


**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. Afterwards, Zilledaar instructs the Halqa Canal Patwari to prepare map of area. 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 and send the case along with his report to the Divisional Canal Officer.
- U The Divisional Canal Office checks the case, afterwards notice is issued to applicant and concerned 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.) with in a period of 30 days from the date of decision. S.C.O. may approve or reject the case after 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 water course is installed at site by by Zilledaar & Halqa Canal Patwari and case file is sent to Assessment Branch for the record purpose. Hence, Application is processed.

  
Executive Engineer / Canals,  
Water Resources, Department,  
Punjab, Chandigarh

  
Chief Engineer/Canals-1  
Water Resources Department, Punjab  
Chandigarh.