

**Standard Operating Procedure**

**Name of Service :SIIDCUL WATER ALLOTMENT PROCEDURE**

**Sub services: Registration For Water Connection**

**Sub-service:**

**Previous Approval: Not Required**

**Basis for approval: Not Applicable**

<b>Step</b>	<b>Documents/ Information Needed</b>	<b>Timelines</b>	<b>Contact Person</b>
<b>Website</b>	The applicant clicks on the link <a href="http://www.siidculsmartcity.com">www.siidculsmartcity.com</a> and clicks on the link <b>Apply for Services</b> section	--	--
<b>Selection Of Location</b>	Now the applicant selects the location where he / she have the allotted plot which opens the Welcome Page for the particular location		
<b>Apply for New Water Connection</b>	The applicant selects Application Form for Water Connection from the Application Form Tab		
<b>Application Form</b>	The applicant now select his registered company name from Company Name Drop - Down List where all the required data will be automatically populated in the form		
<b>Applicant Registration in the website by filling up the requisite details as mentioned</b>	The entire Application Form is divided into the following heads: <ol style="list-style-type: none"> <li>1. Application Details containing the drop down selection for company details field.</li> <li>2. Particulars Of Allotted Plot containing dropdown selection for Industrial Estate, Sector and Plot type</li> <li>3. Upload Documents providing the upload feature for Allotment Letter</li> </ol>	--	--
<b>Checklists</b>	<ol style="list-style-type: none"> <li>1. Dully Filled application form along with the required payment made online.</li> <li>2. Copy of Allotment letter to be attached</li> </ol>		
<b>Intimation on Successful Registration</b>	The System then acknowledges the user, on the successful registration and creates an Water Connection Reference Number in the format (WATER-XXXX) which is communicated through a message pop-up on the internet browser, e-mail and registered mobile number provided in the Personal Details Section of the application form.		
<b>Payment Of Fees</b>	The One Time Water Connection Fee of 2000/- Rs. Two Thousand only is applicable to the applicant which can be paid online		
<b>Required Fee Submission for Registration</b>	After clicking Ok, the system then redirects to the Payment Gateway which allows the user to submit the Payment through <ol style="list-style-type: none"> <li>a. Debit or Credit Card</li> <li>b. Net Banking</li> <li>c. Cash Card or Wallet</li> </ol> On successful payment, the system generates the Transaction Reference Number and the user after clicking on the Generate Receipt, the payment receipt is generated which can be printed		
<b>Scrutiny of Submitted Documents at the</b>	The Application is then forwarded to Regional Office for scrutiny of the Junior Engineer of S.I.D.A. department where it is rejected/recommended to the Head Office for further scrutiny		

<b>Level of Regional Office</b>	and approval		
<b>Scrutiny of Submitted Documents and Recommendations of Regional Office at the Level of RM</b>	The Application after being recommended by the Regional Office is forwarded to the RM Office for further scrutiny, where the RM Office after necessary assessment of documents either approves/rejects.		
<b>Water Connection Allotment/ Sanction Letter</b>	The RM issues a Water Connection Approval Letter to the applicant which has a unique Application Reference Number and issues a sanction letter to applicant		
<b>Application Status Checking</b>	The applicant can check the status of the application letter by visiting <a href="http://siidculsmartcity.com">siidculsmartcity.com</a> and clicking on Check Application Status after scrolling down. The information required is the Application Reference Number.		
<b>Approval Status Checking</b>	The applicant can check the status of the application letter by visiting <a href="http://www.siidculsmartcity.com">www.siidculsmartcity.com</a> and clicking on View Approval Letter after scrolling down. The information required is the Allotment Reference Number, which is communicated to the applicant through mobile and email when the Allotment Letter is issued.		
<b>Time Line for Services</b>	The Timeline for the service is defined as SOP & Time line for Water connection available on <a href="http://www.siidcul.com/download/general-downloads">http://www.siidcul.com/download/general-downloads</a>	15 days	