

Instructions for online application for grant of New Contractor License

1. If license is sought for a proprietorship firm, then only the proprietor of the firm is eligible to apply.
2. If License is sought for a registered company or partnership firm then the Authorised Representative is eligible to apply. **Note**:-In case, the applicant is other than the proprietor or Authorised representative, then the application will be strictly rejected.
3. Before applying, the applicant must check his eligibility. And Keep all the documents ready for Uploading.
4. The candidate must be a citizen of India and must have passed 10th standard examination.
5. The firm must possess all the testing instruments duly calibrated as mentioned in Clause 26 of ELBO Regulation, 2014. The instruments are to be presented by the applicant whenever directed for verification. The insulation tester and the earth tester are to be tested by STL, Bhubaneswar and test certificates are to be submitted.
6. The pan no must be in the name of firm and that must be registered in GST. GST registration certificate must be produced.
7. The candidate have to register in the link given and the mobile no. furnished during registration will be utilised for receive of one time password and other information.
8. After successful registration, the applicant has to login using his user id- mobile no and password given by him during registration. A new page shall appear for online application. The applicant advised to proceed step by step as directed. After filling all particulars click on the save next button to proceed to next step.
9. Check your application fees as mentioned below and make challan as indicated below. Only application fee is to be submitted. After communication of approval by ELBO, the license fee is to be paid in shape of treasury challan
 - Rs 5000 if applying for MV license and Head for depositing of Treasury challan for licensing. "0043-00-102-0034-01001-000" in favour of "SE-Cum-Secretary, ELBO".

- Rs 10000 if applying for HT license and Head for depositing of Treasury challan for licensing. "0043-00-102-0034-01001-000" in favour of "SE-Cum-Secretary,ELBO".

10. Keep the scanned copy of original documents ready while applying.

- Scanned copy of 10th standard pass certificate.(10-50kb .jpg)
- Scanned copy of Aadhar card(10-50kb .jpg)
- Scanned copy of Pan card (10-50kb .jpg)
- Scanned copy of signature(10-20kb .jpg)
- Scanned copy of passport size photograph(10-20kb .jpg)

11. If applying for a MV contractor license then the following minimum staff to be employed by the contractor, one supervisor MV, One wireman MV and one Lineman MV. However the contractor may employ more no of staffs in different categories .The contractor must maintain the same in establishment record and furnish their names in the return form filed by them.

12. If applying for a HT contractor license then the following minimum staff to be employed by the contractor, one supervisor HT, One wireman MV and one Lineman MV and workman HT. However the contractor may employ more no of staffs in different categories .The contractor must maintain the same in his establishment record and furnish their names in the return form filed by them.

13. After online submission, print the application, then attach all the enclosures, submit the hard copy to the respective S.E-Cum-E.I office, where physical verification of workmen to be done within 30 days of submission of on line application. If hard copy is submitted after 30days then it will be rejected and in that case the applicant is to apply afresh.

14. Any compliance required shall be intimated through sms to the registered mobile no. The applicant can also check the message/communication made, through logging into the system through his login id. No separate communication shall be made in this regard.

15. The applicant has to be present with all his workmen before the concerned SE-Cum-EI for physical verification.

16. Regular update regarding status of application may be verified by the candidates by going through sign in option.

17. Any short fall in documents, deficiencies, physical verification etc. shall be intimated through sms only .So applicant is advised to regular check sms or message received by signing in.

18. After physical verification of staffs (workmen), the original application along with all enclosures are to be forwarded by the concerned SE cum EI to the office of Secy ELBO, either through post or by hand .If the applicant received the application after verification by SE cum EI then he has to submit the copy of the application within 7 days in the office of SE cum Secy Elbo, otherwise the application will be rejected.
19. Office of ELBO shall scrutinise the application submitted and any deficiencies shall be communicated to the applicant through SMS/Email .After compliance to deficiencies the supervisor and the applicant are to be physically verified and application shall be process further for approval /rejection of Chairman,ELBO.
20. After approval of the Chairman ELBO, contractor has to remit the renewal fee in proper head of account for issue of license.
- MV contractor license, Rs 2000 per year.(can be renewed maximum 3years)
 - HT contractor License, Rs 4000 per year.(can be renewed maximum 3years)
21. After receipt of renewal fees the license shall be issued to the contractor.
22. Any difficulty in online application ,the applicant has to contact office of SE-Cum-Secretary,ELBO or emailed at :secyelbo@nic.in