

## **SOP FOR INSPECTION OF ELECTRICAL INSTALLATION OTHER THAN DG SETS ON EMERGENCY BASIS**

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 on Emergency basis**” service is same as “Emergency Inspection & Issue of Report” 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.

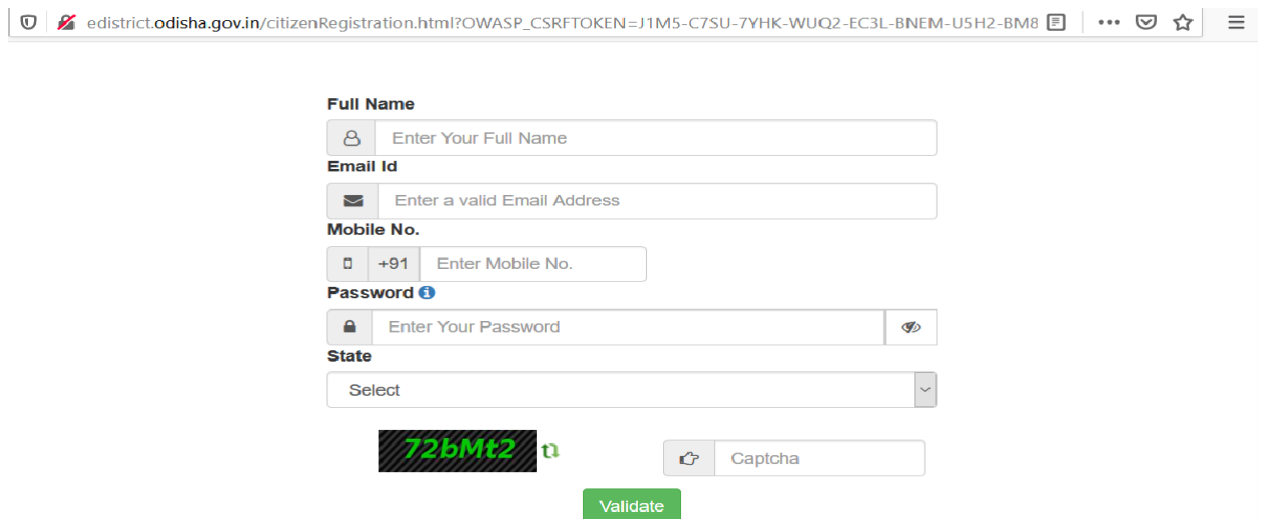
### **Steps to follow for registering in the portal**

- 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](http://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 menu showing "+91", and the placeholder text "Enter Mobile No.". The dropdown menu is currently open.
- Password:** A text input field with a lock icon and the placeholder text "Enter Your Password". There is an eye icon to toggle visibility.
- 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 **on Emergency basis** 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 “**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.

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Metadata-based Integrated eService Delivery Framework

**GOVERNMENT OF ODISHA**

**APPLICATION FOR INSPECTION OF ELECTRICAL INSTALLATION OTHER THAN DG SETS ON EMERGENCY BASIS**

**INSPECTION TYPE**

**Inspection Category \***  
 Initial  Periodical

**Is it a special purpose inspection \***  
 Yes  No

**DETAILS OF THE OWNER/AUTHORISED REPRESENTATIVE**

**Name of the owner/Authorised representative \***  
SOUBHAGYA SWAIN

**Gender**  
Male

**Mobile Number \***  
7377845678

**E-Mail \***  
soubhagyaswain@gmail.com

**ADDRESS OF OWNER/AUTHORISED REPRESENTATIVE**

**State \***  
ODISHA

**District \***  
ANUGUL

**Block \***  
ANUGUL

**Plot No**  
5248

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

**AT/PO \***  
CHURCH LANE

**Police Station \***  
SIMILIPADA

**Pin \***  
759184

**LOCATION OF INSTALLATION**

**Same As Address Of Owner? \***  
Yes

**State \***  
ODISHA

**District \***  
ANUGUL

**Block \***  
ANUGUL

**Plot No**  
5248

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

**At/PO \***  
CHURCH LANE

**Police Station \***  
SIMILIPADA

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serviceonline.gov.in/configure/renderApplicationForm.do?serviceld=16750001&UUID=9a70c9fd-7296-434a-847f-b163b5e07f23&OWASP\_CSRFTOKEN=X774-QW4M-3TW7-CIIC-ZU1L-4XGY-TKQB-3DPT&applLimitFla...

### TYPE OF INSTALLATION

**Highest Voltage & Capacity of Installation \***  
 Installations upto 33 KV and capacity more thar

**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 \***  
 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 \*** 2547

**Date of Order \*** 01/02/2021

### OTHER DETAILS

**Signature of Applicant \***

Soubhagya Anand

Choose File Soubhagya.jpg

Activate Windows  
Go to Settings to activate Windows.

I'm Cortana. Ask me anything.

16:15  
08-02-2021

ServicePlus- INSPECTION OF ELE x

serviceonline.gov.in/configure/renderApplicationForm.do?serviceld=16750001&UUID=9a70c9fd-7296-434a-847f-b163b5e07f23&OWASP\_CSRFTOKEN=X774-QW4M-3TW7-CIIC-ZU1L-4XGY-TKQB-3DPT&applLi...

### APPLY TO THE OFFICE

**SE-Cum-EI \***  
 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

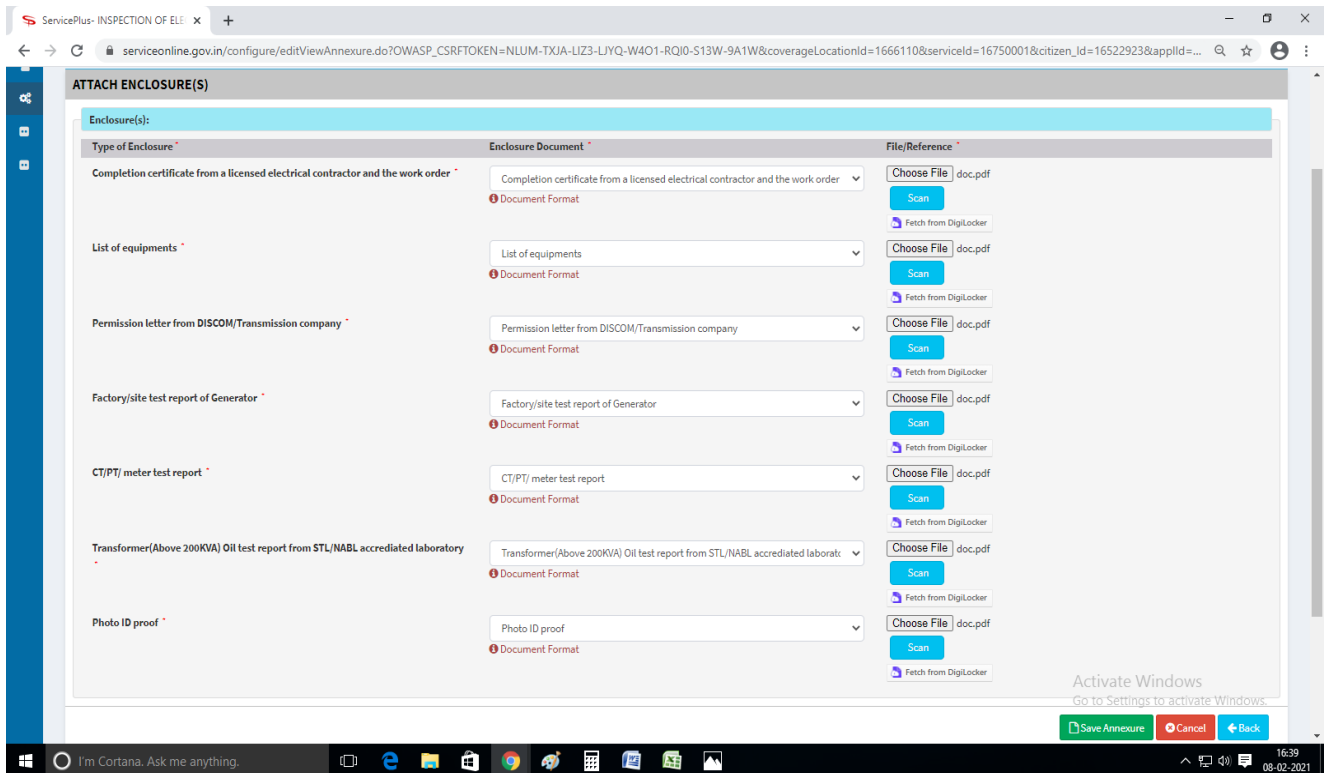
Activate Windows  
Go to Settings to activate Windows.

Draft Submit Close Reset

I'm Cortana. Ask me anything.

16:17  
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 “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’).



- **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)

The screenshot shows a web browser window with the URL `serviceonline.gov.in/configure/editSaveAnnexure.do?OWASP_CSRFTOKEN=NLUUM-TXJA-LIZ3-LJYQ-W401-RQI0-S13W-9A1W&applId=29757&citizenId=16522923&directSubmitCheck=N`. The form contains the following sections:

- Drawing approval order No:** 2947
- Date of Order:** 01/02/2021
- OTHER DETAILS:** Signature of Applicant: *Sudhanga Anand*
- APPLY TO THE OFFICE:** SE-Cum-EI: 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) Completion certificate from a licensed electrical contractor and the work order
  - 2) List of equipments
  - 3) Permission letter from DISCOM/Transmission company
  - 4) Factory/site test report of Generator
  - 5) CT/PT/ meter test report
  - 6) Transformer(Above 200KVA) Oil test report from STUNABL accredited laboratory
  - 7) Photo ID proof
- Additional Details:** Apply to the Office: Supdt Eng cum Electrical Inspector(SE-cum-EI- Supdt Eng-cum-Electrical Inspector Angul )

At the bottom right, there are buttons for **Submit**, **Cancel**, **Print**, and **Download PDF**. A Windows watermark is visible at the bottom right of the page.

- 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 shows a web browser displaying the ServicePlus portal. The page title is 'INSPECTION OF ELE...'. The URL is 'serviceonline.gov.in/configure/finalAcknowledgement.do?OWASP\_CSRFTOKEN=NLUM-TXJA-LIZ3-LIYQ-W401-RQI0-S13W-9A1W&coverageLocationId=1666110&serviceld=16750001&citizen\_id=16522923&ap...'. The ServicePlus logo is visible at the top left. The page content includes a menu on the left and a main section titled 'ACKNOWLEDGEMENT'. The form is for the Government of Odisha, Energy Department. The designated officer is Supdt Eng-cum-Electrical Inspector Angul. The applicant is SOUBHAGYA SWAIN & 7377845678. The application number is AIEIE/2021/00022 & 08/02/2021. The service is INSPECTION OF ELECTRICAL INSTALLATION OTHER THAN DG SETS ON EMERGENCY BASIS. The last date of the given time limit is 18/02/2021. The form is dated 08/02/2021 and is generated by the system. There are buttons for Print, Export to PDF, and Close. A watermark 'Activate Windows' is visible at the bottom right.

- 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 website 'edistrict.odisha.gov.in/serviceLinkHome.html?serviceToken=M1XdlnQnGX&newLink=N&<csrftoken%20uri=%27serviceLinkHome.html%27/>'. The page title is 'INSPECTION OF ELECTRICAL INSTALLATION OTHER THAN DG SETS ON EMERGENCY BASIS'. There is a 'Login' button and a 'Forgot Username/Password' link. A navigation menu is visible with the following items: Service Description, Register Yourself, Apply For Service, and 'Track application status' (which 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 28<sup>th</sup> 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.

SNo	Service Name	Application Reference No	Submission Date	Due Date	Current Status
1	INSPECTION OF ELECTRICAL INSTALLATION OTHER THAN DG SETS	INELEIN/2021/00033	08/02/2021	05/03/2021	Under Process
2	INSPECTION OF ELECTRICAL INSTALLATION OTHER THAN DG SETS ON EMERGENCY BASIS	AIEIE/2021/00022	08/02/2021	18/02/2021	Make Payment

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Serviceonline.gov.in/configure/applicationTrackStatus.do#

Application Reference Number : AIEIE/2021/00022

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

Applied By : Service Test

Application due Date : 18/02/2021

\*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	<a href="#">View</a>	Acknowledgement	Completed	NA
2	Preliminary scrutiny By SE-Cum-EI	NA	Nil	Forwarded	NA
3	Estimation of fee	NA	<a href="#">certificate</a>	Forwarded	<a href="#">View</a>

Close

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Serviceonline.gov.in/configure/applicationTrackStatus.do#

PAYMENT DETAILS  
INSPECTION OF ELECTRICAL INSTALLATION OTHER THAN DG SETS ON EMERGENCY BASIS

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 \*\*\*\*

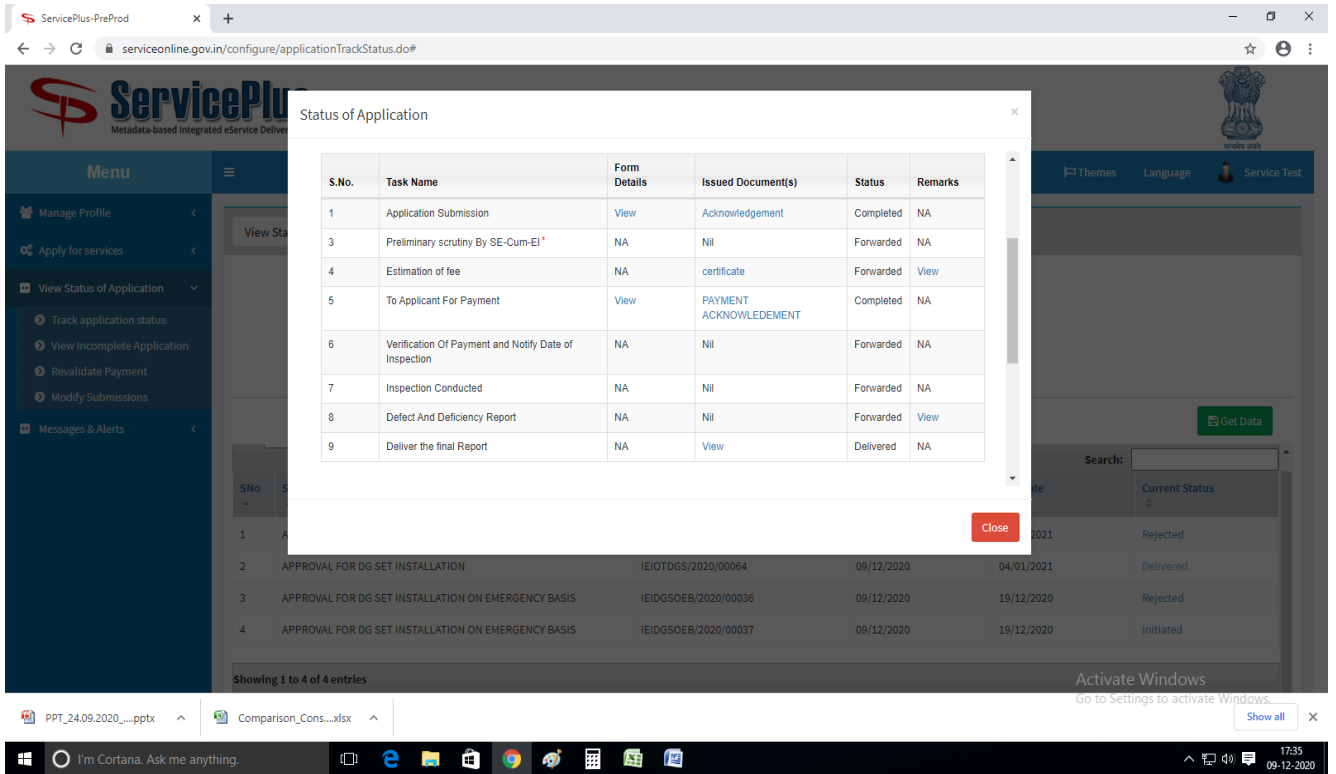
Activate Windows  
 Go to Settings to activate Windows

Print Export to PDF Close

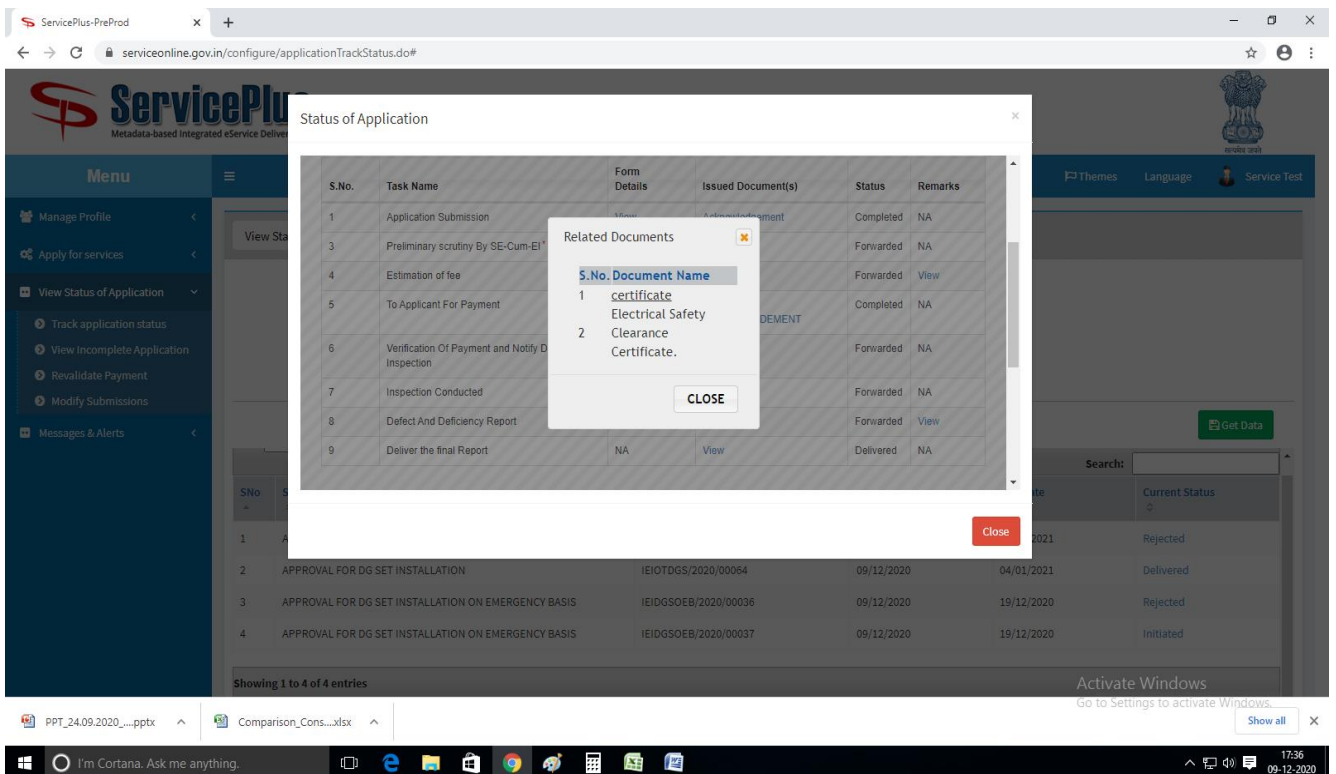
I'm Cortana. Ask me anything.

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 )



- 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)



- 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** - Sdg  
**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/g/g/3B9F474D> Token No: 3B9F474D