

**Office of the Engineer-in-Chief, Water Resources,
Secha Sadan, Bhubaneswar**

No WS/WT-PR-2/2020 3357/WS dt.07-02-2023

Subject: Detailed Operational Guidelines for One Time Settlement of Outstanding Water Rate Dues of Central/ State Government Units/ Organisations and Private Industrial, Commercial & Other Establishments

A. Introduction

The following detailed operational guidelines for One Time Settlement of Outstanding Water Rate Dues of Central/ State Government Units/ Organisations and Private Industrial, Commercial & Other Establishments are made pursuant to Department of Water Resources, Government of Odisha Resolution No –Irr-II-WRC-172/2022 3282/WR, Bhubaneswar dated 06-02-2023, clause 12 (xiv).

B. Application for One Time Settlement

1. The Central/ State Government Units/ Organisations, Centre/State PSUs and Private Industrial, Commercial & Other Establishments shall apply in **Form I** within the stipulated period of one month from the date of issue of the Resolution to the Engineer-in-Chief, Planning & Design through e-mail in eicpd-wr.od@nic.in/ eicpdwr.od@gmail.com with copy through e-mail to CE, Water Services in cews-eicwr.od@nic.in and the concerned Divisional Officer.
2. The application in **Form I** as appended in these guidelines along with the statement of month wise water rate Demand & Payment up to 31.03.2022 in **Annexure-I** and **Annexure-II** shall be submitted within the stipulated period.
3. The hard copy of the application with relevant documents as above shall also be submitted to Engineer-in-Chief, Planning & Design against receipt.
4. Applications received after the stipulated date will not be considered.
5. The declaration in prescribed format appended to these operational guidelines shall also be furnished along with application in form of an Affidavit duly

C.S. Reddy

executed before a First Class Magistrate on non-Judicial stamp paper of Rs 100/- (Rupees Hundred only).

C. Processing of the Application

1. Engineer-in-Chief, Planning & Design on receipt of the application in both e-mail and hard copy will forward to CE, Water Services, who in turn will forward the same to the respective Divisional Officer. The Divisional officer, on receipt of the application will process the application.
2. The Divisional Officer may call for additional records from the applicant through e-mail (in the e-mail address as mentioned by the applicant in the application) detailing such documents, as may be necessary to verify the correctness of the particulars furnished in the said application, in **Form-II** within **7 (Seven) days** from the date of receipt of application from CE, Water Services. A copy of such e-mail will be sent by the Divisional Officer to E.I.C, P&D & Chief Engineer, Water Service in their respective e-mail addresses.
3. The applicant, on receipt of the e-mail from the Divisional Officer, shall arrange to submit the records in full and final shape to the Divisional officer through e-mail with copy to Chief Engineer, Water Service & E.I.C, P&D within **10 (Ten) days** from the date of receipt of such communication from the Divisional Officer. A hard copy of the documents so sent in e-mail shall be submitted simultaneously to the Divisional Officer against receipt.
4. In the event of non-receipt of the documents within the time limit so specified, the application will be processed by the Divisional Officer on the basis of records available in the Division and the applicant will not be entitled to prefer any claim on that account in future.
5. The Divisional officer shall prepare the statement of Outstanding Amount as per Rules & as per Resolution no 3282 dtd. 06-02-2023 separately for surface water and ground water drawal in **Annexure-III & Annexure-IV**. He shall submit the aforesaid statements and supporting documents along with recommendation of the outstanding amount in **Form-III** (separately for Surface Water and Ground Water drawal) to Chief Engineer, Water Service

C.S. [Signature]

through e-mail within **15 (Fifteen) days** from date of receipt of documents from the applicant as specified in sub-clause 3 & 4 above. He will also submit all the hard copies for the purpose.

6. The Chief Engineer, Water Service shall cause scrutiny of the documents and the computations submitted by the Divisional Officer within **15 (Fifteen days)** in order to place the same before a committee called 'Settlement Committee', to be constituted under the chairmanship of Engineer-in-Chief, Planning & Design and consisting of members to be detailed separately for the purpose .
7. The Settlement Committee will meet frequently and in no case more than a week apart. It will examine the statement of outstanding amount and proposed settlement amount in the proposals placed before it and will recommend the same to Govt. in DoWR for consideration.
8. On receipt of approval of Settlement Amount from Govt. in DoWR, Engineer-in-Chief, Planning & Design, will forward the same through e-mail to the concerned Divisional Officer with copy to CE, Water Services.

D. Settlement of Arrears and Payment

1. The concerned Divisional officer, on receipt of the communication of outstanding amount for settlement shall intimate the applicant in **Form-IV** with copy to EIC P&D, Odisha & Chief Engineer, Water Services and simultaneously raise the Demand Notice in IWCRCM portal.
2. The applicant shall pay the settled amount in full & final in one instalment as per Demand Notice issued within two months from the date of application.
3. The settled amount shall be remitted by the applicant in IWCRCM portal.

E. Cancellation and Revision of Settlement order

1. If the Settlement Amount against the Demand Notice is **not paid in full in one instalment** within the stipulated period, the said Demand Notice shall stand cancelled and the original outstanding water rate dues as on 31-03-2022 as per Rules shall be restored.
2. In case of any error in computation detected subsequently, the matter will be re-examined and Revised Settlement Amount will be intimated. The

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differential amount, if payable by the applicant to Govt, will be paid forthwith. In case the differential amount is negative, the same will be adjusted against the future bill of the applicant entity. In no case, any refund shall be done by the Govt.

3. However, no Applicant shall take the plea of inaccuracy in computation to defer payment of Settlement Amount. Any case of revision at the request of the Entity will only be taken up after it has made full payment of the Settlement Amount in one instalment.

F. Revocation of One Time Settlement

1. If it is found later that the applicant has obtained the benefit of settlement under this Resolution by suppressing material information or particulars/ furnishing incorrect or false information or particulars, the One Time Settlement in respect of the entity shall be liable to be revoked.
2. Before revocation of the settlement, the concerned Divisional officer may issue notice in **Form V** requiring the applicant to show cause within fourteen days from the date of the receipt of the notice through e-mail as to why One Time Settlement under the Resolution shall not be revoked.
3. The Divisional Officer will examine the reply and make suitable recommendation to competent authority through CE, Water Services and Settlement Committee.
4. The concerned Divisional officer, on receipt of necessary approval of the competent authority for Revocation of Settlement, shall serve the Order of Revocation to the applicant in **Form VI**, with a copy through e-mail to the EIC, P&D and Chief Engineer, Water Services.

C.S. Kulkarni
07/02/2023
Engineer-in-Chief,
Planning & Design

Memo No. WS/WT-PR-2/2020 **3358/WS** dtd. **07-02-2023**

Copy submitted to the Additional Chief Secretary, Department of Water Resources for favour of kind information and necessary action.

C.S. Tejari
07/02/2023
Engineer-in-Chief,
Planning & Design

Memo No. WS/WT-PR-2/2020 **3359/WS** dtd. **07-02-2023**

Copy forwarded to the EIC, Water Resources/ EIC, Procurement for information and necessary action.

C.S. Tejari
07/02/2023
Engineer-in-Chief,
Planning & Design

Memo No. WS/WT-PR-2/2020 **3360/WS** dtd. **07-02-2023**

Copy forwarded to Chief Engineer & Basin Manager, Mahanadi-Kathajodi system, BBSR/ Chief Engineer & Basin Manager Mahanadi Basin, Burla/ Chief Engineer & Basin Manager, Brahmani Basin, Samal/ Chief Engineer & Basin Manager, Subarnarekha & Budhabalanga Basin, Laxmiposi/ Chief Engineer & Basin Manager, Rusikulya, Bahuda, Vansadhara, Nagavali Basin, Berhampur/ Chief Engineer & Basin Manager, Indravati-Kolab Basin, Khatiguda/ Chief Engineer & Basin Manager, Tel Sub basin, Bhawanipatna/ Chief Engineer & Basin Manager, M.B.B.S., Chandikhol/ Chief Construction Engineer, Potteru Irrigation Project, Balimela for information and necessary action.

C.S. Tejari
07/02/2023
Engineer-in-Chief,
Planning & Design

Memo No. WS/WT-PR-2/2020 **3361/WS** dtd. **07-02-2023**

Copy forwarded to The Superintending Engineers/ Executive Engineers,

Angul Irrigation Circle, Angul/ Baitarani Irr.Division, Salapada/ Balangir Irr.Division, Balangir/ Balasore Irr. Division, Balasore/ Berhampur Irr. Division/ BhanjanagarIrr.Division/ BoudhIrr.Division, Boudh/ Burla Irr.Division,Burla/ Earth Dam Division, Chitakonda/ Harabhangi Irr. Division, Adava/ Kendrapara Ir. Division/ Khurda Irr.Division/ Mahanadi North Division-I/ Mahanadi South Division-I/ Mayurbhanj Ir. Division, Baripada/ Nuapadab Irr. Division/ Potteru Irr.Division No.I, Balimela/ Sundargarth Irr.Division/ Upper Kolab Head Works Division, Kolab Nagar/ Upper Koklab Ir. Division, Boriguma for information and necessary action.

C.S. Tejari
07/02/2023
Engineer-in-Chief,
Planning & Design

FORM-I

**APPLICATION FOR ONE TIME SETTLEMENT OF
ARREAR OUTSTANDING DUES OF WATER RATE.**

(All fields are mandatory and shall be filled by the applicant and sent through e-mail)

To

The Engineer-in-Chief, Planning & Design
Department of Water Resources,
SechaSadan, Bhubaneswar.
e-mail: eicpd-wr.od@nic.in / eicpdwr.od@gmail.com

Sir,

I hereby make an application under the One Time Settlement scheme vide
DoWR Resolution No 3282 dtd. 06-02-2023

I hereby furnish the following particulars:-

1.	Name of the Entity	:	
2.	Name of the Applicant (in BLOCK LETTERS)	:	

3. Address for correspondence:

.....
.....

Telephone No.....

Email ID (to be used by DoWR and its offices for correspondence with the entity for all purpose).....

4. **Location Of Entity**

.....
.....

5. Status of the Entity:
(State whether units are in operation)
6. (i) Address of Divisional Officer (DoWR) having jurisdiction:
- (ii) Assessment year/period up to which the demand relates : 31.03.2022.
7. Details of arrear demand in respect of which settlement is applied for.

Details	Outstanding Amount as per Rules (in Rupees)
Period of Outstanding demand raised by the S.E. which is sought to be Settled.	Rs In words.....

Signature of Applicant

- Encl: 1) Affidavit in the prescribed format enclosed duly executed before a First Class Magistrate on a non-judicial stamp paper of Rs. 100/-
- 2) Annexure-I and/or Annexure-II duly filled in with supporting demand notice/s and payment receipt/s
- 3) Authorisation letter
- 4) Identity proof of the Applicant (ADHAR/PAN/Driving Licence)
- 5) Any other relevant documents

Copy Submitted to Chief Engineer, Water Service, Bhubaneswar for favour of information .e-mail:- cews-eicwr.od@nic.in

Copy Submitted to Superintending Engineer,.....Division for favour of information in e mail .

AFFIDAVIT

I.....(Name
me in Block Letters), Son / daughter
of.....
designation.....

.....of..... M/s
.....(Name of
the entity) solemnly declare that the information given in this application, statements
and annexure accompanying it are correct and complete to the best of my knowledge
and belief and amounts of arrear outstanding and other particulars shown therein are
truly stated and related to assessment year / period indicated in the application.

I further declare that I have gone through the Resolution No 3282 dtd. 06-02-2023 of DoWR and am competent to make this application for OTS in Form-I in the capacity as.....(designation) duly authorised by M/S.....and submitting the following declarations.

1. M/s.....shall upon settlement of dues shall make payment of Settlement Amount in one instalment
2. M/s.....shall withdraw all the cases pending before any court in respect of arrear outstanding demand & interest in case settlement is arrived.
3. M/s..... shall not default in paying Water Rate in future.
4. M/s.....shall accept the Revision Order, if any, under the **Section E.2** of Detailed Operational Guidelines of OTS No.3357/WS dtd 07-02-2023
5. M/s.....shall accept the Order of Revocation, if any, under the **Section F** of Detailed Operational Guidelines of OTS No.3357/WS dtd 07-02-2023

Place : (Name and Signature of Applicant)

Date :

FORM-II

FORM FOR DOCUMENTS REQUIRED FOR RECONCILIATION

To,

.....(Applicant)

1. Name of the Division :
2. Assessment year up to which period the demand
has been raised **31.03.2022**
3. Amount of Arrear as demanded in Rs
4. Requirement of documents pertaining to assessment and payment made
 - i.
 - ii.
 - iii.
 - iv.
 - v.
 - vi.

Place.....

Signature and seal of Divisional Officer

Date.....

FORM-III

**FORM FOR INTIMATION OF FINAL OUTSTANDING AMOUNT AS
PER OTS RESOLUTION**

To,

The Chief Engineer, Water Services
Bhubaneswar

Received an application in Form I under the Resolution No.3282. dt.06-02-2023 of DoWR
from.....

The details of application are as below

1. Name of the Division :
2. Assesment year upto which period the demand
has been raised : 31.03.2022
3. Name of the Entity:
4. Source of Drawal, Nala/River/Reservoir/Ground Water:
5. Qty of Allocation:
6. Allocation order no and date
7. Details of Agreement : valid up-to:
8. Outstanding demand as per Rule :Rs
9. Outstanding demand as per Resolution No. 3282 dtd. 06-02-2023: Rs.

Place.....

Signature and seal of Divisional Officer

Date.....

Enclosure: 1) Statement of Outstanding Amount (Annexure III & IV)

2. Photocopy/ies of Payment receipt
3. Photocopy/ies of Demand raised
4. Photocopy of Allocation order
5. Photocopy of Agreement

FORM-IV

DEMAND FOR SETTLEMENT

To,

.....(applicant)

Please take notice that you have filed an application on dt.....under
Resolution No.3282..dt..06-02-2023.of DoWR in respect of M/S
.....,
.....(Address)

Under the OTS resolution and after considering the payment already made by you towards the water rate for that period, you have to pay a Settlement Amount of Rs..... (Rupees.....). The amount shall be paid within two months from the date of submission of application in Form-I. The remittance will be made in IWCRCM portal in one instalment. In case of failure to pay the Settlement Amount in the stipulated timeline, action as deemed fit will be taken.

- i. Amount of arrears as per Rules:
- ii. Amount of arrears as per OTS:

Place.....

Dtd.....

Signature of SE/EE of Division

Memo no.....dt.....

Copy submitted to Engineer-in-Chief, Planning & Design, Chief Engineer, Water Services for favour of kind information.

Signature of SE/EE of Division

FORM-V

(SHOW CAUSE NOTICE FOR ORDER OF REVOCATION)

To

.....
.....
.....
.....
(Name, address, status of the applicant)

Please take notice that you have been issued Demand Notice for settlement of arrears under Resolution No 3282 dtd 06-02-2023 having the following details:

- (i) Issue number and date : _____
- (ii) Amount in Demand Notice : Rs _____

It is noticed that you have obtained the benefit of settlement by suppressing material, information or particulars / furnishing, incorrect or false information or particulars (i.e.

.....
.....
.....
.....)

You are now directed to show cause within fourteen days from the date of issue of this notice as to why the order of settlement of arrears shall not be revoked. In case of your failure to reply, further action as deemed fit will be taken.

Place:
Date:

Signature and seal of
SE/EE

FORM-VI

ORDER OF REVOCATION

Whereas,.....

.....
.....

(Name, address of the concerned applicant) had been issued an order of Settlement of Arrears dated

containing the following details:

- (i) Issue number :
and date
- (ii) Amount in : Rs
Demand Notice .

And, whereas, it is now established that the applicant had obtained the benefit of settlement by suppressing material information / furnishing incorrect or false information / particulars (i.e.)

Now, therefore, the undersigned hereby revokes the One Time Settlement intimated to the applicant.

Place :

Date :

Signature and seal of
SE/EE

Memo No. _____ /Dated _____ /

Copy submitted to the Engineer-in-Chief, Planning & Design/ Chief Engineer, Water Services for kind information.

Signature and seal of SE/EE

