

Electrical Inspectorate Department

Standard Operating Procedures



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Government of Rajasthan

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Standard Operating Procedures of Electrical Inspectorate Department

The Electrical Inspectorate Department of Rajasthan provides Certification of Electrical Installation. Following are the Standard Operating Procedures (SoPs) for the same:

Step No	Online Application and Approval Procedure
1	<p>The applicant shall visit the website www.http://energy.rajasthan.gov.in and click on 'Applicant Corner' under 'Electrical Inspectorate' Department (Direct URL: http://energy.rajasthan.gov.in/content/raj/energy-department/electrical-inspection-department/en/Applicant_Corner.html).</p> <p>The applicant shall then click on 'Apply Online', wherein he / she will be redirected to Rajasthan's Single Window Clearance System (SWCS) for logging into his / her account. (Please refer to http://bioscope.rajasthan.gov.in/EventDetails?id=72 for information on how to register on SWCS)</p>
2	<p>The applicant shall click on '<i>I want to submit an application</i>' and subsequently click on '<i>I will select the service(s)</i>' and select the required service under 'Electrical Inspectorate Department' under 'Energy Department'</p>
3	<p>Upon clicking on the required service, an application form opens wherein the applicant is required to enter his / her personal details, establishment details and technical details of the electrical installation</p>
4	<p>If the applicant has applied for <u><i>HT & EHT/ Transformers/ Lines Equipment/ U.G. Cables Energisation under Regulation 43 of CEA 2010</i></u>, following documents need to be uploaded on the portal:</p> <ol style="list-style-type: none"> 1. Copy of transformer purchase bill/ invoice* 2. Transformer test (Old or New) certificate in original EE (Energy Efficiency) Level-II* 3. F-Form/ Work Completion Report* 4. Copy Of Contractor Licence* 5. Copy Of Supervisor Certificate* 6. In case of line or cable, No Objection Certificate for (i) High way (ii) PNT (iii) Railway (iv) Forest 7. Single Line Diagram (SLD)/ Route Chart copy in case of line or cable* 8. List of detailed load list (equipmentwise) as per load applied in DISCOM* 9. Demand notice copy issued by DISCOM* 10. Clear Photo of complete sub-station transformer from Ten feet distance* 11. Clear Photo of specifications name plate of transformer* <p>If the applicant has applied for <u><i>Diesel Generator/ Solar Power/ Wind Power & Other Renewable Energy Sources Energisation under Regulation 32 of CEA 2010</i></u>, following documents need to be uploaded on the portal:</p>

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	<ol style="list-style-type: none"> 1. Copy of generator purchase bill/ invoice* 2. Test certificate of generator, engine and canopy in original* 3. List of detailed load list equipment-wise/ Modular Details/ Inverter Details* 4. F-Form/ Work Completion Report* 5. Copy of Contractor Licence* 6. Copy of Supervisor Certificate* 7. Photo of clearly visible D.G. Set/ Solar Equipment/ Wind Mill/ Other energy sources from 20 Feet Distance.* 8. Photo of clearly visible specifications of name plate of D.G. set/ Wind Mill/ Inverter/ Other energy sources*
5	Upon filling in the required details and uploading all documents, the applicant shall click on 'Save' to submit the application to the Department
6	The application shall be received by the Head Office (HO) Clerk, who shall review the application details and the attachments submitted by the applicant. He / She may seek clarification from the applicant if required. In case the application is found in order, the HO Clerk shall calculate the fees to be paid by the applicant based on the load details and intimate the applicant to make payment
7	The Status on applicant's dashboard shall be updated and he / she will be intimated to make payment for further processing of application
8	The applicant shall choose a suitable online payment method from the list of options available to him / her and proceed to make payment
9	Once payment has been made by the applicant, the HO Clerk shall verify the payment details. In case it is found in order, he shall forward the application to the Assistant Electrical Inspector (AEI)
10	The AEI shall review the application received and assign inspection date in the system, intimation of which shall be sent to the applicant as well
11	The Competent authority shall carry out inspection and report its findings to the AEI
12	<p>Based on the inspection report, the AEI shall approve, reject or raise clarification on the application.</p> <p>In case any objection is raised by the AEI as a result of breach of any of the provisions of the Electricity Act, 2003, and the Central electricity Authority Regulation, 2010 or Rules or Regulations made thereunder, and requires the Department to undertake re-testing and re-inspection, penalty of 50% of the applicable testing and inspection fee shall be levied on the applicant.</p>

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	<p>In such circumstances, only when the clarification(s) is / are responded appropriately and penalty is paid by the applicant, will the application will be processed further and date of inspection be re-assigned by the AEI.</p> <p>However, if the application is found in order, he shall forward the application along with relevant remarks to the Electrical Inspector (EI) for final approval</p>
13	The EI, as per the report of AEI shall approve the application. Once approved, digitally signed final certificate shall be generated in the system
14	The applicant shall receive an intimation from the Single Window System regarding the final approval, who shall then download the digitally signed certificate from his dashboard

Note

- The status of the application shall be updated on the applicant's dashboard (on Single Window System) at each stage of the application process. The same may be tracked without logging into the portal using the following URL: <http://swcs.rajasthan.gov.in/ApplicationTracker.aspx>
- The Department shall seek clarifications, if any, only once and within 7 working days of submission of application by the applicant
- Through Office Order No. 14044 dated 29 Aug 2017, the Department has mandated that all applications shall be accepted online only. The applicant is not required to visit Department for submitting application, documents, making payment, tracking status of application or collecting final signed certificate.
(URL: <http://energy.rajasthan.gov.in/content/dam/raj/energy/electrical-inspection-department/pdf2017/Single%20window%20%20letter%20up.pdf>)
- The timelines for providing approval are 7 working days. The same has been mandated through the Rajasthan Guaranteed Delivery of Public Services Act, 2011