

Instructions to Apply for “No Objection Certificate (NOC)” and “Registration” of Well
For Commercial/Industrial/Infrastructural/Bulk User

Note the following before applying:

- Use valid Mobile Number (currently active) and keep it with you during registration process for receiving OTP. Also use valid Email ID, if any.
- Keep scanned copy of following documents ready with you in **PDF/JPEG** format whose size should not exceed 2 MB each, for uploading:
 - Address Proof (Aadhaar Card/Electricity Bill/Driving License/Voter ID/Passport/Other)
 - NOC, issued by Central Ground Water Authority or Uttar Pradesh Ground Water Department, if any
 - NOC issued by Uttar Pradesh Pollution Control Board, if any.
- Fields marked with * in form are mandatory.
- Application Fee 5000 Rs-/-

A. Process to Create OTP Based New User & Login

Step 1: Create New User

- Select Type of Applicant i.e., Individual or Firm/Company and submit details like Name, Father’s Name, Date of Birth, Mobile Number & Email ID (Non-mandatory), after which entered Mobile No. will be verified through One Time Password (OTP). After Mobile No. verification, User will be created successfully.

Step 2: Login

- After user creation, User’s Login Credentials (Login ID & Password) will be sent on his/her registered Mobile No. through which he/she can login.

Note: On first Login, User will have to change his/her auto-generated password for security reasons. Further, User will have to login through his/her new password.

B. Apply for Registration of Well (If you already have NOC for Well)

If user has already obtained the NOC then to Apply for Registration of Well follow below steps:

Step 1- Submit User's Basic Details

- User will have to submit his/her basic details like Mother's Name, Gender, Marital Status, Nationality, Permanent Address & Alternate Mobile No.
- Also select one of your ID as Address Proof among Aadhaar Card, Electricity Bill, Driving License, Voter ID, Passport or Other and fill ID Number & upload its scanned copy in PDF/JPEG format whose size should not exceed 2 MB.

Step 2- Submit Details of Proposed Well

- Click on **Commercial/Industrial/Infrastructural/Bulk User of Ground Water** tab and select department/authority who has issued you the NOC i.e., Ground Water Department, U.P. or Central Ground Water Authority and fill its Certificate Number, Date of Issuance, Date of Certificate upto which it is valid and upload the NOC in JPEG/PDF format whose size should not exceed 2 MB. Thereafter, select the Date of Construction/Sinking of Well and District & Block where well is located or proposed.
- After submitting the above details, User will be redirected to **Step 1** of Application Form. User will have to submit following details:
 - Location where Well is Established or Proposed i.e., Plot No./Khasra No., Municipality/Corporation & Ward No./Holding No.
 - Along with, select Type of Well:
 - If you select **Dug Well** then fill following details:
 - Approx. Depth of Well (in meter)
 - Diameter of Dug Well (in meter)
 - Type of Structure of Dug Well
 - If you select **Tube Well/Boring** then fill following details:
 - Approx. Depth of Well (in meter)
 - Details of Housing Pipe
 - Material of Strainer
 - Number of Strainer
 - Depth upto which Strainer is Drilled
 - Diameter of Strainer (in Millimeter)
 - If you select **Other Well**, then fill details of that particular well.
 - Also specify if there is any adverse report regarding water quality of the well.
 - Name & Address of Company

Step 3- Submit Details of Proposed Pumping Device

- Once the details of Step 1 of Application Form are submitted, User will be redirected to **Step 2** of Application Form, where he/she has to submit following details:
 - Type of Pump in Use i.e., Centrifugal, Submersible, Turbine, Ejector Pump or Other
 - Length of Suction Pipe (in meter)
 - Pump Capacity (in m³/hr)
 - Horse Power of Pump
 - Operational Device i.e., Electric Motor along with Date of Energization or Diesel Motor

Step 4- Submit Details of Utilization of Well

- Once the details of Step 2 of Application Form are submitted, User will be redirected to **Step 3** of Application Form, where he/she has to submit following details:
 - Purpose of Well i.e., Commercial/Industrial/Infrastructural/Bulk User
 - If User selects **Commercial/Infrastructural/Bulk User**, then submit following details:
 - Daily Running Hours
 - Annual Running Hours
 - Whether the area receives supply through piped water supply?
 - Specify the Capacity of Structure constructed in the premises for Rain Water Harvesting (in M³), if any.
 - If User selects **Industrial**, then submit following details:
 - Fill all the details mentioned in above point and details of mode of treatment of waste water/effluent and upload NOC issued by Uttar Pradesh Pollution Control Board for discharge of effluent/waste water? If any.
 - Any Other Information User would like to furnish

Step 5- Preview & Final Submission of Application Form

- After submission of Step 3 details of Application Form, User will be redirected to Step 4 of Application Form for preview of details filled by him/her and final submission of application. User can edit the filled details at this step. After making changes, if any, do the final submission of application. No changes will be allowed after final submission.

C. Submit Application Fee Online

- After Final Submission of application, User will be redirected to submit the fee online as specified by the department through Net Banking/Debit Card/Credit Card. User can download the receipt after payment.

- Once the payment is done, application for registration will be forwarded to department for further proceedings. Thereafter, department will Approve/Reject the application. Accordingly, User will be able to download **Certificate of Registration** or **Letter of Rejection**.

Note: In case User doesn't have NOC issued by Central Ground Water Authority or Ground Water Department, U.P. for Well then he/she has to first apply for NOC & then for Registration of Well

A. Apply for NOC & Registration of Well (If you don't have NOC for Well)

Step 1- Apply for NOC

- If User doesn't have NOC then he/she is allowed to apply for NOC for Well (whether Existing or Proposed) for Non-Notified Areas only.
- To apply for NOC, User will have to follow the process mentioned from Step 1 to 5 and submit all the details in the application form as mentioned in the aforesaid steps and submit the Online Fee.
- Once the payment is done, application will be forwarded to department for further proceedings. Thereafter, department will Approve/Reject the application. Accordingly, User can download the **No Objection Certificate** or **Letter of Rejection** from his/her dashboard.

Step 2- Apply for Registration

- If application for NOC has been approved by the department then User can apply for Registration of Well. User will only have to submit his/her **No Objection Certificate Number** in the registration form through his/her dashboard. Thereafter, all the details submitted while applying for NOC will be auto fetched from the database and application for registration will be forwarded to department for further proceedings. Department will Approve/Reject the application consequently. Accordingly, User will be able to download **Certificate of Registration** or **Letter of Rejection**.
- Users are not allowed to apply for NOC for Well (whether Existing or Proposed) in Notified Areas.

Notified Areas- Critical Blocks, Stressed Urban Areas and Over Exploited Areas in terms of Ground Water

Non-Notified Areas- Areas, other than Notified Areas

B. Instructions to Recover Password in case you have forgotten your password

- If you have forgotten your password, then click on **Forgot Password?** link given on the Login page and submit your registered Mobile Number in the respective field. Thereafter, registered Mobile No. will be verified through an OTP.
- After Mobile No. verification, new password will be sent on registered Mobile No.