

### 13. ELECTRICITY

Sl.No	Services	Procedure
13.1	Grant of NOC for DG set.	<p>i) The applicant has to apply through “ SWIFT “ along with the following documents :</p> <p>a) Application in prescribed form  b) Copy of SSI Registration  c) Copy of Building Occupancy Certificate  d) Electrical contractors test report for DG Set.  e) Copy of PCC consent to establish DG set.</p> <p>1 After receipt through “SWIFT”, the case paper will be forwarded to concerned Sub – Division Officer for inspection of the installation of DG set.</p> <p>2. The Asstt. Engineer / Jr. Engineer of concerned Sub-Division will inspect the change over switch, earthing and other electrical installation of DG set and will certify that the installation is done as per IE rules. If the electrical works are not done as per the department requirement, then the party will be informed to complete the same within a time limit.</p> <p>3. The Sub-Division Officer will return the file to Division Office and the file will be forwarded to the Administrator to obtain approval for grant of NOC. The NOC will be issued after getting the approval from the competent authority.</p> <p>4. Approval of the Electrical Inspector shall be obtained by the party after getting NOC from the Department for operating the generator.</p> <p><b>Policy and other relevant points:</b>  i)NOC for DG sets are issued with a view of safety measure  ii) Under section 44 of IE Act, 1948 previous consent from the Department is required for any generation of power.</p>
13.2	Release of power connection.	<p>i) Prescribed requisition form  ii) NOC from village Panchayat / Municipality.</p>
13.2.1	<b>LT Domestic and LT Commercial, LT Ag and LIG :</b>	<p>iii) Building Occupancy / Gamtham Certificate issued by concerned Panchayat or Municipality.  iv) Completion Test Certificate of Electrical installation issued by Licensed Electrical Contractor.</p> <p>After receipt of above the departmental person visits the site and puts up the estimate and after payment of service connection charges and security deposit charges the connection is released and billing is started within one month.</p>

### 13. ELECTRICITY (contd..)

Sl. No	Services		Procedure
13.2. 2	Release of power connection <b>LT Industrial (LTP) up to 99 HP</b>	a)  b)  c)  d)  i)  ii)  iii)  iv)  v)  vi)  vii)  viii)	<p>“SWIFT” receives the application along with NOCs.</p> <p>The Division Office of this Department receives this application from “SWIFT” and forwards the same to concerned Sub Division for preparation of Technical Feasibility. Division Office through “SWIFT” after completion of formalities issues the consent letter for consent letter.</p> <p>The file alongwith the consent letter is forwarded to Sub Division for completion of Departmental formalities by the consumer such as payment of Service connection charges and security deposit, execution of agreements and preparation of Technical sanction etc. After the above, the physical work is carried out by Sub Division. And this file is retained in Sub Division Office for second file ( release order ) from “SWIFT”.</p> <p>The consumer submits the release order file with the following documents again directly to “SWIFT”.</p> <p>i) Writing completion &amp; Test Certificate from licensed Electrical Contractor.</p> <p>ii) Building Occupancy Certificate.</p> <p>iii) RIO Approval from Electrical Inspector.</p> <p>iv) Test certificate of metering issued by MRT section of Department.</p> <p>v) Manufacturer’s Test Certificate for capacitors etc.</p> <p>vi) The Division Office, after receiving this file from “SWIFT”, sends the same to Sub Division for inspection of metering system, installation wiring by concerned Jr. Engineer/ Asstt. Engineer.</p> <p>vii) Sub Division forwards the file to Division for release order after completion of above formalities alongwith consent letter file.</p> <p>viii) The release order is issued by Executive Engineer ( Elect.) in Division Office through “SWIFT” and file is submitted to concerned Sub Division for release of connection and billing.</p>

**13. ELECTRICITY ( contd. )**

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13.3.3	<p>Release of power connection</p> <p><b>High Tension Connection (HTC) –above 100 HP:</b></p>	<ul style="list-style-type: none"> <li>a) “SWIFT” with all NOCs receives the application and Division Office receives the same from ”SWIFT”.</li> <li>b) The case is processed by Technical Section of Division Office for issue of consent letter after due survey of site.</li> <li>c) The Technical feasibility for issue of consent letter is prepared by Technical section of Division Office.</li> <li>d) The file is forwarded to the Administrator through Special Secretary (P&amp;E) for approval to issue consent letter.</li> <li>e) After, that the consent letter is issued to consumer through “SWIFT” for completion of Departmental formalities such as Execution of Agreement, payment of service connection charges &amp; security deposit.</li> <li>f) The technical section prepares the estimates after completion of formalities as above and the file is forwarded to concerned Sub Division for physical work completion and other departmental formalities. The file is retained in SD waiting for second (release order ) file.</li> <li>g) The consumer submits the release order file to “SWIFT” alongwith same documents listed for LTP connection in addition to RIO approval for HT metering system.</li> <li>h) On receipt of this Release order file from “SWFIT”, the Division Office forwards the file to Sub Division for final inspection of metering system and wiring installation and submission of file to Division Office for release order.</li> <li>i) The Sub Division inspects the site and submits both files (consent letter and release order ) to Division Office for release order. The division carries out due inspection of site.</li> <li>j) The file is forwarded to Administrator through Special Secretary (P&amp;E) for final release order.</li> <li>k) The release order is issued as per the approval given by the Administrator.</li> <li>l) Sub Division releases the connection in presence of MRT section of this Department Office does billing within one month time.</li> </ul>