



Standard Operating Procedure (SoP)

Service: “Land Allotment”

Sub Service: “Obtaining Water Connection”

<https://www.advantage.jharkhand.gov.in/jiada/Pages/allotmentreport> for JIADA

Basis of Approval: Land Allotment

Governed by: JIADA Regulation, 2016/Notifications of JIADA/Board Resolution

Timeline for Approval: 30 days

For, Inside Industrial Area (Jharkhand Industrial Area Development Authority)

<https://www.advantage.jharkhand.gov.in/jiada/Pages/allotmentreport>

Department of Industries
Govt. of Jharkhand

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I. Process for Application and Approval:

Steps	Documents/Information needed	Timelines	Contact Person
Process of Application:	- Applying: through JIADA service page on through Jharkhand Single Window System. - Operational unit inside industrial area to be regulated by JIADA regulation and inspection to be done by JIADA. - All process are mandated to apply and to provide approval through only online mode. - To go to application page to click on below link for JIADA-Inside Industrial Area: https://www.advantage.jharkhand.gov.in/jiada/Pages/allotmentreport		
Criteria of applicant and eligibility	After Getting land allotment letter from JIADA and Consent to establish (CTE) from Pollution Control Board, Applicant can apply for water connection inside industrial area		
Application by Land Holder/ Allottee/Partner/Director /Proprietor	Applicant (Investor) apply for services- Fills all the required information of application, uploading the desired documents in PDF format (2 MB)-verify the whole application and documents before submission and finally submit to get water connection from JIADA Regional Offices.		
Documents Checklist	A. One time* Allotment Order/Rent Agreement: as applicable has been executed approved GSTN No. Certificate Consent to Establish (CTE) Certificate from JSPCB ID Proof of Allottee/Partner/Director/ Proprietor: - Individual/Proprietary firm – of Proprietor - Partnership firm – of all partners - Private Limited company – of all present promoters/Directors - Public Limited company – of all present promoters/Directors on Board. - Unlimited company – of all present promoters/Directors on Board. - Hindu undivided Family (HUF) – of Karta - Government undertaking/Corporation – of all present members on Board - Promoter/Director of proposed private/Public limited company/ Unlimited Company or any other type of company as per Company's Act, 1956/2013 – of all proposed promoter/director.		

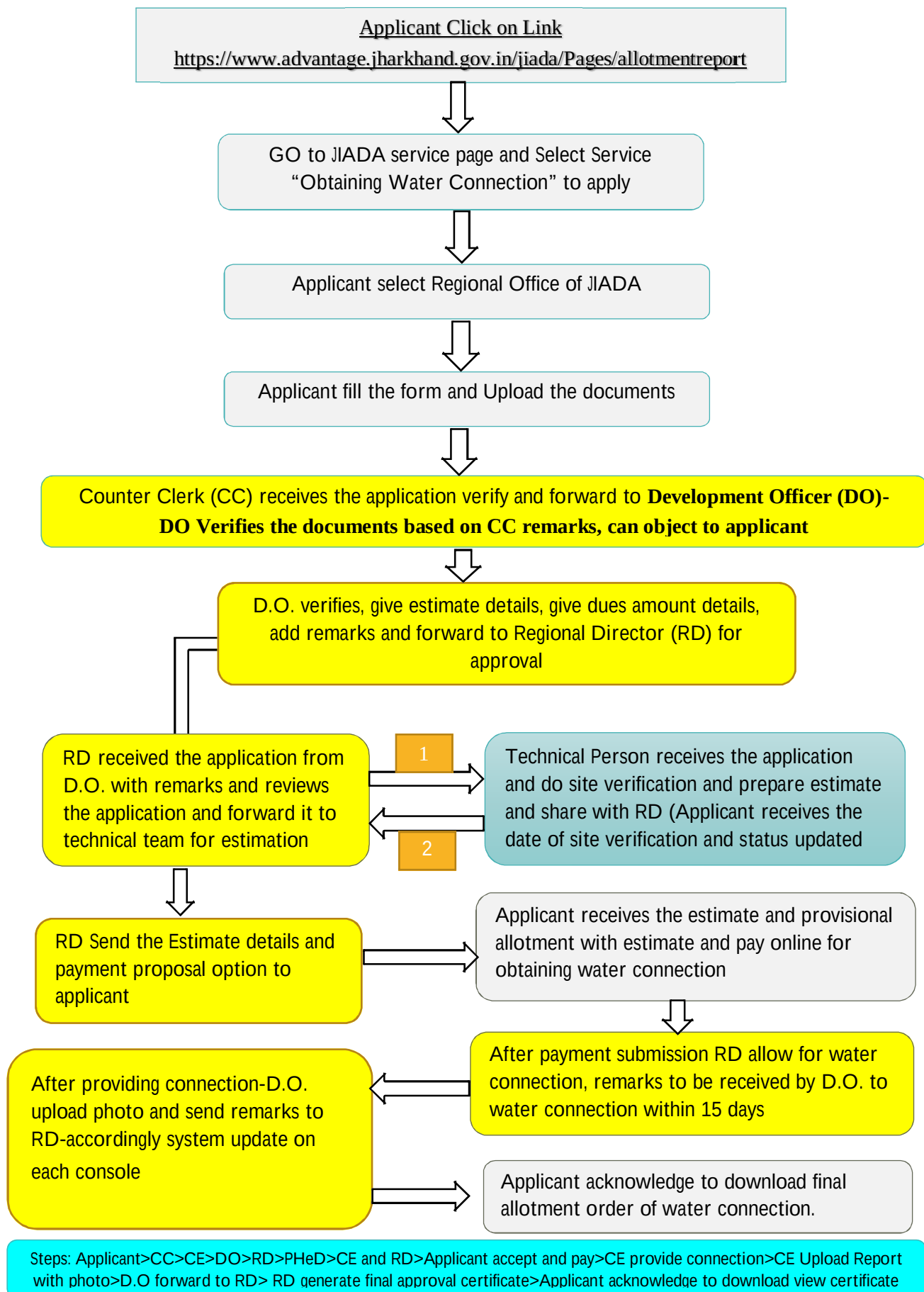
Submission of application: after self-verification and declaration and opting disclaimer	Applicant fills format, upload documents, verifies and submit with accepting disclaimer that information provided and documents uploaded is true.		Self-Certification								
Processing Fee	Non Refundable Application Processing fee to be paid by applicant from 1st April Onwards: <table><tr><th>Category</th><th>Processing Fee/Application Fee (In Rs.)</th></tr><tr><td>A-Less Backward</td><td>Ø Up to 1 Acre-10000/- Ø Between 1-3 acre: 25000/- Ø More than three Acre: 50,000/-</td></tr><tr><td>B-Backward</td><td>Ø Up to 1 Acre-7,500/- Ø Between 1-3 acre: 17,500/- Ø More than three Acre: 37,500/-</td></tr><tr><td>C-Most Backward</td><td>Ø Up to 1 Acre-5000/- Ø Between 1-3 acre: 12,000/- Ø More than three Acre: 25,000/-</td></tr></table>	Category	Processing Fee/Application Fee (In Rs.)	A-Less Backward	Ø Up to 1 Acre-10000/- Ø Between 1-3 acre: 25000/- Ø More than three Acre: 50,000/-	B-Backward	Ø Up to 1 Acre-7,500/- Ø Between 1-3 acre: 17,500/- Ø More than three Acre: 37,500/-	C-Most Backward	Ø Up to 1 Acre-5000/- Ø Between 1-3 acre: 12,000/- Ø More than three Acre: 25,000/-		
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Document Verification and assessment	Ø Counter Clerk (CC) check the document and forward to Development Officer-3 DAYS Ø D.O verify add remark and sent to <u>Regional Director (RD)</u> for approval Ø R.D verify and forward to technical team for estimation	CC-3days DO-2 days RD-2 days									
Water Infrastructure charges	Common water infrastructure to be developed by JIADA and water connection charges on sharing model which will be charged to industries/business/establishment through sharing model as per land area/shed area of unit inside industrial area. Water connection pipeline cost to be borne by applicant unit from main line to industrial unit by their own after obtaining water connection. R.O. send the form of application to Technical team for assessment, estimation and verification; as the installed capacity of tank inside industrial area which is linked with pump houses/water sources, Ø Technical team prepare report, estimate upload and send to Civil Engineer>D.O.>RD, R.O. of JIADA Ø As per recommendation and estimation JIADA prescribe the proposal to applicant · Applicant will be updated on each steps through system update, SMS and Email	Technical team 7 days	D.O. and Technical team								
Obtaining water connection: approval from RD	As per recommendation and estimation from Technical team/other dept., JIADA prescribe the proposal to applicant based on estimate of expenditure from the main pipeline or from Water tank to industrial/business/establishment premises. · After acceptance of estimated proposal and submission of payment by applicant, pipeline and connection work starts and water connection being	10 days for water connection after making payment	RD-JIADA on behalf of MD JIADA								

	given within 30 days of timeline from the date of application. · Provision to select Region and Industrial Area for obtaining water Connection through Dropdown adding area for water connection option will be with Authority-region wise: - Ø Select Region: Dropdown - Ø Select Industrial Area: Dropdown - Ø System will show: water connection facility available for Industrial Area: -Balidih Industrial Area(Bokaro) -System will show "Currently water Connection service is not available": for other areas	3 days RD issue water connection certificate Total timeline for approval is 30 days	
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Annexure-I: List of Blocks as per category (Ref: JIADA 6th Board Resolution)

Category	Area: District wise Block/s	
A-Less Backward	- Ø Ranchi: Ranchi Sadar, Nagadi, Ratu, Ormanjhi, Kanke and Namkum - Ø East Singhbhum: Dhalbhum Garh, Potka, Ghatsila, Jugsalai, Golmuri blocks - Ø Dhanbad: Govindpur, Jharia, Chirkunda blocks - Ø Saraikela-Kharsawan: Chandil, Adityapur, Kharwawan, Gamharia blocks - Ø Bokaro: Chas, Bermo, ChandanKiyari, Chandrapura and Petarwar - Ø Ramgarh: Ramgarh, Patrattu blocks - Ø Giridih: Giridih block	
B-Backward	- Ø West Singhbhum: Jhinkpani, Chakardharpur blocks - Ø Ramgarh: Mandu block - Ø Dhanbad: Baliapur block - Ø Bokaro: Gomia, Jaridih block - Ø Hazaribagh: Katkamdag, Daru, Keredari, Barkagaon, Barhi blocks - Ø Giridih: Saria block - Ø Kodma: Chandwara block - Ø Chatra: Tandwa block - Ø Dumka: Dumka Sadar block block - Ø Godda: Godda, Sadar Pahadi block - Ø Khunti: Khunti block - Ø Deoghar: Madhupur, Devipur, Deoghar block - Ø Latehar: Chandwa block - Ø Garhwa: Garhwa, Bhawnathpur block - Ø Palamu: Daltenganj block - Ø Saraikela-Kharsawan: Rajnagar block - Ø Rest all District Head quarter (24 Districts)	
C-Most Backward	All the blocks which is not included in Category A and B	

II. Process flow: “Obtaining Water Connection”



III. Do's and don'ts for applicant:

	Do's	Don'ts
Registration on SWS	· New Users: If applicant is investor/proprietor/director/secretary-select –investor as new users · If Applicant is Architect or LTP: select LTP as new users	· Investor/proprietor/director/secretary-select –investor as new users not LTP · Wrong pick-direct user choose LTP
Add a new service or' select the service for application	· After Registration on Single Window System applicant should go to Approval page and then to JIADA page service to select Service and report page · One service one time application to be done	· Avoid formation of multiple CAF and adding multiple services and multiple application for one service.
Contact Details	· Pls. use full name of applicant as per govt. ID proof, applicant name comes approval certificate · Pls. provide preferably permanent/authenticated Email ID and Mobile no.	· Avoid giving short name of applicant during application · Temporary or personal no
Mandatory Field during application	· Fill all mandatory filed marked with red star(*), use full form of any information	· Avoid leaving blank any field and short term of any information
Uploading documents and information	· Before uploading the document cross check-documents in visible PDF file and correct documents · Use PDF file of 2 MB to upload	· Wrong submission of documents and information will cause to block to account or may be blacklisted if found discrepancy.
Objection from admin and clarification	· Check the system, mail, SMS regularly read instructions carefully and comply · Submit clarification on time and with clear evidences	· Improper clarification may cause for objection again, blocking of accounts and blacklisting.
Documents order	· Make a separate folder in system with the name of application no. and applicant name/unit	· Avoid keeping files and documents in multiple sources. · This may cause for wrong submission of documents

IV. Format for Application: JIADA

Ø **Unit Registration: Format to be filled by the applicant (Data to be auto populated from system is online allotment done)**

All fields are mandatory: except those where mentioned not mandatory

- Full Name of Applicant (As per JIADA Record) *
- Email ID*
- Mobile No. *
- Designation*
- Name of Unit *
- Address of Unit*
- Type of Industry (As mentioned in CAF dropdown) *
- Address of Unit*
- Select Region (**Drop Down**) *
- Select District (**Drop Down**) *
- Select Block* (**Drop Down**)
- Select Industrial Area (Drop Down) *
- Land/Area Type *
- Halka (**Not Mandatory**)
- Circle* (**Drop Down**)
- Khata No* 1Plot no. * 1.....
(To add facility of multiple Khata & plots to be given)
- GSTIN No.
- Nature of Industry: (Manufacturing/Selling or Purchasing)
- Industry Category dropdown*: (Micro/Medium/Small/Large/Mega/Ultra Mega)
- Product*
- **Water Requirement***:(per day in Kilo litre)
- **Usage of water***: Select Option from Drop Down (Municipal(Drinking)/ Industrial/Industrial and Municipal both)

Ø **Upload the Documents*: Mandatory**

Submit any of the documents: Select from Dropdown

1. **Land Allotment order/Rent agreement:** as applicable has been executed and registered.
2. **GSTN No. Certificate**
3. **Consent to Establish (CTE) Certificate from JSPCB**
4. **ID Proof of Allottee / Partner/Director/Proprietor: Any of below**
 - ü Individual/Proprietary firm – of Proprietor
 - ü Partnership firm – of all partners
 - ü Private Limited company – of all present promoters/Directors
 - ü Public Limited company – of all present promoters/Directors on Board.
 - ü Unlimited company – of all present promoters/Directors on Board.
 - ü Hindu undivided Family (HUF) – of Karta
 - ü Government undertaking/Corporation – of all present members on Board

Ø **Submit Processing Fee and get online receipt-for application**

Ø **Made online payment after confirmation and approval from RD against common water related infrastructure cost*: for getting final water connection certificate Mandatory**

Ø **Track and Monitor: Applicant and each console system updates with action and SMS/Email alert being sent, after making payment and approval from RD-water connection to be provided by within 15 days of grant of approval**

Va. Sample of Certificates: Provisional

Certificate sample: 1 For JIADA (Inside Industrial Area)



Jharkhand Industrial Area Development Authority

Department of Industries, Government of Jharkhand
JIADA Central Office, Namkum, Lovadih, Ranchi-834010

Provisional Certificate for Obtaining Water Connection

Date: **day/month/Year**

This is to certify, against the application no.....that the Unit.....**name should come here**.....is an unit under JIADA, who's allotment order is dated....., located in the Industrial area.....**Name of Industrial Area**Plot/Shed noKhata No....., District.....in Regional area..... is provisionally ordered to provide water connection on a condition to pay Rs..... against the water connection infrastructure cost which has been developed by JIADA in the industrial area, where water charges to be paid by the applicant as per usage of water on monthly basis through prevailing water charges announced by authority.

Note: Water Tariff and maintenance charge can be seen online on Single Window JIADA pages. Tariff will be applicable as and when revised by Authority and will be notified through online system and through SMS and Email to applicant. Terms and condition as per JIADA notification will be admissible. Monthly water tariff bill to be paid on monthly basis through online payment system and in case of delay payment-penalty/arrear to be imposed.

For, Jharkhand Industrial Area Development Authority

Download the statement of water connection infrastructure cost (Annexure-I): Uploaded by Authority (Civil Engineer (CE) and validated by R.D.)

Red mark/words are only for indication, should be removed-including this line.

Note: System generated self-certified copy, signature is not required and third party can easily verify the certificate on the Single Window System-Dashboard.

Certificate Link to verify & View :

Va. Sample of Certificates: Allotment Order

Certificate sample: 2



Jharkhand Industrial Area Development Authority

Department of Industries, Government of Jharkhand
JIADA Central Office, Namkum, Lovadih, Ranchi-834010

Water Connection Certificate

Date: **day/month/Year**

This is to certify, against the application no.....that the Unit.....**name should come here**.....is an unit under JIADA, who's allotment order isdated....., located in the Industrial area.....**Name of Industrial Area**.....Plot/Shed no.....,.....Khata No.....,.....District.....in Regional area..... is ordered to provide water connection against payment of Rs..... paid by applicant against the water connection infrastructure cost which has been developed by JIADA in the industrial area, where water charges to be paid by the applicant as per usage of water on monthly basis through prevailing water charges announced by authority. Cost of pipeline for obtaining water connection through main pipe line to be borne by applicant.

Note: Water Tariff and maintenance charge can be seen online on Single Window JIADA pages. Tariff will be applicable as and when revised by Authority and will be notified through online system and through SMS and Email to applicant. Terms and condition as per JIADA notification will be admissible. Monthly water tariff bill to be paid on monthly basis through online payment system and in case of delay payment-penalty/arrear to be imposed.

<u>Acknowledgement by Applicant:</u>	
Photo be uploaded by Applicant	I have obtained the water connection as per given estimate and requirement against my application no.....on dated:.....satisfactorily.

.....Digital Signature.....

Regional Director,**Name of Region**.....
For, Jharkhand Industrial Area Development Authority

Water tariff can be viewed on the given link:link.....

Certificate Link to verify & View :

Red mark/words are only for indication, should be removed-including this line.

VI. Water Tariff All Industrial Area: On JIADA Land Bank Documents page on Head of Tariff/Rate

SL. No.	Name of Industrial Area (JIADA Water Tariff for all industrial area)	Category wise Water Tariff	JIADA Land Rate for all Industrial Area	Pay Monthly Water bill	
.....		Rs. 14/1000 litre		Usage for Month-Given by JIADA R.O	Pay Bill (System Calculate)

Land Rate of All Industrial Area:

SL. No.	Name of Industrial Area (JIADA Land Rate for all industrial area)	Category of Industrial area (As per Block category defined)	Category wise Land Rate Production Sector Service Sector Commercial Sector	Rate in Rs./acre
1	Name of Industrial area		Production Sector	
			Service Sector	
			Commercial Sector	
2	Name of Industrial area		Production Sector	
			Service Sector	
			Commercial Sector	
				

Online Receipt Sample:

Jharkhand Industrial Area Development Authority Department of Industries, Government of Jharkhand <u>JIADA Central Office, Namkum, Lovadih, Ranchi-834010</u>				
#	Name of Service	Transaction No.	Date of Payment	Amount Paid
				Print or Download option

VII. Definitions:

1. JIADA: Jharkhand Industrial Area Development Authority
2. Department means: Department of Industries, Govt. of Jharkhand
3. MD: Managing Director of Jharkhand Industrial Area Development Authority
4. JIADA R.O.: Jharkhand Industrial Area Development Authority-Regional Office
5. Applicant: Industrial Unit operational inside industrial area and outside industrial area in Jharkhand
6. Admin: JIADA inside industrial area of Jharkhand
7. Third Party: Means authority/govt. department/banks/CCL seeking “Unit Existence and Operational Certificate” from Industrial units/Business units/applicant
8. SWS: Single Window System of Government of Jharkhand
9. Objection: Raised by admin (JIADA) against any discrepancy in information/documents submitted by applicant.
10. Clarification: Compliance/answer given by applicant against objection