

CITIZENS' / CLIENTS' CHARTER

SL. NO	Services	Service/ Performance Standards	Contact details of the responsible officer	Process	Documants required	Fee
1.	Providng of individual water tap connection	30 days from the date of submission of filled applica-tion	<ol style="list-style-type: none"> 1. Assistant Engineer-I contact No. 233663,252669 (for areas Dhanikari & Nayasahar village) 2. Assistant Engineer –II contact No. 251856 ,252669 (for teylrabad & Bimbilitan villages) 3. Assistant Engineer –III contact No. 252669 (all villages under Calicut and Beodanabad Panchayat and new Bimbilitan ward no. 3 & 4 of Sippighat Panchayat) 4. Assistant Engineer –IV contact No. 252669 (all villages under chouldari, Humfrygunj, Wanddor, Guptapara and part of Sip-pighat & Rutland) 	<ol style="list-style-type: none"> 1. Receipt of application. 2. Verification & feasibility report of the Junior Engineer. 3. Checking of the report by the Assistant Engineer. 4. Processing for issue of order to provide water tap connection. 5. Road cutting approval from concerned agency to be obtained by the applicant. 6. Providing IWTC (i.e, Tee) 	<ol style="list-style-type: none"> 1. Latest record entry in form-F and sketch map. In case of old one authentication by Patwari, Revenue Inspector and Tehsildar is must. 2. Copy of legal heir certificate in case death of original tenant obtained from Tehsildar. 3. No objection certificate in case of joint property from Co-tenant. 4. Contact Phone / Mobile No. 5. All the photocopies are to be either attested by Govt. Officer or to be self attested. 	Rs200/-