



हरियाणा शहरी विकास प्राधिकरण
**HARYANA URBAN
DEVELOPMENT AUTHORITY**

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Panchkula



OFFICE ORDER

In order to stream line the process for availing the new Water & Sewerage connection the following process will be followed in all HUDA offices across the state with immediate effect.

1. All requests for New Water & Sewerage connections and payments thereof will only be accepted through online system as per process given below.
 - Applicant will apply for New Water and Sewerage connection through online system along with uploading the invoice and photo of Water meter purchased by consumer.
 - On submission of application online the applicant will receive a confirmation message on his registered mobile number.
 - The application submitted by the applicant will reflect in the JE login.
 - Concerned JE will check the details of the application and upload the feasibility report after field verification in the online system and forward it to SDE.
 - For Residential plots SDE will approve the connection online on the basis on report submitted by J.E.
 - For industrial and commercial plots XEN will approve the connection online on the basis on report submitted by J.E.
 - After approval of connection by SDE a SMS/Email will be sent to the concerned applicant for depositing the requisite amount for releasing the connection.
 - Once the requisite amount is paid by the applicant the connection will be released.
 - The number of days to process the applications are as follows:
 - 5 working days for residential properties.
 - 6 working days for commercial properties.
 - All inspection reports of the installation of Water meter will be made during the 1st visit of the Meter reader.

Dated: 28.07.2017

Chief Administrator
HUDA, Panchkula

Endst. No. GM (IT)/HUDA/VP/2017/ 141642-43

Dated: 28/7/17

A copy of above forwarded to the following:-

- 1 Chief Engineer I, HUDA, Panchkula.
- 2 Chief Engineer II, HUDA, Panchkula.

General Manager (IT)
for Chief Administrator
HUDA, Panchkula

Online process to apply New Water / Sewerage connection.

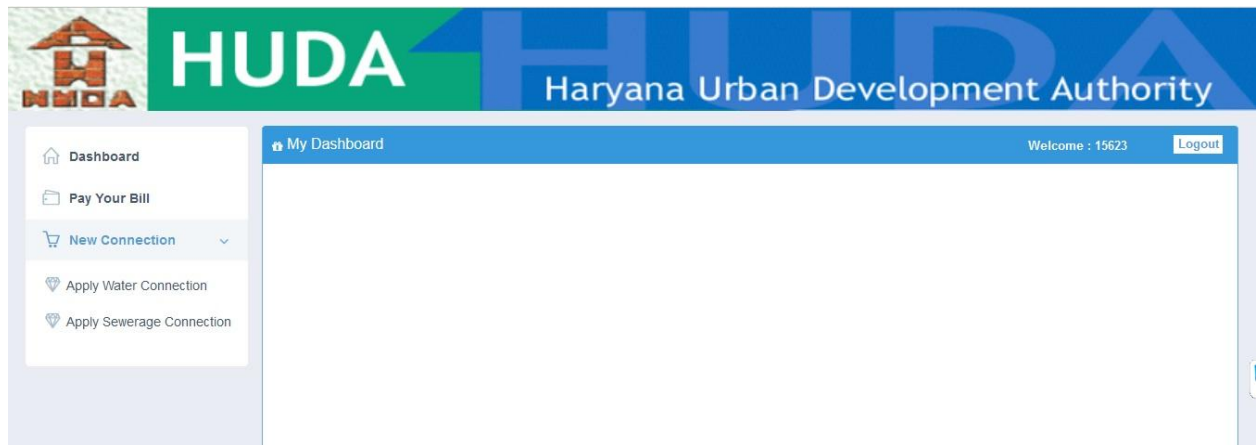
1. User will visit HUDA website i.e. <https://www.huda.org.in> and click on the link highlighted below.

Haryana Urban Development Authority (HUDA) website homepage. The page features a navigation menu, a login section, and a central banner for the 'अलॉटी जागरूकता अभियान' (Allotment Awareness Campaign). The 'Online Services' menu on the right is highlighted, with the option 'Pay Water Bills/ Apply New Water Connection' circled in red.

2. On clicking the link the below screen appears where user will enter their credentials provided by HUDA.

HUDA login page. The page displays a 'Sign in with your HUDA Account' form with fields for 'User Name' (15623) and 'Password'. The 'Remember me next time.' checkbox is unchecked. The 'Log In' button is visible, along with a 'Forgot Password' link. The page footer includes contact information for HUDA and a Norton Secured logo.

3. Once the User will login successfully, the following screen appears where user will click on apply New connection.



4. After clicking the above link the application form will appear where user will enter the details required in the Water application form.

The screenshot displays the 'Water Application Registration' form. The header shows 'Water Application Registration' and 'Welcome : 15623' with a 'Logout' button. The form is titled 'General Particulars' and contains the following fields:

- NAME: sandeep
- Address: Near SD School
- House No.: 33
- Location SiteCode *: PANCHKULA_1 162042
- Sector *: 20
- Email *: sandeep@gmail.com
- Mobile *: 3232323222
- Plot Category *: DOMESTIC
- Tariff *: 101
- Unit Name *: MARLA
- UOM ID *: 101
- Plot Area (MARLA) *: 4
- Plot Area(Sq.Mtr) *: 83.6

A note states: 'Note: Select only JPEG/PNG/GIF formatted documents to upload.' Below this, there are four file upload sections, each with a 'Browse...' button and 'No file selected.' text:

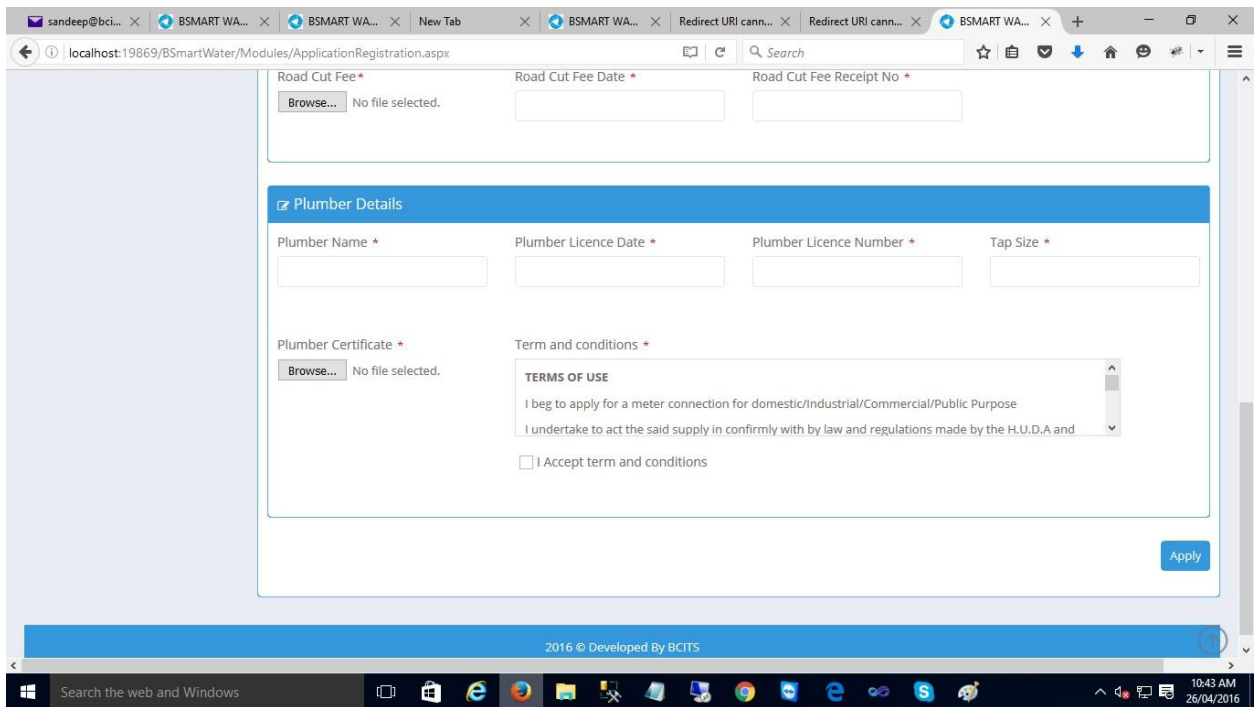
- Proof of Ownership/Allotment Letter *
- Building Plan approval letter *
- No Due Certificate *
- Occupancy Certificate

At the bottom, there are four date fields:

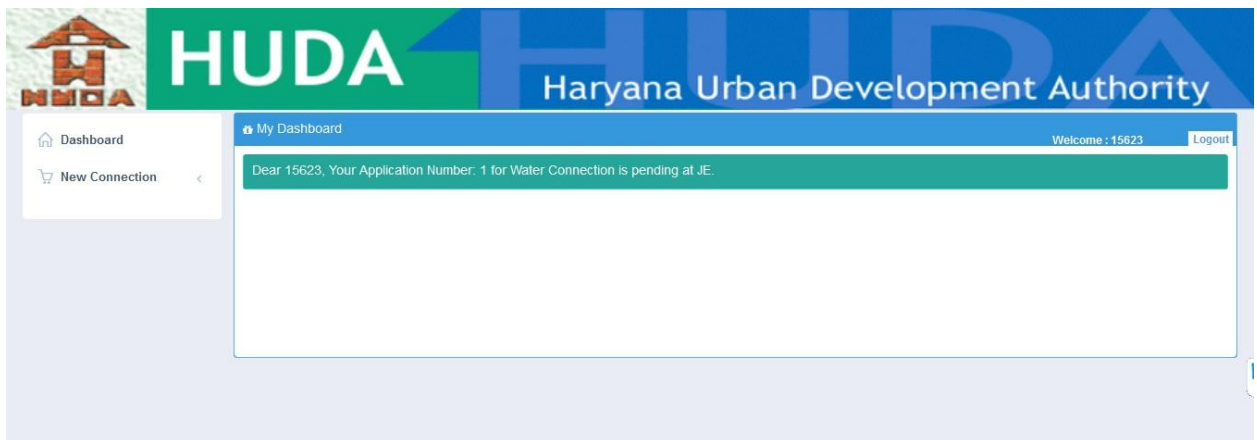
- Allotment Date *
- Building Plan sanction Date *
- NDC Date *
- OC Issue Date

Document checklist required to be uploaded online while applying online for New Water Connection:

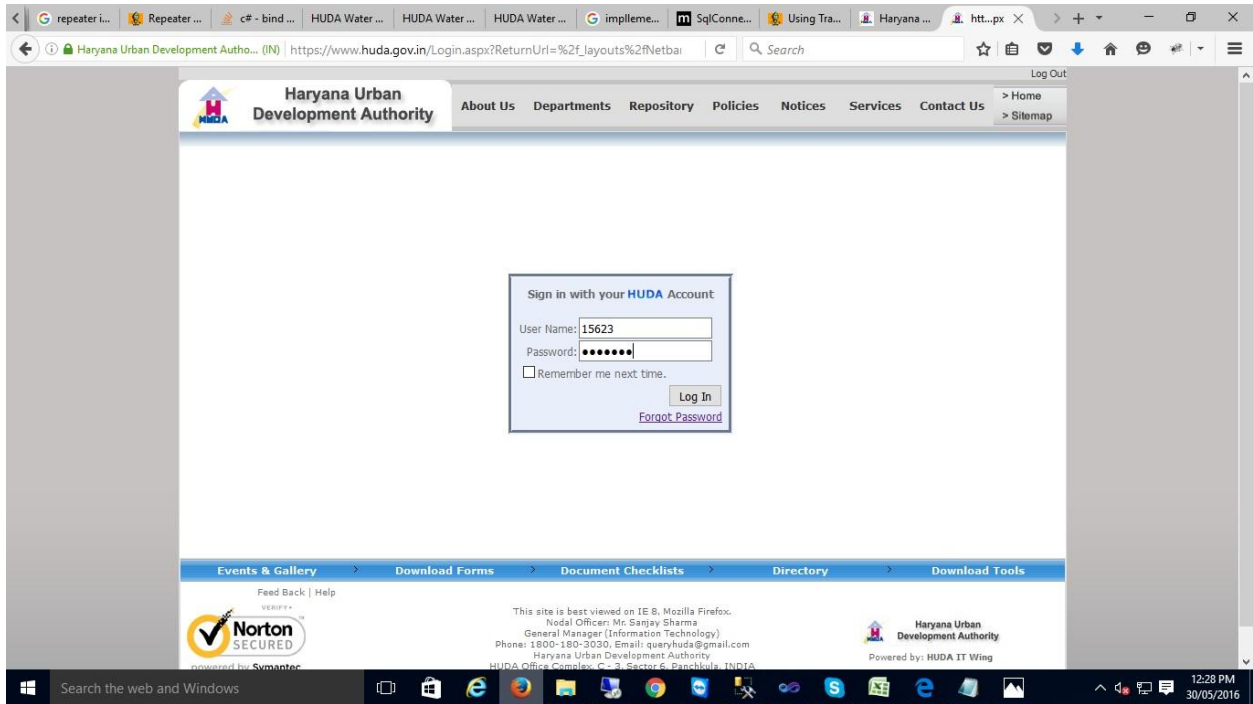
- 1. Proof of Ownership/Allotment letter.**
- 2. Possession Certificate.**
- 3. Building plan approval letter.**
- 4. Road cut fees receipt.**
- 5. Registered Plumber certificate.**
- 6. Purchased Water meter invoice.**



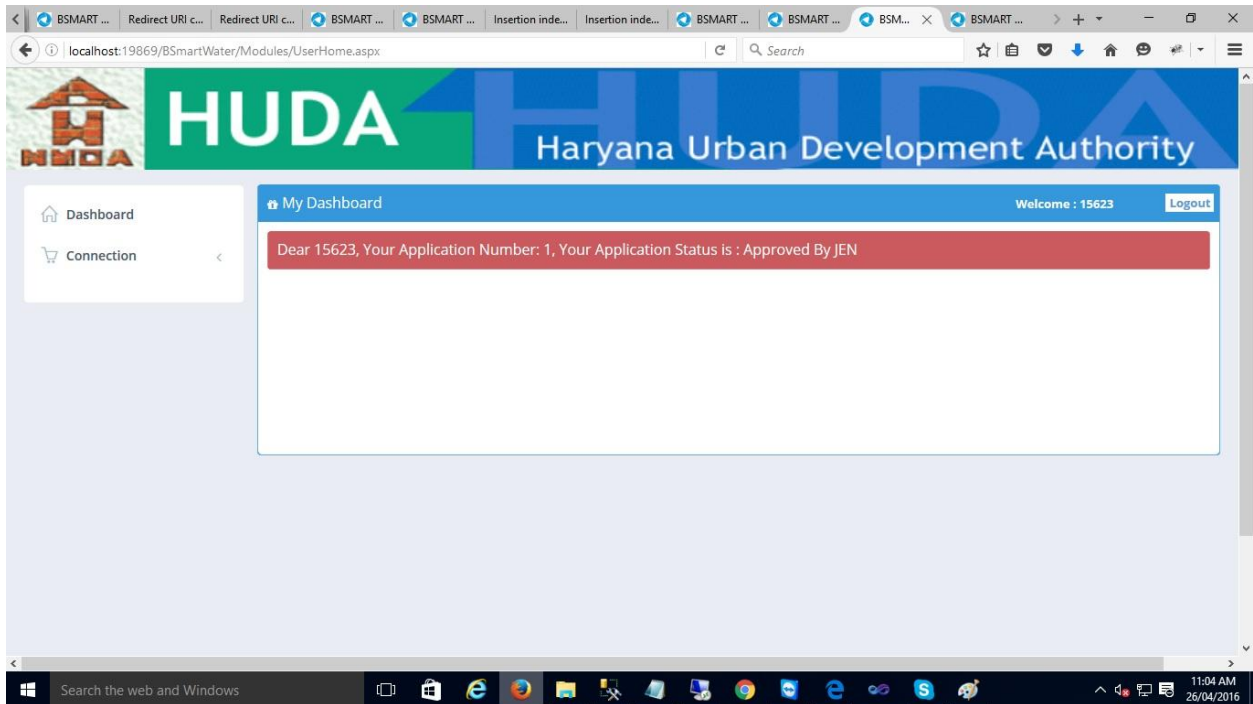
5. After submitting the application, User will get the message that your application is accepted and Pending at JE.

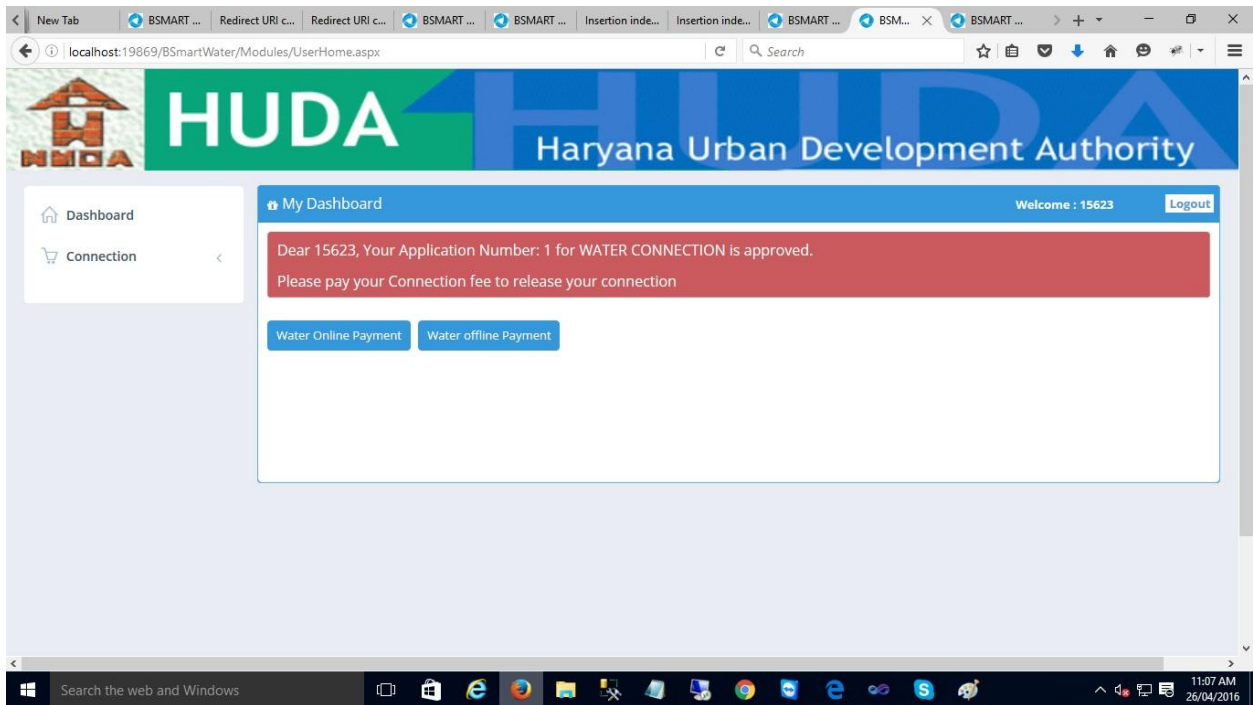


6. User may check through login on HUDA portal to check the application Status on his dashboard area.



User got message on his Dashboard





User can make the payment online and download the receipt.

Browser tabs: New Tab, BSMART ..., Redirect URI c..., Redirect URI c..., BSMART ..., BSMART ..., Insertion inde..., Insertion inde..., BSMART ..., BSM... x, BSMART ...

Address bar: localhost:19869/BSmartWater/Modules/DownloadReceipt.aspx

Search: Search

HUDA Haryana Urban Development Authority

Navigation: Dashboard, Connection

Page Title: Download Water Receipt

Welcome : 15623 Logout

	
Name	Smt Shreshtha Khanna
Phone Number	9001998551
Email ID	MANI@GMAIL.COM
Water Connection Fee (Rs)	500.00
Water Security Fee (Rs)	200.00
Amount	700.00
Towards	Deposit Payment

Download

Taskbar: Search the web and Windows, 11:08 AM 26/04/2016

Browser tabs: New Tab, BSMART ..., Redirect URI c..., Redirect URI c..., BSMART ..., BSMART ..., Insertion inde..., Insertion inde..., BSMART ..., BSM... x, BSMART ...

Address bar: localhost:19869/BSmartWater/Modules/UserDepositPayment.aspx

Search: Search

HUDA Haryana Urban Development Authority

Navigation: Dashboard, Connection

Page Title: Deposite Amount Water Connection

Welcome : 15623 Logout

Deposit Details

Name	Smt Shreshtha Khanna
Phone Number	9001998551
Email ID	MANI@GMAIL.COM
Water Connection Fee (Rs)	500.00
Water Security Fee (Rs)	200.00
Total Amount (Rs)	700.00
Payment Method	<input checked="" type="radio"/> BillDesk
Towards	Deposit Payment

Proceed to Pay

Taskbar: Search the web and Windows, 11:09 AM 26/04/2016

Credit Card >

Pay by Credit Card

Merchant Name
Haryana Urban Development Authority - Water and Sewage Bill

Payment Amount: ₹ 700.00

Card Number
Enter card number

Expiration Date
Month Year

CVV/ CVC

Card Holder Name
Enter card holder name

Make Payment Cancel

Powered by
BillDesk

VISA everywhere you want to be