



Standard Operating Procedure



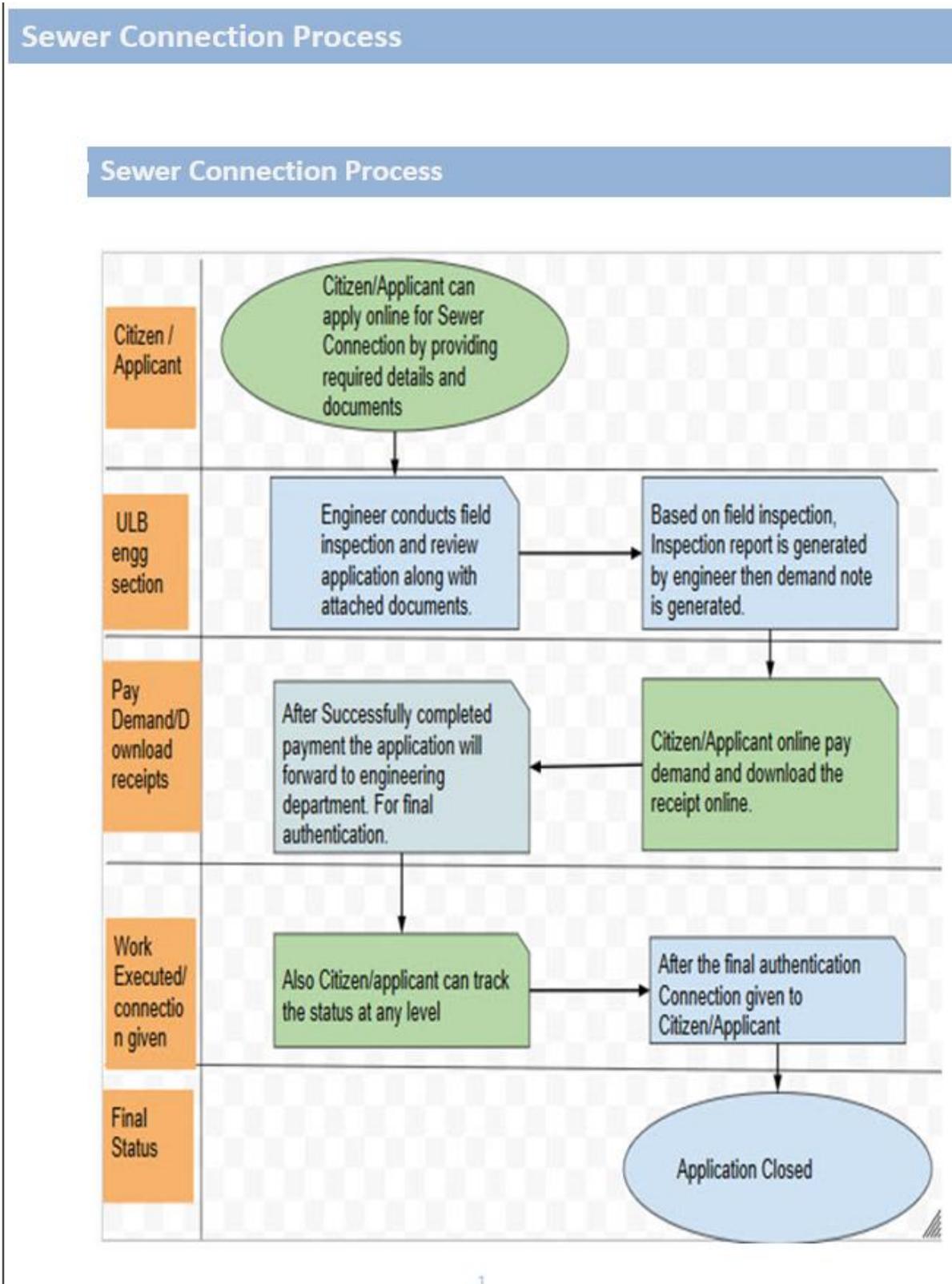
Sewer Connection User SOP

DOCUMENT

Project Name	Version	Document Name	Date	Reference	Sign of approval from UADD
e-Nagarpalika	1.0	Sewer Connection User SOP	05.07.2020		



Flow Chart:-





A new service Sewer Connection' has been provided on the e-Nagarpalika portal, So that the Citizen/Applicant can now apply for Sewer connection from e-Nagarpalika portal.

For Proceed the service kindly follow the below points:-

First Citizen/Applicant will go to the portal and select the Sewerage Connection then Request for new connection service as given below ↓

The screenshot shows the e-NagarPalika portal interface. At the top, there is a header with the Government of Madhya Pradesh logo, the text 'ई-नगर पालिका, मध्य प्रदेश शासन' and 'e-Nagar Palika, Government of Madhya Pradesh', and the date '9 September, 2020'. Below the header is a navigation menu with items: Home, Businesses, Citizen Services (highlighted), Pay Taxes/Charges, Grievance, EODB, Building Plan Approval, and Login. A dropdown menu is open under 'Citizen Services', listing various services. The 'Sewerage Connection' item is highlighted in pink, and its sub-menu is visible, showing 'Request For New Connection' and 'Track Sewerage Application'. On the right side, there are sections for 'Quick Links' and 'Important Links'. The 'Quick Links' section includes: Birth Registration, Death Registration, GST Online Registration, Marriage Registration, Click here to download Mobile App(Only for Mobile users), and a 'more' link. The 'Important Links' section includes: Madhya Pradesh Urban development and Housing Department, Right To Information(RTI), E-Tendering, Simhasth Kumbh Mahaparva, Indian Railways, Air India, and Madhya Pradesh F. The background of the portal features a scenic view of a city with a large building and a blue sky.



after selecting the service portal will open a new page where Citizen/Applicant fill the form with all required information and click on submit application



New Connection for Sewerage

Please select Ulb And Organization Type

ULB/City: * Dewas Nagar Nigam
Organization Type: * Residential

Name

Applicant Name: * RAJ
Prefix: Son of Fat/Hus Name: SHYAM
Mobile Number: * 9999999999 Email Id: abc@gmail.com

Address

Zone: * 01 Ward: * 01
Colony Name: * BHAKTI AVENUE COLONY
Full Address: *
Is applicant a Tenant/किरायेदार: * No

Bhawan & Connection Details

Organization Category: Usage Factor Quantity (In ton / Kg) / Area (sq/m): 0
Rate Zone: 01
Floor Count: 000 Member Number: 00000
Sewerage Line Distance: 0 Connection Size: NOTE: Sewerage Line Distance should be in Meters & Connection Size is in Inches
e-Nagarpalika Water Tax Id: e-Nagarpalika Property Tax Id:

Required Documents

Document Type:
Browse... No file selected. Upload
Delete
test pic.jpg
Submit



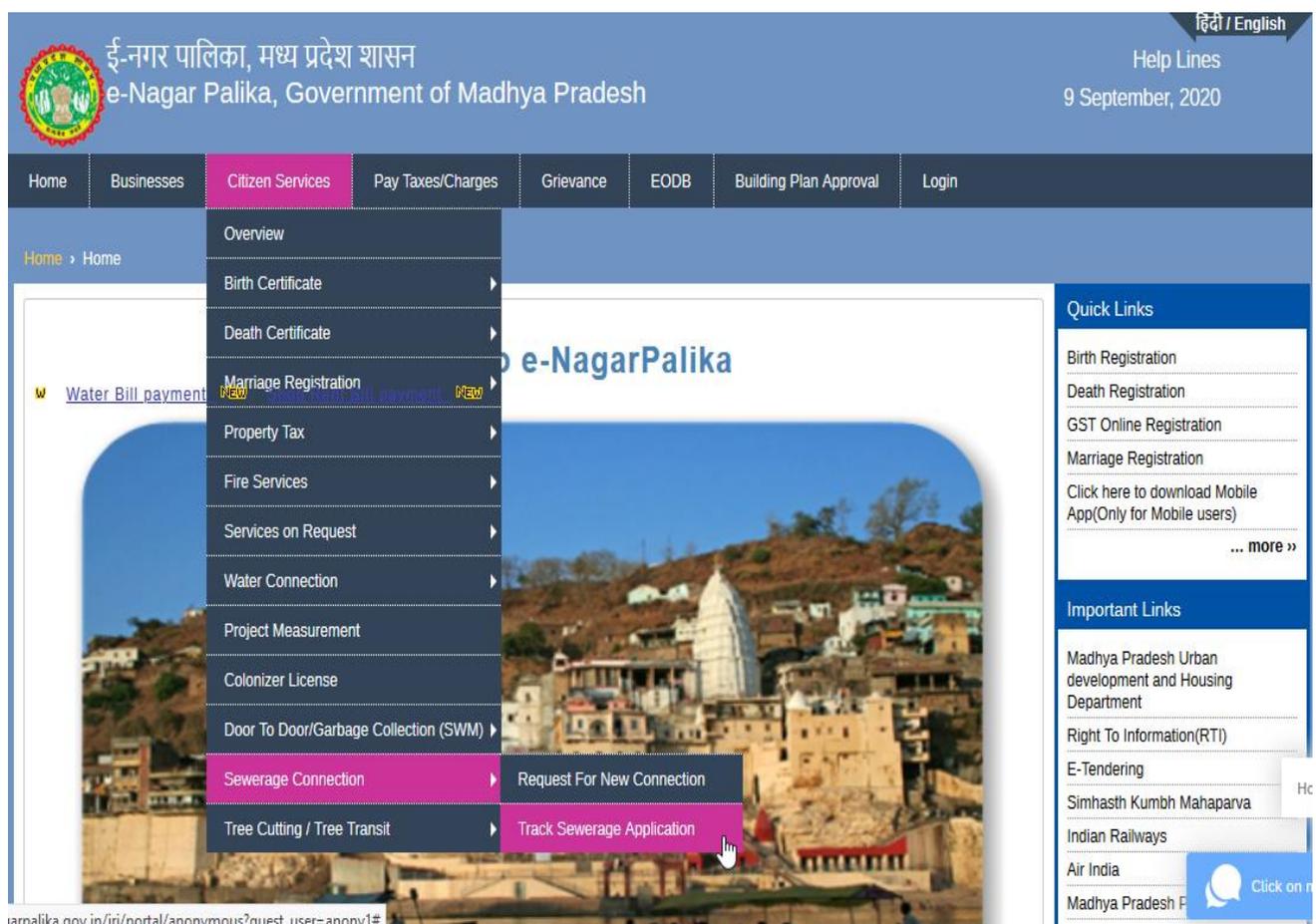
After clicking on submit button portal will give document no. to Citizen/Applicant, with this document number Citizen/Applicant can track the status at any level.



ULB Engineer conducts field inspection and review application along with attached documents, Based on field inspection, Inspection report is generated by engineer then demand note is generated, Citizen/Applicant online pay demand and download the receipt online.

After Successfully completed payment the application will forward to engineering department. For final authentication, after the final authentication Connection given to Citizen/Applicant

For Track/Pay against the application, Select Citizen Services -> Sewerage Connection – Track Sewerage Application





Provide Transaction number and date, then click on search ↓

Track Application List

[← Back](#)

Search Criteria

Application Number:

Date: Date:

After providing transaction details to portal, the new page will open, here applicant can see the application details and can make payment against the demand note as well by click on go for payment. ↓

Your Application is Approved, You can do a Payment by clicking <Go for Payment> button

Enter MP e-NagarPalika Application Number

* Transaction No.:

Citizen Details

Name: shivam kirana stores
Mobile:
E-mail:
Address:
Ward:
City:
PIN:
Service Description:
Staus: APPROVED.

Application Fees

Total Amount: 300.00



afterwards click on 'Go for Payment' the portal redirect the applicant to payment page where applicant can make payment with any desired method. ↓

The screenshot shows the Axis Bank EasyPay payment interface for Enagarpalika MP. The page includes the following details:

- Merchant Id:** [Redacted]
- Transaction No.:** [Redacted]
- Amount:** 1005.00
- ULB Code:** 0152
- Currency:** INR
- URN:** [Redacted] (SAVE FOR FUTURE REFERENCE)

Terms and Conditions:
I accept the Terms and Conditions contained herein that shall apply to any person using the services of EasyPay provided by Axis Bank for making payments through an online payment gateway service. Each User is therefore deemed to have read and accepted these Terms and

Payment Options:
INTERNET BANKING | CREDITCARD/DEBITCARD | UPI | FREECHARGE | NEFT / RTGS

Payment Buttons:
Pay at Axis Bank - Corporate | Pay at Axis Bank - Retail | Other Banks

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