

Procedures for Various Services and Permissions Water Supply Department :

1. New Water Connection :		
A) For City Area -		
Sr. No.	Name of work	Method
1	To get application form and check list for new water connection	Available in any ward office
2	Place of submission of application	Concerned Ward office- through licensed plumber
3	Documents to be Submitted alongwith the application	<ol style="list-style-type: none"> 1) Application in proforma. 2) Rs. 100/- stamp paper for agreement. 3) Undertaking for payment of water bill on Rs. 50/- stamp paper. 4) Possession receipt of plot/ Flat/ Commercial unit. 5) Commencement certificate/ Occupancy certificate. 6) Map indicating the water connection. (3 copy) dully signed by applicant and licensed plumber. 7) Approved plan for Town Planning Dept. 8) Statement of No. of flats/ No. of shops, capacity of underground and overhead tank dully attested by Town Planning Officer. 9) Licensed plumber's certificate, Undertaking and copy of registration. 10) Noc from Property tax dept. and Cess Dept. of NMMC. 11) Power of attorney from owner if applicant is other than owner or Resolution of Society. 12) If the applicant is charitable trust then registration certificate issued by charity commissioner.
4	Receipt of application	Ward officer- within one day.
5	Scrutiny and further procedure	<ol style="list-style-type: none"> 1) Refusal for incomplete document by Junior Engineer (water supply) – within 3 days. 2) Incase of complete documentation – The Junior Engineer scrutinize the proposal and submitted to Dy. Engineer for recommendation

		<p>– within 2 days.</p> <p>Check list for scrutiny –</p> <p>(1) Verification of document.</p> <p>(2) Site verification of pipe line for proposed the connection .</p> <p>(3) Verification of work done by the applicant with respect of proposed connection.</p> <p>(4) Site visit for road excavation and road restoration charges.</p> <p>(5) To propose various charges.</p>
6	Scrutiny by Dy. Engineer and further process	Verification of the proposal submitted by Junior Engineer and site visit if required. Recommendation of proposal to Executive Engineer (water supply) – within 2 days.
7	Sanction power for water connection	Executive Engineer (water supply) for all type of users (residential/ institutional/ commercial.)
8	Sanction letter for water connection	Within 8 days from the date of application by Executive Engineer (water supply)
9	Payment of water connection charges and signing of Agreement by applicant	Payment should be done within 8 days from the sanction of connection in Ward office & then water connection agreement should be done with ward officer by applicant .
10	Water agreement signatory	Ward officer of NMMC
11	Final order for water connection	Within 3 days from date of agreement.
12	Water connection at site	By Jr. Engineer (water supply) within one day.
13	Report of water connection	After actual water connection, Ward officer will register the consumer in bill register and then forward the report to Executive Engineer (water supply)
B – For Slum and Gaathan		
1	To get application form and check list for new water connection	Available in any ward office
2	Place of submission of application	Concerned Ward office (Note :- No need of private plumber)
3	Documents to be Submitted alongwith the application	<p>1) Application in proforma.</p> <p>2) Rs. 100/- stamp paper for agreement.</p> <p>3) Undertaking for payment of water bill on Rs. 50/- stamp paper.</p> <p>4) Map indicating the water</p>