

SOP (STANDARD OPERATING PROCEDURE) FOR “APPROVAL FOR DG SET INSTALLATION 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 “Approval of DG Set Installation 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” is mandatory for the DG set having Capacity exceeding 50 KVA.**

- Open the portal (<https://edistrict.odisha.gov.in>) in your favourite web browser.
- The same link is also available at EIC(Electricity) website.
(<https://eiclectricityodisha.nic.in/OnlineServices.aspx>)
- 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)

edistrict.odisha.gov.in/citizenRegistration.html?OWASP_CSRFTOKEN=J1M5-C7SU-7YHK-WUQ2-EC3L-BNEM-U5H2-BM8

Full Name
Enter Your Full Name

Email Id
Enter a valid Email Address

Mobile No.
+91 Enter Mobile No.

Password
Enter Your Password

State
Select

72bMt2
Captcha

Validate

- Once the registration is over, click on the certificate 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 Approval for DG set installation **on Emergency basis** 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 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 ‘APPLICANT DETAILS’ section of application, 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 “**Aggregate Capacity of the DG Set**” from the drop down list as per the total capacities of your DG sets installation.
- 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 DG set Installation having DG set 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
APPLICATION FOR APPROVAL FOR DG SET INSTALLATION ON EMERGENCY BASIS

INSPECTION TYPE

Inspection Category *
 Initial Periodical

Is it a special purpose inspection *
 Yes No

APPLICANT DETAILS

Name of the owner/Authorised representative *
SOUBHAGYA SWAIN

Gender
Male

Mobile Number *
7377825943

E-Mail *
soubhagyaswain@gmail.com

ADDRESS OF OWNER/AUTHORISED REPRESENTATIVE

ADDRESS OF OWNER/AUTHORISED REPRESENTATIVE

State *
ODISHA

District *
BALESHWAR

Block *
BALESHWAR

Plot No
PLOT- 3245

Street No/Road Name/Area/Colony *
MAHAVEER BAZAR

AT/PO *
MAHAVEER BAZAR

Police Station *
MAHAVEER BAZAR

Pin *
756012

LOCATION OF INSTALLATION

Same As Address Of Owner? *
No

State *
ODISHA

District *
BALESHWAR

Block *
BALESHWAR

Plot No
MUNICIPALITY AREA

Street No/Road Name/Area/Colony *
MUNICIPALITY AREA

AT/PO *
ISSAN NAGAR

Police Station *
ISSAN NAGAR

Pin *
756001

ServicePlus- APPROVAL FOR DG

serviceonline.gov.in/configure/renderApplicationForm.do?serviceld=17470001&UUIID=21a8021d-30e8-4605-a25e-e560db1d255b&OWASP_CSRFTOKEN=Y5I9-7DIQ-40FO-WJQB-VP0Z-6BN4-MV4X-CW2F&applLimitF...

TYPE OF INSTALLATION

Aggregate Capacity of the DG Set *

UPTO 250KVA

ORDER DETAILS

Order Details *

Drawing approval order No * 3547 Date of Order * 07/12/2020

OTHER DETAILS

Signature of Applicant *

Subhagya Bhatia

Choose File Subhagya (1).jpg

APPLY TO THE OFFICE

AEE-Cum-AEI *

AEE cum AEI BED Balasore

Activate Windows
Go to Settings to activate Windows.

I'm Cortana. Ask me anything. 11:46 10-12-2020

ServicePlus- APPROVAL FOR DG

serviceonline.gov.in/configure/renderApplicationForm.do?serviceld=17470001&UUIID=21a8021d-30e8-4605-a25e-e560db1d255b&OWASP_CSRFTOKEN=Y5I9-7DIQ-40FO-WJQB-VP0Z-6BN4-MV4X-CW2F&applLimitF...

APPLY TO THE OFFICE

AEE-Cum-AEI *

AEE cum AEI BED Balasore

DECLARATION

I do hereby declared that ,the information particulars submitted by me are best of my knowledge and belief. If any thing found wrong/false , I may be penalised under relevant provision of law.

I Agree *

Additional Details

Apply to the Office *

AEE cum AEI(AEE- AEE cum AEI BED Balasore) - Rural/Urban

Word verification

jw62ka

Please enter the characters shown above

jw62ka

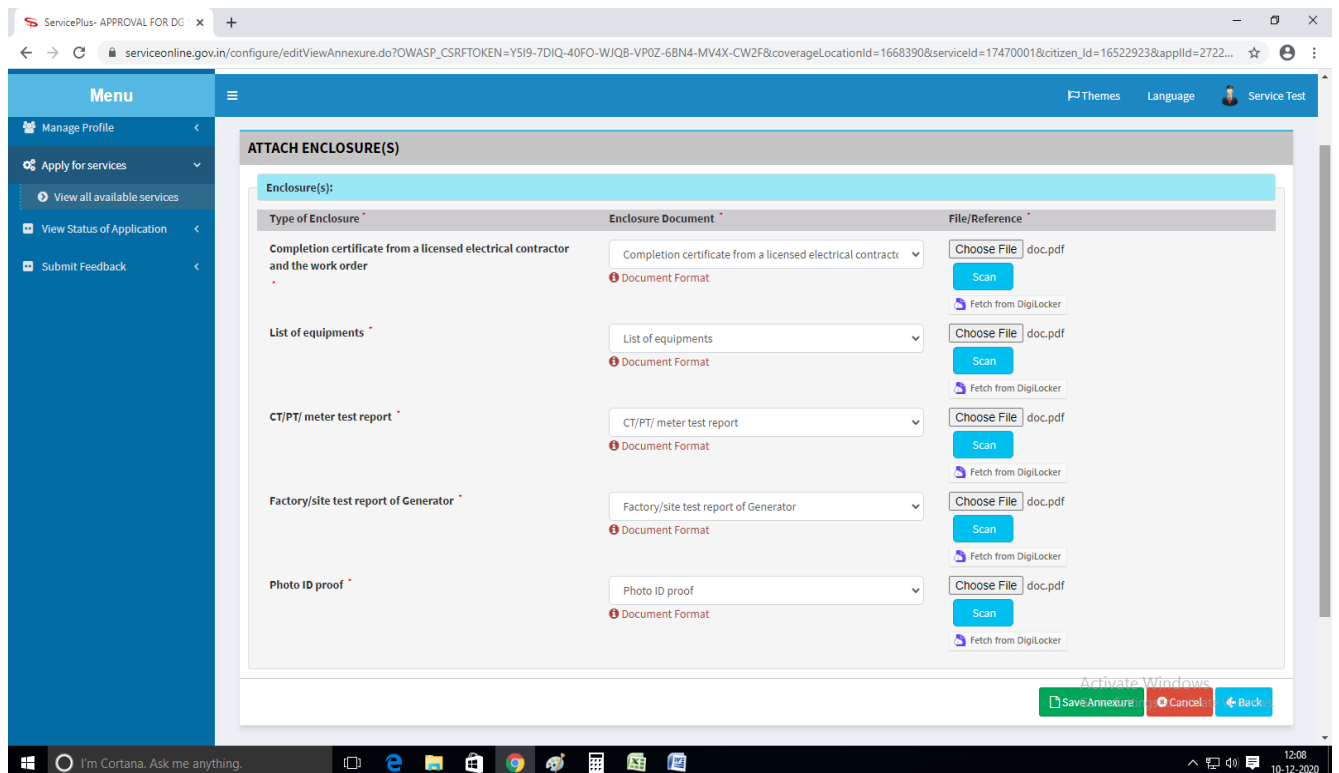
Activate Windows
Go to Settings to activate Windows.

Draft Submit Close Reset

I'm Cortana. Ask me anything. 12:01 10-12-2020

- **Attach the Annexure Documents.**(Refer below for a sample)
 - Self-attested Xerox copies of identity proof such as Voter Id Card, Driving license, Passport , Aadhaar 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).*
- Factory/site test report of Generator, if “Inspection Category” is chosen as ‘Initial’.
- CT/PT/ meter test report, 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)

ServicePlus- APPROVAL FOR DG SET INSTALLATION ON EMERGENCY BASIS - Google Chrome
edistrict.odisha.gov.in/editSaveAnnexure.do

APPLY TO THE OFFICE
SE-Cum-EI : Supdt Eng-cum-Electrical Inspector Angul

DECLARATION
I do hereby declared that ,the information particulars submitted by me are best of my knowledge and belief. If any thing found wrong/false , I may be penalised under relevant provision of law.
I Agree : Yes

Annexure List

- 1) Completion certificate from a licensed electrical contractor and the work order [Completion certificate from a licensed electrical contractor and the work order](#)
- 2) List of equipments [List of equipments](#)
- 3) CT/PT/ meter test report [CT/PT/ meter test report](#)
- 4) Factory/site test report of Generator [Factory/site test report of Generator](#)
- 5) Photo ID proof [Photo ID proof](#)

Additional Details
Apply to the Office : Supdt Eng cum Electrical Inspector(SE-cum-EI- Supdt Eng-cum-Electrical Inspector Angul)
Draft Reference No : Draft_IEIDGSOEB/2020/00001

Submit Cancel Activate Windows
Go to Settings to activate Windows.

- 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)

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Menu

- Manage Profile
- Apply for services
- View all available services
- View Status of Application
- Submit Feedback

ACKNOWLEDGEMENT

Government Of Odisha
AEE cum AEI BED Balasore, Energy Department, ODISHA
FORM OF ACKNOWLEDGEMENT

1. Name of The Designated Officer: AEE cum AEI BED Balasore
 2. Name and Contact No. of The Applicant: SOUBHAGYA SWAIN & 7377825943
 3. No and Date of Receiving application in the office of Designated Officer: IEIDGSOEB/2020/00042 & 10/12/2020
 4. Name of the Service for which the application is given: APPROVAL FOR DG SET INSTALLATION ON EMERGENCY BASIS
 5. Particulars of the documents which are essential for receiving service but are not enclosed with the application: [Blank]
 6. Last Date of the given time limit: 20/12/2020

Place :BALESHWAR
Date :10/12/2020

Signature Of Receiving Officer

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

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. (Refer Screenshot below)

edistrict.odisha.gov.in/serviceLinkHome.html?serviceToken=CO@JN504A&newLink=N&<csrfToken%20uri=%27serviceLinkHome.html%27/>

Login Forgot Username/Password

APPROVAL FOR DG SET INSTALLATION

Service Description Register Yourself Apply For Service **Track application status**

- 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.

INSPECTION FEES DETAILS FOR DG SETS ON EMERGENCY BASIS (In Rupees)

Sl. No.	Capacity of Generators (In KVA)	Periodical Inspection Fees	Initial Inspection Fees
1	Above 50 KVA and up to 100 KVA	375	562.5
2	Above 100 KVA and up to 1000 KVA	1650	2475
3	Above 1000 KVA and up to 5000 KVA	4125	6187.5
4	Above 5000 KVA and up to 10000 KVA	4875	7312.5
5	Above 10000 KVA and up to 50000 KVA	18000	27000
6	Above 50000 KVA and up to 100000 KVA	26250	39375
7	Above 100000 KVA	30000	45000
8	Mobile Diesel Generators Units for Commercial use	300	450

N.B:- Periodicity of Inspection -

*** Above 50 KVA Up to 100 KVA individual capacity once in three years**

*** Above 100 KVA individual capacity Annual**

*** Mobile Diesel Generator Units for Commercial use as and when required**

Reference : Gazette Notification No-21610 dated 28.12.2001

- **Deposit the Inspection fee.** (Refer below for sample screenshots)


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 seconds after that it will automatically redirected to Next page.

ServicePlus-PreProd

serviceonline.gov.in/configure/applicationTrackStatus.do



ServicePlus
Metadata-based Integrated eService Delivery Framework

Menu

Themes Language Service Test

View Status Of Application / Track Application Status

From Date: 10/12/2020 To Date: 10/12/2020

App Ref No.

Get Data

Show 10 entries

SNo	Service Name	Application Reference No	Submission Date	Due Date	Current Status
1	APPROVAL FOR DG SET INSTALLATION ON EMERGENCY BASIS	IEIDGSOEB/2020/00042	10/12/2020	20/12/2020	Make Payment

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Activate Windows
Go to Settings to activate Windows.

MINISTRY OF PANCHAYATI RAJ
GOVERNMENT OF INDIA

Digital India
POWER TO EMPOWER

data.gov
Open Government Data (OGD) Platform India

india.gov.in

DeltY


PMINDIA

I'm Cortana. Ask me anything.

12:44
10-12-2020

ServicePlus-PreProd

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



ServicePlus
Metadata-based Integrated eService Delivery Framework

Menu

Themes Language Service Test

View Status Of Application / Track Application Status

From Date: To Date:

App Ref No.

Show 10 entries

SNo Service Name

1 APPROVAL FOR DG SET INSTALLATION ON EMERGENCY BASIS

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Activate Windows
Go to Settings to activate Windows.

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data.gov
Open Government Data (OGD) Platform India

india.gov.in

DeltY

PMINDIA

I'm Cortana. Ask me anything.

12:46
10-12-2020

Status of Application

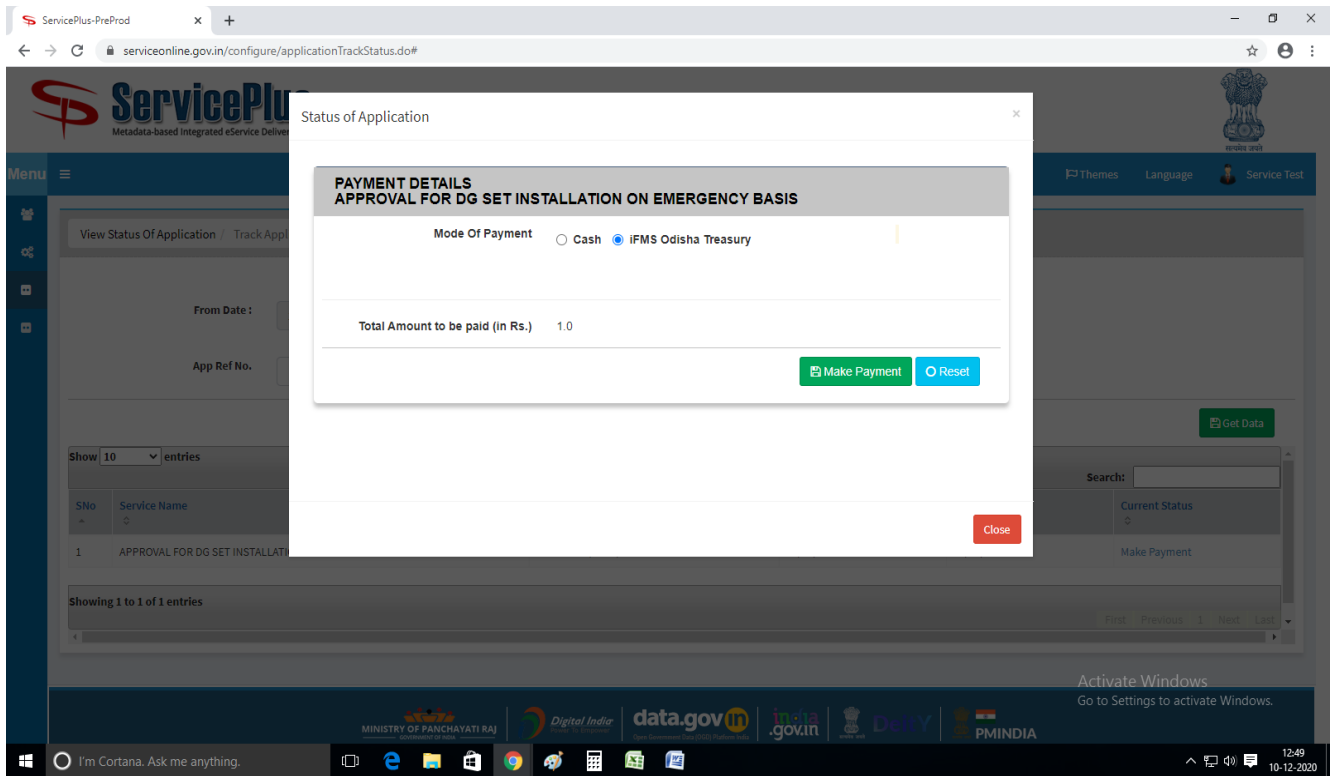
Name of the Service :	APPROVAL FOR DG SET INSTALLATION ON EMERGENCY BASIS
Applied By :	Service Test
Application due Date :	20/12/2020

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

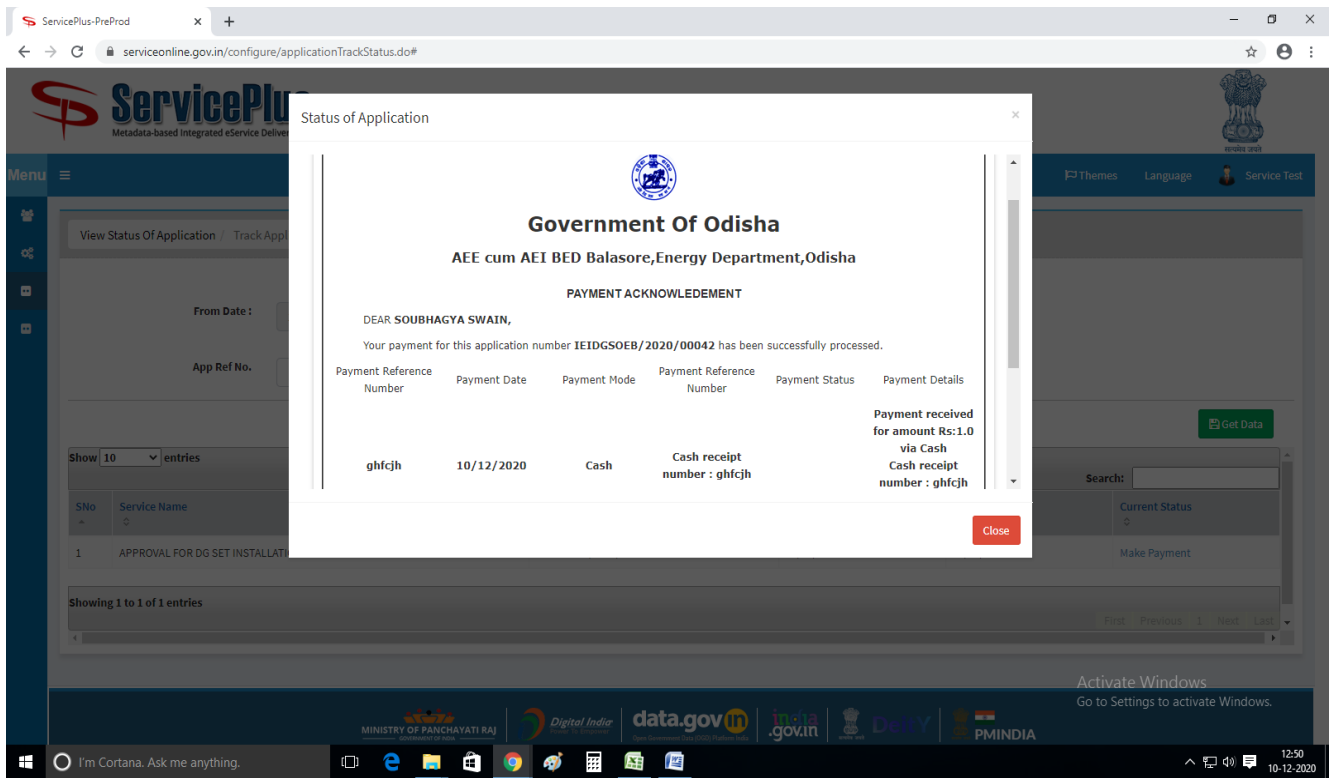
S.No.	Task Name	Form Details	Issued Document(s)	Status	Remarks
1	Application Submission	View	Acknowledgement	Completed	NA
2	Preliminary scrutiny By AEE-cum-AEI	NA	Nil	Forwarded	NA
3	Estimation of fee	NA	certificate	Forwarded	NA

Close

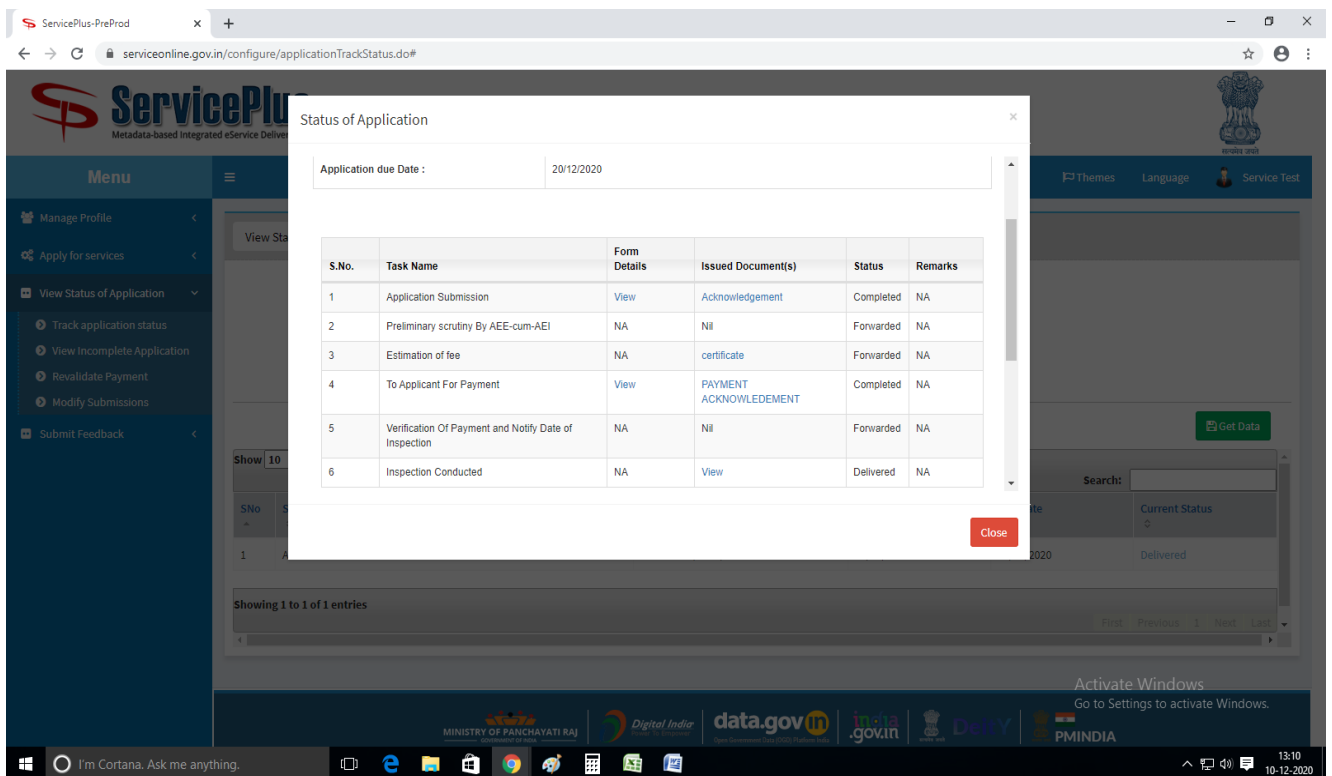
https://serviceonline.gov.in/configure/citizenApplicationListXML.do?OWASP_CSRFTOKEN=6FE8-LISC-9KRW-2DGW-IQQM-9ATU-MJ6L-4FJ1&applicationId=27226#



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)

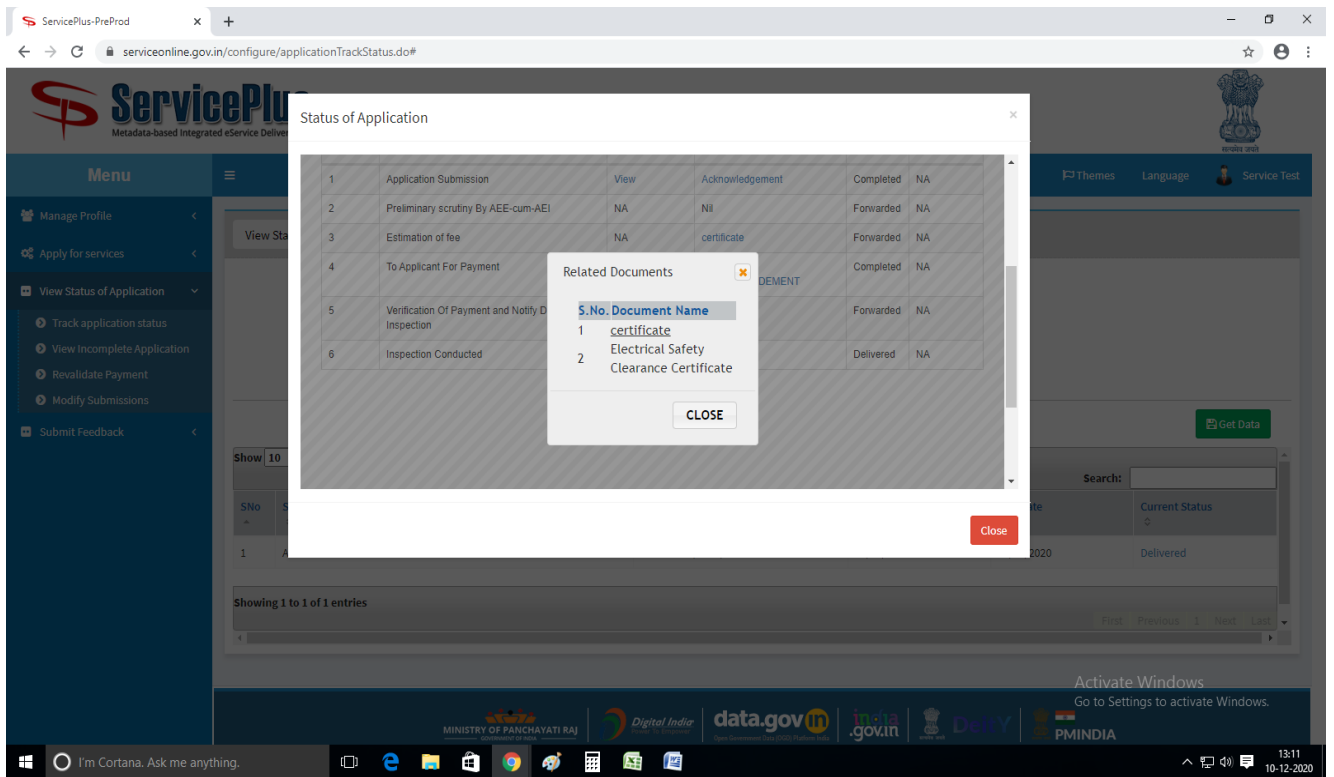


- A SMS and email will be sent to the applicant for compliance of the physical observation (Intimation for rectifying defects) if any.
- Re-inspection of your installation may be done if respective Inspecting officer is not satisfied with the compliance report submitted by the applicant or any query 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 approval for DG set Installation, 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 “Electrical Safety Clearance Certificate”

