



सत्यमेव जयते

**Government of India**  
**Ministry of Water Resources**

**HYDRO-METEOROLOGICAL DATA  
DISSEMINATION POLICY (2013)**



**MAY, 2013**

## **HYDRO-METEOROLOGICAL DATA DISSEMINATION POLICY (2013)**

### **1. Introduction**

Considering the increasing demand by the community, that data collected with the deployment of public funds should be made more readily available to all, for facilitating rational debate, better decision making and in meeting society's needs; Principle 10 of the United Nations Declaration on Environment and Development (Rio de Janeiro, June 1992) and Section 4(2) of the Right to Information Act, 2005; the Government of India has formulated a National Data Sharing and Accessibility Policy (NDSAP, 2012). The objective of the NDSAP policy is to facilitate the access to Government of India owned shareable data and information in both human readable and machine readable forms through a network all over the country in a proactive and periodically updatable manner, within the framework of various related policies, Acts and rules of Government of India, thereby permitting a wider accessibility and use of public data and information.

Central Water Commission (CWC), in association with India Space Research Organization, has also set up a Web Enabled Water Resources Information System in the Country (India-WRIS). The India-WRIS WebGIS aims as a 'Single Window' solution for comprehensive, authoritative and consistent data & information of India's water resources along with allied natural resources in a standardized national GIS framework (WGS-84 datum and LCC projection) with tools to search, access, visualize, understand and analyze the data for assessment, monitoring, planning, development and finally Integrated Water Resources Management (IWRM). Hosting of hydro-meteorological data on India WRIS would require clarity on accessibility and pricing policy.

Similarly, Central Ground Water Board (CGWB) has established Ground Water Information System providing access to various thematic layers as well as the nationwide database on ground water level and water quality monitoring carried out by CGWB.

In supersession of all previous guidelines/orders, Ministry of Water Resources (MoWR), Government of India hereby formulates this Hydro-meteorological Data Dissemination Policy for implementation by CWC & CGWB.

### **2. Hydro-meteorological Data Available**

#### **2.1 Data collected by CWC**

2.1.1 Following hydrological data related to surface water are collected at CWC Hydrological Observation (HO) sites:

- (i) River water level (Gauge, G),
- (ii) River Discharge (Discharge, D),
- (iii) Sediment flow (Silt, S); and

(iv) Water quality (Quality, Q)

2.1.2 Besides hydrological observation, CWC also observes selected meteorological parameters such as rainfall, maximum-minimum temperature, humidity, pan-evaporation, solar radiation, and wind velocity on some specific sites.

2.1.3 The general frequency of hydro-meteorological data collection is;

- |       |                                 |                                      |
|-------|---------------------------------|--------------------------------------|
| (i)   | Gauge Water level (Non Monsoon) | - Daily at 08:00, 13:00 & 18:00 hrs. |
| (ii)  | Gauge Water level (Monsoon)     | - Hourly Gauge                       |
| (iii) | Discharge                       | - Daily                              |
| (iv)  | Sediment                        | - Daily                              |
| (v)   | Water Quality                   | - Ten-daily/ Monthly                 |
| (vi)  | X-Sections of the rivers        | - Pre-monsoon and Post-monsoon       |
| (vii) | Meteorological data             | - Daily/hourly                       |

2.1.4 Thus, the hydro-meteorological information available with CWC are;

- (a) Daily discharge values (including velocity, manning's 'n' values, rating curve, etc.) both observed & interpolated/extrapolated and any analysis or derivation of the values like yearly/ monthly/ ten-daily flows etc.
- (b) Gauge values/water levels observed at uniform time interval or non-uniform time interval.
- (c) Suspended/bed Sediment flow values including fine, medium and coarse sediment, both observed & interpolated/extrapolated and any analysis or derivation of the values like yearly/ monthly/ten-daily flows etc.
- (d) Water quality parameters observed at site or analysed in the laboratories.
- (e) Cross-sections, longitudinal sections, other topographical information and river morphology related data.
- (f) Reservoir water levels and live storage position
- (g) Meteorological data such as rainfall, maximum-minimum temperature, humidity, pan-evaporation, solar radiation, wind velocity.

## 2.2 Data collected by CGWB

2.2.1 Following data related to ground water are collected at CGWB Observation Wells (OW):

- (i) Water level
- (ii) Water quality

2.2.2 The general frequency of groundwater data collection is;

- |      |               |  |
|------|---------------|--|
| (i)  | Water level   | - Four times in a year in the months of January, April/ May, August & November |
| (ii) | Water quality | - once in the year in the month of April/May                                   |

2.2.3 In addition, CGWB also assesses replenishable ground water resources and groundwater draft in ground water assessment units (i.e. blocks, mandals, talukas etc)

estimating thereby stage of groundwater development and their categorization in safe, semi-critical, critical, over-exploited and saline units.

### 3. Classification of Hydro-meteorological Data

- 3.1 From the point of view of data dissemination, the nation can be divided into following three regions;
- (a) Region-I: Indus basin & other rivers and their tributaries discharging into Pakistan;
  - (b) Region-II: Ganga-Brahmaputra-Meghna basin & other rivers and their tributaries discharging into Bangladesh/Myanmar; and
  - (c) Region-III: Remaining other rivers and their tributaries.
- 3.2 The data of Region-I and II are classified, whereas the data of Region-III is unclassified. The reservoir water level, live storage position, water quality, groundwater and meteorological data for all regions are also unclassified. Similarly, all metadata (information about data, sites, OWs, etc.) for all CWC HO sites and CGWB OWs including yearly average data and historical important data (such as Highest Flood Level, yearly flood peak, etc.) are also unclassified.

### 4. Data User Categories

- 4.1 For the purpose of hydro-meteorological data dissemination, users may be grouped in following categories:
- (i) **Indian Users** – Agencies / Entities owned fully by Indian citizens. These may be further categorized into commercial and non-commercial organizations, as under;
    - (a) Indian Commercial Users – Private / Public Sector Companies / Consultants including Non-Governmental Organizations / Educational / Research Institutes undertaking consultancies / studies / works for fees, and
    - (b) Indian Non-commercial Users - Central / State Government Departments / Organizations; Non-profit companies / non-governmental organizations / Educational / Research Institutes for academic / professional research / studies purposes.

Note: As there is a possibility of use of the hydro-meteorological data for commercial purposes by individuals, they are treated as commercial users. At the same time, Students / Researchers, etc., should obtain the necessary data through their Institutes / Universities.

- (ii) **Foreign Users** – Agencies / Entities owned partially or fully by foreign citizens including individuals employed by such agencies/entities.

### 5. Custodian of hydro-meteorological data

- 5.1 The concerned CWC Chief Engineers, as described in **Annex I**, shall be the custodian of hydro-meteorological data of river basins collected by CWC. Similarly, concerned CGWB Regional Director, as described in **Annex II**, shall be the custodian of groundwater data.

## 6. Procedure for release of unclassified Hydro-meteorological data & pricing

- 6.1 All unclassified data (after validation and to the extent published in Water Year Book, Water Quality Year Book, Water Sediment Year Book, Ground Water Year Book) shall be hosted on IndiaWRIS website, which can be downloaded by any web-registered user free of cost.
- 6.2 The unclassified data not available on the website can be obtained free of cost from the concerned Chief Engineer of CWC or concerned Regional Director of CGWB after submission of request without any secrecy undertaking. However, costs towards printing, photocopying, digital media, etc., as payable for providing information under Right to Information Act, 2005 would be charged.
- 6.3 The use of data downloaded from IndiaWRIS or obtained from CWC/CGWB shall be duly acknowledged in the DPR/report/ publication. IndiaWRIS, CWC, CGWB and/or MoWR shall not be held responsible for any inference drawn based on these data.
- 6.4 All unclassified data may also be obtained as per Right To Information Act, 2005 as amended from time to time.

## 7. Procedure for release of classified data & pricing

- 7.1 Classified data will be released for specific purpose/ study only and will be non-transferable.
- 7.2 All users desirous to obtain classified data may send their request to concerned Chief Engineer of CWC (as prescribed in **Annex – I**) in the prescribed format given at **Annex - III** along with a 'Secrecy Undertaking' (format given at the **Annex -IV**).
- 7.3 The Concerned Chief Engineer of CWC would verify the authenticity of the user, the purpose of data request and the minimum data required for that purpose / study and forward the requests with his/her recommendations (**Annex-V**), within thirty days of the receipt of such requests, to the Director (River Data Directorate), CWC.
- 7.4 The Director (River Data Directorate), CWC shall place all such requests along with the recommendations of concerned Chief Engineer of CWC, received in a month by 10<sup>th</sup> of the following month before a **Classified Data Release Committee** with the following composition;

(i)	Joint Secretary (PP), MoWR	- Chairman
(ii)	Joint Secretary/Director, Ministry of External Affairs	- Member
(iii)	Concerned Commissioner (Indus/Ganga/B&B), MoWR	- Member
(iv)	Concerned Chief Engineer, CWC	- Member
(v)	Director (River Data Directorate), CWC	- Member Secretary
- 7.5 The Classified Data Release Committee shall decide on the requests for release of classified data by 20<sup>th</sup> of every month, which shall be communicated to the indenting user with copy to the concerned Chief Engineer, CWC by the Director (River Data Directorate), CWC by the end of that month.

- 7.6 Indian non-commercial users would be supplied classified data free of cost. However, costs towards printing, photocopying, digital media, etc., as payable for providing information under Right to Information Act, 2005 would be charged.
- 7.7 Indian commercial and foreign users would be supplied classified data on payment of Rs. 75000/- per site per annum, for the minimum data required by user and as recommended by concerned Chief Engineers. The year for calculation of data charges will be water year (from 1<sup>st</sup> June to 31<sup>st</sup> May of following year) For dissemination of data for part of any year shall also be charged at rate of Rs.75000/-
- 7.8 On the basis of authorization from the Classified Data Committee, the concerned Chief Engineer of CWC would release the data to the indenting user after collection of due charges within 15 days of the receipt of such authorization and the payment.
- 7.9 The released classified data shall not be reproduced in any report/ publication/ Detailed Project Report (DPR), etc. Only result of analysis and inferences drawn thereof should be published. The contribution of CWC shall be duly acknowledged in the DPR/report/ publication.
- 7.10 CWC and/or MoWR shall not be held responsible for any inference drawn based on these data.

## **8. Review of Hydro-meteorological Data Dissemination Policy**

- 8.1 The Minister of Water Resources shall be the competent authority to review this Hydro-meteorological Data Dissemination Policy along with the extent of classified data and procedure for release.

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**LIST OF RIVER BASINS AND CONCERNED CHIEF ENGINEERS OF CWC**

<b>Sl. No</b>	<b>Name of River Basin</b>	<b>Concerned Chief Engineer</b>
1	Indus	The Chief Engineer (Indus Basin), Central Water Commission, Block-4, 6th Floor, Kendriya Sadan, Sector-9 A, Chandigarh-160 017. Tel. No. 0172-2741766 Fax No. 0172-2742465
2	Upper Ganga (from origin till Buxar, Bihar)	The Chief Engineer(UGB), Central Water Commission, Jahanavi Sadan, 21/496, Indira Nagar, Lucknow-226016 Tel. No. 0522-2715832 Fax No. 0522-2715834
3	Lower Ganga (downstream of Buxar, Bihar)	The Chief Engineer (LGB) Central Water Commission, 177-B, Srikrishna Puri, Patna-800001 Tel. No. 0612-2541087 Fax No. 0612-2541865
4	Yamuna	The Chief Engineer (YBO), Central Water Commission, Kalindi Bhavan, B-5, Tara Crescent Road, Qutab Institutional Area, New Delhi-110016 Tel. No. 011-26526857 Fax No. 011-26526857
5	Brahmaputra, Meghna & Barak	The Chief Engineer(B&BB), Central Water Commission, Rebeka Ville, Near Barik Point, Temple Road, Lower Lachumiere, Shillong (Meghalaya) Tel. No. 0364-2220568 Fax No. 0364-2220644
6	Krishna and Godavari	The Chief Engineer (KGBO), Central Water Commission, H.No. 11-4-648,Krishna Godavari Bhavan, AC Guards, Hyderabad-500 004 (A.P.) Tel. No. 040-23308640 Fax No. 040-23308642
7	Cauvery & Southern Rivers	Chief Engineer, Cauvery & Southern Rivers Org., Central Water Commission, Sangamam Gandhimanagar, Peelametu P.O., Coimbatore-641 004 Tel. No. 0422-2512242 Fax No. 0422-2512243

Sl. No	Name of River Basin	Concerned Chief Engineer
8	Mahanadi and Eastern Rivers	The Chief Engineer (M&ER), Central Water Commission, A-13 & 14, Bhoi Nagar, Bhubaneswar-751 022. Tel. No. 0674-2545536 Fax No. 0674-2545537
9	Narmada (except in Gujarat)	The Chief Engineer, Narmada Basin Central Water Commission, Block-3, Ground Floor, Paryawas Bhavan, Mother Teresa Marg, Arera Hills, Bhopal-462 011 Tel. No. 0755-2574513 Fax No. 0755-2550253
10	Narmada (Gujarat) & Tapi	The Chief Engineer, Narmada Tapi Basin Org. Central Water Commission, 101, Narmada Tapi Bhavan, 1st Floor, Sector-10 (A), Gandhi Nagar-382 010 Tel. No. 079-23245427 Fax No. 079-23246115
11	Teesta	The Chief Engineer, Teesta Basin, Central Water Commission, 2nd Mile, Sevoke Road, Silliguri-734401 Tel. No. 0353-2543230 Fax No. 0353-2540262



**LIST OF REGIONAL OFFICES OF CGWB & THEIR JURISDICTION**

<b>S. No</b>	<b>Regional Offices of CGWB</b>	<b>TELEPHONE NUMBERS</b>	<b>FAX</b>	<b>email Id</b>	<b>Jurisdiction</b>
1	Regional Director Central Ground Water Board NORTH WESTERN REGION Bhujal Bhawan, Plot No.3-B, Sector, 27A Chandigarh – 160019	0172-6539740 6539741	2639500	<a href="mailto:rdnwr-cgwb@nic.in">rdnwr-cgwb@nic.in</a>	Punjab, Haryana and UT of Chandigarh
2	Regional Director Central Ground Water Board WESTERN REGION 6-A, Jhalna Doongri, Jaipur - 302 004 (Raj)	0141-2706338	2706991	<a href="mailto:rdwr-cgwb@nic.in">rdwr-cgwb@nic.in</a>	Rajasthan
3	Regional Director Central Ground Water Board NORTHERN REGION Bhujal Bhawan, Sector-B. Sitapur Road Yojna, Ram Ram Bank Chauraha Lucknow - 226 021 (U.P.)	0522-2363812	2732478 - 2363820	<a href="mailto:rdnr-cgwb@nic.in">rdnr-cgwb@nic.in</a>	Uttar Pradesh
4	Regional Director Central Ground Water Board MIDDLE EAST REGION 6th & 7th Floor, Lok Nayak Jai Prakash Bhawan, Frazer Road, Dak Banglow, Patna—800011	0612-2205435	2231020	<a href="mailto:rdmer-cgwb@nic.in">rdmer-cgwb@nic.in</a>	Bihar, Jharkhand
5	Regional Director Central Ground Water Board EASTERN REGION Bhujalika, C P Block-6 Sector-V, Salt Lake City, Kolkata - 700 091 (West Bengal)	033-23673081	23673080	<a href="mailto:rdwr-cgwb@nic.in">rdwr-cgwb@nic.in</a>	West Bengal, Sikkim and Andaman and Nicobar Islands
6	Regional Director i/c Central Ground Water Board NORTH EASTERN REGION C.G.W.B, Tarun Nagar, Bye Lane 1 near Rajiv Bhawan, Guwahati - 781005 (Assam)	0361-2461759 2456276 2130282	2455497	<a href="mailto:rdner-cgwb@nic.in">rdner-cgwb@nic.in</a>	Assam, Arunachal Pradesh, Meghalaya, Manipur, Nagaland, Tripura, Mizoram

7	Regional Director i/c Central Ground Water Board WEST CENTRAL REGION Swami Narain College Build. Shah Alam Tolnaka, Ahmedabad - 380022 (Gujarat	079-25320476	25329379	<a href="mailto:rdwcr-cgwb@nic.in">rdwcr- cgwb@nic.in</a>	Gujarat and UT of Daman and Diu
8	Regional Director i/c Central Ground Water Board NORTH CENTRAL REGION Block –1, 4th Floor, Paryawas Bhawan Area Hills, Jail Road Bhopal - 462011 (MP)	0755-2525201 2557639	2760090	<a href="mailto:rdncr-&lt;br/&gt;cgwb@nic.in">rdncr- cgwb@nic.in</a>	Madhya Pradesh
9	<b>Sh. K.C. Naik</b> , Regional Director Central Ground Water Board NORTH CENTRAL CHHATISGARH REGION Reena Apartment, 2nd Floor, NH 43, Dhamtari Road, Pachpedi Naka, Raipu r- 492001 (Chattisgarh)	0771-2413903	2413689	<a href="mailto:rdnccr-&lt;br/&gt;cgwb@nic.in">rdnccr- cgwb@nic.in</a>	Chattisgarh
10	Regional Director Central Ground Water Board CENTRAL REGION N.S. Building, Civil Lines, Opp. VCA Ground Nagpur – 440001 (Maharashtra)	0712-2550646	2564391	<a href="mailto:rdcr-&lt;br/&gt;cgwb@nic.in">rdcr- cgwb@nic.in</a>	Maharashtra and UT of Dadra & Nagar Haveli
11	Regional Director Central Ground Water Board SOUTH EASTERN REGION Khandagiri Square NH-5 BHUBNESHWAR - 751001 (Orissa)	0674-2350342	2350332	<a href="mailto:rdser-&lt;br/&gt;cgwb@nic.in">rdser- cgwb@nic.in</a>	Orissa
12	Regional Director i/c Central Ground Water Board SOUTHERN REGION Plot No.117,Thatti Annaram Panchayat, GSI Post, Nagole Bhujal Bhawan, Bandlaguda, Hyderabad – 500068	040-24222508	24222508	<a href="mailto:rdsr-&lt;br/&gt;cgwb@nic.in">rdsr- cgwb@nic.in</a>	Andhra Pradesh

13	Regional Director Central Ground Water Board KERELA REGION Kedaram Kesavadasapuram, Trivendrum - 695004 (Kerala)	0471-2442191 2555026	2555026 2442191	<a href="mailto:rdkr-cgwb@nic.in">rdkr- cgwb@nic.in</a>	Kerela and Lakhshadeep
14	Regional Director Central Ground Water Board SOUTH EAST COASTAL REGION E-Wing,G-Block, Rajaji Bhavan, CGO Complex Besant Nagar, Chennai - 600 090 (Tamil Nadu)	044-24914334	24914334	<a href="mailto:rdseccgwb@nic.in">rdseccgwb@nic.in</a>	Tamil Nadu and UT of Pondicherry
15	Regional Director Central Ground Water Board NORTH WEST HIMALAYAN REGION F-56-A, Sashtri Nagar Jammu-180004 (J&K)	0191-2459757	2451626	<a href="mailto:rdnwheccgwb@nic.in">rdnwheccgwb@nic.in</a>	J & K
16	Regional Director Central Ground Water Board UTTRANCHAL REGION 419A, Kanwali Road, Balliwala, Near Urja Bhawan DEHRADUN - 248 001 (Uttarakhand)	0135-2761675	2769525	<a href="mailto:rdur-cgwb@nic.in">rdur- cgwb@nic.in</a>	Uttarakhand
17	Regional Director Central Ground Water Board SOUTH WESTERN REGION 07th cross, 27th Main, HSR Layout, Sector-1, Bangalore – 560 102 (Karnataka)	080-22586940	22586965	<a href="mailto:rdswrcgwb@nic.in">rdswrcgwb@nic.in</a>	Karnataka and Goa
18	Regional Director I/c Central Ground Water Board NORTH-HIMALAYAN REGION Jhikli Barol, Dari P.O Dharamshala (Kangra)-176057 (Himachal Pradesh)	01892-645801	223535	<a href="mailto:rdnhrcgwb@nic.in">rdnhrcgwb@nic.in</a>	Himachal Pradesh
19	Suptg. Hydrogeologist & H.O.O., State Unit Office, Central Ground Water Board, Jam Nagar House, Man Singh Road, New Delhi 110011	011-23384355	23386743	<a href="mailto:oiicnd-cgwb@nic.in">oiicnd- cgwb@nic.in</a>	Delhi

**GENERAL HYDRO-METEOROLOGICAL DATA REQUEST FORM**

1.	Name of the Indenting User			
2.	Address: Office			
3.	Address: Residence			
4..	Category of User (see clause 4 for data user categories) (Supporting proof / document to be attached)			
5..	Details of the CWC sites for which data is required:			
	<b>S. No.</b>	<b><u>Name of the CWC site (s)</u></b>	<b><u>Name of the river on which the site(s) is located</u></b>	
6.	Type, frequency & period of data required:			
	Type	Frequency	Period of data required:	
	(a) Gauge	Hourly/3 times a day/daily/ 10daily/monthly/yearly average Historical Maximum/Minimum	Non-Monsoon.....to..... Monsoon.....to.....	
	(b) Discharge	Daily/ 10daily/monthly/yearly average Historical Maximum/Minimum	Non-Monsoon..... to..... Monsoon..... to.....	
	(c) Silt	Daily/ 10daily/monthly/yearly average Historical Maximum/Minimum	Non-Monsoon..... to..... Monsoon..... to.....	

	(d) Water Quality	Monthly/seasonal/ Yearly average	Non-Monsoon..... to..... Monsoon..... to.....
	(e) Meteorological data	Daily/Hourly Historical Maximum/Minimum	
	(f) Other data	River cross-section/ Manning "n" etc.	Non-Monsoon..... to..... Monsoon..... to.....
7.	Purpose for which data is required ( <b>A justification note to be attached</b> )		
8. (i)	Whether analysis/ study of hydrological data will be undertaken in house;		Yes/ No
(ii)	If the answer to query at sl. no. 6 (i) is NO, then name & address of the consultant deployed / to be deployed for the study:		
(iii)	Category of the consultant (as per data user categories specified in clause 4; supporting proof / documents to be attached)		
9.	Name, designation & address of the person authorized for collection of data		

In case data is approved for release, I abide to provide "Undertaking" in the prescribed format duly signed by me before release of the data.

Signature of the Officer  
of the Rank of Chief Engineer/General Manager/Head of Department/  
Managing Director or equivalent

Name in full with designation: \_\_\_\_\_

Name of the Department: \_\_\_\_\_

Address of the Office: \_\_\_\_\_

Dated: \_\_\_\_\_

ALONG WITH OFFICE SEAL

**SECRECY UNDERTAKING**

I ----- (Name in full with designation) do hereby undertake to abide by the following conditions in respect of the Hydro-meteorological Data supplied.

- 1) The Hydro-meteorological Data pertaining to..... *(Name of Sub Basins for which data is required)* of River Systems collected from .....Organization of Central Water Commission, with reference to letter No..... dated..... will be used strictly for the said official purpose for which the data has been asked for.
- 2) The data will not be supplied to any Governmental / Non Governmental or Public Sector Undertaking without the prior concurrence / fresh permission.  
OR  
I have already intimated to the Central Water Commission that we have engaged M/s ..... *(Name of the consultant)* a National/ an International consultant for carrying out the studies and data will be handed over to them for the purpose. I understand that I will be held responsible for passing the data to other agencies (Other than Consultants) even if it is passed by our consultants.
- 3) The data will not be published without the prior permission. The released classified data shall not be reproduced in any report/ publication/ Detailed Project Report (DPR), etc. Only result of analysis and inferences drawn thereof should be published. The contribution of CWC shall be duly acknowledged in the DPR/report/ publication.
- 4) The data shall be used for the specific purpose only for which the approval of the competent authority has been accorded.
- 5) Central Water Commission will not be held responsible for any inference drawn based on these data.
- 6) Subsequent to release of data, if we deploy any other National/ International consultants for carrying out studies referred in my data request form, I will take prior permission from Central Water Commission for transfer of data to them.
- 7) I understand that any breach of undertaking may invite civil liability.

Signature of the Officer  
of the Rank of Chief Engineer/General Manager/  
Head of Department/Managing Director or equivalent

Name in full with designation: \_\_\_\_\_

Name of the Department: \_\_\_\_\_

Address of the Office: \_\_\_\_\_

Dated: \_\_\_\_\_

ALONG WITH OFFICE SEAL

**RECOMMENDATION OF CONCERNED CHIEF ENGINEER OF CWC**

1.	Name of the Indenting User	
2.	Address: Office	
3.	Address: Residence	
4.	Letter No. & date vide which request was made for release of data.	
5.	Category of User claimed (see clause 4 for data user categories)	
6.	Agreement with the claim about the category of user on the basis of proof/document submitted	YES / NO
7.	If the answer to query at sl. no. 4 is NO, then whether the indenting user has been informed within 15 days of the receipt of the request about requirement of additional proof / document and letter no. date of such letter.	
8.	Extent of data requested for?	
9.	Whether purpose for which data is required is justified?	
10.	Whether the required data is available? If not the extent of data available and recommended for release.	
11.	Payment to be collected before release of data along with calculation thereof	
12.	Recommendation of the concerned Chief Engineer of CWC with signature, name and designation (office seal)	