



USER MANUAL

**Approval for DG set installation from all concerned
authorities (as applicable)**

Electrical Inspectorate

Homepage URL:

<https://emerginghimachal.hp.gov.in/>

Direct link for accessing the document:

<https://emerginghimachal.hp.gov.in/themes/backend/uploads/Checklist%20and%20procedure%20version%202.0.pdf>



Table of Contents

1. Checklist and Applicable Fee.....	2
2. Online Submission of Application	3
3. Payment and Application Fee	14
4. Tracking of the status of application	15
5. Downloading of Final Certificate.....	16
6. Third Party Verification.....	18



1. Checklist and Applicable Fee

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.

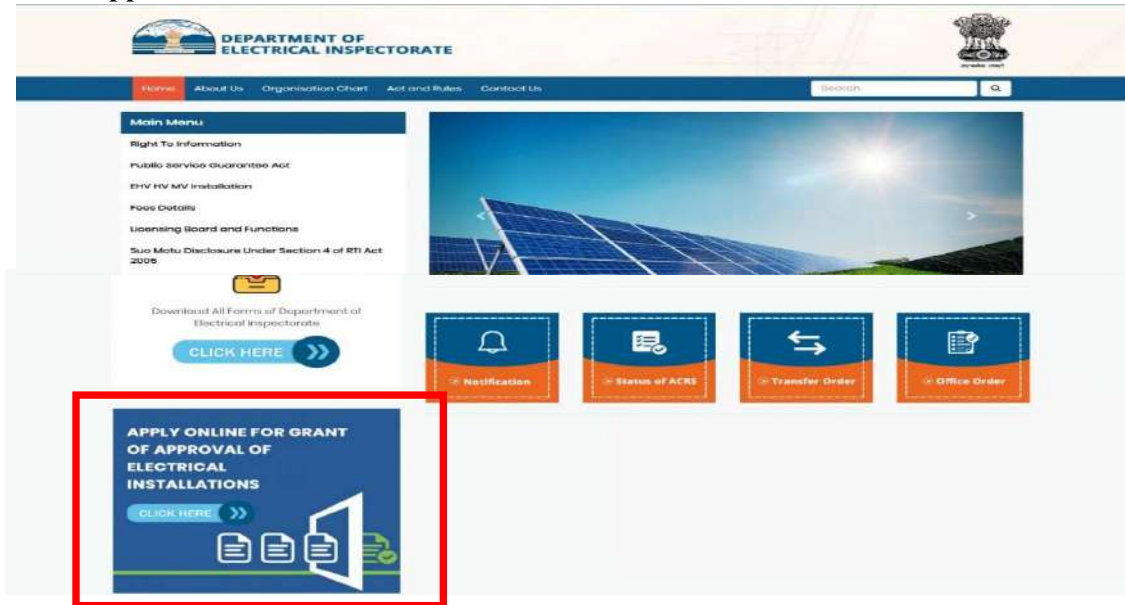
*May be applied from within the online application of **Form-A "Approval to Energise Electrical Installations Other Than Transmission Line"**)

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/-

2. Online Submission of Application

Step 1: Please Visit URL <http://ei.hp.gov.in/> and click on ‘Apply Online for grant of approval of electrical Installations’ as shown below.



Step 2: On click, applicant will be redirected to the SW system where the new users can register, and registered users can login. User can also access by following the link directly: <https://emerginghimachal.hp.gov.in/>





Step 3: User can register by filling the information below:

Investor Registration

Email ID *	Mobile Number *
<input type="text"/>	<input type="text"/>
Choose Password *	Re-Type Password *
<input type="password"/>	<input type="password"/>

Personal Information

First Name *	Last Name *
<input type="text"/>	<input type="text"/>
Address *	
<input type="text"/>	

٤٤٧٧٢٢ [Get a new code](#)

Please enter the letters as they are shown in the image above *

(Letters are not case-sensitive)

[REGISTER](#)

Step 4: User can login by entering their Login ID and Password:

Investor Login

IUID/Email ID *

Password *

٤٤٧٧٢٢ [Get a new code](#)

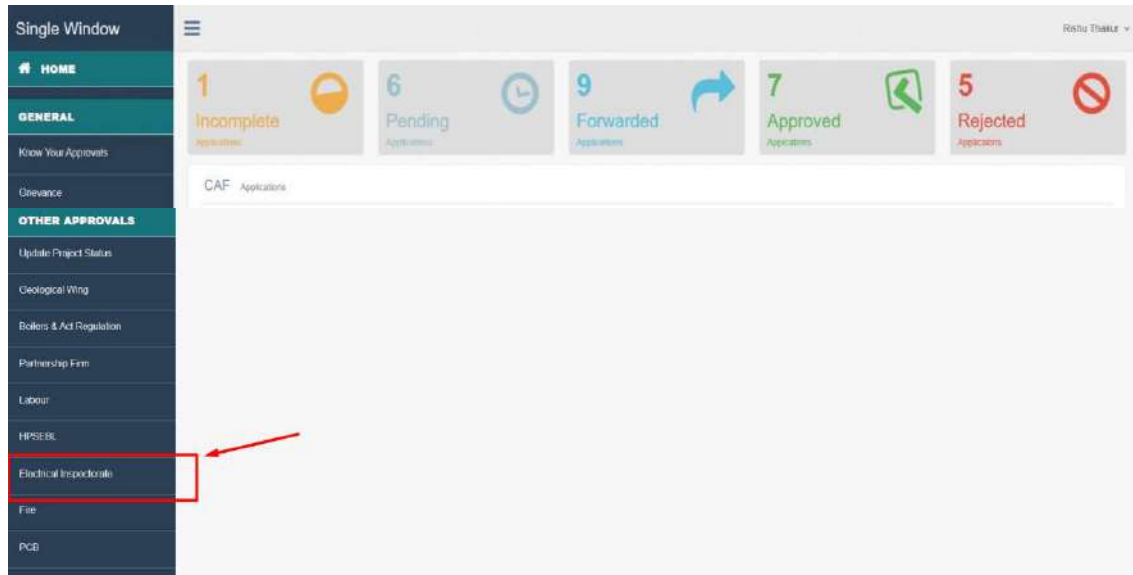
Please enter the letters as they are shown in the image Above *

(Letters are not case-sensitive)

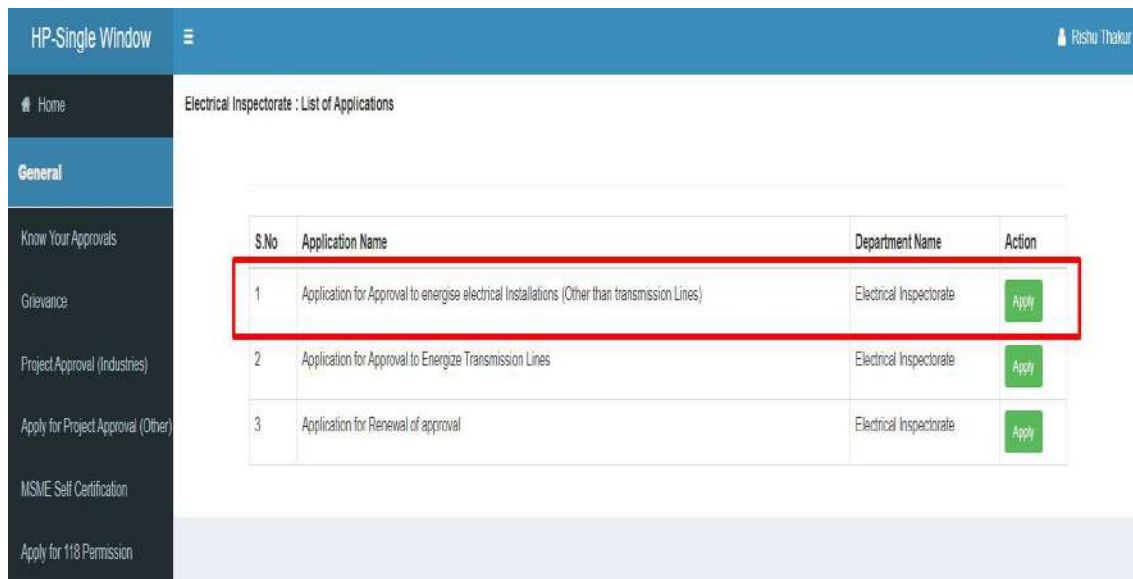
[Forgot Password?](#) [Resend Activation Mail](#)

[LOGIN](#)

Step 5: Following page is displayed after login. User may hover over to the “Electrical Inspectorate” tab on the left column. User may click here to proceed:



Step 6: User may click on “Apply” under “Application for approval to energise electrical installations (other than transmission lines)”





Step 7: The following form opens once the user clicks on the “Apply” tab.

Single Window ABHIMANYU SHARMA

Form-A *Form for Approval to Energise Electrical Installations Other Than Transmission Line* (other than transmission lines) under Regulation 32, 38 & 49 of CER Regulations, 2019

Progress: Step 1 Application Form (1) | Step 2 Checklist (2) | Step 3 Payment (3) | Step 4 Disbursement (4)

Authorised User Detail

UID * 59480940 | Name * ABHIMANYU SHARMA

Corresponding Address * VILLAGE BHALWAN PO AND TEH SARIKAGHAT DISTRICT MANDI HP 170024 | Pin Code * * Pin Code

Mobile * 7870262598 | Email * abh@newerincing@rediffmail.com

Office Detail

Name of Regional office * --Please Select-- | Name of HPSEBL Division * --Please Select Region Option First--

Name of HPSEBL Sub-Division * --Please Select HPSEBL Division First-- | District * Shimla

Power Requirements

Type of user (Owner/Contractor) * owner | Name of Installation with brief details for which approval required * JATINDER SINGH JANDU

Type of Ownership * HPSEBL | type of DG Set * Standby(NOC already obtained)

New Capacity/ Augmentation *

Transformer	Transformer 1	Transformer 2	Transformer 3	Transformer 4	Transformer 5
Capacity in KVA					

Voltage Ratio(KV) * 215/415

Generators/Diesel Generators or other renewable sources of energy(KV/KVA) *

Generator	Generator 1	Generator 2	Generator 3	Generator 4	Generator 5
Capacity in KW					

Connected Load/ Augmentation (in KW) * 300

Other allied Equipments

OCB/ACB/VCB etc. upto 33KV	OCB/ACB/VCB etc. above 33KV	Switch Yard or Extension of switch yard upto 33 KV	Switch Yard or Extension of switch yard above 33 KV
2000			

Earthing Resistance in ohms *

PE-1	PE-2	PE-3	PE-4	PE-5
1				

Date of Application * 2022-06-29 | Proposed date of energisation * 2022-06-29



- TCP
- Tourism
- Excise and taxation
- Information & Public Relations (IPR)
- District Collector/District Magistrate
- DHSR
- Municipal Corporation
- CM Helpline
- HP DoT

Regulation Checklist

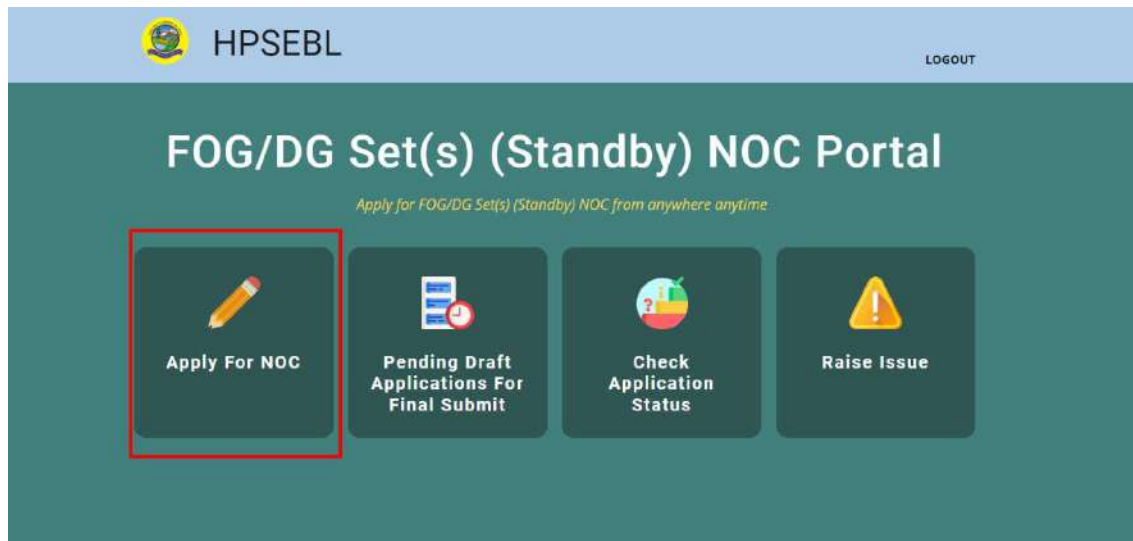
Please select

SNo.	Regulation No.	Requirements	Report of Owner/Supplier
1	Regulation-18	Whether <i>dehancher</i> Notice#? in Hindi / English and the local language of the district and of a design as per relevant Indian Standard is affixed permanently in conspicuous position?	Yes No
2	Regulation-19	Whether the practice of working on live lines and apparatus is adopted? If so, have the safety measure been adopted as per Schedule-III? Whether insulating floor or mats conforming to IS- 15652:2006 have been provided? Whether identification of panel has been provided on the front and the rear of the panel?	Yes No Yes No Yes No
3	Regulation-21	Whether flexible cables used for portable or transportable equipment covered under the Regulation, are heavily insulated and adequately protected from mechanical injury?	Yes No
4	Regulation-24	Whether the circuits or apparatus intended for operating at different voltage(s) are distinguishable by means of indications (of permanent nature)?	Yes No
5	Regulation-26	Whether all circuits and apparatus are so arranged that there is no danger of any part(s) becoming accidentally charged to any voltage beyond the limits of voltage for which it is/they are intended?	Yes No
6	Regulation-27	In the case of generating stations and enclosed sub stations , whether fire-buckets filled with clean dry sand have been conspicuously marked and kept in convenient situations in addition to fire-extinguishers suitable for dealing with electric fires? Whether First Aid Boxes or cupboards conspicuously marked and properly equipped are provided and maintained? Is adequate staff trained in First Aid Treatment and fire fighting are engaged?	Yes No Yes No Yes No
7	Regulation-28	Whether instructions in English or Hindi and the local language of the district and where Hindi is the local language, in English and Hindi, for the resuscitation of persons suffering from electric shock have been affixed in a "conspicuous place"? Are the designated persons able to apply instructions for resuscitation of persons suffering from electric shock?	Yes No Yes No
8	Regulation-30	Whether a suitable linked switch, or circuit breaker, or emergency tripping device is placed near the point of commencement of supply so as to be readily accessible and capable of being easily operated to completely isolate the supply? Whether suitable linked switch or a circuit breaker to carry and break the full load current on the secondary side of a transformer? Whether every distinct circuit is protected against excess electricity by means of a suitable circuit breaker or cutoff? Whether linked switch or circuit breaker or emergency tripping device is provided near the motor or other apparatus of voltage exceeding 600V but not exceeding 33kV for controlling supply to the motor or apparatus? Whether adequate precautions are taken to ensure that no live parts are so exposed as to cause danger?	Yes No Yes No Yes No Yes No Yes No
9	Regulation-37	Whether clear space of 800cm is provided in front of the main switchboard? Whether the space behind the switchboard exceeds 75cm in width or is less than 20cm? In case the clear space behind the switchboard exceeds 75cm, State whether a passage way from either end of the switchboard to a height of 1.80 metre is provided?	Yes No Yes No Yes No
10	Regulation-41	1. Has the neutral point at the transformer and generator been earthed by two separate and distinct connections with earth? 1. Have the frame of every generator, stationary motor and so far as practicable portable motor and the metallic parts not intended as conductors of all transformers and any other apparatus used for generating or controlling electricity and all electricity consuming apparatus of voltage exceeding 250 Volts but not exceeding 650 volts been earthed by two separate and distinct connections with earth?	Yes No Yes No
11	Regulation-44 (1)	Whether all conductors and apparatus including live parts exceed any necessaries? Whether all windings of motors or other apparatus are suitably protected? State in case of transformers or reactors or switches or static condensers involving the use of insulating oil (250 litres or oil in any chamber), it suitable oil mark gets not provided? Whether 9,000 litres or more of oil is used in any oil cell tank, has provision been made for draining, reezy or removal of oil when any leak or leakage from tank occurs? Whether trenches, under sub-stations containing cables are filled with non-inflammable material or completely covered with non-inflammable slabs? Are conductors and apparatus so arranged that they may be made dead in sections for carrying out work thereon?	Yes No Yes No Yes No Yes No Yes No Yes No
12	Regulation-44 (2)	Have the maximum safety switching mechanism specified in Schedule-3(i) been maintained for the bare conductor or live parts of any apparatus in outdoor sub station ?	Yes No
13	Regulation-46	Have the frame of every generator, stationary motor, and so far as practicable portable motor and metallic parts not intended as conductors of all transformers and any other apparatus used for generating or controlling electricity and all electricity consuming apparatus of voltage exceeding 650V but not exceeding 33kV been earthed by two separate and distinct connections with earth? Is the earth slip taken free from any mechanical damage? Have the neutral point at the transformer and generator been earthed by two separate and distinct connections with earth? Have the metal casing or insulating coverings containing or conducting any electric supply line or apparatus been properly earthed and so joined with connected across all junction points as to make good mechanical and electrical connections throughout their whole length?	Yes No Yes No Yes No Yes No Yes No
14	Regulation-49	Is the outdoor (except pole type) sub-station efficiently protected by fencing not less than 1.8 mts. in height?	Yes No
15	Regulation-50	Where platform type construction is used for pole type sub-station, has sufficient space for a man to stand on the platform been provided? Has hand-rail been provided and connected with earth (if metallic, and if sub-station has not been erected on wooden supports and wooden platform)?	Yes No Yes No
16	Regulation-51	Has suitable provision been made for immediate and automatic or manual discharge of every static condenser on disconnection of supply?	Yes No

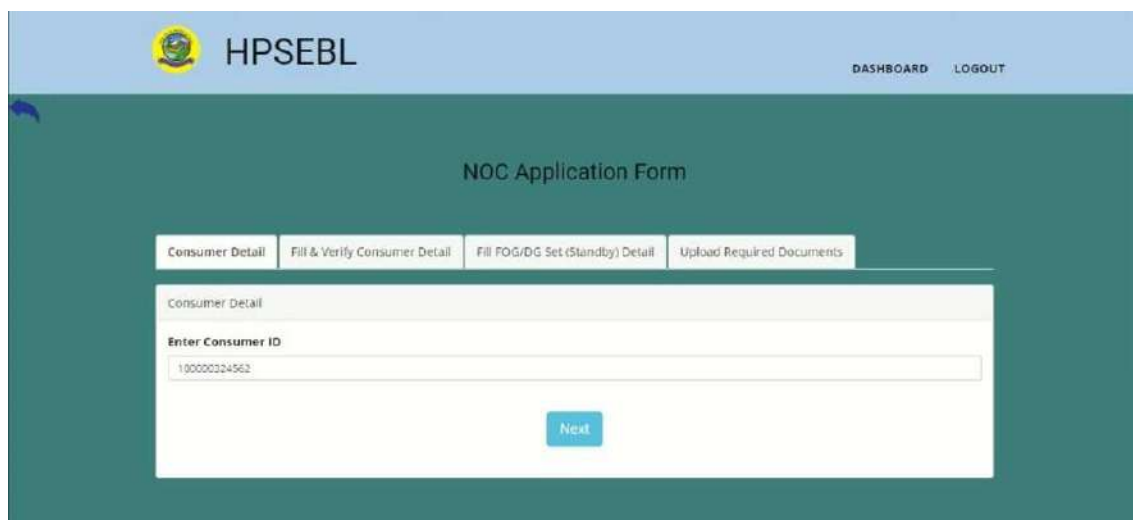
Save & Next



Step 8: User fills the above listed form and clicks on “**Save and Next**”. In case the user fills “**Stand by (NoC not obtained)**” in the highlighted column, the user is redirected to the HPSEBL site and is requested to apply for NoC by clicking on the highlighted box below or else, the user can proceed further to upload documents window (**Step 16**) directly.



Step 9: User has to fill in his electricity connection consumer ID as shown below and click next to proceed.





Step 10: User has to fill in and verify his details in the form as shown below and click next to proceed.

Consumer Detail Fill & Verify Consumer Detail Fill FOG/DG Set (Standby) Detail Upload Required Documents

Fill & Verify Consumer Details

Select Applicant Type
Individual

Name:
Sundesh Kumar .

Address:
.AS,INDIA 176051

Email:
abc@gmail.com

Phone:
8894510902 DS747FS

Connection Type:
Domestic Supply(1PRT)

Nature Of Industry/business:
text

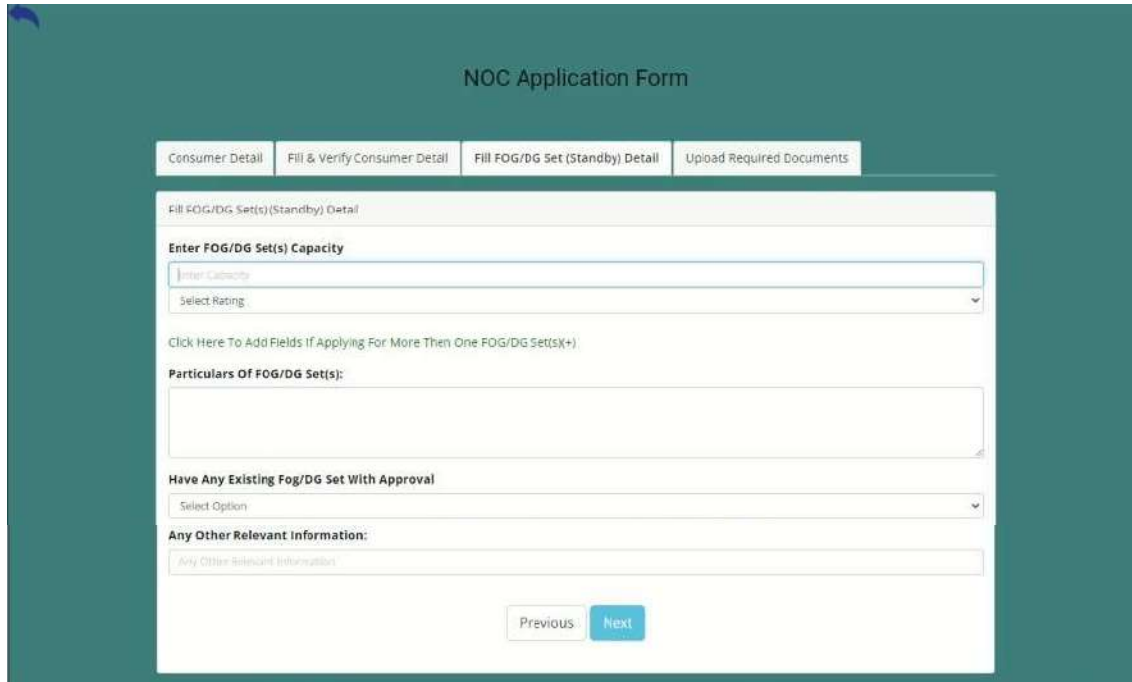
Sanctioned Load(kW):
.320000

Contract Demand (kVA):
0

Sub Division: (Check Your Electricity Bill For Sub Division Name)
Select Your Sub Division

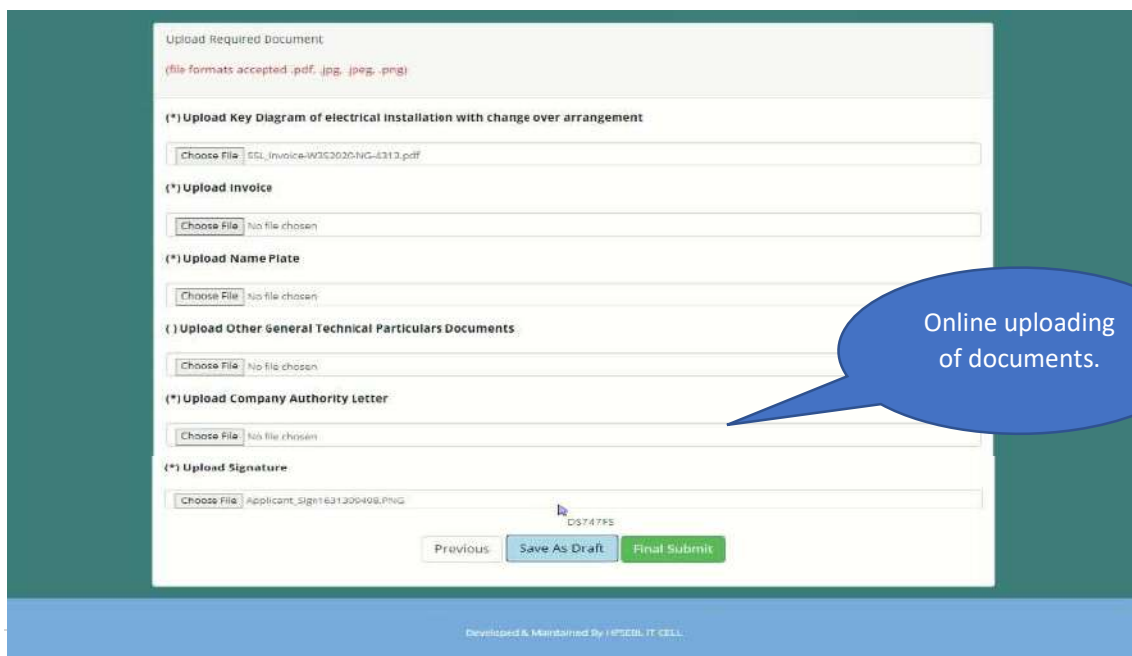
Previous Next

Step 11: User has to fill the FOG/DG set (standby) details as shown below and click next to proceed.



The screenshot shows the 'NOC Application Form' with a progress bar at the top containing four steps: 'Consumer Detail', 'Fill & Verify Consumer Detail', 'Fill FOG/DG Set (Standby) Detail', and 'Upload Required Documents'. The current step is 'Fill FOG/DG Set(s) (Standby) Detail'. The form includes a section for 'Enter FOG/DG Set(s) Capacity' with input fields for 'Enter Capacity' and 'Select Rating'. Below this is a link: 'Click Here To Add Fields If Applying For More Than One FOG/DG Set(s)'. There is a large text area for 'Particulars Of FOG/DG Set(s):'. Another section asks 'Have Any Existing Fog/DG Set With Approval' with a 'Select Option' dropdown. The final section is 'Any Other Relevant Information:' with a text area. At the bottom, there are 'Previous' and 'Next' buttons.

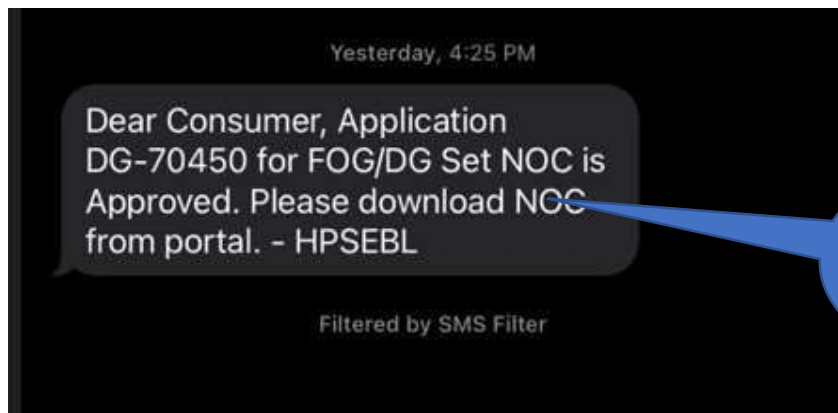
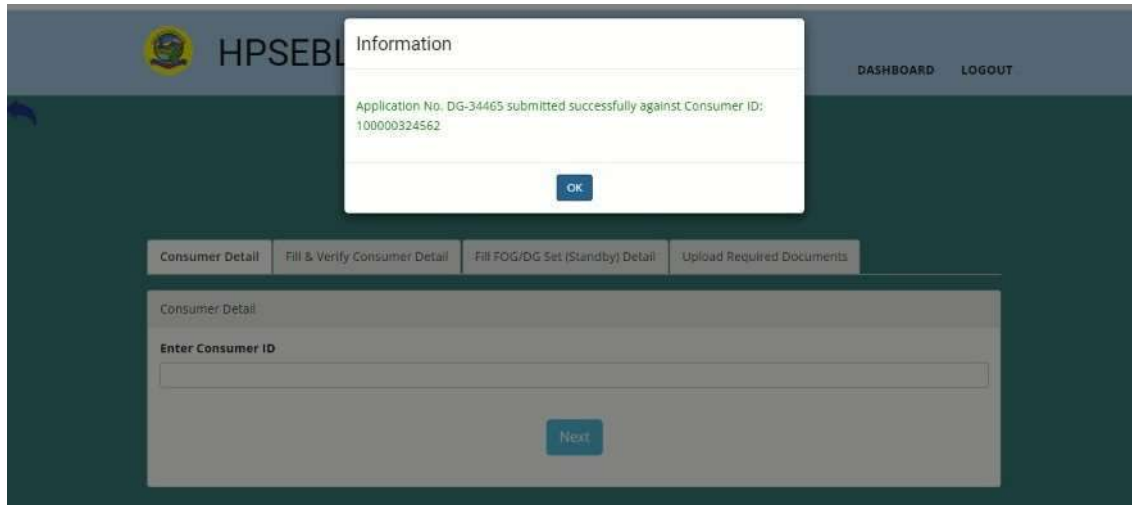
Step 12: User has to upload the required documents and then click final submit or save as draft as shown below:



The screenshot shows the 'Upload Required Document' section. It lists several required documents with 'Choose File' buttons: 'Upload Key Diagram of electrical installation with change over arrangement' (file: SCL_Invoice-WTC2020HG-4313.pdf), 'Upload Invoice' (no file chosen), 'Upload Name Plate' (no file chosen), 'Upload Other General Technical Particulars Documents' (no file chosen), 'Upload Company Authority Letter' (no file chosen), and 'Upload Signature' (file: Applicant_Sign1631200408.PNG). At the bottom, there are 'Previous', 'Save As Draft', and 'Final Submit' buttons. A blue speech bubble points to the document upload area with the text 'Online uploading of documents.' The footer reads 'Developed & Maintained By / ISEDL, IT CELL.'

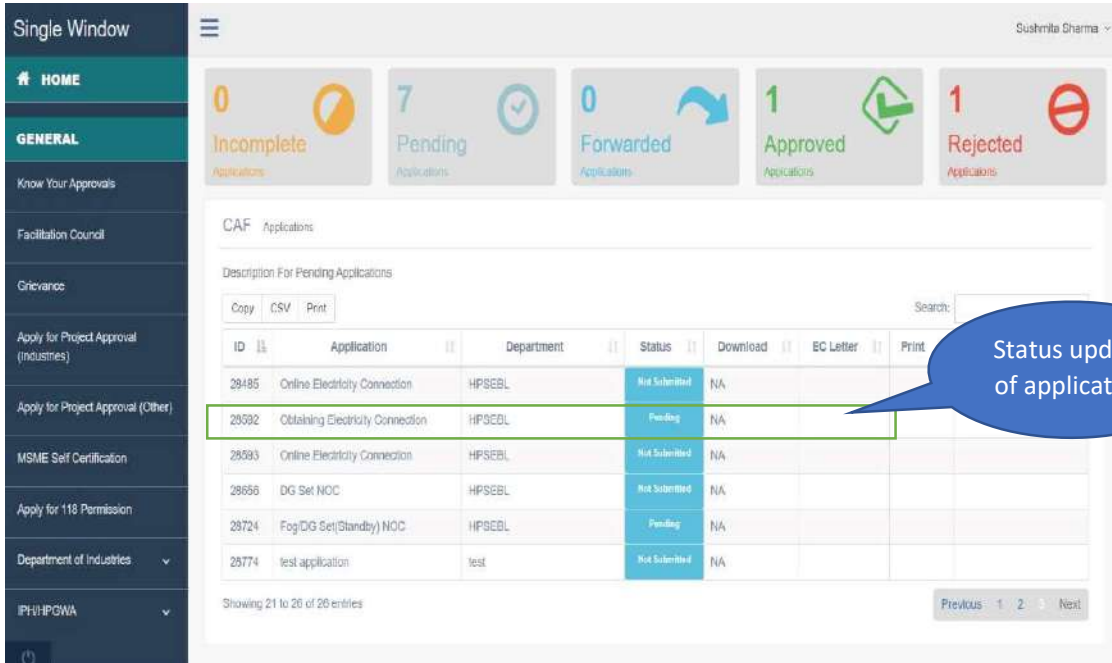


Step 13: On successful submission of the application, the user is apprised of the application submission by message as shown below and also, by SMS on the applicants registered mobile number.



SMS alert on
user registered
mobile number

Step 14: The applicant is redirected to the Emerging Himachal site and his application is marked as pending until NoC has been issued from HPSEBL as shown below:



Single Window Sushmita Sharma

HOME

GENERAL

- Know Your Approvals
- Facilitation Council
- Grievance
- Apply for Project Approval (Industries)
- Apply for Project Approval (Other)
- MSME Self Certification
- Apply for 118 Permission
- Department of Industries
- IPH/HPGWA

0 Incomplete Applications

7 Pending Applications

0 Forwarded Applications

1 Approved Applications

1 Rejected Applications

CAF Applications

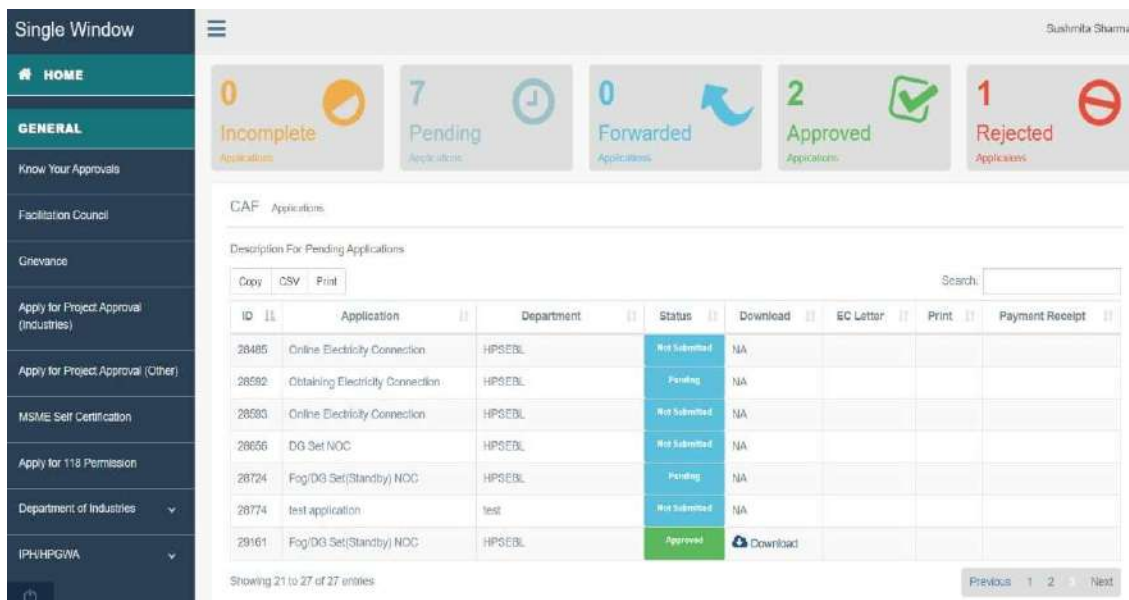
Description For Pending Applications

Copy CSV Print Search:

ID	Application	Department	Status	Download	EC Letter	Print
29485	Online Electricity Connection	HPSEBL	Not Submitted	NA		
28592	Obtaining Electricity Connection	HPSEBL	Pending	NA		
28593	Online Electricity Connection	HPSEBL	Not Submitted	NA		
28656	DG Set NOC	HPSEBL	Not Submitted	NA		
28724	Fog/DG Set(Standby) NOC	HPSEBL	Pending	NA		
28774	test application	test	Not Submitted	NA		

Showing 21 to 26 of 26 entries Previous 1 2 Next

Step 15: If/once the NoC from HPSEBL is issued, the user is apprised by SMS on his/her registered mobile number. Also, the status changes to Approved and user can download the NoC as shown below:



Single Window Sushmita Sharma

HOME

GENERAL

- Know Your Approvals
- Facilitation Council
- Grievance
- Apply for Project Approval (Industries)
- Apply for Project Approval (Other)
- MSME Self Certification
- Apply for 118 Permission
- Department of Industries
- IPH/HPGWA

0 Incomplete Applications

7 Pending Applications

0 Forwarded Applications

2 Approved Applications

1 Rejected Applications

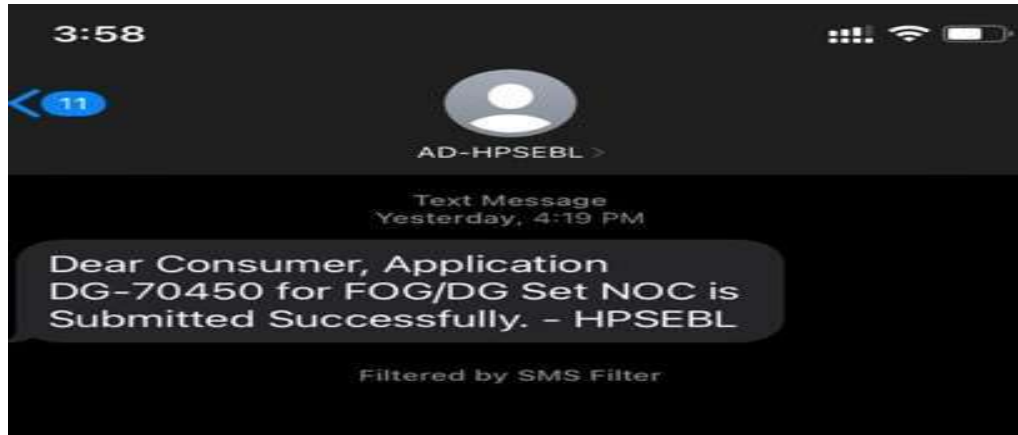
CAF Applications

Description For Pending Applications

Copy CSV Print Search:

ID	Application	Department	Status	Download	EC Letter	Print	Payment Receipt
28485	Online Electricity Connection	HPSEBL	Not Submitted	NA			
28592	Obtaining Electricity Connection	HPSEBL	Pending	NA			
28593	Online Electricity Connection	HPSEBL	Not Submitted	NA			
28656	DG Set NOC	HPSEBL	Not Submitted	NA			
28724	Fog/DG Set(Standby) NOC	HPSEBL	Pending	NA			
28774	test application	test	Not Submitted	NA			
29161	Fog/DG Set(Standby) NOC	HPSEBL	Approved	Download			

Showing 21 to 27 of 27 entries Previous 1 2 Next



Step 16: User needs to select Electrical Inspectorate “Form A” application again (as in Step 6) and will be redirected directly to the document upload window where, user is required to upload the required documents (NOC if applicable will be pre uploaded, as highlighted) and click submit to proceed further.

Approval to Energise Electrical Installation

Step 1 Application Form, Step 2 Checks, Step 3 Payment, Step 4 Deduction

Checklist

Approval to Energise Electrical Installation - Step 2

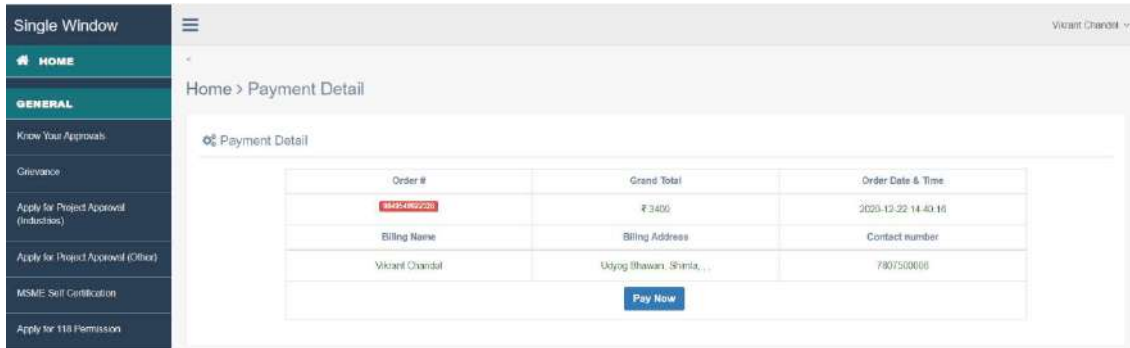
Upload Documents

Document Type	File Type	Document Size	Document Status	Action
Single Line Diagram With Marking & Protection *	application/pdf	1-25000 Kb	Select file	Upload
Drawing Showing The Location, Layout, Elevation And Section *	application/pdf	1-25000 Kb	Select file	Upload
Drawing Of Earthing With Electrodes/mats *	application/pdf	1-25000 Kb	Select file	Upload
Manufacturer's Test Certificate For Each Equipment *	application/pdf	1-25000 Kb	Select file	Upload
Insulation Test Results And Earth Resistance Of Individual, Combined Electrodes And Earth Mat *	application/pdf	1-25000 Kb	Select file	Upload
Details Of Electrical Contractor And Supervisor (enlose Copy) *	application/pdf	1-25000 Kb	Select file	Upload
Other Documents	application/pdf	1-25000 Kb	Select file	Upload
Undertaking From Contractor (click Here To Download) *	application/pdf	1-25000 Kb	Select file	Upload
Copy Of Noc From Supplier In Case Of D.g. Set To Be Commissioned As Standby Source Of Supply	application/pdf	1-25000	25161	Upload

Back Submit

© 2017 Directorate of Industries

Step 17: After uploading the required documents, user is displayed the fees to be paid.

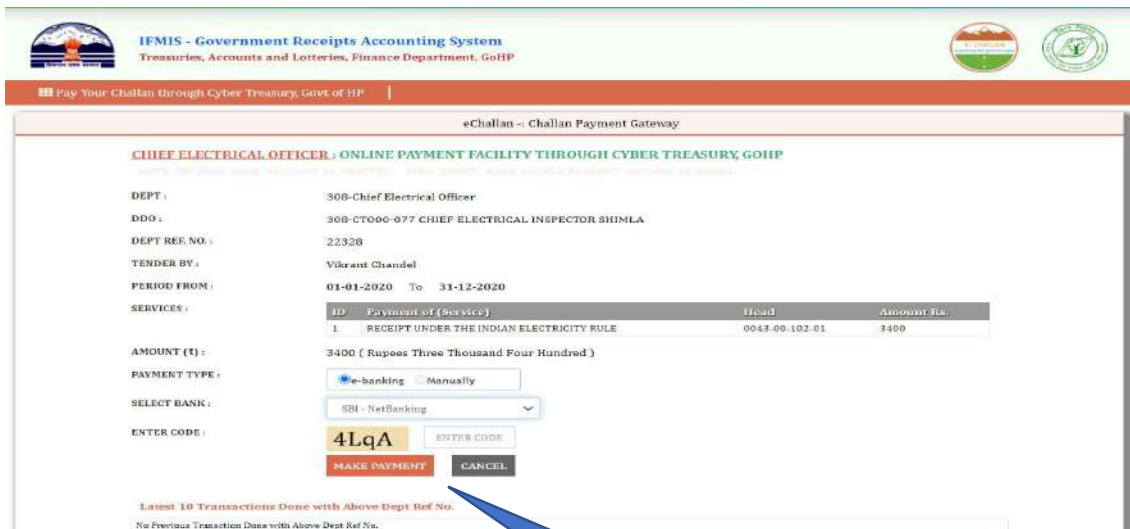


Order #	Grand Total	Order Date & Time
882482220	₹ 3400	2020-12-22 14:40:16
Billing Name	Billing Address	Contact number
Vikrant Chandel	Udyog Bhawan, Shimla,...	7807500608

[Pay Now](#)

3. Payment and Application Fee

Step 18: On clicking on “Pay Now” user is directed to the payment gateway for processing the payment.



CHIEF ELECTRICAL OFFICER : ONLINE PAYMENT FACILITY THROUGH CYBER TREASURY, GOHP

DEPT : 308-Chief Electrical Officer
 DDO : 308-CT006-077 CHIEF ELECTRICAL INSPECTOR SHIMLA
 DEPT REF NO : 22328
 TENDER BY : Vikrant Chandel
 PERIOD FROM : 01-01-2020 To 31-12-2020

ID	Payment of (Service)	Head	Amount Rs.
1	RECEIPT UNDER THE INDIAN ELECTRICITY RULE	0043-00-102-01	3400

AMOUNT (₹) : 3400 (Rupees Three Thousand Four Hundred)
 PAYMENT TYPE : e-banking Manually
 SELECT BANK : SBI - NetBanking
 ENTER CODE : 4LqA

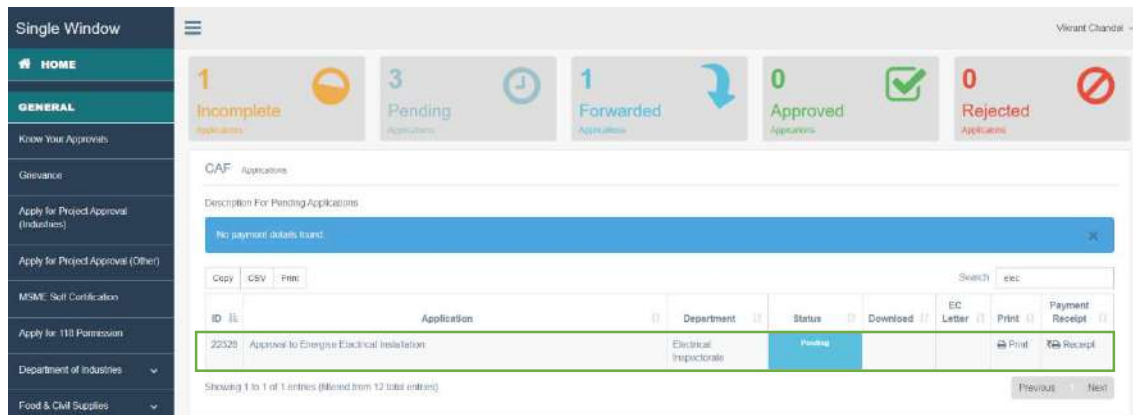
[MAKE PAYMENT](#) [CANCEL](#)

Latest 10 Transactions Done with Above Dept Ref No.
 No Previous Transaction Done with Above Dept Ref No.

Online fees
payment gateway

Step 19: On successful payment and submission of application, id is reflected on the Dashboard.

4. Tracking of the status of application



The dashboard shows the following status counts:

- Incomplete Applications: 1
- Pending Applications: 3
- Forwarded Applications: 1
- Approved Applications: 0
- Rejected Applications: 0

CAF Applications

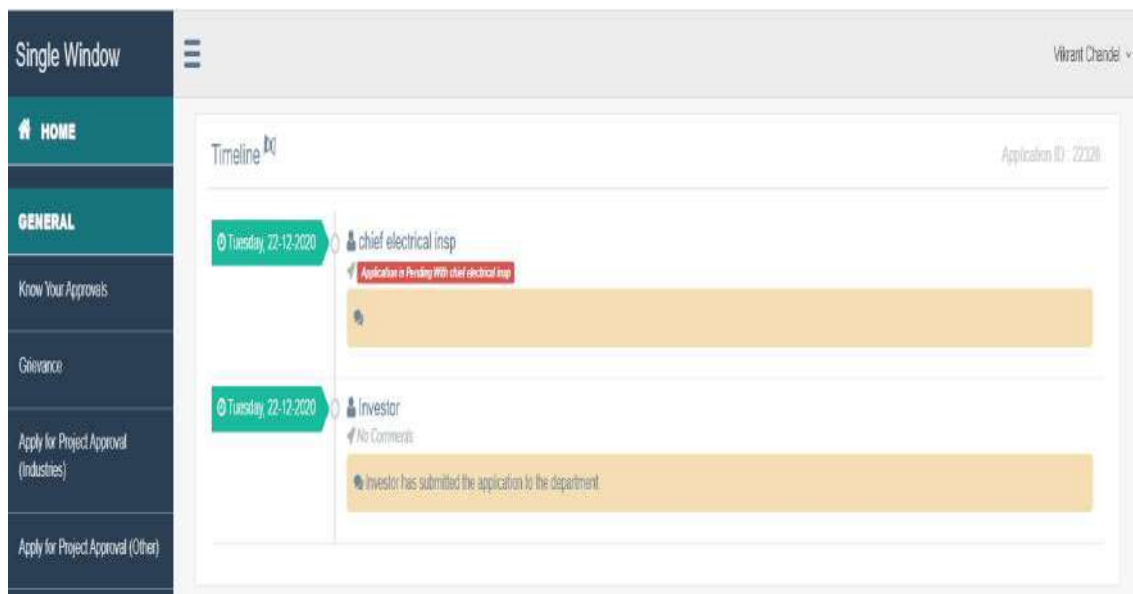
Description For Pending Applications

No payment details found.

ID	Application	Department	Status	Download	EC Letter	Print	Payment Receipt
22328	Approval to Energise Electrical installation	Electrical Inspectorate	Pending			Print	Receipt

Showing 1 to 1 of 1 entries (Filtered from 12 total entries)

On clicking on “Application ID” user can get the event wise information:

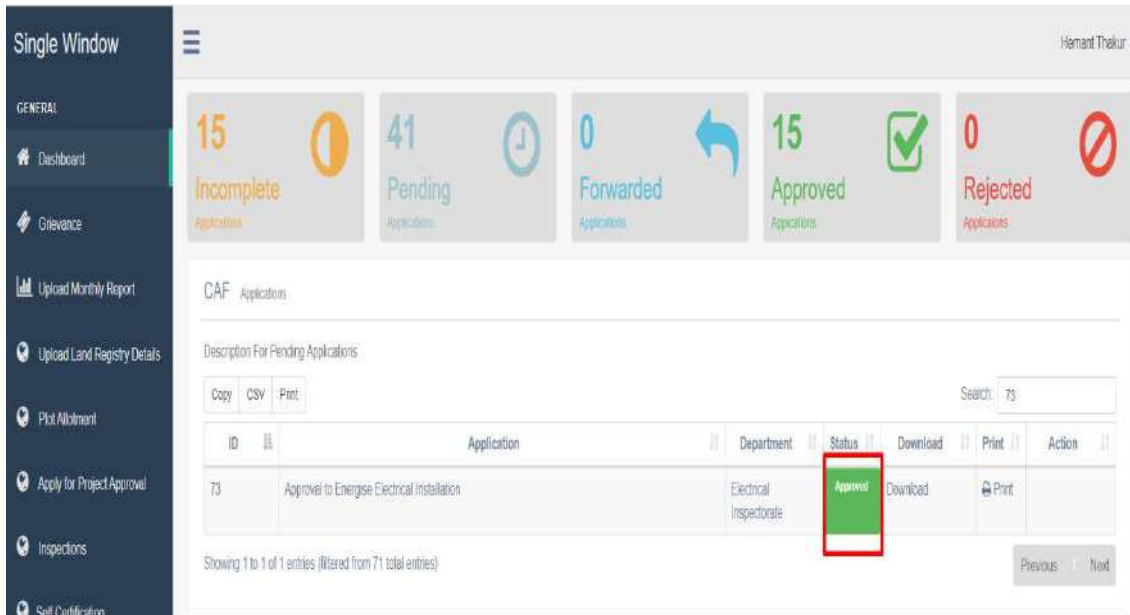


Timeline for Application ID: 22328

- Tuesday, 22-12-2020**
 - chief electrical insp
 - Application is Pending With chief electrical insp
- Tuesday, 22-12-2020**
 - Investor
 - No Comments
 - Investor has submitted the application to the department.

5. Downloading of Final Certificate

Change of Status to “Approved” once the application is approved by the authority. User can download the final certificate also.



The screenshot displays a dashboard with a sidebar on the left and a main content area. The sidebar includes a 'Single Window' header and a 'GENERAL' section with menu items: Dashboard, Grievance, Upload Monthly Report, Upload Land Registry Details, Plot Allotment, Apply for Project Approval, Inspections, and Self Certification. The main content area features a status summary with five cards: Incomplete (15), Pending (41), Forwarded (0), Approved (15), and Rejected (0). Below this is a table titled 'CAF Applications' with a search bar and filters. The table has columns for ID, Application, Department, Status, Download, Print, and Action. One entry is visible with ID 73, Application 'Approval to Energise Electrical Installation', Department 'Electrical Inspectorate', and Status 'Approved'. A red box highlights the 'Approved' status cell. Below the table, it says 'Showing 1 to 1 of 1 entries (Filtered from 71 total entries)'. A blue callout bubble points to the 'Approved' status cell.

ID	Application	Department	Status	Download	Print	Action
73	Approval to Energise Electrical Installation	Electrical Inspectorate	Approved	Download	Print	

Status update
of application



Single Window Clearance System

Directorate of Industries(DOI)
Govt. of Himachal Pradesh

**ELECTRICAL INSPECTORATE
HIMACHAL PRADESH**

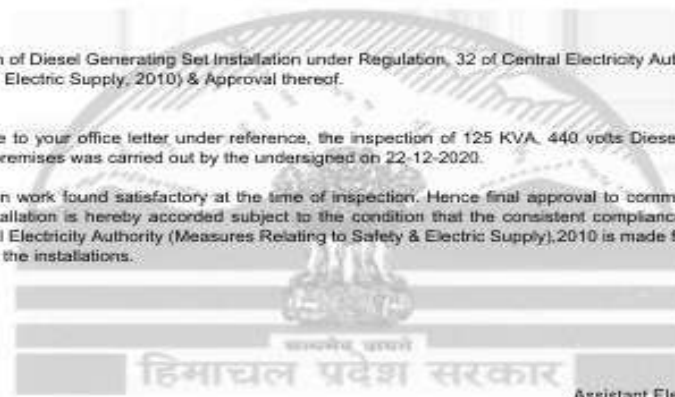
Ref.No: HIMVINI-DGSET-SVR-TEst-73-85933

Dated: Dec 22, 2020.

Subject:- Inspection of Diesel Generating Set Installation under Regulation, 32 of Central Electricity Authority (Measures Relating to Safety & Electric Supply, 2010) & Approval thereof.

With reference to your office letter under reference, the inspection of 125 KVA, 440 volts Diesel Generating Set Installation at your premises was carried out by the undersigned on 22-12-2020.

The installation work found satisfactory at the time of inspection. Hence final approval to commission the Diesel Generating Set Installation is hereby accorded subject to the condition that the consistent compliance of the relevant provisions of Central Electricity Authority (Measures Relating to Safety & Electric Supply),2010 is made for safe operation and maintenance of the installations.



Assistant Electrical Inspector,
H P Electrical Inspectorate,
Regional Office, Shimla-II.

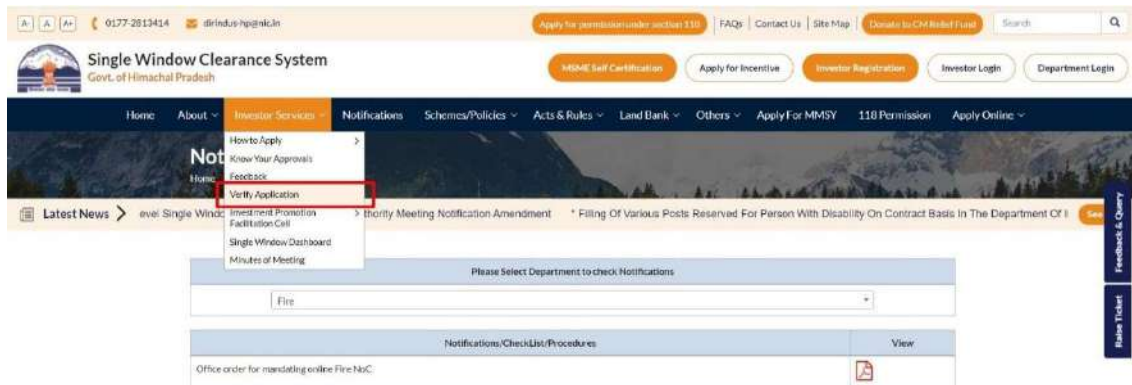
Final downloaded document.

Sample approved certificate

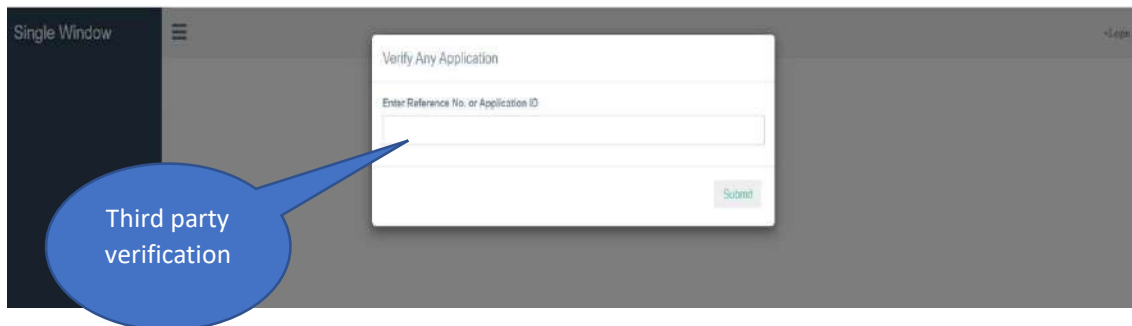
6. Third Party Verification

User/ Third party can also verify/ check the status of application without login.

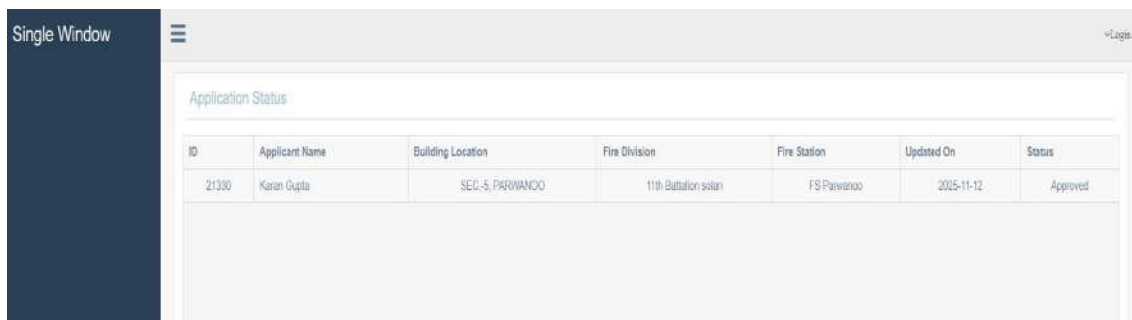
Visit the website <https://emerginghimachal.hp.gov.in/>. Hover over to “Investor services” and click on verify application.



User/ Third party needs to submit the “Reference No./ Application ID”



Status of application is displayed. User/ third party can verify the application in public domain.



The screenshot shows a table titled 'Application Status' with the following data:

ID	Applicant Name	Building Location	Fire Division	Fire Station	Updated On	Status
21030	Karan Gupta	SEC-5, PARWANOO	11th Battalion solan	FS Parwanoo	2025-11-12	Approved