

SOP FOR DRAWING APPROVAL OF ELECTRICAL WORKS/ INSTALLATION

Drawing Approval of Electrical Works/ Installation is a part of Electrical Inspection before energisation and a compliance under Regulation-43 of Central Electricity Authority (Measures relating to Safety and Electric supply) Regulation-2010. Timeline for “Drawing Approval of Electrical Works/ Installation” service is same as “Drawing Approval of Electrical Works” as notified under ORTPS Act. **“Drawing Approval Certificate” from the appropriate authority is required before commencement of work. After completion of the work, the installation is to be tested and inspected for commencement of supply .**

- 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 e-district portal.

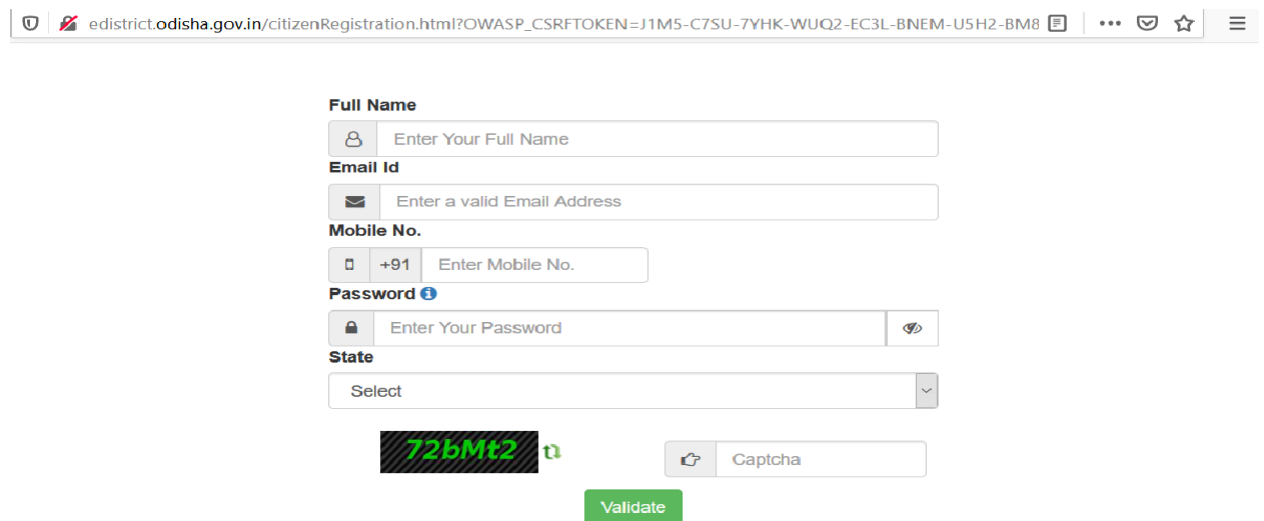
Steps to follow for registering in the portal

- 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.
- Go to e-district Portal <https://edistrict.odisha.gov.in> .Click on Energy Department, All the services under Energy Dept. will appear. Click on the service “Drawing approval of Electrical Works/Installation” .A pop window will appear for login. If not registered, click on “Don't have an

account? Register HERE” appears in the login page You will be redirected to the **citizen registration page**. 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.

- Upon successful validation of email OTP and mobile OTP, registration is completed.

(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 placeholder text "Enter Your Full Name".
- Email Id:** A text input field with an envelope icon and placeholder text "Enter a valid Email Address".
- Mobile No.:** A text input field with a mobile phone icon, a dropdown for country code (set to "+91"), and placeholder text "Enter Mobile No.". A small "i" icon is next to the field.
- Password:** A text input field with a lock icon, placeholder text "Enter Your Password", and an eye icon for toggling visibility.
- State:** A dropdown menu with "Select" as the current selection.

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).
- Under “Applicant Details” section fill the applicant particulars along with “**Name & Location of the proposed installation**” whose drawing needs to be checked and approved .
- Select the “**System Highest Voltage & Capacity of Installation**” from the drop down list as per the Supply voltage and Capacity of Installation under the ‘Installation Details’ section.
- If the installation whose drawing needs to be approved is an addition/ alteration of existing installation, select ‘Yes’ option in the field “**Is it An addition/ Alteration of Existing Installation ?**”
- “**Is ROW clearance required from Environment,Forest Department ?**” is to be chosen as ‘Yes’ if ROW clearance is required from Ministry of Environment and Forests (MoEF).
- If proposed installation is a transmission /distribution line , then ‘yes’ option is in “**Is it a transmission/distribution line ?**” field is to be selected .
- If the line passes through forest/water bodies/railway line/highways etc, then choose ‘Yes’ in the “**Is the line passes through forest/water bodies/railway line/highways etc ?**” field and mention the details of involvement/ interference of forest/ railway/ Water Bodies and any other bodies etc in the next text box field “**Mention the detail**”.
- Under the section ‘DRAWING PARTICULARS’, type of Drawing i.e. MV/HT/EHT is to be selected from the ‘**Item**’ scroll list and against the Item, name of the drawing is to be selected from “**Name of the Drawing**” dropdown list. Number of drawings can be added by clicking the ‘+’ icon and removed by clicking the ‘cross’ icon in red. If name of the drawing is not available in drop down list, then ‘Any other relevant drawing’ option is to be selected.
- If the applicant needs to submit the drawing through offline mode i.e. physically at respective office, then “**Do you want to submit the drawings offline ?**” is to be chosen as ‘Yes’ or else ‘No’ is to be chosen , if the applicant can upload the softcopy of the drawing as ‘Annexure’ to the online Application form.

- The applicant needs to select appropriate office/ authority under “APPLY TO THE OFFICE” section of application as per the location of the proposed Electrical Installation and jurisdiction of respective Electrical Inspectors/Drawing Approving Authority.
- In the next step Verify the data/particulars entered. (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.

The screenshot shows a web browser window displaying the application form. The page title is "ServicePlus- DRAWING APPROVAL OF ELECTRICAL WORKS/ INSTALLATION - Google Chrome". The URL is "edistrict.odisha.gov.in/renderApplicationForm.do?serviceld=19120001&UUIID=40596133-47de-49a4-b397-4947432216aa&templd=7591&certTempld=14236&templStatus=243&griev/Defined=1&serviceLinkRequired=No&userLoggedIn=Y&OWAS...".

The form is titled "Government of Odisha Energy Department APPLICATION FOR DRAWING APPROVAL OF ELECTRICAL WORKS/ INSTALLATION". It is divided into two main sections: "Applicant Details" and "Installation Details".

Applicant Details:

- Name of the Applicant:** SOUBHAGYA SWAIN
- Designation:** Owner
- Mobile Number:** 7377842134
- E-Mail:** soubhagyaswain@gmail.com
- Name & Location of the proposed installation:** Bharti Lagoon, Angul

Installation Details:

- System Highest Voltage & Capacity Of Installation:** Installations upto 33 KV and capacity more than
- Is it An addition/ Alteration of Existing Installation ?** Yes (selected) No
- Is ROW clearance required from Environment,Forest Department ?** Yes (selected) No
- Is it a transmission/distribution line ?** Yes (selected) No
- Is the line passes through forest/water bodies/railway line/highways etc ?** Yes (selected) No
- Mention the detail:** Passes Through Barrage

At the bottom right of the form, there is a watermark: "Activate Windows Go to Settings to activate Windows." The Windows taskbar is visible at the bottom of the browser window, showing the time as 13:02 on 09-03-2021.

ServicePlus- DRAWING APPROVAL OF ELECTRICAL WORKS/ INSTALLATION - Google Chrome

edistrict.odisha.gov.in/renderApplicationForm.do?serviceld=19120001&UJUID=40596133-47de-49a4-b397-4947432216aa&tempId=7591&certTempId=14236&tempStatus=243&grievDefined=1&serviceLinkRequired=No&userLoggedIn=Y&OWAS...

Present Address

State *
ODISHA

District *
ANUGUL

Block *
ANUGUL

Plot No.
54778

At/Po *
angul

Street No./Road Name/Area/Colony
angul

Police Station *
angul

Pincode *
759184

Permanent Address

Select if present address is same as permanent address *
Yes

State *
ODISHA

District *
ANUGUL

Block *
ANUGUL

Plot No.
54778

At/Po *
angul

Street No./Road Name/Area/Colony
angul

Police Station *
angul

Pincode *
759184

Activate Windows
Go to Settings to activate Windows.

I'm Cortana. Ask me anything.

13:03
09-03-2021

ServicePlus- DRAWING APPROVAL OF ELECTRICAL WORKS/ INSTALLATION - Google Chrome

edistrict.odisha.gov.in/renderApplicationForm.do?serviceld=19120001&UJUID=40596133-47de-49a4-b397-4947432216aa&tempId=7591&certTempId=14236&tempStatus=243&grievDefined=1&serviceLinkRequired=No&userLoggedIn=Y&OWAS...

DRAWING PARTICULARS

DRAWING PARTICULARS

Item *
MV DRAWING

Name of the Drawing *
Single Line Diagram

Do you want to submit the drawings offline ? *

SE-Cum-EI *
Supdt Eng-cum-Electrical Inspector Angul

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

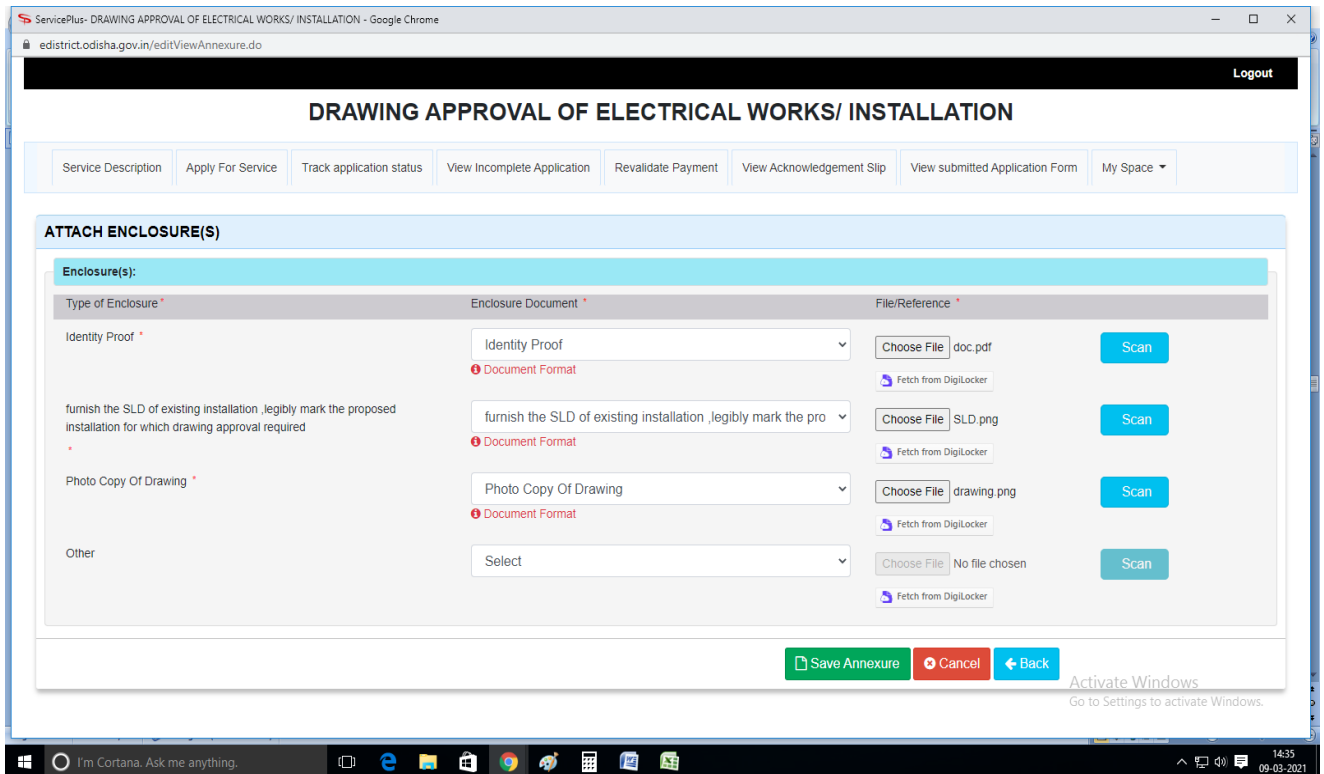
Apply to the Office *
Supdt Eng cum Electrical Inspector(SE-cum-EI- Supdt Eng-cum-Electrical Inspector Angul) - Rural/Urban

Activate Windows
Go to Settings to activate Windows.

I'm Cortana. Ask me anything.

13:06
09-03-2021

- **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.
 - SLD of existing installation (legibly mark the proposed installation for which drawing approval required), if **“Is it An addition/ Alteration of Existing Installation ?”** is selected as ‘Yes’ under the section ‘Installation Details’ of the application form.
 - **Photo Copy Of Drawing**(Softcopy of all the drawings which has been selected under ‘DRAWING PARTICULARS’ section for approval need to be present in a single document and to be uploaded)
 - Any document/drawing if cannot be uploaded under **“Photo Copy Of Drawing”** file upload field (*due to any upload issue*) can be uploaded against ‘Other’ field **(Non-mandatory)**. Document name is to be mentioned if any file is to be uploaded against ‘Other’ field.



- After uploading all documents **Save the annexure.**

Note: *For any reason, if application is rejected then the payment amount will not be refunded and forfeited. So, please read the instructions carefully, and fill the application form correctly by selecting appropriate office/ authority under “APPLY TO THE OFFICE” section of application as per the location of the proposed Electrical Installation and jurisdiction of respective Electrical Inspectors.*

- Then make the payment. (While doing the payment, it is recommended to wait for 30 seconds after that it will be automatically redirected to Next Page)
- **Make Payment.** (Refer Screenshot below)

Note:

*Necessary fee for Drawing Checking and Approval is to be deposited during first submission of application by the applicant. **The amount of Drawing Checking fees may be referred from Gazette Notification No-21610 dated 28th December,2001.***

Subsequently after Scrutiny and Technical Discussion(if required), Additional Fee is to be deposited by the Applicant if any additional drawing is required by the concerned Drawing Approval Authority for submission.

DRAWING CHECKING FEES (In Rupees)

Serial No	Items	Drawing Checking Fees
1	Drawing EHT (each)	1000
2	Drawing HT (each)	400
3	Drawing MV (each)	200

Reference:
Gazette Notification No-21610 dated 28.12.2001

The screenshot displays the ServicePlus web portal interface. The browser address bar shows the URL: https://serviceonline.gov.in/configure/paymentInfo.do?OWASP_CSRFTOKEN=MJBj-7GG8-LCNF-6Z00-JV04-11FA-O93Y-6LT2&coverageLocationId=1677640&servicId=19120001&citizen_id=16522923&applId=30449&refNo...

The page header includes the ServicePlus logo and the text "Metadata-based Integrated eService Delivery Framework". The main content area is titled "PAYMENT DETAILS" and "DRAWING APPROVAL OF ELECTRICAL WORKS/ INSTALLATION". It shows the "Mode Of Payment" as "iFMS Odisha Treasury" and the "Total Amount to be paid (in Rs.)" as "1.0". There are buttons for "Make Payment", "Reset", and "Cancel".

The footer of the page includes logos for the Ministry of Panchayati Raj, Digital India, data.gov.in, .gov.in, DaitV, and PMINDIA. The system tray shows the time as 15:07 on 09-03-2021.

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

The screenshot displays the 'ACKNOWLEDGEMENT' page on the ServicePlus portal. The header includes the ServicePlus logo and the Government of Odisha emblem. The main content area features the Government of Odisha logo and the title 'Government Of Odisha'. Below this, it specifies the role of the designated officer and the applicant's details. The form lists the following information:

- 1. Name Of The Designated Officer: Supdt Eng-cum-Electrical Inspector Angul
- 2. Name and Contact No. Of The Applicant: SOUBHAGYA SWAIN, 7377842134
- 3. No and Date Of Receiving Application In The Office Of Designated Officer: DAEWI/2021/00067,09/03/2021
- 4. Name Of The Service For Which The Application is given: DRAWING APPROVAL OF ELECTRICAL WORKS/ INSTALLATION
- 5. Mode Of Drawing Submission: Online
- 6. Last Date of the given time limit: 29/03/2021

Additional details include the place (Angul) and date (09/03/2021). A note at the bottom states: '**** This is a system Generated Document And does not Required Signature ****'. The page also includes buttons for 'Print', 'Export to PDF', and '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 'DRAWING APPROVAL OF ELECTRICAL WORKS/ INSTALLATION' section of the ServicePlus portal. The page includes a navigation menu with the following options: 'Service Description', 'Register Yourself', 'Apply For Service', and 'Track application status'. The 'Track application status' option is highlighted with a red circle. The page also features a 'Login' button and a 'Forgot Username/Password' link.

- A SMS and email will be sent to the applicant if any documents have been wrongly uploaded or any other compliance. 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 Technical discussion if felt necessary by the concerned Drawing Approval Authority.
- A SMS and email will be also sent to the applicant if any Revised drawing/Additional Drawing or any other compliance required at any stage of Drawing Checking and Approval.
- Applicant is advised to regularly check the processing history of his application ,by going through a icon ‘track application status’ in his login.

NOTE:

For offline submission of drawing, the due date of delivery of Drawing Approval certificate will be counted from the date of physical submission of Drawing at respective Drawing Approval Authority office as per the ORTPSA timeline. The Acknowledgement slip will be generated accordingly.

- After checking and approval of the Drawing of the proposed Electrical Installation, a SMS and email will be sent to the applicant to login in to the application portal to download the **“Drawing Approval Certificate”**.
- Applicant can download the **“Drawing Approval Certificate”** from **“Track Application Status”** by clicking on **“View”** link whose status shown as **“Delivered”**.
- Refer below for a sample (Test data) **“Drawing Approval Certificate”**



GOVERNMENT OF ODISHA
ENERGY DEPARTMENT

Supdt Eng-cum-Electrical Inspector Angul

(Regulation 43 of CEA (Measures Relating to Safety and Electric Supply Regulation,2010)

DRAWING APPROVAL OF ELECTRICAL WORKS/INSTALLATION

The drawings of the proposed electrical works/installation bearing application reference No. **DAEWI/2021/00055** has been approved as follows.

Order No. - 262
Date of Order - 25/02/2021
Name of the Applicant - TEST
Address of the applicant - ANUGULANUGUL
Name & Location of the Installation - Birla, Sambalpur, Rourkela

Particulars of the Drawings

S. No.	Name of the Drawing
1.	Earth mat drawing (if provided separately)
2.	General Arrangement of control panel
3.	Single Line Diagram of connectivity with existing system (if any)



Signature Of Issuing Authority

25/02/2021

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

N.B.: Please Note: This document is not valid unless it is checked / verified with official website: - <https://eicelctricityodisha.nic.in>