Single Window Portal

# Certification of Electrical Installations

**User Manual** 

Department of Energy, Govt. of Odisha

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### Introduction

Industries Department of the Govt. of Odisha has developed the online *Single Window Portal* in order to facilitate 'Ease of Doing Business' and foster a conducive business environment in the State. It acts as a single window for clearances from 15 state departments, leveraging technology to bring in transparency, improve efficiency and extend time-bound clearances to the investors.

The *Single Window Portal* allows seamless integration with portals of different government departments thereby eliminating the need to fill forms multiple times, ensuring time-bound clearance, as well as ensuring single login credential for all applications. It acts as a one-stop solution for information, registration, approvals, e-payment and application tracking for clearances/approvals. It also provides updated information relating to relevant rules, regulations, orders and policy initiatives and schemes for guiding the investors. In addition to this, the portal sends alerts, via email and SMS, to applicants about the progress on their submitted applications.

Other key features are:

- Information regarding status of approved proposals, proposed investments and pending applications.
- An online grievance redressal and feedback mechanism, to timely address issues faced by investors.
- Existing online systems such as Land Bank (GO iPLUS), Central Inspection Framework and Automated Post Allotment Application (APAA), and the CSR portal are integrated into the *Single Window Portal*, making it a one-stop-shop for a plethora of services.

This document is intended to serve as a User Manual for grant of "Certification of Electrical Installations" service from the Department of Energy, Govt. of Odisha.

#### **General Instructions**

Inspection of electrical installations is carried out under Regulation-30 (Periodical inspection & testing) and Regulation-43 (Approval by Electrical Inspector for the Installation before commencement of supply or recommencement after shutdown for six months) of Central Electricity Authority (Measures relating to safety and electric supply) Regulation – 2010.

Every owner of electrical installation shall ensure compliance to the following:

- (a) Required inspection fees is deposited while applying for the service online.
- (b) Extend due co-operation for inspection such as safe access to equipment, installation & records.
- (c) Rectification report to be submitted within the stipulated time mentioned in the inspection report.

Based on the geographical location, the voltage level & capacity of the installation filled by the applicant, and the application will be routed to the designated inspector. Prior to applying to this service, if the applicant has applied for PEAL, the first section of the Certification of Electrical Installations form will get auto-populated from the PEAL form. Applicant who did not fill the PEAL form, will have to fill all the fields.

Fields marked with "\*" are mandatory and should be filled in before submitting the form on the single window portal. Leaving fields blank in the Form is not allowed. In case applicants wish not to enter data in a field, they can put "NA" if it is a text/description field or a "o", if it is a numeric field. In case of errors, the form will show an error message. The applicant may correct the data and save the form again.

Some of the fields can accept multiple values. If the applicant wishes to furnish more than one item, he may use the "+" button to add more rows. Similarly, if he wishes to remove a row, he may use "x" button.

Applicants can attach documents in digital format as documentary evidences which the department will use for verification. Clicking on the choose button will let them select the document to be uploaded. Before submitting the document, they needs to ensure that all the information furnished by them is satisfactory and correct to the best of their knowledge and understanding. After checking that the information furnished in all the fields are in order, they can submit the application by clicking on the 'Submit' button.

After the form is successfully submitted, applicants can pay the required fees based on the category, voltage levels and capacity of their installation, either online or offline. If they wish to pay offline, they may choose the 'Over the Counter' option on the Cyber Treasury payment gateway. A challan with the account details of the department will then be generated. The applicant will take the hard copy of the challan to the nearest branch of the bank selected and deposit the amount either by Cash, or by means of Demand Draft. Once the fee is processed by the bank, the bank will send a transaction ID via SMS, which then will have to be entered on the Cyber Treasury portal to complete the application process.

Upon payment the applicant will receive an SMS & Email notification with the application number from the single window portal.

### Checklist of Documents

The applicant will need to attach the following documents with the application:

- Drawing approval order from the Engineer-in-Chief (Electricity)
- Details of Equipment
- Completion Certificate against the work from a licensed electrical contractor of appropriate category.

- Permission letter of concerned DisCom division for power supply to the proposed work
- Test certificate of the Transformer
- Factory test reports of each equipment
- Field test report for each equipment
- Transformer oil test report from Standard Testing Laboratory
- Copy of test reports from Standard Testing Laboratory for CT, PT and Energy meter used to record the units generated in case of generator

#### Timeline

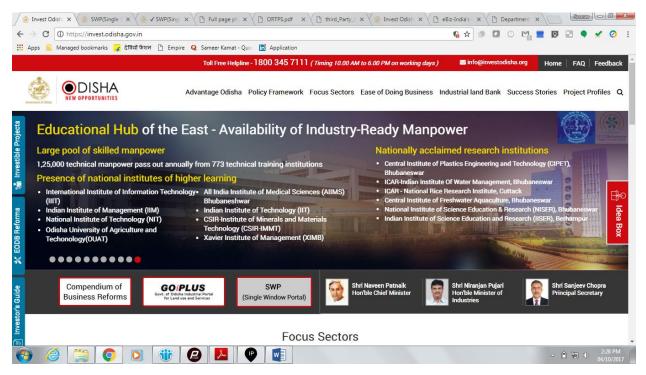
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-		complete shape	Inspection	for resubmission
(For	Normal Inspection of Electrical Wor		Γ	
1	LT Installations	15 – 25 days	5 days	7 days
	(Upto 11KV supply, 16KVA in			
	11KV & 99KW in 415V supply)			
2	HT Installations	20 – 30 days	10 days	10 days
	(11KV to 33KV & above 16KVA			
	upto 15MVA for HT & LT			
	equipment)			
3	EHT Installations	25 – 35 days	12 days	10 days
	(Above 33KV & 16MVA for	0 00 7		2
	EHT, HT & LT equipment)			
(For	Emergency Inspection of Electrical	Works)		
4	LT Installations	3 – 10 days	3 days	3 days
	(Upto 11KV supply, 16KVA in			
	11KV & 99KW in 415V supply)			
-	HT Installations	3 – 10 days	o dova	o dova
5		3 - 10 days	3 days	3 days
	(11KV to 33KV & above 16KVA upto 15MVA for HT & LT			
	equipment)			
	equipment)			
6	EHT Installations	3 – 10 days	3 days	3 days
	(Above 33KV & 16MVA for		-	-
	EHT, HT & LT equipment)			

## Field Instructions

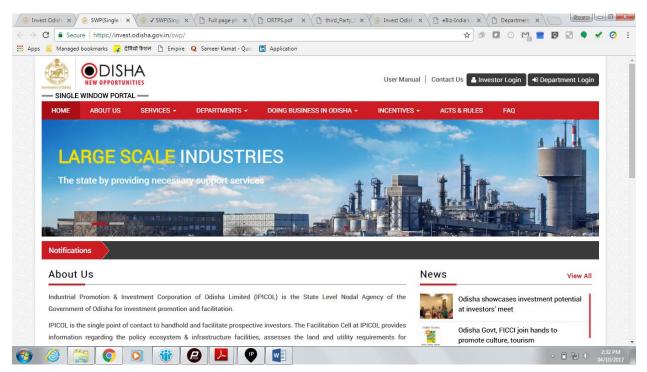
<u>Sl.</u> <u>No.</u>	Field Name	Instructions
1	Name and Address of Owner	Enter the name and address of the Owner of the Installation. District and Block can be selected from the dropdown list.
2	Location of the Installation	Enter the address of the premises at which the installation was made. District and DISCOM Division can be selected from the dropdown list.
3	Contract Demand	The electrical demand at the premises estimated and agreed to by the DISCOM Utility
4	Category of Installation and Voltage Level	Enter the category of installation. The premises can have multiple generators in addition to a substation. Voltage level of all generators needs to be entered here. In case of 'No Substation' the voltage level cannot be more than 415V.
5	Drawing Approval No.	Enter approval no. of the drawing of the installation provided by the Engineer-in-Chief (Electricity)
6	Drawing Approval Order date	Enter the approval order date
7	Details of the Equipment	Category & Sub Category of the installed equipment can be selected from the dropdown list
8	Inspection to be conducted within 10 days	Check whether emergency inspection is required. Applicant will have to pay extra for emergency inspection

## **Application Procedure**

1. Applicants will go to the URL: <u>https://investodisha.gov.in</u>



2. Clicking on the SWP (Single Window Portal) block will take the applicant to the Single Window Portal.



3. Applicant will click on 'Investor Login' to sign-in into the Single Window Portal. The following login page opens up.

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<ul> <li>Users can use their registered email id as the user id for the login process.</li> <li>New investors can create login credentials also.</li> </ul>	Password	<u> </u>	
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	LOGII	N	
🟶 Back to Home	Forgot Password ?	New user Register Now	
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4. Existing users of APAA/CIF/GO-iPLUS/CSR Portal/eSuvishaa can log into the Single Window Portal using the same credentials. New applicants can register themselves on the portal by clicking on the 'Register Now' button. They'll have to fill the registration form and verify themselves by entering the OTP sent to the mobile number entered.

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	Confirm Password	*	
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5. Upon registration/logging in, the applicant can view their dashboard.

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6. In the 'Services' section, the applicant can view the list of services offered by the Single Window Portal.

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7. From the list of services, applicant can apply to the service "Certification of Electrical Installation by Chief Electrical Inspector" by clicking on , The following form will open up, which allows the applicant to fill in the required details. After filling up the form, the applicant can submit the form by clicking on the "Submit" button.

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	Form Registration	Payment Details	Success	
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Name of the owner*	: Sourabh Sharma	District*	: Khordha	Y
Block*	: Bhubaneswar (MC)	▼ Address of the owner*	: Bhubaneswar	
				//
Location of the instal	llation			
At *	: Plant	Post Office*	Bhubaneswar	
District*	: Khordha	• Pin*	: 751002	
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Location of the installation	f 💾 Empire Q Sameer Kamat - Quor 🛅 Application			
At *	: Plant	Post Office*	Bhubaneswar	
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DISCOM Division*	CESU Utility	Contract Demand(in KVA)*	: 150	
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While filling up the application form, the applicant can upload scanned copies of the required documents in the respective fields. Application fee will be calculated automatically based on the information filled by the applicant and displayed at the bottom of the form.

8. Upon submission, the applicant will confirm payment of fees by clicking on the 'Pay Now' button.

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9. The page redirects to the payment gateway. The applicant, after confirming that the amount displayed on the page is correct, can select the mode of payment from the available options. (Net Banking/Debit Card/Credit Card/Over the Counter)

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10. Applicants can select the bank of their preference and proceed to payment.

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11. If the mode of payment is online (Net Banking/Credit Card/Debit Card), upon clicking the 'Make Payment' button, the page will be redirected to the selected bank's payment portal.

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12. Applicant can fill in their details and pay the requisite amount at their selected bank's payment portal.

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13. If the mode of payment is offline (Over the Counter), the applicant can generate the Challan for that transaction by clicking the 'Generate Challan' button. The page will be redirected to the selected bank's payment portal.

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14. A downloadable e-Challan receipt will be displayed mentioning the head of account and the amount to be paid.

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Others	Signature of the Depositor Signature of Bank Officer with Seal	
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The applicant can take the copy of the challan to the nearest branch of the bank selected and pay the amount.

15. Upon successful payment an Application No., Transaction ID and a Challan Reference ID will be generated and the page will be redirected the Single Window Portal. The following acknowledgement appears on the screen. An SMS/Email notification is also be sent to the applicant with all the details from the single window portal.

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16. Applicants can go to the Services button on the Menu bar and click on "Application Details" to check the status of their application.

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17. Applicants can track and monitor the status of all applications done through the Single Window Portal. Departments may raise queries on the application within 7 days of its submission. As and when queries are raised, the 'Query Status' column gets updated. Applicant can view and reply to the queries on an application by clicking on "Query Raised". Applicant is notified via email/SMS about the query raised at this stage.

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18. Applicant can submit additional information/documents sought by the department. Multiple files can be uploaded. After uploading all the required documents, the query can be resolved by clicking on the "Submit" button.

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19. Once the application is processed and approved, the status of the application will read "Approved" and the applicant can download the final signed certificate by clicking on the "Download Certificate" button.

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## Approval Procedure

