

Single Window Portal

# Certification of Electrical Installations

User Manual

Department of Energy, Govt. of Odisha

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## Table of Contents

Introduction .....	2
General Instructions .....	2
Checklist of Documents.....	3
Timeline .....	4
Field Instructions .....	5
Application Procedure.....	6
Approval Procedure.....	18

## 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 “0”, 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

Sl. No.	Type of Installation	Time Limit		
		If application is received is in complete shape	Intimation regarding date of Inspection	If application is incomplete, advise for resubmission
<i>(For Normal Inspection of Electrical Works)</i>				
1	LT Installations (Upto 11KV supply, 16KVA in 11KV & 99KW in 415V supply)	15 – 25 days	5 days	7 days
2	HT Installations (11KV to 33KV & above 16KVA upto 15MVA for HT & LT equipment)	20 – 30 days	10 days	10 days
3	EHT Installations (Above 33KV & 16MVA for EHT, HT & LT equipment)	25 – 35 days	12 days	10 days
<i>(For Emergency Inspection of Electrical Works)</i>				
4	LT Installations (Upto 11KV supply, 16KVA in 11KV & 99KW in 415V supply)	3 – 10 days	3 days	3 days
5	HT Installations (11KV to 33KV & above 16KVA upto 15MVA for HT & LT equipment)	3 – 10 days	3 days	3 days
6	EHT Installations (Above 33KV & 16MVA for EHT, HT & LT equipment)	3 – 10 days	3 days	3 days

## Field Instructions

<u>Sl. No.</u>	<u>Field Name</u>	<u>Instructions</u>
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: <https://investodisha.gov.in>

The screenshot shows the homepage of the Invest Odisha website. The browser address bar displays <https://invest.odisha.gov.in>. The website header includes the ODISHA logo and navigation links such as "Advantage Odisha", "Policy Framework", "Focus Sectors", "Ease of Doing Business", "Industrial Land Bank", "Success Stories", and "Project Profiles". A prominent banner titled "Educational Hub of the East - Availability of Industry-Ready Manpower" features a large pool of skilled manpower (1,25,000 technical manpower annually) and lists nationally acclaimed research institutions like CIPET, ICAR, NISER, and IISER. Below the banner, there are sections for "Compendium of Business Reforms", "GO/PLUS", and "SWP (Single Window Portal)". The "Focus Sectors" section is partially visible at the bottom. The browser's taskbar at the bottom shows various application icons and the system clock indicating 2:28 PM on 04/10/2017.

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

The screenshot shows the Single Window Portal website. The browser address bar displays <https://invest.odisha.gov.in/swp/>. The website header includes the ODISHA logo and navigation links such as "User Manual", "Contact Us", "Investor Login", and "Department Login". A prominent banner titled "LARGE SCALE INDUSTRIES" features the text "The state by providing necessary support services" and an image of an industrial facility. Below the banner, there are sections for "Notifications", "About Us", and "News". The "About Us" section describes the Industrial Promotion & Investment Corporation of Odisha Limited (IPICOL) as the State Level Nodal Agency of the Government of Odisha for investment promotion and facilitation. The "News" section includes a headline "Odisha showcases investment potential at investors' meet" and another "Odisha Govt, FICCI join hands to promote culture, tourism". The browser's taskbar at the bottom shows various application icons and the system clock indicating 2:32 PM on 04/10/2017.



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

The screenshot shows the 'Investor Login' page of the Single Window Portal. The page is titled 'Single Sign On' and 'Investor Login'. It features a blue sidebar with instructions for users in APAA/ CIF/ GOiPLUS/ CSR Portal/ eSuvidhaa and a main white area with input fields for Email ID, Password, and CAPTCHA. A red 'LOGIN' button is prominent, along with links for 'Forgot Password?' and 'New user Register Now'.

**Single Sign On**

- Users in APAA/ CIF/ GOiPLUS/ CSR Portal/ eSuvidhaa can login through existing credential.
- Users can use their registered email id as the user id for the login process.
- New investors can create login credentials also.

**Investor Login**

Email ID

Password

CAPTCHA  UQGF

**LOGIN**

[Forgot Password?](#) [New user Register Now](#)

[Back to Home](#)

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.

The screenshot shows the 'Investor Registration' form on the Single Window Portal. The form is titled 'Investor Details' and includes a progress bar with three steps: Profile Creation, OTP Confirmation, and Success. The form fields are organized into two columns and include a note that marked fields are mandatory.

**Investor Details** (\*) Mark Fields Are Mandatory

Unit Name  Country

Name of Entrepreneur  First Name  Middle Name  Last Name

Address  Mobile Number  GSTIN

(Maximum 250 Characters)

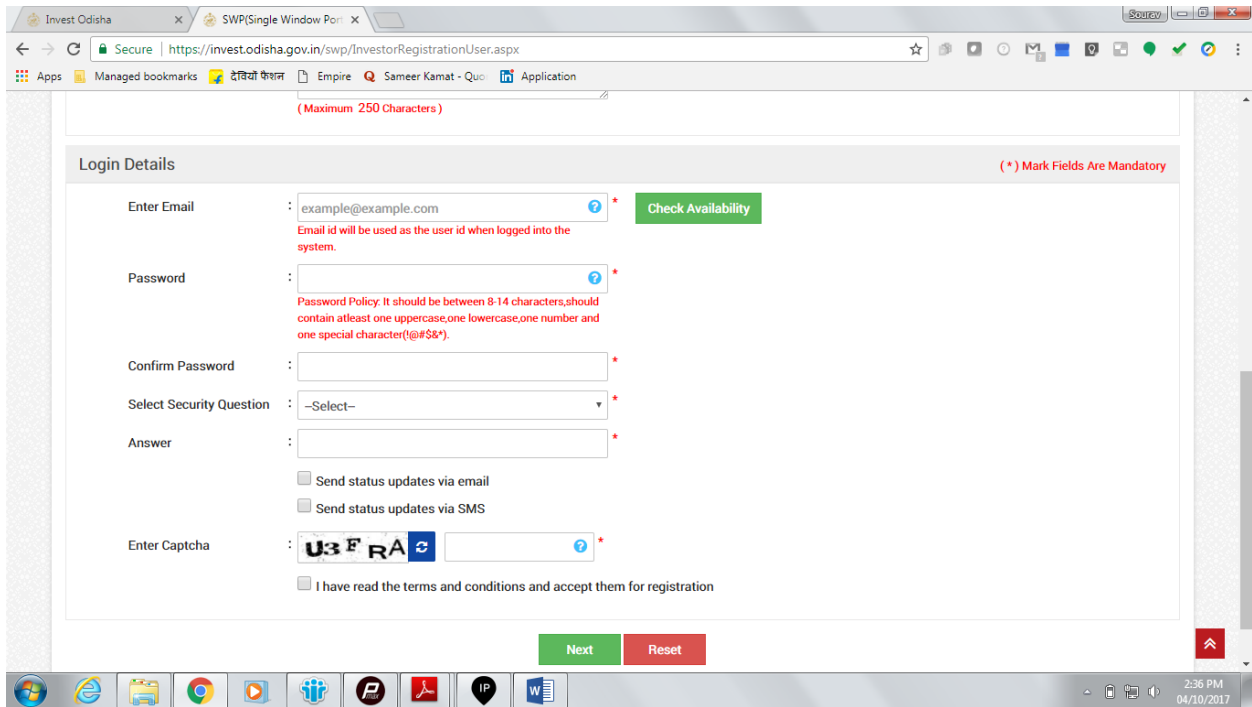
Category  District

Block  Sector

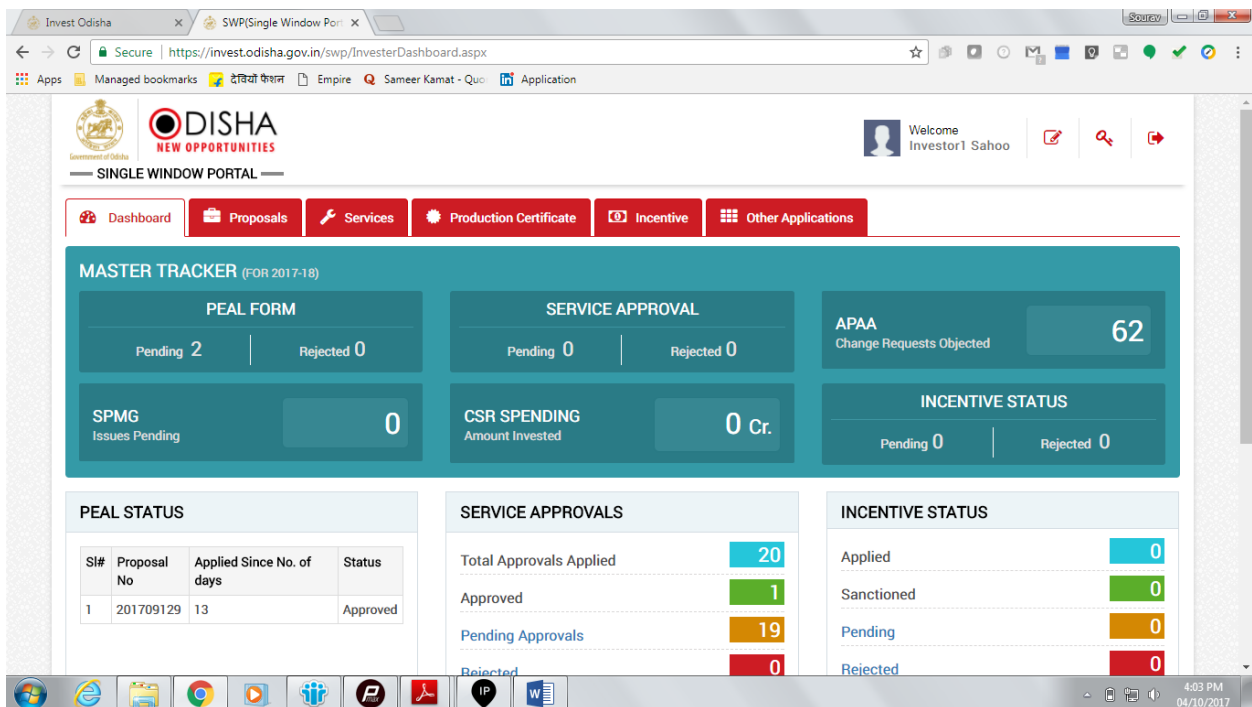
Sub Sector

Site Location





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



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

The screenshot shows the DISHA Single Window Portal interface. The user is logged in as 'Investor1 Sahoo'. The 'Services' tab is active, displaying a list of services for clearance and approval. The table below shows the details of these services:

Sl#	Department	Services	Application Fee	Apply Now
1	Commercial Tax Organization	Registration for Professional Tax	NA	<input checked="" type="checkbox"/>
2	Department of Energy	Power Connection Application	NA	<input checked="" type="checkbox"/>
3	Department of Energy	Certification of Electrical Installation by Chief Electrical Inspector	NA	<input checked="" type="checkbox"/>
4	Food Supplies and Consumer Welfare Department (FSCW)	Licences as manufacture of weight and measure under the legal metrology	50000.00	<input checked="" type="checkbox"/>
5	Housing and Urban Development Department (H UD)	Building plan approval	NA	<input checked="" type="checkbox"/>
6	Housing and Urban Development Department (H UD)	Trade licensing	NA	<input checked="" type="checkbox"/>

- 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.

The screenshot shows the 'Form Registration' step for the 'Certification of Electrical Installation by Chief Electrical Inspector' service. The form is for the Department of Energy, Government of Odisha. The application format is for approval of Electrical Inspector before commencement of power supply or Re commencement after shutdown for 6 months or above.

The form fields are as follows:

- Name of the owner\*: Sourabh Sharma
- District\*: Khordha
- Block\*: Bhubaneswar (MC)
- Address of the owner\*: Bhubaneswar
- Location of the installation:
  - At\*: Plant
  - Post Office\*: Bhubaneswar
  - District\*: Khordha
  - Pin\*: 751002

Invest Odisha x User\_Manual\_Project\_Evi x ✓ SWP(Single Window P x

https://invest.odisha.gov.in/SWP/FormView.aspx?enc=xa17D9HniDsbsFTDtWKVvkBEjCXkr345043XoWgWtkWwYZaW1qrTxdzmQWL3z9W

Location of the installation

At\* : Plant Post Office\* : Bhubaneswar

District\* : Khordha Pin\* : 751002

DISCOM Division\* : CESU Utility Contract Demand(in KVA)\* : 150

Category of Installations\* :  No Substation  Substation  Generator

Generator Details

Capacity : 150

Total\* : 150

INSPECTION

Drawing approval order No\* : 0123456789 Drawing approval order Date : 01-Aug-2017

Equipment Category\* : CABLES Equipment Sub Category\* : High Voltage / for first Km.

Inspection to be conduct within 10 days :  Yes  No

Download Document

4:39 PM 04/10/2017

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https://invest.odisha.gov.in/SWP/FormView.aspx?enc=xa17D9HniDsbsFTDtWKVvkBEjCXkr345043XoWgWtkWwYZaW1qrTxdzmQWL3z9W

Inspection to be conduct within 10 days :  Yes  No

Upload Document

Completion Certificate against the work from a licensed electrical contractor of appropriate category\* :  HDFC-Bank-Diner...nge-Details.pdf  
Only pdf,png,jpg and max size 2 MB files allowed.

Test certificate of the Transformer\* :  HDFC-Bank-Diner...nge-Details.pdf  
Only pdf,png,jpg and max size 2 MB files allowed.

Field test reports for each equipment\* :  HDFC-Bank-Diner...nge-Details.pdf  
Only pdf,png,jpg and max size 2 MB files allowed.

Copy of test reports from Standard Testing Laboratory for CT, PT and Energy meter used to record the units generated in case of generator\* :  HDFC-Bank-Diner...nge-Details.pdf  
Only pdf,png,jpg and max size 2 MB files allowed.

Permission letter of concerned Discom Division for power supply to the proposed works\* :  HDFC-Bank-Diner...nge-Details.pdf  
Only pdf,png,jpg and max size 2 MB files allowed.

Factory Test Reports of each equipment\* :  HDFC-Bank-Diner...nge-Details.pdf  
Only pdf,png,jpg and max size 2 MB files allowed.

Transformer oil test report from Standard Testing Laboratory\* :  HDFC-Bank-Diner...nge-Details.pdf  
Only pdf,png,jpg and max size 2 MB files allowed.

I hereby declare that the particulars given above are true to the best of my knowledge and belief.

Payment Details

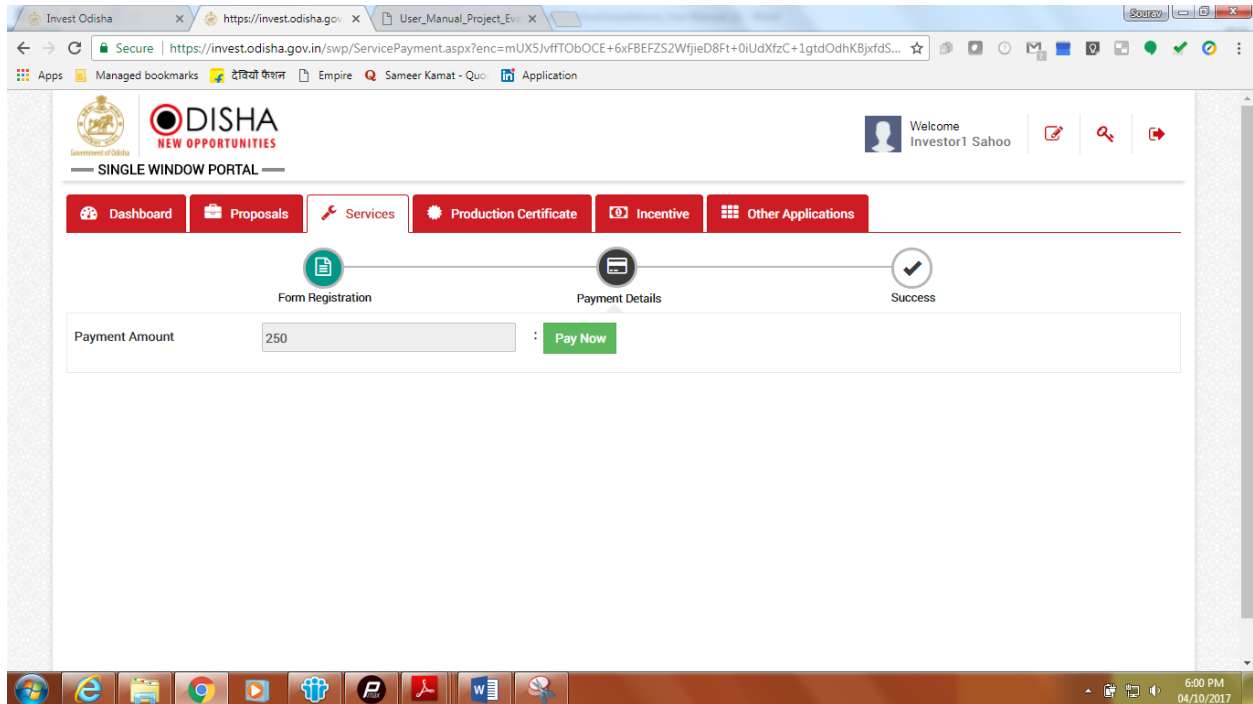
Total Amount : 250/-

Submit

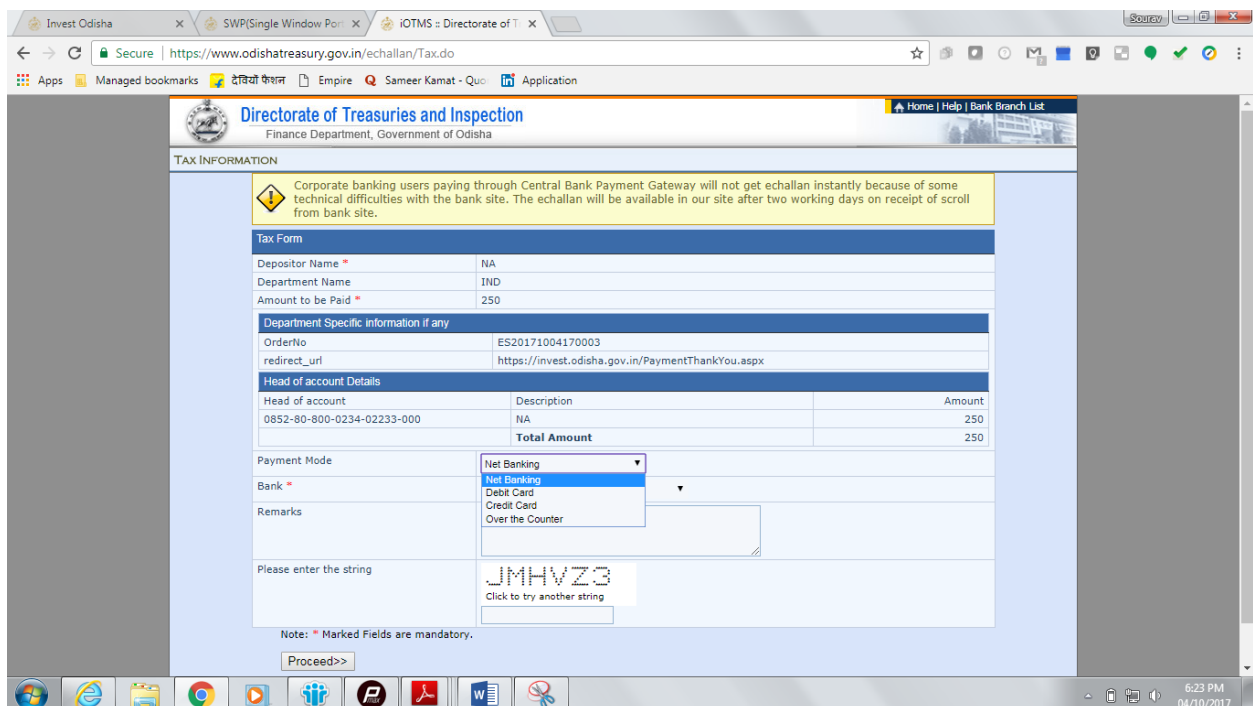
4:39 PM 04/10/2017

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.

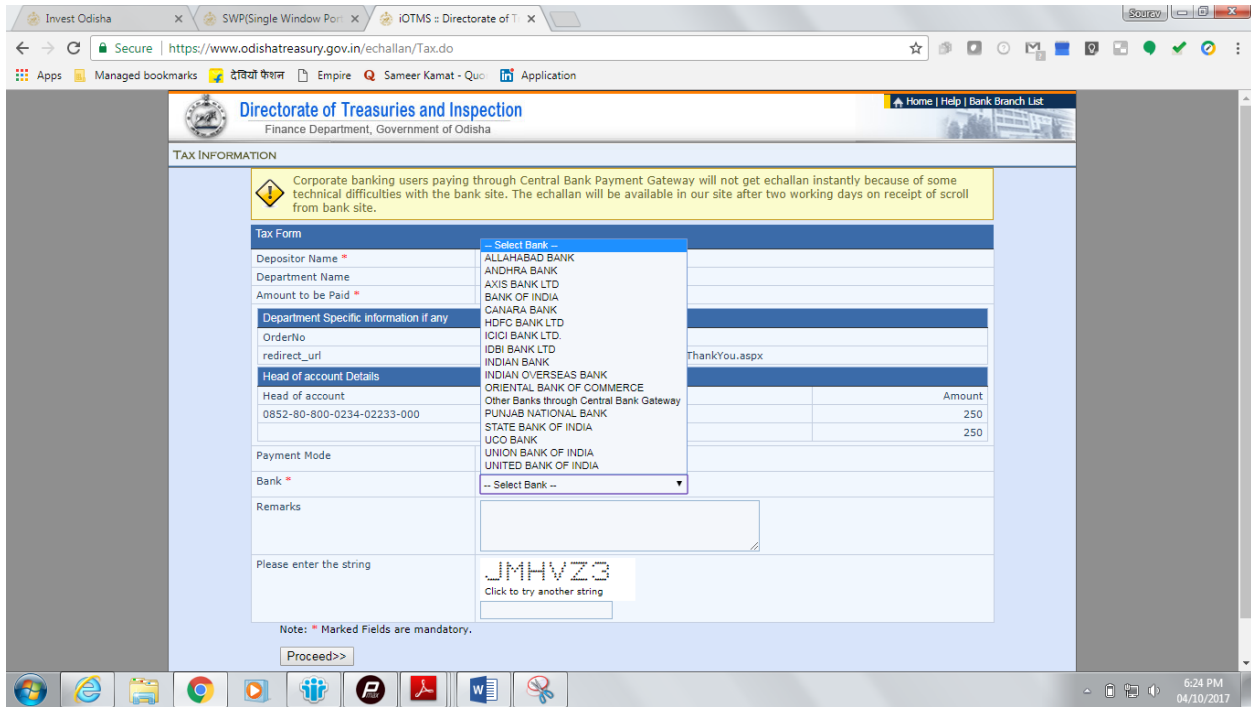
8. Upon submission, the applicant will confirm payment of fees by clicking on the 'Pay Now' button.



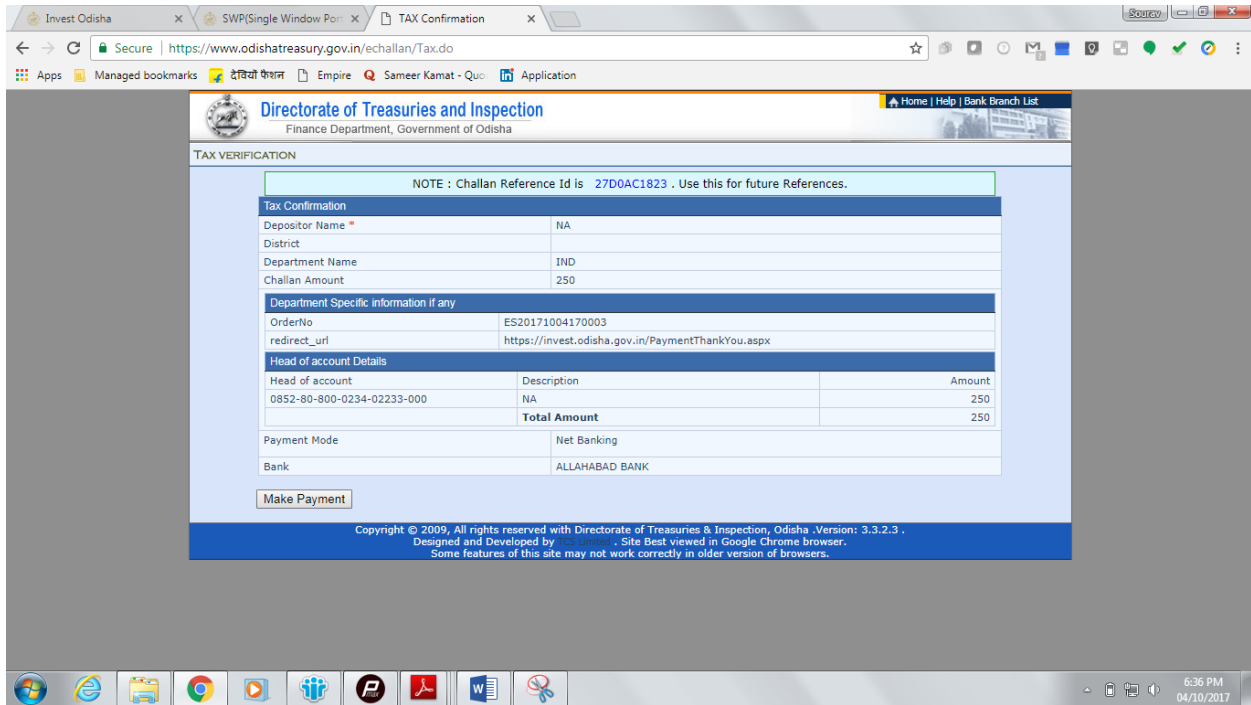
9. The page redirects to the payment gateway. The applicant, after confirming that the amount displayed on the page is correct, can select the mode of payment from the available options. (Net Banking/Debit Card/Credit Card/Over the Counter)



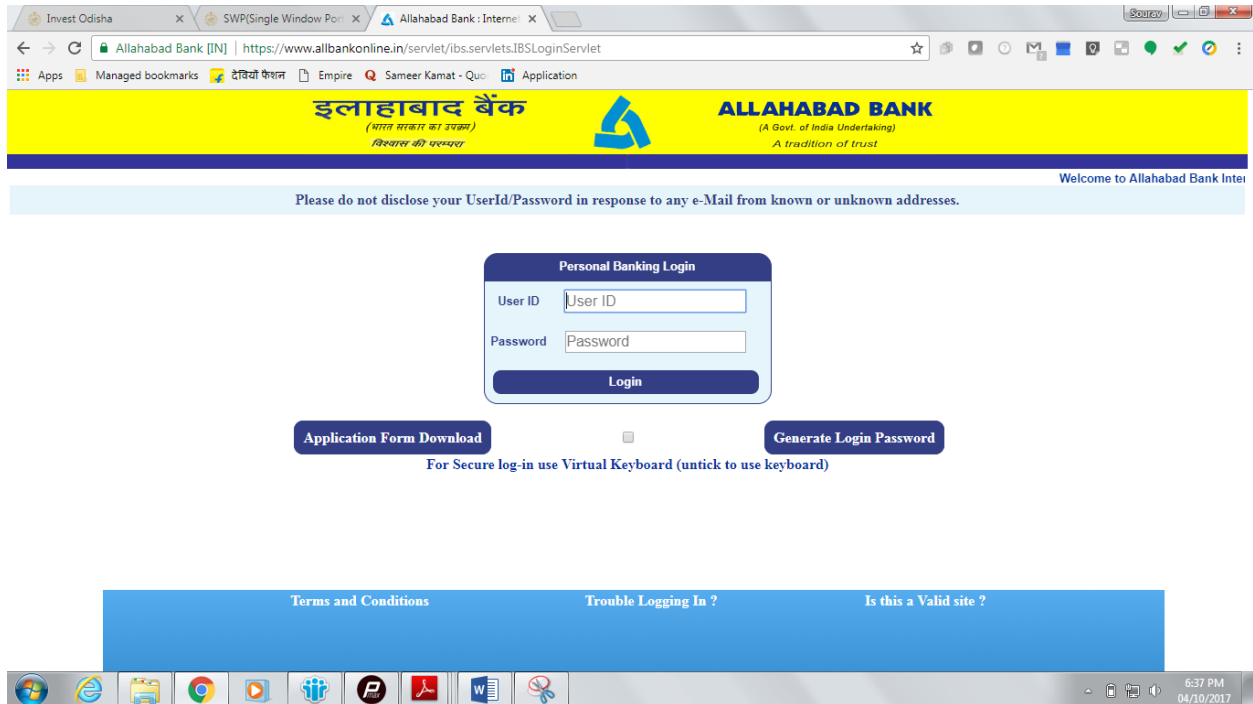
10. Applicants can select the bank of their preference and proceed to payment.



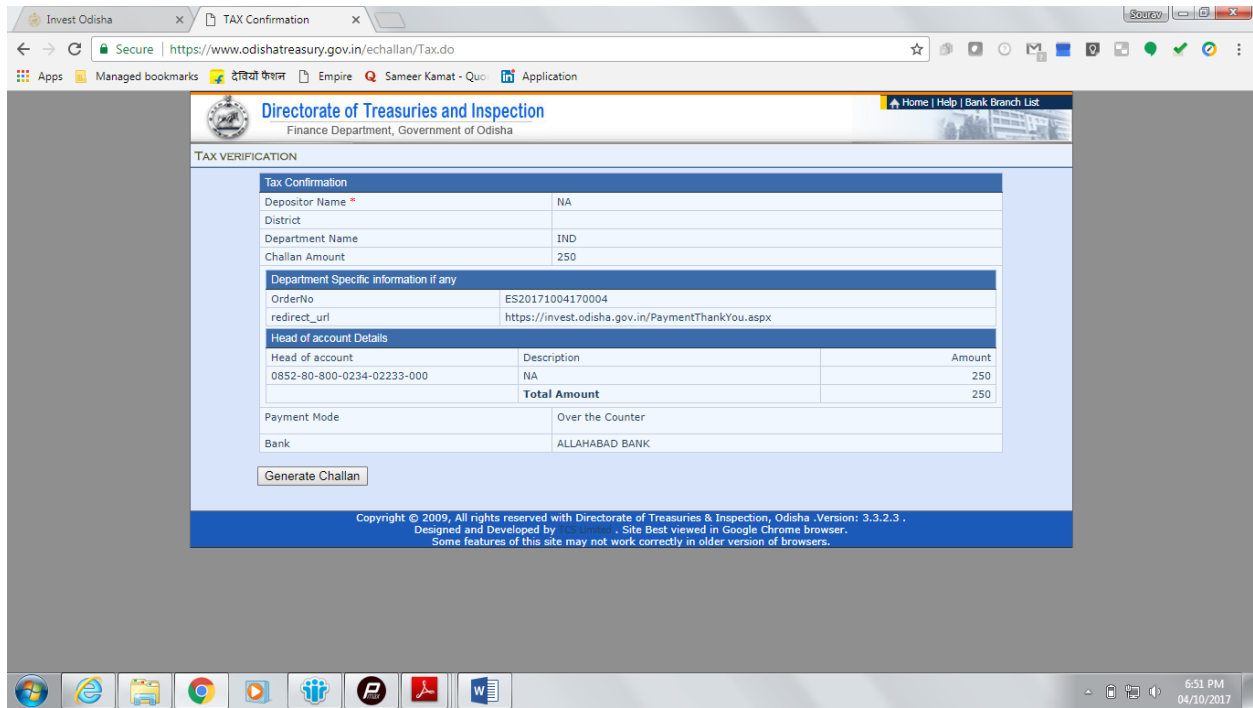
11. If the mode of payment is online (Net Banking/Credit Card/Debit Card), upon clicking the 'Make Payment' button, the page will be redirected to the selected bank's payment portal.



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



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.



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

**Government of Odisha  
Offline Challan Deposit Form  
Depositor's Copy**

Challan of Cash/Cheque/DD paid through ALLAHABAD BANK, at Cyber Treasury, Odisha, Bhubaneswar

1. Name of the Depositor : NA  
 2. Mobile Number : NA  
 3. Department Identification Id :  
 4. Challan Generation Date & Time : 04/10/2017 06:10:47 PM

Purpose	Head of Account	Amount
5. NA	0852-80-800-0234-02233	250
Total Amount		250

8. Treasury Reference Id : 27D0AC2310  
 9. Bank Transaction Id & Time : To be filled up by the bank

1. In case of Cheque bank transaction id will be available after realization of the cheque.  
 2. This challan is valid for 7 days from the date of online entry.  
 3. In case of Cheque/DD, it should be payable to 'State Government Receipts- <Challan Reference Id>'.

Signature of the Depositor \_\_\_\_\_  
 Signature of Bank Officer with Seal \_\_\_\_\_

Government of Odisha

The applicant can take the copy of the challan to the nearest branch of the bank selected and pay the amount.

**Government of Odisha  
Offline Challan Deposit Form  
Depositor's Copy**

Challan of Cash/Cheque/DD paid through ALLAHABAD BANK, at Cyber Treasury, Odisha, Bhubaneswar

1. Name of the Depositor : NA  
 2. Mobile No. : NA  
 3. Department Identification ID :  
 4. Challan Generation Date & Time : 04/10/2017 06:10:47 PM

Purpose	Head of Account	Amount
NA	0852-80-800-0234-02233	Rs. 250/-
Total Amount		Rs. 250/-

5. Treasury Reference ID : 27D0AC2310  
 7. Bank Transaction Date & Time : To be filled by the bank

1. The challan is valid for 7 days from the date of online entry.  
 2. In case of Cheque, bank transaction id will be available after realization of the cheque.  
 3. In case of Cheque/DD, it should be payable to 'State Government Receipts- <Challan Reference Id>'.

Signature of the Depositor \_\_\_\_\_

Signature of Bank Officer with Seal \_\_\_\_\_

**Government of Odisha  
Offline Challan Deposit Form  
Bank's Copy**

Challan of Cash/Cheque/DD paid through ALLAHABAD BANK, at Cyber Treasury, Odisha, Bhubaneswar

1. Name of the Depositor : NA  
 2. Mobile No. : NA  
 3. Department Identification ID :  
 4. Challan Generation Date & Time : 04/10/2017 06:10:47 PM

Purpose	Head of Account	Amount
NA	0852-80-800-0234-02233	Rs. 250/-
Total Amount		Rs. 250/-

5. Treasury Reference ID : 27D0AC2310  
 7. Bank Transaction Date & Time : To be filled by the bank

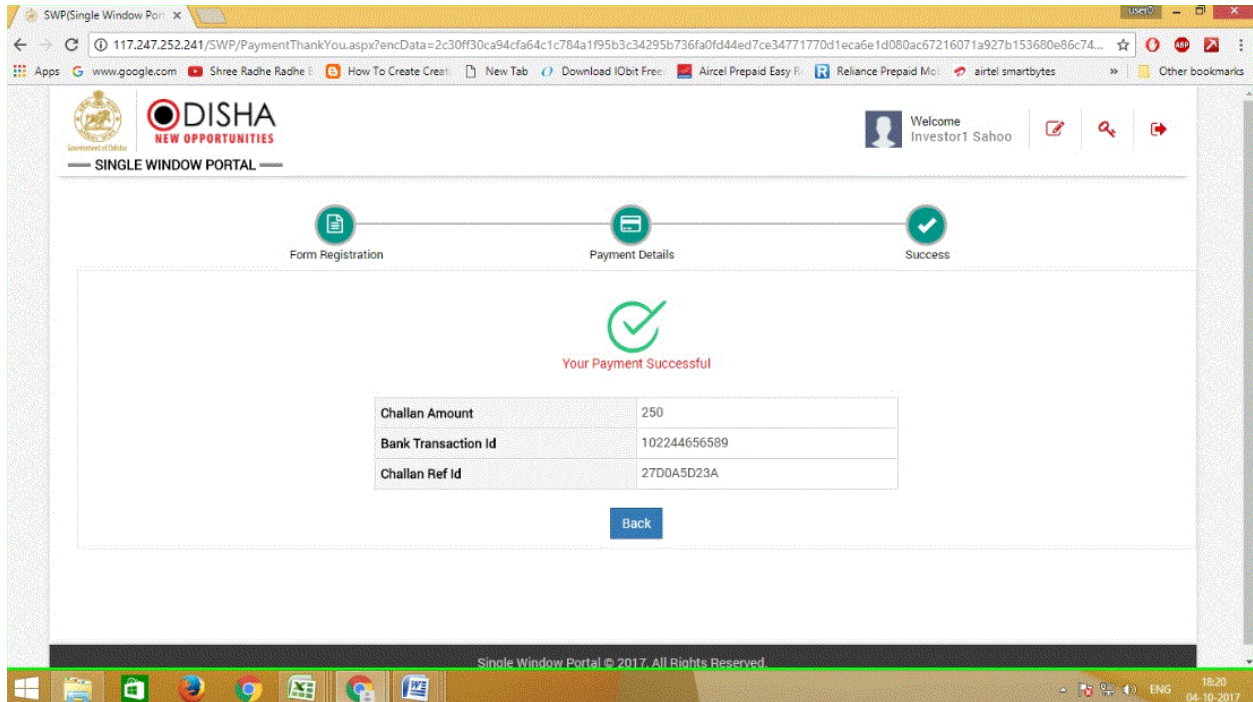
1. The challan is valid for 7 days from the date of online entry.  
 2. In case of Cheque, bank transaction id will be available after realization of the cheque.  
 3. In case of Cheque/DD, it should be payable to 'State Government Receipts- <Challan Reference Id>'.

Signature of the Depositor \_\_\_\_\_

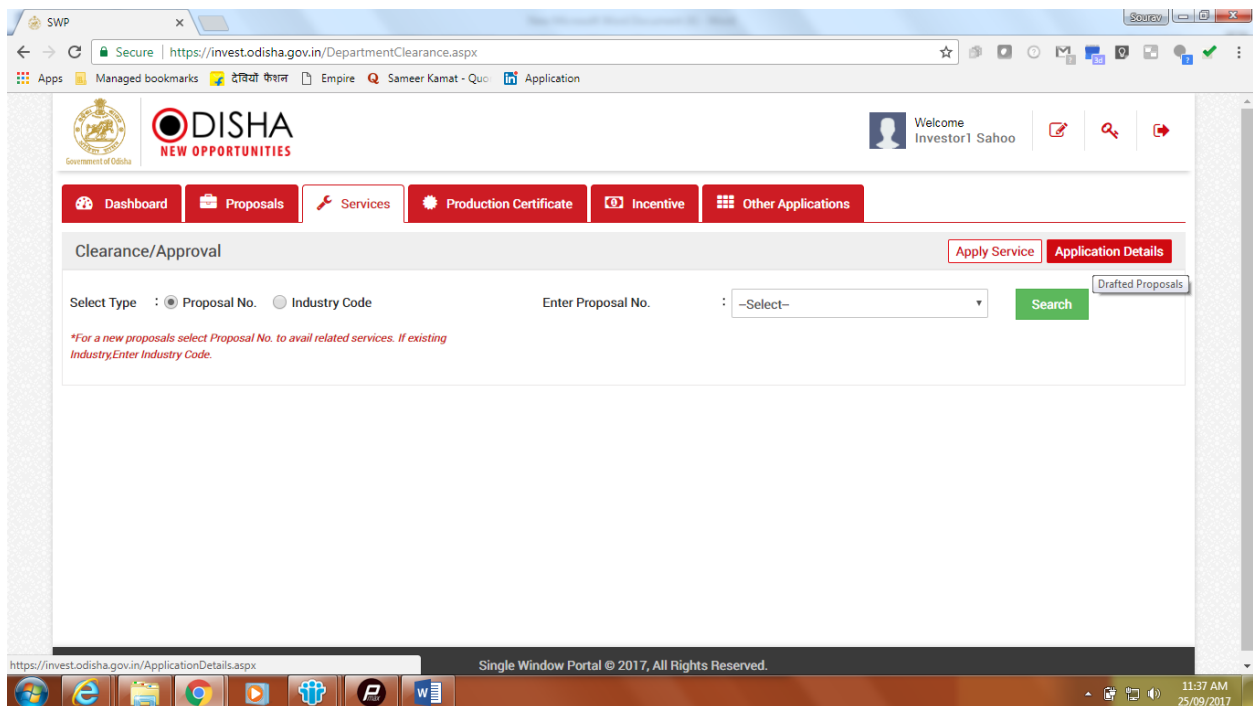
Signature of Bank Officer with Seal \_\_\_\_\_



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.



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



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.

The screenshot shows the 'Application Details' page on the DISHA Single Window Portal. The page includes a navigation menu with options like Dashboard, Proposals, Services, Production Certificate, Incentive, and Other Applications. Below the navigation, there is a search bar for Department and a Search button. The main content area displays a table with the following data:

S.No.	Department Name	Service Name	Applicant Name	Application No	Query Status	Payment Detail	Application Status	View Detail	Download Certificate
1	Department of Energy	Certification of Electrical Installations by Chief Electrical Inspector	Investor2 Sahoo	20171010360009	Query Raised	Paid	Applied		
2	Department of Labour & ESI (Directorate of Factories & Boilers)	License under The Indian Boilers Act, 1923 & it's renewal	Investor2 Sahoo	20171010360009	Query Raised	Paid	Applied		
3	Department of Labour & ESI (Directorate of Factories & Boilers)	License under The Indian Boilers Act, 1923 & it's renewal	Investor2 Sahoo	20171010360006	-	Pay Now	Not Paid		
4	Department of Labour & ESI	License under The Indian Boilers Act, 1923	Investor2 Sahoo	20171010360006	-	Pay Now	Not Paid		

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.

The screenshot shows the 'Application Status Details' page on the DISHA Single Window Portal. The page displays the details of a specific application:

- Department Name: Department of Energy
- Service Name: Certification of Electrical Installations by Chief Electrical Inspector
- Applicant Name: Investor2 Sahoo
- Application No.: 20171010360009
- Application Status: Applied
- Download Certificate: NA

Below the application details, there is a 'Query' section with a 'Query Status' dropdown set to 'Raised'. There is also a 'Revert Query' section with a 'Response Details' text area. At the bottom, there is a table for uploading documents:

Sl#	File Description	Upload Document	Action
1		Choose File No file chosen	

- 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.

The screenshot displays a web browser window with the URL `117.247.252.241/swp/ApplicationDetails.aspx`. The page is titled "SINGLE WINDOW PORTAL" and features a navigation menu with buttons for Dashboard, Proposals, Services, Production Certificate, Incentive, and Other Applications. Below the navigation, there is a section for "Application Details" with a search filter for "Department" and a "Search" button. The main content area shows a table of application records with the following data:

SINo.	Department Name	Service Name	Applicant Name	Application No	Query Status	Payment Detail	Application Status	View Detail	Download Certificate
1	Department of Labour & ESI (Directorate of Factories & Boilers)	License under The Indian Boilers Act, 1923 & it's renewal	Investor2 Sahoo	20171010360019	Query Raised	Paid	Applied		
2	Department of Labour & ESI (Directorate of Factories & Boilers)	License under The Indian Boilers Act, 1923 & it's renewal	Investor2 Sahoo	20171010360009	Query Raised	Paid	Applied		
3	Department of Labour & ESI (Directorate of Factories & Boilers)	License under The Indian Boilers Act, 1923 & it's renewal	Investor2 Sahoo	20171010360006	-	Pay Now	Not Paid		
4	Department of Labour & ESI (Directorate of Factories & Boilers)	License under The Indian Boilers Act, 1923 & it's renewal	Investor2 Sahoo	20171010360006	-	Pay Now	Not Paid		
5	Department of Labour & ESI (Directorate of Factories & Boilers)	License under The Indian Boilers Act, 1923 & it's renewal	Investor2 Sahoo	20171010360006	-	Pay Now	Not Paid		
6	Department of Energy	Certification of Electrical Installation by Chief Electrical Inspector	Investor2 Sahoo	20171010360009	-	Paid	Applied		

The table indicates that applications 1 and 2 are "Applied" and "Paid", while applications 3, 4, and 5 are "Not Paid" and require a "Pay Now" action. Application 6 is "Applied" and "Paid", and has a "Download Certificate" button available.

# Approval Procedure

