

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



**PUNJAB WATER REGULATION & DEVELOPMENT AUTHORITY
(WATER TANKER)**

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.

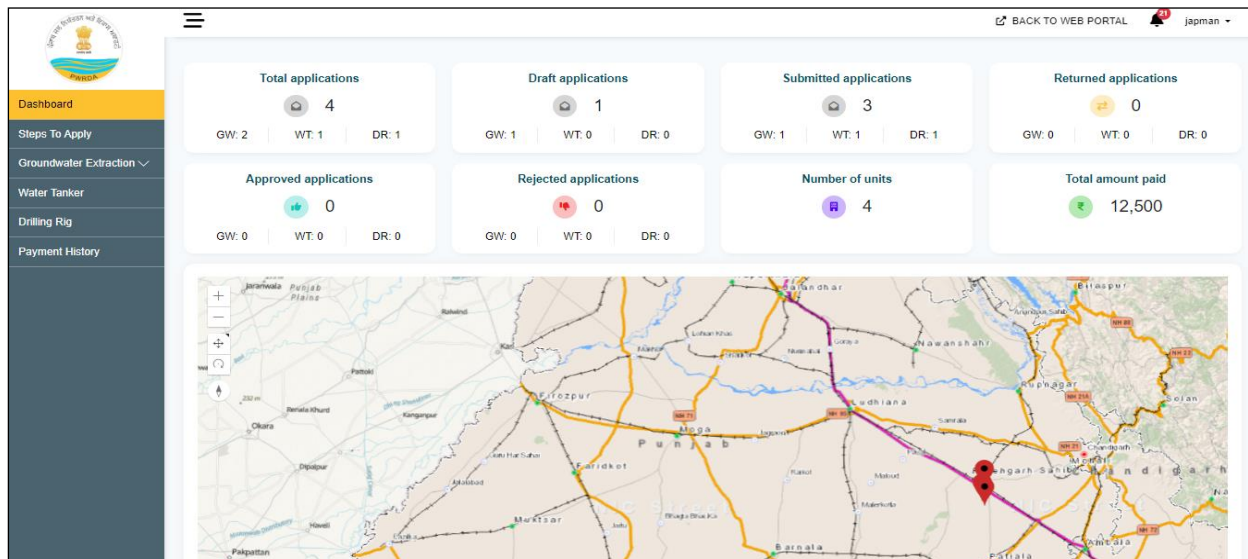


Figure 3: Applicant Dashboard after Login

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.

Water Tanker Permission

Apply Fresh Application

To apply for water tanker registered applicant will login and click on Water Tanker menu button present in sidebar, Permissions of water tanker tab will appear on which application can see:

- Draft water tanker applications
- Submitted water tanker applications
- Approved water applications
- Rejected water tanker applications
- Returned water tanker applications

By clicking on buttons available for each. To start a fresh water tanker permission application applicant will click on “Apply Fresh Application” button available on top right corner. To start with its water tanker fresh application.

The screenshot displays the 'PERMISSIONS OF WATER TANKER' interface. On the left is a sidebar with a logo and a menu containing: Dashboard, Steps To Apply, Groundwater Extraction, Water Tanker (highlighted), Drilling Rig, Payment History, and Credit History. The main content area has a top bar with 'BACK TO WEB PORTAL' and a notification bell. Below this is a section titled 'PERMISSIONS OF WATER TANKER' with a table of applications and a list of filter buttons: Draft, Submitted, Approved (selected), Rejected, Returned, and Cancel/Suspension. A table shows 3 entries with columns for #, Firm Name, Service Type, Application Number, Application Date, Permission Letter No, Permission Date, Valid Upto, Services, and Actions. The 'Apply Fresh Application' button is in the top right corner.

#	Firm Name	Service Type	Application Number	Application Date	Permission Letter No	Permission Date	Valid Upto	Services	Actions
1	firm	Fresh	T2023662100020	2023-01-17 10:35:32	WT/PIWRDA/03/2023/L1/21	2023-03-28	2025-03-28	Amendment in progress	✓ 🔄 🗑️
2	firm	Fresh	T202234100059	2022-12-13 11:22:38	WT/PIWRDA/12/2022/L1/15	2022-12-20 00:00:00	2024-12-20	Amendment in progress	✓ 🔄 🗑️
3	firm	Fresh	T202223700040	2022-11-24 09:16:41	WT/PIWRDA/12/2022/AO1/1	2022-12-01	2024-12-01	Amendment in progress	✓ 🔄 🗑️

Showing 1 to 3 of 3 entries

Previous 1 Next

User/Owner Details

1. User owner details tab will appear, for registered applicant application applied by details (Name, State, District, Tehsil, Street Address, Landmark, Mobile Number, Email ID, ID proof of User/Owner, ID proof Number and ID proof Attached) will be filled by default by the system and applicant can edit profile by clicking on edit profile button if required.
2. Then applicant will select type of ownership:
 - Proprietor
 - Partnership
 - Limited Liability Partnership(LLP)
 - Company
 - Society
 - Trust
 - Other
3. Attach copy of proof of Ownership
4. Enter Water tanker firm name
5. Then Applicant will click on next button

WATER TANKER PERMISSION

BACK TO WEB PORTAL Pwrda app

Applicant Details

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

Applicant Details

Name: Pwrda app State: PUNJAB District: S.A.S. Nagar Mohali

Tehsil: SAS Nagar (Mohali) Street Address: NIC Punjab Landmark: Demo

Mobile No.: 9855711297 Email ID: pwrda2022@gmail.com ID Proof of User/Owner: PAN

ID Proof Number: abcdG1234L ID Proof Attached: View Document

Ownership & Operation Details

Type of Ownership: Proprietor Copy of Proof of Ownership: Choose File No file chosen Water Tanker Firm Name:

Next >

Location Details

Location details from where business is operated tab will appear, applicant will:

1. Select district
2. Select Tehsil/Sub District
3. Select Block Name
4. Select Area where business is located(Rural/Urban)
 - a. If Rural, Select village Name
 - b. If Urban, Select City Name
5. Enter Street Address
6. Enter land mark
7. Enter pin code.
8. Select Is Business lies within boundary of Corporation/Committee Nagar Panchayat(No/Yes)
 - a. If yes, Select Corporation/Committee/Nagar Panchayat Name.
9. Then Applicant will click on next button.

The screenshot displays the 'WATER TANKER PERMISSION' application form. The left sidebar contains a navigation menu with options: Dashboard, Steps To Apply, Groundwater Extraction, Water Tanker (highlighted), Drilling Rig, Payment History, and Credit History. The top right of the form has links for 'BACK TO WEB PORTAL' and 'Pwrda app'. The main form area shows a progress bar with four steps: 'User/Owner Details' (completed), 'Location details from where business is operated' (active), 'Water Tanker Details', and 'Fee Details'. Below the progress bar, the 'Location Details' section is highlighted. The form fields are as follows:

District *	Tehsil/Sub District *	Block Name *
AMRITSAR	Ajnala	AJNALA (Status : YELLOW)

Area where Business is located *	Village Name *	Street Address *
Rural	Bhainian (39)	TEST

Landmark *	Pin Code *	Is Business lies within boundary of Corporation/Committee Nagar Panchayat *
TEST	111001	Yes

Corporation/Committee/Nagar Panchayat Name *


Ajnala (Town Panchayat)

At the bottom of the form, there are three buttons: '< Previous', 'Save My Details' (with a save icon), and 'Next >'.

Water Tanker Details

Water tanker details tab will appear, applicant will:

1. Enter number of water tankers for which permission is sought(Applicant will have to enter and save as many water tankers information as entered)
2. Enter maximum capacity/volume of tanker(in m3)
3. Select type of water tanker(Motorized/ Independent with separate towing vehicle)
 - a. If motorized, enter Registration No. issued by department of transport.
 - b. If Independent with separate towing vehicle,
 - i. Enter Registration No of towing vehicle issued by department of transport.
 - ii. Enter description of towing vehicle.
4. Select is water tanker already operated(yes/no)
 - a. If No, Enter likely date of start of extraction.
 - b. If Yes, Enter Date since when operated.
5. Enter name of owner of the structure from where water is drawn.
6. Select district where structure is located.
7. Select Tehsil/Sub district where structure is located.
8. Select block where structure is located.
9. Select area where structure is located(Rural /Urban).
 - a. If Rural, Enter village name.
 - b. If Urban, Enter city name.
10. Enter street address.
11. Upload latest photograph of tanker with date stamp.
12. Enter any other information which may be considered relevant.
13. Then applicant will click on save water tanker 1 info and all the details of water tanker will be added in grid below applicant view or delete record using action buttons available in grid.
14. Then applicant will click on next button.



[BACK TO WEB PORTAL](#)
Pwrda app

Dashboard

Steps To Apply

Groundwater Extraction

Water Tanker

Drilling Rig

Payment History

Credit History

Tanker Detail

Number of Water Tankers for which Permission is sought *

1


Serial No *	Maximum Capacity / Volume of Tanker (m ³) *	Type of Water Tanker *
1	20	Motorized
Registration No. issued by Department of Transport *	Is Water Tankers already operated? *	Likely date of start of extraction *
123456789	No	30-06-2023
Name of owner of the Structure from where water is drawn *	District where Structure is located *	Tehsil/Sub District where Structure is located *
RAJESH KHANNA	S.A.S. Nagar Mohali	Dera Bassi
Block where Structure is located *	Area where Structure is located *	Village Name *
DERA BASSI (Status : YELLOW)	Rural	Aganpur (211)
Street Address *	Upload Latest Photograph of Tanker with Date Stamp *	Any other information which may be considered relevant
TEST	<div style="display: flex; align-items: center;"> <div style="border: 1px solid #ccc; padding: 2px 5px; margin-right: 5px;">Choose File</div> <div style="border: 1px solid #ccc; padding: 2px 5px;">Addressproofofunit_0001.xml.pdf.pdf</div> </div>	

Save water Tanker 1 info

Fees Details

Fees details tab will appear on which application fees table is visible which serial no, purpose of payment and amount is shown.

Applicant will click on preview and submit button.



Dashboard

Steps To Apply


Groundwater Extraction ▾

Water Tanker

Drilling Rig

Payment History

BACK TO WEB PORTAL

 Pwrda app ▾

WATER TANKER PERMISSION

← Back

✔ User/Owner Details

✔ Location details from where business is operated


✔ Water Tanker Details


Fee Details

Application Fees:

Sr No.	Purpose/Type of Payment	Amount (in Rs.)
1	Application Fees	₹ 2,500
2	Dates	Direction Published : 01-02-2023 Date of Application : 09-03-2023 Tanker 1 Operation Date : 15-03-2023
4	Ground Water NCC	
	Total	₹ 2,500

← Previous

 Save My Details

 Preview & Submit

Application Preview

Application preview will appear, applicant will check all the details and check I agree to all terms and condition in declaration/undertaking section and click on pay now and submit button

WATER TANKER

[← Back](#)

Preview :- | Application Date: 09/Mar/2023

USER/OWNER DETAILS (SELF USER/OWNER)

Name	Values	Name	Values
Applied By	Self (User/Owner)	Name	Pwda app
State	PUNJAB	District	S.A.S. Nagar Mohali
Tehsil	SAS Nagar (Mohali)	Street Address	NIC Punjab
Landmark	Demo	Mobile No.	9855711297
Email ID	pwda2022@gmail.com	ID Proof of User/Owner	PAN
ID Proof Number	abcdG1234L	Copy of ID Proof	View Document
Firm Name	test	--	--

LOCATION DETAILS FROM WHERE BUSINESS IS OPERATED

Name	Values	Name	Values
District	FATEHGARH SAHIB	Subdistrict	Fatehgarh Sahib
Block Name	SIRHIND	Area where Business is located	Urban
City Name	Sirhind Fatehgarh Sahib	Street Address	1
Landmark	abc	Pin Code	140406
Is Business lies within boundary of Corporation/Committee/Nagar Panchayat	Yes	Corporation/Committee / Nagar Panchayat Name	Sirhind Fatehgarh Sahib

Declaration/Undertaking

- I/We have read the Punjab Directions for Groundwater Extraction and Conservation, 2022, (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.
- I/We undertake to furnish within specified time any further information which may be sought by the Authority from time to time.
- I/We undertake to furnish required detailed information in case of change in area of Operation or Change in Extraction Structure from which Ground water is to be drawn, within 4 weeks of such change.
- I/We undertake to furnish required detailed information in case of change in the Towing Vehicle within 4 weeks of such change.
- I/We undertake to pay the GST from the date which the Authority may specify, at the rates as determined by the Government/Authority, as and when conveyed to me.
- I/We undertake to pay the Groundwater Charges in accordance with the Directions.
- 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.
- 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 penal action against the User/Owner and the person(s) responsible to comply with the provisions of the Law, Rules, Regulations & Directions


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


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

Select Payment Method

Select payment method tab will appear and applicant will select payment method.

SELECT PAYMENT METHOD









HDFC bank payment window will appear which show total amount and applicant will select pay with (EMI, credit card, debit card, net banking) and applicant will make payment.

HDFC BANK **SmartHub**







Pay through EASYEMI with HDFC Bank Credit Cards.

Billing Information
 Amount
Rs. 2500.00
 Order No
PWRDA-090323-8...

 Merchant
HDFC Test 522


 Website
www.hdfcbank.com

PAY WITH

PAY WITH
 EMI
 HDFC BANK CREDIT CARD
 HDFC BANK DEBIT CARD
 OTHER BANK CREDIT CARD
 OTHER BANK DEBIT CARD
 NET BANKING

Thank you payment done successfully tab will appear which show date of application, application number, payment id, name, email, mobile, payment for, assigned receiving officer, total amount and amount paid.

Applicant will click on done button and application will be forwarded to assigned RO and application will be added to submitted applications of applicant.



Dashboard

Steps To Apply

Groundwater Extraction

Water Tanker

Drilling Rig

Payment History

Credit History

BACK TO WEB PORTAL

Pwrda app

Thank You!

✔ Payment Done Successfully

Date	2023-06-23 09:41:07
Transaction Id	PWRDA-230623-629041
Application Number	202321000134
Payment Id	403993715529219580
Name	Pwrda App
Email	pwrda2022@gmail.com
Mobile	9855711297
Payment for	WT Fresh
Total Amount	₹2,500
Amount Paid	₹2,500

Done

Print