SOP For Drainage NOC To Be Issued By CE Drainage (Upto 25 Acres)

Proposed Procedure	Timeline For NOC
1. Applicant can apply for N.O.C through a dedicated portal or in hard copy in the concerned Division (till the time portal is not live). **Note: In case the application is received in the Head Office or circle office, the same shall be emailed on the same day to concerned Division office.**	T_0
2. The concerned Divisional office will forward the case to the Junior Engineer concerned, for site inspection. Further, the basic information of applicant along with status of case will be uploaded on the Google sheet by the Division office.https://docs.google.com/spreadsheets/d/1JhbZkXw0pk5IsbJ8tQzIJoNp17xmEsNTZFNfowdZJvU/edit#gid=0	$T_1=T_0+1$
3. The concerned Junior Engineer will provide the information to Sub Division office regarding whether the site is within 150 meter or not, w.r.t. department's Drain/Choe/River.	$T_2=T_1+2$
4. The concerned Executive Engineer will issue the necessary NOC if the site is outside of 150 m of department's Drain/Choe/River.	$T_3=T_2+2$
5. If the site is within 150 meter of department's Drain/Choe/River, then following procedure will be followed: -	
a) Along with attached application form, the following data will be supplied by the Sub division office & forward their report to Division Office: - i. Site Condition Report ii. Catchment Area & flow iii. Distance from the creek iv. GIS report/DWS report v. KML file shall be checked with Layout of site/project. vi. Cross section/calculation sheets vii. L-section of the Drain, if it is sanctioned	$T_4=T_2+3$
6. The Division Office will check & recommend the application with report to Circle Office.	$T_5=T_4+1$
7. The Circle Office will check & recommend report along with actual discharge calculation or other fields data related to concerned drain/choe/river to D.W.S.	$T_6=T_5+2$
8. D.W.S will check & recommend their report to Executive Engineer/Drainage HQ.	$T_7=T_6+1$

9. Executive Engineer/Drainage HQ will submit its report to Chief Engineer Drainage along with Draft NOC.	$T_8=T_7+3$
10. The Chief Engineer will issue/reject the necessary N.O.C or forward it to Govt. as per the size of the project.	$T_9=T_8+1$*

*In case, the report from GIS wing is required in specific case, the timeline would be $T_9=T_8+3$.

Total no. of Days: a. If project outside 150 m = 5 days.

b. If project within 150 m = 14 days (up to level of Chief Engineer)