

Procedure:-

- U Any share holder of an outlet has to apply to the Divisional Canal Officer with an application on paper (with Rs 10/- Non-Judicial Stamp) about his requirement with specific details as mentioned above.
- U The Divisional Canal Officer refers the same application to Sub Divisional Officer for inspecting the site, preparing the case and report.
- U The Sub Divisional Officer sends the same application to Zilledaar for inspecting the site & preparing the case and report.
- U The Zilledaar on receiving the application, issues a notice (Parwana) to shareholders through canal patwari for site inspection and recording of statements of shareholders of the concerned outlet on a pre-defined date and place.
- U The Zilledaar along with the Halqa Canal Patwari inspects the site and takes the statements of shareholders.
- U Based on the demand of shareholders, Zilledaar prepares the case after taking record from Assessment Branch of division office. Afterwards, Zilledaar instructs the Halqa Canal Patwari to prepare map (Shujara) of Chak (area) of outlet. Halqa Canal Patwari then marks the area of ownership of shareholders on paper.
- U Then Halqa Canal Patwari then prepares the ownership statement on lined paper of all the shareholders of outlet & verifies the same from the Jamabandi or Revenue Patwari. (Revenue department)
- U After the completion of above set procedure in all aspects, the complete case along with the report of Zilledaar is sent to the Sub Divisional Officer.
- U The Sub Divisional Officer after checking the whole case prepared by Zilledaar & Halqa Canal Patwari, sent the case to Junior Engineer to prepare command statement and report.
- U The Junior Engineer will do the survey of agriculture fields and check that whether the ground levels allow the fields to be irrigated by concerned outlet or water course by gravity or not. Then Junior Engineer sends the case along with his report to Sub Divisional Officer.
- U The Sub Divisional Officer will recheck and then send the case along with his consolidated report to the Divisional Canal Officer.
- U The Divisional Canal Office check the case through Assessment Branch and Drawing Branch. Afterwards notice is issued to applicant and all the share holders and date is fixed for hearing in Divisional Canal officer (DCO) court.
- U Once the procedure of hearing has been completed in DCO Court, the decision is given by Divisional Canal Officer (D.C.O.) under Northern India Canal & Drainage act of 1873.
- U Afterwards, if any person aggrieved by his decision can appeal to Superintending Canal Officer (S.C.O.) within a period of 30 days from the date of publication under section 30-C. S.C.O. may approve or modify or reject the case/scheme after examining and hearing both the parties.
- U If no one is aggrieved by the decision of DCO then after the waiting period of 30 days or after the decision of SCO, the A-Form is prepared (by Zilledaar/Junior Engineer) and will submit to Sub Divisional Office. Further, Sub Divisional Office sent this A form to the competent authority for approval through Divisional Canal Officer (DCO) after getting it checked by Drawing Branch.
- U After getting approval, the outlet is installed / modified at site by the Junior Engineer and case file is sent to Assessment Branch for the record purpose. Hence, application is processed.

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