

USER MANUAL
for
New Water Connection Application



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Draft Document

Version History

Version Number	Document Name	Version Date
v1.0	Online Water Connection Application End User Manual v1	26 th April 2019

Glossary

Term	Meaning
MIDC	Maharashtra Industrial Development Corporation
SWC	Single Window Clearance
WBS	Water Billing System
BPAMS	Building Plan Approval Management System
MPCB	Maharashtra Pollution Control Board
SMS	Short Message Service

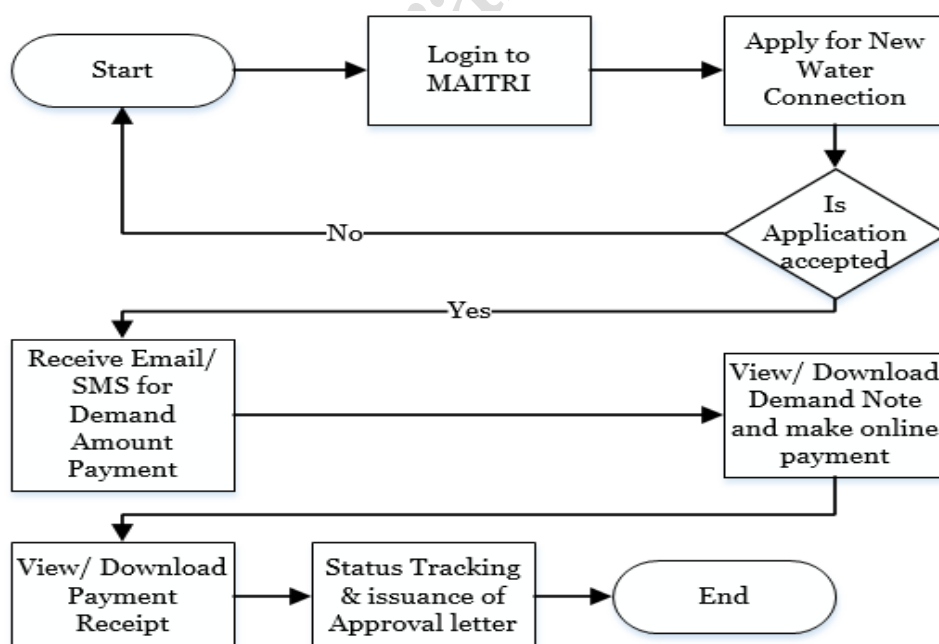
Purpose of the document

The purpose of this document is to outline the steps to be followed by the applicants via which they can make an online payment against the demand note created for a new water connection application.

Intended Audience

The intended audience for this document are the registered plot holders of MIDC who wish to apply for a new water connection.

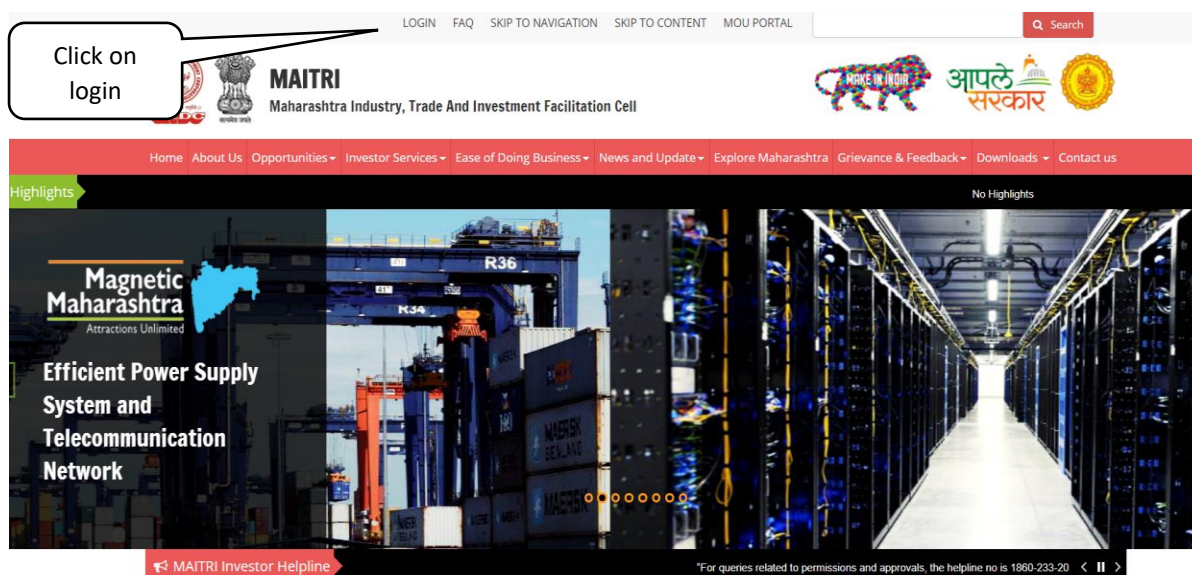
Process Flow



Process Steps

Step 1.

The applicant needs to visit the MAITRI Portal by type in the url- <https://maitri.mahaonline.gov.in/> in the address bar of web browser, and click on Login.



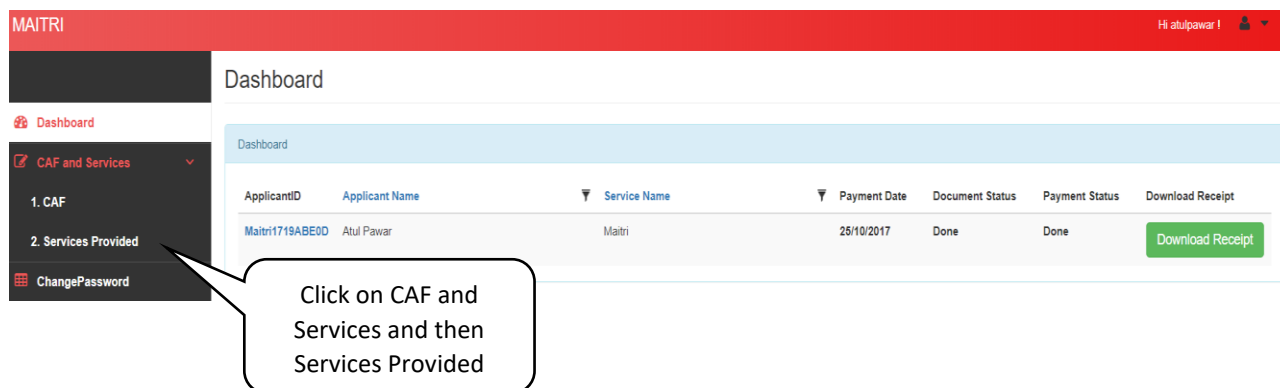
Step 2.

On the 'Login' screen, you need to enter your login credentials (i.e. username and password). In case applicant is not registered on MAITRI, the new registration link needs to be clicked and registration is to be completed.

1. The username could be your User-ID or E-mail ID with which you have registered
2. Enter your Password and click Login
3. Click 'Forgot Password', if you want to reset password

Step 3.

After successful login, the dashboard will be displayed. On the left pane, you need to click on 'CAF and Services -> Services provided'.

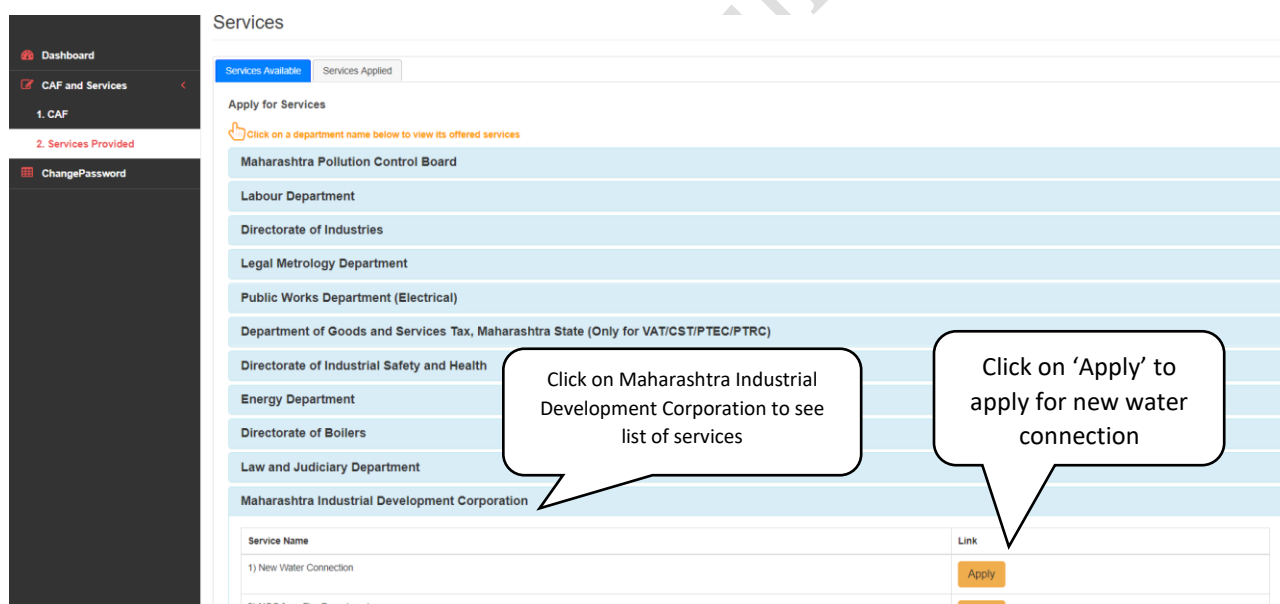


The screenshot shows the MAITRI dashboard. On the left sidebar, the 'CAF and Services' menu is expanded, showing '1. CAF' and '2. Services Provided'. A callout box points to '2. Services Provided' with the text: 'Click on CAF and Services and then Services Provided'. The main content area displays a table of services with columns: ApplicantID, Applicant Name, Service Name, Payment Date, Document Status, Payment Status, and Download Receipt. The table contains one row for 'Matri' with a 'Download Receipt' button.

ApplicantID	Applicant Name	Service Name	Payment Date	Document Status	Payment Status	Download Receipt
Matri1719ABE0D	Atul Pawar	Matri	25/10/2017	Done	Done	Download Receipt

Step 4.

Click on 'Maharashtra Industrial Development Corporation' to see the list of services under MIDC. Click on 'Apply' button for new water connection application.



The screenshot shows the 'Services' page. On the left sidebar, the 'CAF and Services' menu is expanded, showing '1. CAF' and '2. Services Provided'. The main content area displays a list of departments under 'Apply for Services'. A callout box points to 'Maharashtra Industrial Development Corporation' with the text: 'Click on Maharashtra Industrial Development Corporation to see list of services'. Another callout box points to the 'Apply' button for '1) New Water Connection' with the text: 'Click on 'Apply' to apply for new water connection'.

Service Name	Link
1) New Water Connection	Apply
2) NOC from Fire Department	Apply

Step 5.

Fill in the required fields such as 'Water requirement (Cub. Meter/ day) and other relevant fields. Click on 'Save draft & Next' to Proceed.

If plan is approved in BPAMS, applicant shall select the appropriate BPAMS Tracking ID, else for manually approved plans the applicant shall input the details such as Approval Letter No., Approval Letter date, Approved by.

Single Window Clearance

demouser1 [Log Out](#)

[Home](#) | [Manage Profile](#)

Applicant Name: vishal kadam **Plot Number:** W-266A **Industrial Area:** Dummy Industrial Area



Property Details

Application for grant of MIDC's New Water Supply Connection

I/We submit herewith application for grant of MIDC's Water Supply Connection with details given below :

1. Details

Type Of Connection	:	New	▼
* Water requirement (Cub. Meter / day)	:	8	
Water Meter Size (mm Dia)	:	15.00	▼
Details of plan approval (if applicable)			
Letter No.	:		
Approval Date.	:		
Issued by the (E.E./D.E.,SPA)	:		
		Save draft	Save draft & Next

Fill in required information

Click to proceed

Document to be enclosed

Sr.No.	Document Name	Is Mandatory
1	Block Plan showing existing water supply line, plot and the location of proposed water supply connection [Mandatory].	Mandatory
2	MPCB's consent to establish the industry. (not applicable for residential plot)	Non Mandatory

Step 6.

Upload the supporting documents such as Block Plan (Mandatory) and MPCB Consent (as necessary) and click Next.

Single Window Clearance

demouser1 [Log Out](#)

[Home](#) |

Applicant Name: vishal kadam **Plot Number:** W-266A **Industrial Area:** Dummy Industrial Area

Form: Application for New Water Supply Connection [Print](#) [Edit](#) [Delete](#)

[Form](#) [Documents](#) [Submission](#) [Charges/Pay Online](#)

Note: You can attach supporting documents online on this page. These documents are available to the concerned processing authority, once you submit the form

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Sr No.	Supporting Document	Template	Download		
1	Block Plan showing existing water supply line, plot and the location of proposed water supply connection [Mandatory].		Block Plan (1).pdf	Upload	Delete
2	MPCB's consent to establish the industry. (not applicable for residential plot)		MPCB.pdf	Upload	Delete

<< Previous [Next >>](#)

Step 7.

After reviewing the content in the application, click on 'Submit for Processing' and make a note of your SWC Application No.

Single Window Clearance

demouser1 [Log Out](#)

[Home](#) |

Applicant Name: vishal kadam **Plot Number:** W-266A **Industrial Area:** Dummy Industrial Area

Form: Application for New Water Supply Connection [Print](#) [Edit](#) [Delete](#)

[Form](#) [Documents](#) [Submission](#) [Charges/Pay Online](#)

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Your form is complete. Click Submit to send it for processing.
You can track the status of the form online, on this site.

[Submit for Processing](#)

Click to Submit Application

Processing Desk Information:

Department : --
Designation : SPA Test
Email : spatet@midcindia.org
Address : Udyog Sarathi
Mahakali Caves Road, Andheri(East)
City : Mumbai
Zip : 400081

Review your submission below

Application for grant of MIDC's New Water Supply Connection

I/We submit herewith application for grant of MIDC's Water Supply Connection with details given below :

Single Window Clearance

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Applicant Name: vishal kadam **Plot Number:** W-266A **Industrial Area:** Dummy Industrial Area

Form: Application for New Water Supply Connection

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[Form](#) [Documents](#) [Tracking/Status](#) [Queries](#) [Charges/Pay Online](#)

Your Tracking Id:

SWC/236/528/20190311/618311

SWC Application
Number generation
on submission

Processing Desk Information:

Department :	
Designation :	SPA Test
Email :	spatet@midcindia.org
Address :	Udyog Sarathi Mahakali Caves Road, Andheri(East)
City :	Mumbai
PIN :	400081
Mobile No. :	9845464545
Contact Phone :	02458794545

Application Status Summary:

Tracking ID :	SWC/236/528/20190311/618311
Submission Date :	11/03/2019
Verification of Received Documents Completed On :	--

Processing Status:	Submitted
---------------------------	------------------

Status Date:

Step 8.

Once the application is accepted and successfully processed by MIDC, the user would receive a SMS and Email notification for payment of the Demand Amount to be made online. The payment is to be done in full and within 7 calendar days from the day of notification (SMS/ Email) receipt.

SMS



MMMIDCSW(SIM1)

1:12 PM

Dear User,
Demand of Rs.12 for SWC application 618311 is generated , pay online before 11-03-2019. Click <https://goo.gl/Ghy6g2>

Email

Fwd: A new Charge is created against the Tracking Id: SWC/236/528/20190311/618311; Industrial Area: Dummy Industrial Area; Plot number: W-266A .

1 message

From: **MIDC SWC** <swc@midcindia.org>

Email from swc@midcindia.org

A Demand has been raised against the Tracking Id: **SWC/236/528/20190311/618311**.

Demand Date: 11-03-2019

Details of Demand:-

Demand ID: 6401

Description: WBS system generated charges for new water connection(WBS Demand No. - 003611267)

Amount (Rs.):12.00

Payment Due date: 11-03-2019 00:00:00

Amount Payable after Due date (Rs.): 12.00

Login into the Single Window Service application to make the payment.

- The Online Payment facility has been enabled for certain demands only.

Regards,

swc@midcindia.org

Note: This is an automated email notification. Please do not reply this email.

Step 9.

To make the payment online for the demand note, the applicant needs to login to the MAITRI portal and apply for new water connection which will redirect to the submitted application. On the application and then go to the tab 'Charges/ Pay Online'. Click on 'Charge Description' to view Demand Note. You may proceed with the online payment by clicking on 'Pay Online'

Single Window Clearance demouser1 [Log Out](#)

[Home](#) | **Applicant Name:** vishal kadam **Plot Number:** W-266A **Industrial Area:** Dummy Industrial Area

Form: Application for New Water Supply Connection [Print](#) [Edit](#) [Delete](#)

[Form](#) [Documents](#) [Tracking/Status](#) [Queries](#) [Charges/Pay Online](#)

Click on Tab 'Charges/ Pay Online'

ID	Charge Description	Amount(Rs.)	Demand Date	Due Date	Payment Date	Payment Status
6401	WBS system generated charges for new water connection	12.00	11/03/2019	11/03/2019		Unpaid Pay Online

Click here to view/download Demand Note in PDF format


Demand Amount to pay

Demand Date and Due Date

Payment Status

Click to Pay Demand Amount

Snapshot of Demand Note downloaded (illustrative)

 MAHARASHTRA INDUSTRIAL DEVELOPMENT CORPORATION (A Government of Maharashtra Undertaking)		
IFMS/ MID BRANCH (HQ MID) /...../ 2019		Date: 11-03-2019
To, Cons.No.-118HQL test Company Name		
Sub :- Grant Of permission for new or change in size of water connection from existing - mm.dia.to15.00 mm.dia.		
Ref :- 1) Your SWC Application No. 618311, Dated 11-03-2019 2) MIDC Water Connection Application Number-004450257 for New Connection, dated 11-03-2019		
Dear Sirs, Your request for grant of permission for new water connection 15.00 mm.dia. by providing 15.00 mm.dia. water meter for the above factory building could be considered for sanction after compliance of the following requirements :- You can make following payments online through SWC (Single Window Clearance) or in Cash/D.D. drawn on schedule bank in favour of the "Executive Engineer,MIDC.Division HQ Branch" on all working days between 10:30 TO 13:30 hrs.		
PARTICULARS OF PAYMENTS		
Sr.No.	Particulars	Amount Rs.
1.	Total security deposit on basis of daily requirement of water 8.00 m3. * 90 days * Rs.1.00 * 1.5	1
2.	Less deposit with this office	0
3.	Security deposit now to be paid	1
4.	Disconnection/Reconnection charge-996929 GST @18.00	1
5.	CGST Connection charge-996929 CGST @9.00%	1
6.	SGST Connection Charge-996929 SGST @9.00%	1
7.	Arrears of Water Bill	0
8.	Other (Such as Capital Contribution / Capital Cost)	1
9.	Agreement+Registration Charges - 4820 GST @18.00	1
10.	CGST Agreement charge 4820 CGST @9.00%	1
11.	SGST Agreement charge -4820 SGST @9.00%	1
12.	CETP Deposit	1
13.	Road/Soil Cutting Charges(Devd) 996929 GST @12.00%-	1
14.	CGST Road Devd charge 996929 CGST @6.00%	1
15.	SGST Road Devd charge 996929 SGST @6.00%	1
16.	Total Amount now to be paid	12

Step 10.

Click on 'Pay Online' to proceed with the online payment.

**Maharashtra Industrial Development Corporation**

Single Window Clearance

Payment Confirmation
**Note :- Online Payment is to be done for this.
Don't close window in between transaction process.**

Tracking ID
Transaction ReferenceNo
Charge For


: SWC/236/528/20190311/618311-13028
: SWC/236/528/20190311/618311-13028
: New Water Connection

Charges	Amount (₹)
WBS Genrated Demand Amount	12.00
Total Amount (Rs.)	12.00

Confirm

Cancel

Click on 'Confirm' to proceed further

**Maharashtra Industrial Development Corporation**

Single Window Clearance





Credit Card

Debit Card

Internet Banking

Pay by Credit Card

Pay by AmEx ezeClick



Card Number
Enter card number

Expiration Date
Month Year

CVV/CVC


Card Holder Name
Enter card holder name

Make Payment

Cancel

Merchant Name
MIDC
Payment Amount: ₹ 1.00

Online payment options Credit Card/ Debit Card and Internet Banking



**Maharashtra Industrial Development Corporation**

Single Window Clearance

Payment Made Successfully !!!

Payment Information

Plot Registration ID
Total Amount (Rs.)
Transaction ReferenceNo
Charge For
Bill Desk Ref No.

: SWC/236/528/20190311/618311-13028
: 1.00
: SWC/236/528/20190311/618311-13028
: New Water Connection
: QCIT7311313643

On successful payment, transaction details are shown for reference

Back To Home

Note: If Payment made successfully ,You can print the receipt after you close the window.

Step 11.

On successful payment the applicant would also receive a mail confirming the payment status details

Email

From: MIDC SWC <swc@midcindia.org>

Date: Mon, Mar 11, 2019 at 1:17 PM

Subject: Payment details for Tracking Id: SWC/236/528/20190311/618311 ; Industrial Area: Dummy Industrial Area; Plot number: W-266A .

You have made **successful payment** against the demand raised for the Tracking Id: **SWC/236/528/20190311/618311**.

Payment Details :-

Plot Registration ID: SWC/236/528/20190311/618311-13028

Total Amount (Rs.): 1.00

Transaction ReferenceNo : SWC/236/528/20190311/618311-13028

Demand For: New Water Connection

Bill Desk Ref No.: QCIT7311313643

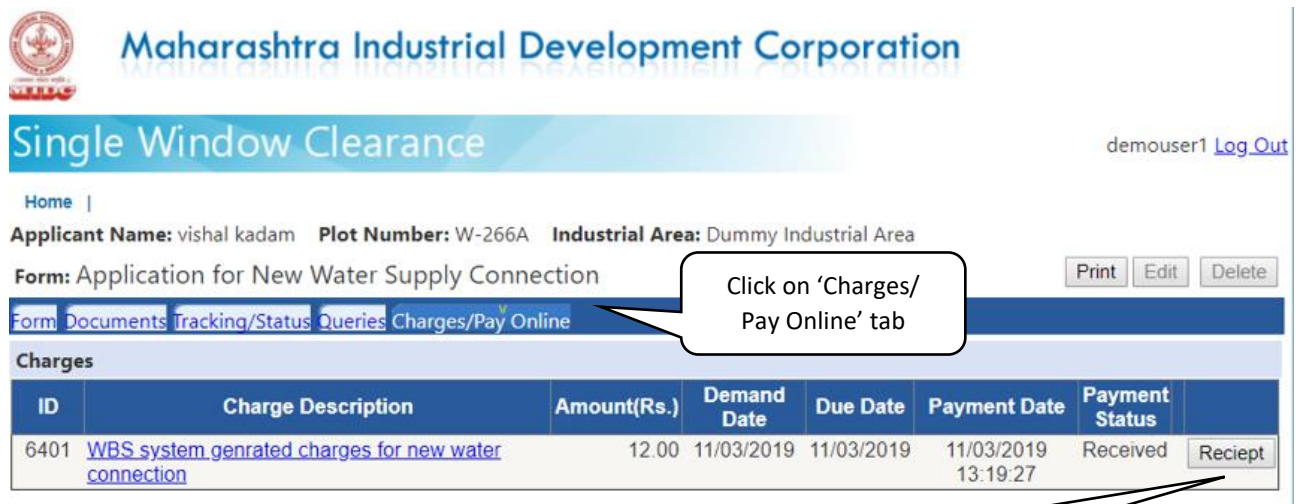
Regards,

swc@midcindia.org

Note: This is an automated email notification. Please do not reply this email.

Step 12.

To view the payment receipt, the applicant need to click on the 'Charges/Pay Online' tab.



Maharashtra Industrial Development Corporation

Single Window Clearance

demouser1 [Log Out](#)

Home |

Applicant Name: vishal kadam **Plot Number:** W-266A **Industrial Area:** Dummy Industrial Area


Form: Application for New Water Supply Connection


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Charges

ID	Charge Description	Amount(Rs.)	Demand Date	Due Date	Payment Date	Payment Status	
6401	WBS system genrated charges for new water connection	12.00	11/03/2019	11/03/2019	11/03/2019 13:19:27	Received	Receipt

Snapshot of payment receipt

MAHARASHTRA INDUSTRIAL DEVELOPMENT CORPORATION		
(A Government of Maharashtra Undertaking)		
Date : 11-03-2019	Office:	Receipt ID : HQULC190000009 #004450257
Received with thanks from test Company Name,118HQL,(Plot No :)		
The sum of Rs. 12.00 in word Twelve Only by NEFT/RTGS ,, against the Bill No. 003611267		
1	Agreement+Registration Charges	1.00
2	SGST - Agreement+Registration Charges	1.00
3	CGST - Agreement+Registration Charges	1.00
4	Connection Charges	1.00
5	SGST - Connection Charges	1.00
6	CGST - Connection Charges	1.00
7	Water Deposit	1.00
8	Road Crossing Charges Devd. Parts	1.00
9	SGST - Road Cutting Charges Developed Parts	1.00
10	CGST - Road Cutting Charges Developed Parts	1.00
11	Capital Contribution	1.00
12	CETP Deposit Contribution	1.00
GRAND TOTAL		12.00
<div style="display: flex; justify-content: space-between; margin-top: 10px;"> M.I.D.C Division Receipt is subject to realisation of cheque / draft Authorised Signature </div>		

MAHARASHTRA INDUSTRIAL DEVELOPMENT CORPORATION		
(A Government of Maharashtra Undertaking)		
Date : 11-03-2019	Office:	Receipt ID : HQULC190000009 #004450257
Received with thanks from test Company Name,118HQL,(Plot No :)		
The sum of Rs. 12.00 in word Twelve Only by NEFT/RTGS ,, against the Bill No. 003611267		
1	Agreement+Registration Charges	1.00
2	SGST - Agreement+Registration Charges	1.00
3	CGST - Agreement+Registration Charges	1.00
4	Connection Charges	1.00
5	SGST - Connection Charges	1.00
6	CGST - Connection Charges	1.00
7	Water Deposit	1.00
8	Road Crossing Charges Devd. Parts	1.00
9	SGST - Road Cutting Charges Developed Parts	1.00
10	CGST - Road Cutting Charges Developed Parts	1.00
11	Capital Contribution	1.00
12	CETP Deposit Contribution	1.00
GRAND TOTAL		12.00
<div style="display: flex; justify-content: space-between; margin-top: 10px;"> M.I.D.C Division Receipt is subject to realisation of cheque / draft Authorised Signature </div>		

Step 13.

Click on the application and check under tab, 'Tracking/Status' to see the processing desk details and the application details summary. Once the concerned application is approved by the authority and approval letter/ agreement is uploaded by the concerned MIDC authority, you can download/view the approval letter/ agreement under this tab.

Draft Document