



DEPARTMENT
OF
ELECTRICAL
INSPECTORATE
(DEI)

**User Manual: Installation
Approval**



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Installation Approval

Competent Authority	DEPARTMENT OF ELECTRICAL INSPECTORATE
Name of the Service	Installation Approval
Who are eligible to get this service	Electrical Installation in the jurisdiction of the state of Karnataka(Electrical Installation belonging to Government of India and its undertakings are excluded).
Stage	Pre-Operation
SAKALA Timeline	25 days-Head Office & 20 days Field Office Days
Documents to be enclosed with the request	<p>Documents to be uploaded :</p> <ol style="list-style-type: none"> 1. Work completion report in the prescribed format Form-B1. 2. Copy of the drawing approval letter of the electrical installation. 3. List of designated persons as per Regulation 3 of Central Electricity Authority (MRS&ES) Regulation, 2023. 4. Manufacturer's test certificates of the electrical equipments as applicable 5. Calibration report of all protective relays, circuit breakers, and Metering equipments as applicable. 6. List of all equipments with name plate details. 7. Any other documents as mentioned in the drawing approval letter.
Apply here:	https://ksei.gov.in/eisoft/Home.aspx?serv_cat=9&srv_code=41
Procedure	<ol style="list-style-type: none"> 1. Citizens are requested to login to the website www.ksei.gov.in. 2. After login, Click on Approval of Electrical Installation button then select the option installation approval. 3. Applicants shall upload all the required documents and test/calibration reports by clicking browse and upload option. 4. On receipt of application the concerned officer shall examine the application. If the officer finds the application in order he shall intimate the applicant the date of inspection. In case of short falls if any shall intimate the applicant for compliance. 5. The applicant shall comply the requirements within fifteen Days. If the applicant fails to comply within the said period, the application shall be treated as cancelled and inspection fees will be forfeited. 6. On receipt of the compliance report from the applicant, the Inspecting officer shall verify the application and if the officer finds the application is in order he shall intimate the applicant the date of inspection. If the compliance furnished is not in order an additional period of seven days may be allowed to the applicant to comply. Otherwise application will be rejected with the reason for rejection and inspection fees paid will be forfeited 7. The Inspecting officer shall inspect the installation. If the installation is found in conformity with the Regulations, he shall communicate the approval. In case of observations if any, the applicant shall be intimated to comply the observations and furnish his item-war compliance report for having attended the observations duly enclosing the report of the LEC in writing to the Inspecting officer within fifteen days from the date of issue of observation letter. 8. Upon receipt of the item-war compliance report the inspecting officer may verify the compliance report and if the installation is found in conformity with the Regulations, he shall communicate the approval. 9. If applicant complies for clarification sought within 7 days same will be processed for inspection or application will

	<p>be rejected with the reason for rejection and inspection fees paid will be forfeited</p> <p>10. If any change in LEC the applicant shall furnish the copy of No Objection Letter from the earlier LEC.</p>
Fee/Charges to be paid to get the service	As mentioned in the drawing approval letter
Grievance Portal	
Sakala	
Whom to approach as a appeal (Competent Officer), if the service is not delivered in time or rejected by officer	EI/DCEI/ACEI/CEIG
Maximum number of days to wait to get the decision of the Competent Officer	45 Working Days
Whom to approach as 2nd appeal (Appellate Authority), if the decision of the Competent officer is not acceptable or not implemented?	DCEI/ACEI/CEIG/Deputy Secretary
Maximum no. of days to wait to get the decision of Appellate Authority	45 Working Days
Integrated Public Grievance System (IPGRS)	
Website	https://ipgrs.karnataka.gov.in/

1. Work-flow

