

## PROCEDURE FOR APPLYING NEW WATER TAP CONNECTION

### STEP BY STEP APPLICATION PROCEDURE

**Application URL:** [https://cdma.cgg.gov.in/cdma\\_wt/WaterTap/NewWaterTapConnection](https://cdma.cgg.gov.in/cdma_wt/WaterTap/NewWaterTapConnection)

**Step 1:** Applicant has to go through the Mobile OTP Validation to access the New Water Tap Connection Application Form

**Step 2:** Applicant enters all the mandatory details along with the water connection & required uploads

**Step 3:** On selection of submit button, an application number is generated for further reference of the Applicant, and the application is forwarded to the Field Inspector (FI) for inspection

**Step 4:** The Field Inspector (FI) does the inspection and submits the field report. On Submit the application with Field Inspector report & remarks are sent to the Municipal Engineer (ME) for verification

**Step 5:** Municipal Engineer verifies the application and forwards it to the Municipal Commissioner (MC)

**Step 6:** Municipal Commissioner verifies and approves the application based on field report & remarks from the adhering authorities. On Approval by the Municipal Commissioner an SMS is sent to the applicant for the payment of Water Tap Connection

**Step 7:** On successful payment of the water connection amount by the Applicant Water Tap Connection Proceeding is generated along with a 10-digit CAN Number with an SMS to the applicant. After the payment the application with CAN Number is forwarded to the Field Inspector (FI) for installation of Water Tap Connection

**Step 8:** Field Inspector provides the water tap connection and updates the connection status against the CAN Number

**Step 9:** The Applicant can make further monthly Water Bill payments using the CAN Number through MeeSeva, CSC Counters, Citizen Buddy Mobile App or Online at [https://cdma.cgg.gov.in/cdma\\_arbs/CDMA\\_PG/WTMenu](https://cdma.cgg.gov.in/cdma_arbs/CDMA_PG/WTMenu)

**Step 10:** The applicant track the status of Water Tap connection using application number via [https://cdma.cgg.gov.in/CDMA\\_WT/WaterTap/ApplicationStatus](https://cdma.cgg.gov.in/CDMA_WT/WaterTap/ApplicationStatus)

**Documents Required:** Latest Property Tax Receipt, Food Security/BPL Certificate/Income Certificate, Self-Declaration Form, Building Permission Copy, Building Plan, Occupancy Certificate, Site Plan

**Timelines:** 14 Days

**Click for Model Application:**

<https://cdma.cgg.gov.in/CDMA/Files/CitizenServices/WaterTapconnectionapplicationModel>

**Technical Support:** [cdmasupport@cgg.gov.in](mailto:cdmasupport@cgg.gov.in) | +914023120410  
(10:00 AM to 5:00 PM on Working days)

[.pdf](#)

