

DESIRED TIME SCHEDULE FOR DIFFERENT ACTIVITIES IN REVENUE DEPTT.

PARTICULARS	ACTION BY	TIME SCHEDULE
Issue of <u>application forms</u> .	<u>Zonal Revenue Officer/Zonal Engineer(W)</u>	On all working days between 10 a.m. to 4 p.m. Cost Rs.10/-
Acceptance of application form and issue of acknowledgement	Zonal Engineer (W)	Form complete in all respect shall be accepted on the spot and send the file to ZRO concerned on next day.
No dues / Development Charges / Unauthorised water connection report.	ZRO(W)/ Survey Officer	Within three working days.
Technical clearance and intimation to the consumer and ZRO (W)	Zonal Engineer(W)	Within 2 days
Issue of bill for payment	ZRO (W)	Same day
Payment of Bill	By consumer	Within 24 hours
Boring permission	<u>Zonal Engineer (W)</u> .	To be obtained by Qualified Plumber from Zonal Engineer (Water).

Disconnection of water connection on request from the consumer	Within 3 days on deposit of disconnection fee of Rs. 100/- per connection.
Issue of disconnection order	Within 3 days.
Issue of no demand certificate	Same day of disconnection of water connection.
Refund of Meter Security	Within 30 days of the request from the consumer.
Restoration of water supply	To be restored by the consumer at his own level after clearance of dues.
Mutation (Change of name of allottee of water connection) by respective ZRO (W)	Within 15 days.