

# DELHI JAL BOARD



## Application Form for New Connection

### Type of Request

- Water Connection                       Sewerage Connection  
 Water and Sewerage Connection     Regularization

### Details of Applicant

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

Name: (Please Fill In Block Letters Only)

First Name :\*

Middle Name:

Last Name :

Father/Husband Name\*:

UID No.:

### Contact Details

Email Id:

Mobile No.\*

Home Tel. No:

Office No:

### Office Details

(If DJB Employee)

Employee Id:

(If DJB Employee)

Date Of Retirement:

Office Name:

Address Line 1:

Address Line 2:

City:

State:

Pin Code:

### 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

### Property Details

Development Charges Paid (Submit Latest Payment Receipts):

Water

Sewerage

Property Type\*:

Urban

No. Of Floors\*:

No Of Beds\*:

(For Hospital Only)

Area (In Sq m):

Built Up Area\*:

Plot Area\*:

Water Connection Type\*:

Water Connection Use\*:

## Billing Address

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:

JJR Colony

## Other Details

Preferred Mode of Payment:\*  Cash  Cheque  Demand Draft

Preferred Mode Of Communication:\*  Email And SMS  Paper Format And SMS

No of Children:\*

No of Adults:\*

## Documents to be attached

Proof of Identity:\*  Driving License  Passport  Ration Card

PAN Card  Voter ID Card

Document No:\*

Property Ownership Document:\*  GPA  Allotment Letter  Sale Deed

Govt. Allotment Letter  NOC from Landlord  Conveyance Deed

Document No:\*

Proof of Residence:\*  Driving License  Passport  Election Identity Card

Document No:\*

## Bank Details

Name of the Bank:\*

Name of the Branch:\*

MICR Code:\*

Bank Account No:\*

## Declaration

1. 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.
2. I declare that there is no dispute on property and there is no stay from any court of law against obtaining water/ sewerage connection.
3. 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.
4. 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.
5. I further undertake that I have not taken "DJB Employee Rebate" against any other Premise/Connection.

I Agree

Signature Of Applicant:\*

### **Instructions to fill The New Connection Application**

Type of Request : Select the type of connection request.

#### **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 viceversa.)

**UID** number may be provided but is not compulsory.

#### **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.

#### **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 Line 1, Address Line 2, City, State, Pin Code** may be provided to facilitate communication but is not compulsory.

#### **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.

#### **Property Details:**

**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.

**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, Dharmshalas/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.

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

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

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

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

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

**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.

**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.

#### **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 in case the billing address is different.

**Locality, Sub locality and House No:** Must be provided correctly and are compulsory in case the billing address is different.

**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.

**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.

**Documents to be attached:**

1. **Proof of Identity Doc:** Attach photocopy of any one of the following documents and provide the document number.(Voter ID card, Ration card, PAN card, Driving license, Post card).
2. **Property Ownership Document:** Attach photocopy of any one of the following documents and provide the document number.(GPA, Allotment Letter, Govt Allotment Letter, Sale deed, NOC from landlord).
3. **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.

**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.

**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.

**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	

**Water Connection Type (Enter any of the below in Water Connection Type)**

Mixed
Domestic
Commercial/Industrial
Gov/rain water harvesting

**Water Connection Use (Enter any of the below in Water Connection Use)**

B.S.E. RAJDHANI	Delhi Jal Board	Lab/ X-Ray Units	Restaurant/ Dhaba
B.S.E.S. YAMUNA	Delhi Metro Rail Corporation	M.C.D.	Shops
Banquet hall/ Party hall	Delhi Transco	M.C.D. Slums & J.J. Department	Soda Water Factory
Beauty Parlors	Delhi Transport Corporation	M.T.N.L.	Soft Drink Factory
Blind Schools	Dhobi Ghats	Malls	Sweet Shop/Tea Stall
Bottling Plant	Factory	Milk Dairy	Vehicle Service Station
C.P.W.D.	Fruit & Vegetables Store-Reliance Safal	North Delhi Power Ltd.	Ware House/Godown
Cineplex	Govt. Hospitals/ Dispensaries	Piaos	
Cold StorageCold Storage	Govt. Institute/Collages/ Universities	Police Department	
Cooling Plant	Group Housing Society	Professional Office(CA , Lawyer,Property)	
Courts	Hotel & Guest houses	Pvt. Hospitals & Nursing Homes	
D.S.I.D.C.	Ice-Cream Factory/Ice Factory	Pvt. Institute/Collages/ Universities	
Delhi Development Authority	Janta Flats	Pvt. Schools	
Delhi Fire Service (Fire Stations)	Jewelery Manufacturing Factory/ Repairing	Railways	
Delhi Govt. Office/Central Govt. Offices	Juice Shop	Religious Place	