



## **Operation Manual of Water Connection Approval System For All ULBs**

Water connection Approval for all ULBs system have three layers of stages ie primary verification, site inspection and higher authority approval process after submitting WCA form and its required documents on Water Connection Approval (WCA) system available on this portal.

The above said two layers hierarchy has been being followed at all Urban Local Bodies (all Municipal Corporations, all Municipal Councils, all Nagar Panchayats, all NACs (Notified Area Committee), all Municipality and Other ( RRDA (Ranchi Regional Development Authority) , MADA (Mineral Area Development Authority) , HMG Hazaribagh)

<b>Particulars</b>	<b>Guidelines to avail water connection approval</b>
Primary Information for Applicant	Water connection Approval requires applicant to fill the online application form ( WCA form ) and upload required documents on Water Connection Approval ( WCA) system available on this portal.
WCA System	Applicant is expected to fill up the form correctly on WCA System
Required Documents to be uploaded for avail water connection approval	Applicant is expected to submit following documents to counter clerk to avail the water connection approval such as <ol style="list-style-type: none"><li>1. Last Payment receipt of Holding Tax if connection through Holding No.</li><li>2. Two ID Proofs (Driving License, LPG Connection Card, Ration Card, Electricity Bill, BSNL Phone Bill, Voter ID card, Registered Sale deed of related land purchase with mutation correction slip, UID/Adhaar card, Bank passbook with applicants, PAN card, Passport, Photo identity card issued by any govt. agency</li><li>3. In Case of Apartment attach Occupancy Certificate</li><li>4. In case of Applicant is Tenant then he/she should submit the Consent Letter from Landlord in the form of an affidavit</li><li>5. In Case of Applicant belongs to BPL Category then he/she should submit the photocopy of BPL card/ BPL Number</li></ol>

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## First Stage: Primary Verification

Concerned Official	Duties and Responsibility	Expected Timeline
Dealing Officer (Primary Verification)	Dealing Officer of Water supply Department will scrutinize the basic information	48 hours



## Second Stage: Site Inspection

Concerned Official	Duties and Responsibility	Expected Timeline
Junior Engineer (Site Inspection)	Junior Engineer (JE) of respective ward will receive the request and go to filed for inspection and prepare the inspection report and send it along with proposal details to section head of water department	4 days



## Third Stage: Higher Authority Approval Process

Concerned Official	Duties and Responsibility	Expected Timeline
Section Head	Section head ( water department head ) will give the recommendation on the basis of JE's inspection report and forward the file to assistance engineer	48 hours
Assistant Engineer	Assistance engineer will check the technical background of water connecting process and forward the file to executive engineer	48 hours
Executive Engineer	Executive engineer will pass the final order for installation of water connection	48 hours



## Implementation

Concerned Person	Duties and Responsibility	Expected Timeline
Applicant	Applicant will arrange the plumber and buy meter with ISI certified and confirm to RMC by providing installation report within 15 days after getting order of installation	15 days