

User Manual

for

PWRDA WEB APPLICATION

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



PUNJAB WATER REGULATION & DEVELOPMENT AUTHORITY (DRILLING RIG)

Submitted by:

National Informatics Centre

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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

reCAPTCHA
Privacy - Terms

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.

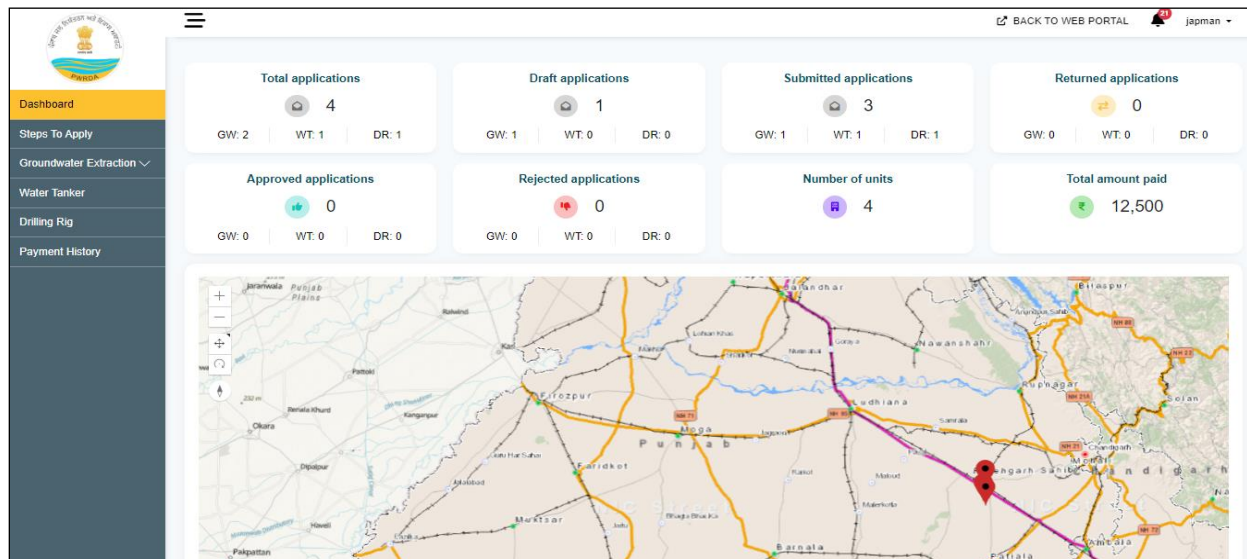


Figure 3: Applicant Dashboard after Login

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.

Drilling Rig Permission

Apply Fresh Application

1. Use your login information to access the website. If you haven't already, create an account as a new applicant, self, or owner on the website.



The screenshot shows the PWRDA website interface. At the top, there is a header with the PWRDA logo on the left, the text "Punjab Water Regulation & Development Authority" and "A Statutory Authority established under Section 3 of PWRDA Act (2), 2020" in the center, and "Login" and "Register" buttons on the right. Below the header is a navigation bar with links: Home, About, Services, Documents, Notice Board, Water Data, Water Conservation, and Gallery. The main content area features a large circular logo on the left with the text "ਪੰਜਾਬ ਜਲ ਨਿਯੰਤਰਨ ਅਤੇ ਵਿਕਾਸ ਅਥਾਰਟੀ" and "PWRDA" below it. To the right of the logo is a login form with the title "Login | PWRDA". The form includes input fields for "Email" and "Password", a "Login" button, and links for "Forgot Password ? [Forgot Password](#)" and "Don't have an account ? [Register](#)".

2. To apply for fresh permission for operation of drilling rig, registered applicant will click on Drilling rig menu button in side bar, Permissions of drilling rig tab will appear in which applicant can see menus by clicking on button available for each:
 - **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.



- Then, the applicant will select the Apply Fresh Application button located in the upper right corner. to begin his/her new drilling rig application.

PERMISSIONS OF DRILLING RIG

Apply Fresh Application

Draft Submitted Approved Rejected Returned Cancel / Suspension

Show 10 entries Search:

#	Service Type	Application Applied by	Owner/Self Name	Owner/Self District	Last Update	Actions
1	Fresh	Self	Pwrd App	S.A.S. Nagar Mohali	2023-06-05 14:05:06	 

Showing 1 to 1 of 1 entries

Previous 1 Next

User/Owner Details

1. User/owner details tab will appear in which applicant details (Name, State, District, Tehsil, Street Address, Landmark, Mobile No, Email ID, ID proof of User/Owner, ID Proof Number) for registered applicant these will be already filled by the system.
2. Applicant will select type of Ownership
 - a. Proprietor
 - b. Partnership
 - c. Limited Liability Partnership (LLP)
 - d. Company
 - e. Society
 - f. Others
3. Then Applicant will attach copy of proof of Ownership and click on next button

APPLICATION FOR FRESH PERMISSION TO OPERATE DRILLING RIG

BACK TO WEB PORTAL PWRDA

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

Application Applied by
☒ Self (User/Owner) ☐ Authorized Applicant

Applicant Details

Name: PWRDA State: PUNJAB District: LUDHIANA
Tehsil: Raikot Street Address: Raikot Landmark: test
Mobile No.: 9855711297 Email ID: pwrda2022@gmail.com ID Proof of User/Owner: PAN
ID Proof Number: ABCPL0000P ID Proof Attached: View Document

Ownership & Operation Details


Type of Ownership: Proprietor

Copy of Proof of Ownership: Choose File Test_Doc.pdf

Next >

Drilling Rig Details

1. Applicant will enter number of drilling rigs for which permission is sought
2. Then applicant will enter make of rig
3. Enter chassis/Machine number
4. Attach Chassis/Machine number document
5. Then applicant will select is drilling rig already operated (yes/no)
 - a. If NO, enter likely date of start of operations
 - b. If Yes, enter date since when operated
6. Select whether drilling rig is motorized or towed
 - a. If Motorized, enter registration number issued by transport department
 - b. If Towed, provide RC no. of vehicles which will be used for towing
7. Attach copy of RC
8. Select type of drilling rig(Rotary, Drilling rig, Percussion drilling rig, down-the-hole drilling rig, Top hammer drilling rig, others)
9. Upload latest pic of drilling rig with date stamp
10. Enter description of other machinery and equipment's to be used
11. Enter any other information which may be considered relevant
12. Then applicant will click on save drilling rig 1 info
13. Saved drilling will appear in table below and user can only save the number of rigs entered above. Then applicant will click on next button



Dashboard

Steps To Apply

Groundwater Extraction

Water Tanker

Drilling Rig

Payment History

BACK TO WEB PORTAL

PWRDA

APPLICATION FOR FRESH PERMISSION TO OPERATE DRILLING RIG

User/Owner Details

Drilling Rigs details

Fee Details

Back

Rig Detail

Number of Drilling Rigs for which Permission is sought

1

Serial No

2

Make of the Rig

Chassis/Machine No. of the Rig

Attach Chassis/Machine Number

Choose File

No file chosen

Is Drilling Rigs already operated?

Please Select

Whether Drilling Rig is Motorized or towed

Select

Type of Drilling Rig

Please Select

Latest Pic of Drilling Rig with Date Stamp

Choose File

No file chosen

Description of other machinery and equipment's to be used

Any other information which may be considered relevant

Save Drilling Rig 2 Info

Previous

Save My Details

Next

#	Chassis/Machine No. of the Rig	Whether Drilling Rig is Motorized or towed	Registration No. of Motorized Rig	RC No. of vehicles to be used for Towing. (In case of multiple vehicles, write RC numbers with Comma Separation)	Type of Drilling Rig	Description of other machinery and equipment's to be used	Action
1	1234	Motorized	1234	--	Drilling Rig	test...	<div></div> <div></div>

Showing 1 to 1 of 1 entries

Previous

1

Next

Punjab Water Regulation & Development Authority

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Fee Details

- Fee details tab will appear on which application fees table will be shown in which description of payment and Total amount is mentioned. Applicant will click on preview and submit button.
- The amount is determined by the applicant's choice of services, application costs, and other factors.

APPLICATION FOR FRESH PERMISSION TO OPERATE DRILLING RIG

Progress: User/Owner Details | Drilling Rigs details | **Fee Details**

Application Fees

Sr No.	Description of Payment	Amount (in Rs.)
1	Dates Direction Published : 01-03-2023 Date of Application : 03-03-2023 Drilling Rig 1 Operation Date : 15-03-2023	
2	Application Fees	₹ 10,000
3	Other Noc Charges Delay Charges Drilling Rig 1 Not Due	
	Total	₹ 10,000

Buttons: < Previous | Save My Details | Preview & Submit