

SOP (STANDARD OPERATING PROCEDURE) FOR **“APPROVAL FOR DG SET INSTALLATION”**

Inspection of electrical installations is carried out under Regulation-30 (Periodical inspection) 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. Timeline for “Approval of DG Set Installation” service is same as “Normal Inspection of Electrical Works” as notified under ORTPS Act. **“Electrical Safety Recommendations” and “Electrical Safety Clearance Certificate” is mandatory for the DG set having Capacity exceeding 50 KVA.**

- Open the portal (<https://edistrict.odisha.gov.in>) in your favourite web browser.
- The same link is also available at EIC(Electricity) website.
(<https://eicelectricityodisha.nic.in/OnlineServices.aspx>)
- Register in the portal for creating a login account. It is a onetime process for availing all services under edistrict portal.

Steps to follow for registering in the portal

- You must have a valid email ID and mobile no for registration into the system. If you do not have it, then create a valid email ID and arrange a mobile no.
- Click on the Services icon (top right of the page). You will be redirected to the **“Register Yourself”** icon along with list of services available in the portal. Click on Register Yourself icon. One pop-up menu will appear. Enter all the required information and validate it. The system will send one email OTP and mobile OTP to your respective email ID and Mobile Number.

- Enter the email OTP and mobile OTP received by you and submit. Once it is successful your login account is created.
(Refer the screen shot for registering into the system)

edistrict.odisha.gov.in/citizenRegistration.html?OWASP_CSRFTOKEN=J1M5-C7SU-7YHK-WUQ2-EC3L-BNEM-U5H2-BM8

Full Name
Enter Your Full Name

Email Id
Enter a valid Email Address

Mobile No.
+91 Enter Mobile No.

Password
Enter Your Password

State
Select

72bMt2
Captcha

Validate

- Once the registration is over, click on the certificate you want to apply. A new window will open. Click on “Apply For Service”. Enter

your login credentials (i.e. either with your registered email ID or Mobile Number). After successful login the application form will appear.

Steps for submitting Application Form

- Fill the application Form. (Refer below for a sample application form).
- If the Installation is to be inspected and Approval for DG set installation is to be obtained before commencement of supply or recommencement after shutdown for six months, choose “Inspection category” as ‘Initial’, or else choose ‘Periodical’ under “INSPECTION TYPE” section of application for periodical inspection of your DG sets. If it is a special purpose inspection i.e. inspection of Multi-storied building/ Temporary Connection, select ‘Yes’ and “Special Purpose of Inspection” is to be chosen accordingly.
- Under the ‘APPLICANT DETAILS’ section, in the field “**Name of the owner/Authorised representative**”, enter the ‘Name of the owner’, if it’s an Individual Installation or else enter the ‘Name of the Industries/Commercial establishments/Business units’.
- Select the “**Aggregate Capacity of the DG Set**” from the drop down list as per the total capacities of your DG sets installation.
- The applicant needs to enter the “Drawing approval order No” and “order date” already received from the concerned Electrical Inspectors under “ORDER DETAILS” section of Application, if the ‘Inspection category’ is chosen as ‘Initial’ under “INSPECTION TYPE” section of application.
- The applicant needs to select appropriate office/ authority under “Apply To The Office” section of application as per the location of the DG set Installation having DG set and jurisdiction of respective Electrical Inspectors.
- Verify the data. (Edit if required).
- By selecting “Draft” option in the application form, applicant can

save the data (which are mandatory) filled by him and on later stage he can again login to fill/edit the remaining data and submit the application form.

The screenshot shows the 'APPLICATION FOR APPROVAL FOR DG SET INSTALLATION' form. The header includes the ServicePlus logo and the Government of Odisha emblem. The form is divided into three main sections: 'INSPECTION TYPE', 'APPLICANT DETAILS', and 'ADDRESS OF OWNER/AUTHORISED REPRESENTATIVE'. The 'INSPECTION TYPE' section has three fields: 'Inspection Category' (radio buttons for 'Initial' and 'Periodical'), 'Is it a special purpose inspection' (radio buttons for 'Yes' and 'No'), and 'Purpose Of Inspection' (a dropdown menu set to 'Multistoried Building'). The 'APPLICANT DETAILS' section includes 'Name of the owner/Authorised representative' (text input: SOUBHAGYA SWAIN), 'Gender' (dropdown: Male), 'Mobile Number' (text input: 7377825943), and 'E-Mail' (text input: soubhagyaswain@gmail.com). The 'ADDRESS OF OWNER/AUTHORISED REPRESENTATIVE' section is partially visible at the bottom. The browser's taskbar at the bottom shows the Windows logo, Cortana search, and various application icons.

This screenshot shows the 'ADDRESS OF OWNER/AUTHORISED REPRESENTATIVE' and 'LOCATION OF INSTALLATION' sections. The 'ADDRESS OF OWNER/AUTHORISED REPRESENTATIVE' section contains: 'State' (dropdown: ODISHA), 'District' (dropdown: ANUGUL), 'Block' (dropdown: ANUGUL), 'Plot No' (text input: 234), 'Street No/Road Name/Area/Colony' (text input: CHHENDIPADA ROAD), 'AT/PO' (text input: CHHENDIPADA), 'Police Station' (text input: CHHENDIPADA), and 'Pin' (text input: 759124). The 'LOCATION OF INSTALLATION' section contains: 'Same As Address Of Owner?' (dropdown: Yes), 'State' (dropdown: ODISHA), 'District' (dropdown: ANUGUL), 'Block' (dropdown: ANUGUL), 'Plot No' (text input: 234), 'Street No/Road Name/Area/Colony' (text input: CHHENDIPADA ROAD), 'At/PO' (text input: CHHENDIPADA), and 'Police Station' (text input: CHHENDIPADA). Both sections include an 'Activate Windows' watermark. The browser's taskbar at the bottom shows the Windows logo, Cortana search, and various application icons.

ServicePlus- APPLICATION FOR ...

serviceonline.gov.in/configure/renderApplicationForm.do?serviceld=17400001&UID=5c0d4d72-8476-4b18-b193-484e1cc6d812&OWASP_CSRFTOKEN=EBQF-8C43-6LVQ-FQY7-ISJS-4WV1-7N3R-8JHI&applLimitFlag...

TYPE OF INSTALLATION

Aggregate Capacity of the DG Set *

Above 1000KVA upto 50 MVA

ORDER DETAILS

Order Details *

Drawing approval order No * 2456

Date of Order * 16/11/2020

OTHER DETAILS

Signature of Applicant *

Soubhagya Soubhagya

Choose File Soubhagya (1).jpg

APPLY TO THE OFFICE

SE-Cum-EI / EI Office *

Supdt Eng-cum-Electrical Inspector Angul

Activate Windows
Go to Settings to activate Windows.

I'm Cortana. Ask me anything.

17:41
26-11-2020

ServicePlus- APPLICATION FOR ...

serviceonline.gov.in/configure/renderApplicationForm.do?serviceld=17400001&UID=5c0d4d72-8476-4b18-b193-484e1cc6d812&OWASP_CSRFTOKEN=EBQF-8C43-6LVQ-FQY7-ISJS-4WV1-7N3R-8JHI&applLimitFlag...

DECLARATION

I do hereby declared that ,the information particulars submitted by me are best of my knowledge and belief. If any thing found wrong/false , I may be penalised under relevant provision of law.

I Agree *

Additional Details

Apply to the Office *

Supdt Eng cum Electrical Inspector(SE-cum-EI- Supdt Eng-cum-Electrical Inspector Angul) - Rural/Urban

Word verification

jw62ka

Please enter the characters shown above

jw62ka

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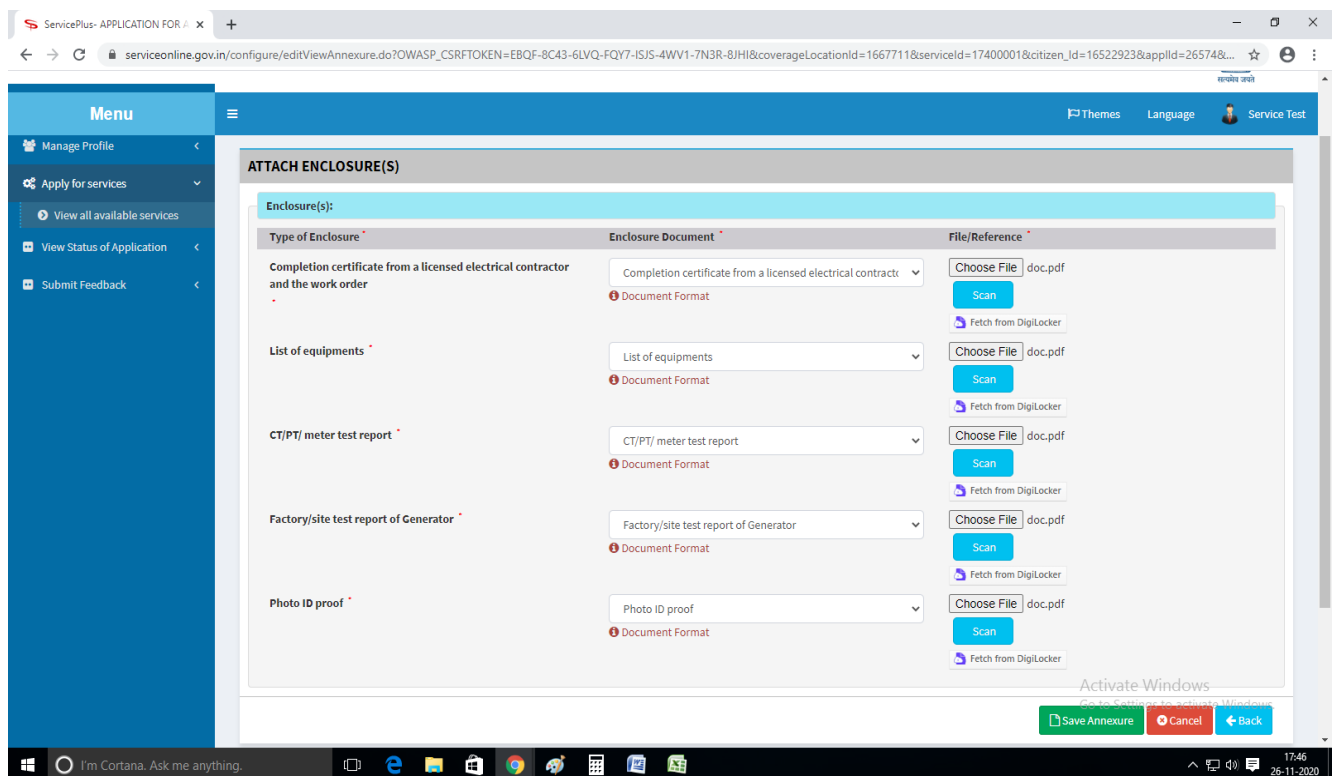
Activate Windows
Go to Settings to activate Windows.

I'm Cortana. Ask me anything.

17:42
26-11-2020

- **Attach the Annexure Documents.**(Refer below for a sample)
 - Self-attested Xerox copies of identity proof such as Voter Id Card, Driving license, Passport , Aadhaar Card, PAN Card.
 - List of equipments.

- Completion certificate from a licensed electrical contractor and the work order, if “Inspection Category” is chosen as ‘Initial’.
- Compliance document of last inspection, if “Inspection Category” is chosen as ‘Periodical’. **(If ‘Periodical’ inspection is to be done for the first time, then “Initial Inspection report” is to be attached).**
- Factory/site test report of Generator, if “Inspection Category” is chosen as ‘Initial’.
- CT/PT/ meter test report, if “Inspection Category” is chosen as ‘Initial’.



○ **Save the annexure.**

Note:

No application fee/ Inspection fee is to be deposited during first submission of application by the applicant. Subsequently after scrutiny, the inspecting officer will Estimate the fee, and that fee is to be deposited by the applicant by clicking on the appropriate link.

Final submission (Refer Screenshot below)

ServicePlus- APPROVAL FOR DG SET INSTALLATION ON EMERGENCY BASIS - Google Chrome
edistrict.odisha.gov.in/editSaveAnnexure.do

APPLY TO THE OFFICE
SE-Cum-EI : Supdt Eng-cum-Electrical Inspector Angul

DECLARATION
I do hereby declared that ,the information particulars submitted by me are best of my knowledge and belief. If any thing found wrong/false , I may be penalised under relevant provision of law.
I Agree : Yes

Annexure List

- 1) Completion certificate from a licensed electrical contractor and the work order [Completion certificate from a licensed electrical contractor and the work order](#)
- 2) List of equipments [List of equipments](#)
- 3) CT/PT/ meter test report [CT/PT/ meter test report](#)
- 4) Factory/site test report of Generator [Factory/site test report of Generator](#)
- 5) Photo ID proof [Photo ID proof](#)

Additional Details
Apply to the Office : Supdt Eng cum Electrical Inspector(SE-cum-EI- Supdt Eng-cum-Electrical Inspector Angul)
Draft Reference No : Draft_IEIDGSOEBI/2020/00001

Submit Cancel Activate Windows
Go to Settings to activate Windows.

- On successful submission, an Acknowledgement slip will be automatically generated which will be available in your inbox and also applicant can download it from View Status of Application -> Track application Status. It can be downloaded and printed for offline reference. (Refer below for a sample)

ACKNOWLEDGEMENT

Government Of Odisha
Supdt Eng-cum-Electrical Inspector Angul, Energy Department, ODISHA
FORM OF ACKNOWLEDGEMENT

1. Name of The Designated Officer and Address
2. Name and Contact No. of The Applicant
3. No and Date of Receiving application in the office of Designated Officer
4. Name of the Service for which the application is given
5. Particulars of the documents which are essential for receiving service but are not enclosed with the application
6. Last Date of the given time limit

Supdt Eng-cum-Electrical Inspector Angul
SOUBHAGYA SWAIN & 7377825943
IEIOTDGS/2020/00016 & 26/11/2020
INSPECTION OF ELECTRICAL INSTALLATION DG SETS

22/12/2020

Place: CHHENDIPADA
Date: 26/11/2020

Signature Of Receiving Officer

**** This is a Digitally Signed Document And Does Not Require Signature ****

Print Export to PDF Close

- Acknowledgement No. will be sent to the applicant mobile number and email id mentioned in the form.
- You can track the status of the application in “**Track Application Status**” section.

edistrict.odisha.gov.in/serviceLinkHome.html?serviceToken=CO8r8JN504A&newLink=N&<csrfToken%20uri=%27serviceLinkHome.html%27>

Login Forgot Username/Password

APPROVAL FOR DG SET INSTALLATION

Service Description Register Yourself Apply For Service **Track application status**

- A SMS and email will be sent to the applicant if any documents have been wrongly uploaded and applicant has to comply it.
- A SMS and email will be also sent if the application will be rejected for any reason.
- A SMS and email will be sent to the applicant for intimation of date of Inspection and amount of Inspection fee to be deposited.

INSPECTION FEES DETAILS FOR DG SETS (In Rupees)

Sl. No.	Capacity of Generators (In KVA)	Periodical Inspection Fees	Initial Inspection Fees
1	Above 50 KVA and up to 100 KVA	250	375
2	Above 100 KVA and up to 1000 KVA	1100	1650
3	Above 1000 KVA and up to 5000 KVA	2750	4125
4	Above 5000 KVA and up to 10000 KVA	3250	4875
5	Above 10000 KVA and up to 50000 KVA	12000	18000
6	Above 50000 KVA and up to 100000 KVA	17500	26250
7	Above 100000 KVA	20000	30000
8	Mobile Diesel Generators Units for Commercial use	200	300

N.B:- Periodicity of Inspection -

*** Above 50 KVA Up to 100 KVA individual capacity once in three years**

*** Above 100 KVA individual capacity Annual**

*** Mobile Diesel Generator Units for Commercial use as and when required**

Reference : Gazette Notification No-21610 dated 28.12.2001

- **Deposit the Inspection fee.** (Refer below for sample screenshots)


Applicant has to deposit the Inspection fee amount as estimated by the Inspecting officer after scrutiny of the documents for the first time. If required, Additional Inspection fee also need to be deposited by the applicant after site inspection is conducted.

Note-

While doing the payment it is recommended to wait for 30 seconds after that it will automatically redirected to Next page.

ServicePlus-PreProd

serviceonline.gov.in/configure/applicationTrackStatus.do



Metadata-based Integrated eService Delivery Framework

Menu

Themes Language Service Test

View Status Of Application / Track Application Status

From Date : 26/11/2020 To Date : 27/11/2020

App Ref No.

[Get Data](#)

Show 10 entries

SNo	Service Name	Application Reference No	Submission Date	Due Date	Current Status
1	APPLICATION FOR APPROVAL FOR DG SET INSTALLATION	IEIOTDGS/2020/00016	26/11/2020	22/12/2020	Make Payment

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Activate Windows
Go to Settings to activate Windows.

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14:02 27-11-2020

ServicePlus-PreProd

serviceonline.gov.in/configure/applicationTrackStatus.do#



Metadata-based Integrated eService Delivery Framework

Menu

Themes Language Service Test

View Status Of Application / Track Application Status

From Date : To Date :

App Ref No.

[Get Data](#)

Show 10 entries

SNo	Service Name	Application Reference No	Submission Date	Due Date	Current Status
1	APPLICATION FOR APPROVAL FOR DG SET INSTALLATION	IEIOTDGS/2020/00016	26/11/2020	22/12/2020	Make Payment

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Activate Windows
Go to Settings to activate Windows.

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india.gov.in

DeltY

PMINDIA

I'm Cortana. Ask me anything.

14:03 27-11-2020

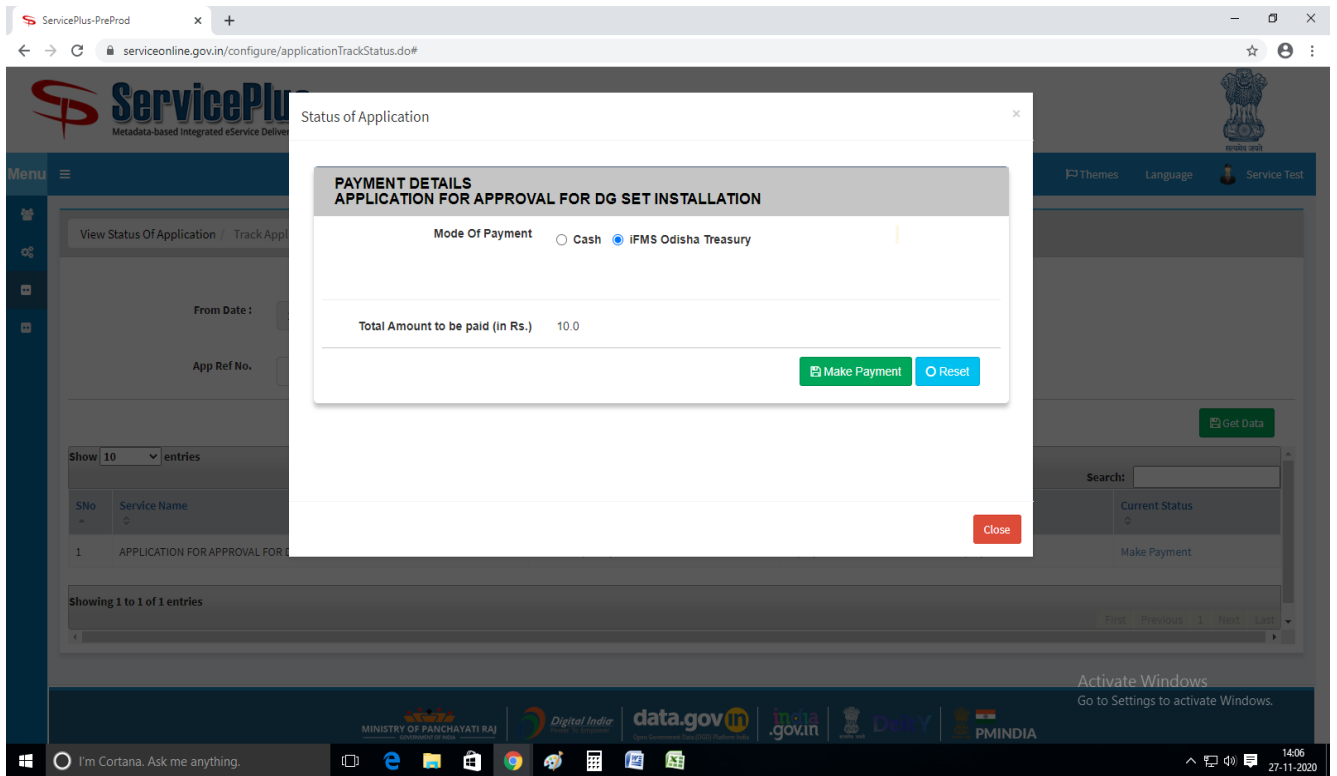
Status of Application

Name of the Service :	APPLICATION FOR APPROVAL FOR DG SET INSTALLATION
Applied By :	Service Test
Application due Date :	22/12/2020

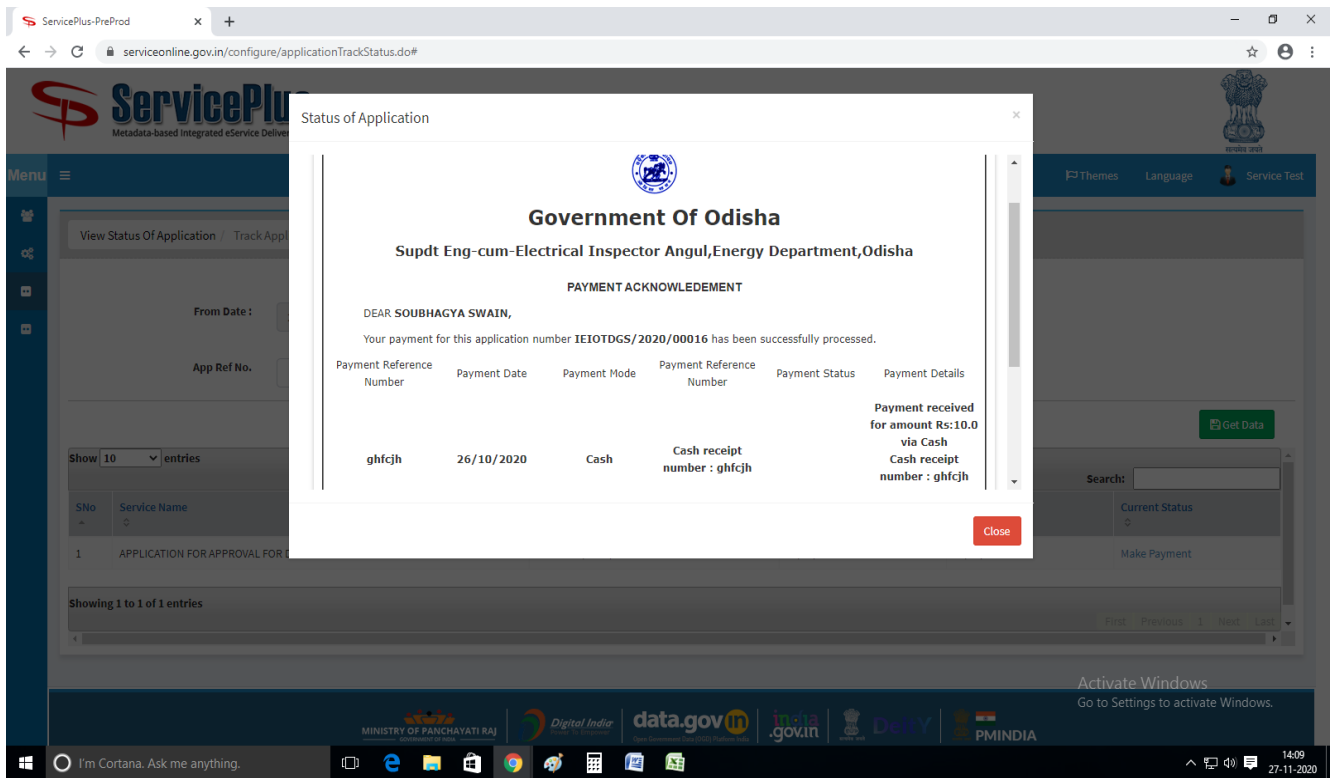
***Action to be taken by an applicant**
You are required to make payment. Please [click here](#) to proceed.

S.No.	Task Name	Form Details	Issued Document(s)	Status	Remarks
1	Application Submission	View	Acknowledgement	Completed	NA
2	Preliminary scrutiny By SE-Cum-EI	NA	Nil	Forwarded	NA
3	Estimation of fee	NA	certificate	Forwarded	View

[Close](#)



On successful payment, a Payment Acknowledgement slip will be automatically generated. It can be downloaded and printed for offline reference.
(Refer below for a sample)



- A SMS and email will be sent to the applicant for compliance of the physical observation (Intimation for rectifying defects) if any.
- Re-inspection of your installation may be done if respective Inspecting officer is not satisfied with the compliance report submitted by the applicant or any query arises after physical observation.
- A SMS and email will be also sent if the application will be rejected for any wrong compliance.
- After issue of the approval for DG set Installation, a SMS and email will be sent to the applicant to login in to the application portal to download the **“Electrical Safety Recommendations”** and **“Electrical Safety Clearance Certificate”**.
- Applicant can download the **“Electrical Safety Recommendations”** & **“Electrical Safety Clearance Certificate”** from **“Track Application Status”** by clicking on **“View”** link whose status shown as **“Delivered”**(Refer below for a sample)

S.No.	Task Name	Form Details	Issued Document(s)	Status	Remarks
1	Application Submission	View	Acknowledgement	Completed	NA
3	Preliminary scrutiny By SE-Cum-EI*	NA	Nil	Forwarded	NA
4	Estimation of fee	NA	certificate	Forwarded	View
5	To Applicant For Payment	View	PAYMENT ACKNOWLEDGEMENT	Completed	NA
6	Verification Of Payment and Notify Date of Inspection	NA	Nil	Forwarded	NA
7	Inspection Conducted	NA	Nil	Forwarded	NA
8	Defect And Deficiency Report	NA	Nil	Forwarded	View
9	Deliver the final Report	NA	View	Delivered	NA

- On click of **“View”** link, two documents will be appeared in a pop up window as mentioned below.
 1. certificate(Electrical Safety Recommendations)
 2. Electrical Safety Clearance Certificate

- The above two documents can be downloaded from the online portal. (Refer below for a sample)

The screenshot shows the 'Status of Application' interface. A modal window titled 'Related Documents' is displayed over a table of application tasks. The modal lists the following documents:

S.No	Document Name	View
1	certificate	
2	Electrical Safety Clearance Certificate.	

The background table shows the following application tasks:

S.No.	Task Name	Form Details	Issued Document(s)	Status	Remarks
1	Application Submission			Completed	NA
3	Preliminary scrutiny By SE-Cum-El			Forwarded	NA
4	Estimation of fee			Forwarded	View
5	To Applicant For Payment			Completed	NA
6	Verification Of Payment and Notify D			Forwarded	NA
7	Inspection Conducted			Forwarded	NA
8	Defect And Deficiency Report			Forwarded	View
9	Deliver the final Report	NA	View	Delivered	NA

- Refer below for a sample “Electrical Safety Clearance Certificate”

The screenshot shows a PDF document from the Government of Odisha, Energy Department, AEE cum AEI BED Balasore. The document is an approval for DG set installation. It includes the following details:

Report No./ Date -2015/ 10/12/2020
Date Of Inspection -10/12/2020
Name Of The Applicant -SOUBHAGYA SWAIN
Address Of The Applicant -BHAHVEER BAZAR, BALASORE
Location Of their Installation -ISSAN NAGAR, BALASORE

Particulars of the DG Installations

S.No.	DG Sl. No.	Make	KVA Rating	Rate of Voltage
1.	N09G09890	STAMFORD	62.5	415 Volt
2.	NIQL22527	KIRLOSKAR	125	415 Volt

The document also features a QR code and a signature line for the issuing authority.