Is the Unit Registered with Department of Industries, Govt. of Punjab on Business First Portal \*  
Please Select

Name of the Unit \*  
Name of the Unit

Type of Ownership Unit \*  
Select Ownership type

Partnership deed/Registration Certificate of Company or Firm etc \*  
Choose File No file chosen

Compliance report of previous permission conditions in annotated form  
Choose File No file chosen

Type of Unit \*  
Please Select

Main Process/Activity/Business of the Unit \*

PAN of Unit (if Applicable)  
E.g. ASDRFHWVHD

Is the Unit have GST Registration \*  
Please Select

Is the Unit Registered with PPCB? \*  
Please Select

Whether Unit Falls Within the Zone of Influence of a Wetland, as Notified by the Central Government, State Governments and by the Wetland Authorities (Y/N) \*  
Please Select

Is the Unit already extracting ground water? \*  
Please Select

[Save My Details](#)
[Next >](#)

Figure 5: Unit Info tab in Unit Registration



## Owner Info

- Name of the User/Owner.
- Designation of the User/Owner.
- User/Owner Email.
- User/Owner Mobile No.
- STD Code + User/Owner Landline number.
- Are there multiple users/owners/partners? : (yes/no):
- If yes, Add Name of another user/owner/partner (User can add/remove another user/owner/partner info by clicking on “Add other Owner/Member”/”Remove” button).
- Is the User/Owner at first field, also the Authorised Signatory?
  - ✓ If No,
    - Name of Authorized Signatory.
    - Designation of Authorized Signatory.
  - ✓ If Yes, Name and Designation of Authorized Signatory will be filled automatically.
- Upload Resolution/Document Proof/ of authorization of Authorized signatory.

The screenshot displays the 'Owner Info' tab within a web application. The interface includes a sidebar with navigation options like 'Dashboard', 'Steps To Apply', 'Groundwater Extraction', 'Register New Unit', 'Unit List', 'Application List', 'Transfer Unit', 'Water Tanker', 'Drilling Rig', and 'Payment History'. The main form area contains several input fields and a dropdown menu. The 'Name of the User/Owner' field is filled with 'abc', and the 'Designation of the User/Owner' field is filled with 'xyz'. The 'Owner Email' field is filled with 'JAPMANBATRA@GMAIL.COM', and a 'Verify' button is next to it. The 'User/Owner Mobile No.' field is filled with '6280572805', and a 'Send OTP' button is next to it. The 'Std Code' field is filled with '0161', and the 'User/Owner Landline No.' field is filled with '1234'. A dropdown menu for 'Are there multiple users/owners/partners?' is set to 'No'. Below this, a dropdown menu for 'Is the User/Owner at first field, also the Authorised Signatory?' is set to 'Yes'. To the right of this dropdown, the 'Name of Authorized Signatory' field is filled with 'abc' and the 'Designation of Authorized Signatory' field is filled with 'xyz'. At the bottom, there is a file upload section for 'Upload Resolution/Document Proof/ of authorization of Authorized signatory' with a 'Choose File' button and a file named 'Test\_Doc.pdf'. Navigation buttons 'Previous', 'Save My Details', and 'Next' are at the bottom of the form.

Figure 6: Owner Info tab


## **Address Info**

The User/Owner will fill Unit Address, Correspondence Address, Head Office Address, Jamabandi Document and GPS Coordinates in this section:

- District where Unit is Located.
- Tehsil /Sub District.
- Block Name.
- Area where Unit is located.
- Area where Unit is located: {"Rural", "Urban"}
  - ✓ If Rural, then populate in dropdown based on selected block
    - Select village name
    - Hadbast number
  - ✓ If Urban, then populate in dropdown based on selected District
    - Select Corporation/Committee/Nagar Panchayat Name from dropdown
- Street Address
- Landmark
- Pin Code
- Correspondence Address (Checkbox: same as Unit Address)
- Head Office Address (User/Owner can select one from the Radio Buttons: same as Unit Address, same as correspondence Address, Other)
- Attach Jamabandi/Land Document (e.g. Sale Deed/Lease Deed etc.)
- GPS Coordinates:
  - GPS coordinates of Unit (Latitude)
  - GPS coordinates of Unit (Longitude)
  - Unit location on map.

### **Note:**

- 1. Official email id and mobile number will be used for further communication.**
- 2. GPS coordinates can be filled directly with keyboard or clicking at location on map.**



Dashboard

Steps To Apply

Groundwater Extraction

Register New Unit

Unit List

Application List

Transfer Unit

Water Tanker

Drilling Rig

Payment History

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EDIT UNIT

Unit Info

Owner Info

Address Info

Electricity Account Info

UNIT ADDRESS

District where Unit is Located \*

Please Select

Tehsil/Sub District \*

Data Doesnt Exist

Block Name \*

Data Doesnt Exist

Area where Unit is located \*

Please Select

Corporation/Committee/Nagar Panchayat \*

Sirhind Fatehgarh Sahib (Municipality)

Street Address \*

Street Address

Landmark \*

Land Mark

Pin Code \*

E.g. 111001

Same as Unit Address

CORRESPONDENCE ADDRESS

Correspondence District \*

Please Select

Tehsil/Sub District \*

Please Select

Block Name \*

Please Select

Correspondence Area \*

Please Select

Street Address \*

Street Address

Landmark \*

Land Mark

Pin Code \*

E.g. 111001

Same as Unit Address

Same as Correspondence Address

Other

HEAD OFFICE ADDRESS

State \*

Please Select

District \*

Please Select

Tehsil \*

Please Select

Street Address \*

Street Address

Landmark \*

Land Mark

Pin Code \*

E.g. 111001

JAMABANDI

Jamabandi/Land Document\* (E.g. Sale Deed, lease Deed etc.)

Choose File

No file chosen

GPS COORDINATES

Enter Latitude \*

Enter Latitude

Enter Longitude \*

Enter Longitude

Previous

Save My Details

Next

75.640574°, 30.665262°

Find address or place

XY

75.640574°, 30.665262°

Powered by Esri

Figure 7: Address Info tab

Punjab Water Regulation & Development Authority

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## **Electricity Account info:**


User/Owner will fill the fields which are given below:

- Electricity Account number (then click on Verify Account Details button which will automatically verify from API), this is a required field if applicant is already extracting ground water.
- Sub-division will be filled automatically based on account number.
- User/Owner can Add/Delete electricity account details.
- Then click on Submit My Details button.

The screenshot shows a web portal interface for editing unit details. On the left is a sidebar menu with options: Dashboard, Steps To Apply, Groundwater Extraction (highlighted), Register New Unit, Unit List, Application List, Transfer Unit, Water Tanker, Drilling Rig, and Payment History. The main content area is titled 'EDIT UNIT' and has four tabs: Unit Info, Owner Info, Address Info, and Electricity Account Info (selected). Under the 'Electricity Account Info' tab, there are two input fields: 'Electricity Account No' and 'Sub Division'. The 'Electricity Account No' field has a 'Verify Account Details' button next to it. Below these fields is an 'Add Other Account' button. At the bottom of the form are three buttons: '< Previous', 'Save My Details', and 'Preview & Submit'. The top right of the page shows a 'BACK TO WEB PORTAL' link, a notification bell with a red '28' badge, and a user profile 'japman'.

*Figure 8: Electricity Account Info*

- After filling of the above details and clicking on preview & submit unit preview tab will appear and click on submit button, the unit will get registered with a unique id generated by system and will be displayed in the ID of the applicant. The email containing the unit registration ID will be forwarded to the official email id and mobile number.



- Dashboard
- Steps To Apply
- Groundwater Extraction
- Water Tanker
- Drilling Rig
- Payment History

REGISTERED UNIT

Unit Preview | Registration Date: 07/Mar/2023

[Edit Unit](#)
[Back](#)

BASIC INFO

Name	Values	Name	Values
Whether ad interim permission taken	NO	—	—
Business First Portal Id	N/A	Unit Name	japman work
Type of Unit	Industrial	Ownership Type	Proprietor
Details of Manufacturing/Activities	industry	PAN of Unit	N/A
GSTIN of Unit (if Applicable)	N/A	PPCB Registration Number	N/A
Date Since Extracting	01-03-2023	—	—
Partnership deed/Registration Certificate of Company or Firm etc	<a href="#">Check Your PDF</a>	PAN card Document	<a href="#">Check Your PDF</a>
Compliance report of previous permission conditions in annotated form	<a href="#">Check Your PDF</a>	Consent Letter Link	N/A

OWNER INFO

Name	Values	Name	Values
Owner Name	Purda app	Owner Designation	Test
Owner Mobile	820572805	Owner Email	japmanwork@gmail.com
Resolution/Document Proof of authorization of Authorized signatory	<a href="#">Check Your PDF</a>	Authorization letter signed by Authorized Signatory authorizing the Applicant to Apply on behalf of Unit	N/A

Authorised Signatory

Name of Authorized Signatory	Designation of Authorized Signatory
Purda app	Test

ADDRESS INFO

Unit Address

Name	Values	Name	Values
District	FATEHGARH SAHB	Sub District	Fatehgarh Sahib
Assessment Area/Block	SIRHIND	Pin Code	123456
Corporation	Sirhind Fatehgarh Sahib	—	—
Street Address	1	Land Mark	sirhind

Correspondence Address


Name	Values	Name	Values
District	FATEHGARH SAHB	Sub District	Fatehgarh Sahib
Assessment Area/Block	SIRHIND	Pin Code	123456
Corporation	Sirhind Fatehgarh Sahib	—	—
Street Address	1	Land Mark	sirhind

Head Office Address

Name	Values	Name	Values
State	PUNJAB	District	FATEHGARH SAHB
Sub District	Fatehgarh Sahib	Street Address	1
Land Mark	sirhind	Pin Code	123456

ELECTRICITY ACCOUNT INFO

[BACK TO WEB PORTAL](#)


Pwrda app

Electricity Account No.	Sub Division
3000086756	WEST COMMERCIAL(NORTH)(4295)

DOCUMENT INFO

PAN Card of the Unit	N/A
GSTIN Certificate of the Unit	N/A
Jamabandi/Land Documents (E.g. Sale Deed/Lease Deed etc.)	<a href="#">Check Your PDF</a>

LOCATION INFO

Name	Values	Name	Values
Latitude	30.6432708892897	Longitude	76.39561837396451

Submit

Print

Figure 9: Unit preview tab

- Unit registration will be completed and it is now visible in unit list tab, applicant can also edit or delete unit and submitted unit is available in the list of permission application form.

#	Unit Name	Unit Type	Block	Unit Identification Number	PAN	GST No.	Mobile No.	Actions
1	Petroflex Agro Private Limited	Construction	SIRHIND	20230900019	N/A	N/A	6280572805	
2	Petroflex Agro Private Limited	Construction		N/A	N/A	N/A	N/A	
3	Petroflex Agro Private Limited	Institutional		N/A	AADFP9045R	03AADFP9045R12Q	6280572805	
4	test	Housing Infrastructure	SIRHIND	20230400018	N/A	N/A	6280572805	
5	xyz	Industrial	SIRHIND	20230100017	N/A	N/A	6280572805	
6	abc	Industrial	SIRHIND	20230100016	N/A	N/A	6280572805	
7	batra	Commercial	AJNALA	20230200014	AZWP92606K	N/A	6280572805	

Figure 10: Unit list tab

# Ground Water Extraction Application

## To apply for GW extraction permission:

1. Now the applicant will click on “Groundwater Extraction” menu list in sidebar.
2. Select “Application List” menu item from the dropdown.
3. Permissions for Groundwater Extraction page will open and the list of menu items will appear in the top of the page.
  - **Registered Units:** A list of already registered and submitted units to proceed further for GW Extraction approval will be displayed.
  - **Draft:** It will display the list of applications that are not successfully completed due to any reason.
  - **Submitted:** It will display the list of applications that are successfully submitted.
  - **Approved:** It will display the list of applications that are approved by the admin.
  - **Rejected:** It will display the list of applications that are rejected by the admin.
  - **Returned:** It will display the list of applications that are returned by the admin to the applicant with objection.

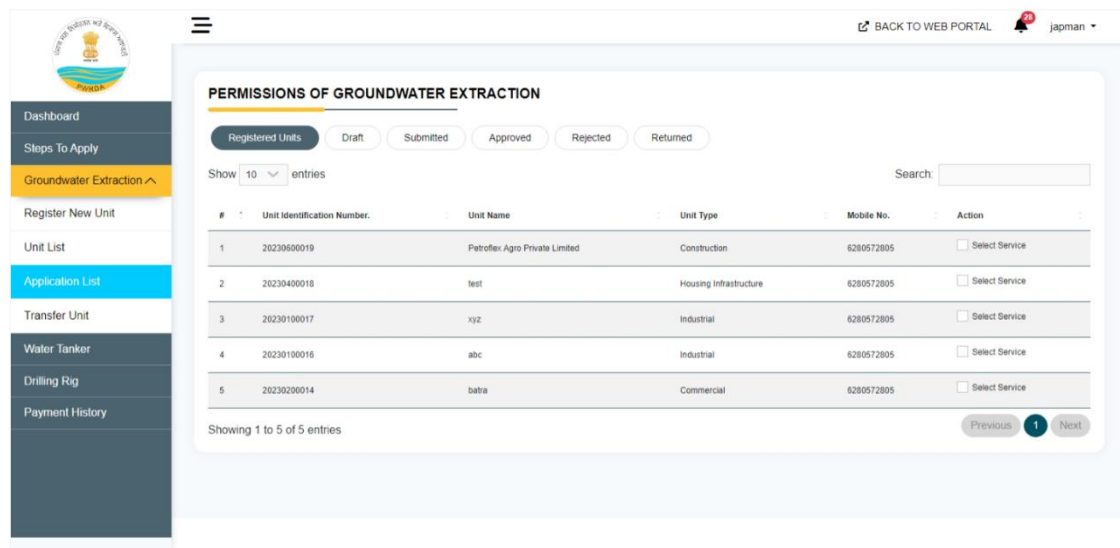


Figure 11: Groundwater Extraction Permission

4. Applicant will now click on the “Select Service” checkbox from the listing of Registered Units.
5. A pop-up “Select Permission Type” will open.
6. Fresh Application Checkbox is already selected in the New Application Group if unit is submitting permission application first time.

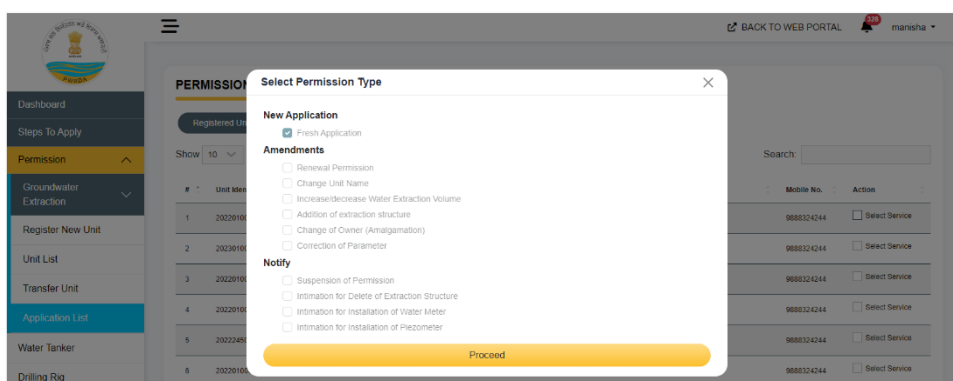


Figure 12: Service Selection in Groundwater Extraction Permission

7. Click on Proceed Button to continue.
8. Instructions to fill in the form along with list of documents required to be uploaded will be displayed.

Sr No.	Document	Type	Size
1	Copy of previous permission (ad-interim) issued by the Authority, if any	Pdf	500 KB
2	Address proof of Unit.	Pdf	500 KB
3	Address and ID Proof of User, such as PAN Card/Jadhhaar Card/Voter Card/Driving License, or Letter of Incorporation (in case of company) including ID Proof of User who has Authorized the Applicant to apply for permission etc.	Pdf	500 KB
4	Partnership deed/ Registration Certificate/Letter of Incorporation of Company or Firm etc.	Pdf	500 KB
5	ID proof of Applicant (Jadhhaar Card/Voter Card/Valid Driving License)	Pdf	500 KB
6	Copy of PAN card of Unit.	Pdf	500 KB
7	Copy of GST of Unit/User, (if applicable)	Pdf	500 KB
8	Authority letter/Copy of resolution by Competent Authority authorizing the Applicant to apply, (if applicable)	Pdf	500 KB
9	Copy of latest Electricity Bill of Unit (if applicable)	Pdf	500 KB
10	Copy of Consent to Operate/Establish issued by PFCEB, (if any)	Pdf	500 KB
11	Copy of NOC issued by CGWA, (if any)	Pdf	500 KB
12	Hydrogeological Report, in case the permission is sought for extraction of brackish/saline water.	Pdf	500 KB
13	Chemical analysis report of water as per IS-10500:2012 from NABL accredited lab. (In case of freshwater withdrawal and only for Existing units extracting 15000 cubic metre and above per month) (the report submitted should not be older than Six Months prior to date of application)	Pdf	500 KB
14	Strata Chart and Assembly design details of existing extraction structure.	Pdf	500 KB
15	Details of existing Piezometer installed, (if installed)	Pdf	500 KB
16	Copy of Water Meter Calibration Certificate (if applicable)	Pdf	500 KB
17	Date and time stamped photograph showing the reading of Water Meters, if installed at the time of submission of application.	Pdf	500 KB
18	Layout plan showing the location of tube wells.	Pdf	500 KB
19	Photograph of sealed abandoned/defunct structures, if any.	Pdf	500 KB

Figure 13: Form Instruction in Groundwater Extraction Application

9. After Reading important points for filling of Application Form, Click on Next button.
10. Applicant Details Tab will open. In this Page, Applicant Details, Residence Address of Applicant, Office Address of Applicant, Postal Address of Applicant will be already filled from the applicant registration detail. Then, Click on Next button.





**APPLICATION FORM FOR PERMISSION TO EXTRACT GROUNDWATER**

**1. General Information**

Name of the Applicant: [Text Field]  
 Address: [Text Field]  
 Contact No.: [Text Field]

**2. Application Details**

Type of Extraction: [Dropdown]  
 Quantity of GW Extraction Permitted: [Text Field]  
 Number of Tube-Wells Permitted: [Text Field]

**3. Declaration**

I hereby declare that the information provided is true and correct. I am not aware of any other person who is extracting groundwater from the same area. I am not aware of any other person who is using the same area for any other purpose. I am not aware of any other person who is using the same area for any other purpose.

**4. Signature and Stamp**

Signature of the Applicant: [Text Field]  
 Signature of the Authority: [Text Field]  
 Stamp of the Authority: [Text Field]

**5. Map**

Location of the extraction point: [Map]

Figure 15: Unit & User Detail tab

12. CGWA NOC Tab will open. In this page, User will select Yes/No for whether he/she applied for CGWA NOC.

- If yes, then applicant will mention Date of Application, Whether CGWA NOC Granted, Pending or Rejected.
- If NOC granted, then select Expiry date of NOC, Quantity of GW Extraction Permitted, and Number of Tube-Wells Permitted.
- If NOC rejected, the applicant will give date of Rejection, Reason of Rejection in Brief.
- If Pending, then applicant will mention Quantity of GW Extraction Requested, Number Tube-Wells Requested

The screenshot displays the 'APPLICATION FORM FOR PERMISSION TO EXTRACT GROUNDWATER' interface. On the left is a sidebar menu with options: Dashboard, Steps To Apply, Unit (dropdown), Permission (selected), Groundwater Extraction, Water Tanker, Drilling Rig, Payment History, and Verify. The main content area shows the 'CGWA NOC' tab selected in a sequence of steps: Form Instruction, Applicant Details, Unit & User Details, CGWA NOC, GW Req Detail, GW Existing Tubewell Detail, GW Proposed Tubewell, Treated Water Detail, GW Level Measurement, GW Conservation, Layout Plans, Abandoned/Defunct Structures, Unit Violation, and Fees and Charges. The 'CGWA NOC' form fields are as follows:

Field	Value
Unit Name	Hindustan Unilever Limited
Whether NOC applied for *	Yes
Application Date *	06-11-2022
Whether CGWA NOC Granted, Pending or Rejected *	Granted
Expiry Date of NOC *	23-02-2023
Quantity of GW water extraction permitted *	155000
Number of tube-well permitted *	2

Navigation buttons at the bottom: < Previous, Save My Details, Next >. Copyright notice: © pwrda 2022.

Figure 16: CGWA NOC tab

13. After filling the detail, applicant will click on next button to proceed.
  14. GW Request Detail tab will open in which applicant have to provide Details of Groundwater extraction he/she applied for. Applicant will fill the following fields in this Page:
    - Total water requirement (M<sup>3</sup>/month)
      - ✓ Availability from water resources other than ground water
        - Surface water (m3/month)
        - Municipal/Piped water(m3/month)
        - Treated waste water(m3/month)
        - Other (Name of Source)
        - Other (m3/month)
      - ✓ Dewatering Requirement, if any(m3/month)
        - Fresh water(b1) (if application is for fresh water)
        - Brackish/Saline Water (b1)(if application is for Brackish/Saline Water)
 If added attach dewatering document
      - ✓ Ground water requirement
        - Fresh Water (c1)(if application is for fresh water)
        - Brackish/Saline Water (c1)(if application is for Brackish/Saline Water)
- NOTE: It must be greater than 300
- ✓ Total Water for which permission is sought
    - Fresh Water(c1)
    - Brackish/Saline Water(c1)
15. After filling the detail of GW Requirement, click on Next button to proceed.

Dashboard

Steps To Apply

Groundwater Extraction

Register New Unit

Unit List

Application List

Transfer Unit

Water Tanker

Drilling Rig

Payment History

APPLICATION FORM FOR PERMISSION TO EXTRACT GROUNDWATER

Unit Name : japman work

Form Instruction

Applicant Details

Unit & User Details

CGWA NOC

GW Req Detail

GW Existing Tubewell Detail

GW Proposed Tubewell

Treated Water Detail

GW Level Measurement

GW Conservation

Layout Plans

Abandoned/Defunct Structures

Unit Violation

Fees and Charges

Details of Groundwater extraction applied for

1210

Availability from water resources other than ground water

Surface water (m<sup>3</sup>/month) \*

100

Municipal/Piped water(m<sup>3</sup>/month) \*

50

Treated waste water(m<sup>3</sup>/month) \*

50

Other (Name of Source)

Other (m<sup>3</sup>/month)

Dewatering Requirement, if any(m<sup>3</sup>/month)

Fresh Water (b1)

10

Dewatering document ( attach relevant document, if applicable)

Choose File

070323-1678163981-GwDewateringPdf.pdf

Ground water requirement (m<sup>3</sup>/month)

Fresh Water (c1) \*

1000

Note:It must be greater then 300

Total Water for which permission is sought (m<sup>3</sup>/month)

Fresh Water: c1 \*

1000

Previous

Save My Details

Next

Figure 17: GW Req Detail tab

16. GW Existing Tube well Details tab will appear in which applicant will fill following details:

- Number of existing tube wells
- Serial number: Automatically incremented according to number of proposed tube-wells field
- Date on which Energized
- Depth of well (m)
- Diameter of well (cm)
- Maximum Discharge Capacity (lpm)
- HP of pump
- Depth at which pump lowered (mbgl)

- Source of power
  - Diesel
  - Electric
  - Solar
  - Other
- Whether meter installed(yes/no)
  - If yes, fill:
    - ✓ Meter Serial Number
    - ✓ Whether meter installed is as per PWRDA specification(yes/no)
    - ✓ Type of Meter Installed:
      - Mechanical Meter
      - Digital Flow Meter with Telemetry
      - Digital Flow Meter without Telemetry
    - ✓ Meter make
    - ✓ Meter model
    - ✓ Select approval certification:
      - FCRI Certified water meter
      - BIS certified water meter
    - ✓ Date of last calibration
    - ✓ Attach Last Calibration Certificate
    - ✓ Water meter reading to be entered in numeric
    - ✓ Attach water meter reading
- Remarks

17. Applicant will now click on Add existing tube well details button

18. After adding, the detail will be shown in the grid below from which applicant can delete and preview the detail.

19. Applicant will now click on next button.

**APPLICATION FORM FOR PERMISSION TO EXTRACT GROUNDWATER**

Unit Name : Testing

Form Instruction Applicant Details Unit & User Details CGIWA NOC GW Req Detail **GW Existing Tubewell Detail** GW Proposed Tubewell

Treated Water Detail GW Level Measurement GW Conservation Layout Plans Abandoned/Defunct Structures Unit Violation Fees and Charges

**Details Of Existing Functional Tube Wells**

No. of existing Tube-Wells

1

**Details of Each Tube-Well**

Serial number Date on which Energized Depth of Well (m)

2 dd/mm/yy

Diameter of Well (cm) Maximum Discharge Capacity (lpm) HP of Pump

Depth at which pump lowered (mbgl) Source of power Whether meter installed

Please Select Please Select

Remarks

+ Add Existing Tubewell Details 2 Info

Previous Save My Details Next

Serial number	Date on which Energized	Maximum Discharge Capacity (lpm)	HP of Pump	Action
1	01-03-2023	100	1000	

Showing 1 to 1 of 1 entries

Note 1: mbgl - Metres Below Ground Level  
Note 2: lpm - Litres Per Minute

Figure 18: GW Existing Tubewell Details tab

20. GW Proposed Tube well detail tab will open in which applicant will fill following details:

- Number of tube-wells
- Serial number: Automatically incremented according to number of proposed tube-wells field
- Proposed depth (m)
- Likely Discharge (lpm)
- Quantity of groundwater proposed to be extracted/month (in m3)
- Likely date of commissioning
- Remarks

21. Applicant will now click on Add Proposed Tube well details Button.

22. After adding, the detail will be shown in the grid below from which applicant can delete and preview the detail.

23. Then, applicant will click on the Next button.

**APPLICATION FORM FOR PERMISSION TO EXTRACT GROUNDWATER**

Unit Name: Petrofex Agro Private Limited

Steps: Form Instruction, Applicant Details, Unit & User Details, CGWA NOC, GW Req Detail, **GW Proposed Tubewell**, Treated Water Detail

Details Of Proposed Tubewells: (To be constructed/under construction)

No. of Tube-Wells: 1

Serial number: 2

Proposed Depth (m):

Likely Discharge (lpm):

Quantity of groundwater proposed to be extracted/month for this tubewell(in m3):

Likely date of commissioning: dd/mm/yy

Remarks:

+ Add Proposed Tubewell Details 2 Info

Previous Save My Details Next

Serial number	Proposed Depth (m)	Likely Discharge (lpm)	Quantity of groundwater proposed to be extracted/month (in m3)	Likely date of commissioning	Remarks	Action
1	500	100	400	01-03-2023	ok	

Note 1: Additional Details must be submitted as per 5.2 above within 4 weeks of commissioning of tube-well(s)  
Note 2: lpm - Litres Per Minute

Figure 19: GW Proposed Tube well Details tab

24. Treated Water details Tab will open in which applicant will fill:

- Waste Water Generated ( $\text{m}^3/\text{day}$ ):
  - This field is pre-fixed with '0'. If there is no waste water generated, then applicant can simply click on "Add Record" Button and the added record will be shown in the grid below from which applicant can preview/delete the added record.
  - If there is waste water, then applicant will fill:
  - Manner of discharge details
  - Treatment Arrangement: (i) yes (ii) no
    - ✓ If yes,
      - Treatment details
      - Treated waste water to be recycled back into process ( $\text{m}^3/\text{day}$ )
      - Treated wastewater re-used for flushing, green belt, irrigation for agricultural, construction, etc. ( $\text{m}^3/\text{day}$ )
      - Details of Re-Used Treated Water
      - Treated wastewater discharged ( $\text{m}^3/\text{day}$ )
- Click on "Add Record" button and the added record will be shown in the grid below from which applicant can preview/delete the added record.
- Applicant will click on the Next button to proceed.

**APPLICATION FORM FOR PERMISSION TO EXTRACT GROUNDWATER**

Unit Name: Petroflex Agro Private Limited

Progress: Form Instruction, Applicant Details, Unit & User Details, CGWA NOC, GW Req Detail, GW Proposed Tubewell, **Treated Water Detail**

Sub-tabs: GW Level Measurement, GW Conservation, Layout Plans, Abandoned/Defunct Structures, Unit Violation, Fees and Charges

Status of Treated to/be treated Water

Waste Water Generated (m<sup>3</sup>/day) \*  
0

+ Add Record 2 Info

< Previous Save My Details Next >

Sr No.	Waste Water Generated	Manner of discharge	Treatment Details	Treated Waste Water to be recycled	Treated Waste Water re-used	Waste Water Reused Detail	Treated Waste Water Discharge	Action
1	100	abc	xyz	50	50	pqr	50	

Figure 20: Treated water Details tab

25. GW Level Measurement tab will open in which applicant will fill:

- Total GW extraction Permission granted/requested (automatically filled according to GW Req Details)
- Method
- Is Telemetry device as per PWRDA Specifications Installed(yes/no)
  - If no, select Likely date of Installation of device
  - I yes,
    - ✓ Fill Machine Make
    - ✓ Fill Machine Model
    - ✓ Attach details of Piezometer installed

26. Then applicant will click on next button.

**APPLICATION FORM FOR PERMISSION TO EXTRACT GROUNDWATER**

Unit Name: Petroflex Agro Private Limited

Progress: Form Instruction, Applicant Details, Unit & User Details, CGWA NOC, GW Req Detail, GW Proposed Tubewell, Treated Water Detail, **GW Level Measurement**

Sub-tabs: GW Conservation, Layout Plans, Abandoned/Defunct Structures, Unit Violation, Fees and Charges

Ground Water Monitoring

Total GW extraction Permission granted/requested \*  
500

Methods \*  
Manual

Is Telemetry device as per PWRDA Specifications Installed ?  
No

Likely date of Installation of device? \*  
01-03-2023

☒ The Piezometer shall be installed within a period of three months from the date of Permission. The telemetry system should also be functional within this period. The piezometer and telemetry equipment shall conform to the technical specifications, performance parameters and connectivity standards etc. as required by the Authority ( ref. 5.2 (f) ) \*

< Previous Save My Details Next >

Figure 21: GW level measurement Details tab



27. GW conservation tab will appear in which applicant will select is the unit already carrying out water conservation (yes/no):

- If no, applicant will select does the unit propose to carry out water conservation (yes/no)
  - If yes, applicant will attach proposed scheme document.
- If yes,
  - Applicant will give brief detail of scheme
  - Applicant will upload scheme document

28. Select if Then applicant will click on next button.

Figure 22: GW conservation Details tab

29. Layout plans details tab will appear applicant will select whether layout plan approved by competent authority(yes/no):

- If no, Applicant will attach layout plan
- If yes, Applicant will attach layout plan approved by competent authority

30. Then applicant will click on next button

Figure 23: Layout plan Details tab

31. Abandoned/defunct structures details tab will appear applicant will select is abandoned/defunct structures available(yes/no):

- If yes, applicant will give Number of abandoned/defunct tube-wells/rainwater harvesting and recharge structure in unit premises (details will be added according to numbers).
  - Applicant will select structure type (Not sealed, Sealed):
    - ✓ If Not Sealed,
      - Applicant will upload photograph of unsealed structure
      - Applicant will give Reasons for not sealing Defunct/Abandoned Structure
      - Applicant will enter latitude
      - Applicant will enter longitude
      - Or applicant can pin location on map and latitude and longitude will be filled automatically
    - ✓ I sealed,
      - Applicant will select method of sealing (Earth sealed, concrete sealed, others)
      - Applicant will select date of sealing
      - Applicant will upload photograph of sealed structure
      - Applicant will enter latitude
      - Applicant will enter longitude
      - Or applicant can pin location on map and latitude and longitude will be filled automatically
  - Applicant will click on add Abandoned Tube well details
  - Abandoned Tube well details will be added to table below
  - If number of abandoned tube wells are more than one, then Details for each tube well will be added

32. Then applicant will click on next button

**APPLICATION FORM FOR PERMISSION TO EXTRACT GROUNDWATER**

Unit Name : Petroflex Agro Private Limited

Progress: Form Instruction, Applicant Details, Unit & User Details, CGWA NOC, GW Req Detail, GW Proposed Tubewell, Treated Water Detail, GW Level Measurement, GW Conservation, Layout Plans, **Abandoned/Defunct Structures**, Unit Violation, Fees and Charges

Abandoned/Defunct Structures (Detail's of each structure need to be filled seperately).

Is abandoned/defunct structures available \*  
 Yes (selected) | 1

Serial number: 2 | Structure type: Please Select

+ Add Abandoned Tubewell Details 2 Info

Sr No.	Structure Type	Method of Sealing / Reason for Not Sealing	Date of Sealing	Latitude And Longitude Of Each Structure	Actions
1	Sealed	Concrete sealed	27-02-2023	30.6781955007379344, 75.63572062496169	

Navigation: < Previous, Save My Details, Next >

Figure 24: Abandoned/Defunct Structures Details

33. Unit violation tab will appear applicant will select Whether the Unit has been penalized by the PWRDA for violation of its Directions at any time(yes/no)

- If yes, applicant will give details

34. Then applicant will click on next button

**APPLICATION FORM FOR PERMISSION TO EXTRACT GROUNDWATER**

Unit Name : Petroflex Agro Private Limited

Progress: Form Instruction, Applicant Details, Unit & User Details, CGWA NOC, GW Req Detail, GW Proposed Tubewell, Treated Water Detail, GW Level Measurement, GW Conservation, Layout Plans, Abandoned/Defunct Structures, **Unit Violation**, Fees and Charges

Unit violation

Whether the Unit has been penalized by the PWRDA for violation of its Directions at any time \*  
 Yes (selected)

Please Give Details  
 abc

Navigation: < Previous, Save My Details, Next >

Figure 25: Unit Violation Details

35. Fee Structure tab will open which will show a fee structure table which display type of payment/purpose (Dates, Assessment Area, Volume of Water, Application Fees, Registration of Extraction Structure, Ground water extraction charges, Security Deposit, Delay Charges, GCC charges) and amount, at the end total amount is displayed.
36. Then click on preview and submit

**APPLICATION FORM FOR PERMISSION TO EXTRACT GROUNDWATER**

Unit Name: Petroflex Agro Private Limited

Form Instruction Applicant Details Unit & User Details CGWA NOC GW Reg Detail GW Proposed Tubewell Treated Water Detail

BACK TO WEB PORTAL japman

**Fees Structure**

Sr No.	Purpose/Type of Payment	Amount (in Rs.)
1	Dates	Direction Published: 01-02-2023 Date of Application: 28-02-2023
2	Assessment Area	SIRHIND (YELLOW)
3	Volume of Water	Fresh: 400 Saline: 100 Drinking & Domestic: 0 Total Volume: (400 - 0) + 100 = 500
4	Application Fees	₹ 1,000
5	Registration Of Extraction Structure	Existing: 0 Proposed: 1 500x1 ₹ 500
6	Groundwater Extraction Charges (Ref. Table 4.2)	Not Due
7	Security Deposit	Fresh Water Monthly Charges: Upto 300m³ = 0 + 300-1500m³ @ ₹ 6 x 100m³ = ₹ 600 Saline Water Monthly Charges: Upto 300m³ = 0 + 0 x 25% = ₹ 0 Total Security: (0 + 600) x 2 Months ₹ 1,200
8	Delay Charges	Not Due
9	GCC charges (Ref. Table 5.1)	Not Due
	<b>Total</b>	<b>₹ 2,700</b>

Previous Save My Details Preview & Submit

*Figure 26: Fees Structure Details*

37. Preview window will appear which shows all the details filled by applicant, Then applicant will click on I agree to all Terms and conditions checkbox
38. Then applicant can click on submit and pay now

**Declaration/Undertaking**

1. I/We have read the Punjab Groundwater Extraction and Conservation Directions, 2023, (hereinafter referred as "Directions") and do undertake to comply with them. I/We shall also comply with every lawful direction/instruction issued by the Authority and its Officers from time to time.
2. I/We undertake to furnish within specified time any further information which may be sought by the Authority from time to time in connection with the extraction of Groundwater in the Unit.
3. I/We undertake to furnish required detailed information in respect of tubewells to be constructed or under construction (mentioned in the Permission Application) within 30 days of commissioning of such tubewells.
4. I/We undertake to obtain revised/varied/fresh permission, in case there is any change in ground water extraction system, volume etc. before the aforesaid change is effected or within the time permitted under the Directions and also obtain renewal within time.
5. I/We undertake to pay the GST (as may be applicable) and arrears (if any) from the date which the Authority may specify, at the rates as determined by the Government/Authority, as and when conveyed to me.
6. I/We undertake to pay the Ground Water Extraction charges in accordance with the Directions.
7. I/We understand that the permission is being granted on basis of information provided in the Application and without any verification by the Authority. The Authority or any person authorised by the Authority may at any time verify the information provided. The Authority may modify or cancel the permission at its discretion at any time and take any other action as per law, if it finds that any material facts have been concealed or misreported.
8. I/We confirm that the information furnished herewith is correct to the best of my/our knowledge and nothing has been concealed therein. The Authority would be at liberty to take action against the unit/project and the person(s) responsible to comply with the provisions of the Law, Rules, Regulations & Directions in case the information/documents are found to be incorrect/false/misleading at any point of time.
9. I/We understand that this permission is not a substitute for any other clearance, and it is entirely the responsibility of the User to obtain all such clearances and to always comply with the same.

☒ I agree to all [Terms and Conditions](#)

[Pay Now](#) [Print](#)

Figure 27: preview of application

39. Select payment method tab will appear, Applicant will select one payment method (PayU, IFMS)

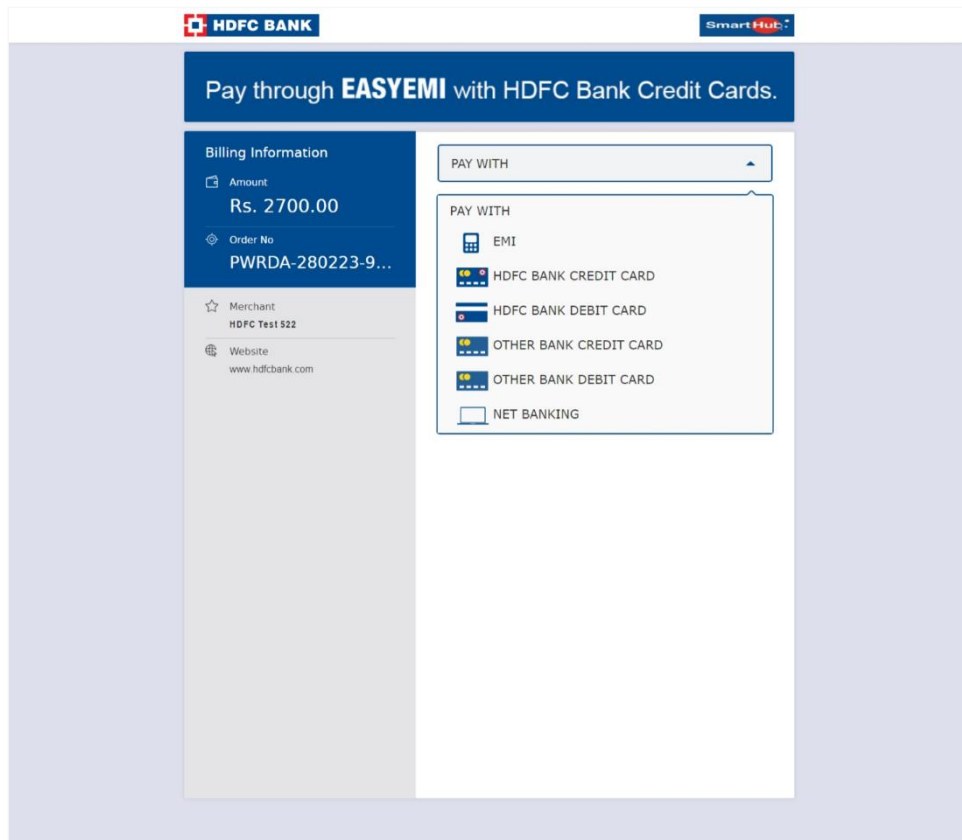
**SELECT PAYMENT METHOD**

**PayU**

**IFMS**  
Integrated Financial and Management Solutions Inc.

Figure 28: select payment method tab

40. HDFC Payment window will appear which show total amount to be paid, applicant will select one option in pay with (EMI, HDFC credit card, HDFC debit card, other bank credit card, other bank debit card, net banking)



*Figure 29: HDFC payment method window*

41. If applicant select debit card for payment, then applicant will enter:

- card number
- Name on card
- Month
- Year CVV
- Enter verification code

42. Then click on pay now

Figure 30: card details window

43. HDFC simulator window will appear, applicant will enter OTP and click on pay, and then payment will be processed.

Figure 31: HDFC Simulator window

44. Payment done successfully tab will appear which show payment details like:

- Date
- Transaction ID
- Application Number
- Payment ID
- Name
- Email
- Mobile
- Payment For
- Assigned Receiving Officer
- Total amount
- Amount paid

45. Then click on done button or click on print button if required

The screenshot shows a web portal interface for the Punjab Water Regulation & Development Authority (PWDA). The left sidebar contains navigation links: Dashboard, Steps To Apply, Unit, Permission, Payment History, and Verify. The main content area displays a 'Thank You!' message with a green checkmark and the text 'Payment Done Successfully'. Below this is a table with the following details:

Date	2022-11-30 15:57:49
Transaction Id	PWRDA-301122-893
Application Number	20220100039035
Payment Id	4039593715527802064
Name	Manisha
Email	manisha.batra7@gmail.com
Mobile	9888324244
Payment for	GW Fresh
Assigned Receiving Officer	Test
Total Amount	₹7,64,270
Amount Paid	₹7,64,270

At the bottom of the table are two buttons: 'Done' and 'Print'. The footer of the page includes the PWDA logo and the text '© pwda 2022'.

*Figure 32: Payment Done Details*

- Application will be added to submitted application list.
- Application will be added to pending application of assigned RO to process.