

SOP for surrendering of existing NOC

Purpose:

It has been observed many times the project proponent submit request regarding surrendering of NOC due to closure of project or after fulfillment of the asserted work. There is no set procedure existing till date to resolve such requests. After the surrendering of NOC, a question always arises regarding the safe closure of the existing structure/s. Many times, those abandoned structure/s become the accident-prone spot which is matter of serious concern. The Hon'ble Supreme Court of India in [Writ petition \(Civil\) 36 of 2009](#) vide Orders dated 11.02.2010 and 06.08.2010 has issued detailed safety guidelines regarding measures for prevention of fatal accidents of small children due to their falling into abandoned bore wells and tube wells. CGWA also published [public notice Dated 13th July, 2021](#) reading above.

Objectives:

This SOP shall be used to formulate proper action plans and procedures for safe closure of such GW abstraction structure/s to prevent any mishaps in future. The objective of this SOP is to establish a proper monitoring procedure for surrendering of NOC and safe closure of the structure/s.

Procedure of surrendering existing NOC:

1. Project proponent (PP) needs to log in to the NOCAP portal and apply for surrendering of existing NOC (an easy step by step hands on given below).
2. PP needs to upload a copy of existing NOC.
3. The PP needs to upload an affidavit in stamp paper mentioning reason/s for surrendering the existing NOC.
4. PP will ensure proper sealing of existing GW abstraction structure/s (geotagged photos of existing GW abstraction structure/s must be uploaded in the extra attachment) as per the order of honorable Supreme Court ([CGWA guideline, annexure-VII](#)).
5. Constructed piezometer/s if any may be handed over to the Regional offices, CGWB for GW monitoring, if needed.
6. Concerned Regional Director may send a team accompanied by nodal officer from the respective state for ground verification of proper safe closure of the structure/s.
7. After proper inspection, the concerned team will submit the report to the competent authority.
8. Concerned EO-AO-RD will process the request and do the needful.
9. Surrendered NOC will be issued if found satisfactory in all aspects.

Annexure-VII, Consolidated Guidelines to regulate and control ground water extraction in India (24-Sep-2020 with Amendment Notification dated 29.03.2023)

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Annexure VI

Indicative list of location specific Infrastructure projects

Special Economic Zone
Metro Station/Railway Station & Bus Depot
Airport, Seaport, Logistics, Cargo & Warehouse
Highway Infrastructure
Fire station
Hospitals & Nursing Homes
Educational Institutions including schools, colleges, universities, coaching institutes, Training Centres/ Skill development centres

Note:- The requirement of NOC for Groundwater use may include the water requirement for drinking water/domestic uses also.

Annexure -VII

Supreme Court Order in Civil Writ petition 36 of 2009 regarding measures for prevention of fatal accidents of small children due to their falling into abandoned bore wells and tube wells

In Re: Measures for prevention of fatal accidents of small children due to their falling into abandoned bore wells and tube wells

Union of India and Ors.

Respondents(s)

ORDER

With this Court issuing requisite guidelines vide order dated 11th February, 2010, subject to slight modifications, nothing survives in the present writ petition.

That modification is as follows:

- (i) The owner of the land/ premises, before taking any steps for constructing bore well/ tube well must inform in writing to the concerned authorities in the area, i.e., District Collector/ District Magistrate/ Sarpanch of the Gram Panchayat/ any other Statutory Authority/ concerned officers of the Department of Ground Water/ Public Health/ Municipal Corporation, as the case may be, about the construction of bore well/ tube well.
- (ii) Registration of all the drilling agencies, namely, Government/ Semi Government, Private etc. should be mandatory with the district administration/ Statutory Authority wherever applicable.
- (iii) Erection of signboard at the time of construction near the well with the following details:-
 - (a) Complete address of the drilling agency at the time of construction/ rehabilitation of well.
 - (b) Complete address of the user agency/owner of the well.
- (iv) Erection of barbed wire fencing or any other suitable barrier around the well during construction.
- (v) Construction of cement/ concrete platform measuring 0.50x0.50x0.60 meter (0.30 meter above ground level and 0.30 meter below ground level) around the well casing.
- (vi) Capping of well assembly by welding steel plate or by providing a strong cap to be fixed to the casing pipe with bolts & nuts.
- (vii) In case of pump repair, the tube well should not be left uncovered.
- (viii) Filling of mud pits and channels after completion of works.
- (ix) Filling up abandoned bore wells by clay/sand/boulders/pebbles/drill cuttings etc. from bottom to ground level.
- (x) On completion of the drilling operations at a particular location, the ground conditions are to be restored as before the start of drilling.

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(xi) District Collector should be empowered to verify that the above guidelines are being followed and proper monitoring check about the status of bore holes/ tube wells are being taken care through the concerned state/ Central Government agencies.

(xii) District/ Block/ Village wise status of bore wells/tube wells drilled viz. No. of wells in use, No. of abandoned bore wells/ tube wells found open, No. of abandoned bore wells/ tube wells properly filled up to ground level and balance number of abandoned bore wells/ tube wells to be filled up to ground level is to be maintained at District Level.

In rural areas, the monitoring of the above is to be done through Village Sarpanch and the Executive from the Agriculture Department.

In case of urban areas, the monitoring of the above is to be done through Junior Engineer and the Executive from the concerned Department of Ground Water/Public Health/ Municipal Corporation etc.

(xiii) If a bore well/ tube well is 'Abandoned' at any stage, a certificate from the concerned department of Ground Water/ Public Health/ Municipal Corporation/ Private Contractor etc. must be obtained by the aforesaid agencies that the 'Abandoned' bore well/tube well is properly filled upto the ground level. Random inspection of the abandoned wells is also to be done by the Executive of the concerned agency/ department. Information on all such data on the above are to be maintained in the District Collector/ Block Development Office of the State.

We are informed that the last paragraph of the earlier order dated 11th February, 2010, concerning publicity has been duly complied with.

Subject to the above, the writ petition is disposed of.

.....CJI.
[S.H. KAPADIA]

.....J.
[K.S. RADHAKRISHNANA]

.....J.
[SWATANTER KUMAR]

New Delhi,
August 6, 2010

A easy step by step guide for project proponent regarding how to proceeds in NOCAP portal for surrendering of NOC

HOW TO MAKE A SURRENDER REQUEST OF NOC

Step 1.) After login go to USER REQUEST and click on Surrender Request

Government of India
Ministry of Jal Shakti
Department of Water Resources, River Development and Ganga Rejuvenation
Central Ground Water Authority (CGWA)

Application for Issue of NOC to Abstract Ground Water (NOCAP)

Welcome : a
Previous Login Date Time: 13/02/2024 14:46:09 PM , IP Address: ::1

Logout

Applicant Home Apply Feedback Change Password Profile Grievance Submitted Application Payment **User Request** Application Pass Book Upload Attachment

Payment for Associate Revival Request **Surrender Request**

Information
Guidelines
Steps for Filling Online Application
Documents Required
Documents Required for Online Application
Industrial
Infrastructure
Mining

Industrial Infrastructure Mining

Industrial

New- Save As Draft (Number of Save as Draft Application Allowed at a time : 3)
(Validity of Save as Draft Application : 2 Month(s))

Sr. No.	Application Code	Name of Industry	Signature and Seal	Created Date	Payment Detail	Submit	Ready To Submit
There is No Save As Draft Application.							

Renew- Save As Draft

Sr. No.	Application Code	Name of Industry	Application Number	Existing NOC	Renewal	Signature and Seal	Created Date	Payment Detail	Submit	Ready To Submit
1	13	SS	21-4/76/SK/IND/2023		1st	Preview	25 Oct 2022	Edit MakePayment / View	Submit	NO

Expansion- Save As Draft

Sr. No.	Application Code	Name of Industry	Application Number	Existing NOC	Signature and Seal	Created Date	Payment Detail	Submit	Ready To Submit
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Step 2.) Then Select Application Type

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Applicant Home Apply Feedback Change Password Profile Grievance Submitted Application Payment **User Request** Application Pass Book Upload Attachment Payment for Associate

NOC Surrender

Application Type : --Select--
Application Name :
Application Type :
Application Purpose :
Application Code :
Application Number :
Application Name :
NOC Validity :
--Select--
Domestic
Industrial
Infrastructure
Mining

Step 3.) Then Select Application Name

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Logout

Applicant Home Apply Feedback Change Password Profile Grievance Submitted Application Payment User Request Application Pass Book Upload Attachment Payment for Associate

NOC Surrender

Application Type : Industrial

Application Name : --Select--

Application Type : --Select--

Application Purpose : A-(21-4/63/SKIND/2023)

Application Code : A-(21-4/66/SKIND/2023)

Application Number : A-(21-4/71/SKIND/2023)

Application Name : A-(21-4/75/SKIND/2023)

NOC Validity : AAAABBBBCCCC-(21-4/80/SKIND/2024)

AF-(21-4/68/SKIND/2023)

dgyHfgh-(21-4/69/SKIND/2023)

SDSD-(21-4/79/SKIND/2024)

SS-(21-4/76/SKIND/2023)

SZDF-(21-4/73/SKIND/2023)

Step 4.) Then Upload Attachments (Mandatory)

NOC Surrender

Application Type : Industrial

Application Name : A-(21-4/71/SKIND/2023)

Application Type : Industrial

Application Purpose : New

Application Code : 153

Application Number : 21-4/71/SKIND/2023

Application Name : A

NOC Validity : 28/10/2022-20/10/2025

Existing NOC : *

Choose File No file chosen
(Max Size 20 MB, Allowed file type for Attachment-pdf)

Upload

Affidavit *

(Mentioning the Reason/Reasons for surrendering the NOC on 10/50 Rs stamp paper)

Choose File No file chosen
(Max Size 20 MB, Allowed file type for Attachment-pdf)

Upload

Extra Documents (If Any):

Choose File No file chosen
(Max Size 20 MB, Allowed file type for Attachment-jpg jpeg pdf)

Upload

Sno	File	View	Delete
1	zip	Download/View	Delete


Remarks/Purpose *

(1000 Character Left)


Submit

Step 5.) After uploading all documents, **Click** on Submit.

Step 6.) Surrender Request List.



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Central Ground Water Authority (CGWA)



Application for Issue of NOC to Abstract Ground Water (NOCAP)

Welcome : 0
Previous Login Date Time: 13/02/2024 14:46:09 PM , IP Address: :1 Logout

[Applicant Home](#) | [Apply](#) | [Feedback](#) | [Change Password](#) | [Profile](#) | [Grievance](#) | [Submitted Application Payment](#) | [User Request](#) | [Application Pass Book](#) | [Upload Attachment](#) | [Payment for Associate](#)

NOC Surrender

Application Type :	Industrial
Application Name:	AAAABBBBCCCC-(21-4/80)
Application Type:	Industrial
Application Purpose:	New
Application Code:	163
Application Number:	21-4/80/SK/IND/2024
Application Name:	AAAABBBBCCCC
NOC Validity:	13/02/2024-12/02/2027

S.No.	Application Name	Application Number	Application Type	Reason To Revive	Request On	Documents	Status
1	AAAABBBBCCCC	21-4/80/SK/IND/2024	Industrial	External user Remark	13/02/2024	1 noc format att 2 Affi att 3 Extra att	Close
2	AAAABBBBCCCC	21-4/80/SK/IND/2024	Industrial	fd	14/02/2024	1 fhgfd 2 bfhg	Open