

# Instructions to Apply for Registration of Well

## For Domestic & Agricultural Users

### **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 Address Proof (Aadhaar Card/Electricity Bill/Driving License/Voter ID/Passport/Other) ready with you in **PDF/JPEG** format for uploading whose size should not exceed **2 MB**.
- Fields marked with \* in Application Form are mandatory.

## **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**

### **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 **DOMESTIC AND AGRICULTURAL USER OF GROUND WATER** tab and submit the Date of Construction of Well and District & Block where Well is located or proposed.
- After submission, User will be redirected to **Step 1** of Application Form. User will have to submit following details:
  - Location where Well is Established 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)
      - Material of Strainer
      - Number of Strainer
      - Depth upto which Strainer is Drilled
      - Diameter (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.

## 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 m<sup>3</sup>/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., Domestic, Irrigation or Other
  - If **Domestic**, then submit:

- Daily Running Hours
- Is plot size of residential premises more than 300 square meters?
- Specify the Capacity of Structure constructed in the premises for Rain Water Harvesting (in M<sup>3</sup>), if any.
- If **Irrigation**, then submit:
  - Annual Running Hours
  - Agricultural Command Area (in hectare)
  - Owner's share of land within the command area indicate
  - Out of the area indicated in Cultural Command Area , area irrigated by the well in different crop seasons
    - Kharif (in hectare)
    - Rabi (in hectare)
    - Zayad (in hectare)
- 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**.

#### **D. 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.