

PROCEDURE AND CHECKLIST FOR CERTIFICATION OF ELECTRICAL INSTALLATION BY CHIEF ELECTRICAL INSPECTOR

Government of Himachal Pradesh



**Block No. 29,
SDA Complex, Kasumpti,
Shimla, Himachal Pradesh - 171009**

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A. Grant of approval to energise electrical installations other than transmission lines (under regulation, 32, 36 & 43 of CEA Regulations, 2010)

➤ **Documents required for grant of approval:**

- 1) List of equipment mention the data: (Name, Make, Sr. No., MW/KW, KVA, Quantity).
- 2) Single line diagram with metering & protection.
- 3) Drawing showing the location, layout, elevation and section.
- 4) Drawing of earthing with Electrodes/Mats.
- 5) Manufacturer’s test certificate for each equipment.
- 6) Insulation test results and earth resistance of individual, combined electrodes and earth mat.
- 7) Details of electrical Contractor and Supervisor.
- 8) Copy of NOC* from supplier (HPSEBL) in case of D.G. set to be commissioned as standby source of supply.

*May be applied from within the online application of **Form-A "Approval to Energise Electrical Installations Other Than Transmission Line"**)

➤ **Service Delivery Process:**

Grant of approval to energise electrical installations other than transmission lines under regulation, 32, 36 & 43 of CEA regulations, 2010)		
Sr. No.	Process Description	Responsibility Centre
1	If applicant wants to apply for grant of approval to energise electrical installations other than transmission lines online directly, then applicant has to access the online application.	Applicant
2	If applicant is not registered in application, then User has to register at the online application & create the User ID and passwords. Mobile number and e-mail id is also verified by the user.	Applicant / Online Application
3	If/Once applicant is registered, login to online application using User ID and Password: <ul style="list-style-type: none"> • Applicant can select the service “approval to energize electrical installations other than transmission lines” from the list available. • The user fills the online form. In case the user selects “Standby NOC not obtained” from the drop down menu of DG set type column, the user is redirected to HPSEBL portal for getting the NoC otherwise the user completes the form and uploads required documents. • For “Standby” DG type applications once the NoC is granted by HPSEBL, the user is required to upload other relevant documents and complete the form. (Noc if applicable will be pre uploaded in the form) • Select the payment mode and make the payment online through the Payment Gateway using Net-banking, debit card etc. 	Applicant / Online Application

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4	This concludes the application submission procedure done online directly by the applicant	Applicant
5	Online application registers the service request made by the applicant and generates a Unique service request ID: <ul style="list-style-type: none"> Applicant receives the service request ID on e-mail or mobile 	Online Application
6	Applicant can check the status based on the Unique application request number by logging into the application.	Online Application
7	Online Application routes the Application request along with attached documents to the Chief Electrical Inspector.	Online Application
8	Chief Electrical Inspector review the application request along with the attached documents: <ul style="list-style-type: none"> If Applicants details are satisfactory, Chief Electrical Inspector may process the request online. <ul style="list-style-type: none"> For any additional info required to process the application, authority may send back the application to the applicant for providing additional documents or to further update the information online If Applicants details are not satisfactory, then the application is rejected along with Reason of Rejection. Chief Electrical Inspector either inspect the installation self or assigns the Electrical Inspector or regional inspector for inspection based on the Location/service-based Jurisdiction. 	Chief Electrical Inspector
9	User is apprised of the schedule/date of inspection through e-mail and SMS. Post inspection, report is submitted by designated person (chief electrical inspector/ Electrical Inspector/ regional inspector). <ul style="list-style-type: none"> Once inspection is conducted, authority may process the request online if all parameters are complied with/satisfactory. If not complied/not satisfactory, then the application is reverted along with reason for compliance by the applicant of observations. 	Registering Officer (Chief electrical inspector/ Electrical Inspector/ regional inspector)
10	Approval Component: <ul style="list-style-type: none"> This component involves creation of Electronic copy of License with signature/digital signature of the Approving Authority. The record is updated in the database. Rejection Component: <ul style="list-style-type: none"> If the Competent Authority is not satisfied with the application request, then Competent Authority may reject the service request for License with rejection comments 	Registering Officer / Online Application
11	Applicant is updated with the status of the application requested through auto generated SMS. <ul style="list-style-type: none"> If application is rejected, then applicant is updated with reason of rejection If application is approved, auto alert is sent to Applicant about the certificate 	Online Application
12	Online application activates the predefined delivery component through which the service delivery happens to the applicant to his e-Mail ID.	Online Application

B. Grant of approval to energise transmission lines (under regulation, 43 of CEA regulations, 2010)

➤ **Documents required for grant of approval:**

- 1) Drawing showing the location, layout and crossings.
- 2) Copy of test certificate of Manufacturer in respect of conductor, ground wire, disk insulators.
- 3) Details of electrical Contractor and Supervisor (enclose copy).
- 4) Footing resistance of each tower (above 33 KV).
- 5) Men & material removal certificate.

➤ **Service Delivery Process:**

Grant of approval to energise transmission lines (under regulation, 43 of CEA regulations, 2010)		
Sr. No.	Process Description	Responsibility Centre
1	If applicant want to apply for grant of approval to energise transmission lines online directly, then applicant has to access the online application.	Applicant
2	If applicant is not registered in application then User has to register at the online application & create the User ID and passwords. Mobile number and e-mail id is also verified by the user.	Applicant / Online Application
3	If/Once applicant is registered, login to online application using User ID and Password: <ul style="list-style-type: none"> • Applicant can select the service “to energize transmission lines” out of the displayed list of services. • Applicant fills the necessary details and submits application as e-form through the web portal • Attach the necessary set of supporting documents. • Select the payment mode and make the payment online through the Payment Gateway using Net-banking, debit card etc. 	Applicant / Online Application
4	This concludes the application submission procedure done online directly by the applicant	Applicant
5	Online application registers the service request made by the applicant and generates a Unique service request ID: <ul style="list-style-type: none"> • Applicant receives the service request ID on e-mail or mobile 	Online Application
6	Applicant can check the status based on the Unique application request number by logging into the application.	Online Application
7	Online Application routes the Application request along with attached documents to the Chief Electrical Inspector.	Online Application

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8	<p>Chief Electrical Inspector review the application request along with the attached documents:</p> <ul style="list-style-type: none"> • If Applicants details are satisfactory, Chief Electrical Inspector may process the request online. <ul style="list-style-type: none"> ➤ For any additional info required to process the application, authority may send back the application to the applicant for providing additional documents or to further update the information online ➤ If Applicants details are not satisfactory, then the application is rejected along with Reason of Rejection. • Chief Electrical Inspector either inspect the installation self or assigns the Electrical Inspector or regional inspector for inspection based on the Location based Jurisdiction. 	Chief Electrical Inspector
9	<p>User is apprised of the schedule/date of inspection through e-mail and SMS. Post inspection, report is submitted by designated person (chief electrical inspector/ Electrical Inspector/ regional inspector).</p> <ul style="list-style-type: none"> • Once inspection is conducted, authority may process the request online if all parameters are complied with/satisfactory. • If not complied/not satisfactory, then the application is reverted along with reason for compliance by the applicant of observations. 	Registering Officer (chief electrical inspector/ Electrical Inspector/ regional inspector)
10	<p>Approval Component:</p> <ul style="list-style-type: none"> • This component involves creation of Electronic copy of License with signature/digital signature of the Approving Authority. The record is updated in the database. <p>Rejection Component:</p> <ul style="list-style-type: none"> • If the Competent Authority is not satisfied with the application request, then Competent Authority may reject the service request for License with rejection comments 	Registering Officer / Online Application
11	<p>Applicant is updated with the status of the application requested through auto generated SMS.</p> <ul style="list-style-type: none"> • If application is rejected, then applicant is updated with reason of rejection • If application is approved, auto alert is sent to Applicant about the certificate 	Online Application
12	<p>Online application activates the predefined delivery component through which the service delivery happens to the applicant to his e- Mail ID.</p>	Online Application

C. Application for periodical inspection of electrical installations (under regulation, 30 of CEA regulations, 2010)

➤ **Documents required for grant of approval:**

1. List of equipment mention the data: (Name, Make, Si. No. ,MW/KW, KVA, Quantity).
2. Single line diagram with metering & protection.
3. Drawing showing the location, layout, elevation and section.
4. Drawing of earthing with Electrodes/Mats.
5. Insulation test results and earth resistance of individual, combined electrodes and earth mat.
6. Details of electrical Contractor and Supervisor (enclose copy).

➤ **Service Delivery Process:**

Application for periodical inspection of electrical installations (under regulation, 30 of CEA regulations, 2010)		
Sr. No.	Process Description	Responsibility Centre
1	If applicant want to apply for periodical inspection of electrical installations online directly, then applicant has to access the online application.	Applicant
2	If applicant is not registered in application then User has to register at the online application & create the User ID and passwords. Mobile number and e-mail id is also verified by the user.	Applicant / Online Application
3	If/Once applicant is registered, login to online application using User ID and Password: <ul style="list-style-type: none"> • Applicant can select the service out of the displayed list of services in application • Applicant selects the desired service and fills the necessary details • Application request is submitted as e-form through the web portal • Attached the necessary set of supporting documents. • Select the payment mode and make the payment online through the Payment Gateway using Net-banking, debit card etc. 	Applicant / Online Application
4	This concludes the application submission procedure done online directly by the applicant	Applicant
5	Online application registers the service request made by the applicant and generates a Unique service request ID: <ul style="list-style-type: none"> • Applicant receives the service request ID on e-mail or mobile 	Online Application
6	Applicant can check the status based on the Unique application request number by logging into the application.	Online Application
7	Online Application routes the Application request along with attached documents to the Chief Electrical Inspector.	Online Application

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8	<p>Chief Electrical Inspector review the application request along with the attached documents:</p> <ul style="list-style-type: none"> • If Applicants details are satisfactory, Chief Electrical Inspector may process the request online. <ul style="list-style-type: none"> ➤ For any additional info required to process the application, authority may send back the application to the applicant for providing additional documents or to further update the information online ➤ If Applicants details are not satisfactory, then the application is rejected along with Reason of Rejection. • Chief Electrical Inspector either inspect the installation self or assigns the Electrical Inspector or regional inspector for inspection based on the Location based Jurisdiction. 	Chief Electrical Inspector
9	<p>User is apprised of the schedule/date of inspection through e-mail and SMS. Post inspection, report is submitted by designated person (chief electrical inspector/ Electrical Inspector/ regional inspector).</p> <ul style="list-style-type: none"> • Once inspection is conducted, authority may process the request online if all parameters are complied with/satisfactory. • If not complied/not satisfactory, then the application is reverted along with reason for compliance by the applicant of observations. 	Registering Officer (chief electrical inspector/ Electrical Inspector/ regional inspector)
10	<p>Approval Component:</p> <ul style="list-style-type: none"> • This component involves creation of Electronic copy of License with signature/digital signature of the Approving Authority. The record is updated in the database. <p>Rejection Component:</p> <ul style="list-style-type: none"> • If the Competent Authority is not satisfied with the application request then Competent Authority may reject the service request for License with rejection comments 	Registering Officer / Online Application
11	<p>Applicant is updated with the status of the application requested through auto generated SMS.</p> <ul style="list-style-type: none"> • If application is rejected, then applicant is updated with reason of rejection • If application is approved, auto alert is sent to Applicant about the certificate 	Online Application
12	<p>Online application activates the predefined delivery component through which the service delivery happens to the applicant to his e- Mail ID.</p>	Online Application

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D. Fee Schedule of electrical installations

Fee for Inspection of Electrical Installations:		
1(a)	Connected load of installation	Fees for initial and Periodical Inspection.
a	Up to and including 5 KW	100/-
b	Exceeding 5 KW but not exceeding 20 KW	200/-
c	Exceeding 20 KW but not exceeding 50 KW.	250/-
d	Exceeding 50 KW but not exceeding 100 KW.	300/-
e	Exceeding 100 KW but not exceeding 400 KW.	500/-
f	Exceeding 400 KW but not exceeding 750 KW.	800/-
g	Exceeding 750 KW but not exceeding 1000 KW.	1000/-
h	Exceeding 1000 KW.	1500/-
1(b)	Generating station	Fees for initial and Periodical Inspection.
a	Up to and including 5 KW.	100/-
b	Exceeding 5 KW but not exceeding 20 KW	200/-
c	Exceeding 20 KW but not exceeding 50 KW.	250/-
d	Exceeding 50 KW but not exceeding 100 KW.	300/-
e	Exceeding 100 KW but not exceeding 400 KW.	500/-
f	Exceeding 400 KW but not exceeding 750 KW.	800/-
g	Exceeding 750 KW but not exceeding 1000 KW	1000/-
h	Exceeding 1000 KW.	1500/-
1(c)	For an inspection examination or test of each transformer or each transformer or each receiving station or other places in which energy is distributed at the same voltage at which it is received, or place in which energy is, or about to distributed at a pressure of 100 volts or more but not exceeding 33000 volts.	
	KVA of each Transformer or receiving Station.	Fee for initial or periodical Inspection.
a	Up to and including 25 KVA	300/-
b	Exceeding 25 KVA but not exceeding 100 KVA.	400/-
c	Exceeding 100 KVA but not exceeding 250KVA.	500/-
d	Exceeding 250 KVA but not exceeding 750 KVA.	800/-

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e	Exceeding 750 KVA but not exceeding 1000 KVA.	1000/-
f	Exceeding 1000 KVA.	1500/-
g	O.C.B./A.C.B. etc. 11 KV/22 KV & 33 KV	400/-
h	Extension of switch yard.	400/-
1(d)	For an inspection, examination or test of an Extra High Tension Installations	
	KVA of each Transformer or receiving Station.	Fee for initial or periodical Inspection.
a	Up to and including 5000 KVA.	2000/-
b	For every additional 5000 KVA or part thereof.	400/-
c	O.C.B. /A.C.B. etc. 66KV/132KV and above.	500/-
d	Extension of switch yard.	500/-
	For inspection, examination or test of: -	
a	A high voltage service connection	400/-
b	A medium voltage service connection	200/-
c	A low voltage service connection	200/-
1(e)	For initial or periodical inspection or examination of an aerial line or underground cable up to and including 33000 volts:	
a	Up to and including 1 KM.	200/-
b	Every additional of 1 KM or part thereof	50/-
c	Every alteration or replacement of in the line.	300/-
1(f)	For initial or periodical inspection and examination of extra high tension line or cable:	Rs. 300/- for 1 Km, Rs. 100/- for additional length of 1 KM or part thereof.

E. Timelines for providing services under the PSG Act.

Department has mandated timelines through the Public Service Delivery Guarantee Act for approval of complete application vide notification No. MPP-F(10)-10/2017-Loose dated 26.10.2017. Notification can be accessed by following the link:

[Automatically generated PDF from existing images. \(hp.gov.in\)](#)