

**USER MANUAL FOR
GROUNDWATER WEB PORTAL**

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1. How To Register And Log In To The Web Portal?

- Type the URL on the webpage-
- On the screen, choose NEW USER if you are a new user or else if you are an existing user choose login.

Login

NEW USER

- When you click on new user, the following details need to be entered to register to the website.

User Registration

First Name *:	_____	Last Name *:	_____
Gender *:	<input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Other	Age *:	_____
Mobile Number *:	_____		
Mobile Number *:	_____	(ALTERNATIVE MOBILE NUMBER)	
Select ID Proof *:	<input type="radio"/> Voter ID <input type="radio"/> Adhaar <input type="radio"/> PAN		
Enter Unique ID *:	_____	(ENTER VOTER ID NO./ ADHAAR NO. / PAN)	
Attach ID Proof *:	<input type="button" value="UPLOAD DOCUMENT"/>	FILE FORMAT:PDF/IMAGE FILE	
PERMANENT ADDRESS			
Pin Code *:	_____		
Permanent Address *:	_____		

SPECIFY ADDRESS FOR COMMUNICATION

Pin Code *: _____

Communication Address *: _____

I AGREE TO THE TERMS OF SERVICES AND PRIVACY POLICY

REGISTER

- When you enter the details click on register and you will be registered. Then you can login to the website as follows:

Login to Your Account ✕

Enter Your Mobile Number or Email ID

Enter Your Mobile Number or Email ID Here **SEND OTP**

OTP (One Time Password)

Enter 6-Digit OTP Here

LOGIN

- You need to enter your mobile number and then you will receive an OTP and after entering the OTP you will be successfully logged in.

- Once you log in, the home page looks as follows:



Karnataka Ground Water Authority

Government of Karnataka 

Hello,

LOGOUT

HOME

SERVICES ▾

CHECK STATUS

GUIDELINES

FAQS

LANGUAGE

REGISTER EXISTING BOREWELL

CONSTRUCTION OF NEW BOREWELL

PERMISSION FOR WITHDRAWAL OF
GROUND-WATER

Submit Applications Online For Registration

Of Borewells & Permission For Withdrawal Of

Ground-Water

VIEW FEE DETAILS

2. PERMISSION FOR WITHDRAWAL OF GROUNDWATER

- On the homepage under the SERVICES, you will be able to choose permission for withdrawal of groundwater option and when choosing it the following page appears and all the necessary steps needs to be carried out.

a. STEP 1: GENERAL DETAILS

Step 1 : General Details

Select Category *: ▼

Application Type : Fresh Application
 Renewal

PLEASE MENTION CONTACT DETAILS FOR COMMUNICATION

Name *: Mobile Number *:

b. STEP 2: BOREWELL DETAILS

- Here, you need to enter the details regarding the location of the borewell when you click on ADD.

Step 2 : Borewell Details

Select Number of Borewells *:

ModelTitle ✕

Select District *:
Select District ▼

Select Taluk *:
Select Taluk ▼

Select Hobli *:
Select Hobli ▼

Select Village *:
Select Village ▼

ADD LOCATION

ModelTitle ✕

Location/Area *:

Survey No / Plot No *:

Latitude (in Degree) *:

Longitude (in Degree) *:

ADD LOCATION

- The above details should be entered precisely and should click on ADD LOCATION.

c. STEP 3: LAND OWNERSHIP DETAILS

- You need to enter the details of the land ownership and should attach the document relating to it.

Step 3 : Land Ownership Details

Land Ownership : Absolute Owner Of Property
 Approved Owner Of Property

**ATTACH LAND OWNERSHIP DOCUMENT /
APPROVED SITE PLAN**

UPLOAD DOCUMENT

FILE FORMAT : PDF/IMAGE FILE

SAVE CHANGES

d. STEP 4: PROJECT DETAILS AND HYDRO GEOLOGICAL REPORT

- You need to enter project details and should upload the hydro geological report.

Step 4 : Project Details & Hydro Geological Report

Specify *: New Project Project Under Expansion Existing Project

Whether detailed hydro geological report is furnished with all relevant and site specific information ?

Yes
 No

ATTACH REPORT FOR REFERENCE

UPLOAD DOCUMENT

FILE FORMAT : PDF/IMAGE FILE

SAVE CHANGES

e. STEP 5: RAIN WATER HARVESTING

- You need to enter the details of rain harvesting measure and artificial recharge and if it is applicable should upload the document for the same.

Step 5 : Rain Water Harvesting

Whether rain water harvesting measure details enclosed ?

Yes No

Whether artificial recharge proposal enclosed ?

Yes No

SAVE CHANGES

f. STEP 6: WATER REQUIREMENT AND WATER SUPPLY

- You need to enter the detail of water requirement and water supply and the documents relating to it should be uploaded.
- The required field upon submission of the mentioned details and documents will serve as a proof fulfilling the SPCB norms.

Step 6 : Water Requirement & Water Supply

Ground Water Requirement (in m³ per day) * : _____

Attach water balance sheet *:

UPLOAD DOCUMENT

In case of Industries, Attach Flowchart indicating Re-use of Recycled water (eTP/STP) *:

UPLOAD DOCUMENT

Whether proof in respect of water supply from Grampanchayat /or any external water supply agency is enclosed ?, If water supply is committed. : Yes No

whether proof is enclosed, if water supply is denied by government or Private agency ? : Yes No

whether acknowledgement in response to the submission of request for water supply from government/ private agency is enclosed ? : Yes No

Whether the net requirement and breakup of fresh water is tallying ? : Yes No

Attach Ground-water Quality/Suitability Report *:

UPLOAD DOCUMENT

Whether treated effluents / Sewage Quality is as per SPCB Norms ? : Yes No

SAVE CHANGES

g. STEP 7: REFERRAL LETTERS AND OTHER DETAILS

- You need to enter the details of referral letters and certain other details. When you enter the details, click on save changes and then click on proceed.
- It includes disclosure of details of referral letters such as the government approval of infrastructure project and referral letters from statutory agencies.

Step 7 : Referral Letters & Other Details

Whether CFE/Approval letter of State Government Agency Approving the infrastructure project is obtained and copy enclosed.? If Not, Specify Reason

Yes No

Whether Referral letter from MoEF/SEIAA or any statutory agency obtained ? If not, specify reason

Yes No

Whether copy of Referral letter to obtain nOC from KGA is enclosed?

Yes No

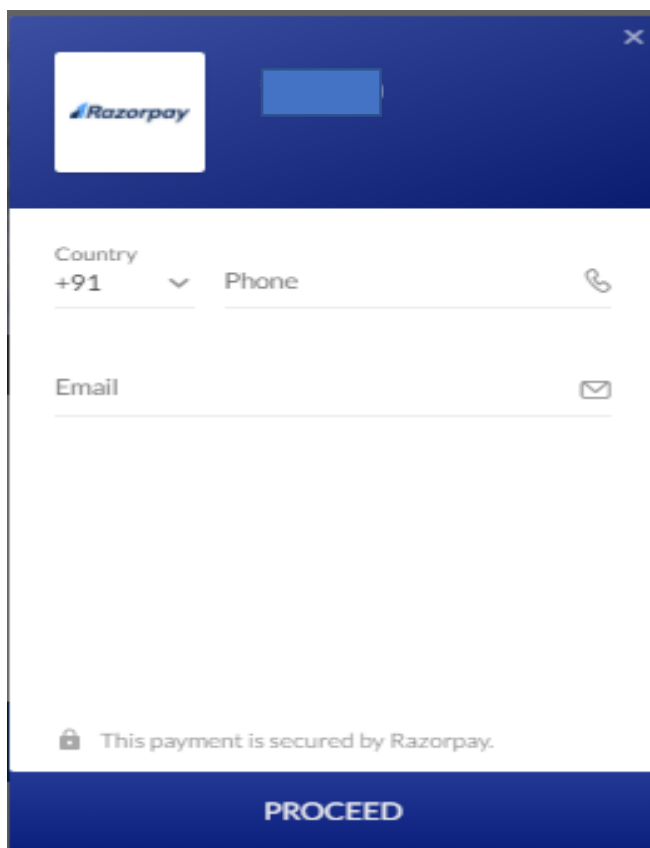
Whether the application has been rejected by KGA any time ?

Yes No

SAVE CHANGES

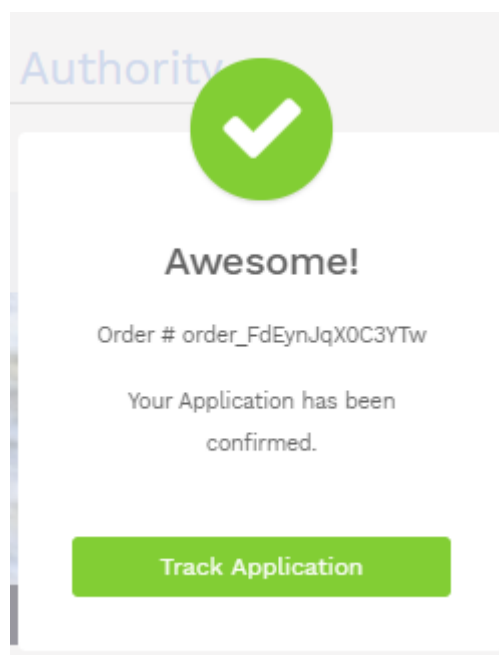
- After clicking on PROCEED, it will take to the application status and then the payment can be made by clicking on PROCEED TO PAYMENT.

PROCEED FOR PAYMENT



A screenshot of the Razorpay payment interface. The top bar is dark blue with the Razorpay logo on the left and a close button (X) on the right. Below the bar, there are two input fields: 'Country' with a dropdown menu showing '+91' and a 'Phone' field with a telephone icon. Below these is an 'Email' field with an envelope icon. At the bottom of the form, there is a lock icon and the text 'This payment is secured by Razorpay.' A large blue button labeled 'PROCEED' is at the very bottom.

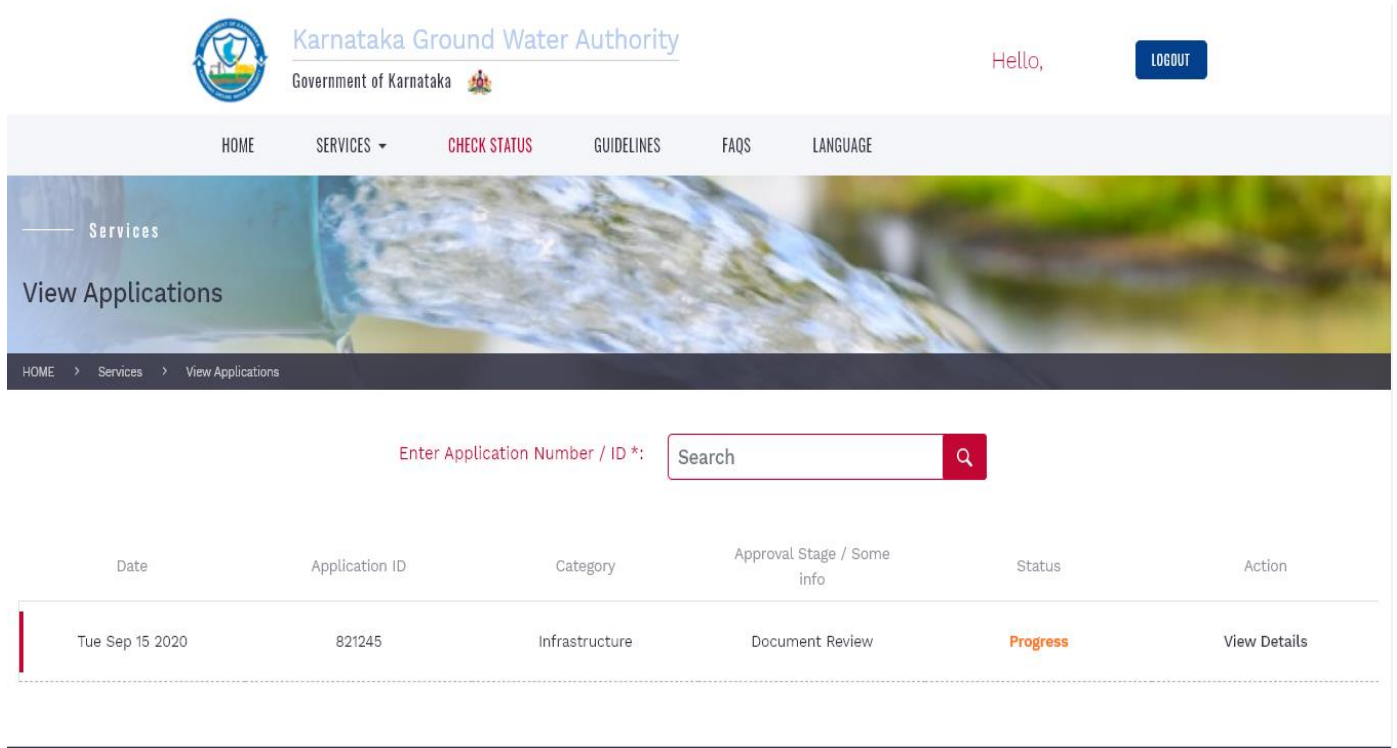
- The payment can be made in different modes such as debit/credit card, net banking, UPI's. In addition, once the payment is completed then the application will be confirmed and you can track the application.



- When you click on TRACK APPLICATION you can track the application status.

3. APPLICATION STATUS CHECKING

- On the homepage, you can see CHECK STATUS option next to services, clicking on it will take you to the following screen



The screenshot shows the Karnataka Ground Water Authority website. The header includes the logo, the name 'Karnataka Ground Water Authority', and the text 'Government of Karnataka'. A navigation menu contains 'HOME', 'SERVICES', 'CHECK STATUS', 'GUIDELINES', 'FAQS', and 'LANGUAGE'. A 'LOGOUT' button is visible in the top right. The main content area features a 'View Applications' section with a search bar labeled 'Enter Application Number / ID *:' and a search button. Below the search bar is a table with the following data:

Date	Application ID	Category	Approval Stage / Some info	Status	Action
Tue Sep 15 2020	821245	Infrastructure	Document Review	Progress	View Details

- You can view the application and it will show the status and you can also view the details by selecting the same.
- If you want to search for a specific application you can do so by entering the application ID in the search bar.
- When you click on VIEW DETAILS, you can track the application status

○ APPLICATION RECEIVED

● IN PROGRESS

● Approval Date/Time

Document Review
Approved By :

● Approval Date/Time

Water Budgeting
Approved By :

● Approval Date/Time

Site Inspection
Approved By :

● Approval Date/Time

DC Committee Review
Approved By :

● Approval Date/Time

DC Recommendation
Approved By :

● Approval Date/Time

KGWA Document Review
Approved By :

● Approval Date/Time

KGWA Technical Review
Approved By :

● Approval Date/Time

KGWA Site Review
Approved By :

● Approval Date/Time

NOC Approval
Approved By :

● APPROVED