

## **Water Supply Procedure and Check List**

### **Sub: Procedure to grant & release water connection to plot/ tenement owners in various CIDCO's Node in Navi Mumbai.**

Consumers intending to get water connection from CIDCO have to follow following procedures -

1. Engage Licensed Plumber for carrying out the plumbing work of the premises.
2. Make application in the prescribed format with the signature of owner and Licensed Plumbers on the application form
3. Attested copies of following documents are required to be submitted along with application.
  - i. Commencement & Occupancy Certificate issued by Town Planning/ Building Permission Department CIDCO or Possession Receipt in case of individual flat.
  - ii. Copy of approved plan showing details of underground and overhead tank and distribution pipeline network.
  - iii. Location plan signed by owner and Licensed Plumber.
  - iv. Certificate of completion of plumbing work by Licensed Plumber.
  - v. Fire N.O.C. and plumbing design details, for multistoried building having (G+ 7) & more floors.
  - vi. Statement showing total built-up-area, No. of floors, No. of flat, No. of Shops, water requirement, Capacity of underground & Overhead Water Tank etc. by concern Architect of building.
  - vii. No Objection & service charges clearance Certificate issued by Estate Department.
  - viii. No objection certificate/ I.D.C. charges paid certificate issued by Building permission department for plots allotted under 12.5% scheme
  - ix. Drainage connection certificate issued by receptive Nodal Executive Engineer.
  - x. Undertaking on stamp paper of Rs. 100/- regular payment of water charges as per water tariff at prevailing rates from time-to-time.
  - xi. Agreement to be executed between consumer and CIDCO on stamp paper of Rs. 100/-
  - xii. Copy of lease agreement of plot and tripartite agreement if applicable
  - xiii. Copy of resolution/ Power of Attorney in case of person representing an Organization/ a person other than owner signing the agreement.
  - xiv. Submit the application file along with all above documents in the office of Executive Engineer (ENV-I) , Raigad Bhavan , 4th floor, CBD, Belapur , Navi Mumbai, in working time and day.
  - xv. After verification of documents submitted, if it is found in order then the proposal will be forwarded to the respective Asstt. Executive Engineer for site verification
  - xvi. After inspection if everything is found in order as per requirement then the concern Asstt. Executive Engineer recommends the proposal to Executive Engineer for grant of water supply connection.
  - xvii. On the basis of document verification & site inspection report of concern A.E.E., Executive Engineer will grant the water supply connection & order to that effect will be issued to plot owner/ tenement owners.
  - xviii. Actual water supply connection will be released on site, after payment of all the necessary charges, procurement of water meters & compliance of all

conditions as mentioned in connection grant order, and then agreement in prescribed format will be executed between consumer & CIDCO, and copy of same will be issued to consumer

**Application for Domestic/Commercial/Construction/institution Water Supply Connection**

From: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date : \_\_\_\_\_

To  
Executive Engineer (ENV-I)  
CIDCO Ltd.  
4th floor, Raigad Bhavan,  
CBD Belapur, Navi Mumbai.

**Sub: Grant of Permanent/Temporary Water Supply Connection.**

Dear Sir,

I, the undersigned Shri \_\_\_\_\_ residing at House/Plot/Shop No. \_\_\_\_\_ Sector \_\_\_\_\_ at \_\_\_\_\_, Navi Mumbai hereby request you to grant me a \_\_\_\_\_ mm diameter permanent/temporary water connection for Domestic/Commercial/Institutional purpose at the earliest. I hereby declare that

a) I know and abide by the rules of water supply I will also abide by the changes those I will take place in it from time to time.

b) I am ready to pay the water charges at the prevailing rates.

c) I am fully aware that I will get water supply at the fixed time with available pressure and I will not complain about the pressure and quantity of the water received.

d) I will carry out the connection work through Shri M/s \_\_\_\_\_ the Licensed Plumber. The work of connection on the line and the fixing of water meter will be carried out under the supervision of the departmental person through the Licensed Plumber.

e) The water meter will be fixed in the secured chamber near tapping point and in the premises of my House/Plot so as to enable the meter reading to inspect the water meter and to carry out other necessary work conveniently, as and when required.

f) I will carry out the connection work only after getting permission from the concern authority to dig the road. As also we will construct permanent gutter to drain out the rain water, etc.

g) I will bring the water meter of the appropriate size with the stand by water meter having the test report from the laboratory of MCGB/MIDC/MWSSB/TMC or any other laboratory authorized by CIDCO.

h) I will sign an agreement in duplicate in the prescribed proforma on the stamp paper of Rs.

100/-. The charges for stamp paper will be borne by me.

i) I will pay the security deposit for this water connection as per CIDCO rules. I hereby further declare that I will be responsible to keep the water meter in good working condition. In case of damage to water meter, I will replace the same with new at my own cost, under intimation to your office. I will not complain in case of disconnection of water supply to my premises due to non-replacement of damaged water meter or non-payment of the water charges bill in the prescribed time. I also undertake to pay the connection charges.

I am the legal/authorized/owner/tenant of the said house/plot for which water connection is requested.

The documents listed in the enclosed statement are submitted herewith for approval please.  
Thanking you,

Yours faithfully,

(Signature of Owner)

Name \_\_\_\_\_

Address. \_\_\_\_\_

Signature of Licensed Plumber

Name \_\_\_\_\_

License No. \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_