

GOVERNMENT OF ANDHRA PRADESH
WATER RESOURCES (REFORMS) DEPARTMENT

Circular Memo.No.ICD01-COOR0MISC/60/2026-Reforms

Dated 30.4.2026.

Sub: WRD - Reforms - Protection of Water Bodies in the State - Standard Operating Procedures (SoP) - Issued - Regarding.

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A copy of the Standard Operating Procedure (SoP) for Identification, Reporting, Removal and Recovery of cost of Removal of unauthorized encroachments on Water Bodies (Tanks, Foreshore Areas, River Courses, Canals & Water Bodies) is herewith communicated to all the District Collectors/Chief Engineers to follow scrupulously.

G. SAI PRASAD
CHIEF SECRETARY TO GOVERNMENT

To
The District Collectors
All the Chief Engineers
All the Departments of the A.P. Secretariat.
Copy to
The P.S. to the Hon'ble Min. (WRD)
The P.S. to the C.S.

//forwarded :: by order//

K. Padma
SECTION OFFICER.

GOVERNMENT OF ANDHRA PRADESH
WATER RESOURCES DEPARTMENT



STANDARD OPERATING PROCEDURE (SoP)
FOR
IDENTIFICATION, REPORTING, REMOVAL AND
RECOVERY OF COST OF REMOVAL OF
UNAUTHORIZED ENCROACHMENTS ON WATER BODIES
(Tanks, Foreshore Areas, River Courses, Canals & Water Bodies)

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PREFACE

The water bodies of Andhra Pradesh — comprising tanks, ponds, reservoirs, lakes, rivers, streams, foreshore areas, irrigation channels, canals and drains including reservoir bunds, tank bunds, canal/channel banks -are critical public assets. They sustain agriculture, groundwater recharge, fisheries, biodiversity and the drinking water security of millions of citizens. Unauthorized encroachments on these water bodies — including construction of structures, dumping of waste, agricultural cultivation, industrial activity, unauthorized excavation of sand/earth/soil and commercial use without authorization — severely impair their capacity, ecology and public utility.

The Government of Andhra Pradesh has enacted and adopted several legal instruments to prevent and remove such encroachments, including A.P. Land Encroachment Act, 1905, A.P. Municipalities Act, 1965, A.P. Irrigation Utilization and Command Area Development Act, 1984, AP Panchayath Raj Act, 1994 , Andhra Pradesh Water, Land & Trees Act, 2002 (APWALTA), the A.P. Rights in Land and Pattadar Pass Books Act, 1971, the Environment Protection Act, 1986, the Bharatiya Nyaya Sanhita, 2023 and the Sand Mining (Prevention of Illegal Mining, Transportation and Storage) Rules, 2016 under the MMDR Act.

All field officers, revenue authorities, irrigation engineers and enforcement agencies of the State are directed to follow this SoP for implementation of the legal provisions cited herein.

Where encroachment removal orders are challenged before Courts, the concerned departments shall ensure that Government Pleaders are promptly briefed and all records including survey documents, FTL maps, drone imagery and inspection reports are placed before the Court without delay.

1. LEGAL FRAMEWORK AND APPLICABLE LAWS

1.1 Key Definitions

- **Water Body:** Includes tanks, ponds, lakes, reservoirs, rivers, streams, nullahs, irrigation canals/channels, drains and other water conservations structures, foreshore areas including tank bunds, reservoir bunds, canal/channel bunds and any area notified as a water body under applicable law.
- **Full Tank Level (FTL)/Full Reservoir Level (FRL):** The maximum designed storage level of a tank or reservoir, as certified by the Water Resources Department up to which water is stored in the tank/reservoir and its correspondence to the crest of surplus weir (ungated) as certified by the Water Resources Department.
- **Maximum Water Level(MWL):**The maximum level of water allowed in a tank as certified by Water Resources Department. The difference between MWL and FTL is the surplus or spillage or head over the crest of the surplus weir (ungated) for disposing Maximum designed flood discharge.
- **Tank Bund Level (TBL):**Designed maximum elevation of top of tank bund/ Bund of Reservoir, as certified by the Water Resources Department.

- **Free Board:** Free Board is vertical distance between Maximum Water Level (MWL) and the Top level of bund (TBL). Free Board is provided to protect the bund from overtopping by severe wave action.
- **Foreshore Area:** The land area surrounding and adjacent to a tank or reservoir, extending upto the Full Tank Level (FTL) boundary as demarcated in official survey records and certified by the Water Resources Department.
- **Unauthorized Encroachment / Occupation:** Any occupation, construction, dumping, cultivation or use of land, unauthorized excavation of sand/soil/spoil within the boundaries of a water body or of its foreshore area without lawful authorization.
- **Competent Authority:** The District Collector / Revenue Divisional Officer / Tahsildar or any officer notified/delegated powers under the relevant Act for the purpose of encroachment removal.
- **Buffer Zone:** The strip of land measured from the FTL boundary of a Tank or reservoir outward (not less than 30 meters or as specified in the project report or applicable Government Orders).
- **High Flood Level (HFL):** The maximum flood level observed or designed for a river reach as recorded by the Water Resources Department used as the reference boundary for river course encroachment determination.

No Regulation of Encroachments: No encroachment on any water body covered under this SOP shall be regularized under any scheme, Government Order or any Policy. This SOP operates as a absolute bar against regularization of any encroachment within the FTL boundary, foreshore area, buffer zone, river course or canal bank of any water body governed hereunder.

1.2 Primary Legislation

Act / Rule	Key Provisions Relevant to Encroachment Removal	Remarks
AP Water, Land and Trees Act, 2002 (APWALTA)	Protection of water bodies from encroachment; prohibition of diversion of water bodies. Empowers Competent Authority to remove encroachments.	Primary Legislation governing this SoP.
Andhra Pradesh Irrigation Utilisation & Command Area Development Act, 1984	Protection of irrigation systems and Authorize Competent Authority to penalize and take action.	
AP Land Encroachment Act, 1905	Encroachment on government land (including water body beds, foreshore, tank bunds) is an offence. Eviction powers vested in Revenue Officers. Recovery of occupation charges.	
AP Panchayati Raj Act, 1994	Vests management of village tanks and water bodies with Gram	

Act / Rule	Key Provisions Relevant to Encroachment Removal	Remarks
	Panchayats subject to State oversight. Panchayats empowered to prevent encroachment.	
AP Municipal Corporations Act and AP Municipalities Act	Urban Local Bodies empowered to protect water bodies within municipal limits; encroachment removal authority vested with Commissioner.	Added.
MMDR Act/AP Minor Mineral Concession Rules	Unauthorized sand and soil excavation from water bodies, licensing of sand mining.	Added.
Environment Protection Act, 1986	Dumping and industrial encroachments on water bodies; pollution offences	Added.
Bharatiya Nyaya Sanhita, 2023	Criminal trespass on Government water body land; FIR provision	Added

2. SCOPE AND APPLICABILITY

This SoP shall apply to all unauthorized encroachments on the following categories of water bodies in the State of Andhra Pradesh:

Sl. No.	Type of Water Body	Governing Authority	Relevant Law
1	Government Tanks / Ponds (Village, Zilla Parishad, Minor Irrigation)	Water Resources Dept / Revenue Dept / Panchayati Raj	APWALTA 2002, AP Land Encroachment Act 1905, AP Panchayati Raj Act, 1994
2	Major / Medium Irrigation Systems	Water Resources Dept	AP Irrigation Act, APWALTA 2002
3	Foreshore / Buffer Zone of Tanks & Reservoirs	Water Resources Dept / Revenue Dept	AP Irrigation Act, APWALTA 2002
4	Rivers, Streams and Flood Plains	Water Resources Dept / Revenue Dept / Panchayati Raj	APWALTA 2002, AP Land Encroachment Act 1905
5	Irrigation Drains and Drainage Channels	Water Resources Department/Revenue Department	A.P. Irrigation Act, APWALTA 2002
6	Urban Water Bodies (Lakes, Tanks within ULBs)	Municipal Corporations / MAUD	AP Municipalities Act, AP Water Bodies Conservation Acts
7	Tanks and Water Bodies vested with Zilla Parishads	Zilla Parishad, Water Resources Department/Revenue Department	A.P. Panchayati Raj Act, AP Land Encroachment Act, 1905, APWALTA, 2002.

3. INSPECTION OF WATER BODIES

3.1 Obligation of Inspecting Officers

It shall be the mandatory duty of all officers of the Water Resources Department, Revenue Department and Panchayati Raj Department to conduct regular inspections of water bodies within their jurisdiction to identify unauthorized encroachments and bring them to the notice of the Competent Authority for removal under the relevant provisions of the APWALTA 2002, AP Land Encroachment Act, 1905 and other applicable laws.

All inspection notes, along with visual and documentary evidence (including photographs, sketch maps and drone imagery), shall be recorded and communicated to Competitive Authority to review and take action.

Failure to conduct mandatory inspections within the prescribed frequency without valid recorded reason shall be treated as dereliction of duty and shall be reported to the next higher authority for appropriate action.

3.2 Frequency of Meeting/Inspection

A. At Chief Engineer Level/Superintending Engineer Level

Sl. No.	Office / Designation	Frequency of Inspection
1	Chief Engineer (Minor Irrigation)	At least once in three months
2	Superintending Engineer (Circle level)	At least once in a month,

B. At District / Division Level

Sl. No.	Office / Designation	Frequency of Inspection	Committee Members
1	District Collector	Once in three months as per G.O.Ms.No.188, PR&RD Dept., Dt.21.11.2011.	i. District Collector-Chairman ii. Joint Collector-Member iii. Superintendent of Police-Member iv)S.E/PR-Member v)SE (R&B)-Member vi)SE(WRD)- Member vii)AD/Survey and Land Records-Member viii) AD (Mines)-Member ix) District Panchayath Officer – Member Convener
2	Revenue Divisional	At least once in two months	i)RDO/Sub Collector-Chairman

Sl. No.	Office / Designation	Frequency of Inspection	Committee Members
	Officer (RDO)		ii)EE/PR-Member iii)EE/R&B-Member iv)EE/WRD-Member v)Town Planning Officer-Member vi)Municipal Commissioner- Member vii) Divisional Panchayath Officer – Member Convener
3	Mandal Level	At least once in a month	i)Tahsildar-Chairman ii)DEE/PR – Member iii)DEE/R&B – Member iv)DEE/WRD-Member v)Town Planning Officer vi)Mandal Surveyor- Member vii)MPDO-Member

Minutes of the Meeting shall be documented and necessary action is to be taken for evacuation of the encroachments duly following procedure as per law.

Inspections shall be documented in the prescribed Inspection Register and digitally uploaded.

3.3 Drone Survey and Aerial / Satellite Imaging

All field officers of the Water Resources and Revenue Departments shall ensure drone survey and satellite-based monitoring of water bodies under their jurisdiction. The frequency shall be as follows:

Category of Water Body	Frequency of Drone / Satellite Survey
Major / Medium Reservoirs	Once every six months
Large Tanks (> 100 acres ayacut) including inlets/feeder channels/outlets	Once every three months
Minor Tanks (< 100 acres ayacut) including inlets/feeder channels/outlets	Once every six months; quarterly where encroachment is reported
River Courses / Streams/Flood Plains in Urban Areas	Monthly
River Courses in Rural Areas	Once every six months
Irrigation Canals in Urban / Semi-urban Areas	Quarterly

Note - The cost of drone surveys shall be borne by the respective **department (WRD)/Revenue** as part of the annual maintenance budget. Processed imagery and change detection reports shall be uploaded to the designated State portal within 15 days of survey completion.

4. IDENTIFICATION AND REPORTING OF UNAUTHORIZED ENCROACHMENTS

4.1 Sources of Identification

Unauthorized encroachments will be identified through:

1. Periodical field inspections by authorized officers (as per Section 3 above).
2. Complaints received from the general public through:
 - (a) AP PGRS (Public Grievance Redressal System) portal
 - (b) Written petitions to District Collector / Tahsildar/WRD officials.
3. Drone survey / satellite imagery analysis indicating change in water body boundaries.
4. Survey of land records showing occupation of poramboke / government water body land in Revenue / Survey department records.
5. Reports by Gram Panchayat Secretary / Ward Secretariat staff during village surveys.

4.2 Issuance of Preliminary Notice

Upon identification of unauthorized encroachment, the concerned field officer (Executive Engineer / Deputy Executive Engineer / Assistant Executive Engineer in the Irrigation Department) shall intimate about the same to the Tahsildar in the Revenue Department; Executive Officer in the Panchayat; or equivalent officer shall issue a Preliminary Notice in the prescribed form to the encroacher within 7 (seven) working days of identification.

The Preliminary Notice shall:

- Identify the survey number, FTL boundary, bund or bank boundary (with reference to official maps) and the location and extent of encroachment.
- Call upon the encroacher to remove the unauthorized occupation within 15 (fifteen) days from service of notice.
- Warn the encroacher of the penal and eviction consequences under APWALTA 2002, AP Land Encroachment Act 1905 and other applicable laws.
- Be accompanied by photographic evidence, sketch map and drone imagery if available.

The Preliminary Notice shall be served: (a) By personal delivery to the encroacher or adult member of the encroacher's family; (b) where personal services is not possible, by registered post with acknowledgement due to the encroachers last known address; (c) where the encroacher is unidentifiable or absconding, by affixation on the encroached structure in the presence of two witnesses and by publication in a local newspaper. The mode of service and date of serve shall be recorded in the file.

In cases of large-scale or complex encroachments involving major structures, the field officer may, with the approval of the District Collector, extend the period specified in the Preliminary Notice to not more than 30 days, recording reasons in writing

A copy of the Preliminary Notice shall also be sent to:

- The RDO of concerned Revenue Division
- The District Collector (for information)

- The Superintendent of Police / Sub-Inspector of Police of the area (for maintaining law and order if required).
- The concerned Gram Panchayat (for village tanks).

The issuing officer shall thereafter make all efforts to facilitate voluntary removal of the encroachment through engagement with the local panchayat, community leaders, village elders and local administration.

The provisions of this Sop apply equally to encroachments by Government departments, Government-aided institutions, local bodies, and private parties. No encroachment shall be exempt from removal on the ground that it was constructed by or with the knowledge of any Government authority.

4.3 Preparation of Encroachment File

Encroachment File

- The field officer shall prepare Encroachment File recording all details of
- The Preliminary Notice issued and date of service.
- Responses (or lack thereof) received from the encroacher.
- Outcome of voluntary removal efforts.

The Encroachment File shall also include: survey number and extent of encroachment; FTL/HFL map reference, photographs and drone imagery, copy of preliminary notice and proof of service, encroacher's response if any; and revenue records showing land classification as water body/poramboke.

This Encroachment File shall form part of the file when invoking the jurisdiction of the District Collector/Competent Authority under APWALTA 2002 & AP Land Encroachment Act, 1905.

5. INVOKING THE JURISDICTION OF THE COMPETENT AUTHORITY

5.1 Escalation to Competent Authority

If the encroacher fails to remove the unauthorized occupation within the period specified in the Preliminary Notice, the field officer shall refer the matter to the Competent Authority as follows:

Type of Encroachment	Referral Authority (Competent Authority)	Applicable Law
Encroachment on Village Tank / Poramboke Water Body Land including inlets/feeder channels and outlets	Tahsildar → RDO → District Collector	AP Land Encroachment Act 1905; APWALTA 2002
Encroachment on Minor Irrigation Tank/Major/Medium Reservoir/Foreshore including inlets/feeder channels and outlets.	Executive Engineer (Irrigation) → Superintending Engineer → District Collector	APWALTA 2002
Encroachment on Canal / Stream / Drain Bed or	Executive Engineer (Irrigation /	AP Irrigation Act;

Type of Encroachment	Referral Authority (Competent Authority)	Applicable Law
Foreshore	WRD) → District Collector	APWALTA 2002
Encroachment on River Bed / Flood Plain (Rural)	MRO / RDO → District Collector	AP Land Encroachment Act 1905; APWALTA 2002
Encroachment on Urban Lake / Water Body within ULB Limits	Commissioner, Municipal Corporation / Municipality → District Collector	AP Municipalities Act; APWALTA 2002
Encroachment on Major inter-District Irrigation Systems (HNSS, SRBC, TGPetc	E. E (WRD) →SE (WRD) →CE (WRD) → District Collector of concerned district.	AP Irrigation Act; APWALTA 2002

5.2 Statutory Notice by Competent Authority

The District Collector/Competent Authority, upon receipt of the referral, shall issue a Statutory Notice under the relevant provisions of APWALTA 2002/AP Land Encroachment Act 1905 to the encroacher-granting within 7 (seven) days of receipt of the referral, granting a period of not less than 15 days for the encroacher to show cause and appear for hearing, after which the Competent Authority shall pass a reasoned order within 15 days of the hearing duly following the principles of natural justice i.e, issuing notices and providing opportunity of hearing to the encroacher.

The Statutory Notice shall also provide for a hearing of the encroacher's representation. The representation, if made, shall be heard within a specified date with proper notice thereof. The Competent Authority shall pass a reasoned order after hearing.

Any person aggrieved by the order of the Competent Authority may prefer an appeal to the next higher authority as specified under the relevant Act within the period prescribed therein. The pendency of an appeal shall not automatically stay the removal order unless a stay is specifically granted by the appellate or judicial authority

6. REMOVAL OF UNAUTHORIZED ENCROACHMENTS AND IMPOSITION OF PENALTIES

6.1 Removal Procedure

1. The Competent Authority shall issue a written removal order with date of compliance.
2. If the encroacher does not comply, the authorized officer shall arrange for physical removal using department labour equipment.
3. Police assistance shall be requisitioned from the local Superintendent of Police/DSP/SHO in cases where resistance is anticipated or law and order issues.
4. The removal shall be carried out in the presence of a Gazetted Officer with proper Panchanama (witness statement) prepared.
5. Photographs and video recordings shall be made before, during and after removal.
6. Any structure/material removed shall be listed and, if unclaimed within 30 days, disposed of as per government procedure.

The Panchanama shall be prepared in the presence of not less than two independent witnesses, at least one of whom shall be a Government servant not below the rank of Village Revenue Officer, and shall be signed by the Gazetted Officer conducting the removal, the witnesses, and if possible, the encroacher.

Unclaimed materials (after 30 days) shall be disposed of by public auction conducted by the Revenue Department, with sale proceeds credited to Government account after deducting removal and storage costs.

6.2 Penalties and Recovery of Removal Costs

The following penalties and cost recovery mechanisms shall be invoked:

Applicable Law	Penalty / Recovery Provision
AP Land Encroachment Act, 1905 – Section 7	Occupation charges (at prescribed rates) recoverable as arrears of land revenue from the encroacher.
APWALTA 2002	Cost of removal of encroachment and restoration of the water body to be recovered from the encroacher.
AP Irrigation Act – relevant provisions	Unauthorized use of canal foreshore / buffer zone attracts fine and recovery of costs as per the Act.
Criminal Trespass (IPC / BNS)	Where the encroachment amounts to criminal trespass on government water body land, FIR may be lodged under applicable provisions of BNS / IPC.

A Bill for Recovery of Cost of Removal shall be issued in the form to the encroacher within 15 (fifteen) days of completion of removal. The bill shall include:

- Cost of physical removal (labour, machinery, transportation).
- Cost of repair / restoration of damaged bund, canal bank or foreshore area.
- Additional charge at 15% of cost of restoration (as administrative overhead).
- Occupation charges / fine as applicable under the relevant law.

If recovery is not made within 30 days of the bill, the amount shall be recovered as arrears of land revenue under the AP Revenue Recovery Act.

In cases where the encroacher is a company or corporate entity, recovery may also be pursued under the provisions of the Companies Act against the assets of the company. In cases where the encroacher has no recoverable assets in the State, the matter shall be referred to the Government Pleader for appropriate legal proceedings.

7. SPECIAL PROVISIONS FOR DIFFERENT CATEGORIES OF WATER BODIES

7.1 Village Tanks (Minor Irrigation Tanks)

- FTL boundaries and foreshore area maps including that of inlets/outlets shall be obtained from Revenue / Survey Department records before initiating encroachment removal.
- Gram Panchayat must be formally informed and involved in the removal process.

- Any cultivation within FTL area shall be specifically photographed and reported. The cultivator shall be given Preliminary Notice before removal of crops / structures.
- Restoration of the tank bed, foreshore and bund shall be ensured after removal, including re-plantation of tree species on bunds.

Where standing crops exist within the FTL area at the time of removal, the field officer shall assess and document the crop details. No compensation shall be paid for crops cultivated in an unauthorized manner within the FTL area, and this position shall be clearly stated in the Preliminary Notice.

7.2 River / Stream Courses and Flood Plains

- River boundaries (High Flood Level / bank line) as per Survey of India / State survey maps shall be used as the reference for encroachment determination.
- Sand mining activities without license within river beds shall be treated as unauthorized encroachment and referred to the Mining Department in addition to Revenue / Water Resources.
- Structures constructed in flood plains / notified buffer zones shall require Environment Clearance / Flood Plain Management Authority (FPMA) clearance. Absence of such clearance shall be treated as unauthorized encroachment.
- Seasonal encroachments (e.g., cultivation during dry season) shall be documented before monsoon for removal before flooding season.

For seasonal agricultural encroachments on river beds or tank beds during the dry season, the Tahsildar shall issue a general public notice before the start of each cultivation season (October) warning against cultivation in notified water body areas. Field officers shall conduct pre-monsoon verification (May-June) to ensure such encroachments are cleared before the onset of floods.

7.3 Major and Medium Irrigation Reservoirs (Foreshore / Buffer Zone)

- A Buffer Zone of not less than 30 meters from FTL line (or as specified in the original project report) is to be maintained free from all encroachments.
- Demarcation stones / pillars indicating FTL boundary shall be maintained by the Irrigation Department. Missing pillars shall be restored before encroachment removal.
- Encroachments within the FTL area require mandatory removal regardless of duration of occupation. No regularization of encroachment within FTL is permissible.
- Fishery leases within reservoirs do not entitle the lessee to any construction or occupation of the foreshore area.

Missing FTL pillars shall be restored by the concerned Executive Engineer (WRD) in coordination with the Survey and Settlement Department within 30 days of identification. The cost of pillar restoration shall be borne from the WRD maintenance budget.

7.4 Urban Water Bodies (Within ULB Limits)

- ULBs shall prepare and maintain a register of all water bodies (with buffer zones as mentioned in The Andhra Pradesh Land Development (Layout and Sub-division)

Rules, 2017) (lakes, cheruvu, kunta, nala) within their limits with survey numbers, FTL boundary and current encroachment status.

- High-Resolution satellite imagery shall be used to monitor encroachment on an annual basis.
- Regularization of any structure within the notified Full Tank Level boundary of an urban water body is not permissible.

8. MONITORING OF ENCROACHMENT REMOVAL

8.1 Review Mechanism

Sl. No.	Level of Review	Frequency	Remarks
i.	Mandal/Project Level	Every one month	Track all pending encroachments, actions taken and removal status. Report to Superintending Engineer / Collector.
ii.	Divisional Level/I S.E/ RDO in-charge)	Every two months	Review unresolved cases; bring critical cases to notice of Chief Engineer / Collector.
iii	District Level	Quarterly	Review all pending cases; take up with local police / panchayat / ULB for resolution. State-level reporting.
iv	State Level (Principal Secretary, WRD, Principal Secretary, PR, Principal Secretary, MAUD)	Half-yearly (Bi-annual)	Review of all districts.

Districts that fail to submit quarterly encroachment status reports to the State-level review shall have this fact recorded and reported to the Principal Secretary, WRD. Persistent non-reporting shall be taken up as a performance issue with the concerned District Collector.

8.2 Drone Analytics and Satellite Monitoring

A dedicated Drone Analytics Management System shall be maintained in the AP Water Resources MIS / designated State portal. All field officers shall ensure monthly updating of encroachment status in the system. Satellite-based change detection maps shall be generated every quarter to identify new encroachments.

8.3 Time-Bound Action Plan For Removal Of Existing Encroachments

This SoP addresses not only future encroachments but also requires time-bound action on encroachments already identified or known. The following schedule shall apply:

1. Within 30 days of issuance of this SoP, all field officers shall submit a complete list of known encroachments within their jurisdiction to the District Collector.
2. District Collectors shall prepare a priority-wise removal schedule within 60 days of receipt of the above lists

3. Not less than 50% of identified encroachments shall be removed within one year of issuance of this SoP

4. State-level progress shall be reviewed by the Principal Secretary, WRD every six months and reported to Government.

8.4 Protection of Informants

The identity of individuals reporting encroachments to Government authorities shall be kept strictly confidential. No field officer shall disclose the identity of an informant to any person, including the encroacher, without the express written permission of the District Collector. Violation of this provision shall be treated as misconduct.

8.5 Encroachment Register

Every Tahsildar and Executive Engineer (WRD/MI) shall maintain a mandal-wise / division-wise Encroachment Register in the prescribed format recording: survey number, water body name and type; nature and extent of encroachment, name of encroacher (if known); date of identification, notice issued and date, status of removal, and amount of cost recovered. The Register shall be updated monthly and produced at every review meeting.

8.6 Resolution Of Ftl Boundary Disputes Between Wrd And Revenue Records

Where a dispute arises between WRD records and Revenue/Survey records on the FTL boundary or foreshore extent of a water body, the matter shall be referred to a Joint Committee comprising the Superintending Engineer (WRD), the Revenue Divisional Officer, and the Assistant Director (Survey and Settlement) for determination within 30 days. Removal proceedings shall be kept in abeyance only in respect of the disputed boundary portion pending such determination.

8.7 Prevention of Re-Encroachment After Removal

After removal of any encroachment, the concerned field officer shall ensure. (a) erection of boundary markers (b) plantation of trees or laying of protective fencing on bunds where feasible; (c) entry of restored status in land records; and (d) increased inspection frequency for the concerned site for a period of one year following removal, to prevent re-encroachment.

9. ROLE AND RESPONSIBILITIES OF STAKEHOLDER DEPARTMENTS

Department / Agency	Responsibilities under this SoP
Water Resources Department (WRD)	Nodal department for this SoP. Identification of encroachment with the help of Tahsildars/Mandal Surveyors. Inspection of major / medium reservoirs and canals. Drone survey. Liaison with Revenue for eviction orders. State-level monitoring and review.
Revenue Department (Collectors / RDOs / MROs / Tahsildars)	Competent Authority for eviction under AP Land Encroachment Act 1905 and APWALTA 2002. Issuance of statutory notices, removal orders and recovery bills.

Department / Agency	Responsibilities under this SoP
	Maintenance of land records.
Panchayati Raj and Rural Development Department	Management of village tanks. Gram Panchayat to report encroachments. Coordination for voluntary removal.
MAUD / Urban Local Bodies	Protection of urban water bodies. Maintenance of GIS maps of water bodies. Encroachment removal within ULB limits.
Police Department	Provide assistance during physical removal. Register FIR in cases of criminal trespass / resistance. Maintain law and order.
Survey and Settlement Department	Provide updated FTL maps, survey maps and demarcation support. Restore/re-demarcate FTL pillars.
Forest Department	Action on encroachments on water bodies within or adjacent to forest areas. Coordination with Revenue.
District Administration (District Collector)	Overall coordination and final Competent Authority for eviction orders. Quarterly district-level review. Report to State Government.
Mines & Geology Department	Identification and action on unauthorized sand/gravel or soil extraction from river beds, tank beds and foreshore areas; coordination with Revenue and WRD for prosecution under MMDR Act and AP Minor Mineral Concession Rules
A.P. Pollution Control Board (APPCB)	Action on waste dumping and industrial activity in water bodies; prosecution under Environment Protection Act, 1986; Coordination with Revenue and WRD for encroachment cases with environmental impact.

10. REGULATION OF ACTIVITIES IN AND AROUND WATER BODIES

The following activities in and around water bodies shall be subject to regulation and, if carried out without lawful authorization, shall be treated as encroachment under this SoP:

Activity	Regulatory Requirement	Authority
Construction of any structure within FTL / buffer zone of tank or reservoir	No construction activities allowed within FTL Level Prior written permission from WRD + Revenue shall be obtained for bifurcation of Tank/developing green belt	EE (Irrigation) / District Collector
Sand / gravel mining in river bed or tank bed	License from AP Mines & Geology Department; Environmental Clearance	District Collector / AP Mines & Geology
Aquaculture / fishery within reservoir / tank	Fishery lease from AP Fisheries Department; no construction / occupation of foreshore	AP Fisheries Dept / District Collector
Cultivation within FTL area of tank	Not permissible. Seasonal cultivation during dry weather subject to prior permission; removal before monsoon	MRO / Tahsildar / EE

Activity	Regulatory Requirement	Authority
	mandatory	
Industrial / commercial use of water body land	Prior Environmental Clearance + Land conversion; CRZ clearance if coastal; APWALTA clearance	District Collector / APPCB / MoEF
Dumping of waste / debris in water bodies	Strictly prohibited under APWALTA 2002 and EP Act. Treated as encroachment and environmental offence	District Collector / APPCB
Religious / cultural structures within FTL	Existing structures to be surveyed; no new structures permissible within FTL; relocation of encroaching structures to be facilitated with community sensitization. Legal basis: APWALTA 2002 / AP Land Encroachment Act 1905. District Collector shall convene community meeting with religious leaders and local elected representatives before issuing removal order, to facilitate voluntary relocation. Where voluntary relocation is not possible within the notice period, removal shall proceed as per law.	District Collector / RDO
Unauthorized borewells/ground water extraction structures within FTL area	Prohibited without ERD permission treated as encroachment under APWALTA, 2002 referral to Ground Water Department for action under A.P. Water, Land and Trees Act.	E.E (Irrigation)/District Collector/Ground Water Department

ABBREVIATIONS

Abbreviation	Full Form
APPCB	Andhra Pradesh Pollution Control Board
APSTC	Andhra Pradesh Space Technology Centre
APWALTA	Andhra Pradesh Water, Land and Trees Act, 2002
AP	Andhra Pradesh
AEE	Assistant Executive Engineer
BNS	Bharatiya Nyaya Sanhita, 2023
CAD	Command Area Development
CRZ	Coastal Regulation Zone
DEE	Deputy Executive Engineer
DSP	Deputy Superintendent of Police
EE	Executive Engineer

EP Act	Environment Protection Act, 1986
FIR	First Information Report
FPMA	Flood Plain Management Authority
FRL	Full Reservoir Level
FTL	Full Tank Level
GIS	Geographic Information System
HFL	High Flood Level
IPC	Indian Penal Code
MIS	Management Information System
MMDR	Mines & Minerals (Development & Regulation) Act
MRO	Mandal Revenue Officer
MAUD	Municipal Administration and Urban Development Department
NHAI	National Highways Authority of India
RDO	Revenue Divisional Officer
SHO	Station House Officer
SoP	Standard Operating Procedure
TBL	Tank Bund Level
ULB	Urban Local Body
WRD	Water Resources Department

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