



Reg. No.: 56/291/2019-2020/PPS-1



## Process Guide: Applying for BWSSB Cauvery Water Connection as an Apartment

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#### 1. Start Here

- The entire application process is online.
- Apply at <u>fraction in the interest of the intere</u>
- Keep all documents scanned and ready before you begin.
- Application will be in the **name of the Association** (not individual flats).

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## 2. Key Timelines

- 14 days File sanction by Assistant Executive Engineer (AEE)
- 42 days File sanction by Executive Engineer (EE) or higher
- 15–30 days Water supply can start after sanction (if pipelines exist)

## 3. Documents Required

Upload the following (as applicable):

- NOC from BWSSB at plan sanction stage
- Building photo & approved building plan
- Rainwater Harvesting (RWH) details & recharge well info
- Borewell details
- Sewage Treatment Plant (STP) details + Consent letters (CFE & CFO)
- Land ownership documents Registration Deed, JV Deed, sample Sale Deeds
- Property Tax receipt
- Khata Certificate
- Occupancy Certificate (OC)
- Dual piping system details
- Feasibility report & site verification registration

#### 4. Application Steps

### 1. Register Applicant Details

- Association name, address, contact details
- Aadhaar + photo of office bearer (President/Secretary)

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#### 2. Fill Online Form

o Enter details on the BWSSB portal

#### 3. Upload Documents

Attach all mandatory supporting documents

## 4. Submit Application

o Confirmation & tracking number generated

#### 5. BWSSB's Review Process

- Submitted Applications reach the jurisdictional Assistant Engineer (AE) systemically/online
- Assistant Engineer (AE) verifies documents
- AE visits site for measurements
- **AEE** calculates charges (Pro-rata + BCC)
- Demand note will be issued after verification of AE
- Report Prepared by AE
- Report submitted by AE for the attention and approval of AEE
- AEE verifies Report
- Approval Hierarchy (based on pipeline size):
  - o Up to ½ inch → AE
  - 0 ½ to ¾ inch → EE
  - o Beyond ¾ inch → Senior officers
  - o Beyond 6 inches → BWSSB Chairman
- Demand Note issued in Association's name

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#### 6. After Approval i.e. Issuance of Demand Notice

- 1. Pay as per Demand Note
- 2. Sign & submit Mutual Agreement Document
- 3. Pipeline work executed by authorized BWSSB contractors
- 4. Field Engineer inspects and certifies work
- 5. Work done certificate is uploaded
- 6. BWSSB sanctions connection
- 7. Inspection & approval by BWSSB
- 8. **RR Number generated** → water billing starts

#### 7. Fees & Costs

- **Pro-rata charges** (similar to 2019–20, revision expected)
- BCC charges mandatory during sanction
- Minimum billing starts once RR number allotted
- If no BWSSB line exists within 33m → extra pipe-laying cost borne by applicant

## 8. Tracking Your Application

- Track online: https://owc.bwssb.gov.in
- BWSSB also sends SMS updates at each stage

✓ **Tip for Residents & RWAs:** Save all receipts, approvals, and SMS updates for records. Coordinate internally to ensure documents are complete before applying.

**Disclaimer**: This is the process as confirmed by BWSSB in 2024.

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