



MAHARASHTRA JEEVAN PRADHIKARAN

WATER SUPPLY AND SANITATION DEPARTMENT, MAHARASHTRA

	RIGHT TO SERVICES	Documents required
1	New tap connections	Application form in prescribed format
		Owner's documents (Purchase Letter, Satbara or Income Sheet, Sample-43, Allotment Letter)
		Tax Receipt
		Aadhar card photocopy
		Permission of other shareholders (as required)
		No dues certification from MJP
		Self-declaration
		N.P. / G.P. / local self-government No objection certificate for providing tap connection.
		Neighbor's water Bill.
		Construction certificate
		Registration Certificate
		Area of the architectural plot
		Certificate of completion of construction / Construction permit certificate
		Municipal (Approved Plan / Blue print)
		Architecture Certificate showing the area of the house
		Architect License Certificate
		Affidavit on stamp paper of Rs 100/-
2	Change of ownership rights	1. Application for name transfer in prescribed format
		2. Receipt of payment of water payment
		Owner's documents (Purchase Letter, Satbara or Income Sheet, Sample-43, Allotment Letter)
		No dues certification from MJP
		Death certificate
		Aadhar card photocopy
		Tax Receipt
		Affidavit on stamp paper of Rs 100/-
		NOC from Society



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	RIGHT TO SERVICES	Documents required
		Certificate of society being registered
		Society resolution
		No objection from the property developer
		Property tax payment receipt
		Letter of Undertaking (If there are two persons, the other person's letter of disclaimer)
3	Change of the connection size	Customer's Application
		Updated bill payment receipt
		No dues certification from MJP
4	Temporary/ permanent disconnection	Customer's Application
		Latest bill payment receipt
		Payment receipt of disconnection fees
		No dues certification from MJP
5	Reconnection	Customer's Application
		Disconnection receipt / application form
		If there is a due, then the receipt of full payment. / Latest receipt of water bill payment / No dues from MJP
		Payment receipt of re-connection charges (within 11 months)
6	Change of usages (Tariff)	Customer's Application
		Branch Engineer Report
		No dues certification from MJP
		If you want to do non-domestic to domestic
		Construction certificate
		Certificate of possession of flats
		Domestic to on-domestic
		Deposit Difference
		If you want to do a non-domestic from domestic, then proof of it.
7	Preparation of water bill / Duplicate Bill	Application form in prescribed format



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	RIGHT TO SERVICES	Documents required
		Report of completion of new connection.
		Data Entry Master Register
		Meter Reading and Reading Data Entry
8	Plumber License	Application form in prescribed format
		Aadhar Card / PAN Card
		Photo (passport size)
		Educational qualification certificate
		ITI / Civil Engineer Mark Sheet
		Nashik Mitra Exam Marksheet
		Experience certificate of plumbing work
		School leaving certificate
		No dues certification from MJP
9	Renewal of plumber license	Application form in prescribed format
		Confidential report on plumber's work
		Certificate of Plumber exam pass
		Educational qualification certificate
		ITI / Civil Engineer Mark Sheet
		No dues certification from MJP
		Old license copy
		Pending case
10	No Dues Certificate	Application form in prescribed format
		Photocopy of previous water payment
		Receipt of payment of water payment
11	Complain about the faulty meter	Application form in prescribed format
		Photocopy of previous water payment
		Receipt of payment of water payment
12	Unauthorized connection	Application in prescribed format (including name, full address, contact number)
		Copy of water payment
13	Water pressure complaint	Application form in prescribed format
		Photocopy of previous water payment
		Receipt of payment of water payment



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14	Water quality complaint	Application form in prescribed format
		Sample of water coming from a tap (in a clean bottle)
		Copy of previous water payment
15	Redressal of water bill related complaints	Application form in prescribed format
		Photocopy of water bill
		Payment receipt of water bill
		Photo of meter reading
		No arrears
16	Shifting of boring point	Application form in prescribed format
		Photocopy of water bill
		Payment receipt of water bill
		onsite map
		Ownership documents
		No objection certificate for providing tap connection from local self-government
		No dues certification from MJP
		Aadhar card photocopy
		Neighbor's water Bill.