



Application Form-1
GOVERNMENT OF SIKKIM
WATER SECURITY & PUBLIC HEALTH ENGINEERING DEPARTMENT
REVENUE CELL, Toll Free Number.....
Water Supply Connection Application Form

To,:
The Divisional Engineer
Revenue Cell,
Water Security & Public Health Engineering Department
Government of Sikkim, Gangtok

No. :

Dated :

Sir,

I / We request for your kind permission to allow one water supply line from State Government main(s). I / We shall abide by the standing rules / regulation and directives as may be applicable.

Yours faithfully,

(Signature / Seal of the Applicant)

(To be filled-in capital letters)

- 1. Name / Designation of the applicant :
- 2. Adhar No. : with Xerox copy
- 3. Voter's ID:with Xerox copy
- 4. Email-id :
- 5. Mobile No.:
- 6. Father's/Husband's Name :
- 7. Correct mailing address :
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-
-
- Tel : Pin Code:.....

- 8. Detail address of Premises / Location where connection is sought
- House Name :
- Flat No. :
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- House No :
- Street/Road Name :
- Ward: :
- Bazar Name/RMC:
- City:..... : Pin Code:.....

- 9. Premises within Tick Mark): GMC RMC Bazar
- 10. Ownership status (Tick Mark): Purcha holder Leasee Tenant Contractor's Labour Estab.
- Power of Attorney Mutation Allotment Court order
- 11. Under BPL Category (Tick Mark) : Yes No

12. Having Sewerage Connection (Tick Mark): Yes No (if Yes. User.ID... ..)

13. No. of Water Connection in the same premises (if any)

- a. Con. No. Name Relation.....Bill clearance Yes/NO
- b. Con. No..... Name RelationBill clearance Yes/NO
- c. Con. No..... Name RelationBill clearance Yes/NO
- d. Con. No Name RelationBill clearance Yes/NO

14. Water Connection other than PHED W/S Distribution line: Yes No (if Yes; from.....)

15. Water is required for (Tick Mark)

- Domestic
- Commercial
- Contractor's Labour Estab.
- Bulk supply
- Public hydrant

16. Category Type (Tick Mark)

- State Government
- Central Government
- Private & Other

17. Type of premise (Tick Mark)

- Residence
- Shop
- Hotel
- Office
- Quarter
- Institution
- Commercial Complex

18. Detail of premises (Tick Mark)

- R.C.C
- Non R.C.C
- No. of Storey

19. Period of connection (Tick Mark)

- Permanent
- Temporary (if temporary, duration in months

20. Per day requirement: Kilo Litre (for both Permanent & temporary)

- a. No. of Taps in the Premises Nos
- b. No. of Rooms in the premises : Nos.
- c. No. of Toilets / Water Closets in the Premises : Nos.
- d. No.of Users in the Presmises Nos

- 1) I / We hereby certify that the above information and data provided are true to the best of my / our knowledge and any subsequent changes that taken place or contemplated so shall be notified to the Department immediately.
- 2) I / We hereby fully agree that apart from other reasons prescribed in the ' Sikkim Water Supply and Water Tax Act 1986' and the 'Sikkim Water Supply Rule 1990' water connection to my premises may be disconnected in the event, I violate any rules of regulation of the Local Self Government, Urban Development and Housing Department, Municipal Corporation or that of W.S & Public Health Engineering Department and / or fail to pay water tax / Charges or Sewerage Tax/ Charges, Fees, Fines (as may be required under the prescribed Act rules.)
- 3) I / We hereby declare that I / We am / are the owner (s) of the premises mentioned in the application and entire liability of payment of water charges, tax, dues and fines shall rest on me / us, OR on the person whomsoever / the ownership / liability of above premises is legally transferred.
- 4) I/We hereby undertake that the Meter installed by the department shall be under my custody and I shall be responsible for its damage and loss. However, I shall inform the Department about any visible defect and loss of the meter installed.
- 5) I/We shall report to Customer Care cell for receives the Intimation/Connection Approval/rejection letter after the 10th day of receipt of this application.

Attested Mandatory Enclosures (Tick Mark):

- A. Attested copy of B.P. Plan of the house approved by the concern authority
- B. Ownership Certificate / Land property document
- C. Cost of Form Rs. 25/- (State Bank of Sikkim under Head: 0215-01-103 Urban Water Supply)
BR NO..... Date.....Rs. 25/-
- D. Passport Photo and copy of photo ID proof.

Signature / Seal of the Applicant

For Office use only

1. Submission of incomplete application forms shall not be accepted. Reason for rejection (if any, may be informed and recorded)
2. ***If application accepted, Receipt issued against accepted application vide No..... Dated..... and submitted for feasibility approval to Assistant Engineer (Mtc.) on and recorded in the Customer care register.***

Desk-1 (Customer care)

A: Feasibility Columns Desk-1)

Premises has been inspected. This is certified that the above information given by the applicant in the application Form is complete and correct. Therefore, site verification data sheet is enclosed and site plan is prepared. The proposal based on site verification Data sheet as per actual site condition. The site plan is prepared with following details.

- a. Proposed pipe line size.....
- b. Proposed Tank ID No.....
- c. Proposed main Trunk ID No.....
- d. Proposed Sub-Trunk ID No.....
- e. Proposed Lateral ID No.....
- f. Location of proposed connection point.....
- g. Proposed distribution Chamber No..... (if applicable)
- h. Proposed Connection Point ID No.....

Submitted for approval of the Divisional Engineer, please.

J. E. in charge

Assistant Engineer (Mtc.)

Approved / Not Approved

Divisional Engineer (Rev.)

(Intimation letter for approval/rejection prepared and issued vide No..... Dated..... File forwarded to Desk- 1 Customer Care to for Record keeping to wait for the response from applicant.

(Desk-2)). Customer Care

Consumer paid the New Connection fees Rs. vide. B.R.No.Dated. and reported that pipe laying work completed. Submitted for Connection approval to Assistant Engineer (Mtc.) on

Desk-1 (Customer care)

B. Work Completion Column.

Certified that :

1. The line from the premises of consumer to the distribution box/ Identified Laterals is completely laid under ground as per the direction and norms of the Government under the supervision of Junior Engineer concern.
2. Line will be connected to the Distribution box no./ Lateral ID No Connection ID No. Ward/Bazar..... Zone..... Sub-Zone..... as per the approval above.
3. Work is successfully completed.
4. Monthly Assessment;
 - a. Monthly assessment proposed forNumber of Taps (if applicable)
 - b. Volumetric monthly assessment will be charged as per actual meter reading or on average monthly previous readings (incase of meter being detected non-functional.)
 - c. Monthly assessment proposed for Tap system Rs...../pm as per the Tariff Rule and norms of the Government (if applicable)
 - d. Water Meter Installation report furnished and enclosed (If metered).**

Permission may be granted to connect the consumer line in the Department W/S distribution main.

J. E. in charge

Assistant Engineer (Rev.)

Permitted / Not permitted

Divisional Engineer (Rev.)

(Laying of pipe line upto Chamber point completed. If permitted, file forwarded to Computer cell for database updation with new Consumer ID.

(Desk-2)). Customer Care

Computer Data base updated with Consumer ID..... on and submitted Desk-1 (Customer care) for issue of connection approval order.

Computer Operator.

Permission order of approval/rejection issued vide No..... Dated..... File forwarded to Desk- 1 Customer Care to for Record keeping to wait for the response on the copy of Connection order with connection completion report from Assistant Engineer (Rev.).

(Desk-2) Customer Care

C. Revenue Column:

Copy of Connection order with work completion certification from field staff JE and ARI enclosed. The consumer pipeline has been connected as per the approval above. Billing shall commence w.e.f with monthly assessment or as per monthly Meter reading on actual. File forwarded to Master File Record keeper on

Assistant Engineer (Revenue)

File No..... received and Master File updated on.....

LDC(Rev.) for record keeping