**Sample Format of letter to PMC on your society/apartment/etc. letterhead**

Date -

To,

Municipal Commissioner

Pune Municipal Corporation

PMC Building, Shivajinagar

Pune- 411 005

Divisional Commissioner- Pune

Council Hall, Bund Garden Rd,

Pune - 411001

Subject: Water supply scarcity issues faced by *(Please mention – Society/Apartment/etc.name and location)*

Dear Sir,

As mandated by the Hon Bombay High Court vide its order dated 10/4/2023 in PIL 126/2022, we the aggrieved party hereby bring on record our grievances related to water shortage problems due to the following reasons (Select the reasons which applies to your case)

1. Zero piped water supply from govt authority.
2. Zero piped water supply by the builder.
3. Shortage in supply from govt authority due to low pressure, inadequate pipelines *(please elaborate if required, example – we have only one inch line connection from corporation)*
4. Shortage in supply from builder.

### Details of our complex

|  |  |  |
| --- | --- | --- |
| Society/Apartment Name and Address | Society/Apartment Registration Date | Name of Developer & Address |
| ABC CHSPune – 411 001 | Registration No and Date - | XYZ DevelopersPune |

### Details of occupants

|  |  |  |
| --- | --- | --- |
| Details and Date of Occupation Certificate | No of Flats | No of Occupants residing currently (Approx.) |
| OC No \_\_\_Dated \_\_ | 100 | 200 |

### Daily Requirement of Water

|  |  |  |
| --- | --- | --- |
| Entitlement - Liters Per Capita Daily (LPCD) | No of occupants | Total Requirement (LPCD x no of occupants) |
| 135 | 100 | 13500 |

### Daily Deficit

### Water Supply received from Corporation and Total Deficit (Total Requirement minus Total water received)

|  |  |  |
| --- | --- | --- |
| Total Water Received from PMC in liters daily | Total Deficit daily  | Total Deficit Annual (Daily Deficit x number of days of deficiency in water supply)Example 3500 x 90 days  |
| 10000 | 3500 | 315000 |

### Details of Expenditure incurred by Society/Apt on purchasing water tankers since the last \_\_no of years.

### *Example*

|  |  |  |
| --- | --- | --- |
|  Year | No of water Tankers Purchased During the year. | Amount spent on Water Tankers  |
| FY 2017-2018 | 100 | 100000 |
| FY 2018-2019 | 200 | 200000 |
| FY 2019-2020 | 300 | 300000 |
| FY 2020-2021 | 400 | 400000 |
| FY 2021-2022 | 500 | 500000 |
| FY 2022-2023 | 600 | 600000 |
| FY 2023 till date | 700 | 700000 |
| Total | 2800 | 28,00,000 |

### Summary of previous communications sent to PMC regarding the water issues.

|  |  |  |  |
| --- | --- | --- | --- |
|  Date of Communication | Sent from | Sent to | Reply received |
| 1//1/20xx | ABC Society | PMC | Reply received on 15/1/2xxx stating inability to supply water |
| 21/5/20xx | ABC Society | PMC | Reply received on 30/5/2xxx stating water supply scheme is proposed |

### Use of groundwater

We are using groundwater from internal source in our premises.

|  |  |  |
| --- | --- | --- |
| Groundwater Sources | Daily use | Months used |
| Borewell 1 | 3 hours | July to Oct after which it is dry |
| Borewell 2 | 1 hour | July to Nov after which it is dry |

### Our appeal

1. We seek immediate site visit by PMC team to our society and resolution of the issue immediately.
2. We seek a hearing from the Hon Committee appointed by the Hon High Court in the presence of the respective government authorities and the builder who are marked copy on this letter.
3. We request you to convey the date of hearing to the contact details provided below.

Signed on behalf of ABC Society

Chairman Secretary

Name Name

Contact Details for communication.

Name and Address of Society

Email of Society and Signatories

Tel No’s of Signatories