

SOP FOR ISSUE OF WORKMAN PERMIT ON EXAMINATION BASIS FOR WORKMAN EHT

- Applicant should go through ELBO Regulation-2014(official website www.eicelectricityodisha.nic.in) thoroughly before filling of the application form.
- Open the portal(<https://edistrict.odisha.gov.in>)in your favorite web browser.
- 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 emailID 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 Online Services icon (Top Right of the page). You will be redirected to list of services available in the portal. Then click on required service link and **Register Yourself**. 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 screenshot for registering into the system)

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

Full Name

Email Id

Mobile No.

Password

State

72bMt2

- Once the registration is over, click on the certificate you want to apply. A new window will open. Click on apply for services. Then click on online. Enter your login credentials (i.e. either with your registered emailID or MobileNumber).After successful log in the application form will appear.
- **To submit this application, you need to download the following document(s) and upload the filled-in/signed form/template in 'Attach Enclosures' screen. Please download the form/template.**

DOWNLOAD PRE-DEFINED FORM/TEMPLATE

To submit this application, you need to download the following document(s) and upload the filled-in/signed form/template in 'Attach Enclosures' screen. Please download the form/template by clicking on the link provided below:

Sl.No.	Document Name	Action
1	FORM-8(EXP. CERTIFICATE FOR APPLICANTS WORKING UNDER ELECTRICAL CONTRACTOR OR OTHER ORG.)	Download
2	FORM-9(EXP CERTIFICATE FOR APPLICANTS WORKING UNDER OPTCL AND NOT HAVING ITI IN ELECT.TRADE)	Download
3	FORM-10 (EXP. CERTIFICATE FOR APPLICANTS WORKING UNDER OPTCL HAVING ITI IN ELECTRICIAN TRADE)	Download

Steps for submitting Application Form for Workman Permit on Examination Basis For Other than Workman EHT



GOVERNMENT OF ODISHA
Application For Issue of Workman Permit on Examination Basis For Workman EHT

Category Applying For

License Category *

WM-EHT

Applicant Details

Name *

S K DAS

Gender *

Male

Date Of Birth *

20/01/1994

Age as on date of application *

31

Mobile Number *

9861827233

E-Mail *

serviceplus-od@nic.in

Name Of Father *

RK DAS

Category *

General

Present Address

State *

ODISHA

District *

CUTTACK

Block *

ATHAGAD

Street No/Road Name/Area/Colony

NEW COLONY

At/PO *

BEGUNIA

Police Station *

BEGUNIA

PIN *

751013

Permanent Address

Same As Present Address ? *

Yes

State *

ODISHA

District *

CUTTACK

Block *

ATHAGAD

Street No/Road Name/Area/Colony

NEW COLONY

At/PO *

BEGUNIA

Police Station *

BEGUNIA

PIN *

751013

Existing Permit Details

Existing Permit Details

Category *

WM-HT BOOK/DSC COPY FOR W

Permit codes *

JSG

Permit No. *

22222

Validity *

19/03/2025

QUALIFICATION DETAILS

Technical Qualification *

ITI(ELECTRICIAN)

PRESENT EMPLOYMENT DETAILS

Are you presently employed? *

Yes No

EXPERIENCE DETAILS

Details of Experience

Firm / Company Name *

JINDAL STEEL

Designation *

MANAGER

Nature of Work *

ELECTRICAL

Place of posting *

JAJPUR

From Date *

10/03/2010

To Date *

04/03/2025

Other Details

Upload Photo *



Browse... Anish pic.jpg

Upload Signature *



Browse... image nurasery.jpg

Select Office for Applying & Centre of Examination

Name Of The Office *

Add. CE-cum-Secy, ELBO

Centre of Examination *

Bhubaneswar

Additional Details

Apply to the Office *

Engineer In Chief cum Principal Chief Electrical Tr

Word verification



Please enter the characters shown above

kax34f

- Fill the application with entering your correct data.
- Photo Size should be greater than 20KB and less than 250KB.
- Signature Size should be greater than 20KB and less than 50KB.

If the application found without the above said details, then the application will be rejected with forfeit of nonrefundable application fees

- Enter the displayed captcha in the given box.
- Upload the required documents.

Upload the required documents

All of the following documents are mandatory to be uploaded.

- I. Technical Qualification
- II. Identity Proof.
- III. Proof of date of birth
- IV. Experience certificate as per prescribed format
- V. Existing valid permit book
- VI. Caste certificate issued by Tahasildar in case of SC/ST applicant

Note: All the documents size should be less than 1 MB and in JPG/JPEG/PDF format only.

ATTACH ENCLOSURE(S)

Enclosure(s):

Type of Enclosure *	Enclosure Document *	File/Reference *
Technical qualification *	<input type="text" value="ITI(electrician) or Training Certificate under OPTCI"/> ❗ Document Format	<input type="button" value="Browse..."/> image nurasery.jpg <input type="button" value="Scan"/>
Proof of Date of Birth *	<input type="text" value="School Certificate"/> ❗ Document Format	<input type="button" value="Browse..."/> image nurasery.jpg <input type="button" value="Scan"/>
ID Proof *	<input type="text" value="Passport"/> ❗ Document Format	<input type="button" value="Browse..."/> image nurasery.jpg <input type="button" value="Scan"/>
Existing Valid Permit Book *	<input type="text" value="DSC COPY OF VALID WORKMAN HT PERMIT"/> ❗ Document Format	<input type="button" value="Browse..."/> image nurasery.jpg <input type="button" value="Scan"/>
Experience certificate as per prescribed format *	<input type="text" value="Experience Certificate in the prescribed format"/> ❗ Document Format	<input type="button" value="Browse..."/> image nurasery.jpg <input type="button" value="Scan"/>

- Save the uploaded documents

Note:For any reason,if application is rejected then the payment amount will not be refunded and forfeited. So, please read the instructions carefully, and fill the application form correctly.

- Then deposit the fees.

Note:While doing the payment, it is recommended to wait for 30 seconds after that it will be automatically redirected to the next page

- On successful submission of the application, system will generate acknowledgement slip & simultaneously you will get message through mobile No. & email id.

Note:In case of Payment failure...

- If the amount has been deducted but Acknowledgment slip has not been generated then login into your profile and click on **View Status of Application** then click on **Revalidate Payment** to generate Acknowledgment slip.
- If the amount has not been deducted then click on **View Status of Application** then click on **View Incomplete Application** to make payment and submit your Application.



Government Of Odisha
ENERGY DEPARTMENT
ELECTRICAL LICENSING BOARD OF ODISHA, BHUBANESWAR
ACKNOWLEDGEMENT SLIP

1. Acknowledgement No. **IWPEBEHT/2025/00079**
2. Name of the Applicant **asutosh**
3. Address of the Applicant(Present address) **angul,ANUGUL,ANUGUL**
4. Applied to **ACE -CUM-secretary,ELBO,BHUBANESWAR**
5. Applied on **04/04/2025**

6. Payment Details
Bank TransactionId 3388405151735
Txn Date 2025-04-04 08:20:08
Amount 300.00
Status S

Note: Your application will be disposed off subject to scrutinisation and completion of the examination.

Place: **ANUGUL**

Date: **04/04/2025**

**** This is a Computer Generated Document And Does Not Require Signature ****

"Where vigilance ends, accidents begin. Take precautions against Accidental Contact with Overhead Powerlines."

"Don't give an excuse, stop energy misuse."