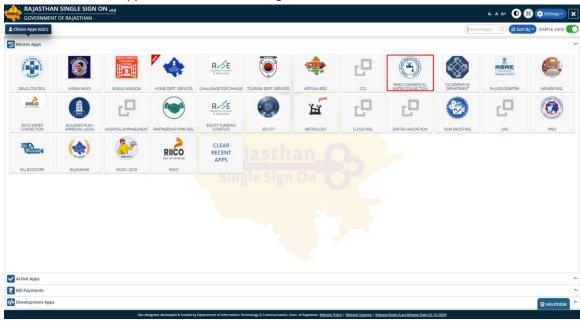
## **ONLINE APPLICATION SUBMISSION PROCEDURE**

APPLICATION FOR CERTIFICATE/ NOC OF NON-AVAILABILITY OF DRINKING WATER

1. Applicant sign-in (login) to RajSSO (<a href="https://sso.rajasthan.gov.in">https://sso.rajasthan.gov.in</a>) portal using his/ her SSOID as shown in figure below.

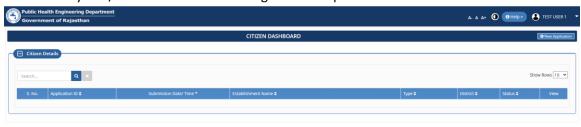


2. After successful sign-in (login), applicant selects "PHED COMMERCIAL WATER CONNECTION" from the available list of applications as shown in figure below.



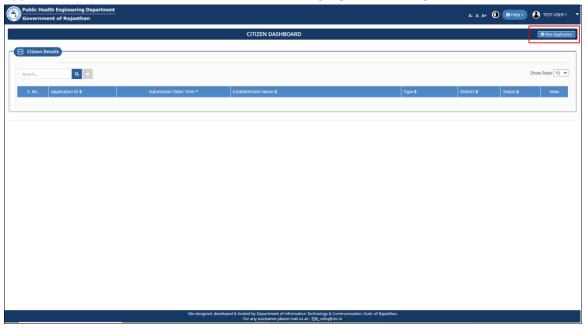


3. Applicant will see the following interface i.e. CITIZEN DASHBOARD where all the applications submitted by him/ her would be listed along with their present status.

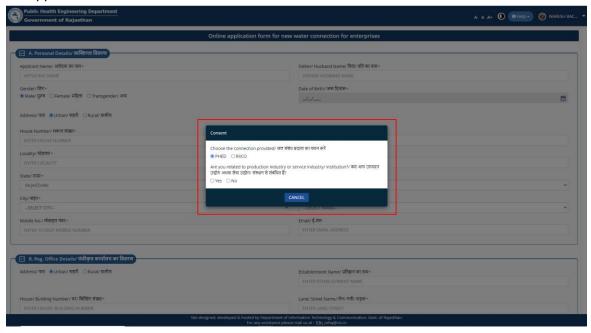


Site designed, developed & hosted by Department of Information Technology & Communication. Govt. of Rajasthan For any assistance please mail us at : ⊠rj\_cehq@nic.in

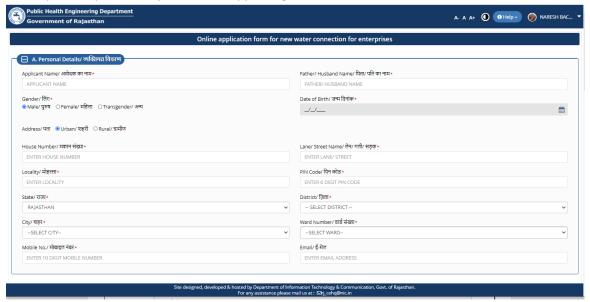
4. Applicant clicks on "NEW APPLICATION" button as highlighted in the figure below.



5. Applicant is presented with a CONSENT window as shown below wherein applicant is prompted to select the service provider (PHED or RIICO) and whether the enterprise belongs to production or service industry. Applicant selects PHED and YES in the window below to continue submitting the application.



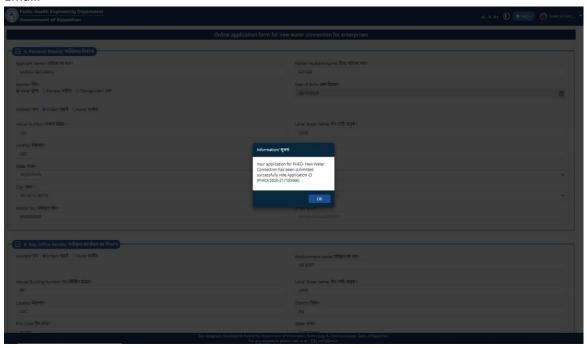
6. Applicant is present the online application form is as shown below wherein applicant enters all the required inputs and uploads the supporting documents.







7. After entering all the required information and uploading the supporting documents, applicant clicks "SUBMIT" button and system presents a confirmation window as shown below indicating that application is submitted successfully and that application is forwarded to respective S.E. (Supdt. Engineer) for further processing. Applicant is also notified of this event through SMS/Email.



8. Application status is now updated as "APPLICATION SUBMITTED (PENDING WITH SE)" as shown below.



Site designed, developed & hosted by Department of information Technology & Communication, Govc. of Rejusthan.

For any assistance please mail us at: □i\_cehq@nic.in

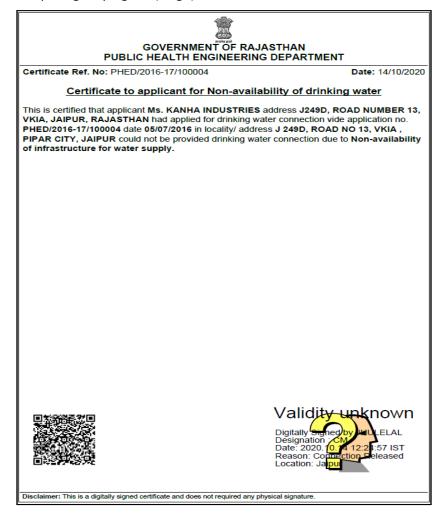
9. S.E. will conduct site inspection and submit the Technical Report online. He/ she will be presented with three options wherein depending on the case, he/ she will select an appropriate option (NO or YES, BUT SUFFICIENT WATER SUPPLY IS NOT AVAILABLE) and issue the NOC. A notification of NOC issued shall be sent to the Applicant through SMS/ Email.



10. Applicant login to the system to download the digitally signed (eSign) NOC issued by S.E. as highlighted in the figure below.



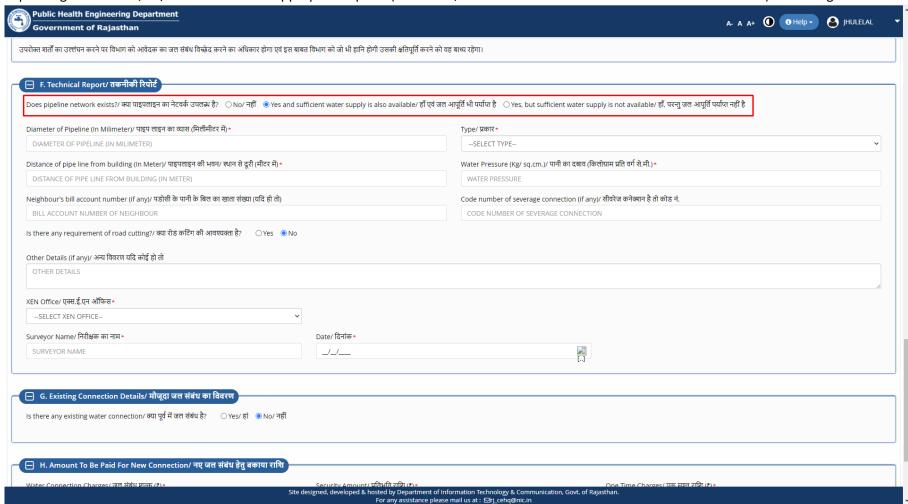
11. Sample digitally signed (eSign) NOC.



THANK YOU

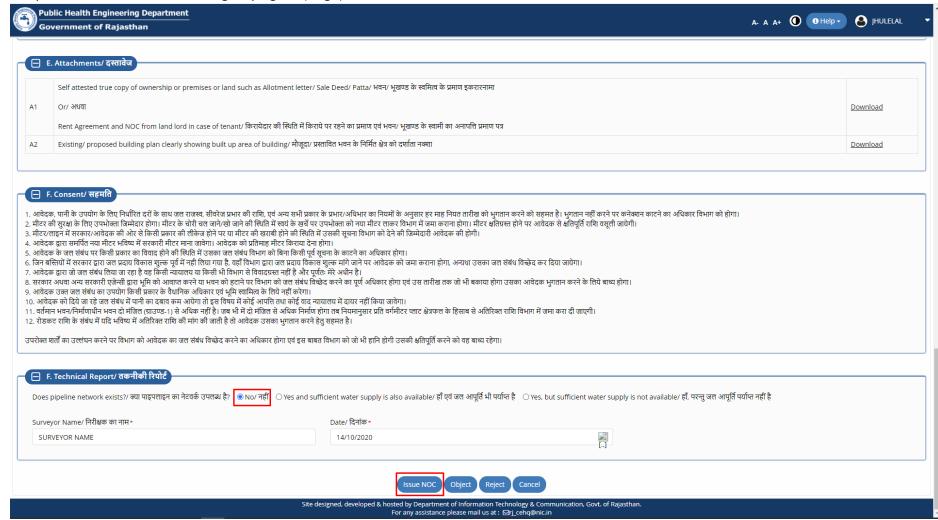
#### <u>Issuance of NOC for Non-availability of Drinking Water – Industrial/ Commercial Connections</u>

1. When the application is pending with SE for "TECHNICAL REPORT", he/ she will be presented with three options as highlighted in figure below wherein depending on the case, he/ she will select an appropriate option (NO or YES, BUT SUFFICIENT WATER SUPPLY IS NOT AVAILABLE) for issuing the NOC.



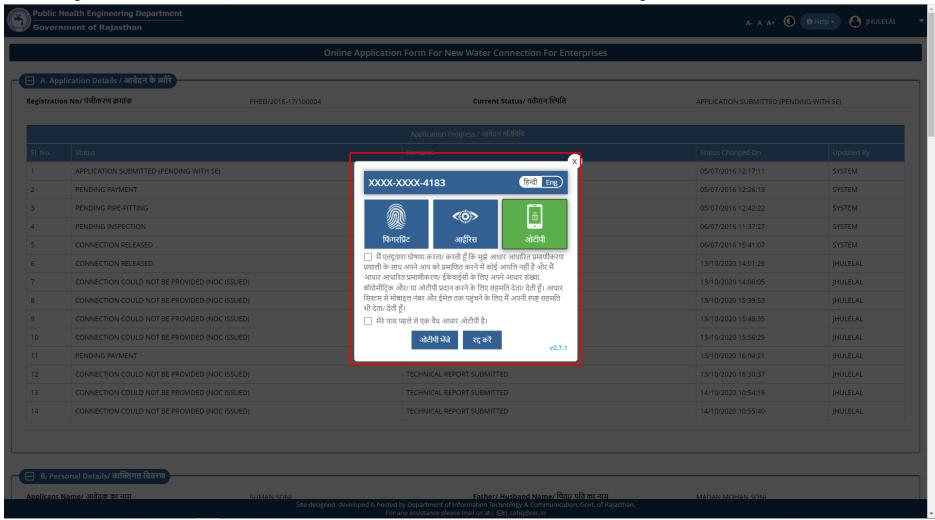
RajCAD, DoIT&C, GoR Page 1 of 10

2. After selecting the appropriate option and filling the SURVEYOR NAME and DATE, SE will click on "ISSUE NOC" button as highlighted in the figure below and proceed with the issuance of digitally signed (eSign) NOC.



RajCAD, DoIT&C, GoR

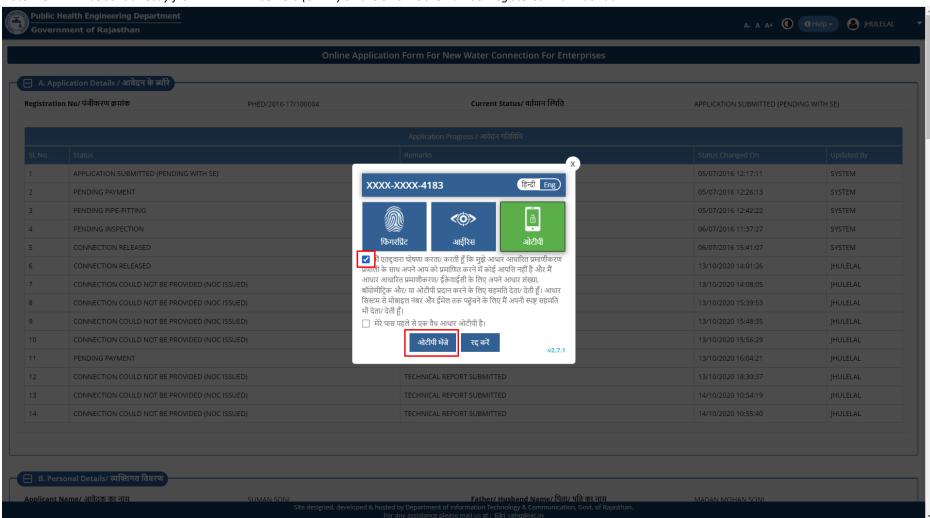
3. After clicking the "ISSUE NOC" button, SE is re-directed to AADHAAR verification window as shown in the figure below.



RajCAD, DoIT&C, GoR Page 3 of 10

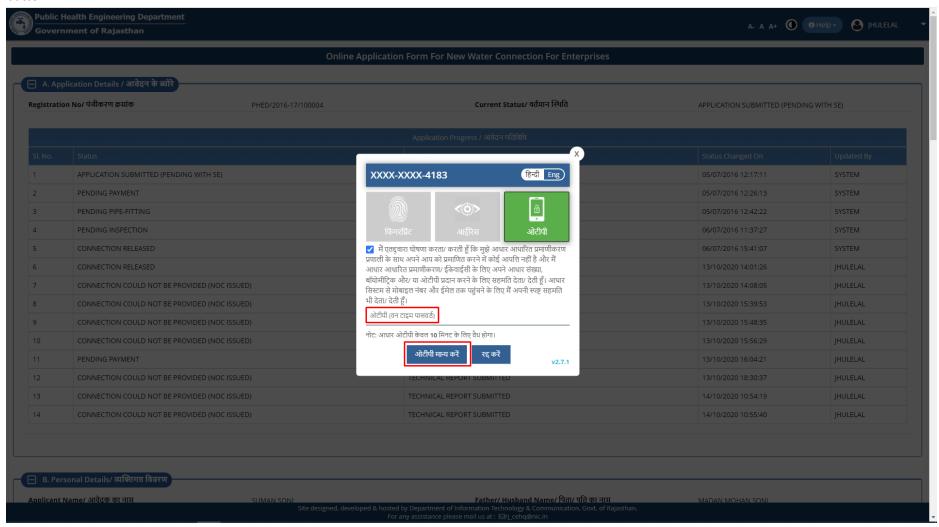
4. SE clicks on the first checkbox as highlighted in the figure below to give his/ her consent for AADHAAR verification and thereafter clicks the SEND OTP button as highlighted in the figure below.

Note: - OTP will be sent directly from AADHAAR servers (UIDAI) on the SE's mobile number registered with Aadhaar.



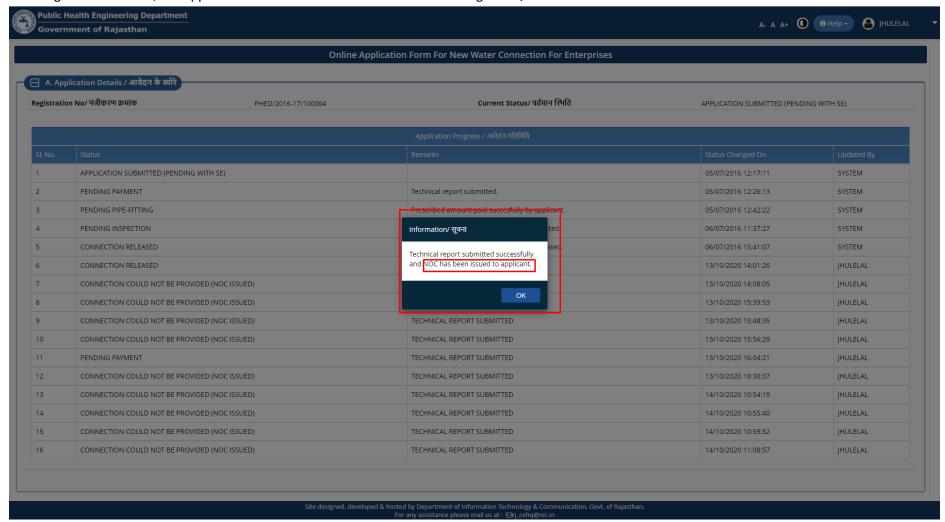
RajCAD, DoIT&C, GoR Page 4 of 10

5. SE enters the OTP received from AADHAAR Server (UIDAI) in the window as highlighted in the figure below and thereafter clicks on the "VERIFY OTP" button.



RajCAD, DoIT&C, GoR Page 5 of 10

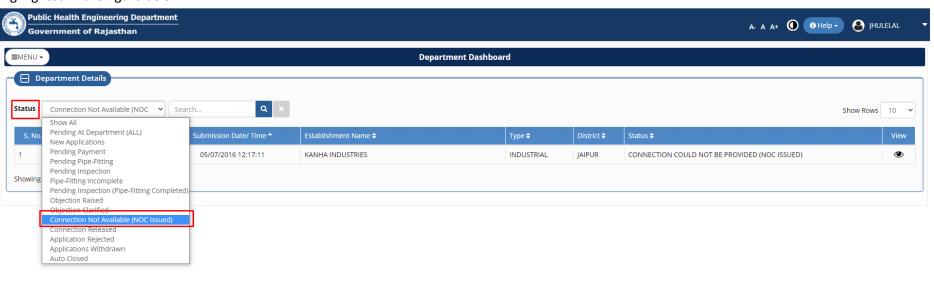
6. After successful AADHAAR verification, system generates the digitally signed (eSign) NOC Certificate and displays a confirmation message as highlighted in the figure below. Also, the applicant is notified of the issuance of NOC through SMS/ Email.



RajCAD, DoIT&C, GoR Page 6 of 10



7. SE goes back to DEPARTMENT DASHBOARD and then selects the STATUS – "CONNECTION NOT AVAILABLE (NOC ISSUED)" from the drop-down list as highlighted in the figure below.



Site designed, developed & hosted by Department of Information Technology & Communication, Govt. of Rajasthan.

For any assistance please mail us at : ☑rj\_cehq@nic.in

RajCAD, DoIT&C, GoR Page 7 of 10

8. System filters the records in the DEPARTMENT DASHBOARD and displays only the applicants for which NOC is issued by SE. SE selects a record and clicks on the VIEW button (eye symbol) to view the application/ NOC as highlighted in the figure below.

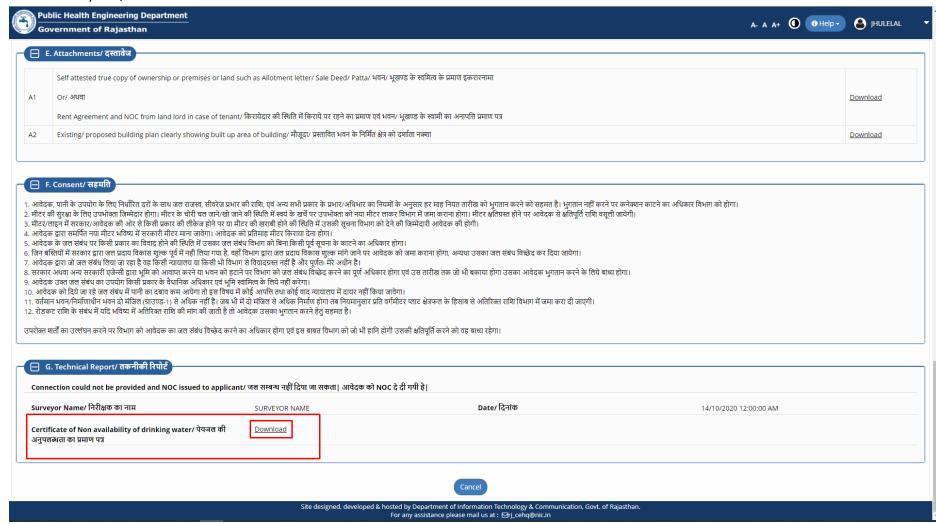


Site designed, developed & hosted by Department of Information Technology & Communication, Govt. of Rajasthan.

For any assistance please mail us at: ☑rj\_cehq@nic.in

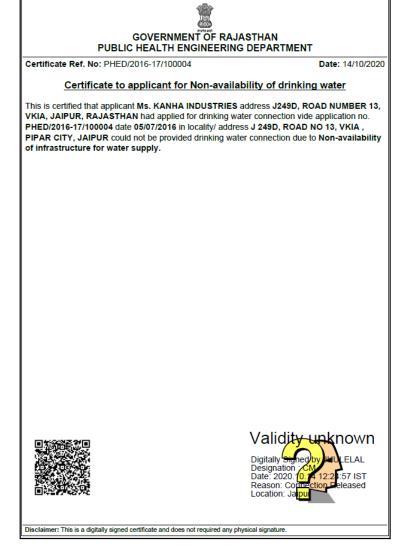
RajCAD, DoIT&C, GoR Page 8 of 10

9. SE scrolls down to the end of the application and clicks on the DOWNLOAD button as highlighted in the figure below to view the digital signed (eSign) NOC issued by him/ her.



RajCAD, DoIT&C, GoR

10. Digitally signed (eSign) NOC is displayed on screen as shown in the figure below.



THANK YOU

RajCAD, DoIT&C, GoR Page 10 of 10