

# Contractor Licence

Type	1. Class A	2. Class B	3. Class C	4. Class D	
<b>A</b>	<b>New Licence</b>	<b>B</b>	<b>Duplicate Licence</b>	<b>C</b>	<b>Renewal of Licence</b>

## As-Is Process

### A. Grant of New Licence

A.1: Application Form can be obtained from nearest office of Assistant Electrical Inspector by depositing Fee Rs. 250/- per form

A. 2 : Applicant apply in the prescribed application form with appropriate attachments

A.3: Verification Of Documents by Department.

Checklist for verification:

- ✓ Verification and cross-validation of all attachments
- ✓ Appropriateness of fees

A.4: Intimation of Shortcomings to applicant

A.5: Shortcomings fulfilled by the applicant

A.6: Inspection of tools and appliances by the Electrical Inspector or any other member of his staff authorized to do so

A.7: Approved by Technical Committee

A.8: Issuance of Permit in approved format

A.9: Updation of Data in Master Data bank

# Attachments for Contractor's Licence

- Specimen signature ;
- 4 photographs with white background ( One photo should affixed on from duly attested gazetted officer and one photo on medical certificate duly attested by govt. Doctor
- Demand draft in support of payment of fees for application; (For A Class : 9000, B Class : 5000, C Class: 2000 & Class D : Rs. 750)
- Solvency certificate;
- Letter of willingness obtained from Supervisor G-1 and Wireman G-2 (Permit/competency certificate;
- Calibration certificate of the tools and equipment;
- Original bills of tools and equipments
- Verification letter of Tools and equipments issued by Area Electrical Inspector
- Self-attested copy of,-
  - ✓ PAN card;
  - ✓ photo identity proof of the applicant(s) issued by the State or Central Government;
  - ✓ utility bill or bank passbook as a proof of address of business;
  - ✓ registered partnership deed (for partnership firm) or Memorandum and Articles of Association issued by the Registrar of Companies (for registered firms or company) and authorization letter (in original) issued to the authorized signatory by the partnership firm or company as the case may be;
  - ✓ appointment letter of Supervisors and Workman signed by the contractor with date; and
  - ✓ educational qualification Of Contractor
- Self-declaration of his current state of unemployment (**in case of C-Class Licence**);
- Self-attested copy of 'B' class contractor licence (**in case of A-Class Licence**);
- Self-attested copy of work experience (**in case of C-Class Licence**); and
- Medical certificate of fitness

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## Process B:

Same as Grant of Permit to work as Wireman

## Process C:

Same as Grant of Permit to work as Wireman

(Except Class C Licence all licences can be renewed)