

2. Transfer of Name on bill		
1	Submission of application & document	Concerned Ward office.
2	Document	1. Application. 2. Rs. 100/- stamp paper for Agreement 3. Property Tax Transfer document. 4. NOC from Property Tax Department. 5. Copy of last water bill paid.
3	Scrutiny and further procedure	Scrutiny by clerk & sanction by Ward officer. Within 7 days.
4	Payment & Agreement	Payment at ward office and agreement will be signed by ward officer.
5	Transfer of name & Registration in bill register	Ward officer within 2 days after payment.
6	Report	Completion report will be submitted by ward officer to Executive Engineer (water supply).