

**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  
*17*

**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.

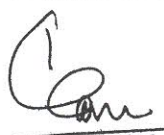
2. Further, it has been reported that many zones were still using old forms which do not contain important fields to be captured necessarily- for billing and records commencement of RMS. Besides, relevant report from BI/MI/JE are not being taken on inspection report which is generated from RMS system. 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) *16.09.14*  
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 Pragamam*





## Application Form for New Connection Delhi Jal Board

Photograph  
of the  
Applicant

### 1. Type of Request (Please tick)

- ☐ Water Connection ☐ Sewerage Connection  
☐ Water and Sewerage Connection ☐ Regularization

### 2. Details of Applicant

Name: (Please Fill In Block Letters Only, in case of any organization write designation)

First Name :\*

Middle Name:

Last Name :

Father/Husband Name\*:

- ☐ Govt. Organization (Please tick if it is a Govt. Organization, provide supporting document)

Name of Government Organization :

### 3. Contact Details

Email Id:

Mobile No:\*

Home Tel. No:

Office No:

### 4. in case of DJB Employee Office Details - Please attach copy of office Identity Card

Employee Id:

Date Of Retirement:

Office Name & address:

### 5. Property Address

Pin Code:\*

Locality:\*

Sub locality:\*

House No:\*

Road No:

Sub locality 1:

Sub locality 2:

Sub Colony:

Village:

Khasra No:

Society Name:

JJR Colony (please tick)

☐

### 6. Property and water connection use details - please refer pages - instructions to fill the application

a. Development Charges Paid (Submit Latest Payment Receipts):

☐

Water

☐

Sewerage

b. Property Type:\*(Please see table 6b)

c. Urban / Rural:

d. No. Of Floors:\*

e. No Of Beds:\*

f. Area (In Sq m):

(For Hospital Only)

Plot Area:\*

g. Built Up Area:\*

h. Water Connection Type:\*(Please see table 6h)

i. Water Connection Use:\*(Please see table 6i)

### 7. Billing Address (For use in future)

☐ Check If Billing address is same as Property Address.

Pin Code:\*

Locality:\*

Sub locality:\*

House No:\*

Road No:

Sub locality 1:

Sub locality 2:

Sub Colony:

Village:

Khasra No:

Society Name:

If JJR Colony, Please tick

☐



**8. Other Details (For use in future)**Preferred Mode of Payment: ☐ Cash ☐ Cheque ☐ Demand DraftPreferred Mode Of Communication: \* ☐ Email And SMS ☐ Paper Format And SMSNo of Children: \* No of Adult **9. Documents to be attached****Proof of Identity:\*** (any one) ☐ Driving License ☐ Passport ☐ Ration Card ☐ Unique Id Card [UID/Adhar Card] ☐ PAN Card ☐ Voter ID Card ☐ Bank Pass Book with applicants ☐ Photo identity card issued by any govt. agencyDocument No: \* **Property Ownership Document (any one)\*** : ☐ Registered Sale Deed ☐ Registered perpetual lease Deed☐ Registered conveyance Deed / General Power Attorney☐ Notarized General Power Attorney with complete chain☐ Special Power Attorney with Registered/Notarized Agreement to sell and will☐ Will/No Objection Certificate of the owner in favour of applicant☐ Registered Partition deed/Family settlement deed☐ Registered Relinquished deed☐ Allotment letter (Private Builder) with registered sale deed / General Power of Attorney☐ Rented property-lease/Rent Agreement, Non Objection Certificate of Owner☐ DDA allotment/mutation letter/Land, Development Letter☐ Interim court order, if anyDocument No. / Document registration no. \* **Proof of Residence (If available) :**☐ Driving License☐ Passport☐ Election Identity CardDocument No: **10. Bank Details**Name of the Bank: \* Name of the Branch: \* IFSC Code: \* Bank Account No: \* **11. Declaration**

- a) I hereby declare that all the information furnished by me is true to the best of my knowledge and if any discrepancies are found, I will be responsible for disconnection of services by the DJB without any prior notice and any other legal action taken by DJB.
- b) I declare that there is no dispute on property and there is no stay from any court of law against obtaining water/sewerage connection.
- c) I further undertake that in case of any dispute about the ownership of the property I will absolve DJB from any legal battle in the court of law as the water connection applied for is related to supply of potable water and not to decide the ownership of property.
- d) I further undertake to pay the charges as and when demanded by DJB, and in the event of non-payment, DJB will be at liberty to disconnect the services being provided by DJB.
- e) I further undertake that I have not taken "DJB Employee Rebate" against any other Premise/Connection.
- f) I understand that sanction of connection does not acknowledge or confer any title, ownership or occupancy right in favour of the applicant.
- g) I undertake to install my water connection only through license plumber of Board.
- h) I Understand that the DJB has a policy not to sanction more than six individual connection for each individual plot. If more than six water connections are required, I will surrender my existing individual water connection without any preconditions & apply for a bulk water connection (Applicable in properties other than CGHS)
- i) I am applying for a water connection on my own and even if the water supply is available at a low pressure, I will not file any claim for any sort of compensation in any court of Law



I Agree

Signature Of Applicant: \*



## Instructions to fill The Application

**1.Type of Request :** Select the type of connection request.

### **2.Details of Applicant:**

Please tick if it is a Govt. Organization and provide supporting document with the application form.  
All details must be provided in Block Letters except Email ID.

**First Name and Last Name:** Should be provided. First Name is compulsory.

**Father/Husband Name:** Applicant's father or husband name should be provided and is compulsory.  
Strike through the one that is not applicable.

Example:

Father/Husband Name: MR. SUMIT KUMAR DUTTA (If father's name is provided and vice versa.)  
UID number may be provided but is not compulsory.

### **3.Contact Details:**

**Email Id:** Should be provided in exact case. It is optional.

**Mobile No:** It is compulsory to provide mobile no., as it will be used for sending SMS alerts.

**Home Tel. No:** May be provided to facilitate communication. It is optional.

**Office No:** May be provided to facilitate communication. It is optional.

### **4.Office Details:**

**Employee ID:** The employee ID of the applicant. To be provided by DJB employees only.

**Date of Retirement:** The date of Retirement of the Applicant. To be provided by DJB employees only.

**Office Name, Address with, Pin Code** may be provided to facilitate communication

### **5.Property Address:**

**Pin Code:** Pin code of the property must be provided. It is compulsory.

**Locality, Sub locality and House No** must be provided correctly. These are compulsory.

**Road No, Sub locality 1, Sub locality 2, Sub colony, Village, Khasra No, Society Name, JJR colony** should be provided. These are optional.

### **6.Property Details:**

**a. Development charges Paid:** If development charges are paid for either water or sewerage or both, the photocopy of the related receipt must be attached with the application form.

**b. Property Type:** This may be Tower, Office complex, Mother dairy Booth, Mall/Cineplex, Individual house, Hotel/guest House, Hospital /Nursing home(No. of beds must be provided In this case), Group Housing Society, Govt Flats, Dharmashalas/Hostels, DDA flats, Bungalows, Banquet Hall, Apartment. Any other property type will not be accepted. It is compulsory. Refer to the table Property Type below.

**c. Urban:** Please tick it if the property is present in an urban area.

**d. No. of floors:** Must be provided. It is compulsory.

**e. No. of beds:** Must be provided in case the property type is Hospital/Nursing home.

**f. Plot Area:** Enter the total plot area. It is compulsory.

**g. Built Up Area:** It is compulsory to provide the built up area. It must be less than or equal to plot area.

**h. Water Connection Type:** It is compulsory to provide the Water Connection Type. Valid values are Domestic, industrial/Commercial, Mixed, Gov/Rain Water Harvesting. Refer to the table Water Connection Type below.

**i. Water Connection Use:** It is compulsory to provide the connection use. (Example: Delhi Fire Service, Group Housing Society etc.). Refer to the table Water Connection Use below.

### **7.Billing Address:**

Please tick the check box if billing address is the same as property address. This field is captured only for information and may be used in future.

If applicant ticks the check box and the billing address is same as the property address, then the billing address need not be provided in. But if the billing address is different from the property address, then all compulsory fields must be provided properly to facilitate proper communication.

**Pin Code:** Pin code of the property. Must be provided and is compulsory.

**Locality, Sub locality and House No:** Must be provided correctly and are compulsory

**Road No, Sub locality 1, Sub locality 2, Sub colony, Village, Khasra No, Society Name, JJR colony** should be provided though these are not compulsory.

### **8.Other Details:**

**Preferred mode of payment:** Tick the relevant check box to choose the preferred mode of payment. It is a compulsory field.

**Preferred mode of communication:** Tick the relevant check box to choose the preferred mode of communication. It is a compulsory field.

If Email and SMS option is selected, then Email Id must be provided in contact details to facilitate communication.

**No. of Children:** Number of children must be provided. It is a compulsory field.

**No. of Adult:** Number of adults must be provided. It is a compulsory field.

Contd.....



**9.Documents to be attached:**

**Proof of Identity :** Attach photocopy of any one of the following documents and provide the document number.(Voter ID card, Ration card, Passport, PAN card, Driving license, Unique Id Card[UID/Aadhaar Card],Bank Pass Book with applicants, Photo identity card issued by any Government Agency).

**Property Ownership Document:** Attach photocopy of any one of the following documents and provide the document number.(Registered Sale Deed, Registered perpetual lease Deed, Registered conveyance Deed, General Power Attorney, Notarized General Power Attorney with complete backchain, Special Power Attorney with Registered/Notarized Agreement to sell and will, Will/Non Objection Certificate of the owner in favour of applicant, Registered Partition deed/Family Settlement Deed, Registered Relinquished Deed, Allotment Letter (Private Builder) with Registered Sale Deed, Allotment Letter (Private Builder) with Registered/Notarized. General Power Attorney ,Allotment Letter (Private Builder), Registered/Notarized , Agreement to sell, Rented property-lease/Rent Agreement, Non Objection Certificate, Ownership, DDA allotment /mutation letter/Land, Development Letter, Interim court order ).

**Proof of Residence:** Attach photocopy of any one of the following documents (Driving license, Passport, Election ID card).

It is compulsory to provide the document number of the attached documents.

**10.Bank Details**

**Name of the bank:** Enter the name of the bank.

**Name of the branch:** Enter the name of the branch of the bank.

**MICR code:** Enter its MICR code.

**Bank Account Number:** Enter the applicants bank account number.

All fields listed under bank details are compulsory and must be provided correctly.

**11.Declaration:**

**I agree:** Tick the I Agree check box to accept the declaration.

**Signature of the applicant:** Put in the signature of the applicant in the box given.

This form captures some information (say Billing Address etc.), which may be used by DJB in future.

**Reference 6b : Property Type (Enter any of the below in Property Type )**

Tower	Individual House	Govt Flats	Banquet Hall
Office Complex	Hotel/Guest House	Dharmasalas/Hostels	Apartment
Mother Dairy Booth	Hospital/Nursing Home	DDA Flats	
Mall/Cineplex	Group Housing Society	Bungalows	

**Reference 6h: Water Connection Type (Enter any of the below in Water Connection Type)**

I	Domestic
IA	Mixed Use
II	Commercial/Industrial
IIA	Property of size having 2000 sq. yards or more with Rain Water Harvesting/waste water recycling or both

**Reference 6i : Water Connection Use (Enter any of the below in Water Connection Use)**

B.S.E.S. RAJDHANI	Delhi Jal Board	Ice-Cream Factory/Ice Factory	Pvt. Institute/Colleges/ Universities
B.S.E.S. YAMUNA	Delhi Metro Rail Corporation	Juice Shop	Pvt. Schools
Banquet hall/ Party hall	Delhi Transco	Janta Flats	Railways
Beauty Parlors	Delhi Transport Corporation	Jewelry Manufacturing Factory/ Repairing	Religious Place
Blind Schools	Dhobi Ghats	Lab/ X-Ray Units	Restaurant
Bottling Plant	Delhi Development Authority	Mutton Shop	Soft Drink Factory
C.P.W.D.	Dry Cleaners	Moulding Machine Factory	Sweet Shop
Cineplex	Factory	M.T.N.L	Shops
Cold Storage	Delhi Fire Service (Fire Station)	Malls	Soda Water Factory
Cooling Plant	Fruit & Vegetables Store- Reliance Safal	Milk Dairy	Tea Stall
Courts	Co-operative Group Housing Society	North Delhi Power Ltd. (TDDPL)	Vehicle/Automobile Service Station
Clinic/Pathlab	Govt. Hospitals/ Dispensary	Nickle Polish Works	Ware House/Godown
Central Govt. Offices	Govt. Institute/Collages/ Universities	Piaos	North MCD
Colour Dye shop/factory	Govt. Offices/PSU/Bank	Police Department	East MCD
Dhaba	Haircutting Saloon	Professional Office(CA , Lawyer, Property)	South MCD
Delhi Govt. Office	Hotel & Guest houses	Pvt. Hospitals & Nursing Homes	M.C.D. Slums & J.J. Department/DUSIB
D.S.I.I.D.C			

Note: All columns in the form marked \* are mandatory.