

PROCEDURE TO OBTAIN APPROVAL FOR ELECTRICAL INSTALLATION		
Sl.No.	Questions	Answers
1.	Whether it is mandatory to obtain Approvals for Electrical installations?	Yes,
2.	Can we choose a common man having basic electrical knowledge to carryout electrical installation works?	No,
3.	Whom to approach to obtain electrical safety approvals	Concerned jurisdictional office of Electrical Inspectorate
4.	When should I approach Electrical Inspectorate dept?	After obtaining the required power sanction approval from the concerned ESCOMS & before commencement of electrical Installation works.
5.	What are the steps involved in obtaining the electrical safety certificates.?	<ul style="list-style-type: none"> ➤ Obtaining the Approval for proposed Electrical Installation Drawings ➤ Carry out the Electrical Installation works under the provisions of Central Electricity Authority(Measures relating to safety and electric supply)Regulations 2010 , as per approved drawings through an LEC ➤ Completed electrical installation work shall be got inspected by concerned officers of Electrical Inspectorate dept ➤ After inspection If an inspecting officers ensures that the said electrical installation is in general conformity with Central Electricity Authority(Measures relating to safety and electric supply)Regulations 2010,necessary safety approval will be issued else, defects if any intimated by the officer shall be complied within specified period to obtain the same. ➤ Further, on verification of compliance report the inspecting officer himself or the concerned officer as per DOP will issue the safety certificate or he may reissue defect notice may along with the re-inspection fee.
6.	What are all the documents to be submitted in order to obtain Drawing approvals?	<ul style="list-style-type: none"> ➤ Requisition letter from the owner of the installation with details of installation ➤ Duly filled Form A1, Form Z with applicable stamp duty as per Stamp Act, and duly filled Notarised Affidavit-8 on Rs. 20/- stamp paper. ➤ Copies of concerned Electrical Contractor's valid license &

		<p>Supervisor permit with endorsement</p> <ul style="list-style-type: none"> ➤ Receipt or Challan for having remitted prescribed drawing <u>scrutiny fee.</u> ➤ Blue print/ computer print drawings duly signed by the owner & LEC in quadruplicate with full address of the installation. ➤ Additional necessary documents depending upon on the type of Electrical Installations as detailed below:- <ul style="list-style-type: none"> a) Applicable power sanction copy along with estimation and sketch from ESCOM / KPTCL. b) Approved drawings of the existing installation if any. c) <u>For M.S. Building:</u> <ul style="list-style-type: none"> i) Civil drawings approved from competent authority with notary authenticated. ii) GPA/Joint Development Agreement / Lease agreement copy. d) <u>For IPP (WPP, SPP, MHP)</u> <ul style="list-style-type: none"> i) copy. of the Govt. order according approval for the project. ii) Topo map approved by KREDL for WPP iii) C-WET approval copy for WPP e) <u>For HT/EHT Line:</u> <ul style="list-style-type: none"> i) Route profile of the line. ii) Tower Schedule which is approved by competent authority. iii) NOC from concerned authority, for Railway/ National Highway/ Tele line crossings.
7	What are all the details to be incorporated in the electrical drawings	<ul style="list-style-type: none"> ➤ Single line diagram of the electrical system showing the proposed, existing & future installation details together with protective devices, measuring instruments cable sizes along with their capacity & ratings. ➤ Site plan showing the location of proposed & existing DG sets ➤ Plan & Elevation of the proposed DG set & DG panel showing the all round clearances ➤ Earthing scheme showing the location of earth pits, size of earth leads, and method of earthing.
8	Whom to approach for obtaining the	If the submitted drawings &

	drawing approval?	documents are found in order, the concerned officer will approve the drawings based on DOP
9	What is the next procedure after getting the drawings approved?	<p>The work shall be taken up through a Licensed Electrical Contractor as per the approved drawings after effecting necessary corrections and with observations noted in RED INK. After completing the work, the connected documents shall be submitted with completion report to the concerned inspecting officer, along with the following particulars to arrange for inspection.</p> <ul style="list-style-type: none"> ➤ Manufacturers Test Reports of connected electrical Equipments. ➤ Completion report of Licensed Electrical Contractor for having completed the works as per the approved drawings along with the following details. <ul style="list-style-type: none"> a) Description of the motor/equipments, indicating serial numbers. b) Feeder details c) Voltage Rating, insulation test results of the equipments and d) Earth Test Results. e) The completion report duly signed by the Licenced Electrical Contractor and the Electrical supervisor along with their valid licence / permit number and date. ➤ Insulation test results of cable and other connected equipments. ➤ Calibration certificates in original of protective devices, CTs, PTs, Energy meters etc., as calibrated by the relay testing and meter testing division of KPTCL and other approved agencies. ➤ Earth test results of all the earth electrodes disconnecting all the earth leads from them. ➤ List of authorized persons qualified to operate at the sub-station/ at the works (list shall be signed by both the employees and employer with permit number and validity date). ➤ Challan /Receipt for having paid the necessary fee towards <u>inspection</u>

		charges under the Budget Head Non-Plan 0043-00-102-02 other taxes and duties on Electricity under IE Rules, 1956.
10	Who will inspect the electrical installation after the submission of completion report:?	If the submitted documents with the completion report are found in order, on intimation the concerned officer will carry out the inspection based on DOP
11	Who are all to be present during inspection ?	Inspecting officer along with Owner of the installation, Electrical Contractor, supervisor.
12	After inspection can we charge the electrical installation?	No,
13	After inspection will they issue safety certificate?	If an inspecting officers ensures that the said electrical installation is in general conformity with Central Electricity Authority(Measures relating to safety and electric supply)Regulations 2010 necessary safety approval will be issued
14	What if the electrical installation is not in general conformity with I E Rules 1956?	If the electrical installation is not in general conformity with Central Electricity Authority(Measures relating to safety and electric supply)Regulations 2010, the inspecting officer will issue a defect notice if any intimated by the officer shall be complied within specified period to obtain the same
15	How to comply for the defects intimated by the inspecting officers	After rectifying the defects through LEC as intimated, item wise compliance report along with the contractor's compliance report shall be submitted.
16	What is the next procedure after submission of compliance report	<ul style="list-style-type: none"> ➤ Verification of submitted compliance report will carried out by the concerned officer. ➤ Based on the verification report the inspecting officer himself or the concerned officer as per DOP will issue the safety certificate or he may reissue defect notice along with the re-inspection fee.

17	Will be there any further inspections after obtaining safety certificate	Yes, periodical inspections will be conducted every year with intimation by the concerned officer as per DOP along with <u>periodical inspection fee</u>
18	Shall we have to intimate to dismantle/ relocate the already approved installations from the Department.	Yes
19	Whom to approach for obtaining dismantling approval	Concerned jurisdictional office of Electrical Inspectorate
20	What is the Procedure for obtaining dismantle/ relocating already approved installations from the Department	<p>Following documents shall be submitted to the concerned jurisdiction office for obtaining the dismantling approval</p> <ol style="list-style-type: none"> 1) Requisition Letter 2) Approved copy of the installation 3) Prescribed fee. <p>In case of relocation, after getting dismantling approval, consumer has to apply for commissioning approval as per procedure mentioned in column(1) of Sl.No.5</p>
21	What are all the documents to be submitted for obtaining the Change of name /change of ownership of the installation?	<p>Following documents shall be submitted to the concerned approving authority for obtaining the Change of name /change of ownership of the approved installation</p> <ol style="list-style-type: none"> 1) Requisition Letter 2) Approved copies of the installation 3) Prescribed fees 4) Change of name certificate from the Registrar of companies 5) Memorandum of Association
22	Where are the offices Located?	http://ksei.gov.in/contactus.html

