

DELHI JAL BOARD: GOVT. OF NCT OF DELHI
OFFICE OF DY. DIRECTOR OF REVENUE, ROOM NO. 508-509
VARUNALAYA PHASE-II, KAROL BAGH, NEW DELHI- 110005

DJB/DOR/7/NWC/14 13070

Date: 16 Sep, 2014
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Subject: Application form for new water / sewerage connection

Application form for new connection of water/sewer/regularization of unauthorised water connections has been updated after considering the requirements received from various stakeholders. All Revenue Officers are advised to use only latest application form and ensure filling of all requisite columns by the applicant before these are submitted in the office of ZRO by the applicant.

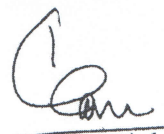
2. Further, it has been reported that many zones were still using old forms which do not contain important fields to be captured necessarily- for billing and records commencement of RMS. Besides, relevant report from BI/MI/JE are not being taken on inspection report which is generated from RMS system. It is also not ensured whether connection has been properly laid through license plumber.

3. The revised application form being circulated herewith must be used henceforth by all zonal offices. Responsibility for implementation of the same would be on the ZROs. All ZROs must further ensure:-

- i. it must be ensured at the initial stage of receipt of application that all relevant columns are filled and necessary documents are enclosed, in order to avoid rejection at a later stage
- ii. on sanction of new connection, bill is to be delivered to consumer immediately.
- iii. on payment of new connection bill, boring permission should be issued to the consumer within seven days with a copy to area JE.
- iv. ensure receipt of completion report from consumer after laying of connection, containing relevant details viz date of installation, meter details, name of license plumber etc.
- v. enter boring date, meter installation in RMS System and activation of service agreement

4. Form will be available on customer portal/DJB website. However, ZROs should also ensure that this revised form is made available at zonal offices also for the convenience of the applicants, on demand.

Encl: Application form (4 pages)


(R.S. Godbole)
Jt. Director (Revenue)

1. All Jt. Dir.(Revenue)/Dy. Dir. (Revenue)
2. All Z.R.Os.
3. All AE(Recovery) through concern JDR/DDR

Copy to:

1. PS to CEO: for kind information of CEO please.
2. Member(Finance): for kind information please
3. PS/ Sh. Anop
4. Guard file.
5. MIS TCS for implementation in RMS immediately.
- ✓ 6. EE(EDP) for uploading on website.

Sh. Sanjay Pragonman