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विभाग

**भूजल प्रोफेशनल के लिए  
प्रत्यायन नीति 2024**

***Accreditation Policy for  
Ground Water Professionals  
2024***

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## ***Accreditation Policy for Ground Water Professionals, 2024***

### **Central Ground Water Authority, New Delhi**

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# ***ACCREDITATION POLICY FOR GROUND WATER PROFESSIONALS, 2024***

*This policy comes into effect from the date of issuance through uploading on portal / public domain and supersedes previous policies.*

## **1. PREAMBLE**

Department of Water Resources, River Development and Ganga Rejuvenation, Ministry of Jal Shakti, has notified '***Guidelines to Control and Regulate Ground Water Extraction in India***' vide notification number S.O. 3289(E) dated 24.09.2020, and Amendment Notification dated 29.03.2023 thereafter. Central Ground Water Authority (CGWA) is entrusted to issue No Objection Certificate (NOC) to Industries, Mine and Infrastructure projects to regulate ground water in the country.

As per clause 4.1 (f) in case of Industrial projects; 4.2 (c) in case of Mining projects and 4.3 (c) Infrastructure projects, vide Notification number S.O. 1509 (E) Amendments in new Notified Guidelines, all projects extracting/proposing to extract ground water in excess of 100 m<sup>3</sup>/day shall have to submit mandatorily the *Impact Assessment Report* of existing/proposed projects. The report should be prepared by accredited consultants.

In view of this, there is a need to formulate the policy for Accreditation of the Consultants whose report will be accepted by CGWA for processing the applications and issuing No Objection Certificate for ground water withdrawal.

The revised policy of Central Ground Water Authority, New Delhi is prepared for the '***National Board of Accreditation for Ground Water Professionals***'. It comprises of Rajiv Gandhi National Ground Water Training and Research Institute (**RGNGWTRI**), Department of Water Resources, River Development and Ganga Rejuvenation, Ministry of Jal Shakti, Government of India, and National Accreditation Board for Education and Training (**NABET**), an autonomous body of the Ministry of Commerce & Industry, New Delhi. These institutions will jointly act as the '***Accrediting Institutes***' for implementation of Accreditation policy.

## **2. IMPORTANCE OF ACCREDITATION OF GROUND WATER PROFESSIONALS**

Accreditation is a process of instilling assurance and confidence amongst all the stake holders in acceptable standards of the reports/conclusions submitted by them for various purposes. Accreditation is a tool to ensure the standards and quality of the work done by an individual or an organization. The applicants who seek permission for water extraction feel confident in hiring the services of the accredited professional for conducting a hydrogeological survey and preparation of report on the ground water scenario and the impact of ground water extraction. This report is mandatory for issuance of No Objection Certificate (NOC) from Central Ground Water Authority. Similarly, the Authority also expects certain level of accuracy and meaningful conclusions of the report submitted by an accredited and competent Ground Water Professionals. At the same time, the accredited professional agrees to uphold the quality of standards, ethics and public responsibility set by the Accrediting Organization.

## **3. NEED FOR ACCREDITATION OF GROUND WATER PROFESSIONALS**

As per new Notified Guidelines of Central Ground Water Authority, all projects extracting/proposing to extract ground water in excess of 100 m<sup>3</sup>/day in Over-exploited, Critical and Semi-critical areas and mining projects shall have to submit mandatorily the impact assessment report of existing/ proposed ground water withdrawal on the ground water regime and also the report on the socio-economic impacts prepared by accredited consultants.

1. A number of institutions and/or Consultants are available today in the country to prepare the impact assessment report. Choosing one, who can prepare report of acceptable quality or standard becomes a difficult task for the applicant. The process of accreditation facilitates short listing of the consultants for the job.
2. Accreditation will ensure quality of the impact assessment report by upholding the quality of standards, ethics and public responsibility.
3. The process of accrediting and subsequent renewal/cancellation or to keep in abeyance will ensure the quality of the Report.
4. The assured quality of the report will reduce number of field visits by the officers of the Central Ground Water Authority and hence the time taken for issuance of No Objection Certificate can be reduced substantially.

#### **4. FUNCTIONAL AREAS OF ACCREDITATION OF GROUND WATER PROFESSIONALS**

As per the guidelines there are three categories of the applications i.e., Industry, Mining and Infrastructure for which “*Impact Assessment Report*” and “*Comprehensive Ground Water Report*” is required. Hence, there are THREE types of functional areas for the ground water professionals, namely

1. Comprehensive Ground Water Impact Assessment for Industries & Infrastructure projects
2. Comprehensive Ground Water Impact Assessment for Mining projects
3. Ground Water Modelling

Accordingly, depending upon the requirement of the project, one of the following four type of reports needs to be submitted by the project proponent for obtaining NOC.

1. Comprehensive Ground Water Impact Assessment Report without modelling studies for Industries & Infrastructure projects
2. Comprehensive Ground Water Impact Assessment Report with modelling studies for Industries & Infrastructure projects.
3. Comprehensive Ground Water Impact Assessment Report without modelling studies for Mining projects.
4. Comprehensive Ground Water Impact Assessment Report with modelling studies for Mining projects.

#### **5. POLICY FOR ACCREDITATION OF GROUND WATER PROFESSIONALS**

One can apply for accreditation as an institute **OR** sole proprietorship institute. The report submitted by accredited institutes prepared by accredited ground water professionals will only be considered during the scrutiny of the applications for NOC for withdrawal of ground water. Based on the qualification criteria, the accreditation will be granted in the respective functional area(s).

If any person is holding any post in Central/ State Government, PSUs/ Universities, then Applicant has to apply as a member of Institute or as an individual professional with sole proprietorship, subject to permission from the parent organisation/Institute. The applicant has to submit NOC obtained from the parent organisation/Institute.

Accredited institutes or individual professional with sole proprietorship may have Memorandum of Understanding (MoU) with other accredited institutes and *vice versa*.

## 6. ELIGIBILITY CRITERIA

The consultants will be eligible for examination based on their educational qualifications, technical competency, field experience, etc.

### 6.1 Educational Qualification

The applicant should have Master's degree, i.e., M. Sc. / M. Sc. (Tech)/ M. Tech in Hydrogeology/ Geology/ Applied Geology/ Marine Geology/ Geophysics/ Water Resources Management/ Earth Science/ Mining / Water Resources Engineering / Soil and Water Conservation Engineering / Marine Engineering / Hydrology / Environmental Science / Environmental Engineering / Geo-informatics.

The Master's degree should be from a University incorporated by an Act of the Central or State Legislature in India or other educational Institutes established by an act of Parliament or declared to be deemed as University under Section 3 of the University Grants Commission Act, 1956 or any institution of higher education recognized by Government of India.

### 6.2 Credentials as an Institute: Ownership & Infrastructure

The institute should be registered under various extant Act(s) in India and should be working in the field of Ground Water Resource Development and Management, as below.

1. Sole proprietorship owned by an individual or One-Person Companies (OPC). However, accreditation of existing individual ground water professionals prior to implementation of this policy will be valid as per the already issued Certificate of Accreditation. Such candidates have to apply as Sole proprietorship owned by an individual or One-Person Companies (OPC) at the time of renewal.

**OR**

2. Partnership Firms / Proprietorship / Private Limited Company Private Unlimited Company / Limited Liability Partnership (LLP) [under the Limited Liability Partnership Act, 2008] / Public Limited Companies [registered under the Companies Act, 2013]/ Research Institute / Academic Institute / Industry Association /Society [registered under the Societies Registration Act, 1860].

The institute should have sufficient infrastructure to run the institute along with the license software of the relevant domain. Institutes will submit details of infrastructure available

such as Office space/work area, Hardware, Software along with video clip & photographs etc. online during submission of application form.

### 6.3 Professionals / Members of an Institute

Institute may have one or more members as follows:

- A. If applying as Sole Proprietorship owned by an individual or as One-Person Companies (OPC) details of office space/work area, hardware, and software as part of the available infrastructure, along with a video clip and geotagged photographs have to be submitted.
  - i. **Project Coordinator** – only one person/member. Applicant has to mandatorily appear & qualify for accreditation examination.
- B. If applying as Institute, then there should be minimum three (03) members, as below
  - i. **Project Coordinator (mandatorily one)** -. Any person on pay roll of the institute (certified by Chartered Accountant), including its owner/proprietor/head etc., may function as Project Coordinator. However, if he/ she also fulfills educational criteria prescribed under clause 6.1, it will be optional for him/ her to appear in/ qualify accreditation exam/ interview. If the Project Coordinator chooses not to appear in examination and/ or fails to qualify the examination/ interview, he/she will not be considered accredited. In such case, he/she may function **solely** as Project Coordinator.
  - ii. **Technical Area Expert (mandatorily one or may be more)** - on pay roll of institute and certified by Chartered Accountant. Applicant has to mandatorily appear and qualify for accreditation examination.
  - iii. **Team Member (not mandatory - as per need of the institute)** - Fresh graduates/post graduates under some Technical area expert. The member has to be on payroll of institute (certified by Chartered Accountant). Applicant has to mandatorily appear in and qualify accreditation examination/ interview.
    - a. The institute has to fulfil the above criteria of **minimum three members** on its pay roll.
    - b. The respective reports are to be signed by Project Co-ordinator and accredited member(s) involved in project/study.
    - c. The institutes may hire services of Hydrogeologist, Geophysicist, Remote Sensing & GIS expert, Water Quality Expert etc.
    - d. During renewal of Accreditation Certificate, institute should produce Impact Assessment Report (IAR) or Comprehensive Ground Water Impact Assessment Report (CGWIAR) prepared by the institute during the previous period as per extant policy.

- e. The institutes will submit details of infrastructure available such as Office space/work area, Hardware, Software along with video clip & geo-tagged photographs. There will be no physical verification of infrastructure of the institute.

#### 6.4 Change/addition of Professionals / Members of an Institute

Change/addition of experts proposed in the application shall be subject to the following conditions:

- i. In case, an institute has been accredited, proposal for change shall be considered only after advertisement for next examination. Applicant has to appear for examination under the nomination from the said Institute. The application fee has to be paid for any new member.
- ii. If any member of the accredited institute leaves and the institutes falls short of criteria mentioned at *Clause 6.3 (B)*, then accreditation of the institute will remain suspended till the criteria is fulfilled. During the period of suspension the institute shall not take up any new project. The pending reports of the projects will be signed by the existing member(s).
- iii. In case of situation beyond the control of institute as well as ground water professional or under unavoidable circumstances then the '*National Board of Accreditation of Ground Water Professionals*' will take the decision.

#### 6.5 Experience

The applicant should have experience in his/her professional field as below

- i. **Project Coordinator** - minimum Seven (07) years' experience in his/her professional field, if appearing in examination for accreditation [*Read Clause 6.3 B (i)*]. However, no experience is required if applicant wants to function as Project Coordinator only.
- ii. **Technical Area Expert**- minimum Five (05) years' experience in his/her professional field.
- iii. **Team Member** - Fresh graduates/post graduates under some Technical area expert. No experience required.

## 7. EVALUATION AND ASSESSMENT

The applicant has to apply online through the portal of '*National Board for Accreditation of Ground Water Professional*'. The applicant has to submit all the desired documents online. After



verification of the documents as per eligibility criteria (*Clause 6*), the short listed candidates will appear for the online objective / subjective examination. The candidates qualifying the examination will be called for online or offline interaction / interview.

The applicant will be accredited based on the following parameters:

- i. Online objective / subjective examination will be conducted followed by interaction / interview of the candidates.
- ii. The online objective / subjective examination may be carried out for 400 marks for each paper and 100 marks for Technical Competency based on interaction / interview.
- iii. For grant of Accreditation, the Institutes / Sole Proprietorship owned by an individual have to score at least 50% in online examination and 50% in interaction / interview.

**Table 7.1: Examination Pattern for**

Type	MCQ / Subjective Knowledge / Skill / Written Test	Interaction / Interview / Verbal Assessment
Mode of conduct	Online	Physical or online
Total Marks	400	100
Qualifying Percentage#	50%	50%
Qualifying mark#	200	50

*# The qualifying mark and qualifying percentage will be subject to performance of particular batch in the examination.*

Section	No. of questions*	Marks for each question	Total marks
Section A	50 (MCQ)	4	200
Section B	10 (Subjective MCQ)	20	200

*\*Number of questions and marks are flexible.*

- iv. The applicant needs to appear in the following papers as per their applications for functional areas which will cover topics given against each functional area:

**Paper 1:** Comprehensive Ground Water Impact Assessment for Industries & Infrastructure

**Paper 2:** Comprehensive Ground Water Impact Assessment for Mining

**Paper 3:** Ground Water Modelling

Paper	Accreditation Applied for functional area(s)	Topic
1	Comprehensive Ground Water Impact Assessment for Industries & Infrastructure projects	As per SOP/format for CGWIAR for Industries, Infrastructure projects
2	Comprehensive Ground Water Impact Assessment for Mining projects	As per SOP/format for CGWIAR for Mining projects
3	Ground Water Modelling	As per SOP/format for Ground Water Modelling

- i. If ground water professional / member is already accredited for one functional area (eg. CGWIAR without modelling) and applying for another functional area (eg. CGWIAR with modelling), then applicant has to appear for the online objective / subjective examination for the additional functional area (i.e., only Modelling). However, the validity of accreditation will be separate as per date of issuance of certificate.
- ii. A minimum three (03) members can appear in the written examination by paying the accreditation fee as applicable. For each additional candidate, the institute has to pay an additional amount equivalent to Sole proprietorship owned by an individual or One-Person Companies (OPC).
- iii. After screening, the applicant whoever secured 50% in the online objective / subjective examination will be called for interaction/ Interview. The screened individual whoever secures 50% in the Interaction / Interview / Verbal Assessment will be selected and shall be issued the Accreditation Certificate.
- iv. Accrediting institute reserves the right to conduct the examination based on the number of applications received for accreditation.

## 8. ACCREDITATION CERTIFICATE AND VALIDITY PERIOD

The accreditation will be valid for a period of **THREE (03) years** from the date of grant of accreditation subject to the conditions mentioned in the *clause 6* and *clause 14*. The accreditation certificate shall bear all the details pertaining to the institute.

## 9. RE-EVALUATION

If an institute is not satisfied with the result of written examination, then the Institute have an option to seek re-evaluation of the answer sheet by way of an application through portal along with a re-evaluation fee equivalent of 50% of the accreditation fee within a period of one week from the date of declaration of such result. In case of any dispute, the decision of the Board of Accreditation would be final.

## 10. RENEWAL OF ACCREDITATION

On completion of three (03) years of accreditation, as indicated in *clause 8*, the institute will be required to seek renewal of accreditation. There will be no examination for renewal of accreditation. However, examination shall be mandatory to those *then Individual* /Institutes who were accredited without examination earlier. To ensure continuity in accreditation, the institute may apply for renewal 3 months before the expiry of the accreditation validity period. During the delisting period the applicant is not eligible for renewal of accreditation.

## 11. ACCREDITATION/RENEWAL FEE

The Accrediting Institute will levy a Non Refundable Accreditation Fee / Renewal Fee as announced from time to time. The assessment fee of institute is minimum of Rs. 30,000/- for three (03) members. However, for every additional member there will be additional fee of Rs. 10,000/- per member. After every three (03) years, the Renewal Fee will increase by 10% of the Fresh Accreditation Fee, with rounding to nearest hundred. The fee structure will be revised from time to time as approved by the Board of Accreditation after receiving proposal jointly from CGWA, RGNGWTRI and NABET.

The present charges / fee structure for fresh accreditation and renewal for the accreditation are given below:

Items	Fresh Accreditation Fee (Rs)		Renewal Fee (Rs) [50% of Fresh Accreditation Fee]		Remarks
	Institute	Sole proprietorship owned by an individual or One-Person Companies (OPC)	Institute	Sole proprietorship owned by an individual or One-Person Companies (OPC)	
Application fee*	20,000/-	10,000/-	10,000/-	5,000/-	Non-refundable, to be deposited along with application
Assessment Fee	60,000/-	30,000/-	30,000/-	15,000/-	
<b>Total Fee</b>	<b>80,000/-</b>	<b>40,000/-</b>	<b>40,000/-</b>	<b>20,000/-</b>	
Annual fee	20,000/-	10,000/-	20,000/-	10,000/-	Non-refundable, to be deposited after accrediting

Note : \* Rs. 10,000/- per member for every addition of one member in an Institute

## 12. ACCREDITING INSTITUTE

The Training wing of Central Ground Water Board i.e. *Rajiv Gandhi National Ground Water Training and Research Institute (RGNGWTRI)*, Department of Water Resources, River Development and Ganga Rejuvenation, Ministry of Jal Shakti, Government of India, Sector-23, Atal Nagar, Naya Raipur, Chhattisgarh and *National Accreditation Board for Education and Training (NABET)*, autonomous body of the Ministry of Commerce & Industry, ITPI Building, I P Estate, New Delhi, will jointly act as the “*Accrediting Institute*”. It will ensure implementation of Accreditation Policy for Ground Water Professionals by the Central Ground Water Authority, New Delhi.

## 13. ACCREDITATION BOARD

There will be only one single ‘*National Board for Accreditation of Ground Water Professional*’ comprising of following members:

SN	Name/ Designation of the Member	Status
1.	Chairman, CGWA, New Delhi	Chairman
2.	Member, CGWA, New Delhi	Member

SN	Name/ Designation of the Member	Status
3.	Chief Executive Office, NABET, New Delhi	Member
4.	One Scientist F/G level <u>ground water modelling domain expert</u> nominated from NIH/ Academic institutes/ other DoWR institute [two nominations]	Member
5.	<u>One Mine expert</u> of DDG Level officer from GSI / IBM, Nagpur / Ministry of Mines [two nominations]	Member
6.	One Officer of Level-14 from MoEF&CC [two nominations]	Member
7.	Regional Director, RGNGWTRI, Raipur	Member Secretary

The Board may co-opt one/two subject matter Experts from reputed Government Institution such as IIT/NITs etc., and one/two Regional Directors, CGWB from CGWA regulated states/UTs, if required.

#### **14. COMPLIANCE TO THE CONDITIONS OF ACCREDITATION AND CODE OF CONDUCT**

1. Accreditation shall expire at the end of its validity unless renewal is sought in time.
2. All payments shall be made in advance.
3. After getting accreditation certificate, any change in expert, employment status, scope etc. shall be informed to the Accrediting Institute within 15 days with relevant documents.
4. The accredited institute shall maintain relevant records of each consultancy conducted. All information should be meticulously documented.
5. All accredited institutes are obliged to improve the standing of the profession by rigorously observing the Code of Conduct. Failure to do so may result in the delisting or debarment of accreditation.
6. Accredited institute just after accreditation shall sign the '**Code of Conduct**' with accrediting institute as mentioned below:
  - i. Institute has to provide following documents for each report submitted to CGWA as a part of obtaining NOC.
    - a. Plagiarism check and b. Similarity Index
  - ii. To act professionally, accurately and in an unbiased manner.
  - iii. To be truthful, accurate and fair to the assigned work, without any fear or favour.

- iv. To judiciously use the information provided by or acquired from the applicant and to maintain the confidentiality of information received or acquired in connection with the assignment.
- v. To avoid and / or declare any conflict of interest that may affect the work to be carried out.
- vi. Not to act in a manner detrimental to the reputation of any of the stakeholders including accrediting institute and the customer/project proponent.
- vii. To cooperate fully in any formal enquiry procedure of accrediting institute.

## **15. MEMORANDUM OF UNDERSTANDING**

Concomitant with the implementation of this policy, accredited institute (as Primary Institute) may enter into Memorandums of Understanding (MoU) with other accredited institutes [(as Secondary Institute(s)] / existing accredited individuals for utilizing their services in respective domain. The MoU shall be valid for at least one year and maximum for the three (03) year or validity period of the either institutes.

There is no restriction of number of MoU between the accredited institutes/individuals. However, if the desired reports is not found as per SOP/format then the primary institute is responsible and shall be liable for correction of the report or delisting from accreditation.

Copy of the MoU executed between accredited institutes may be submitted to CGWA at [cgwa@nic.in](mailto:cgwa@nic.in) and has to be uploaded on the portal within 30 days of signing of MoU. If MoU is not submitted within the stipulated time, and later it came to the notice of accrediting institute or CGWA or Board of Accreditation, then the institute will be delisted / debarred.

In the event of delisting/debarment of either of the accredited institutes/individuals during the period of MoU, the MoU shall be treated as null and void.

Reports prepared jointly by the institutes should categorically include the name of both primary and secondary accredited institute(s).

## **16. DELISTING AND DEBARMENT OF ACCREDITATION**

### **16.1 Delisting of accreditation**

The accredited institute shall be delisted as per the criteria for delisting mentioned below. However, the delisting criteria of accredited institute will be reviewed time to time by CGWA, New Delhi.

1. In case the accredited institute submits report(s) which are not up to the mark to the Central Ground Water Authority for any NOC application or any information submitted by the Individual / Institution is found to be incorrect subsequently or in case there is any unethical use of the accreditation certificate or any such activity of the Individual / Institution not fit for being accredited comes to the notice of Central Ground Water Authority or accrediting agency, the same shall amount to delisting of the accreditation.
2. To deal with the flaws in the Impact Assessment Reports / Comprehensive Ground Water Impact Assessment Reports prepared by accredited institute, following action for various offences, after issuance of show cause notices as per CGWA Office Memorandum dated 04.02.2022, has been decided by the Authority:-

Sl. No.	Offence	Action
i.	Submission of unprofessional/ Reports/ not as per prescribed format/ mistakes in presentation of scientific data	The organization/ individual will be <b>delisted</b> immediately for one year on <b>rejection of 3 project reports</b> . It will however be the joint responsibility of PP and the concerned consultant to get the reports submitted to the satisfaction of EAC*. The institute, however, will remain delisted for the period as mentioned above and cannot undertake any new projects or carry out studies or prepare reports for any new projects during the said period.
ii.	Submission of false/ misleading information or misrepresentation of facts or suppression of relevant information	Delisting of organization / individual for one year
iii.	Plagiarism	Delisting of organization / individual for one year
iv.	Impersonation by the consultant/ improper use of accreditation	Delisting organization / individual for one year

***\*The application will remain rejected till the desired revised report is received as per SOP and with desired modifications/ corrections. If the period goes beyond 60 days from rejection, EC/ Penalty will be applicable as per prevailing criteria.***

3. Before rejection of report, the Individual/ Institute shall be given one opportunity to rectify the report in case of point No. 2(i) of above table and submit the same within 15 days.

4. The institute shall submit the list of existing work orders within one week of issuance of the delisting order.

### **16.2 Debarment of Accredited Institute:**

The accrediting institute shall be *debarred for two (02) years* on getting delisted three (03) times based on one or more grounds listed below during the accreditation process or afterward, but not limited to these points:

- i. Non-compliance or violation of the requirements and conditions of accreditation.
- ii. Deviation from facts as stated in application and enclosures.
- iii. Submission of false or misleading information in the application or in subsequent submissions.
- iv. Improper and illegal use of accreditation.
- v. Using unapproved experts or carrying out changes in experts or in quality.
- vi. Failure to report any major legal (mandatory compliance) changes and conflict of interest.
- vii. Using fraudulent practices in respect of its submission/ interaction with accrediting institute which would include, but not limited to, deliberate concealment and/or submission of false or misleading information, suppression of information, falsification of records or data, unauthorized use of accreditation, and non-reporting of complaints against Individual/organization to accrediting institute.
- viii. Non- payment of applicable fees on time to accrediting institute.
- ix. Violation of the Code of Conduct for the accredited institute.
- x. Any other condition deemed appropriate by accrediting institute.
- xi. The decision for the debarment will be taken by the accrediting institute with the approval of Board of Accreditation.
- xii. The Individual/ Institution can also be debarred as mentioned in the delisting criteria given under *clause 16.1*.

*The institute may apply again for fresh accreditation after debarment period.* The institute cannot undertake any new projects or carry out studies or prepare reports for any new projects during the said period. However, the reports for the existing work order(s) may be completed to the satisfactory compliance of the CGWA. The institute shall submit the list of existing work orders within one week of issuance of the debarment order.



## 17. GRIEVANCE REDRESSAL

The accredited institute shall use portal for grievance as well as complaint. The grievance / complaint of accredited institute will be dealt through portal as below.

1. Review of Decisions
2. Appeal

### 17.1 Review of Decisions

In case any Institute wishes for review/reconsideration of any decision taken by the accrediting institute they may send a request for same. The following information is to be provided while submitting review:

1. Request must mention specific issue supported by documentary evidences.
2. Anonymous/ pseudonymous requests will not be entertained.
3. Only substantial errors/mistakes on procedural matters shall be taken up for consideration.
4. Such 'Reviews' shall be taken up for consideration by the review committee constituted by the accrediting institute duly approved by the competent authority.

### 17.2 Appeal

Any institute may apply for 'Appeal' in case it is not satisfied with the 'Review' decision. An 'Appeal' must include the specific issues on which the appellant is filing the appeal accompanied by supporting documents and fees for appeal.

The appeal committee comprises of the following members:

SN	Name/ Designation of the Member	Status
1	Chairman, CGWA, New Delhi	Chairman of Appeal Committee
2	Member, CGWA, New Delhi	Member
3	Member RGI/East, Faridabad	Member
4	Senior Officer, NABET, New Delhi	Member

The documents received from the appellant will be submitted to the members of the Appeal Committee. The committee will fix a date for the hearing which will be intimated to the appellant. The committee will give its decision after hearing both the sides and based on deliberation within it.

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