

Draft Rules (31.05.2022)

“The Haryana Water Resources (Conservation, Regulation & Management) Authority, Rules, 2022”

In exercise of the powers conferred by sub-section (1) read with sub-section (2) of Section 30 of The Haryana Water Resources (Conservation, Regulation & Management) Authority Act, 2020 (Haryana Act No. 29 of 2020) as amended up to date and all other powers enabling him in this behalf, the Governor of Haryana, hereby makes the following rules, to carry out the purposes of the Act, namely,-

PART 1

PRELIMINARY

Short Title and commencement	<p>1. (1) These Rules may be called the "The Haryana Water Resources (Conservation, Regulation & Management) Authority", Rules, 2022.</p> <p>(2) These Rules shall come into force on the date of their publication in the Official Gazette.</p>
Definitions	<p>2 (1). In these rules, unless the context otherwise requires, -</p> <p>a. "Act" means "Haryana Water Resources (Conservation, Regulation & Management) Authority Act, 2020";</p> <p>b. "annexure" means an annexure appended to the Rules;</p> <p>c. "applicant" includes person defined under Section 2(i) of the Act;</p> <p>d. "authenticated copy" means a self attested copy of any document required to be provided by any person under these rules;</p> <p>e. "Chief Secretary" means Chief Secretary of the Government of Haryana;</p> <p>f. "competent authority" means the local authority or department or any authority created or established under any law for the time being in force by the State Government which exercises authority over the area or subject matter within its jurisdiction;</p> <p>g. "executing agency" includes any organization, firm, company carrying out the works incidental or related to water;</p> <p>h. "form" means a form appended to these rules;</p> <p>i. "framework" means framework under sub-section 3 of Section 12 and includes guidelines notified by the Authority from time to time;</p>

	<p>j. "offender" means any person who commits unauthorized act provided under the Act;</p> <p>k. "Principal Secretary" means Principal Secretary or equivalent serving in the State of Haryana;</p> <p>l. "regulation" means regulations made by the Authority;</p> <p>m. "section" means section of the Act;</p> <p>n. "schedule" means a schedule appended to these rules;</p> <p>o. "specified" means specified under Regulations;</p> <p>p. "water user" means any person or entity who uses or seeks to use any water whether surface water or ground water or treated waste water for any purpose;</p> <p>q. "wastewater" means treated wastewater from sewage or effluent.</p> <p>2. Words and expressions used but not defined in these rules, shall have the same meaning respectively assigned to them in the Act.</p>
<p>PART 2</p> <p>RULES</p>	
<p>Salary, Allowance and other conditions of service for the Chairperson & Member of the Authority</p> <p>Section 6(3)</p>	<p>3. (1) The salary and allowances payable to the Chairperson and Members of the Authority shall be as follows, namely:</p> <ul style="list-style-type: none"> i. the Chairperson of the Authority shall be paid a salary equivalent to that of the Chief Secretary of the Government of Haryana minus pension; ii. the Members of the Authority shall be entitled to draw last pay minus pension from the date of appointment, if he/she has been in the service of the Central Government/Government of Haryana and receiving pension or he/she shall be paid a initial of the pay scale of Principal Secretary to Government of Haryana, if he/she has not been in service of Central Government/Government of Haryana: <p style="padding-left: 40px;">Provided that the salary shall not be varied to the disadvantage of the Chairperson or Members during his/her tenure.</p>

	<p>(2) The Chairperson and Members shall be entitled to casual leave and earned leave as admissible to Chief Secretary and Principal Secretary respectively.</p> <p>(3) The Chairperson and Member shall be entitled to a Government accommodation or House Rent Allowance and office car as admissible to Chief Secretary and Principal Secretary respectively.</p> <p>(4) All other allowances including conveyance, TA/LTC, medical facility of the Chairperson and the Member shall be such as admissible to Chief Secretary and Principal Secretary respectively.</p> <p>(5) The Chairperson or the Members, as the case may be, shall be entitled to any other allowances and facilities as may be decided by the Government from time to time.</p> <p>(6) In respect of any matter for which special provision is not made, the Chairperson and Members of the Authority shall be governed by the rules and orders for the time being applicable to the Chief Secretary and Principal Secretary respectively.</p>
<p>Ground for removal of Chairperson or Member Section 7(1) (vii)</p>	<p>4. The Government may, in addition to the grounds mentioned under Section 7 of the Act, institute an inquiry and based on findings, by order, remove from office, the Chairperson or Member, on the following grounds:-</p> <ul style="list-style-type: none"> i. on proved misbehavior or; ii. involved, after assuming office, in the consultancy or any other related work to water resources in any manner whatsoever, directly or indirectly which is in conflict with the interest of the Authority; iii. dependents of the Chairperson or Member, as the case may be, without information to the Government, involved in the consultancy or any other related work, if already doing so, pertaining to water resources in any manner whatsoever, directly or indirectly, which is in conflict with the interest of the Authority; iv. dependents of the Chairperson or Member, as the case may be, without permission to the Government, involves himself after the

	<p>Chairperson or Member as the case may be assumes office, in the consultancy or any other related work, pertaining to water in any manner whatsoever, directly or indirectly, which is in conflict with the interest of the Authority;</p>
<p>Administrative powers of Chairperson of the Authority</p>	<p>5. The Chairperson shall have the power of general superintendence and issuance of directions in the conduct of the affairs of Authority and shall, in addition to presiding over the meetings of the Authority, exercise and discharge all the administrative powers and functions of the Authority, including the following, namely:-</p> <ol style="list-style-type: none"> i. all matters and correspondence to be sent to the State/Central Government, of the Authority including matters pertaining to Members, staff strength, wages, salary structures, emoluments, perquisites and personnel policy; ii. all matters, with the approval of the Government, pertaining to creation and abolition of posts; iii. matters pertaining to resignations, appointments, promotions, deputation, disciplinary action and confirmation of employees; iv. all matters pertaining to appointment or hiring of consultants and experts as per Section 8(5)(6); v. authorization of tours to be undertaken by any Member, officer or employee within the State and outside; vi. matters in relation to grant or rejection of leave(s); vii. sanction for hiring of vehicles for official use; viii. nomination for attending seminars, conferences and training courses the State and outside; ix. sanction and permission for invitation of guest(s)/ experts to carry out training course, matters related to TA/DA, boarding/lodging and honorarium; x. identification of organizations for conducting awareness campaigns; xi. matters pertaining to staff welfare and expenses; xii. sanction and purchase of new capital assets including store,

	<p>furniture and other office equipments or scrapping/ write-off of capital assets which have become unserviceable or are considered beyond economical repairs;</p> <p>xiii. matters relating to disciplinary action against any officer or employee of the Authority;</p> <p>xiv. matters pertaining to office and building of the Authority with the approval of the Government;</p> <p>xv. matters pertaining to honorarium to be paid to the consultants or experts;</p> <p>xvi. signing of Memorandum of Understanding with including agencies, universities, institutions etc;</p> <p>xvii. any other administrative matter other than the matters mentioned above.</p>
<p>Salary, allowances and other conditions of service for the Secretary of the Authority, Section 8(2)</p>	<p>6. (1) Qualification, age and manner for appointment of Secretary of the Authority shall be as under namely:-</p> <p>(i) the Secretary of the Authority, shall not be, below the rank of Joint Secretary who has retired from the Indian Administrative Services or Haryana Civil Services or not below the rank of Engineer-in-Chief (preferably from the Mechanical Engineering Discipline) serving or have served in the Irrigation & Water Resources Department, Haryana:</p> <p style="padding-left: 40px;">Provided that the Government may appoint, an officer of the State Government, not below the rank of Chief Engineer to perform the functions of Secretary till the Secretary is appointed.</p> <p>(ii) the Secretary shall not hold the office beyond the age of 65 years:</p> <p>(iii) the Government will appoint the Secretary, in case of retired persons, by calling applications, in such manner, as the Government may decide.</p> <p>(2) The Secretary of the Authority shall be paid a salary equivalent to last pay drawn minus pension and allowances as applicable or as he</p>

	<p>may be already drawing the salary on the serving post.</p> <p>(3) Other pay and allowances of service of the Secretary shall be such, as admissible to Class I Officer, provided under Haryana Civil Service Rules, 2016 or as he may be drawing before the appointment as Secretary.</p> <p>(4) The Secretary shall be entitled to 30 days of earned leave for every completed year of service.</p> <p>(5) The Secretary shall be entitled to a Government accommodation or House Rent Allowance and vehicle as admissible to Class I Officer or as he may be drawing before the appointment as Secretary.</p> <p>(6) All other terms and conditions of service of the Secretary shall be such as determined by the Government from time to time.</p> <p>(7) The service of the Secretary, so far as, punishment and appeals, shall be governed under the Haryana Civil Services (Punishment and Appeal) Rules, 2016.</p>
<p>Manner for filing and decide objection(s) for categorization Section 11(2)</p>	<p>7. (1) The Authority shall publish a notice, upto 30 days, on the online portal of the Authority regarding categorization of the State as provided under sub-section 2 of Section 11 of the Act.</p> <p>(2) Any person may, within such reasonable time, as may be provided, in the notice under sub-rule 1, file before the Authority objection(s), if any, in respect of such categorization and the Authority shall consider the same before finalizing the such categorization in the manner hereinafter provided.</p> <p>(3) Objection(s) shall be filed before the Authority, in the form (OMA) or as may be specified by the Authority.</p> <p>(4) Objection(s) so filed shall, ordinarily, be decided by the Authority within a period of 15 days from the date of closure of receiving objection(s) or as may be decided by the Authority from time to time.</p> <p>(5) The Authority may, for the purpose of deciding any objection(s), adopt the following procedure:-</p>

	<ul style="list-style-type: none"> (i) upon receipt of the objection(s), the Authority may issue a notice to such person or class of persons, Department, Board, Corporation, Authority, Agency etc. as the case may be, along with particulars of the alleged objection(s) specifying date and time for personal hearing; (ii) in case the Authority is satisfied, on the basis of the material placed by the person filing objection(s), that the matter does not require any further consideration or inquiry, may reject the objection(s); (iii) in case the Authority is satisfied, on the basis of the material placed by the person filing objection(s), that the matter requires any further inquiry, may order production of documents or other evidences to decide the objection(s); (iv) in case the Authority is satisfied, on the basis of documents placed before it and submissions made and based on any other inquiry and consultation with other Departments, it may accept or reject such objection(s). <p>(6) The Authority, after deciding the objection(s), shall finalize the categorization and make recommendation to the Government to divide the State into different categories as provided under sub-section 2 of Section 11 of the Act.</p> <p>(7) The decision of the Authority shall be final.</p> <p>(8) The Authority may observe such procedure as may be specified under regulations pertaining to conduct of business of the Authority.</p> <p>(9) The Authority may appoint and hold consultations with experts and may organize field visits to learn the best practices.</p> <p>(10) Notwithstanding anything contained in this rule, except sub-rule 1, the Authority may adopt summary procedure, where the circumstances so warrants, for the reasons to be recorded in writing.</p> <p>(11) If any difficulty arises in giving effect to this rule, the Authority may, to remove difficulties, adopt such procedure as it may deem necessary.</p>
Manner for	8. (1) Water plan for every block or area within the block shall be prepared

<p>water plan to be prepared for every block</p> <p>Section 11(4)</p>	<p>on the basis of categorization finalized by the State Government on the recommendation of the Authority.</p> <p>Provided that the Authority, where it deems necessary, may prepare village-wise water plan based on village-wise categorization of the State including the severely water stressed and water logged villages.</p> <p>(2) Authority may call for recommendations from the District Water Resource Planning Committee and may adopt consultative mechanism with other Departments, Boards, Corporations, Authorities or Agencies concerned with the water resources in any manner and take into consideration, while preparing the water plan, such recommendations.</p> <p>(3) The Authority, as it thinks fit, may hold consultations with experts or any other Authority or agency and may organize field visits to learn the best practices.</p> <p>(4) The Authority shall also take into consideration the demand and supply of water resources in the block or area for which the water plan is made and while doing so, may seek suggestions from the public.</p> <p>(5) The water plan so prepared shall be the part of the Integrated State Water Plan prepared by the Authority under sub-section 1 and sub-section 5 of Section 11.</p> <p>(6) The Authority may appoint consultants for preparing water plan and to conduct specialized studies.</p>
<p>Powers of Authority to give directions to other Departments</p> <p>Section 12</p>	<p>9. (1) The Departments and agencies of the State, dealing or concerned with water resources, management, supply, consumption of water such as Development and Panchayat Department, Irrigation and Water Resources Department, Directorate of Urban Local Bodies, Haryana State Industrial Infrastructure Development Corporation, Haryana Shehri Vikas Pradhikaran and executing agencies and related</p>

	<p>departments/authorities/corporations, shall be assisting departments of the Authority, for the purpose of the provisions of the Act:</p> <p>Provided that the Authority may also appoint working groups consisting the officers of the concerned Department/corporation/authority or any other departments.</p> <p>(2) The Authority may, from time to time, as it may deem necessary, issue directions, to the Departments/Agencies/Board/Corporations including mentioned under sub-rule 1 and may call for any document or require any officer or employee, to assist the Authority for its functions provided under the Act.</p> <p>(3) The Authority may, from time to time, conduct deliberations with the stakeholders or Departments or Corporations under sub-rule 1 or 2 to ensure the implementations and compliance of its directions.</p> <p>(4) The Authority may issue any directions under sub-rule 2 on its own motion or on the application, as the case may be.</p>
<p>Form and manner of publication of notice before issuing direction and inviting objection(s)</p> <p>Section 12(4)</p>	<p>10. (1) The Authority shall publish a notice, if it deems necessary, of not less than 15 days, on the online portal of the Authority for inviting objection(s) regarding directions to be issued pertaining to the matters provided under sub-section 4 of Section 12 of the Act.</p> <p>(2) For the purposes of manner of filing, manner of deciding and procedure to be adopted by the Authority, for the objection(s) received under this rule, shall be similar as provided under Rule 7.</p>
<p>Quality of wastewater to be used for irrigation.</p> <p>Section 12(9)</p>	<p>11. (1) The Authority shall recommend the quality and standards for disposal of wastewater by various water users so that it can be used for irrigation and may follow the procedure stipulated under this rule.</p> <p>Explanation: Irrigation includes irrigation of green belt or horticulture etc. or for such other purposes as the Authority may specify.</p> <p>(2) The standards and quality of wastewater to be used for irrigation may be determined by the Authority in consultation with the water user</p>

	<p>entities, water users, experts and various stakeholders and Government Departments.</p> <p>(3) The Authority may conduct or cause to be conducted field studies for this purpose in collaboration with the concerned Departments and may demand or cause to be conducted elaborate laboratory reports on various parameters.</p> <p>(4) To ensure the quality of treated waste water, the Authority may consider the various policies of the State or Central Government in this regard.</p> <p>(5) To ensure use of treated waste water, the Authority may give any direction to enforce the policy or instructions of the Government.</p>									
<p>Form and manner of publication of notice before issuing direction and inviting objection(s) for State Ground Water and Surface Water Plan</p> <p>Section 13(1)</p>	<p>12. (1) The Authority, before finalization of State Ground Water and Surface Water Plan, shall publish a notice, of not less than 15 days, on the online portal of the Authority for inviting objection(s).</p> <p>(2) For the purposes of manner of filing, manner of deciding and procedure to be adopted by the Authority, for the objection(s) received under this rule, shall be similar as provided under Rule 7.</p>									
<p>Composition of District Water Resources Planning Committee</p> <p>Section 14 (2)</p>	<p>13. (1) There shall be District Water Resources Planning Committee, to prepare District Water Resources Plan for every district of the State of Haryana, as the Government may constitute, by issuing notification, in consultation with the Authority, with the following members, namely:-</p> <table data-bbox="542 1747 1340 1971"> <tr> <td>(i)</td> <td>Deputy Commissioner</td> <td>Presiding Officer;</td> </tr> <tr> <td>(ii)</td> <td>Additional Deputy Commissioner</td> <td>Member;</td> </tr> <tr> <td>(iii)</td> <td>Chairman, Zila Parishad or his/her</td> <td>Member;</td> </tr> </table>	(i)	Deputy Commissioner	Presiding Officer;	(ii)	Additional Deputy Commissioner	Member;	(iii)	Chairman, Zila Parishad or his/her	Member;
(i)	Deputy Commissioner	Presiding Officer;								
(ii)	Additional Deputy Commissioner	Member;								
(iii)	Chairman, Zila Parishad or his/her	Member;								

	<p>representative</p> <p>(iv) Superintending Engineer/Executive Engineer of Irrigation and Water Resources Department. Member Secretary;</p> <p>(v) Superintending Engineer of Public Health Engineering Department Member;</p> <p>(vi) Hydrologist or Assistant Geologist of the Ground Water Cell Member;</p> <p>(vii) representative of Urban Local Bodies Member;</p> <p>(viii) DDA or representative of Agriculture Department Member;</p> <p>(ix) two non-official members of local area including one expert nominated by the Deputy Commissioner Member;</p> <p>(x) Any other member co-opted by Deputy Commissioner Member.</p> <p>(2) In addition to the functions as provided under the Act, the District Water Resources Planning Committee shall exercise such powers and perform such other functions as may be directed by the Authority from time to time to achieve the purpose of the Act.</p> <p>(3) The Committee shall ordinarily meet at least once quarterly at District Headquarters or at such place, as may be decided by the presiding officer.</p> <p>(4) The District Water Resource Planning Committee, through its Member Secretary, shall report to the Authority and shall work under the general superintendence of the Authority.</p> <p>(5) The Authority may assign such duties and functions, as it may deem necessary, to the District Water Resource Planning Committee.</p> <p>(6) The District Water Resource Planning Committee shall assist the Authority in preparing District Water Resource Plan.</p> <p>(7) The District Water Resource Planning Committee may set up sub-</p>
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	committee for formulating or collecting data for District Water Resource Plan.
Form and manner of notice and objection(s) for District Water Resource Plan Section 14(3)	<p>14. (1) The District Water Resource Planning Committee, for inviting objection(s) regarding District Water Resource Plan to be prepared by it, shall cause a notice of at least 10 days, to be published on the online portal of the Authority and on the portal of District Administration.</p> <p>(2) For the purposes of manner of filing, manner of deciding and procedure to be adopted by the Committee, for the objection(s) received under this rule, shall be similar as provided under Rule 7.</p> <p>(3) Any person may, within such reasonable time, as may be provided, in the notice under sub-rule 1, file before the Committee objection(s), if any, in respect of District Water Resource Plan and the Committee shall consider the same, before finalizing such plan.</p> <p>(4) Objection(s) shall be filed before the Committee, in the Form ‘OMA’, in triplicate, or on online portal, along with fees as prescribed in Schedule I.</p> <p>(5) Objection(s) so filed shall be decided by the Committee.</p> <p>(6) The Authority may, for the purpose of deciding any objection(s), adopt the following procedure:-</p> <p>(i) in case the Committee is satisfied, on the basis of the material placed by the person filing objection(s), that the matter does not require any further consideration or inquiry, may reject the objection(s);</p> <p>(ii) in case, the Committee is satisfied, on the basis of the material placed by the person filing objection(s), that the matter requires any further inquiry, may order production of documents or other evidences to decide the objection(s):</p> <p style="padding-left: 40px;">Provided that the Committee may, before deciding the objection(s) under Clause (ii) and (iii), give personal hearing to a person or class of persons collectively;</p>

	<p>(iii) in case the Committee is satisfied, on the basis of documents placed before it and submissions made and based on any other inquiry and consultation with other Departments, it may accept or reject such objection(s).</p> <p>(7) The Committee, after deciding the objection(s), shall finalize the District Water Resource Plan and submit the plan to the Authority.</p> <p>(8) Decision of the Committee shall be subject to the finality of the District Water Resource Plan by the Authority.</p> <p>(9) Notwithstanding anything contained in this rule, except sub-rule 1, the Committee may adopt summary procedure, where the circumstances so warrants, for the reasons to be recorded in writing.</p>
<p>Composition of Advisory Board of the Authority</p>	<p>15. (1) The Chairperson or the Authority may, under the Chairpersonship of Chairperson, constitute the Advisory Board, with such experts, official or non-official, for the purpose of rendering advice to the Chairperson/Authority in matters related to, however not limited to, ground water and surface water, improving the quality and availability of water and as may be referred to the Advisory Board by the Chairperson/Authority:</p> <p>Provided that Chairperson or the Authority may associate the experts/officials of the Central Bodies and organizations to render advice in the Advisory Board:</p> <p>Provided further that the Chairperson or the Authority may dissolve the Advisory Board or remove or add members to the Advisory Board at any time as it may deem fit.</p> <p>(2) The composition of the Advisory Board under sub-rule 1 shall be of such person or persons who have conducted research in the requisite field/discipline and have substantial experience in the requisite field/discipline.</p> <p>(3) Members of the Advisory Board shall be given the following allowances:</p>

	<p>(i) an honorarium and travelling allowance as may be decided by the Authority, as and when he actually attends the meetings of the Board, or as amended from time to time;</p> <p>(ii) boarding and lodging facility, as may be decided by the Authority.</p>
<p>Form, fee and water usage charges for obtaining permissions to use water</p> <p>Section 16</p>	<p>16 (1) An application for permission/NOC pertaining to use of water or any related activity to use of water, shall be made to the Authority, along with such fees, as may be decided by the Authority, through online portal of the Authority or as may be decided by the Authority from time to time.</p> <p>(2) The Authority shall grant permissions based on framework under Section 12(3) of the Act and fee for application, charges to use water and manner of application shall be such, as may be notified/published by the Authority from time to time.</p> <p>(3) The framework under Section 12(3) of the Act, may be revised from time to time, not before one year of publication of framework, based on the variable circumstances, such as status of exploitation of water resources.</p> <p>(4) The permissions granted by the Authority shall be valid subject to compliance of such terms and conditions as may be notified by the Authority and such other terms and conditions, as may be decided by the Authority while granting the permission.</p> <p>(5) The Authority may issue such directions, to the water user, as it may deem necessary from time to time and may hold consultation with the stakeholders.</p> <p>(6) Any person or entity extracting groundwater without seeking permission/NOC from the Authority, shall be liable for the penalty, tariff, compensation, sealing of the water extraction structure as provided under these rules, guidelines or regulations of the Authority:</p> <p style="padding-left: 40px;">Provided that, on application for seeking permission/NOC, the water extraction structure may be restored, on payment of tariff or compensation, till the grant of the permission.</p>

	<p>(7) District Collectors/Deputy Commissioners (DCs)/District Magistrates (DMs) and Inquiry Officer appointed under Section 19 of the Act, on direction passed by the Authority, will take enforcement measures including sealing of unauthorized ground water abstraction structures, disconnection of electricity, launching of prosecution against those violating the No Objection Certificate conditions and taking action for imposition of compensation.</p>
<p>Manner for granting, rejecting, renewal, revocation of permission for water usage Section 16 and 30(1)</p>	<p>17. (1) Grant of permission:- On receipt of the application under Rule 16, the Authority shall, within a period, as decided by the Authority:-</p> <p>(i) grant permission subject to provisions of the Act and rules or regulations or guidelines and framework made thereunder and issue a registration number; or;</p> <p>(ii) reject the application for the reasons to be recorded in writing, if such application does not confirm to the provisions of the Act and rules or regulations or guidelines and framework made thereunder: Provided that no application shall be rejected unless the applicant has been given an opportunity of being heard in the matter;</p> <p>(iii) The permission granted under this rule shall be valid for such period as may be decided by the Authority, which may be extended for such period as the Authority may notify under the framework approved by the Government subject to compliance of the conditions provided under the Act and rules or regulations or guidelines and framework made thereunder.</p> <p>(2) Extension/renewal/amendment of permission:-</p> <p>(i) The permission granted under sub-rule (1) may be extended/renewed by the Authority on application by the applicant before the expiry of the period of permission along with such fee and in such manner, as may be decided by the Authority: Provided that the Authority before granting renewal or extension or amendment, shall satisfy itself that the applicant has made all the compliances as required under the previous permission.</p>

(ii) The permission granted may be revised or amended by the Authority, by passing a speaking order, on the application by the applicant.

(3) Revocation of permission:-

The Authority may, on receipt of complaint or on its own motion or on the recommendation of any other competent authority, revoke the permission granted under Rule 16, and impose penalty, after being satisfied that:-

- (i) the applicant made default in doing anything required by or under the Act and rules or regulations or guidelines and framework made thereunder;
- (ii) the applicant violated any of the terms or conditions of the permission;
- (iii) violated any direction or instruction of the Authority;
- (iv) the applicant involved himself in such activities which are prohibited under the Act and rules or regulations or guidelines and framework made thereunder:

Provided that the permission granted under Rule 16 shall not be revoked unless the Authority has given, to the applicant, notice not less than 15 days, in writing, stating the grounds on which it is proposed to revoke the permission:

Provided further that the Authority, before revocation of the permission, may get an inquiry conducted by the Inquiry Officer appointed under Section 19 of the Act:

Provided also that to avert a sudden threat of danger to the property or to human life, the Authority may dispense with the notice of 15 days, and pass such orders as it may deem necessary, for the reasons to be recorded in writing.

(4) The Authority may withdraw the notice of revocation of permission on being satisfied of the cause shown by the applicant against the proposed revocation.

(5) If the Authority is satisfied that the violation has been committed and the cause shown by the applicant is not satisfactory, the

	<p>Authority, in addition to any penalty, compensation, tariff, charges or fee, may order to seal the water extraction structure including the energy source of that structure.</p> <p>(6) The Authority, as it may deem fit, impose interest on any delayed payment of fee, fine, charges, tariff and penalty etc.</p>
<p>Form, fee and manner of filing appeal section 18 B</p>	<p>18. (1) Every appeal, under section 18B shall be filed in the Form 'GWRA' along with the following documents, namely:-</p> <ul style="list-style-type: none"> (i) true copy of the order against which appeal is filed; (ii) copies of the document relied upon by the appellant and referred to in the appeal; and; (iii) an index of the document. <p>(2) Every appeal shall be accompanied by a fee as specified under Schedule I or as may be specified by the Government, from time to time, in the form.</p> <p>(3) In case of an appeal sent by post, it shall be deemed to have been presented on the day on which it is received in the office of the Government.</p> <p>(4) Where a party to the appeal is represented by an authorized person, a copy of the authorization, to act as such and the written consent thereto, by such authorized person, both in original, shall be appended to the appeal or the reply to the notice of the appeal, as the case may be.</p> <p>(5) The procedure for the day to day functioning in dealing with the appeals shall be such as may be adopted by the government from time to time.</p>
<p>Form, fee and manner of filing complaint</p>	<p>19. (1) A complaint may be filed, with the Authority or such officer or such Committee, as the Authority may appoint, for imposition of penalty for any violation of the provisions of the Act or the rules and regulations made thereunder, in the form 'CWRA', which shall be accompanied by a fee as prescribed in Schedule I or as may be specified by the Authority, from time to time.</p> <p>(2) The Authority or such officer or such Committee, as the Authority may appoint, shall, for the purpose of deciding any complaint</p>

	<p>specified under sub-rule 1, follow the procedure for inquiry in the following manner, namely:-</p> <ul style="list-style-type: none">(i) upon receipt of the complaint, the Authority/Officer/Committee, as the case may be, shall issue a notice along with particulars of the alleged contraventions and the relevant documents to the respondent specifying date and time of hearing;(ii) the respondent against whom such notice is issued under clause (i) of sub-rule 2, shall file his reply in respect of the complaint within the period as specified in the notice;(iii) on the date so fixed, if the respondent pleads guilty, the Authority/Officer/Committee shall record the plea and pass such orders including imposition of penalty as it deems fit in accordance with the provisions of the Act or rules and regulations, made thereunder;(iv) on the date so fixed, if the respondent does not plead guilty and contest the complaint, the Authority shall demand an explanation from the respondent;(v) in case the Authority is satisfied on the basis of submissions made that the complaint does not require any further inquiry, it may dismiss the complaint with reasons to be recorded in writing;(vi) in case the Authority is satisfied on the basis of submissions made that there is a need for further hearing into the complaint, it may order production of documents or other evidences on date and time fixed by it;(vii) the Authority shall have the power to carry out an inquiry into the complaint on the basis of documents and submissions, the Authority shall have the power to summon and enforce the attendance of any person acquainted with the facts and circumstances of the case to give evidence or to produce any document which is in the opinion of the Authority, may be relevant to the subject matter of the complaint, and in taking such evidence, the Authority shall not be bound to observe the provisions of Indian Evidence Act, 1872 (11 of 1872);
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Provided that the Authority may refer any complaint to the Inquiry Officer, appointed under Section 19 of the Act, for submission of its report.

- (viii) on the date so fixed, the Authority, upon consideration of the evidence produced before it and other records and submissions, is satisfied that:
 - (a) the respondent is in contravention of the provisions of the Act or rules and regulations made thereunder, it shall pass such order including imposition of penalty as it deems fit in accordance with the provisions of the Act or rules and regulations made thereunder;
 - (b) the respondent is not in contravention of the provisions of the Act or the rules and regulations made thereunder, the Authority may, by order, in writing, dismiss the complaint with reasons.
- (ix) if any persons fails, neglects or refuses to appear, or to present himself as required by the Authority, the Authority shall have the power to enforce the presence of such person or persons or to proceed with the inquiry in the absence of such person or persons after recording the reasons.
- (3) In case any anonymous complaint is filed in the Authority, the Authority may dispose of such complaint, with such directions, in particular or in general, as it may deem necessary, by adopting the summary procedure as may be decided by the Authority.
- (4) The procedure for day to day functioning of the Authority, which have not been provided by the Act or the rules made thereunder, shall be as specified by regulations made by the Authority.
- (5) Where a party to the complaint is represented by an authorized person, a copy of the authorization to act as such and the written consent thereto, by such authorized person, both in original, shall be appended to the complaint or the reply to the notice of the complaint, as the case may be.
- (6) Notwithstanding anything contained in this rule, except clause (i) of

	<p>sub-rule 2, the Authority or such officer or such Committee as the Authority may appoint, may adopt summary procedure, where the circumstances so warrants, for the reasons to be recorded in writing.</p>
<p>Manner of imposing penalty for unauthorized acts and appeal etc. Section 25</p>	<p>20. (1) Any person or entity, unless exempted under guidelines or regulations or framework made under the Act, shall be liable for the penalty specified under Schedule II for committing any unauthorized act specified in the said Schedule:</p> <p>Provided that in case the offender fails to deposit the penalty, within the stipulated period, as may be directed by the Authority, he shall be liable to pay such interest as may be directed by the Authority:</p> <p>Provided further, that the Government may, by notification, from time to time, amend, the penalty specified under Schedule II.</p> <p>(2) The penalty specified under Schedule II shall be deposited with the Authority in such manner as the Authority may decide.</p> <p>(3) The Authority or such officer or such Committee, as the Authority may appoint, may, on receipt of complaint or on its own motion or on the recommendation of any other competent authority, may impose penalty.</p> <p>(4) The Authority or such officer or such Committee, as the Authority may appoint, may withdraw the notice of imposing penalty, in writing, or reduce the penalty on being satisfied of the cause shown by the offender against the imposed penalty.</p> <p>(5) The imposition of penalty shall not absolve the offender from the liability to remove the unauthorized act unless, otherwise, directed by the Authority.</p> <p>(6) The penalty, which may be imposed by the Authority or such officer or such Committee, as the Authority may appoint, under this rule, shall be in addition to and not in derogation of any other liability including fee, fine, compensation or charges, which the person guilty of violation or non-compliance may have incurred under the provisions of regulations or guidelines made by the Authority.</p>

<p>Payment of penalty for compounding of unauthorized acts</p> <p>Section 26</p>	<p>21. (1) The Authority or Officer or Committee authorized by the Authority by general or special order in this behalf, after the institution of the proceedings under Rule 20, and before passing of the final order, may compound any unauthorized act.</p> <p>(2) The Authority or Officer or Committee may, on compounding of unauthorized act, direct the offender, who has committed the unauthorized act, to deposit, with the Government, such compounding penalty, as may be decided by the Authority, which shall not be more than half of the maximum of the penalty, specified under Schedule II,</p> <p>(3) On compounding of the unauthorized act, the offender shall comply with all the provisions of the Act and rules or regulations made or terms and conditions imposed thereunder and shall not be allowed to continue the unauthorized act.</p> <p>(4) The manner and form, for compounding of unauthorized act, shall be such as may be adopted or directed by the Authority.</p> <p>(5) In case the offender fails to deposit the compounding penalty, within the stipulated period as may be directed by the Authority, he shall be liable to pay such interest as may be directed by the Authority.</p>
<p>Manner for recovery of penalty, fee, charges etc.</p> <p>Section 30(1)</p>	<p>22. (1) If any person fails to pay, within specified time period, the penalty, interest, compounding penalty, charges, compensation and any other levies imposed, by the Authority, under the provisions of the Act or rules & regulations made thereunder, shall be recoverable from the such person as the arrears of land revenue.</p> <p>(2) The Authority may issue directions, to the Department dealing with recovery of arrears of land revenue for the purpose of recovery.</p>

<p>Manner for investment of excess funds with the Authority</p> <p>Section 34(3)</p>	<p>23. The excess funds shall be dealt with in the following manner:-</p> <ol style="list-style-type: none"> 1. The Authority can invest excess funds in the following manner:- <ol style="list-style-type: none"> (i) flexi deposit; (ii) fixed deposit; (iii) any other scheme specified by the Government for the purposes of the Act; (iv) in other project/scheme/works provided under or for the purpose of the Act. 2. The Authority may, in consultation with the Government make such plans and utilize the funds for the purposes of the Act by way of deposit works. 3. The Authority shall follow the instructions issued by the Government, from time to time.
<p>Manner for operation of accounts</p> <p>Section 34(4)</p>	<p>24. (1) The operation of accounts shall be dealt with in the following manner:</p> <ol style="list-style-type: none"> (i) the operations of bank account will be done jointly by the Accounts Officer and Secretary; (ii) all kinds of payments more than Rs.50,000 (Fifty thousand only) shall be made through ECS/NEFT/RTGS; <p>(2) The Chairperson may, as it may deem necessary, authorize any two other Officers of the Authority for joint operation of the bank account, for the smooth functioning of the Authority.</p>
<p>Form and manner for maintaining proper accounts and other records and for preparation of annual statement of accounts of the Authority</p>	<p>25. 1) At the end of each financial year, the Authority shall prepare a budget, maintain proper accounts and other relevant records and prepare an annual statement of accounts in Form 'ASA'.</p> <p>2) The Authority shall preserve the accounts and other relevant records prepared under sub-rule (1) for a minimum period of five years.</p> <p>3) The accounts and other relevant records under sub-rule (1) shall be signed by the Secretary or by such officer in-charge of Finance and Accounts.</p>

Section 35	<p>4) No eraser shall be used in any account book, register, forms, vouchers or cheque, and if any correction has to be made, it shall be made neatly in ink and attested by the dated initials of the concerned officers/officials.</p> <p>5) The books of accounts and other relevant documents and details related to the Annual Statement of Accounts shall also be maintained in electronic mode.</p> <p>6) The Authority shall maintain its Annual Statement of Accounts including the Balance Sheet and the Statement of Income and Expenditure in Form 'ASA', showing the financial results of the previous financial year and submit the same not later than 15th May of every year.</p> <p>7) The Authority may render the services of the Chartered Accountant for auditing and preparation of annual statement of accounts or to carry other special audits.</p> <p>8) The accounts of the Authority and the audit report shall, as soon as possible, be submitted to the Government for laying before the State Legislature.</p>
<p>Form and manner for preparation of annual report of full accounts of activities of the Authority;</p> <p>Section 36(1)</p>	<p>26. (1) The Authority shall prepare its annual report in Form as may be decided by the Authority.</p> <p>(2) The Authority may also include in the Annual Report such other matters as deemed fit by the Authority for reporting to the Government.</p> <p>(3) The annual report shall, after adoption at a meeting of the Authority and signed by the Chairperson and authenticated by affixing the common seal of the Authority, with requisite number of copies thereof, be submitted to the Government within a period of one hundred and eighty days immediately following the close of the financial year for which it has been prepared.</p> <p>(4) The Authority shall cause the annual report along with the explanatory memorandum as required under sub-section 2 of Section 36 to be published on the website of the Authority within</p>

	30 days from the date the report is laid before the State Legislature.
Form, manner and time for preparation of budget;	27. The budget of the Authority, in respect of the financial year next ensuing, shall be prepared by the Secretary in Form III and present to the Authority for its approval in the month of December each year or as per instructions by the Government from time to time.

SCHEDULE-I
(See Rule 7 & 20)

Fees for filing objection(s), complaint.

- 1) Fee for filing objection(s) before the Authority: Rs. 1000/-
- 2) Fee for filing objection(s) before the District Water Resource Planning Committee: Rs.500/-
- 3) Fee for filing of complaint: Rs.500/-
- 4) Fee for every annexure: Rs.10/-
- 5) For every additional affidavit: Rs. 20/-

Note: Separate fee of Rs. 1,000/- or Rs.500/- as the case may be, shall be payable in case of filing of amended or additional objection(s).

Note: A separate fee of Rs. 1,000/- shall be payable in case of filing of amended complaint.

SCHEDULE-II
(See Rule 20 & 21)

Penalty - A person or entity shall be liable for the penalty mentioned below for unauthorized acts, if the person or entity:-

Table

Sr. No.	Nature of unauthorized act	Penalty
(i)	construct and/or install new structure or make alterations in existing structures without permission in such areas where such permission is required under the provision of this Act;	<p>a. Individual household - Rupees five thousand (Rs.5,000/-), which may be extended upto rupees fifty thousand (Rs.50,000/-) and cost incurred in restoration or demolition.</p> <p>b. Any other including industrial, mining, commercial and infrastructure use- Rupees one lac (Rs.1,00,000/-) which may be extended upto rupees five lacs (Rs.5,00,000/-) and cost incurred in restoration or demolition.</p>
(ii)	violate terms and conditions imposed by the Authority under the provisions of this Act;	<p>a. Individual household - Rupees five thousand (Rs.5,000/-), which may be extended upto rupees fifty thousand (Rs.50,000/-) and cost incurred in restoration or demolition.</p> <p>b. Any other including industrial, mining, commercial and infrastructure use- Rupees one lac (Rs.1,00,000/-), which may be extended upto rupees five lacs (Rs.5,00,000/-) and cost incurred in restoration or demolition.</p>
(iii)	exploit or degrade or pollute the quality of water or harm or cause to be harmed in order to degrade the quality of water;	<p>a. Individual household - Rupees fifty thousand (Rs.50,000/-), which may be extended upto rupees two lacs (Rs.2,00,000/-) and cost incurred in restoration or demolition.</p> <p>b. Any other including industrial, mining, commercial and infrastructure use- Rupees five lacs (Rs.5,00,000/-), which may be extended upto rupees ten lacs (Rs.10,00,000/-) and cost incurred in restoration or demolition.</p>
(iv)	drilling or digging for extraction of groundwater without prior	a. Individual household - Rupees fifty thousand (Rs.50,000/-), which may be

	permission;	extended upto rupees two lacs (Rs.2,00,000/-) and cost incurred in restoration or demolition. b. Any other including industrial, mining, commercial and infrastructure use- Rupees five lacs (Rs.5,00,000/-) , which may be extended upto rupees ten lacs (Rs.10,00,000/-) and cost incurred in restoration or demolition.
(v)	cause hindrance or abet hindrance in the works of water infrastructure;	a. Rupees fifty thousand (Rs.50,000/-) which may be extended upto rupees two lacs (Rs.2,00,000/-) and cost incurred in restoration or demolition.
(vi)	damage or caused to be damaged or abet to damage any water infrastructure;	a. Rupees one lac (Rs.1,00,000/-) which may be extended upto rupees five lacs (Rs.5,00,000/-), in addition to the cost of estimated damage and cost incurred in restoration or demolition.
(vii)	Extract groundwater without valid permission of the Authority, where it is mandatory to seek permission from the Authority to extract groundwater.	a. Individual household - Rupees five thousand (Rs.5,000/-), which may be extended upto rupees fifty thousand (Rs.50,000/-), in addition to any other charges, fee, compensation or interest. b. Any other including industrial, mining, commercial and infrastructure use- Rupees one lac (Rs.1,00,000/-) which may be extended upto rupees five lacs (Rs.5,00,000/-), in addition to any other charges, fee, compensation or interest.

1. The penalty specified in this Schedule, may be amended by the Government from time to time.

Explanation: for the purposes of removing any ambiguity:-

1. In table above, at Sr. No. (i), construction, installation of new structures or alteration in existing structures without permission, where drilling or digging has already been done and even if groundwater is not extracted, shall be punishable.

2. In table above, at Sr. No. (iv), new drilling or digging for extraction of groundwater without prior permission shall be punishable.

FORM 'OMA'

[See Rule 7]

Manner for filing objection(s)

For office use:

Date of filing: _____

Date of [receipt at the filing counter of the Registry/receipt by post/online filing]:

Objection(s) No.: _____

Signature: _____

Registrar: _____

IN THE OFFICE OF HARYANA WATER RESOURCES AUTHORITY OR DISTRICT
WATER RESOURCE PLANNING COMMITTEE (Name of place)

Between

_____ Objector(s)

And

_____ Other Party(s) (if any)

Details of objection(s):

1. Particulars of the objector(s):
 - (i) Name(s) of the objector:
 - (ii) Address of the existing office / residence of the objector:
 - (iii) Address for service of all notices:
 - (iv) Contact Details (Phone number, e-mail, Fax Number etc.):
2. Particulars of the Other Party(s) (if any):
 - (i) Name(s) of Other Party(s) (if any):
 - (ii) Office address of the Other Party(s) (if any):
 - (iii) Address for service of all notices:
 - (iv) Contact Details (Phone number, e-mail, Fax Number etc.):
3. Jurisdiction of the Authority:

The objector declares that the subject matter of the claim falls within the jurisdiction of the Authority.
4. Details and nature of objection(s):

[give a concise statement of facts and grounds for objection(s)]
5. Relief(s) sought:

In view of the facts mentioned in paragraph 4 above, the objector prays for the following relief(s) -----

[Specify below the relief(s) claimed explaining the grounds of relief(s) and the legal provisions (if any) relied upon]

6. Interim order, if prayed for:
Pending final decision on the objection(s), the objector seeks issue of the following interim order:
[Give here the nature of the interim order prayed for with reasons]
7. Objection(s) not pending with any other department or the Authority, etc.:
The objector further declares that the matter regarding which this objection(s) has been made is not pending before any department or the Authority.
8. Particulars of [demand draft/bankers cheque or online payment] in respect of the fee
 - (i) Amount
 - (ii) Name of the bank on which drawn
 - (iii) [Demand draft number/bankers cheque/online payment transaction no.]
9. List of enclosures:
 - (i) Copies of the documents relief upon by the complainant and referred to in the complaint.
 - (ii) An index of documents.
 - (iii) Other documents as annexed along with complaint.

Signature of the objector(s)

Verification

I _____ (name in full block letters) [son / daughter] of _____ the objector do hereby verify that the contents of paragraphs [1 to 9] are true to my personal knowledge and belief and that I have not suppressed any material fact(s).

Place:

Date:

Signature of the objector(s)

FORM 'GWRA'
[See Rule 18]

APPEAL TO THE GOVERNMENT

For use of Appellate's office:

Date of filing: _____

Date of [receipt at the filing counter of the Registry/ receipt by post/ online filing]:

Appeal No.: _____

Signature: _____

Registrar: _____

IN THE OFFICE OF ADMINISTRATIVE SECRETARY, IRRIGATION & WATER
RESOURCES DEPARTMENT (Name of place)

Between

_____ Appellant(s)

And

_____ Respondent(s)

Details of appeal:

1. Particulars of the appellants:

(i) Name(s) of the appellant:

(ii) Address of the existing office / residence of the appellant:

(iii) Address for service of all notices:

(iv) Contact Details (Phone number, e-mail, Fax Number etc.):

2. Particulars of the respondents:

(i) Name(s) of respondent:

(ii) Office address of the respondent:

(iii) Address for service of all notices:

(iv) Contact Details (Phone number, e-mail, Fax Number etc.):

3. Jurisdiction of the Government:

The appellant declares that the subject matter of the appeal falls within the jurisdiction of the Government.

4. Limitation:

The appellant declares that the appeal is within the limitation specified in sub-rule (9) of Rule 19

or

If the appeal is filed after the expiry of the limitation period specified under sub-section (1) of Section 18B specify reasons for delay

5. Facts of the case:

(give a concise statement of facts and grounds of appeal against the specific order passed under section(s) _____ or rule(s) _____ or regulation(s) _____).

6. Relief(s) sought:

In view of the facts mentioned in paragraph 5 above, the appellant prays for the following relief(s) _____ .

[Specify below the relief(s) sought explaining the grounds of relief(s) and the legal provisions (if any) relied upon]

7. Interim order, if prayed for:

Pending final decision on the appeal the appellant seeks issue of the following interim order:

[Give here the nature of the interim order prayed for with reasons]

8. Matter not pending with any other court, etc.:

The appellant further declares that the matter regarding which this appeal has been made is not pending before any court of law or any other authority or any other tribunal(s).

9. List of enclosures:

- (i) An attested true copy of the order against which the appeal is filed
- (ii) Copies of the documents relied upon by the appellant and referred to in the appeal
- (iii) An index of the documents
- (iv) Other documents as annexed along with the complaint

Signature of the appellant(s)

Verification

I _____ (name in full block letters) [son / daughter] of _____ the appellant do hereby verify that the contents of paragraphs [1 to 10] are true to my personal knowledge and belief and that I have not suppressed any material fact(s).

Place:

Date:

Signature of the appellant(s)

Instructions: (1) Every appeal shall be filed in English and in case it is in some other Indian language, it shall be accompanied by a copy translated in English and shall be fairly and legibly type-written, lithographed or printed in double spacing on one side of standard petition paper with an inner margin of about four centimeters width on top and with a right margin on 2.5 cm, and left margin of 5 cm, duly paginated, indexed and stitched together in paper book form.

(2) Every appeal shall be presented along with an empty file size envelope bearing full address of the respondent and where the number of respondents are more than one, then sufficient number of extra empty file size envelopes bearing full address of each respondent shall be furnished by the party preferring the appeal.

FORM 'CWRA'

[See Rule 19]

COMPLAINT TO WATER RESOURCES AUTHORITY

For use of Haryana Water Resources Authority office:

Date of filing: _____

Date of [receipt at the filing counter of the Registry/receipt by post/online filing]:

Complaint No.: _____

Signature: _____

Registrar: _____

IN THE OFFICE OF HARYANA WATER RESOURCES AUTHORITY (Name of place)

Between

_____ Complainant(s)

And

_____ Respondent(s)

Details of claim:

1. Particulars of the complainant(s):
 - (i) Name(s) of the complainant:
 - (ii) Address of the existing office / residence of the complainant:
 - (iii) Address for service of all notices:
 - (iv) Contact Details (Phone number, e-mail, Fax Number etc.):

2. Particulars of the respondents:
 - (i) Name(s) of respondent:
 - (ii) Office address of the respondent:
 - (iii) Address for service of all notices:
 - (iv) Contact Details (Phone number, e-mail, Fax Number etc.):

3. Jurisdiction of the Authority:

The complainant declares that the subject matter of the claim falls within the jurisdiction of the Authority.

4. Facts of the case:

[give a concise statement of facts and grounds for complaint]

5. Relief(s) sought:

In view of the facts mentioned in paragraph 4 above, the complainant prays for the following relief(s) -----

[Specify below the relief(s) claimed explaining the grounds of relief(s) and the legal provisions (if any) relied upon]

6. Interim order, if prayed for:
Pending final decision on the complaint, the complainant seeks issue of the following interim order:
[Give here the nature of the interim order prayed for with reasons]
7. Complainant not pending with any other court, etc.:
The complainant further declares that the matter regarding which this complaint has been made is not pending before any court of law or any other authority or any other tribunal(s).
8. Particulars of [demand draft/bankers cheque or online payment] in respect of the fee in terms of sub-rule (1) of Rule 20:
 - (i) Amount
 - (ii) Name of the bank on which drawn
 - (iii) [Demand draft number/bankers cheque/online payment transaction no.]
9. List of enclosures:
 - (i) Copies of the documents relief upon by the complainant and referred to in the complaint.
 - (ii) An index of documents.
 - (iii) Other documents as annexed along with complaint.

Signature of the complainant(s)

Verification

I _____ (name in full block letters) [son / daughter] of _____ the complainant do hereby verify that the contents of paragraphs [1 to 9] are true to my personal knowledge and belief and that I have not suppressed any material fact(s).

Place:

Date:

Signature of the complainant(s)

Instructions: (1) Every complaint shall be filed in English and in case it is in some other Indian language, it shall be accompanied by a copy translated in English and shall be fairly and legibly typewritten, lithographed or printed in double spacing on one side of standard petition paper with an inner margin of about four centimeters width on top and with a right margin on 2.5 cm, and left margin of 5 cm, duly paginated, indexed and stitched together in paper book form.

(2) Every complaint shall be presented along with an empty file size envelope bearing full address of the respondent and where the number of respondents are more than one, then sufficient number of extra empty file size envelopes bearing full address of each respondent shall be furnished by the party preferring the complaint.

FORM 'ASA'*[See Rule 25]***ANNUAL STATEMENT OF ACCOUNTS****Receipts and Payments Account**

For the year ended _____

(In Rupees)

A/c Code	Receipts	Current year As on	Previous Year As on	A/c Code	Payments	Current year As on	Previous year As on
1.	Balance Brought down:			13.	Chairperson and Members:		
1.1.	Bank			13.1.	Pay and Allowances		
1.2.	Cash in hand			13.2.	Other benefits		
2.	Fee, Charges and Fine:			13.3.	Travelling expenses:		
2.1.	Fees			13.3.1	Overseas		
2.2.	Charges			13.3.2	Domestic		
2.3.	Fines			14.	Officers:		
2.4.	Others (specify)			14.1.	Pay and Allowances		
3.	Grants:			14.2.	Retirement benefits		
3.1.	To Accounts with Government			14.3.	Other benefits		
3.2.	Others (specify)			14.4.	Travelling expenses:		
4.	Gifts			14.4.1	Overseas		
5.	Seminars and conferences			14.4.2	Domestic		
6.	Sale of Publications			15.	Staff:		
7.	Income on investments and Deposits :			15.1.	Pay and Allowances		
7.1.	Income on investments			15.2.	Retirement benefits		
7.2.	Income on Deposits			15.3.	Other benefits		
8.	Loans:			15.4.	Travelling expenses:		
8.1.	Government			15.4.1	Overseas		

8.2.	Others (specify)			15.4.2	Domestic		
9.	Sale of Assets			16.	Hire of Conveyance		
10.	Sale on Investments			17.	Wages		
11.	Recoveries from pay bills			18.	Overtime		
11.1	Loans and Advances Principal Amount			19.	Honorarium		
11.2	Interest on Loans and Advances			20.	Other office Expenses		
11.3	Miscellaneous			21.	Expenditure on Research		
12	Others (specify)			22.	Consultation expenses		
				23.	Seminars and Conferences		
				24.	Publications of Authority		
				25.	Rent and Taxes		
				26.	Interest on Loans		
				27.	Promotional Expenses		
				28.	Membership fee		
				29.	Subscription		
				30.	Purchase of Fixed Assets (specify)		
				31.	Investments and Deposits:		
				31.1	Investments		
				31.2	Deposits		
				32.	Security Deposits		
				33.	Loans and Advances to:		
				33.1	Employees:		
				33.1.1	Bearing Interest		
				33.1.2	Not bearing Interest		
				33.2.	Suppliers/contractors		
				33.3.	others (specify)		
				34.	Repayment of loan		
				35.	Others		
				35.1.	Leave Salary and Pension		
				35.2.	Contribution		
				35.3.	Audit Fee		

				35.4.	Misc:		
				36.	Balance carried down:		
				36.1	Bank		
				36.2	Cash in hand		
	Total				Total		

Chairperson (Signature)

Member(s) (Signature)

Secretary (Signature)

Office In-charge (Finance and Accounts)

Income and Expenditure Account

For the period 1st _____ to 31st _____

(In Rupees)

A/c Code	Expenditure	Schedule Current Year As On	Previous Year As on	A/c Code	Income	Schedule Current Year As On	Previous Year As on
13.	Chairperson and Members			2.	Fee, Charges and Fine	A.	
13.1	Pay and Allowances			2.1	Fee		
13.2	Other benefits	C.		2.2	Charges		
13.3	Travelling Expenses			2.3	Fines		
13.3.1	Oversees			2.4	Others (specify)		
13.3.2	Domestic			3.	Grants	B.	
14.	Officers			3.1	Account with Govt.		
14.1	Pay and Allowances			3.2	Others (Specify)		
14.2	retirement Benefits	D		4.	Gifts		
14.3	Other Benefits	C		5.	Seminars and Conferences		
14.4	Traveling Expenses			6.	Sale of Publications		
14.4.1	Overseas			7.	Income on investments and Deposits		
14.4.2	Domestic			7.1	Income on investments		
15.	Staff			7.2	Income on Deposits		
15.1	Pay and Allowances			11.2	Interest on Loan and Advances		
15.2	Retirement Benefits	D		12.	Miscellaneous Income		

15.3	Other Benefits	C		12.1	Gain on Sales of Assets			
15.4	Traveling expenses				Excess of expenditure over income			
15.4.1	Overseas				(Transferred to Capital Fund Account)			
15.4.2	Domestic							
16.	hire of Conveyance							
17.	Wages							
18.	Overtime							
19.	Honorarium							
20.	Other office expenses	E						
21.	expenditure on Research							
22.	Consultation Expenses							
23.	Seminars and conferences							
24.	Publications of Authority							
25.	Rent and Taxes							
26.	Interest on loans							
27.	Promotional Expenses							
28.	membership fee	F						
29.	Subscription	G						
35.	Others							
35.1	Leave Salary and Pension							
35.2	Contribution							
35.3	Audit Fee							
35.4	Miscellaneous							
37.	Depreciation	H						
48.	Loss on sale of assets							
49.	Bad Debts written Off							
50.	Provision for bad and doubtful debts							
	Excess of income over Expenditure							

	(Transferred to capital Fund Account)							
	Total				Total			

Chairperson (Signature)

Member(s) (Signature)

Secretary (Signature)

Office In-charge (Finance and Accounts)

Balance Sheet as on 31st March

A/c Code	Liabilities	Schedule	Current Year as on	Previous Year as on	A/c Code	Assets	Schedule	Current Year as on	Previous Year as on
40.	Funds	1			43.	Fixed Assets	H		
40.1	Capital Fund				43.1	Gross Block at Cost			
.	Add Excess of Income over Expenditure / less excess of Expenditure over Income					Less Cumulative depreciation			
40.2	Other Funds (Specify)				42.2	Net Block			
41.	Reserves	J			44.	Capital Work- in-progress	M		
8.	Loans	K			31.	Investments & Deposits	N		
8.1	Government				31.1	Investment			
8.2	Others				31.2	Deposits			
42.	Current Liabilities and provisions	L			33.	Loans and Advances	O		
					3.1	Account with Government	S		
					45.	Sundry Debtors	P		

					36.	Cash and Bank Balances	Q		
					46.	Other Current Assets	R		
	Total					Total			
	Accounting policies and Notes to	T							

Instructions: (1) The schedules/forms referred above are illustrative and shall be prepared by the Authority based on accounting principles followed by the Government or by other regulatory authorities or as suggested by the Comptroller and Auditor General from time to time.

Chairperson (Signature)
Member(s) (Signature)
Secretary (Signature)
Office In-charge (Finance and Accounts)

FORM-III*(See Rule 27)*

BUDGET ESTIMATES FOR FINANCIAL YEAR _____

Sr. No.	DESCRIPTION	BUDGET ESTIMATES YEAR(X)	REVISED ESTIMATES YEAR (X-1)			ACTUA LS YEAR (X-2)	ACTU ALS YEAR (X-3)
			Actuals (April To December)	Estimates (January To March)	Total Budget For Year X-1)		
1	2	3	4			5	6
			Actuals (April To December)	Estimates (January To March)	Total Budget For Year X-1)		
A.	Receipts						
(1)	Grants						
(a)	Central Government						
(b)	State Government						
(c)	Others						
(2)	Rents						
(3)	From Cesses & Charges						
(a)	Cesses						
(b)	Others (specify)						
(4)	Csr Funds From Private Organisation						
(5)	Interest						

	Earned						
(A)	TOTAL RECEIPTS						

Sr. No.	DESCRIPTION	BUDGET ESTIMATES YEAR X	REVISED ESTIMATES YEAR (X-1)			ACTUALS YEAR (X-2)	ACTUALS YEAR (X-3)
1	2	3	4			5	6
B.	Expenditure						
(1)	Development And Restoration Of Ponds						
(a)	Digital Total Station Survey						
(b)	Architectural Drawings						
(c)	Preparation of DPRs/Estimates						
(d)	Collection of Water Samples						
(e)	Hardware						
(f)	Software						
(g)	Inspection						

	Vehicles						
(h)	Others						
(2)	Operations & Maintenance						
(a)	Maintenance of Ponds						
(b)	Maintenance of Plant & Machinery						
(c)	Replacement of Plant & Machinery						
(d)	Electricity						
(e)	Power and Fuel						
(e)	Others						
(3)	Land						
(a)	Acquisition						
(b)	Purchase						
(c)	Enhancement						
(d)	Others						
(4)	Establishment & Administration						
(a)	Employee expenses: Salaries & wages						
(b)	Employee expenditure:						

	Others						
(c)	Hiring of Vehicles						
(d)	Administration expenditure (specify)						
(e)	Loans & Advances to Employees						

Sr. No.	DESCRIPTION	BUDGET ESTIMATES YEAR X	REVISED ESTIMATES YEAR (X-1)			ACTUALS YEAR (X-2)	ACTUALS YEAR (X-3)
1	2	3	4			5	6
	Less: Repayment of loans & advances						
	Net Loans & Advances to Employees						
(f)	Pensions						
(g)	I.T expenses						
(h)	Litigation expenditure						
(12)	Taxes						

B.	Total Expenditure						
C.	Surplus (Deficit)						
	Transferred to/(from) Corpus (Account)						