Steps for Filling Application

A. General Information for Filling of the Application:

Read the Guidelines, Checklists and Documents required, before filling the application (http://cgwa-noc.gov.in/LandingPage/index.html) for Industry, Infrastructure and Mining Purposes.

B. Steps for Online filling of the Application for Industry, Infrastructure and Mining Purposes

1. Applicant Registration
   a. Select the link “Online Application for NOC” (http://cgwa-noc.gov.in/LandingPage/index.html)
   b. Select “New User Registration” for registration.
   c. Fill the “User Registration Form”.
   d. Username and password will be sent through Email Alert / SMS (One Time Password (OTP)) for verification. Keep it safely.
2. Applicant Login
   a. Select link “Applicant Login”.
   b. Enter Login and password.
   c. “Forgot Password”.

3. Online Filling of Application
   a. Select “Apply” and one of the New Application Industrial/ Infrastructure/ Mining application.
   b. Fill all sections and select “Save as Draft” for each section of the form.
c. Select **Browse and Upload** to attach Documents.

d. Select "**Submit**" for final Submission of Form. Note that till the application is successfully submitted, the application will not be considered **Final**.
e. Application number will be generated after the successful submission of the Application form.

f. Applicant can **view** the submitted Application Form.

g. Applicant can take **printout** of the submitted Application Form.

h. Application once submitted cannot be edited.

i. After taking printout of the submitted application, applicant has to fill the following information about processing charge payment.

   **Demand Draft Details:**

   D.D. No. __________________ Dated: ________________

   Bank Name __________________ Amount (Rs.) ________________

j. Printout of the application needs to be duly attested/ signed by the applicant / authorized representative. This application along with the “Application Number”, Original copy of all the attachments and Demand Draft for processing fee should be submitted to the concerned Regional Director of CGWB as per the address given in the print out of the online submitted application immediately, but not later than **7 days**. Submission of printout within 7 days of uploading of the application is mandatory for processing of application.

C. **Tracking of Status of the Application submitted Online.**

![Application Tracking Website](image)

a. Select the Link “**Track your Application**”. 
b. Applicant has to **login** first.

c. Select **"Applicant Home"** link.

d. Select the link **“view”** in the **Status** Column for the required application number.

e. View the **Status** of the Submitted Application.

4. **Applicant Logout**

   a. Select logout.