E-Suraksha

Online System for Services of Electrical Department

Prepared by: National Informatics Centre
Karnataka State Unit, Bangalore
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1 Introduction

“E-Suraksha system”, is a portal for the DEI to provide department related services and information to the citizens. It is an online system for applying for the services with payment and documents and workflow based system for processing the applications and delivering the services. The aim of E-Suraksha is to make department services more accessible, cost-effective and transparent, and to provide the citizens with necessary awareness and assistance to the community through effective information dissemination. This system also envisages to integrate with the services of other departments like ESCOM and KPCL, as per the requirements, so as to make the business processes simple and provide the ease for the citizens.

1.1 Audience for this manual

This manual is prepared for the users who use the E-Suraksha system. Basically, this E-Suraksha system is used by the Officers of the Electrical Department and the Citizen

1.2 URL

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Live Site</td>
<td><a href="https://ksei.gov.in/eisoft/">https://ksei.gov.in/eisoft/</a></td>
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<tr>
<td>Training Site</td>
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<td>Public Site</td>
<td><a href="https://ksei.gov.in/eisoft/">https://ksei.gov.in/eisoft/</a></td>
</tr>
</tbody>
</table>

1.3 Contact Information: Helpdesk - ksei.helpdesk@gmail.com

2 About the National Informatics Center

The National Informatics Centre (NIC), Department of Information Technology (IT), Ministry of Communication and IT, Government of India (GoI), is a premier organization in the field of Science and Technology. It provides state-of-the-art solutions to, dissemination, e-Governance and decision support requirements of the Government and corporate sector , with its Nationwide -of-the-art technology, computers, communication ,is well rooted and is ,State/ capitals and Central Government and helping information exchange of vital nature. With its 'Master Earth Station ' at New Delhi, micro earth station no have been established in all the State capitals, District selected commercial centers.

The NIC provides various services, design, coding, testing, raining, software maintenance and hand holding support.

The following are some of the e-Governance systems for the GOK designed and developed by the NIC:

- Pancha Tantra for Grama/Taluk Panchayat
- VAT soft for commercial taxes
- Bhoomi for land records
• Vaahan and Saarathi for transport offices
• RDS (Nemmadi) for rural digital services
• e-mandi system for APMCs
• Agrisnet for agriculture department
• FMS/LMS for secretariat, websites, etc.
• Ahara for Ration Cards management.

3 Project Objectives

The aim of this project is to create an integrated IT platform to deliver the department services online. The use of IT is envisioned to provide quality services, increase information quality, improve overall efficiency and effectiveness in the department processes with all services.

The objectives of the project are as below:

• To make department services more accessible, cost-effective and transparent.
• Providing required awareness and assistance on government schemes and procedures to the citizen through effective information dissemination.
• Online status tracking facility for various applications submitted to the government by the people.
• Seamless integration of the services of related departments.
• To streamline the procedures of the Department by time consuming and non-value adding steps/processes of the department so as to provide better services to the citizens.
• To provide the online workflow based IT solution and infrastructure to the some of the departments who are not using the IT system.

4 Features

• Web based system – The World Wide Web has opportunity for control the application through the internet and can be accessed by the officers from anywhere.
• User friendly system – This system is user friendly with local language support. It facilitates the officers and user with minimum computer skill to use the system.
• Work flow based system – It has been built with some rules where user and officers have to follow the procedure defined in execution of the work by the government.
• Uploading of the documents and photos user – The application need to upload the photo and related documents then officers can process it easily and fast.
• System control – It has been built with system control, wherever it is possible, so that officers/applicant cannot do the mistakes/error entries into the system

• Built in business rules – IT has been built with business rules of the work execution.

5 Benefits of E-Suraksha

• Anytime and Anywhere Access: The online system for requesting the services and tracking the status of the requests will enable the citizens to demand for the services from anywhere and at any time without visiting the concerned office.

• Enhancing the quality of the services: By the introduction of the online system, the quality of various services provided to the community will improve and the delivery of the service will be faster and efficient. The citizens will receive proper acknowledgements for all the online applications for government services made by them and thus can track the status of these applications. People can also scan and upload important documents thus avoiding the manual process of sending the documents to the concerned departments. The users can also get good quality prints of various forms/documents.

• Reducing the service cost for the citizens: The online system can help the citizens to save on the expenses involved in availing the department services by saving on the amount spent on traveling to the offices. People can also save on the time, to avail the services and also can avoid frequent visits to the offices to check the status of their applications. The loss of daily wages of the labor class people can also be avoided.

• Minimizing the public interface to the offices: This project will eliminate the need of multiple visits to the government offices by the citizens for their requirements/services as the services are going to be available 24/7 online and at the citizens’ neighborhood service delivery centers. It also helps in improving the efficiency of the staff as they are not being disturbed by the citizens. As the process is going to be online for the staff, they can perform their duties from anywhere and anytime.

• E-Suraksha is an online system for applying 20 different types of services with payment and documents and workflow based system for processing the applications and delivering the services.

• The aim of E-Suraksha is to make department necessary awareness, cost effective and transparent, and to provide the citizens with dissemination.

6 Business Work flow

APPLICANT

1) Applicant will open the website and choose the examination service option.
2) Then he will be asked for fresh/renewal/duplicate copy/cancel the application.
3) Once he chooses the relevant option then he will be given an option to keep the documents ready and click on next.
4) Applicant will be asked to enter the mobile number to get the OTP number. Once he receives the OTP on his mobile then he should enter it in the given field and click on verify.
5) Applicant will be taken to a page where he should fill all the basic details like applicant details, Business details, license details, upload documents.
6) Once filling details and documents are done, Applicant will save the documents and would receive REQ_NO.
7) Based on the REQ_NO applicant will be allowed to amend the details.
8) After the changes applicant should submit the application wherein he will receive ACK_NO for the submission. Applicant will also receive SMS to his registered mobile number.
9) After submission applicant will be asked for the e-payment details. He can pay it through net banking (credit/debit) or can go to any notified bank after generating a challan from the website.
10) Once the payment is received applicant will receive SMS.

**DEI OFFICE**

1) Once the payment is done, the application will be available at the district level DEI.
2) DEI will scrutinize the application and verifies the documents. If all the documents are correct then DEI will forward the application. If the documents are incorrect, DEI will mark the document as incorrect and Send Back the application.
3) SMS will be sent to the applicant.

**APPLICANT**

1) Now applicant will go to the citizen website, Enters his mobile number in the particular service. correct the documents and re-submits the application.

**DEI OFFICE**

1) DEI will find the send back application in Scrutiny-Send back tab wherein he will verifies the re uploaded documents, if they are correct then he will forward the application to the Head office level. If not application will be sent back again.

**HEAD OFFICE**

1) Now the same application will be scrutinized by Head Office, Verifies the documents of the applicant and forwards the application to the EI.

**HEAD OFFICE**

1) EI (Head office) will recommend the application or object the application.
2) EI will generate the list Number for all the applications based on the services and grade. Application will be processed further for board’s decision.

3) In board, application will be verified. If all the information is correct then it will be approved, if data is inappropriate then the application can be objected or rejected.

4) If the application is rejected or objected, SMS will be sent to the applicant.

5) If the application is approved, License number will be generated. License card will be printed.

**OBJECTION WORK FLOW**

1) Applicant will go to the citizen website, Enters his mobile number in the particular service, Corrects the documents and resubmits the application.

2) DEI will find the objected application in the objected resubmitted application tab verify the documents and forwards to EI.

3) Head office will scrutinize the application and selects “Forward to EI” from the dropdown list.

4) EI will recommend for acceptance or can object even if information is incorrect.

5) EI will generate list numbers separately for objected application using List Generation objected application.

6) Once the number is generated, EI will approve the application, License number will be generated and License card will be printed.

**7Endorsement Workflow**

**APPLICANT:**

1) Applicant will open the website and choose the examination service option.

2) Then he will be asked for fresh/renewal/duplicate copy/cancel the application.

3) Once he chooses the relevant option then he will be given an option to keep the documents ready and click on next.

4) Applicant will be asked to enter the mobile number to get the OTP number. Once he receives the OTP on his mobile then he should enter it in the given field and click on verify.

5) Applicant will be taken to a page where he should fill all the basic details like applicant details, Business details, license details, upload documents.

6) Once filling details and documents are done, Applicant will save the documents and would receive REQ_NO

7) Based on the REQ_NO applicant will be allowed to amend the details.

8) After the changes applicant should submit the application wherein he will receive ACK_NO for the submission applicant will also receive SMS to his registered mobile number.

9) After submission applicant will be asked for the e-payment details, He can pay it though net banking (credit/debit) or can go to any notified bank after generating a challan from the website.

10) Once the payment is received applicant will receive SMS.

**DEI OFFICE**
11) Once the payment is done, the application will be available at the district level DEI.
12) DEI will scrutinize the application and verifies the documents. If all the documents are correct then DEI will forward the application. If the documents are incorrect, DEI will mark the document as incorrect and Send Back the application.
13) SMS will be sent to the applicant.

**APPLICANT:**

14) Now applicant will got to the citizen website, Enters his mobile number in the particular service, corrects the documents and re-submits the application.

**DEI OFFICE**

15) DEI will find the send back application in Scrutiny-Send back tab wherein he will verifies the re-uploaded documents, if they are correct then he will approves the application.

### 8 E-Suraksha Online Services

<table>
<thead>
<tr>
<th>No</th>
<th>Service Name</th>
<th>Sub Service</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Electrical Contractor License</td>
<td>Fresh</td>
<td>Applying License for the first time or if the license is lapsed</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Renewal</td>
<td>Renew the contract</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Amendment</td>
<td>Amend some modification</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Duplicate</td>
<td>Duplicate the existing License</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Cancel</td>
<td>Cancel the License</td>
</tr>
<tr>
<td>2</td>
<td>Electrical Supervisor General Permit</td>
<td>Fresh</td>
<td>Applying Permit for the first time or if the Permit is lapsed</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Renewal</td>
<td>Renew the Permit</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Amendment</td>
<td>Amend some modification</td>
</tr>
<tr>
<td></td>
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<td>Duplicate</td>
<td>Duplicate the existing Permit</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Cancel</td>
<td>Cancel the Permit</td>
</tr>
<tr>
<td>No</td>
<td>Service Name</td>
<td>Sub Service</td>
<td>Description</td>
</tr>
<tr>
<td>----</td>
<td>----------------------------------</td>
<td>-------------</td>
<td>--------------------------------------------------</td>
</tr>
<tr>
<td>3</td>
<td>Electrical Supervisor (Mines) Permit</td>
<td>Fresh</td>
<td>Applying License for the first time or if the license is lapsed</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Renewal</td>
<td>Renew the contract</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Amendment</td>
<td>Amend some modification</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Duplicate</td>
<td>Duplicate the existing License</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Cancel</td>
<td>Cancel the License</td>
</tr>
<tr>
<td>4</td>
<td>Electrical Wiring Permit</td>
<td>Fresh</td>
<td>Applying Permit for the first time or if the Permit is lapsed</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Renewal</td>
<td>Renew the Permit</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Amendment</td>
<td>Amend some modification</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Duplicate</td>
<td>Duplicate the existing Permit</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Cancel</td>
<td>Cancel the Permit</td>
</tr>
<tr>
<td>5</td>
<td>Electrical Special Wiring Permit</td>
<td>Fresh</td>
<td>Applying Permit for the first time or if the Permit is lapsed</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Renewal</td>
<td>Renew the Permit</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Amendment</td>
<td>Amend some modification</td>
</tr>
<tr>
<td></td>
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<td>Duplicate</td>
<td>Duplicate the existing Permit</td>
</tr>
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</tr>
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<td></td>
<td>Cancel</td>
<td>Cancel Endorsement</td>
</tr>
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</table>
9 List of Services

- Electrical Contractor License
  - Fresh
  - Renewal
  - Amendment
  - Duplicate Copy
  - Cancel
- Electrical Supervisor (General) Permit
  - Fresh
  - Renewal
  - Amendment
  - Duplicate Copy
  - Cancel
- Electrical Supervisor (Mining) Permit
  - Fresh
  - Renewal
  - Amendment
  - Duplicate Copy
  - Cancel
- Electrical Wireman Permit
  - Fresh
  - Renewal
  - Amendment
  - Duplicate Copy
  - Cancel
- Special Wiring Permit
  - Fresh
  - Renewal
  - Amendment
  - Duplicate Copy
  - Cancel
- Endorsement
  - Fresh
  - Cancel
10 License/Permit Process Flow

Authenticate the application based on OTP

Online request for the License/Permit for the applicants to upload documents, Payment and get ACK_NO

District Officer will verify the documents, If all the documents are correct, application will be forwarded to HEAD OFFICE. If incorrect then, Application will be sent back to the Applicant

EI will recommend for acceptance or objection and Submits the application to the Board

Head officer will forward to EI

Board will Accept or reject or object. If accepted then license number and license card will be generated
Endorsement work flow

Authenticate the applicants based on OTP

Online request for the License/Permit for the applicants to upload documents, Payment and get ACK_NO

Send Back

District Officer will verify the documents, If all the documents are correct, application will be accepted, If incorrect then, Application will be sent back to the Applicant
12 Accessing E-Suraksha

The applicant has to visit the citizens website of Department of Electrical Inspectorate Online portal to apply for various examination and license.

Do the following tasks to access E-Suraksha application:

1. Enter the URL https://ksei.gov.in/eisoft/ in the address bar of the web browser. E- Service of Electrical Inspectorate appears.

2. Select the required language on the right hand side, either English or Kannada, in which you want to enter data. By default Kannada language is selected.

3. By Default Online service page will be displayed, where in on the left hand side you can see the list of Electrical License/Permit options and the appropriate Examination forms.
4. Applicant has to select the license/Examination option. As soon as the Applicant hovers on the selected License option, five options will be displayed to the applicant. He can select the appropriate one.
A) Fresh – Fresh option should be selected when the applicant is applying license/Permit for the first time.
B) Renewal – Renewal option should be selected when the applicant wants to extend the period of validity of a license.
C) Amendment – Amendment option should be selected when the applicant has to make some changes or modifications to the already submitted or saved application.
D) Duplicate Copy – Duplicate Copy option should be selected when the applicant wants the identical copy of the already submitted or saved application.
E) Cancel – Cancel option should be selected when the applicant wants to terminate or cancel the license.
5. If the Applicant wants to apply for Electrical Contractor License – FRESH then, Applicant has to follow these steps.
   - Select FRESH from the side menu of Electrical Contractor License if the applicant is applying the license for the first time.
   - In the next page, a pop up message appears which gives information about the name of the service selected, Service provided by Department of Electrical Inspectorate and the applicant should be ready with all the scanned copy of documents along with online payment.
   - Applicant should click on NEXT button.

<table>
<thead>
<tr>
<th>Name of the Service Selected</th>
<th>Electrical Contractor License - Fresh</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service provided by</td>
<td>DEPT OF ELECTRICAL INSPECTORATE</td>
</tr>
<tr>
<td>Eligibility to get this service</td>
<td>TENTH STANDARD PAST CANDIDATES ARE ELIGIBLE/EXISTING VALID CLASS II ELECTRICAL CONTRACTOR LICENSE FROM PAST THREE YEARS OR DEGREE OR DIPLOMA IN ELECTRICAL ENGINEERING CANDIDATES ARE ELIGIBLE</td>
</tr>
<tr>
<td>Scanned documents to be uploaded to get this Service</td>
<td>Yes</td>
</tr>
<tr>
<td>Fee/Charges to be paid to get the service (Rs.)</td>
<td>Rs.3025/- Class I &amp; Rs.2025/- Class II &amp; Rs.1025/- Class III(Ininuial, Company, Partner/Ship) &amp; Rs.10025/- (SuperGrade, Individual, Company, Partner/Ship)</td>
</tr>
<tr>
<td>Service is expected to be delivered within (days)</td>
<td>90 Days</td>
</tr>
</tbody>
</table>

   **Service Process**

   1. Citizen will log in to service of official www.kosil.gov.in website.
   2. Departmental web page showing all Online services get opened.
   3. Citizen selects a particular service and enter button pressed.
   4. Enters his mobile number and he will get an OTP to be entered.
   5. Once entered OTP the particular service request get opened.
   6. In the Service page Citizen preparedness, documents to be scanned, Fees to be paid, service delivery period is shown
   7. Earnest service page get opened.
   8. Citizen has to go on filling all mandatory or non-mandatory fields, upload all the requisite scanned documents (inclusive of list of testing instruments), save and submit.
   9. After successive submission of application Citizen will get an acknowledgement.
   10. Citizen should get print copy of acknowledgement and keep it with him.
   11. Citizen will get an SMS alert get Date, Time and Day to go to a particular DEI Office to get verification of original documents scanned and instruments.
   12. Applicant has to pay the requisite amount through Online Payment Gateway or e-Challan.
   13. After Verification of documents and instrument by the DEI, if all documents are in order the file forwarded to Head Office.
   14. If any application is not in order DEI will hold file and a SMS alert will be sent to applicant to comply immediately.
   15. If applicant comply the file will be forwarded to Head Office by the DEI.
   16. On verification at head Office the file submit to board for clearance.
   17. On approval of board the service request such as License or Permit will get printed and sending to citizen.
   18. Unapproved files kept pending for want of clarification a SMS alert sent to citizen to comply.
   19. After receipt of compliance from citizen the pending file is submitting to next sequential stage depending on provision.

   - Applicant has to enter his 10 digit mobile number and click on Verify button.
   - If the Applicant want to go back to the Home page, Applicant should click on “Exit” button.
   - When the Applicant clicks on “Verify” button after entering his/her mobile number. Click on “OK” button.
   - Service Request Page will be displayed, which includes Applicant Details, Business Details, License details, Upload Documents major tabs. Applicant Details page will be active by default.
A) Under **Applicant Details** major tab Applicant has to fill Personal Information detail box, Address detail box, Qualification detail box. (Text fields with (*) symbols are mandatory fields).

B) In the **Personal Information Details** page:-
- Applicant has to enter name in the Applicant name field.
- Applicant has to fill Kannada name in the “**Applicant kannada Name**” text field.
- Applicant has to fill “**Father/Husband**” name.
- Enter either the date of birth or the year of birth in the “**Date of Birth**” or “**Year of Birth**” field.
- Mobile number text field will be automatically filled from the “**OTP verification page**”.
- Applicant has to enter Email id in the “**E-mail id**” text field.
- Applicant has to enter Aadhar number in the “**Aadhar number**” text field.
C) In the Qualification Details page
- Application has to select Education/Qualification from the drop down.
- Applicant should enter Examination Certificate number in the examination number text field.
- Applicant has to enter Examination Certificate date in the format (MM/YYYY)

D) In the Address Details page
- Applicant has to enter Door/House/Survey No in the "Door/House/Survey No" text field.
- Applicant has to enter Locality in the “Locality” text field.
- Applicant has to enter nearest landmark in the “Nearest Land Mark” text field.
- Applicant has to enter Road/Street address in the “Road/Street” text field.
- Applicant has to enter City/Village address in the “City/Village” text field.
- Applicant has to select Office from the “Office” Drop down list.
- Applicant has to select Taluk from the “Taluk” Drop down list.
- Applicant has to fill Pin Code in the “Pin Code” text field.
- Applicant has to fill in mobile number or the landline number in the “Contact number” text field.

E) If Applicant wants to exit from filling the application, then click on Exit button.
F) Under Business Details major tab Applicant has to fill the following Fields (Text fields with (*) symbols are mandatory fields).
G) Applicant has to select License Sought for radio button which has Individual, Company and Partnership as options.

H) If the Applicant selects "License Sought For" as “Individual” radio button, Then the Applicant has to fill:

- Applicant has to fill Firm Name in the “Firm Name” text field.
- Applicant has to enter Door/House/Survey No in the “Door/House/Survey No” text field.
- Applicant has to enter Locality in the “Locality” text field.
- Applicant has to enter nearest landmark in the “Nearest Land Mark” text field.
- Applicant has to enter Road/Street address in the “Road/Street” text field.
- Applicant has to enter City/Village address in the “City/Village” text field.
- Applicant has to select Office from the “Office” Drop down list.
- Applicant has to select Taluk from the “Taluk” Drop down list.
- Once Applicant selects District and Taluk, “BESCOME Sub-Division” drop down list should be selected from the drop down list.
- Applicant has to fill Pin Code in the “Pin Code” text field.
- EPF number should be entered in the EPF text field.
- ESI number should be entered in the ESI text field.
I) If the Applicant selects “License Sought For” as “Company” radio button, Then the Applicant has to fill:-  
- Applicant has to fill Firm Name in the “Firm Name” text field.
- Applicant has to enter Door/House/Survey No in the “Door/House/Survey No” text field.
- Applicant has to enter Locality in the “Locality” text field.
- Applicant has to enter nearest landmark in the “Nearest Land Mark” text field.
- Applicant has to enter Road/Street address in the “Road/Street” text field.
- Applicant has to enter City/Village address in the “City/Village” text field.
- Applicant has to select Office from the “Office” Drop down list.
- Applicant has to select Taluk from the “Taluk” Drop down list.
- Applicant has to fill Pin Code in the “Pin Code” text field.
- EPF number should be entered in the EPF text field.
- ESI number should be entered in the ESI text field.

J) If the Applicant selects “License Sought For” as “Partnership” radio button, Then the Applicant has to fill:-  
- Applicant has to fill Firm Name in the “Firm Name” text field.
- Applicant has to enter Door/House/Survey No in the “Door/House/Survey No” text field.
Applicant has to enter Locality in the “Locality” text field.
Applicant has to enter nearest landmark in the “Nearest Land Mark” text field.
Applicant has to enter Road/Street address in the “Road/Street” text field.
Applicant has to enter City/Village address in the “City/Village” text field.
Applicant has to select Office from the “Office” Drop down list.
Applicant has to select Taluk from the “Taluk” Drop down list.
Once Applicant selects District and Taluk, “BESCOME Sub-Division” drop down list should be selected from the drop down list.
Applicant has to fill Pin Code in the “Pin Code” text field.

K) In Business Partners Details page, three columns are displayed to enter Partnership details.

- Partner’s name should be entered in “Name” text field.
- Partner’s Mobile Number should be entered in “Mobile Number” text field.
- Aadhar number should be filled in the “Aadhar number” text field.
- Applicant has to enter City/Village address in the “City/Village” text field.
- Applicant has to enter Door/House/Survey No in the “Door/House/Survey No” text field.
- Applicant has to enter Locality in the “Locality” text field.
- Applicant has to enter nearest landmark in the “Nearest Land Mark” text field.
- Applicant has to enter Road/Street address in the “Road/Street” text field.
L) If Partnership Deep Enclosed then Choose “YES” radio button else “NO” radio button.
M) EPF number should be entered in the EPF text field.
N) ESI number should be entered in the ESI text field.
O) License Details is the third major tab,
   - “License Applied For” radio button should be selected by the Applicant for which License service he is applying for.
• If the Applicant has been issued the License service previously then, Choose “YES” radio button else “NO” radio button for “Have you been issued License Previously”.

If the Applicant selects “NO” radio button then,
• Applicant has to enter “Previous Professional Tax Paid” details.

If the Applicant selects “YES” radio button then,
• Applicant has to fill “Previous License Number” in the Previous License Number text field.
  • Previous License Class radio button should be selected by the Applicant (Class1, Class2, Class3, Supergrade).
  • Previous License Issue Date should be entered by the Applicant in the “Previous License Issue date” text field.
  • Previous License Validity should be entered in the “Previous License Valid up to” text field.
  • Number of works carried out should be filled in the “Number of works carried out” text field.
  • Applicant has to enter “Previous Professional Tax Paid” details.

P) Upload Documents is the fourth major tab,
Q) Unless until the Applicant select the “LICENSE SOUGHT FOR” in Business Details tab and “LICENSE APPLIED FOR” in License details “DOCUMENT TYPE” will not be enabled.

Based on the License sought for and License applied for options selected by the Applicant, Appropriate Document type will be displayed to upload.
Applicant has to choose the Document type which has to be uploaded from the “Select Document Type” drop down list.
Applicant has to enter the brief Description of the document uploaded in the "Document Description" text field.

Click on "Upload" button, Once you have selected the document type that has to be uploaded.

A window pop up's where in Applicant can select the .jpg or.pdf format document to upload.

Once selected double click on the File you are uploading or click on "Open" button at the bottom right hand side and click on "Upload" button.

R) Declaration is the fifth major tab,

• Applicant has to check on all the check box by reading the declaration.

S) Once all the details are filed, Applicant can save or submit the application.

T) If the application is saved, Applicant can change or modify the details as and when he wants but once submitted he will not be allowed to make any changes.

U) If the applicant has saved the application, next time when Applicant wants to amend the application, then Applicant can enter his mobile number through which the application was saved.

V) When the Applicant clicks on “SUBMIT” button, Acknowledge Will be generated with the Acknowledge number as well as Acknowledge Date.
# GOVERNMENT OF KARANATAKA

## ACKNOWLEDGEMENT FOR AN ELECTRICAL CONTRACTOR'S LICENSE NEW

**Class I**

<table>
<thead>
<tr>
<th>Acknowledgement No</th>
<th>EI000110002078</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acknowledgement Date</td>
<td>03/06/2016</td>
</tr>
<tr>
<td>Applicant Name</td>
<td>Victor</td>
</tr>
<tr>
<td>Father/Husband Name</td>
<td>Raghavendeshar</td>
</tr>
<tr>
<td>Aadhar No</td>
<td>55555555555555</td>
</tr>
<tr>
<td>Date of Birth</td>
<td>11/09/1991</td>
</tr>
<tr>
<td>Education Qualification</td>
<td>Diploma in Electrical Engineering</td>
</tr>
<tr>
<td>City/Village</td>
<td>bangarpet</td>
</tr>
<tr>
<td>Door House/Survey No</td>
<td>#139</td>
</tr>
<tr>
<td>Nearest Land Mark</td>
<td>deepik nursing home</td>
</tr>
<tr>
<td>Road/Street</td>
<td>1st type blem quarters</td>
</tr>
<tr>
<td>Pan Code</td>
<td>568744</td>
</tr>
<tr>
<td>District</td>
<td>BENGALURU</td>
</tr>
<tr>
<td>Taluk</td>
<td>BENGALURU NORTH</td>
</tr>
<tr>
<td>Firm Name</td>
<td>Victor Farms</td>
</tr>
<tr>
<td>Firm Location</td>
<td>Basaveshwara nagar</td>
</tr>
<tr>
<td>Farm Nearest Land Mark</td>
<td>Vivekananda Park</td>
</tr>
<tr>
<td>Firm Road/Street</td>
<td>1st type blem quarters</td>
</tr>
<tr>
<td>Farm City/Village</td>
<td>Bangalore</td>
</tr>
<tr>
<td>Farm District</td>
<td>BENGALURU</td>
</tr>
<tr>
<td>Farm Taluk</td>
<td>BENGALURU EAST</td>
</tr>
<tr>
<td>License Sought For</td>
<td>Individual</td>
</tr>
<tr>
<td>Birth Year</td>
<td>1991</td>
</tr>
<tr>
<td>Firm Pincode</td>
<td>564412</td>
</tr>
<tr>
<td>BESCOM Sub-Division</td>
<td>NELAMANGALA</td>
</tr>
<tr>
<td>Partnership Deed Enclosed</td>
<td>NO</td>
</tr>
<tr>
<td>Have you been issued license previously?</td>
<td>YES</td>
</tr>
<tr>
<td>License Applied for</td>
<td>Class 1</td>
</tr>
<tr>
<td>Previous License No</td>
<td>abc12345</td>
</tr>
<tr>
<td>Previous License Class</td>
<td>Class 2</td>
</tr>
<tr>
<td>Previous License Issue Date</td>
<td>11/09/2014</td>
</tr>
<tr>
<td>Previous License Valid Up To</td>
<td>11/09/2016</td>
</tr>
<tr>
<td>EPF No</td>
<td>12369023514588</td>
</tr>
</tbody>
</table>

I, Victor hereby declare that the particulars stated above are correct to the best of my knowledge and that I have read the Karnataka Licensing of Electrical Contractors and Grant of Certificates and Permits to Electrical Contractors (Wiresmen) Rules, 2012 and fully understand the terms and conditions under which an Electrical Contractor's License is granted, a breach of which will render the License liable for suspension or cancellation. I certify that I will not be in possession of more than one License of any class at any given instant in my/our company or firm.

Signature of the Applicant and enclosed a copy of the acknowledgment form.

Note: After successful generation of acknowledgment form, you need to process the payment within 10 days or else submitted application will not consider.
If the Applicant wants to renew the contract then, Renewal option needs to be selected.

- Click on next button.
- Enter the Mobile number and click on verify. Once verified please enter Previous License number, License Validity, License date. Click on “GO”
- Fill in all the details in the Applicant details page.
• Select the “License Sought for” and fill in the below details for the option selected.

• Fill in details for “License Details” major tab.
• Upload the documents after selecting “License applied for” and “License Sought for” options. Documents will be listed below for the option selected by the Applicant.

• Check mark on all the declaration box available under “Declaration” major tab, then click on “Save” or “Submit” button.
AMENDMENT

1) Select Amendment if Applicant wants to make any changes to already applied License.

2) Click on “NEXT” button.
3) Click on “GO” button once details are filled.

4) Fill in all the Major tabs.
- Once all the Details are filled, submit the application, so that the latest information can be amended.
DUPLICATE COPY

1) When the applicant wanted to take the duplicate copy of the applied license then Applicant has to choose “Duplicate Copy” option.

2) Click on “Next” button.

3) Click on “Verify” button.
4) Fill in all the details from all the details.
5) Click on save or submit button.

6) Once Applicant clicks on “Submit” button. Acknowledge will be generated with acknowledge number and acknowledge date.

**CANCEL**

1) If the Applicant wants to cancel the application, Choose Cancel option.
<table>
<thead>
<tr>
<th>Name of the Service Selected</th>
<th>Electrical Contractor License - Cancellation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service provided by</td>
<td>DEPT OF ELECTRICAL INSPECTORATE</td>
</tr>
<tr>
<td>Eligibility to get this services</td>
<td></td>
</tr>
<tr>
<td>Scanned documents to be uploaded to get this Service</td>
<td>View</td>
</tr>
<tr>
<td>Fee/Charges to be paid to get the service (Rs.)</td>
<td></td>
</tr>
<tr>
<td>Service is expected to be delivered within (days)</td>
<td>Days</td>
</tr>
<tr>
<td>Service Process</td>
<td></td>
</tr>
</tbody>
</table>

Before proceeding to enter the application form please be ready with scanned copies of the above documents and for online payment.

Next
Same Procedure needs to be followed for Electrical Wireman Permit and Electrical Special Wireman Permit and Endorsement.

Once Acknowledgement is generated, Applicant has to pay the requisite amount through e-Challan or through Payment Gateway from the ack “GO TO PAYMENT” button.
<table>
<thead>
<tr>
<th>Firm Locality</th>
<th>Banasikan</th>
<th>Firm Nearest Land Mark</th>
<th>Tar Ground</th>
</tr>
</thead>
<tbody>
<tr>
<td>Firm Road/Street</td>
<td>Beml A-type road</td>
<td>Firm City-Village</td>
<td>Bengaluru</td>
</tr>
<tr>
<td>Firm District</td>
<td>KALABURAGI</td>
<td>Firm Tahak</td>
<td>KALABURAGI</td>
</tr>
<tr>
<td>License Sought For</td>
<td>Individual</td>
<td>Birth Year</td>
<td>1991</td>
</tr>
<tr>
<td>Firm Pincode</td>
<td>567489</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Partnership Deed Enclosed</td>
<td>NO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you been issued license previously?</td>
<td>YES</td>
<td>License Applied for</td>
<td>Class 3</td>
</tr>
<tr>
<td>Previous License No</td>
<td>123333333333333</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Previous License Class</td>
<td>Class 1</td>
<td>Previous License Issue Date</td>
<td>11/09/1991</td>
</tr>
<tr>
<td>Previous License Valid Up to</td>
<td>12/09/2000</td>
<td>Previous No of works carried out</td>
<td>20</td>
</tr>
</tbody>
</table>

**Documents Uploaded**

- Address Proof
- Photo identity proof
- Affidavit 5
- Original Solvency Certificate
- Passport Size Photographs
- Proof of Educational Qualification

I, S.PARTHAN, hereby declare that the particulars stated above are correct to the best of my knowledge and that I have read the Karnataka (Licensing of Electrical Contractors and grant of certificates and permits to electrical supervisors and wiremen) Rules, 2012, and fully understand the terms and conditions under which an Electrical Contractor's License is granted. A breach of which will render the License liable for suspension or cancellation. I certify that I will not be in possession of more than one license of any class at any given instant in my/our company or firm name.

Date: 11/07/2016

Signature of the applicant and partners if any or Authorized signatory

---

**Payment Gateway**
Treasury Unified Gateway

Payment Details

<table>
<thead>
<tr>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mode of Payment</td>
<td>E-Payment</td>
</tr>
<tr>
<td>Type of E Payment</td>
<td>Net Banking</td>
</tr>
<tr>
<td>HDFC Bank</td>
<td></td>
</tr>
</tbody>
</table>

Submit  Reset

Challan Reference Number: E10001100002516
Challan Amount: 1
Transaction Date: 07072016
Name of the Remitter: SPURTHIR
Payment Mode: HDFC Bank Retail, HDFC Corporate Bank
PAY
Once the Payment is made by the Applicant, The Application will be forwarded to the District officer for Scrutiny and for further process.

**14 Endorsement Process flow**

When the applicant wants to endorse the license or permit, then he would go with Endorsement option. Endorsement has two options: Fresh and Cancel.

**Endorsement Fresh:** If the applicant wants to apply fresh endorsement then he would choose his option.

**Endorsement Cancellation:** If the applicant wants to cancel the endorsement then he would choose this option.
### GOVERNMENT OF KARNATAKA

#### ACKNOWLEDGEMENT FOR AN ENDORSEMENT

<table>
<thead>
<tr>
<th>APPLICANT DETAILS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Acknowledgement Number</td>
<td>EI000110009569</td>
</tr>
<tr>
<td>Permit Category</td>
<td>Supervisor (General)</td>
</tr>
<tr>
<td>Permit No</td>
<td>ESG01362BNU</td>
</tr>
<tr>
<td>Permit Date</td>
<td>11/09/1991</td>
</tr>
<tr>
<td>Permit Validity</td>
<td>12/09/2000</td>
</tr>
<tr>
<td>Permit Holder Name</td>
<td>Spurthi R</td>
</tr>
<tr>
<td>Permit Holder Mobile No</td>
<td>7874452188</td>
</tr>
<tr>
<td>Firm Name</td>
<td>spurthi</td>
</tr>
<tr>
<td>Permit Holder Address</td>
<td>basaweshwara nagar</td>
</tr>
<tr>
<td>Tahuk</td>
<td>KOLAR</td>
</tr>
<tr>
<td>Office</td>
<td>SRINIVASPUR</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EMPLOYER DETAILS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>License or Permit Category</td>
<td>Contractor License</td>
</tr>
<tr>
<td>License No/Permit No</td>
<td>CL3100021</td>
</tr>
<tr>
<td>License Date</td>
<td>11/09/1991</td>
</tr>
<tr>
<td>License Validity</td>
<td>12/09/2000</td>
</tr>
<tr>
<td>License Holder Name</td>
<td>Santhosh B</td>
</tr>
<tr>
<td>License Holder Address</td>
<td>kr puram</td>
</tr>
<tr>
<td>Office</td>
<td>SRINIVAS PUR</td>
</tr>
<tr>
<td>----------------</td>
<td>--------------</td>
</tr>
</tbody>
</table>

**EMPLOYER DETAILS**

<table>
<thead>
<tr>
<th>License or Permit Category</th>
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<tr>
<td>License Date</td>
<td>11/09/1991</td>
</tr>
<tr>
<td>License Validity</td>
<td>12/09/2000</td>
</tr>
<tr>
<td>License Holder Name</td>
<td>Sambhosh B</td>
</tr>
<tr>
<td>License Holder Address</td>
<td>kr puram</td>
</tr>
<tr>
<td>License Holder Mobile No</td>
<td>8741236666</td>
</tr>
</tbody>
</table>

Documents Uploaded:
- Copy of the Electrical Contractor License Supre grade or Class 1 or Class II
- Copy of the ELECTRICAL SUPERVISOR GENERAL PERMIT GRADE 1 OR 2 Acceptance for endorsement of Permit in FORM X signed by both Cont & Owner.

I/We Spurthi R hereby declare that the particulars stated above are correct to the best of my/our knowledge and that I/we have read the Karnataka (Licensing of Electrical contractors and grant of certificates and permits to electrical supervisors and wiremen) Rules, 2012 and fully understand the terms and conditions under which License/Permit is granted a breach of which will render the Licensee liable for suspension or cancellation. I/We certify that I/We will not be in possession of more than one License of any class at any given instant in my/our/our company or firm name.

**DATE:** 18/11/2016

Signature of the applicant/partner(s) if any or Authorized signatory

Note: After Successful generation of acknowledgment form you need to process the payment within 10 days or else submitted application will not consider.
Click on payment button to make payment.

Once the payment is made Application will be available at the Officer level.

150 Other Services

Application status

Applicant can see the status of the application using this link.
Applicant has to choose Service category, Service name and enter his acknowledge number. When clicked on GO button, The status will be shown.
**License/Permit verification**

Applicant can see his License/Permit status using this link.

For eg:
E-Payment Verification

This link is used to double verify the payment status.

Applicant should enter the reference number and click on GO button.

It will show his payment details along with amount and acknowledgement number.

Applicant should click on verify button to verify the online payment.
Endorsement verification

This link is used to check the endorsement details.
For eg:

```
Contractor License No: E12345678900000
Endorsement Verification
```

**Endorsement Verification**

- Contractor License No: E12345678900000
- Electrical Supervisor/Wireman Permit: 
- Endorsement Application No: 

**Endorsement Details**

<table>
<thead>
<tr>
<th>Name</th>
<th>Endorsement ID</th>
<th>Permit No</th>
<th>Permit Type</th>
<th>Permit Date</th>
<th>Permit Validity</th>
<th>Firm Name</th>
<th>Status</th>
</tr>
</thead>
</table>