

2. Water Supply & Sewerage Connection (Applicable in Municipal Corporation, Gurgaon, Faridabad Sonapat and Karnal only)

Checklist and Procedure for services		
1	Name of the service	Water Supply & Sewerage Connection (Applicable in Municipal Corporation, Gurgaon, Faridabad, Sonapat and Karnal only)
2	Designated Officer	Assistant Engineer
3	Documents to be enclosed with the request	<ol style="list-style-type: none"> 1. Identity Proof of Applicant – any one (Mandatory): <ol style="list-style-type: none"> a. Aadhaar Card b. Passport c. Election Commission ID Card d. Driving License e. Ration Card with Photo f. Photo ID Card (of State / Central Government, Public Sector Undertakings) g. Address Card with Photo issued by Dept. Of Posts h. CGHS / ECHS Card i. Smart Card issued by CSD, Defence / Parliament j. Caste / Domicile Certificate with Photo k. Kisan Passbook with Photo l. Passbook with Photo of Post Office/any scheduled Bank 2. Rent / Lease / Agreement / Ownership Proof of the Premises (Mandatory) 3. Plumber Report (Mandatory) 4. Approved Building Plan (Optional) 5. Property Tax Payment Receipt (Optional) 6. Patwari Report (Optional) 7. Family ID (PPP)-(Mandatory) (If Family ID (Parivar Pehchan Patra) not available, then create family ID from https://meraparivar.haryana.gov.in/)
4	Fee/ Charges to be paid to get the service	Rs. 30 /-
5	Timeline	07 Days after submission of complete application
6	Procedure	<p style="text-align: center;">Water Supply & Sewerage Connection can be applied through Online Portal OR CSC Centre/Saral Kendra</p> <p><u>Apply through CSC Centre/Saral Kendra.</u></p> <ol style="list-style-type: none"> 1. Applicant gives details to CSC/Saral Kendra operator to fill the online application along with required scanned copy of documents. List

of documents are mentioned above.

2. The application submitted will go to the login ID of Department's Bill Clerk to verify application/Documents and forwarded to Bill distributor
3. Bill distributor checks dues, if any and sends back to Bill clerk.
 - a. if application/documents are found correct and no dues.
 - i. The application is forwarded to the Fitter for physical site visit and verifies the road type, location of pipeline on road and connection feasibility.
 - ii. After confirmation of connection feasibility by Fitter, Bill clerk defines the Fees.
 - iii. Applicant gets notification through SMS and email for approval of new connection along with payment details.
 - iv. Bill clerk forward to Concerned J.E with his/her comments for verify the connection along with Meter details in his/her login ID.
 - v. After receiving the payment from applicant, the application gets forwarded to concerned S.D.O with his/her comments for sanctioning the connection.
 - b. If any discrepancy is found in the application/documents or pending dues,
 - i. The discrepancy will be intimated to the applicant.
 - ii. The applicant will revert to observation and submit the requisite information within 07 days failing which the application shall be liable to be rejected.
 - iii. Bill Clerk will check the resubmitted application/documents
 - vi. If application/documents are found correct, the application gets forwarded to the Fitter for physical site visit and verifies the road type, location of pipeline on road and connection feasibility.
 - vii. After confirmation of connection feasibility by Fitter, Bill clerk defines the Fees.
 - viii. Applicant gets notification through SMS and email for approval of new connection along with payment details.
 - ix. Bill clerk forward to Concerned J.E with his/her comments for verify the connection along with Meter details in his/her login ID.
 - x. After receiving the payment by applicant automatically forwarded to concerned S.D.O with his/her comments for sanctioning the connection.
4. S.D.O will check the application/documents and finally sanction the connection if details are correct.
5. After sanctioning the connection, the sanction letter will be issued online to the applicant.

Apply online ([Antyodaya-Saral Portal \(saralharyana.gov.in\)](http://saralharyana.gov.in)).

1. The applicant shall create a login ID for submitting online application at www.saralharyana.gov.in along with required scanned copy of documents. List of documents required mentioned above.
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3. Bill distributor checks dues, if any and sends back to Bill clerk.
 - a. if application/documents are found correct and no dues.
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