

**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.

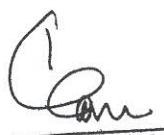
2. Further, it has been reported that many zones were still using old forms which do not contain important fields to be captured necessarily- for billing and records commencement of RMS. Besides, relevant report from BI/MI/JE are not being taken on inspection report which is generated from RMS system.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



# 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:\*

(For Hospital Only)

f. Area (In Sq m):

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

