

DELHI JAL BOARD

Application Form for Mutation



Details of Existing Applicant

KNO:*

Premise Address:*

Name: (Please Fill In Block Letters Only)

First Name :* Middle Name: Last Name :

Details of Applicant Applying For Mutation

Govt. Organization (Please tick if it is a Govt. Organization and provide supporting document)

Name: (Please Fill In Block Letters Only)

First Name :* Middle Name: Last Name :

Father/Husband Name*:

UID No.:

Contact Details

Email Id:

Mobile No.*:

Home Tel. No:

Office No:

Billing Address

Check If Billing address is same as Property Address

Pin Code:*

Locality:*

Sub locality:*

House No.*:

Road No:

Sub locality 1:

Sub locality 2:

Sub Colony:

Village:

Khasra No:

Society Name:

JJR Colony

Other Details

Preferred Mode of Payment:* Cash Cheque Demand Draft

Preferred Mode Of Communication:* Email And SMS Paper Format And SMS

No of Children:*

No of Adults:*

Bank Details

Name of the Bank:

Name of the Branch:

MICR Code:

Bank Account No:

Documents to be attached

Proof of Identity:*

Driving License

Passport

Ration Card

PAN Card

Voter ID Card

Document No:*

Photocopy of Last Bill of Water Charges*:

Document No:*

Photocopy of G.P.A/Sale Deed/Will Deed/Registry*:

Document No:*

Photocopy of N.O.C/Death Certificate of Previous Owner/Indemnity Bond having clause of NOC ,no dispute on ownership of the property as applicable:

Document No:

Notarized Declaration Certificate/Affidavit:

Document No:

Mutation Letter from House Tax Department:

Document No:

Declaration

1.I hereby declare that all the information furnished by me is true to the best of my knowledge and if any discrepancies are found , I will be responsible for disconnection of services by the DJB without any prior notice and any other legal action taken by DJB.

I Agree

Signature Of Applicant:*

Instruction to fill the Mutation Application

Details of Existing Applicant:

KNO: This is the existing customer number. It is compulsory.

Premise Address:

Pin Code: Pin code of the property must be provided and is compulsory.

Locality, Sub locality and house number must be provided correctly and are compulsory.

Road No, Sub locality 1, Sub locality 2, Sub colony, Village, Khasra No, Society Name, JJR colony may be provided.

First Name and Last Name should be provided and First Name is compulsory.

Details of Applicant Applying For Mutation:

Please tick if it is a Govt. Organization and provide supporting document.

All details must be provided in Block Letters except Email ID.

First Name and Last Name should be provided and First Name is compulsory.

Father/Husband Name: Applicant's father or husband name has to be provided and is compulsory.

Strike through the one that is not applicable.

Example:

Father/Husband Name: MR. SANDEEP SINGH(If father's name is provided and vice versa.)

UID number may be provided.

Contact Details:

Email Id: Email Id of the user can be provided.

Mobile Number: It is compulsory to provide mobile number, as it will be used for sending SMS alerts.

Home Tel. No.: The home telephone number is to be provided.

Office No: The office contact number can be provided.

Billing Address:

Please tick the check box if billing address is the same as property address. This may be used by DJB in future.

But if the billing address is different from the property address then all compulsory fields must be provided.

Pin Code: Pin code of the property must be provided.

Locality, Sub locality and house number must be provided correctly.

Road No, Sub locality 1, Sub locality 2, Sub colony, Village, Khasra No, Society Name, JJR colony may be provided though they are not compulsory.

Other Details:

Preferred mode of payment: Please tick the check box to choose the preferred mode of payment. It is a compulsory field.

Preferred mode of communication: Please tick the check box to choose the preferred mode of communication. It is a compulsory field.

If the Email and SMS option is selected, then Email Id must be provided in contact details.

No. of Children: Number of children must be provided. It is a compulsory field.

No. of Adults: Number of adults must be provided. It is a compulsory field.

Bank Details:

Name of the bank: Enter the name of the bank.

Name of the branch: Enter the name of the branch of the bank.

MICR code: Enter its MICR code.

Bank Account Number: Enter the applicants bank account number.

It is optional to provide the bank details.

Documents to be attached:

Proof of Identity Doc: Attach photocopy of any one of the following document and provide the document no.(Voter ID card, Ration card, PAN card, Driving license, Post card). It is compulsory.

Photocopy of Last Bill of Water Charges: Attach photocopy of the last bill. It is compulsory.

Photocopy of G.P.A/Sale Deed/Will Deed/ Registry : Attach photocopy of any one of the document and provide the document no. It is compulsory.

Photocopy of N.O.C/Death Certificate of Previous Owner/Indemnity Bond having clause of NOC , no dispute on ownership of the property as applicable: Attach photocopy of any one of the document and provide the document no. It is optional.

Notarized Declaration Certificate/ Affidavit: Attach photocopy of the document and provide the document no. It is optional.

Mutation Letter from House Tax Department: Attach photocopy of the document and provide the document no. It is optional.

Declaration:

I agree: Please tick on I agree, after reading the declaration.

Signature of the applicant: Put in the signature of the applicant in the box given to agree with the above declaration.

This form captures some information (say Billing Address etc.), which may be used by DJB in future.