

Supervisors

Type	Supervisor A and Supervisor B	Selection	1. Direct 2. Examination		
A	New Permit	B	Duplicate Permit	C	Renewal of Permit

Supervisor A Class: Such Class of Certificate/Permit holder is entitled to work on any voltage Level

Supervisor B Class: Such Class of Certificate/Permit holder is entitled to work Upto 33 kV and below voltage level

Supervisor Competency Certificate to work as Supervisor: Shall be provided to candidates who have appeared in the Examination (Exam based selection)

Permit to work as Supervisor: Shall be provided to candidates who have not appeared in the Examination (Direct Selection)

Process flow for issuing permit and competency certificate will be same as explained for Wiremen.

Grant of Permit to work as Wireman

A

New Permit

B

Duplicate Permit

C

Renewal of Permit

As-Is Process

A. Grant of New Permit

A.1: Applicant apply in the prescribed application form with following attachments

- ✓ Photographs (Total 4 Photos with white background)
- ✓ Medical Certificate (Photo and signature duly attested by Govt. Doctor)
- ✓ Technical Qualification Certificate (Final marksheet and permanent certificate in original with one Xerox copy each)
- ✓ Photo I.D. Proof (Passport/Driving licence/Voter ID self attested copy)
- ✓ Date of Birth proof (Board Marksheet/Certificate Self attested copy)
- ✓ Aadhar Card self attested copy
- ✓ Demand Draft for fees Rs. 500/- in favour of Senior Electrical Inspector, Jaipur
- ✓ Self Addressed envelope (Without postage stamp)

Time Line

With In Five days

A.2: Verification Of Documents by Department. Checklist for verification:

- ✓ DOB Particulars
- ✓ Verification and cross-validation of technical qualification certificate
- ✓ Verification of Medical Certificate to ensure Medically fit for electrical works declared by Govt. Doctor certificate (Photo and sign duly attested)
- ✓ Appropriateness of fees

A.3: Intimation of Shortcomings to applicant (If any)

A.4: Shortcomings fulfilled by the applicant

A.5: Approval for grant of permit to work as wireman

A.6: Issuance of Permit in approved format

A.7: Updation of Data in Master Data bank

Grant of Permit to work as Wireman

A

New Permit

B

Duplicate Permit

C

Renewal of Permit

As-Is Process

B. Grant of Duplicate Permit

B.1: Applicant apply in the prescribed application form with following attachments

- ✓ Copy of FIR (in case Permit is being lost)
- ✓ Copy of Permit (in case Permit is being damaged/ torn)
- ✓ Photograph Total 4 Photos with white background)
- ✓ Medical Certificate (Photo and signature duly attested by Govt. Doctor)
- ✓ Photo I.D. Proof (Passport/Driving licence/Voter ID self attested copy)
- ✓ Date of Birth proof (Board Marksheet/Certificate Self attested copy)
- ✓ Aadhar Card self attested copy
- ✓ Demand Draft for fees Rs. 500/- in favour of Senior Electrical Inspector, Jaipur
- ✓ Self Addressed envelope (Without postage stamp)

B.2: Verification Of Documents by Department. Checklist for verification:

- ✓ Match details with Permit No. issued

B.3: Intimation of Shortcomings to applicant

B.4: Shortcomings fulfilled by the applicant

B.5: Approval for grant of duplicate permit to work as wireman

B.6: Issuance of Permit in approved format

B.7: Updation of Data in Master Data bank

Time Line

Five days

Grant of Cinema Operator Certificate

A

New Certificate

B

Duplicate Certificate

As-Is Process

A. Grant of New Certificate

A.1: Applicant apply in the prescribed application form with following attachments

- ✓ Photographs (Total 4 Photos with white background)
- ✓ Medical Certificate (Photo and signature duly attested by Govt. Doctor)
- ✓ Photo I.D. Proof (Passport/Driving licence/Voter ID self attested copy)
- ✓ Date of Birth proof (Board Marksheet/Certificate Self attested copy)
- ✓ Aadhar Card self attested copy
- ✓ Address proof
- ✓ Proof for educational qualification
- ✓ Experience Certificate from any recognized cinema (2 Years)
- ✓ Demand Draft for fees Rs. 10

A.2: Verification Of Documents by Department. Checklist for verification:

- ✓ DOB (Age as per prescribed limit : 18 to 65 Years)
- ✓ Verification and cross-validation of technical qualification certificate
- ✓ Verification and cross-validation of experience certificate
- ✓ Appropriateness of fees

A.3: Intimation of Shortcomings to applicant

A.4: Shortcomings fulfilled by the applicant

A.5: Practical Exam at Cinema Theatre (Once in Three Months)

A.6 : Exam result (Pass/Fail in practical exam)

A.6: Issuance of Permit in approved format

A.7: Updation of Data in Master Data bank

Time Line

Within Seven Days

Grant of Cinema Operator Certificate

A

New Certificate

B

Duplicate Certificate

As-Is Process

B. Grant of Duplicate Certificate

B.1: Applicant apply in the prescribed application form with following attachments

- ✓ Copy of FIR (in case certificate is being lost)
- ✓ Copy of Permit (in case certificate is being damaged/ torn)
- ✓ Photographs (Total 4 Photos with white background)
- ✓ Medical Certificate (Photo and signature duly attested by Govt. Doctor)
- ✓ Photo I.D. Proof (Passport/Driving licence/Voter ID self attested copy)
- ✓ Date of Birth proof (Board Marksheet/Certificate Self attested copy)
- ✓ Aadhar Card self attested copy
- ✓ Demand Draft for fees Rs. 10/-

B.2: Verification Of Documents by Department. Checklist for verification:

- ✓ Match details with Certificate No. issued

B.3: Intimation of Shortcomings to applicant

B.4: Shortcomings fulfilled by the applicant

B.5: Approval for grant of duplicate certificate to work as Cinema Operator

B.6: Issuance of Certificate in approved format

B.7: Updation of Data in Master Data bank

Annual Cinema Inspection Report in Form-D

A

Inspection of new cinema

B

Inspection of existing cinema

As-Is Process

A. Grant of Inspection Report “D” Form”

A.1: Applicant apply in the prescribed application form with appropriate attachments

A.2: Verification Of Documents by Department.

Checklist for verification:

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

A.3: Intimation of Shortcomings to applicant

A.4: Shortcomings fulfilled by the applicant

A.5: Intimate Date of Inspection to the Cinema Operator

A 6 : Inspection at the site as per inspection checklist

A 7: Intimation of Shortcoming during Inspection

A 8: Shortcoming fulfilled by the applicants

A 9: Submission of fees for re-inspection

A 10: Repeat process from A5 to A9

A 11: Upload photographs of the site inspection by the Electrical Inspectorate Department

A.12: Issuance of inspection report in Form-D

A.13: Updation of Data in Master Data bank

List of attachments and Inspection Checklist for annual inspection report

Attachments

- Cinema operator certificate Issued by the Electrical Inspectorate
- Form “O”
- Demand draft for fees Rs. 2000/- Per Screen
- Generator permission copy
- Transformer permission copy (if any)
- List of fire fighting equipment
- Details of validity of fire fighting equipment
- Details of fire buckets (Nos.)
- Copy of NOC issued by District Magistrate at the time of construction of cinema
- Copy of fire officer’s NOC issued by Nagar Nigam
- Copy of employment certificate as a proof of staff employed at cinema (information to be matched against the details provided in the application form)

Generator Permission Certificate Under Regulation 32 of CEA Regulations, 2010

As-Is Process

A. Grant of Inspection Report

A.1: Applicant apply in the prescribed application form with appropriate attachments

A.2: Verification Of Documents by Department.

Checklist for verification:

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

A.3: Intimation of Shortcomings to applicant

A.4: Shortcomings fulfilled by the applicant

A.5: Intimate Date of Inspection to the Installation

A 6 : Inspection at the site as per inspection checklist

A 7: Intimation of Shortcoming during Inspection

A 8: Shortcoming fulfilled by the applicants

A 9: Submission of fees for re-inspection

A 10: Repeat process from A5 to A9

A 11: Upload photographs of the site inspection by the Electrical Inspectorate Department

A.12: Issuance of inspection report

A.13: Updation of Data in Master Data bank

Time Line

Within seven Days

List of attachments and Inspection Checklist for Generator permission certificate

Attachments

- Performa Part I/II/III
- Affidavit
- Alternator engine canopy type approval for sound pollution
- Connected load list with fees calculation
- Original test report of generator as per BIS/ Inverter and solar panel test report
- Purchase voucher of D.G/Inverter/ Solar Panel
- Work completion certificate in form-F
- Photocopy of contractor licence
- Single line diagram of installation
- Layout of the site plan with earthing system
- Photograph of installation
 - ✓ Engine plate/ Inverter Plate
 - ✓ Alternator plate/ Solar Panel Plate
 - ✓ Complete canopy earthing system
 - ✓ Photograph of installation from 5 ft and 10 ft distance

Grant of Permit to work as Chartered Electrical Safety Engineer

A

New Permit

B

Duplicate Permit

C

Renewal of Permit

As-Is Process

A. Grant of New permit

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

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

- ✓ Photographs
- ✓ Medical Certificate
- ✓ Technical Qualification Certificate
- ✓ Experience Certificate
- ✓ Photo I.D.
- ✓ Demand Draft for fees

A.3: Verification Of Documents by Department. Checklist for verification:

- ✓ DOB (Age as per prescribed limit)
- ✓ Verification and cross-validation of technical qualification certificate
- ✓ Verification and cross-validation of experience certificate
- ✓ Appropriateness of fees

A.4: Intimation of Shortcomings to applicant

A.5: Shortcomings fulfilled by the applicant

A.6: Approval for grant of permit to work as wireman

A.7: Submission of permit fees by the applicant

A.8: Issuance of Permit in approved format

A.9: Updation of Data in Master Data bank

Grant of Permit to work as Chartered Electrical Safety Engineer

A New Permit **B** Duplicate Permit **C** Renewal of Permit

Process B:

Same as Grant of Permit to work as Wireman

Process C:

Same as Grant of Permit to work as Wireman

The permit to work shall be considered as cancelled after due date

Transformer Permission Certificate Under Regulation 43 of CEA Regulations, 2010

As-Is Process

A. Grant of Inspection Report

A.1: Applicant apply in the letterhead form with appropriate attachments at near by AEI Office , office details available in department website

A.2: Verification Of Documents by Department.

Checklist for verification:

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

A.3: Intimation of Shortcomings to applicant

A.4: Shortcomings fulfilled by the applicant

A.5: Intimate Date of Inspection to the Installation

A 6 : Inspection at the site as per inspection checklist

A 7: Intimation of Shortcoming during Inspection

A 8: Shortcoming fulfilled by the applicants

A 9: Submission of fees for re-inspection

A 10: Repeat process from A5 to A9

A 11: Upload photographs of the site inspection by the Electrical Inspectorate Department

A.12: Issuance of inspection report

A.13: Updation of Data in Master Data bank

Time Line

Within Seven Days

List of attachments and Inspection Checklist for Transformer permission certificate

Attachments

- Performa Part III as applicable
- Performa 43
- Affidavit of letterhead
- Demand notice issued by Discom
- Connected load list with fees calculation
- Original test report of transformer as per BIS
- Purchase voucher of transformer
- Work completion certificate in form-F of Registered Contractor
- Photocopy of contractor licenece
- Single line diagram of installation
- Layout of the site plan with earthing system
- Test certificate of HT equipment and cable
- Invoice of HT equipment and cable
- Photograph of installation
 - ✓ HT side
 - ✓ LT side
 - ✓ Name plate of transformer
 - ✓ Earthing system
 - ✓ Photograph of installation from 5 ft and 10 ft

Contractor Licence

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

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

Contractor Licence

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

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)