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PART I

Punjab Government Notifications and Orders

GOVERNMENT OF PUNJAB

WATER RESOURCES DEPARTMENT

(Irrigation Personnel-3 Branch)

NOTIFICATION

The 31st August, 2026

No:WR-IRP3017/70/2026-3IP3/I/1488523/2026.-The Governor of Punjab is pleased to formulate Standard Operation Procedure (SOP) and Timeline for processing of Approval to be issued for "Photography Permission" for the integration of WRD Portal with the Invest Punjab Business First Portal, is framed as under:-

Sr. No.	Procedure	Maximum Timeline for NOC (in working Days)	Remarks
1	Applicant will apply for permission of Shooting/photo-shoot on the Portal (25% of the total fee to be paid as processing fee during applying)		
2	Scrutiny of Application:- i. The Concerned Dealing Hand/ Shooting Manager will scrutinize the application. ii. In case of any deficiencies, shall raise the observations to applicant within 3 days to complete the deficiencies. iii. If No observation is raised within three days of the receipt of the application or after the response received from the applicant, the application shall be treated as complete and prescribed timeline for processing shall commence.	3 days = T0	Pre-Scrutiny Stage
3	Post receiving of reply to query during pre-scrutiny stage, the Shooting Manager will check the application and will send the application to Executive Engineer HO	T1 = T0 + 2	
4	i. If the application is found OK, then Executive Engineer HO will forward the application to the concerned Executive Engineer of field division for comments/concurrence. ii. If shooting application is not found OK, then Executive Engineer HO shall object & send the application to the applicant.	T2 = T1 + 1 (+ 1 incase of follow-up query)	Query Stage (2 days if application is okay, 2 more days for follow-up query, if any)

5	The Concerned Executive Engineer of field/Division will forward his recommendations to the Executive Engineer HO.	$T3 = T2 + 1$	
6	i. If recommended for approval and if duration of shooting is upto 15 days, then Executive Engineer HO will approve the application ii. If recommended for approval and if duration of shooting is more 15 days, then Executive Engineer HO will forward the application to Chief Engineer/HQ for approval. iii. If not recommended, then Executive Engineer HO will reject the application. The objection will be go to the applicant.	$T4 = T2 + 1$	
6A	Chief Engineer/HQ will approve the application if duration of shoot is more than 15 days.	$T5 = T4 + 1$	
7	After the approval of application link/Message to the applicant for the payment of remaining 75% shooting fee/ charges.	$T6 = T4/T5$ (whichever is applicable) + 7 (or till date of shooting whichever is less)	
8	If Payment is done, then permission letter to concerned Executive Engineer/field Division and applicant will be generated automatically from the portal. If payment not done, deemed cancellation of application.		

- Maximum time for approval is 7 days after the submission of complete application on the Portal.
- The Mechanism followed is 3-3-1 (3 days for pre-scrutiny, 3 days for detailed scrutiny and 1 days for follow-up query).
- The application shall be deemed to be approved if the time for approval (i.e. sum total of time for which application is present with the department) exceeds 7 days.
- In case of shooting is cancelled or application is declined due to any reason before final approval, than 25% of total fee paid as processing fee, is non-refundable.

NOTE:-

A. Withdrawal of Applications

All the regulatory application submitted on IP-BFP Portal will provide the applicant the option of withdrawing the application when the application is pending for observations/clarification at applicant end. The application can be withdrawn at: -

1. Scrutiny stage: In case the applicant is unable to complete the application or provide requisite documents, or
2. Processing Stage: When an observation or clarification is raised to the applicant and the applicant is unable to provide the requisite response or doesn't have the necessary compliance.

In case of withdrawn application, the applicant will always have to submit a new application, when he is ready to pursue the regulatory clearance.

B. Deactivation of Application mechanism:-

In case an application pending at the applicant end for resolution of observation/clarification for 30 days and there is no response or action from applicant on the application, then three reminders will be send every 3 working days to the applicant to respond the observations, else the application will be deactivated

from the system. Failure to comply within the stipulated timeframe shall result in the automatic removal of the application from the portal. The applicant will have to submit a fresh application whenever he wants to pursue the regulatory clearance as the facts of the case would have changed and under no scenario a closed application can be revived.

C. Escalation Mechanism for Rejection

Any of the regulatory applications if to be rejected, can only be rejected by the competent authority of the respective clearance as per the requisite policy/notification(s). The other officers in the workflow may propose the case for rejection, which will be escalated to the competent authority who shall review and issue the rejection, if found appropriate. Else the competent authority may direct the concerned to re-examine the case if grounds of rejection are not considered appropriate.

A case which has been proposed for rejection cannot be deemed approved while still being reviewed by the competent authority for further action. The XEN/HQ may have 2 working days to decide a case proposed for rejection.

The rejection may be in the following cases:-

- I. During the scrutiny stage, where the applicant fails to rectify the deficiencies or submit a complete application in response to the observations raised by the Division, the application may be proposed for rejection/return by recording reasons therefor.
- II. During the processing stage, after the applicant has responded to the observation as well as final clarification, if the case is yet not fit for approval, the same may be rejected on merits/demerits by the competent authority as per the policy.

Deemed Approval Mechanism

- Wherever the provision of Deemed Approval is applicable under the Punjab Right to Business Act, 2020, the Punjab Right to Business Rules, 2021, or any other policy/instructions issued by the Government from time to time, the applications received through the Invest Punjab Portal shall be processed accordingly. The concerned authorities shall ensure strict adherence to the timelines prescribed under this SOP. The application shall be deemed to be approved if the time for approval (i.e. sum total of time for which application is present with the department) exceeds 7 days.

E. Applicability

The provisions of this Standard Operating Procedure shall be applicable to all applications for Photoshoot permissions received through the Water Resources Department Portal, Invest Punjab Portal, or any other Government-approved digital platform notified by the Government from time to time.

Chandigarh
The 24th August, 2026

KRISHAN KUMAR, IAS
Principal Secretary, Govt. of Punjab,
Department of Water Resources.