



**Government of India  
Ministry of Jal Shakti  
Department of Water Resources, RD & GR  
Central Ground Water Authority**

---

**Accreditation Policy of  
Ground Water Professionals**

---

18/11, Jamnagar House, Mansingh Road

NEW DELHI – 110011

e mail: [cgwa@nic.in](mailto:cgwa@nic.in), [www.cgwb.gov.in](http://www.cgwb.gov.in)

**October, 2020**

## Contents

<b>1</b>	<b>PREAMBLE</b> .....	<b>4</b>
<b>2</b>	<b>IMPORTANCE OF ACCREDITATION</b> .....	<b>4</b>
<b>3</b>	<b>NEED FOR ACCREDITATION OF GROUND WATER PROFESSIONALS AND INSTITUTIONS</b> .....	<b>4</b>
<b>4</b>	<b>FUNCTIONAL AREAS OF ACCREDITAION</b> .....	<b>5</b>
<b>5</b>	<b>ACCREDITATION POLICY</b> .....	<b>5</b>
5.1	ELIGIBILITY CRITERIA FOR INDIVIDUALS .....	5
5.1.1	<i>Educational Qualification</i> .....	5
5.1.2	<i>Experience</i> .....	6
5.2	EVALUATION OF ACCREDITATION PARAMETERS FOR INDIVIDUALS .....	6
5.3	ELIGIBILITY CRITERIA FOR INSTITUTIONS .....	6
5.3.1	<i>Institutions Credentials</i> .....	6
5.3.2	<i>Educational Qualification of Professionals</i> .....	6
5.3.3	<i>Change of professionals</i> .....	7
5.3.4	<i>Accreditation Parameters for Institutions</i> .....	7
5.4	ACCREDITATION CERTIFICATE .....	7
5.5	ACCREDITATION VALIDITY PERIOD .....	8
5.6	REASSESSMENT .....	8
5.7	RE-ACCREDITATION.....	8
5.8	ACCREDITATION/RENEWAL FEE.....	8
<b>6</b>	<b>ACCREDITING INSTITUTE</b> .....	<b>9</b>
6.1	ACCREDITATION BOARD .....	9
6.2	COMPLIANCE TO THE CONDITIONS OF ACCREDITATION.....	9
6.3	SUSPENSION/ DELISTING/ CANCELLATION/ON HOLD/ WITHDRAWAL OF ACCREDITATION	
	10	
6.4	CODE OF CONDUCT .....	11

6.5	COMPLAINT AND APPEALS .....	11
6.6	GRIEVANCE REDRESSAL .....	12
6.6.1	<i>Review of Decisions</i> .....	12
6.6.2	<i>Appeal</i> .....	12

# **Accreditation Policy of Central Ground Water Authority**

## **1 PREAMBLE**

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. In view of this, there is need to formulate the policy for Accreditation of the Consultants and Institutions whose report will be accepted by the Authority for processing the Applications and issuance of No objection Certificate for ground water withdrawal.

## **2 IMPORTANCE OF ACCREDITATION**

Accreditation is a process of instilling an 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 assess and evaluate the standards and quality of the work done or to be done by an individual or an organization. The Applicants who seek permission for Water Extraction are confident in hiring the services of the accredited individuals or institutions for conducting a hydrogeological survey and prepare a report on the ground water scenario and the impact of the proposed extraction on the ground water reservoir, which 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 Professional. At the same time, the accredited individual agrees to uphold the quality of standards, ethics and public responsibility set by the Accrediting Organization.

## **3 NEED FOR ACCREDITATION OF GROUND WATER PROFESSIONALS AND INSTITUTIONS**

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.

- 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.

- Accreditation will assure quality of the impact assessment report likely to be submitted by upholding the quality of standards, ethics and public responsibility.
- The process of accrediting and subsequent renewal/cancellation or to keep in abeyance will ensure the quality of the Report.
- The assured quality 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**

As per the guidelines there are two types of reports needed to be submitted by the project proponents for obtaining NOC namely,

- Impact Assessment Report
- Hydrogeological Report for Mining projects

These reports need to be prepared with professional have different skill sets. Accordingly, two types of functional areas namely General Hydrogeology and Mining have been decided.

#### **5 ACCREDITATION POLICY**

The Accreditation of the individual Consultant/ Institution is voluntary. There is no compulsion on them for this accreditation. But unless and until the individual is accredited by the accrediting institution, the report submitted by them will not be considered during the scrutiny of the applications for NOC for withdrawal of ground water. Individual Consultant/ Institution may apply for one or both functional area as defined Cause 4. Based on the qualification criteria, the accreditation will be granted in the respective functional area/areas. The following are the general guiding principles for the accreditation of individual consultants and Institutions:

##### **5.1 ELIGIBILITY CRITERIA FOR INDIVIDUALS**

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

###### **5.1.1 EDUCATIONAL QUALIFICATION**

The Applicant should have Master's degree in Geology or Applied Geology or Hydrogeology or Geophysics or Water Resources Management 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 recognised by Government of India.

### **5.1.2 EXPERIENCE**

- At least 10 years of experience as ground water professional.
- Technical competency
- Evaluation of Technical Reports

## **5.2 EVALUATION OF ACCREDITATION PARAMETERS FOR INDIVIDUALS**

The individual will be accredited based on the following technical parameters:

<b>Parameter</b>	<b>Weightage</b>
Educational Qualification	250
Technical Competency based on interaction/interview	250
Field Experience in Hydrogeology	250
Evaluation of Previous Reports submitted	250

## **5.3 ELIGIBILITY CRITERIA FOR INSTITUTIONS**

### **5.3.1 INSTITUTIONS CREDENTIALS**

The Institution should be registered as Company/Partnership /Proprietorship/ Registered/ Society/ Public/ Private/ Government/Research /Academic Institute/ Industry Association/ Others/ Non-Profit organization etc working in the field of Ground Water Resource Development and Management.

### **5.3.2 EDUCATIONAL QUALIFICATION OF PROFESSIONALS**

- The Applying Institute should have a minimum strength of 2 Ground Water Professional who are having Master's degree in Geology or Applied Geology or Hydrogeology or Geophysics or Water Resources Management 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 recognised by Government of India.

- The Institute should have at least 5 years working experience in the field of groundwater with Central /State Government Projects/Society/Firm/Company etc. as Consultant Institution.

### 5.3.3 CHANGE OF PROFESSIONALS

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

- Proposal for change of ground water professionals is to be submitted within one month of submission of application and prior to date of holding the meeting of Accreditation Board.
- In case, an institution has been accredited, proposal for change shall be considered only after completion of one year.
- In case of situation beyond the control of institution as well as ground water professional or under unavoidable circumstances.

### 5.3.4 ACCREDITATION PARAMETERS FOR INSTITUTIONS

The institutions will be accredited based on the Professionals on rolls, their educational qualifications, Consultancy projects handled for the government in the field of Hydrogeology and evaluation of Previous Reports. This is giving below:

Parameter	Weightage
Educational Qualifications of the Professionals	250
Consultancy in Govt. Projects	250
Nos of Project in Ground Water Domain	250
Evaluation of Previous Reports submitted to various organisations	250

### 5.4 ACCREDITATION CERTIFICATE

The individual or the institute whoever or whichever secures adequate scores i.e 500 and above or grading mentioned above shall be issued the Accreditation Certificate by the Accrediting

Institute. The Accreditation Certificate shall bear all the details pertaining to the individual or the Institute including the Grade awarded along with the validity period. Based on the Recommendations of the Central Ground Water Authority based on the reports submitted by the individual/ Institution, Accrediting Institute shall have reserved the right to de-accredit the Individual/ Institute before the expiry of the Validity Period.

### **5.5 ACCREDITATION VALIDITY PERIOD**

The Accreditation of an Individual will be valid for a period of **Five years** from the date of grant of Accreditation such that the accreditations issued in the half year ending September of each financial year would be valid till 30<sup>th</sup> September of the second year following the date of grant of accreditation. Similarly, the accreditations issued any time in the half year ending March of a financial year would be valid till 31<sup>st</sup> March of the second year following the date of grant of accreditation.

### **5.6 REASSESSMENT**

If an Individual or an Institute is not satisfied with the grading awarded, he/ she or the Institute have an option to seek reassessment of the grade allocated by the accreditation board by way of an application in the prescribed format along with a re-evaluation fee equivalent of 50% of the accreditation fee within a period of one month from the date of receipt of accreditation advice. In case of any dispute, the decision of the accreditation board would be final.

### **5.7 RE-ACCREDITATION**

On Completion of **FIVE** years of accreditation as indicated in para as indicated above, the Individual or the institute will be required to seek re-accreditation. The re-accreditation process shall be based on the same procedure prescribed for accreditation. The standard of the reports submitted to the Central Ground Water Authority for obtaining environmental clearances will have more impact on the grading for the re-accreditation. To ensure continuity in accreditation, the individuals or the Institutions may prefer forwarding the applications for renewal at least 3 months before expiry of the accreditation validity period

### **5.8 ACCREDITATION/RENEWAL FEE**

The Accrediting Institute will levy an Accreditation/re-accreditation Fee as announced from time to time. The present charges for fresh accreditation and re-accreditation are given below:

Accreditation Identity	Fresh Accreditation Fee (Rs)	Re-accreditation Fee (Rs)
Individual	10,000	5,000
Institution	50,000	25,000

## 6 ACCREDITING INSTITUTE

The Training wing of Central Ground Water Board i.e. Rajiv Gandhi National Ground Water Training and Research Institute, Department of Water Resources, River Development and Ganga Rejuvenation, Ministry of Jal Shakti, Government of India, Sector-23, Atal Nagar, Naya Raipur, Chhattisgarh, will act as the Accrediting Institute for the Central Ground Water Authority.

### 6.1 ACCREDITATION BOARD

The Accreditation Board comprises of the following members:

S.No	Name/ Designation of the Member	Status
1	Chairman, CGWA, New Delhi	Chairman
2	Member(CGWA), New Delhi	Member
3	Member (RGI), Faridabad	Member
4	One Nominated Scientist F/G level from NIH/ other DoWR institute dealing with ground water	Member
5	One DDG Level officer from GSI	Member
7	One representative of Level-14 from MOEF.	Member
6	Regional Director, RGNGWTRI, Raipur	Member Secretary

The committee may co-opt One/two subject matter Expert from Reputed Government Institution such as IIT/NITs etc.

### 6.2 COMPLIANCE TO THE CONDITIONS OF ACCREDITATION

- Accreditation shall expire at the end of its validity unless renewal is sought in time.
- All payments shall be made in advance.
- Franchising, licensing, subcontracting of accredited consultant organisation(s) is NOT permissible.

- Any change in expert, employment status, scope etc. shall be informed to Accrediting Institute within 15 days with relevant documents.
- The Accredited Consultant/Institution shall maintain relevant records of each consultancy conducted. All information should be meticulously documented
- Accredited Consultant/Institution just after accreditation shall sign the 'Code of Conduct' with Accrediting Institute.

### **6.3 SUSPENSION/ DELISTING/ CANCELLATION/ON HOLD/ WITHDRAWAL OF ACCREDITATION**

If any Accredited Professional or Institute submits a below Standard report to the Central Ground Water Authority for any NOC application or any information submitted by the individual or the Institution for Accreditation is found to be incorrect subsequently or any unethical use of the accreditation certificate or any activity of the Individual or the institution not fit for being accredited comes to the notice of Central Ground Water Authority, it can recommend the Accrediting Institute to cancel the accreditation or to keep the accreditation in abeyance for the time being. On the recommendation of the Central Ground Water Authority, the Accrediting Institute reserves the right to cancel the accreditation or to keep the accreditation in abeyance for the time being. If the Individual or the Institution would like to prefer any appeal against any such decision, it may prefer an appropriately worded appeal, along with supportive evidences, addressed to the chairman of the Accreditation Board. The accreditation of an Individual or an Institution may also be cancelled at the specific request of the particular person or the Institution to the Accrediting Institute. The Accrediting Institute shall suspend/ delist/cancel/on hold/withdraw or even debar accreditation on account of any one or more grounds during accreditation process or after, but not limited, to the following:

- Non-compliance or violation of the requirements and conditions of accreditation.
- Deviation from facts as stated in application and enclosures.
- Submission of false or misleading information in the application or in subsequent submissions.
- Improper use of accreditation.
- Using unapproved experts or carrying out changes in experts or in quality.
- Failure to report any major legal (mandatory compliance) changes and evident conflict of interest
- Using fraudulent practices by the Accredited Consultant/Institute 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.

- Non- payment of applicable fees on time to Accrediting Institute.
- Violation of the Code of Conduct for the consultant organizations
- Any other condition deemed appropriate by Accrediting Institute
- The decision for the Suspension/Delisting/Cancellation/On hold/Withdrawal will be done by the Accrediting Institute with the Approval of Accreditation Committee.

#### **6.4 CODE OF CONDUCT**

All Accredited Consultants/ 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 suspension or cancellation of accreditation. The consultants/Institutes shall be required:

- To act professionally, accurately and in an unbiased manner.
- To be truthful, accurate and fair to the assigned work, without any fear or favour.
- 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.
- To avoid and / or declare any conflict of interest that may affect the work to be carried out.
- Not to act in a manner detrimental to the reputation of any of the stakeholders including Accrediting Institute and the customer.
- To cooperate fully in any formal enquiry procedure of Accrediting Institute

#### **6.5 COMPLAINT AND APPEALS**

- The consultants/Institutes shall establish documented procedures for handling and disposal of complaints and appeals within a reasonable time. The documented procedure shall include provision for:-
  - Providing information regarding complaint handling process to all interested parties
  - Acknowledgement of complaints.
  - Complaint analysis/ investigation for redressal of complaint/appeals.
  - Communication with the complainant/appellate for satisfactory closure of the complaint.
  - Involvement of consultants/Institutes in unresolved complaints or appeals if any.
  - The modern Consultants/Institutes shall maintain records of all complaints and their resolutions including actions taken.
  - All complaints and appeal to be assessible to consultants/Institutes assessment.

## **6.6 GRIEVANCE REDRESSAL**

There are two methodologies available under the Scheme for addressing the grievances of Consultants/Institutions shall be dealt by the Accrediting Institute.

- Review of Decisions
- Appeal

### **6.6.1 REVIEW OF DECISIONS**

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

- Request must mention specific complaints and supported by documentary evidence.
- Anonymous/ pseudonymous requests will not be entertained.
- Only substantial errors/mistakes on procedural matters are taken up for consideration.
- Re-assessment of any aspect of assessment or request for deviation cannot be considered.

Such ‘Reviews’ are taken up for consideration in a meeting of the relevant accreditation committee as early as possible and decision of the accreditation committee will be intimated to the concerned organizations.

### **6.6.2 APPEAL**

Any consultant/Institution 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 following information is to be provided while submitting the appeal -

- There will be an appeal committee duly constituted.
- The documents received from the appellant are submitted to the members of the Appeals Committee secretariat.
- Process of hearing by the committee - the committee fixes a date for the hearing which is intimated to the appellant secretariat. The committee gives its decision after hearing both the sides and based on deliberation within it.
- The decision of the Appeals committee is intimated to the appellant secretariat.

.....

**Application Form for Accreditation – Individual**

*Please affix a passport  
size photograph*

Functional Area	General Hydrogeology	Mining	Both
-----------------	-------------------------	--------	------

1. Full Name (in Block Letters):	
2. Father's Name:	
3. Mother's Name:	
4. Date of Birth: (mm/dd/yyyy)	
5. Nationality:	
6. Mailing Address:	
Address for correspondence	
PIN	
Police Station	
Email:	
Telephone/Mobile No.	

Permanent Address							
7. Aadhaar No							
8. Educational Qualification (Bachelor degree onwards):							
Sl. No.	Course/Degree	Major subjects	University/Institute	Year of passing	Percentage of marks secured (%)	Division	Self-Attested copies enclose (yes/no)
9. Work Experience							
Name of the post	Organisation/Institute	From	to	Nature of work	Date of superannuation (wherever applicable)	Total experience in years	Self-attested copies of documents in support of experience to be enclosed.

Computer skills							
Common office software (MSWord/Excel/PowerPoint)				Yes/No			
GIS software				Yes/No			
Rockworks				Yes/No			
Groundwater modeling software				Yes/No			
Other geoscientific software (please specify)							
1.				Yes/No			
2.				Yes/No			
3.				Yes/No			
Scientific Publications/Reports				(Attach list of publications)			
Additional information, if any							
Declaration							

This is to certify that I, \_\_\_\_\_, (complete name of applicant), S/o \_\_\_\_\_ a resident of \_\_\_\_\_, have no pending \_\_\_\_\_ (complete address) administrative and/or criminal case before any court/ authorized body. I, further, certify that I have never been found guilty/ convicted of any administrative offense and/or crime. I also certify that all the information given by me is true to the best of my knowledge and belief.

(Signature)

Date

List of documents to be submitted

1.	Filled in application form with photograph pasted on it
2.	Address proof
3.	Proof of date of birth
4.	Self-attested copies of certificates in respect of educational qualification
5.	Self-attested copy of Aadhaar card
6.	Self-attested copies of experience certificate issued by the employer or research supervisor as the case may be.
7.	In case of retired officers, copies of necessary certificates.

## Annexure -II

### Application Form for Accreditation - Organisation

(Kindly attach separate sheets if necessary, for more information)

Functional Area	General Hydrogeology	Mining	Both
-----------------	-------------------------	--------	------

1.	Name	
2.	Address of the Consultant organization	
	Head Office	
	Branch Office	
3.	Name of the Head of the Organization	
4.	Contact person details	
5.	Name	
6.	Address:	
7.	Tel No. Mobile	
8.	Email	
9.	Legal Status of the organization (please mark (V) the appropriate status)	
10.	Company/Partnership/Proprietorship/Registered/ Society/ Public/Private/Government/ Research/Academic Institute/ Industry Association/ Others (please specify and attach necessary evidence)	
11.	Date of Registration / Incorporation (attach copy of certificate of incorporation/registration)	
12.	Established in Year	

13.	Services provided by the Organization	
14.	Number of Employees	
15.	Total For GWS/RWH / Hydro activities	

**Project Coordinator**

S. No	Name	Nos of years In-house	CV Attached
			Y / N
			Y / N
			Y / N
			Y / N
			Y / N

**Organization's experience in Hydrogeological Report preparation:**

S. No	Name of Report	Client Name	Report Type	Period	Completion Certificate from Client

Hydrogeological Reports/ GW studies carried out in last three years - a. Numbers of reports prepared

Enclose a copy of one Hydrogeological Report (soft copy) and list of reports prepared by the organization in the preceding two years from the date of application.

**Declaration:**

I/We have carefully read all guidelines of Accrediting Institute for accreditation of GW Consultant Organization. The conformity of eligibility of the experts proposed, employment

status of proposed experts to the requirements of the Scheme, has been verified by us at our end. I/We agree to code of conduct terms as given in document.

I/We confirm that the information provided in the application in support of the application is correct to the best of our knowledge and belief.

I/We authorize Accrediting Institute to make any enquiry as deemed fit as part of the reviewing process. I/We understand that in case any information is found to be incorrect, it may result in rejection of this application and/or disqualification. I/We authorize Accrediting Institute to utilize the information provided in this application for legal, research, training, sharing with CGWA/ DoWR/MOEF and IPC members and/or for any other purpose as may be deemed fit for the by Accrediting Institute.

If accredited, I/We commit to notify Accrediting Institute immediately of any changes in the status where information regarding such changes, if declared may affect the consideration for accreditation of the organization.

Signatures

Name (Authorized Signatory)

Designation

Organization

Date