

SOP FOR INSPECTION OF ELECTRICAL INSTALLATION OTHER THAN DG SETS

Inspection of electrical installations is carried out under Regulation-30 (Periodical inspection) and Regulation-43 (Approval by Electrical Inspector for the Installation before commencement of supply or recommencement after shutdown for six months) of Central Electricity Authority (Measures relating to safety and electric supply) Regulation – 2010. Timeline for **“Inspection of Electrical Installation other than DG Sets”** service is same as “Normal Inspection of Electrical Works” as notified under ORTPS Act. **“Electrical Safety Recommendations”** and **“Electrical Safety Clearance Certificate”** from the appropriate authority are **mandatory for the Electrical Installations.**

- Open the portal (<https://edistrict.odisha.gov.in>) in your favourite web browser. The online application is available under Energy Department.
- The same link is also available at EIC(Electricity) website under ‘Apply Online’ (<https://eicelectricityodisha.nic.in/Department.aspx>) and ‘Online Services’(<https://eicelectricityodisha.nic.in/OnlineServices.aspx>) section.
- Register in the portal for creating a login account. It is a onetime process for availing all services under edistrict portal.

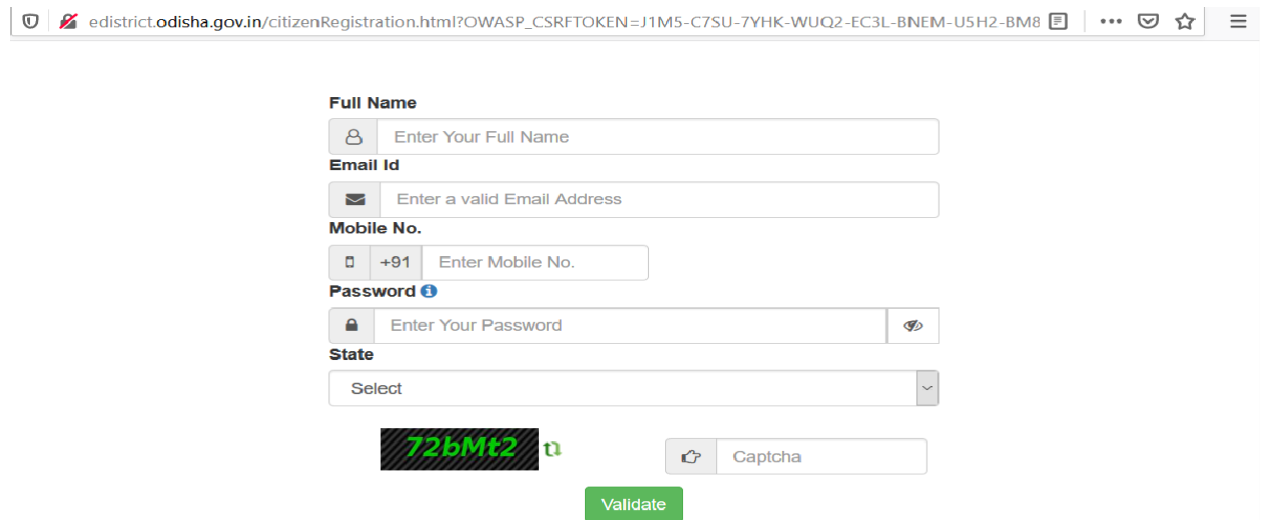
Steps to follow for registering in the portal

- You must have a valid email ID and mobile no for registration into the system. If you do not have it, then create a valid email ID and arrange a mobile no.
- Click on the Services icon (top right of the page). You will be redirected to the **“Register Yourself”** icon along with list of

services available in the portal. Click on Register Yourself icon.

- One pop-up menu will appear. Enter all the required information and validate it. The system will send one email OTP and mobile OTP to your respective email ID and Mobile Number.
- Enter the email OTP and mobile OTP received by you and submit. Once it is successful your login account is created.

(Refer the screen shot for registering into the system)



The screenshot shows a web browser window with the URL edistrict.odisha.gov.in/citizenRegistration.html?OWASP_CSRFTOKEN=J1M5-C7SU-7YHK-WUQ2-EC3L-BNEM-U5H2-BM8. The registration form contains the following fields:

- Full Name**: A text input field with a person icon and the placeholder text "Enter Your Full Name".
- Email Id**: A text input field with an envelope icon and the placeholder text "Enter a valid Email Address".
- Mobile No.**: A text input field with a mobile phone icon, a dropdown for country code (currently showing "+91"), and the placeholder text "Enter Mobile No.".
- Password**: A text input field with a lock icon and a toggle for visibility (currently hidden). The placeholder text is "Enter Your Password".
- State**: A dropdown menu with the text "Select" and a downward arrow.

Below the form, there is a captcha image showing the text "72bMt2" and a "Validate" button.

- Once the registration is over, click on the service you want to apply. A new window will open. Click on "Apply For Service". Enter your login credentials (i.e. either with your registered email ID or Mobile Number). After successful login the application form will appear.

Steps for submitting Application Form

- Fill the application Form. (Refer below for a sample application form).
- If the Installation is to be inspected and Electrical Safety Clearance is to be obtained before commencement of supply or recommencement after shutdown for six months, choose “Inspection category” as ‘Initial’, or else choose ‘Periodical’ under “INSPECTION TYPE” section of application for periodical inspection of your Electrical Installation other than DG sets. If it is a special purpose inspection i.e. inspection of Multi-storied building/ Temporary Connection, select ‘Yes’ and “Special Purpose of Inspection” is to be chosen accordingly.
- Under the ‘DETAILS OF THE OWNER/AUTHORISED REPRESENTATIVE’ section, in the field “**Name of the Owner/Authorised Representative**“, enter the ‘Name of the owner’, if it’s an Individual Installation or else enter the ‘Name of the Industries/Commercial establishments/Business units’.
- Select the “**System Highest Voltage & Capacity of Installation**” from the drop down list as per the Supply voltage and Capacity of Installation under the section ‘TYPE OF INSTALLATION’. If Generators other than DG sets are installed in the premises required to be inspected, “**Aggregate Capacity of the Generators other than DG Set**” need to be selected from the drop down list as per the **Total Capacities** of the Generators other than DG sets.
- The applicant needs to enter the “Drawing approval order No” and “order date” already received from the concerned Electrical Inspectors under “ORDER DETAILS” section of Application, if the ‘Inspection category’ is chosen as ‘Initial’ under “INSPECTION TYPE” section of application.
- The applicant needs to select appropriate office/ authority under “Apply To The Office” section of application as per the location of the Electrical Installation and jurisdiction of respective Electrical Inspectors.
- Verify the data. (Edit if required).

- By selecting “Draft” option in the application form, applicant can save the data (which are mandatory) filled by him and on later stage he can again login to fill/edit the remaining data and submit the application form.

ServicePlus
Metadata-based Integrated eService Delivery Framework

Government of Odisha
Energy Department
APPLICATION FOR INSPECTION OF ELECTRICAL INSTALLATION OTHER THAN DG SETS

INSPECTION TYPE

Inspection Category *
 Initial Periodical

Is it a special purpose inspection *
 Yes No

Special Purpose of Inspection *
 Multistoried Building

DETAILS OF THE OWNER/AUTHORISED REPRESENTATIVE

Name of the Owner/Authorised Representative *
 SOUBHAGYA SWAIN

Mobile Number *
 7377845678

E-Mail *
 soubhagyaswain@gmail.com

Gender *
 Male

Windows watermark: Activate Windows. Go to Settings to activate Windows.

ADDRESS OF THE OWNER/AUTHORISED REPRESENTATIVE

State *
 ODISHA

District *
 ANUGUL

Block *
 ANUGUL

Plot No.
 5248

Street No./Road Name/Area/Colony *
 SIMILIPADA

A/PO *
 CHURCH LANE

Police Station *
 SIMILIPADA

Pincode *
 759184

LOCATION OF INSTALLATION

Same as Present Address *
 Yes

State
 ODISHA

District *
 ANUGUL

Block *
 ANUGUL

Plot No.
 5248

Street No./Road Name/Area/Colony *
 SIMILIPADA

A/PO *
 CHURCH LANE

Police Station *
 SIMILIPADA

Pincode *
 759184

Windows watermark: Activate Windows. Go to Settings to activate Windows.

ServicePlus- INSPECTION OF ELE | x

serviceonline.gov.in/configure/renderApplicationForm.do?serviceld=16740001&UUIID=baffa3cc-3b04-4c20-b1e1-e5eb5d6c69cf&OWASP_CSRFTOKEN=8110-3B2M-SU2B-EKTJ-PYYY-AHJR-Q7BN-THLJ&applLimitFlag...

TYPE OF INSTALLATION

System Highest Voltage & Capacity of Installation *
Installations upto 33 KV and capacity more than 150 KVA u

Is generator other than DG Set installed in the premises required to be inspected? *
 Yes No

Aggregate Capacity of the Generators other than DG Set *
Please Select
 ABOVE 250KVA upto 1000KVA
 UPTO 250KVA
 ABOVE 250KVA upto 1000KVA
 Above 1000KVA upto 50 MVA

Is Permission from DISCOM/Transmission company is required *
 Yes No

Is transformer oil test carried out in STL/NABL (For transformer above 200 KVA) *
 Yes No

ORDER DETAILS

Order Details *

Drawing approval order No * 5879

Date of Order * 01/02/2021

OTHER DETAILS

Signature of Applicant *

Soubhagya Ananta

Choose File Soubhagya.jpg

Activate Windows
Go to Settings to activate Windows.

I'm Cortana. Ask me anything.

11:34 08-02-2021

ServicePlus- INSPECTION OF ELE | x

serviceonline.gov.in/configure/renderApplicationForm.do?serviceld=16740001&UUIID=baffa3cc-3b04-4c20-b1e1-e5eb5d6c69cf&OWASP_CSRFTOKEN=8110-3B2M-SU2B-EKTJ-PYYY-AHJR-Q7BN-THLJ&applLimitFlag...

Apply To The Office

SE-cum-EIs
Supdt Eng-cum-Electrical Inspector Angul

DECLARATION

I do hereby declare that, particulars stated above are exhaustive and true to the best of my knowledge and belief. I have not suppressed any fact. In case it is detected later on that any of the facts stated herein are wrong or false or suppressed, I shall be liable for prosecution under the relevant laws.

I Agree

Additional Details

Apply to the Office * Supdt Eng cum Electrical Inspector(SE-cum-EI- Supdt Eng-cum-Electrical Inspector Angul) - Rural/Urban

Word verification

jw62ka

Please enter the characters shown above

jw62ka

Activate Windows
Go to Settings to activate Windows.

Draft Submit Close Reset

I'm Cortana. Ask me anything.

11:36 08-02-2021

- **Attach the Annexure Documents.**(Refer below for a sample)
 - Self-attested Xerox copies of identity proof such as Voter Id Card, Driving license, Passport , Aadhar Card, PAN Card.
 - List of equipments.
 - Completion certificate from a licensed electrical contractor and the work order, if “Inspection Category” is chosen as ‘Initial’.
 - Compliance document of last inspection, if “Inspection Category” is chosen as ‘Periodical’. (***If ‘Periodical’ inspection is to be done for the first time, then ”Initial Inspection report” is to be attached***).
 - Permission letter from DISCOM/Transmission company, if “Is Permission from DISCOM/Transmission company is required” is selected as ‘Yes’.
 - Factory/site test report of Generator (**only if “Is generator other than DG Set installed in the premises required to be inspected ?” is selected as ‘yes’** and if “Inspection Category” is chosen as ‘Initial’).
 - CT/PT/ meter test report, (**only if “Is generator other than DG Set installed in the premises required to be inspected ?” is selected as ‘Yes’** and if “Inspection Category” is chosen as ‘Initial’).
 - Transformer (Above 200KVA) Oil test report from STL/NABL accredited laboratory (If “Is transformer oil test carried out in STL/NABL (For transformer above 200 KVA)” is selected as ‘Yes’).
 - ***“Manufacturer’s test report of Major equipments”*** & ***“Site test results of Major equipments”*** need to be produced to the Inspecting officers during site inspection (Field visit on date of Inspection), If “System Highest Voltage & Capacity of Installation” is selected as “Installations upto 33 KV & above or capacity above 15 MVA” from the drop down list under the section ‘TYPE OF INSTALLATION’ and if “Inspection Category” is chosen as

'Initial').

Type of Enclosure	Enclosure Document	File/Reference
Photo ID of the applicant	Photo ID of the applicant Document Format	Choose File doc.pdf Scan Fetch from DigLocker
Completion certificate from a licensed electrical contractor and the work order	Completion certificate from a licensed electrical contractor and the work order Document Format	Choose File doc.pdf Scan Fetch from DigLocker
List of equipments	List of equipments Document Format	Choose File doc.pdf Scan Fetch from DigLocker
Permission letter from DISCOM/Transmission company	Permission letter from DISCOM/Transmission company Document Format	Choose File doc.pdf Scan Fetch from DigLocker
Factory/site test report of Generator	Factory/site test report of Generator Document Format	Choose File doc.pdf Scan Fetch from DigLocker
CT/PT/ meter test report	CT/PT/ meter test report Document Format	Choose File doc.pdf Scan Fetch from DigLocker
Transformer(Above 200KVA) Oil test report from STL/NABL accredited laboratory	Transformer(Above 200KVA) Oil test report from STL/NABL accredited laborato: Document Format	Choose File doc.pdf Scan Fetch from DigLocker

- **Save the annexure.**

Note:

No application fee/ Inspection fee is to be deposited during first submission of application by the applicant. Subsequently after scrutiny, the inspecting officer will estimate the fee, and that fee is to be deposited by the applicant by clicking on the appropriate link.

Final submission (Refer Screenshot below)

ServicePlus- INSPECTION OF ELE x

serviceonline.gov.in/configure/editSaveAnnexure.do?OWASP_CSRFTOKEN=8110-3B2M-SU2B-EKTJ-PYYY-AHR-Q7BN-THU&applId=29743&citizenId=16522923&directSubmitCheck=N

Drawing approval order No	Date of Order
5879	01/02/2021

OTHER DETAILS

Signature of Applicant :

Apply To The Office

SE-cum-EIs : Supdt Eng-cum-Electrical Inspector Angul

DECLARATION

I do hereby declare that, particulars stated above are exhaustive and true to the best of my knowledge and belief. I have not suppressed any fact. In case it is detected later on that any of the facts stated herein are wrong or false or suppressed, I shall be liable for prosecution under the relevant laws.

I Agree : Yes

Annexure List

1) Photo ID of the applicant	Photo ID of the applicant
2) Completion certificate from a licensed electrical contractor and the work order	Completion certificate from a licensed electrical contractor and the work order
3) List of equipments	List of equipments
4) Permission letter from DISCOM/Transmission company	Permission letter from DISCOM/Transmission company
5) Factory/site test report of Generator	Factory/site test report of Generator
6) CT/PT/ meter test report	CT/PT/ meter test report
7) Transformer(Above 200KVA) Oil test report from STL/NABL accredited laboratory	Transformer(Above 200KVA) Oil test report from STL/NABL accredited laboratory

Additional Details

Apply to the Office : Supdt Eng cum Electrical Inspector(SE-cum-EI- Supdt Eng-cum-Electrical Inspector Angul)

Submit Cancel Print Download PDF

Activate Windows
Go to Settings to activate Windows.

I'm Cortana. Ask me anything.

11:49
08-02-2021

- On successful submission, an Acknowledgement slip will be automatically generated which will be available in your inbox and also applicant can download it from View Status of Application -> Track application Status. It can be downloaded and printed for offline reference. (Refer below for a sample)

The screenshot displays the ServicePlus portal interface. The main content area is titled "ACKNOWLEDGEMENT" and features the Government of Odisha logo. Below the logo, the text reads: "Supdt Eng-cum-Electrical Inspector Angul, Energy Department, ODISHA" and "INSPECTION OF ELECTRICAL INSTALLATION OTHER THAN DG SETS FORM OF ACKNOWLEDGEMENT".

1. Name of The Designated Officer	Supdt Eng-cum-Electrical Inspector Angul
2. Name and Contact No. of The Applicant	SOUBHAGYA SWAIN & 7377845678
3. No and Date of Receiving application in the office of Designated Officer	INELEIN/2021/00033 & 08/02/2021
4. Name of the Service for which the application is given	INSPECTION OF ELECTRICAL INSTALLATIONS OTHER THAN DG SETS
5. Last Date of the given time limit	05/03/2021

Place: **Angul**
Date: **08/02/2021**

Signature Of Receiving Officer

**** This is a system Generated Document And does not Required Signature ****

Buttons: Print, Export to PDF, Close

- Acknowledgement No. will be sent to the applicant mobile number and email id mentioned in the form.
- You can track the status of the application in “**Track Application Status**” section.

The screenshot shows the "INSPECTION OF ELECTRICAL INSTALLATION OTHER THAN DG SETS" page. At the top right, there are links for "Login" and "Forgot Username/Password". Below the title, there is a navigation bar with four options: "Service Description", "Register Yourself", "Apply For Service", and "Track application status". The "Track application status" option is circled in red.

- A SMS and email will be sent to the applicant if any documents have been wrongly uploaded and applicant has to comply it.
- A SMS and email will be also sent if the application will be rejected for any reason.
- A SMS and email will be sent to the applicant for intimation of date of Inspection and amount of Inspection fee to be deposited.
- **Deposit the Inspection fee.** (Refer below for sample

screenshots)

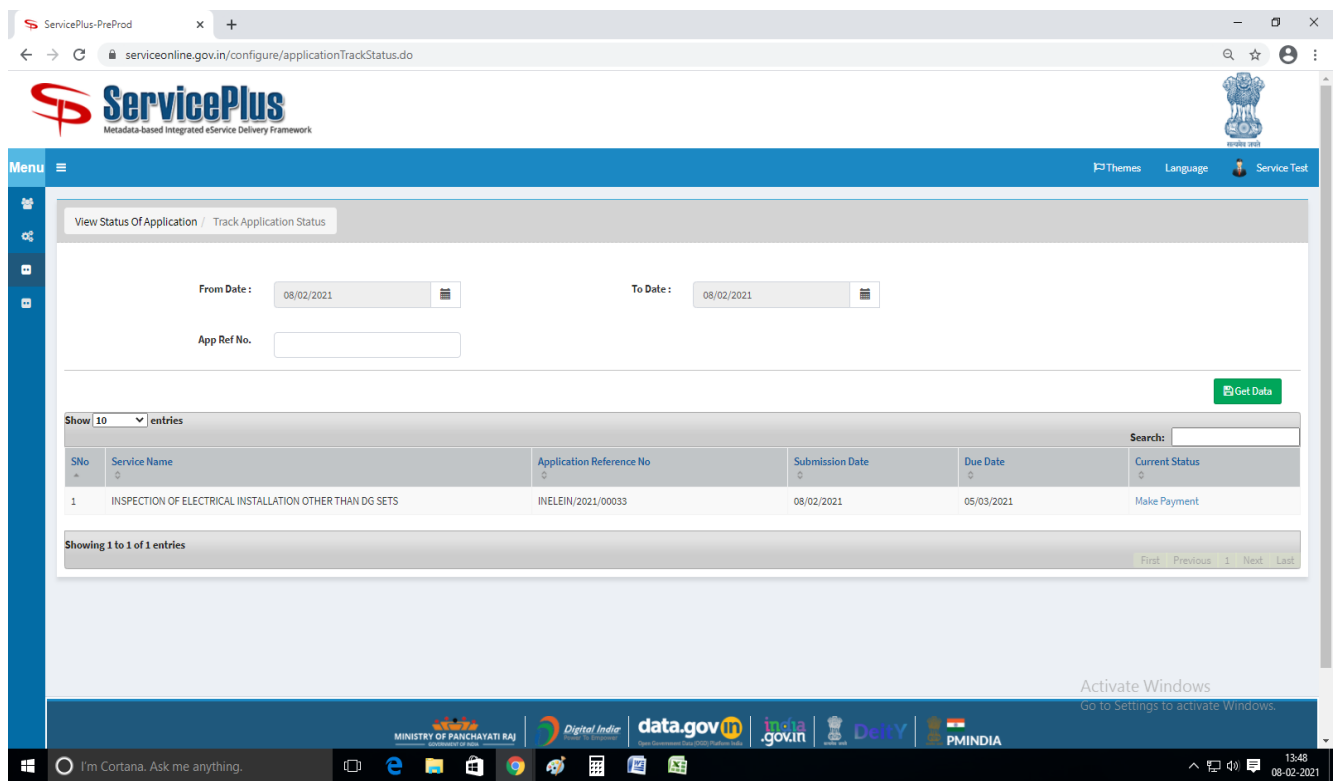
N.B.:- The amount of Inspection fees and Periodicity of Inspection may be referred from the **Gazette Notification No-21610 dated 28th December,2001**. The Notification is available at EIC(Electricity) website under **'Circulars/Notification'**.

(<https://eicelectricityodisha.nic.in/MCircularNotification.aspx>)

Applicant has to deposit the Inspection fee amount as estimated by the Inspecting officer after scrutiny of the documents for the first time. If required, Additional Inspection fee also need to be deposited by the applicant after site inspection is conducted.

Note-

While doing the payment it is recommended to wait for 30 secs after that it will automatically redirected to Next page.



ServicePlus
Metadata-based Integrated eService Delivery Framework

Application Reference Number : INELEIN/2021/00033

Name of the Service : INSPECTION OF ELECTRICAL INSTALLATION OTHER THAN DG SETS

Applied By : Service Test

Application due Date : 05/03/2021

***Action to be taken by an applicant**
You are required to make payment. Please click [here](#) to proceed.

S.No.	Task Name	Form Details	Issued Document(s)	Status	Remarks
1	Application Submission	View	Acknowledgement	Completed	NA
2	Preliminary scrutiny By SE-Cum-EI	NA	Nil	Forwarded	NA
3	Estimation of fee	NA	certificate	Forwarded	View

Close

ServicePlus
Metadata-based Integrated eService Delivery Framework

PAYMENT DETAILS
INSPECTION OF ELECTRICAL INSTALLATION OTHER THAN DG SETS

Mode Of Payment IFMS Odisha Treasury

Total Amount to be paid (in Rs.) 1.0

[Make Payment](#) [Reset](#)


Close

On successful payment, a Payment Acknowledgement slip will be automatically generated. It can be downloaded and printed for offline reference.
(Refer below for a sample)

ServicePlus- INSPECTION OF ELE x

serviceonline.gov.in/configure/egrasOResponse.do

ACKNOWLEDGEMENT



Government Of Odisha
Supdt Eng-cum-Electrical Inspector Angul,Energy Department,Odisha

PAYMENT ACKNOWLEDGEMENT

DEAR SOUBHAGYA SWAIN
Your payment for this application number INELEIN/2021/00033 has been successfully processed.

1	Payment Reference Number	IK0AYVSQR1								
2	Payment Date	08/02/2021								
3	Payment Mode	IFMS Odisha Treasury								
4	Payment Reference Number with Label	<table border="1"> <tr> <td>Bank TransactionId</td> <td>IK0AYVSQR1</td> </tr> <tr> <td>Txn Date</td> <td>2021-02-08 13:54:45</td> </tr> <tr> <td>Amount</td> <td>1.00</td> </tr> <tr> <td>Status</td> <td>S</td> </tr> </table>	Bank TransactionId	IK0AYVSQR1	Txn Date	2021-02-08 13:54:45	Amount	1.00	Status	S
Bank TransactionId	IK0AYVSQR1									
Txn Date	2021-02-08 13:54:45									
Amount	1.00									
Status	S									
5	Payment Status									
6	Payment Details	<table border="1"> <tr> <td>Bank TransactionId</td> <td>IK0AYVSQR1</td> </tr> <tr> <td>Txn Date</td> <td>2021-02-08 13:54:45</td> </tr> <tr> <td>Amount</td> <td>1.00</td> </tr> <tr> <td>Status</td> <td>S</td> </tr> </table>	Bank TransactionId	IK0AYVSQR1	Txn Date	2021-02-08 13:54:45	Amount	1.00	Status	S
Bank TransactionId	IK0AYVSQR1									
Txn Date	2021-02-08 13:54:45									
Amount	1.00									
Status	S									

Place : Angul
Date : 08/02/2021

Signature Of Receiving Officer

**** This is a Computer Generated Document And Does Not Require Signature ****

Activate Windows
Go to Settings to activate Windows.

Print Export to PDF Close

I'm Cortana. Ask me anything.

13:57 08-02-2021

- A SMS and email will be sent to the applicant for compliance of the physical observation (Intimation for rectifying defects) if any.
- Re-inspection of your installation may be done if respective Inspecting officer is not satisfied with the compliance report submitted by the applicant or any query arises after physical observation.
- A SMS and email will be also sent if the application will be rejected for any wrong compliance.
- After issue of the Safety clearance for your Electrical Installation other than DG sets, a SMS and email will be sent to the applicant to login in to the application portal to download the “**Electrical Safety Recommendations**” and “**Electrical Safety Clearance Certificate**”.
- Applicant can download the “**Electrical Safety Recommendations**” & “**Electrical Safety Clearance Certificate**” from “Track Application Status” by clicking on “**View**” link whose status shown as “**Delivered**”.
(Refer below for a sample)

The screenshot shows the ServicePlus application tracking interface. A pop-up window titled "Status of Application" is displayed over a table of application entries. The pop-up window contains a table with the following data:

S.No.	Task Name	Form Details	Issued Document(s)	Status	Remarks
1	Application Submission	View	Acknowledgement	Completed	NA
3	Preliminary scrutiny By SE-Cum-EI*	NA	Nil	Forwarded	NA
4	Estimation of fee	NA	certificate	Forwarded	View
5	To Applicant For Payment	View	PAYMENT ACKNOWLEDGEMENT	Completed	NA
6	Verification Of Payment and Notify Date of Inspection	NA	Nil	Forwarded	NA
7	Inspection Conducted	NA	Nil	Forwarded	NA
8	Defect And Deficiency Report	NA	Nil	Forwarded	View
9	Deliver the final Report	NA	View	Delivered	NA

The background table shows application entries with columns for S.No., Task Name, Form Details, Issued Document(s), Status, and Remarks. The first four entries are visible, showing various stages of approval for DG SET installation.

- On click of “View” link, two documents will be appeared in a pop up window as mentioned below.
 1. certificate(Electrical Safety Recommendations)
 2. Electrical Safety Clearance Certificate
- The above two documents can be downloaded from the online portal. (Refer below for a sample)

The screenshot shows the ServicePlus application tracking interface. A pop-up window titled "Status of Application" is displayed over a table of application entries. A sub-pop-up window titled "Related Documents" is overlaid on the table, listing the following documents:

S.No.	Document Name
1	certificate
2	Electrical Safety Clearance Certificate.

The background table is the same as in the first screenshot, showing application entries with columns for S.No., Task Name, Form Details, Issued Document(s), Status, and Remarks.

- Refer below for a sample (Test data) “**Electrical Safety Clearance Certificate**”


GOVERNMENT OF ODISHA
ENERGY DEPARTMENT
Supdt Eng-cum-Electrical Inspector Angul
(Regulation 30 & 43)

INSPECTION OF ELECTRICAL INSTALLATION OTHER THAN DG SETS ON EMERGENCY BASIS

TEST EMERGENCY has been granted Electrical Safety Clearance for the energisation of the Electrical Installation as per Regulation 30 and 43 of the Central Electricity Authority (Measures relating to Safety & Electric Supply) Regulation, 2010 subject to the fulfillment of the recommendation.

Report No./ Date - 1257/ 03/02/2021
Date Of Inspection - 03/02/2021
Name Of The Applicant - TEST EMERGENCY
Address Of The Applicant - Dfg
Location Of The Installation - Sig
Particulars of the Installation
(The details of the installation which has been granted Safety Clearance is at Annexure-I of the Electrical Safety Recommendations.)
Clearance valid till - 03/02/2021

Signature of Issuing Authority



Please Note: The authenticity of the document may be verified from the URL as given below.

Reference No: AIEIE/2021/00021 To View: <http://serviceonline.gov.in/configure/t/gg/3B9F474D> Token No: 3B9F474D