

STEP BY STEP GUIDE FOR NEW USER ID (FORGOT PASSWORD), NAME CHANGE, EXTENSION OF VALIDITY OF EXISTING NOC AND EXPANSION /REDUCTION OF EXISTING NOC (TO INCREASE/DECREASE GROUNDWATER WITHDRAWAL QUANTUM)

1 IN CASE THE PASSWORD IS NOT AVAILABLE

STEP-1 Enter the registered e-mail ID on NOCAP

Step -2 Click on forgot password.

An OTP will be sent on the registered mobile number, the password can then be reset.

2.IN CASE THE REGISTERED MOBILE NUMBER IS NOT AVAILABLE

STEP-1 – Create a new user ID on NOCAP

STEP-2 – Send a mail to Regional Director of the respective region, along with the following documents:-

- a. ID proof
- b. New user ID
- c. Authorisation letter
- d. Copy of NOC, in case of existing NOC holders
- e. Bharatkosh receipt for fee paid for Rs. 5000

3. IN CASE OF NAME CHANGE

Submit a request via mail to CGWA (cgwa(at)nic.in) in respect of name change along with the following documents:-

- a. Bharatkosh receipt for fee paid for Rs 5000 in respect of name change
- b. Certificate of incorporation

4. PROCEDURE FOR EXTENSION OF VALIDITY OF EXISTING NOC

If the proponent is unable to construct the well(s) during the validity period of No Objection Certificate for genuine reasons, the proponent will have to apply for extension of No Objection Certificate by an email to Regional office if withdrawal is up to 100 KLD and to CGWA, Delhi if withdrawal is more than 100 KLD . Application for extension should be supported by documents justifying the reasons for delay and proof of payment (receipt of bharatkosh) of Rs. 5000/-. Other conditions for grant of extension of No Objection Certificate will be the same as that for fresh No Objection Certificate. Extension of No Objection Certificate will be granted for a maximum period of two years. No further extension will be granted after the expiry of the extended period. In that case, the applicant will have to apply afresh for grant of No Objection Certificate.

Following documents are required to be submitted for extension of NOC :

- a. Application for extension should be supported by documents justifying the reasons for delay and
- b. proof of payment (receipt of bharatkosh) of Rs. 5000/-.

5. PROCEDURE FOR EXPANSION /REDUCTION OF EXISTING NOC (TO INCREASE/DECREASE GROUNDWATER WITHDRAWAL QUANTUM)

If the project proponent is having valid NOC and desire to increase or decrease groundwater withdrawal, before renewal in such case applicant need to submit offline application to Regional office (if groundwater withdrawal is up to 100 KLD) and to CGWA, Delhi (if Groundwater withdrawal is more than 100 KLD) alongwith justification and/or new CTO showing increase in demand or production and proof of payment (receipt of bharatkosh) of Rs. 5000/-.

Following documents are required to be submitted for extension of NOC :

- a. Application for expansion or reduction should be supported by documents justifying the reasons for expansion/reduction and
- b. proof of payment (receipt of bharatkosh) of Rs. 5000/-.

Payment to be made in Penalty 070202800020000-MISC. RECEIPTS head at <https://bharatkosh.gov.in/>