

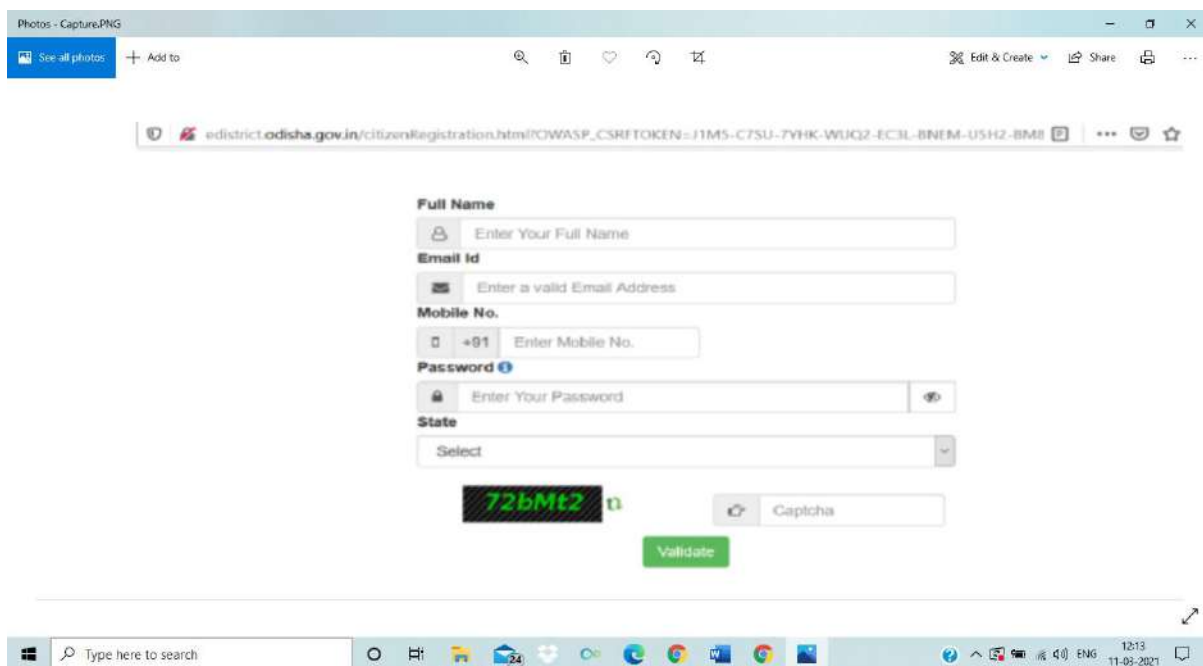
SOP FOR TESTING OF THREE PHASE ENERGY METER/CT (ABOVE 650V)/PT (ABOVE 33 KV)

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

Steps to follow for registering in the portal

- You must have a valid e-mail ID and mobile No. for registration into the system.If you don't have it,then create a valid e-mail 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 e-mail OTP and mobile OTP to your respective emailID and mobile number.
- Enter the e-mail OTP and mobile OTP received by you and submit. Once it is successful, your login account is created.

(Refer Screen shot for registering into the system)





- 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.
- 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/her and on later stage he/she can again login to fill/edit the remaining data and submit the application form.
- Under **“Equipment Details”**, select the box for which you want the testing/calibration of your equipment(s). Then you fill up the equipment particulars. For testing/calibration of more than one equipment, select **+** button and again fill up the equipment particulars.(Refer below for a sample application form).

ServicePlus- Testing of Three Phase...
serviceonline.gov.in/configure/renderApplicationForm.do?serviceId=19460001&UUID=dc0402db-3eda-4ec8-afd6-c903c51ebf09&OWASP_CSRFTOKEN=NOH5-CHFH-YB/3-UI...



Menu Themes Language Service Test

Government of Odisha Energy Department

Application For Testing of Three Phase Energy Meter/ CT (above 650 V) PT (above 33 KV)

Customer Details

Name of the Customer/Firm *	Gender *	Mobile Number *
<input type="text" value="NITIN DAHIYA"/>	<input type="text" value="Male"/>	<input type="text" value="7432104589"/>
E-Mail	Name of the Authorized person to submit equipments/samples at STL *	
<input type="text" value="nitind5@gmail.com"/>	<input type="text" value="Subham Rath"/>	

Type here to search 08:46 11-03-2021


ServicePlus- Testing of Three Phase...
serviceonline.gov.in/configure/renderApplicationForm.do?serviceId=19460001&UUID=dc0402db-3eda-4ec8-afd6-c903c51ebf09&OWASP_CSRFTOKEN=NOH5-CHFH-YB/3-UI...

Address of Customer/Firm

State *	District *	Block *
<input type="text" value="ODISHA"/>	<input type="text" value="CUTTACK"/>	<input type="text" value="CUTTACKSADAR"/>
Police Station *	At *	Po *
<input type="text" value="Madhusudan Nagar"/>	<input type="text" value="Press Chowk"/>	<input type="text" value="Nuapada"/>
PIN *		
<input type="text" value="753010"/>		

Other Details

Upload Signature *



Choose File

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ServicePlus- Testing of Three Phase P... X

serviceonline.gov.in/configure/renderApplicationForm.do?serviceId=19460001&UUID=dc0402db-3eda-4ec8-afd6-c903c51ebf09&OWASP_CSRFTOKEN=NOH5-CHFH-YB/3-UI...

Equipment Details

Equipment Details

Three Phase Energy Meter CT (above 650 V) PT (above 33 KV)

Three Phase Energy Meter

Make	Serial No	Class	Type
HPL	ORS12345	1	Generation Meter
HPL	ORS23456	1	Generation Meter
SECURE	ORI12345	0.5	Net Meter

CT (above 650 V)

Make	Serial No	Class	Current Ratio
AE	WER5678	0.5	1600/5
AE	WER7890	0.5	1600/5
AE	WER8901	0.5	1600/5

Type here to search

08:48 11-03-2021

ServicePlus- Testing of Three Phase P... X

serviceonline.gov.in/configure/renderApplicationForm.do?serviceId=19460001&UUID=dc0402db-3eda-4ec8-afd6-c903c51ebf09&OWASP_CSRFTOKEN=NOH5-CHFH-YB/3-UI...

CT (above 650 V)

Make	Serial No	Class	Current Ratio
AE	WER5678	0.5	1600/5
AE	WER7890	0.5	1600/5
AE	WER8901	0.5	1600/5

Additional Details

Apply to the Office: SE T and C STL CUM EI BHUBANESWAR(SE - SE T and C STL-cum-EI)

Word verification

jw62ka

Please enter the characters shown above

jw62ka

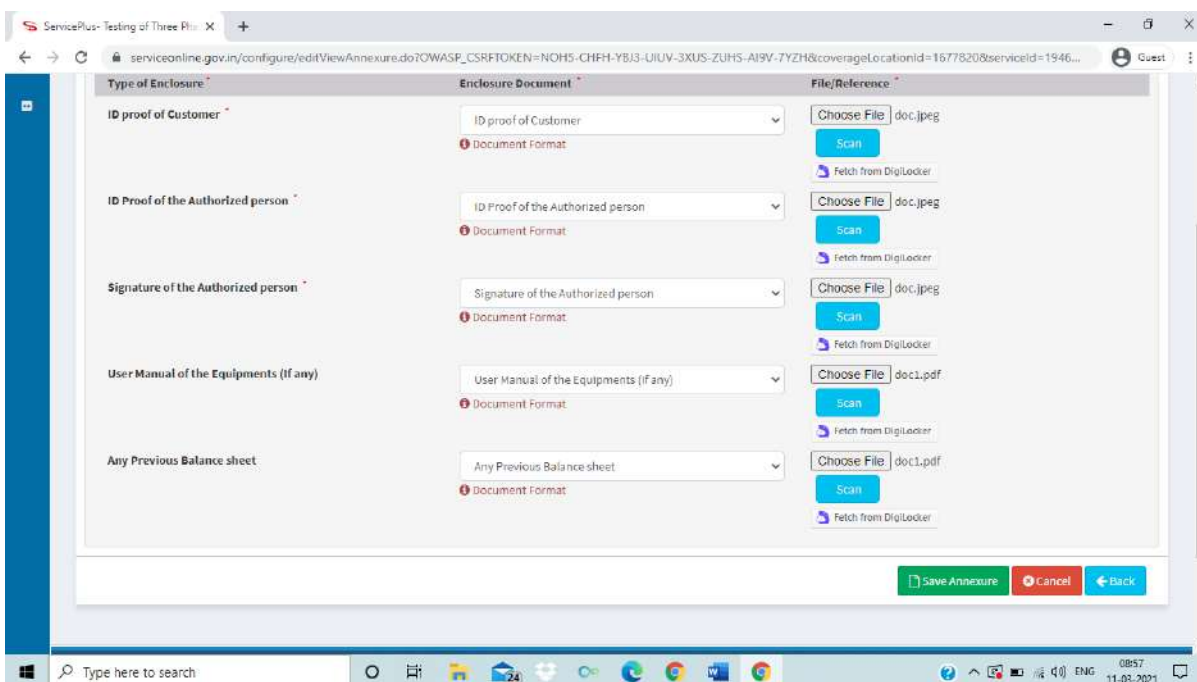
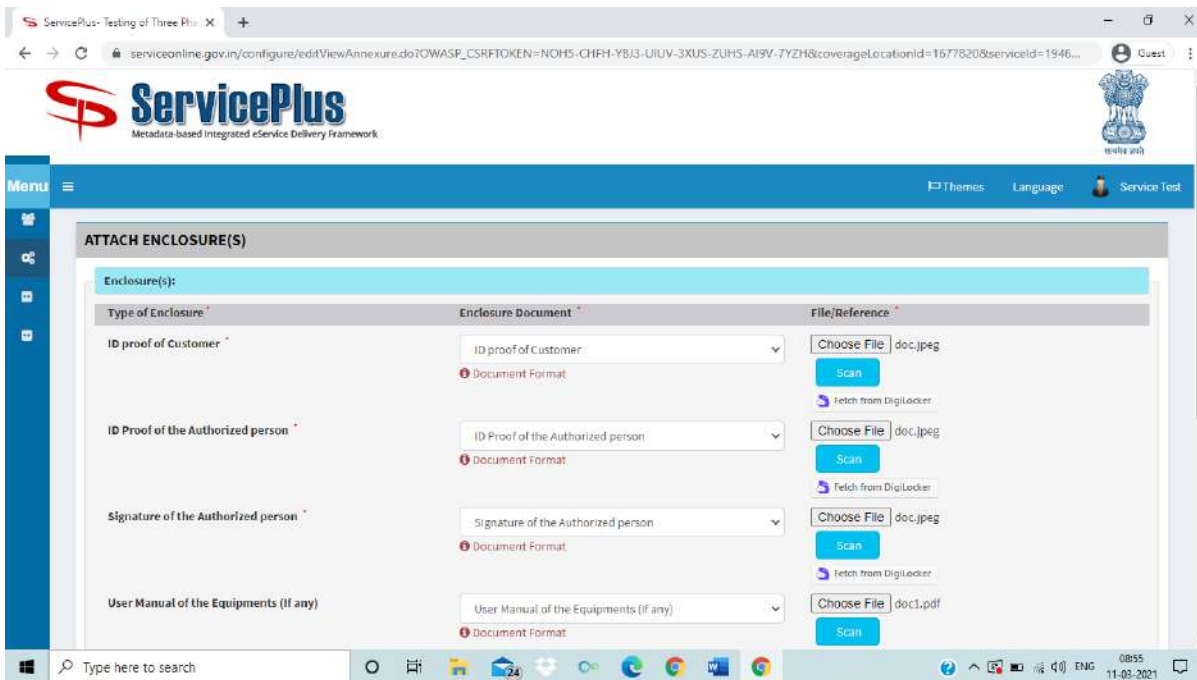
Deal Submit Close Reset

Type here to search

08:49 11-03-2021

○ **Attach the Annexure Documents**(Refer below for a sample)

- Self-attested Xerox copy of Identity proof of Applicant/Customer such as Voter Id Card, Driving License,Passport,Aadhaar Card,Pan Card.
- Self-attested Xerox copy of Identity proof of Authorised person to submit the equipment(s)such as Voter Id Card, Driving License,Passport,Aadhaar Card,Pan Card.
- Signature of Authorised person to submit the equipment(s)
- User Manual of Equipment(s) if any
- Previous Balance Sheet if any

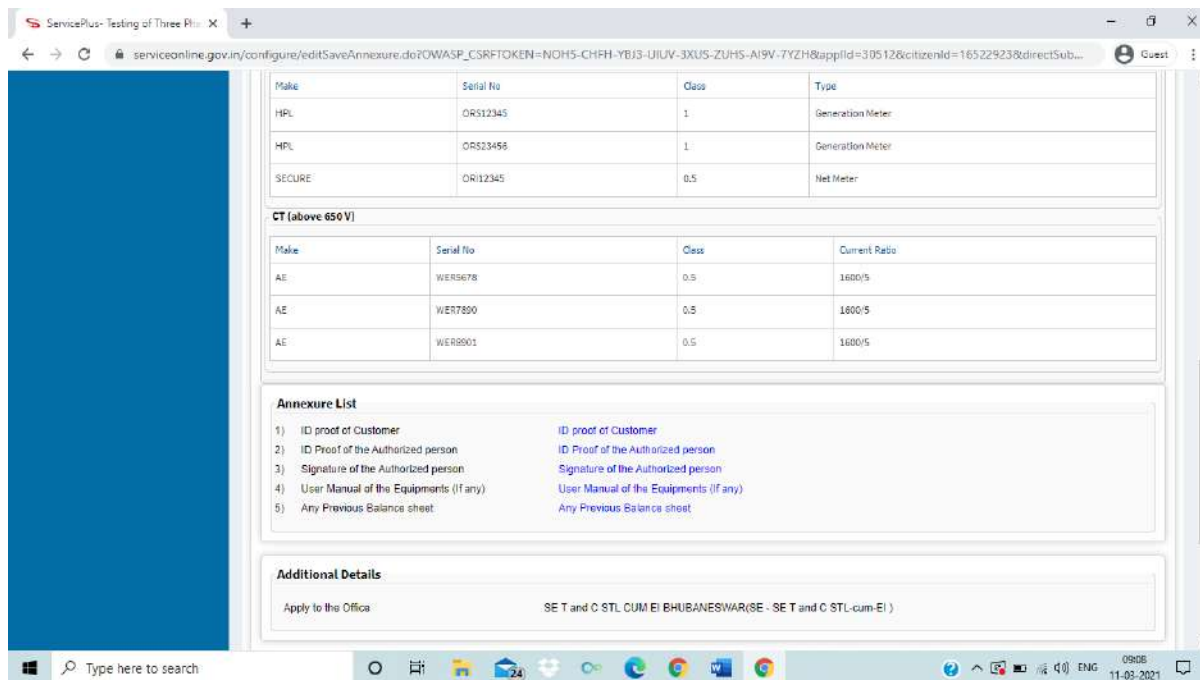


○ **Save the annexure.**

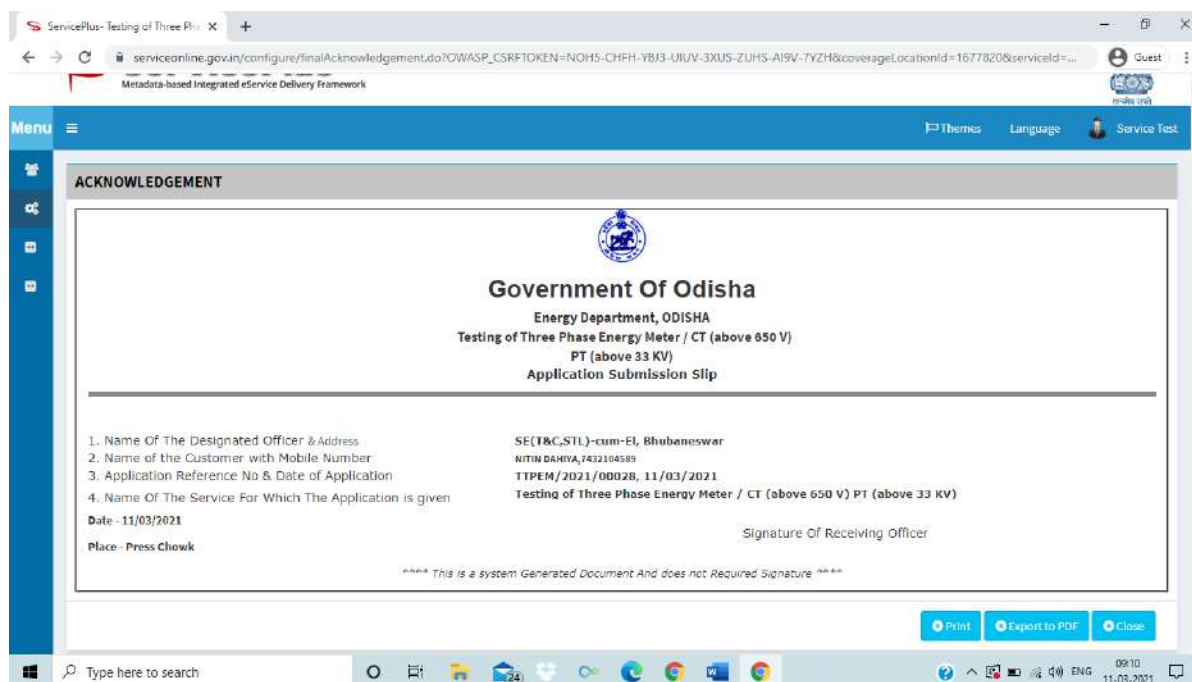
Note:

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

Final Submission(Refer Screen shot below)

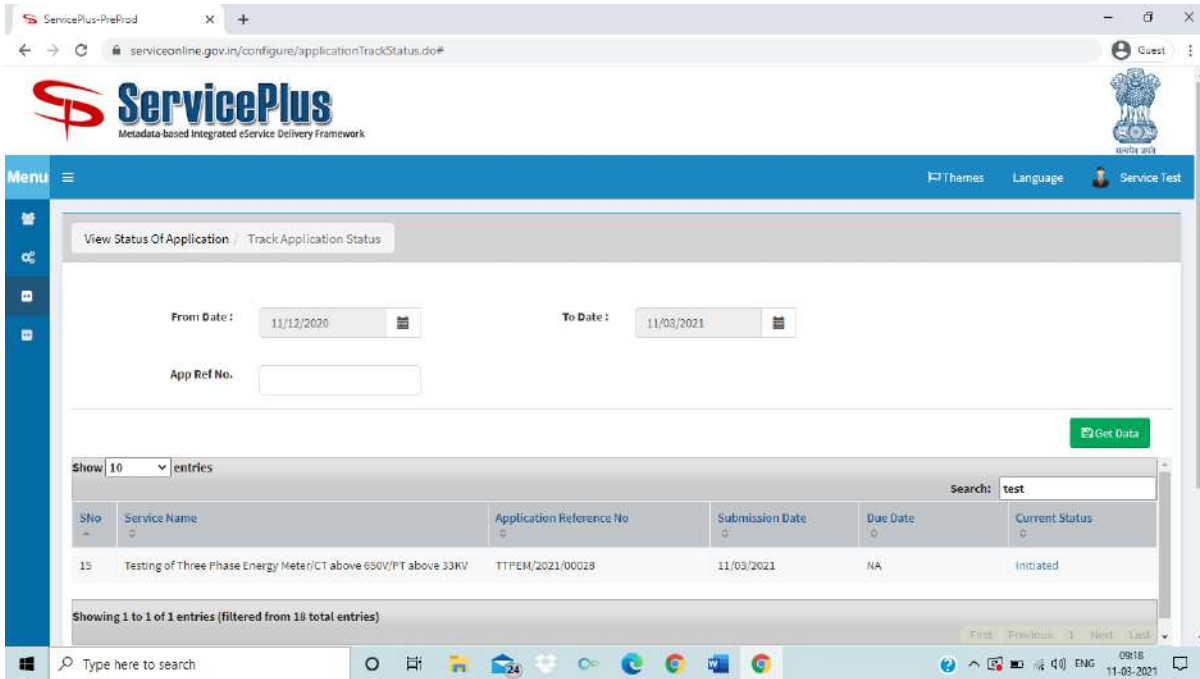


- On successful submission,an acknowledgement slip will be automatically generated which will be available in your inbox and also applicant can download it from View Status of Application ->Track application Status.It can be downloaded and printed for offline reference.(Refer below for a sample)



- Acknowledgement No.will be sent to the applicant mobile No. and email-Id mentioned in the form.

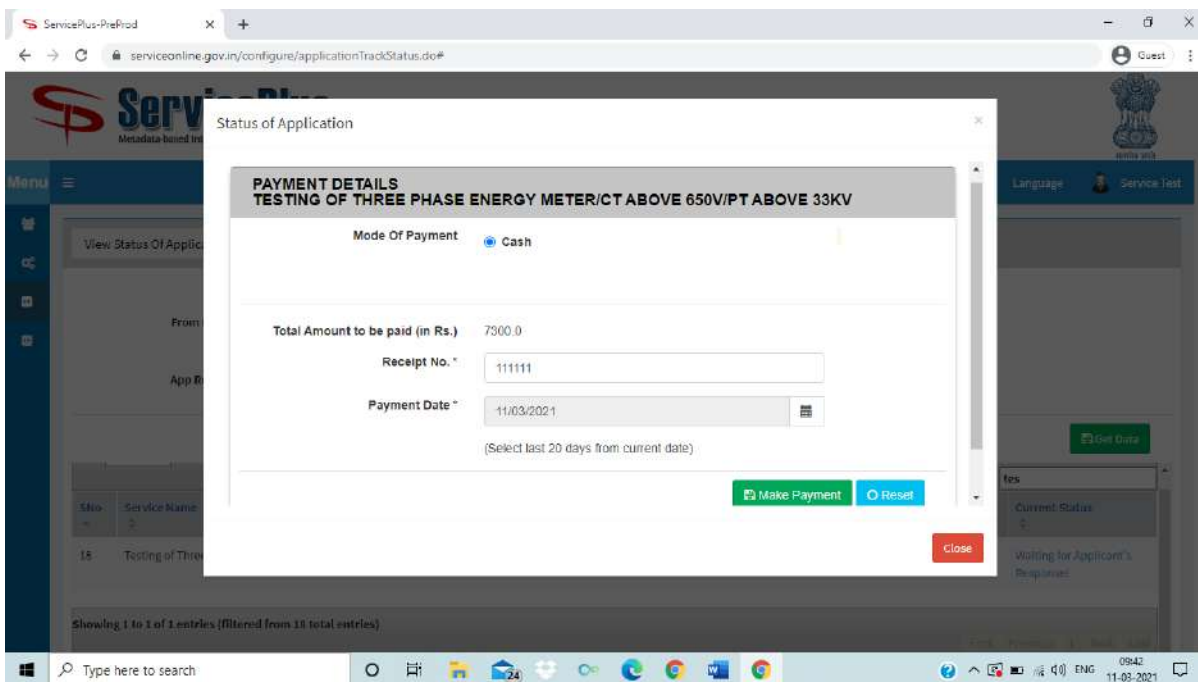
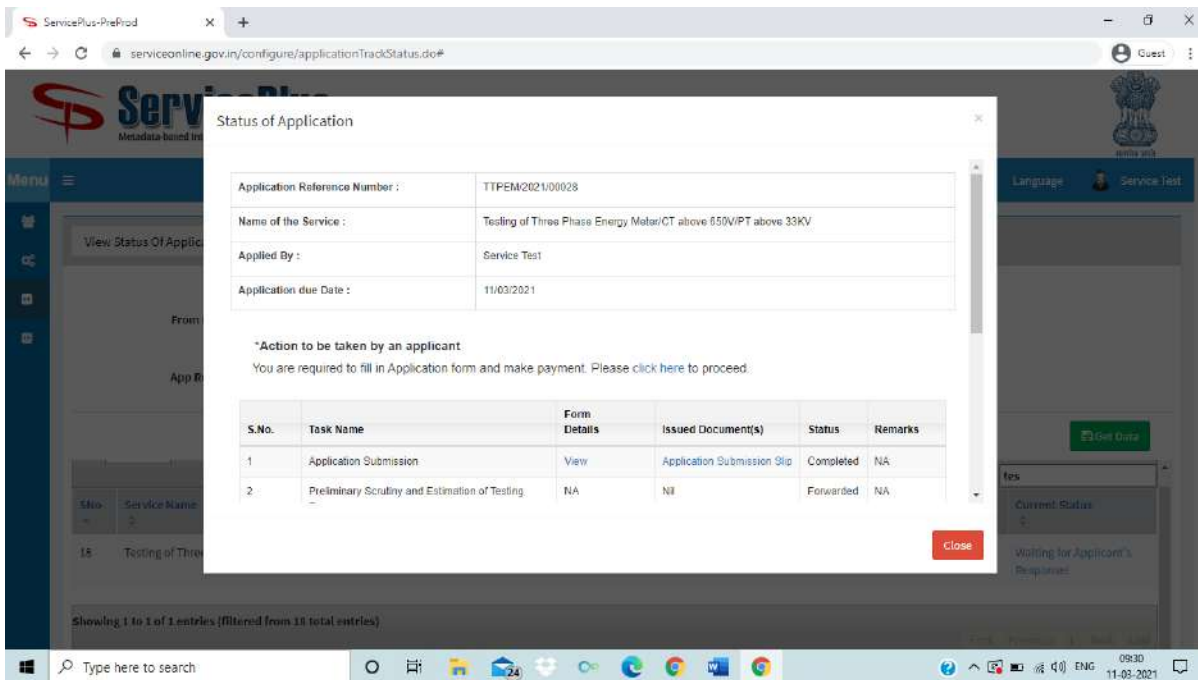
- You can track the status of the application in “Track Application Status” section.



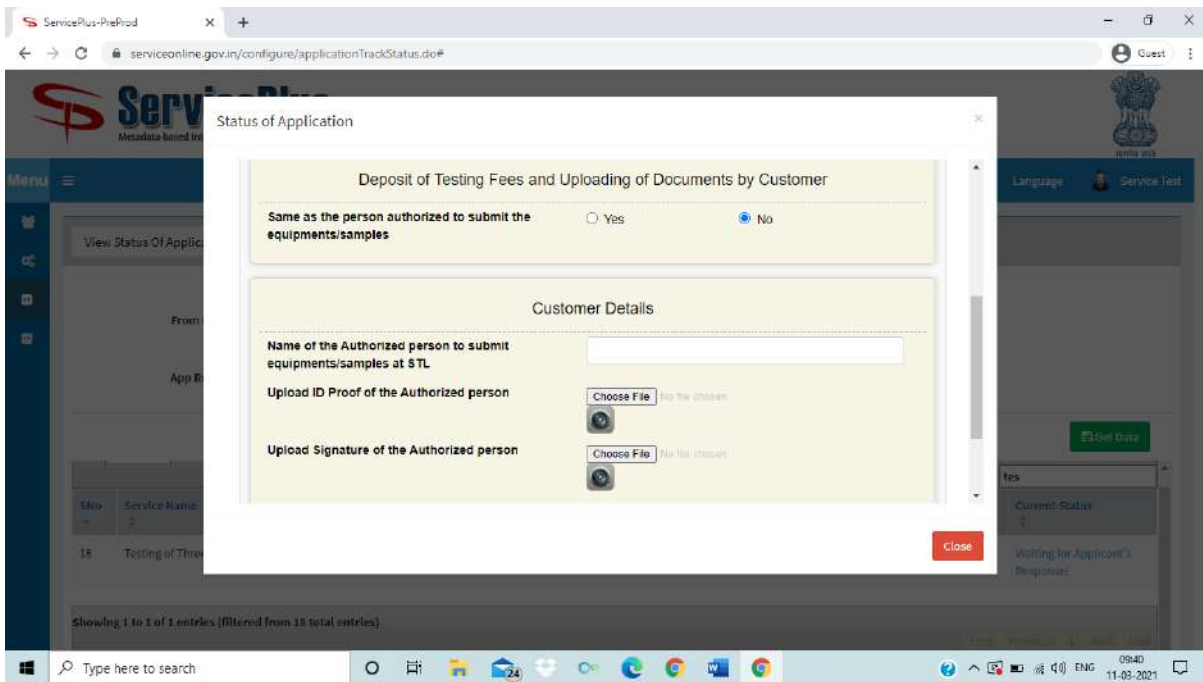
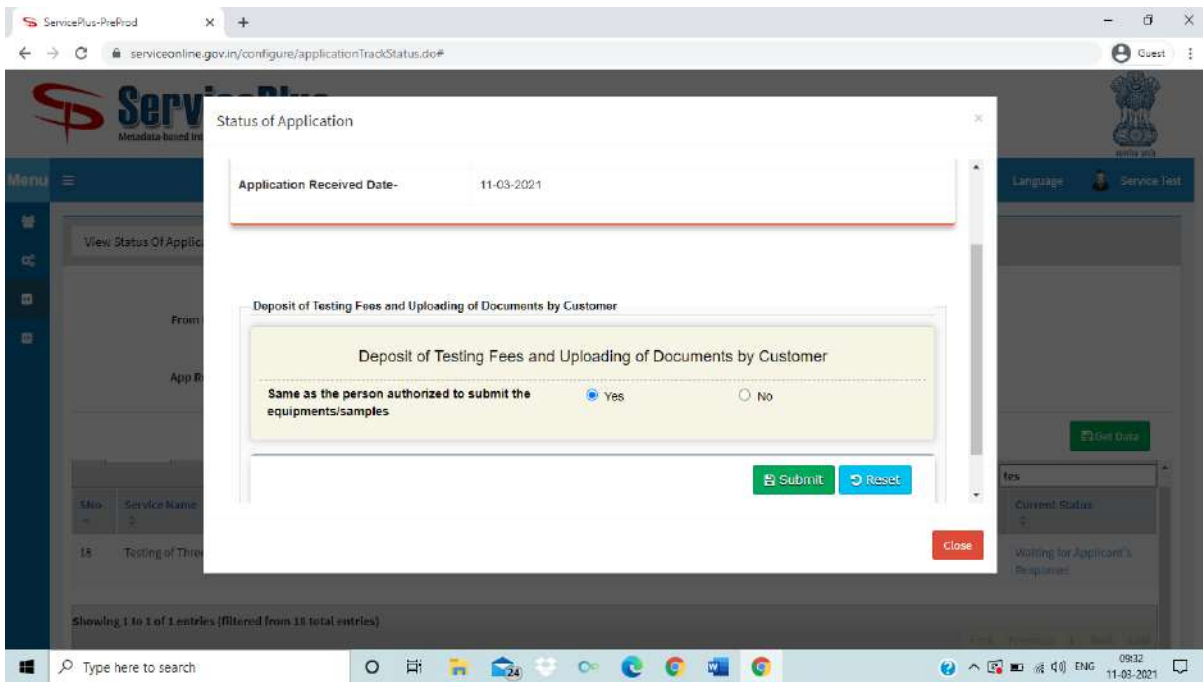
- A SMS and e-mail will be sent to the applicant if any documents have been wrongly uploaded and applicant has to comply it.
- A SMS and e-mail will also be sent if the application will be rejected for any reason.
- A SMS and e-mail will be sent to applicant for intimation of amount of testing fees to be deposited and date of physical submission of equipment(s) at lab.
- **Deposit of Testing Fee:**(Refer Screen shot samples below)
 - Applicant has to deposit the testing fee amount as estimated by the officer after scrutiny of the documents/equipment particulars for the first time. If required;additional testing fees also need to be deposited by the applicant after the physical verification of equipment(s) at the lab has completed. (before final registration).

Note-

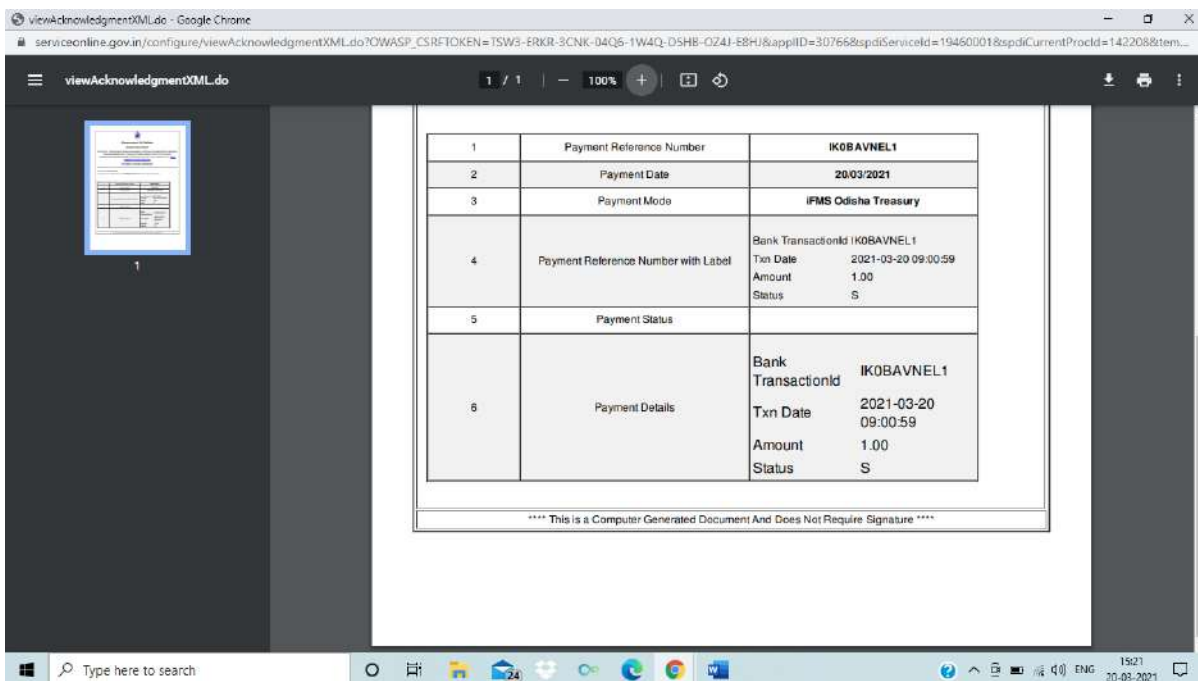
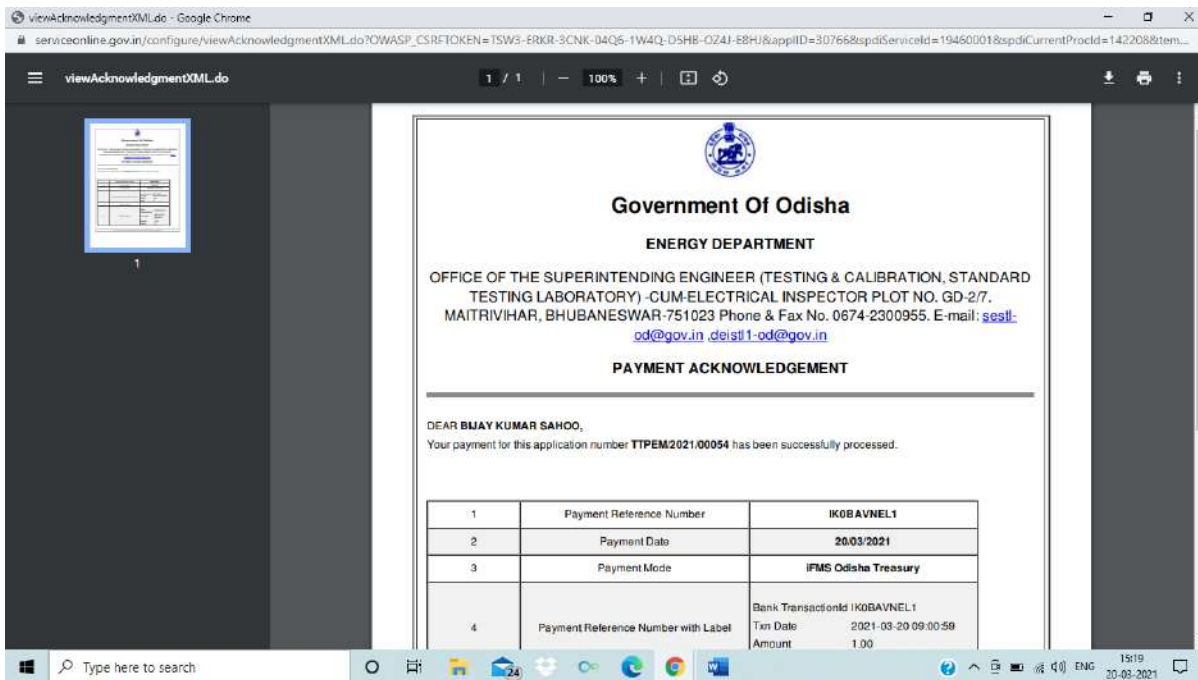
While doing the payment,it is recommended to wait for 30 seconds; after that it will automatically redirected to the Next Page.



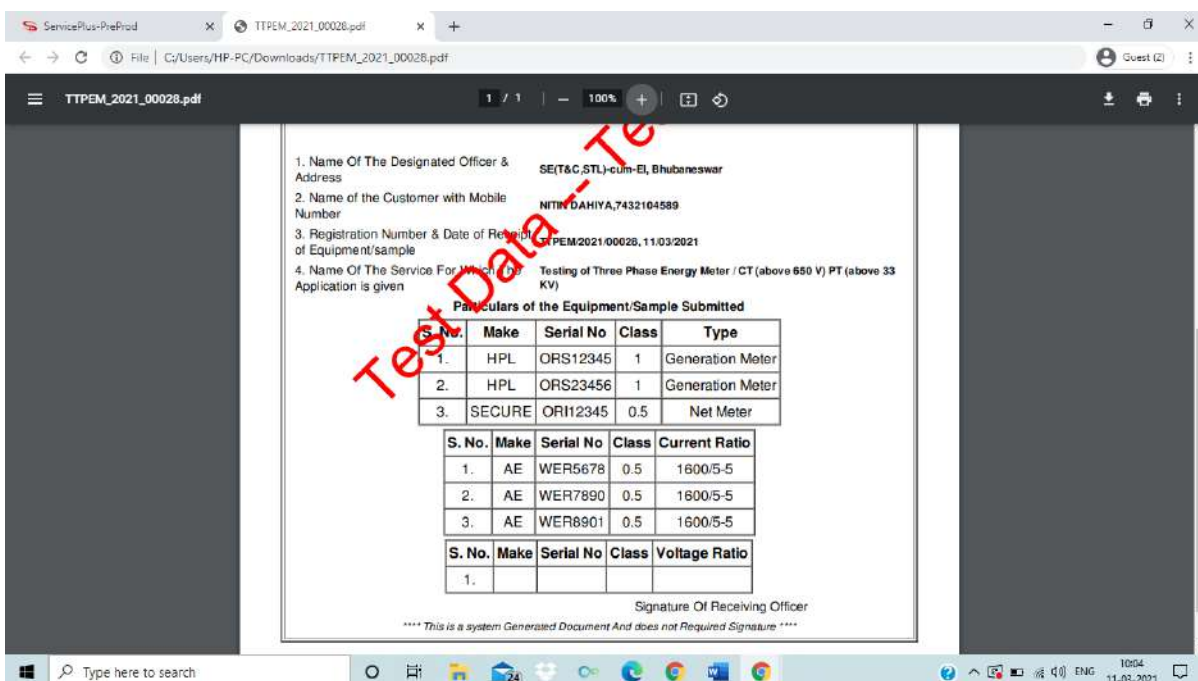
- Applicant has to further provide and upload the information on authorised person to submit the equipment(s) for testing in the lab physically. If the person as earlier while filling the authorised person's name and uploading ID proof & Signature for same as in the annexure is the case, then select 'Yes'. Otherwise select 'No', if it is different and upload the ID proof & Signature for this person. (Refer below for a sample)



- 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 Registration slip will be generated after the completion of physical verification of equipment(s) incorporating rectification(s) if any, defect(s)/deficiency(es) found if any and an SMS & e-mail will be sent to applicant for the payment of deficit testing fees amount if any found in the physical verification of equipment(s). (Refer below for sample screenshots/Test data)

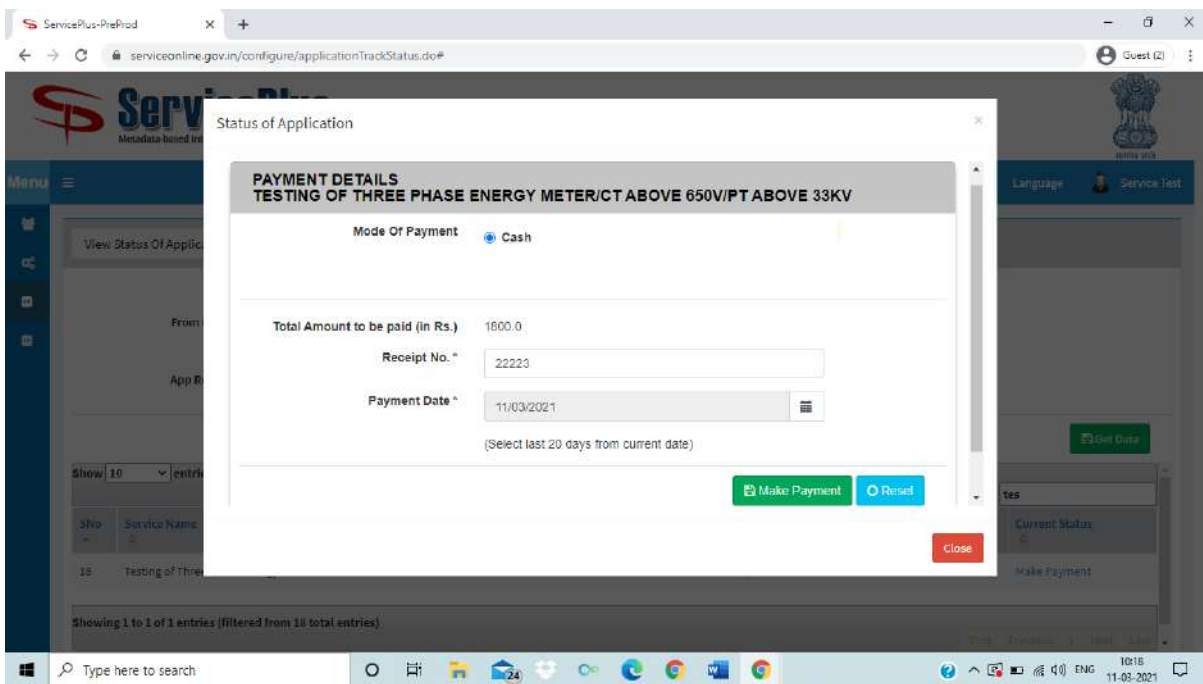
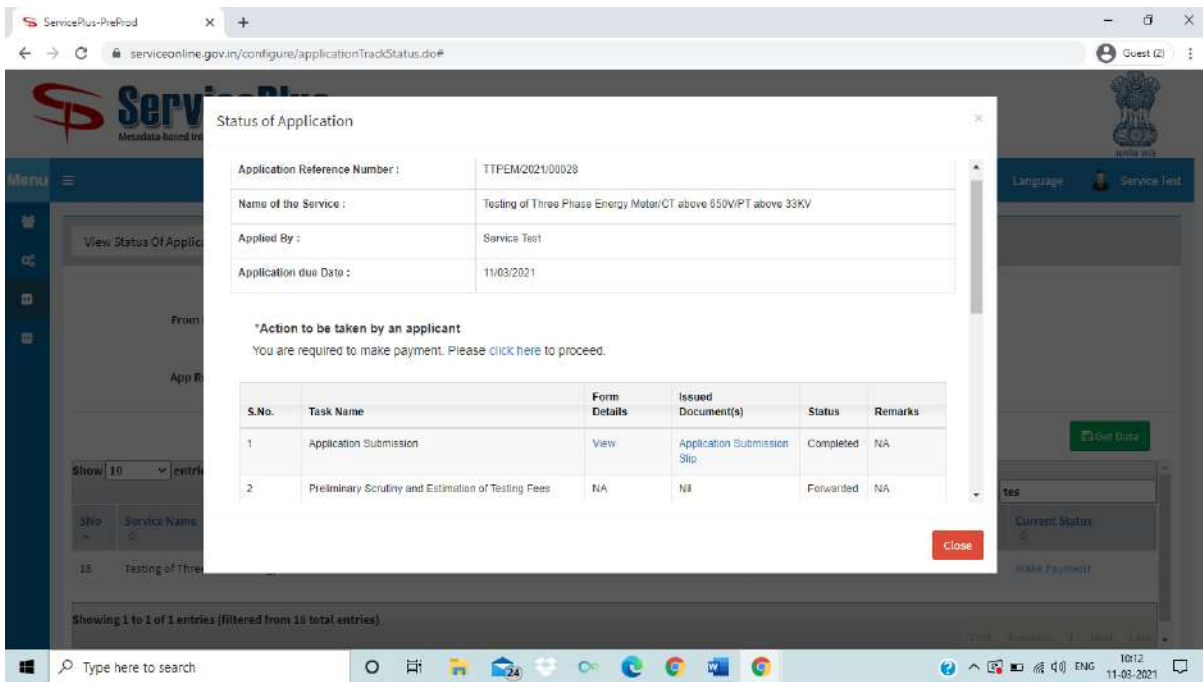


○ **Deposit of Deficit Testing Fees if any:** (Refer Screen shot samples below)

- Applicant has to deposit the deficit testing fee amount as estimated by the officer after physical verification of equipment(s) at the lab has completed. (before final registration).

Note-

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



- 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)

viewAcknowledgmentXML.do - Google Chrome
 serviceonline.gov.in/configure/viewAcknowledgmentXML.do?OWASP_CSRFTOKEN=TSW3-RRKR-3CNK-04Q5-1W4Q-0SHB-0Z4I-E8HJ&appId=307668&spdServiceId=1946001&spdCurrentPractId=142208&tem...

viewAcknowledgmentXML.do 1 / 1 100%

Government Of Odisha
ENERGY DEPARTMENT
 OFFICE OF THE SUPERINTENDING ENGINEER (TESTING & CALIBRATION, STANDARD TESTING LABORATORY) - CUM-ELECTRICAL INSPECTOR PLOT NO. GD-2/7, MAITRIVIHAR, BHUBANESWAR-751023 Phone & Fax No. 0674-2300955. E-mail: sesj@od.gov.in deist1-od@gov.in

PAYMENT ACKNOWLEDGEMENT

DEAR **BIJAY KUMAR SAHOO**,
 Your payment for this application number **TTPEM2021.00054** has been successfully processed.

1	Payment Reference Number	IKOB AVNEL1
2	Payment Date	20/03/2021
3	Payment Mode	IFMS Odisha Treasury
4	Payment Reference Number with Label	Bank TransactionId IKOBAVNEL1 Txn Date 2021-03-20 09:00:59 Amount 1.00

15:19 20-03-2021

viewAcknowledgmentXML.do - Google Chrome
 serviceonline.gov.in/configure/viewAcknowledgmentXML.do?OWASP_CSRFTOKEN=TSW3-RRKR-3CNK-04Q5-1W4Q-0SHB-0Z4I-E8HJ&appId=307668&spdServiceId=1946001&spdCurrentPractId=142208&tem...

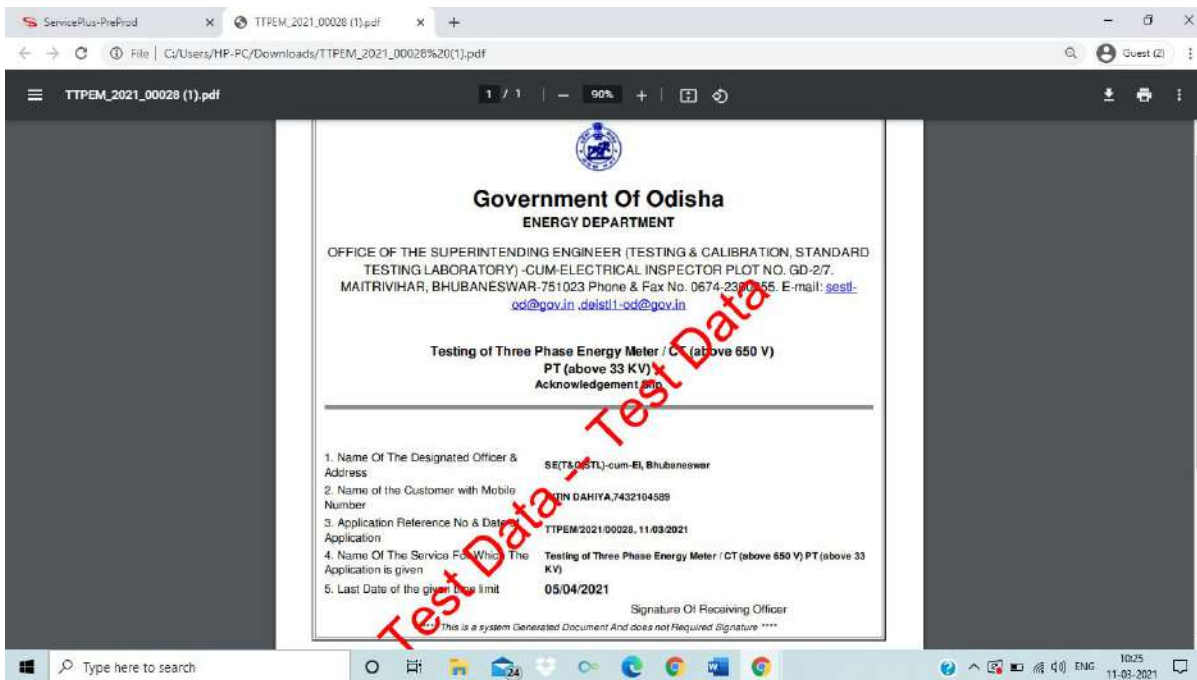
viewAcknowledgmentXML.do 1 / 1 100%

1	Payment Reference Number	IKOB AVNEL1
2	Payment Date	20/03/2021
3	Payment Mode	IFMS Odisha Treasury
4	Payment Reference Number with Label	Bank TransactionId IKOBAVNEL1 Txn Date 2021-03-20 09:00:59 Amount 1.00 Status S
5	Payment Status	
6	Payment Details	Bank TransactionId IKOBAVNEL1 Txn Date 2021-03-20 09:00:59 Amount 1.00 Status S

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

15:21 20-03-2021

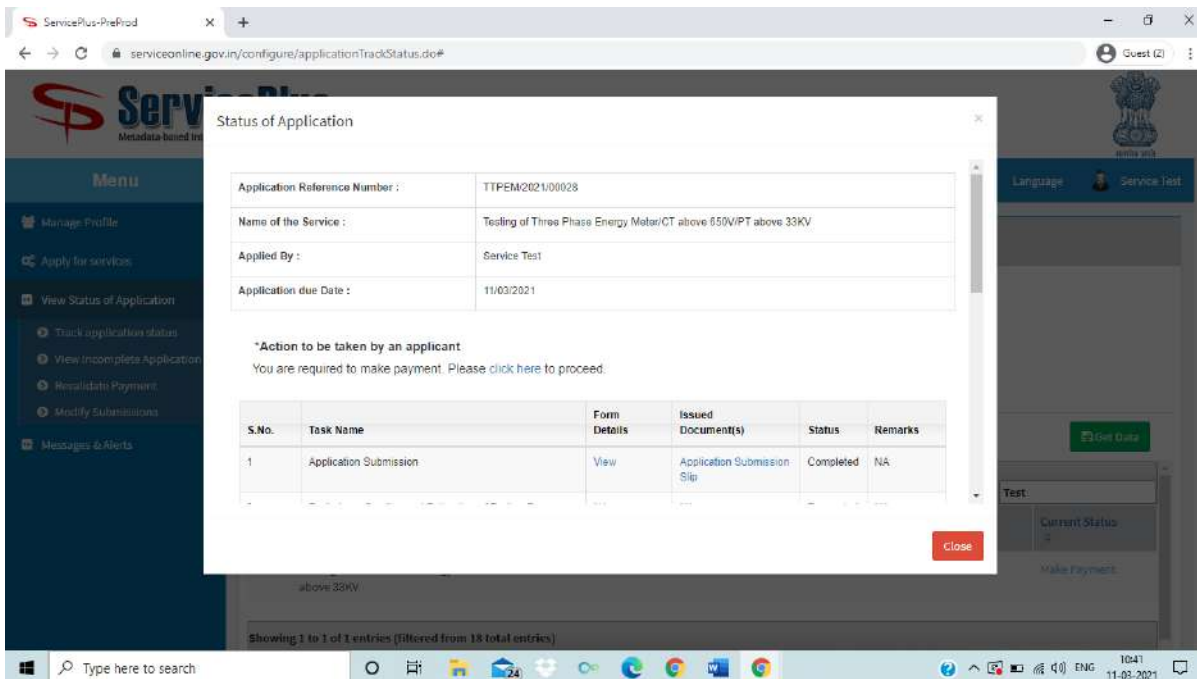
- An Acknowledgement Slip will be generated after the reflection of successful payment of deficit testing fees as noticed after physical verification of equipment(s) incorporating rectification(s) if any, defect(s)/deficiency(es) found if any or directly after the generation of registration slip whichever the case may be.(Refer below for sample screenshot/Test data)

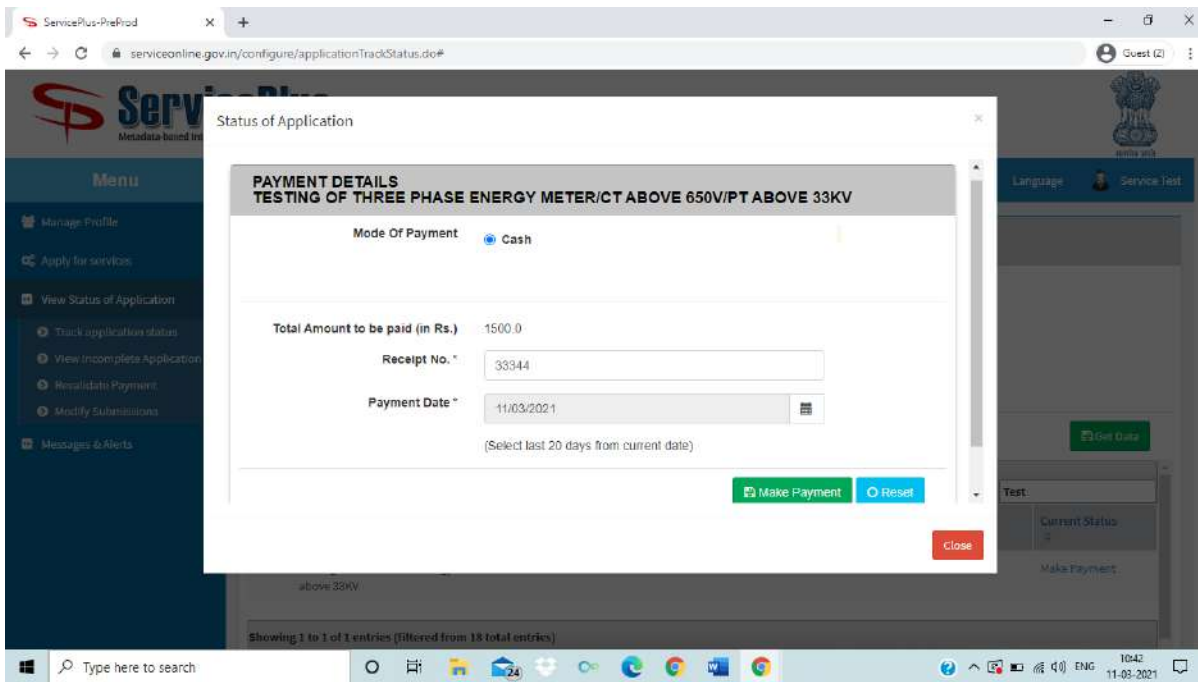


- Applicant to submit additional testing fees if any; as assessed by the officer/testing engineer during testing as communicated to applicant through an SMS and e-mail before collection of tested equipment(s).
- **Deposit of Deficit Testing Fees if any:** (Refer Screen shot samples below)
 - Applicant has to deposit the deficit testing fee amount as assessed by the officer/testing engineer during testing.

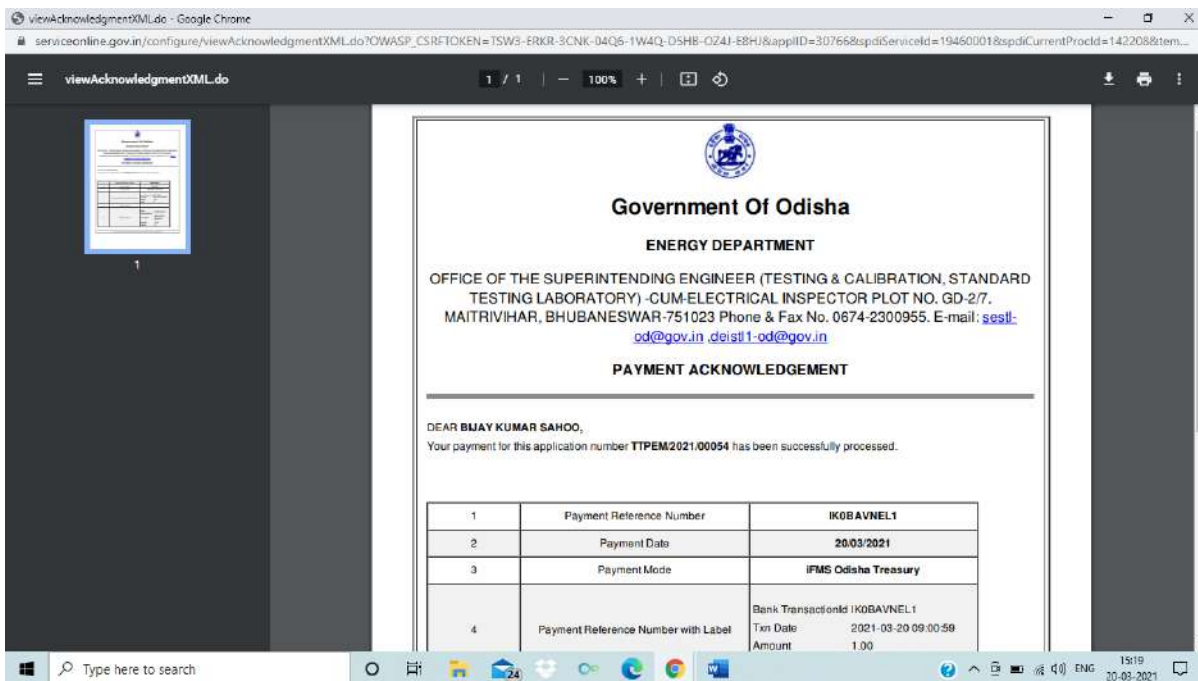
Note-

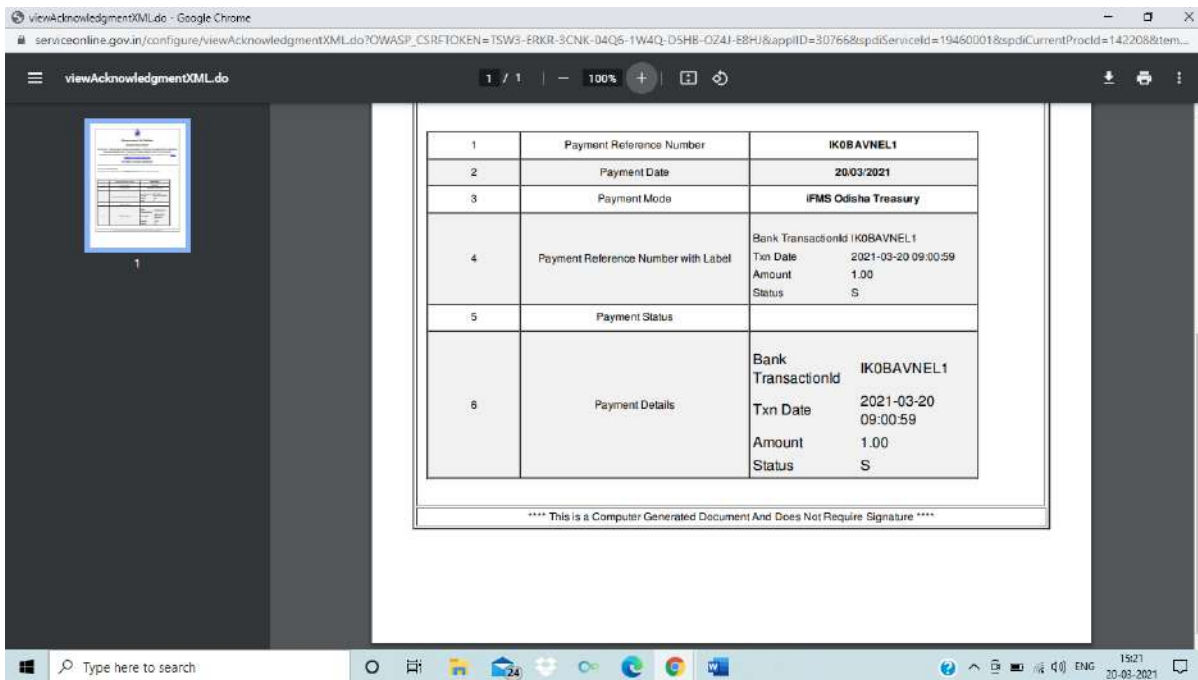
While doing the payment, it is recommended to wait for 30 seconds; after that it will automatically redirected to the Next Page.



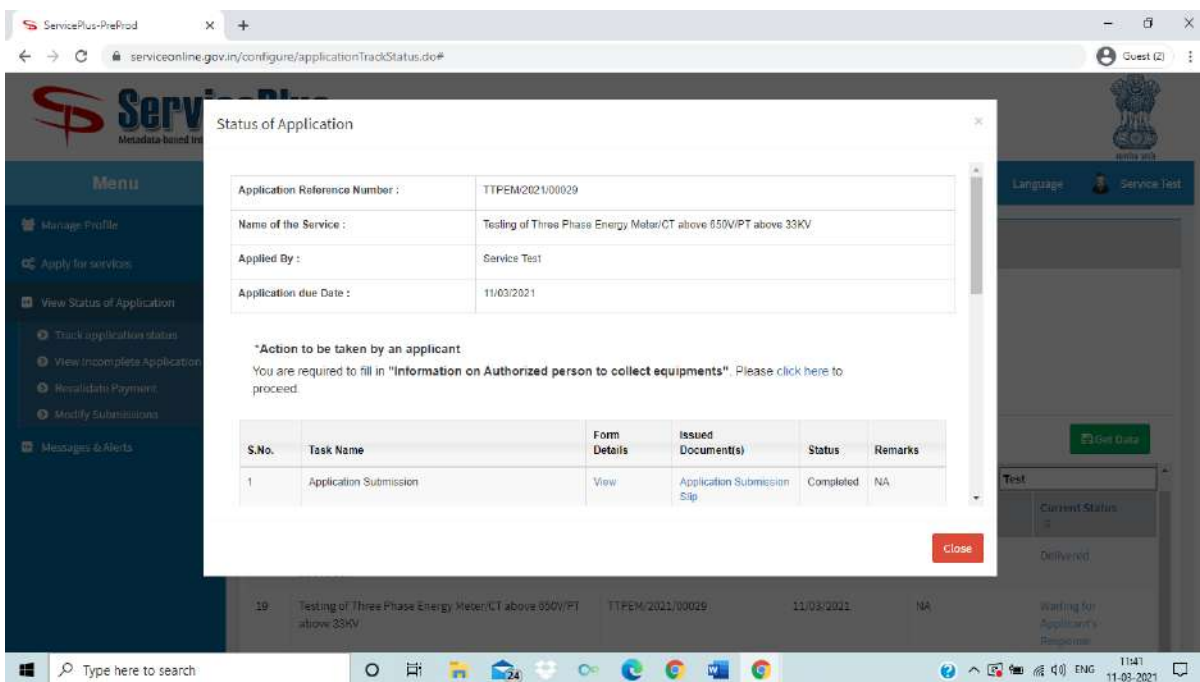


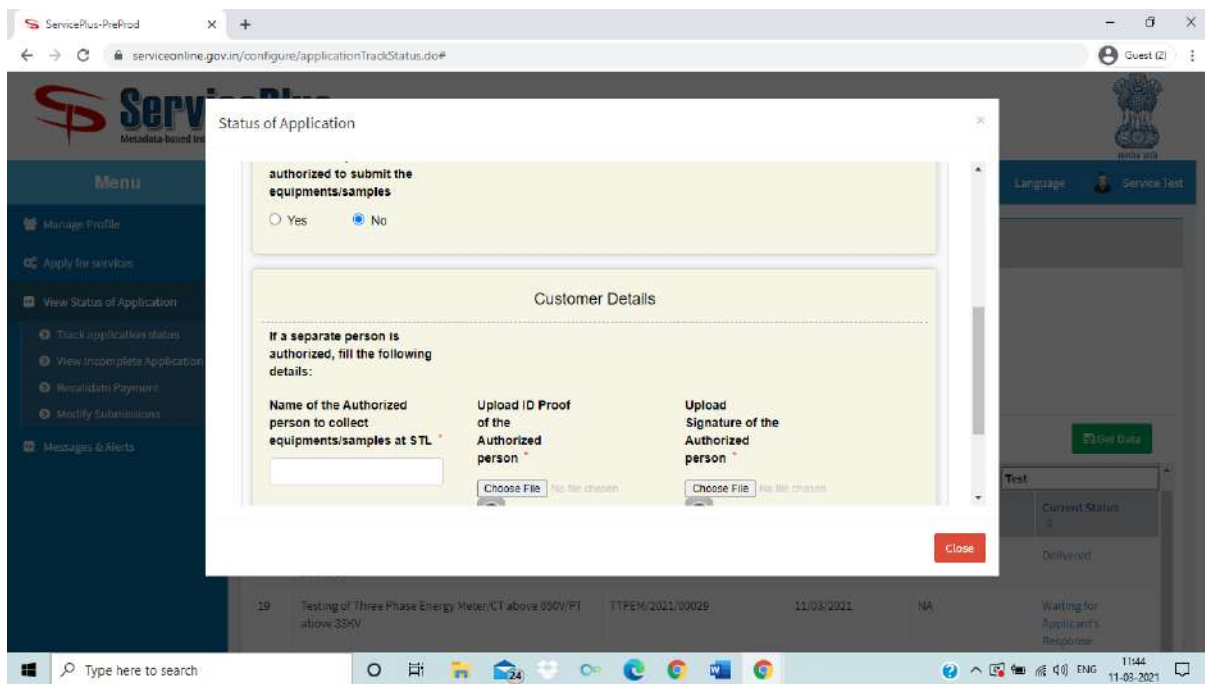
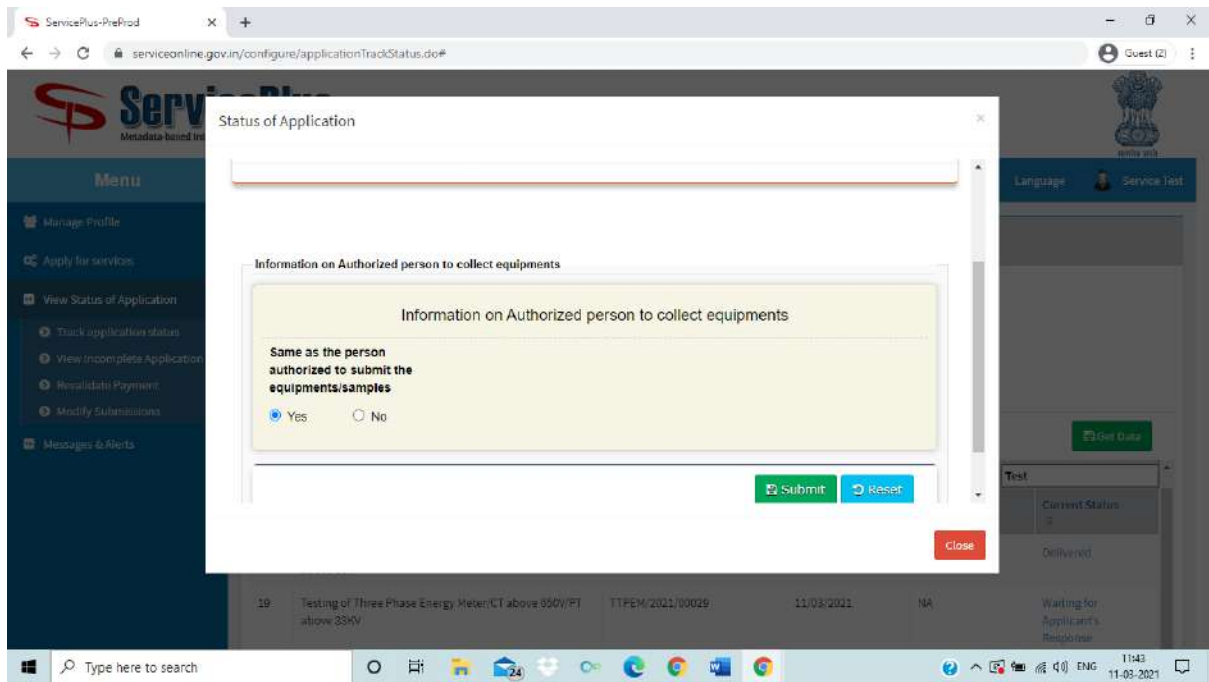
- On successful payment, a payment Acknowledgement slip will be automatically generated. It can be downloaded and printed for offline reference.(Refer below for a sample)





- After issue and uploading of Test Report on completion of testing, an SMS and e-mail will be sent to the applicant to login into the application portal to download the **“Test Report”** and **“Issue of Test Report /Calibration Certificate”**.
- Applicant has to further provide and upload the information on authorised person to collect back the tested equipment(s) from lab physically. If the person who submitted the equipment(s) physically in the lab earlier is the case, then select ‘Yes’. Otherwise select ‘No’, if it is different and upload the ID proof & Signature for this person.(Refer below for sample screenshots)





- Applicant can download the 'Test Report' under the task **"Issue and Uploading of Test Report"** where the issued documents reflected as **"Certificate"** (which is also the Annexure-1 as mentioned in the 'Issue of Test Report /Calibration Certificate') and the 'Issue of Test Report /Calibration Certificate' under the task **"Report Generation by EE-T&C"** where the issued documents reflected as **"Report"** from **"Track Application Status"** by clicking on **"Certificate"** link and **"Report"** link respectively whose status shown as **"Delivered"**. (Refer below for a sample)

ServicePlus-PreProd

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

Guest (3)

Status of Application

3	Estimation of Testing Fees	NA	Nil	Forwarded	NA
4	Deposit of Testing Fees & Uploading of Documents by Customer	View	Payment Acknowledgement	Completed	NA
5	Receive and Scrutiny at STL after Payment of Testing Fees	NA	Nil	Forwarded	NA
6	Verification of equipments at STL and Generation of Registration Slip	NA	Registration Slip	Forwarded	NA
7	Generation of Acknowledgement Slip	NA	Acknowledgement	Forwarded	NA
8	Issue and Uploading of Test Report	NA	certificate	Forwarded	NA
9	Report Generation by EE -T&C	NA	Report	Delivered	NA
10	Information on Authorized person to collect equipments	View	Nil	Completed	NA
11	Acknowledgement for Collecting tested equipments	NA	Equipment Returned Acknowledgement	Equipments Returned	NA

Close

Menu

View Status Of Application

From

App R

Show 10

Service Name

1 Testing of Three

2 Testing Of Single Phase Energy Meter/ CT (up to 850 V) /PT (up to 33 KV)/ Transformer Oil

TSPEM01L2021/00053

20/03/2021

NA

Language

Service Test

Get Data

Current Status

Under Process

Delivered

Type here to search

1549 20-03-2021

- Refer below for a sample screenshots(Test data)of “Issue of Test Report /Calibration Certificate”.

ServicePlus-PreProd

TTPEM_2021_00028 (3).pdf

File | C:/Users/HP-PC/Downloads/TTPEM_2021_00028%20(3).pdf

Guest (2)

TTPEM_2021_00028 (3).pdf

1 / 2 | 100%

GOVERNMENT OF ODISHA

ENERGY DEPARTMENT

OFFICE OF THE SUPERINTENDING ENGINEER

(TESTING & CALIBRATION, STANDARD TESTING LABORATORY)-CUM-ELECTRICAL INSPECTOR

PLOT NO. GD-2/7, MAITRIVIHAR, BHUBANESWAR-751023 Phone & Fax No. 0674-360955. E-mail: seefi-od@gov.in ,elstl1-od@gov.in

ISSUE OF TEST REPORT/ CALIBRATION CERTIFICATE

1. Issue No./Date - STL TTPEM/2021/00028/11/03/2021

Registration No. of Customer/ Date of Equipment Received - TTPEM/2021/00028,

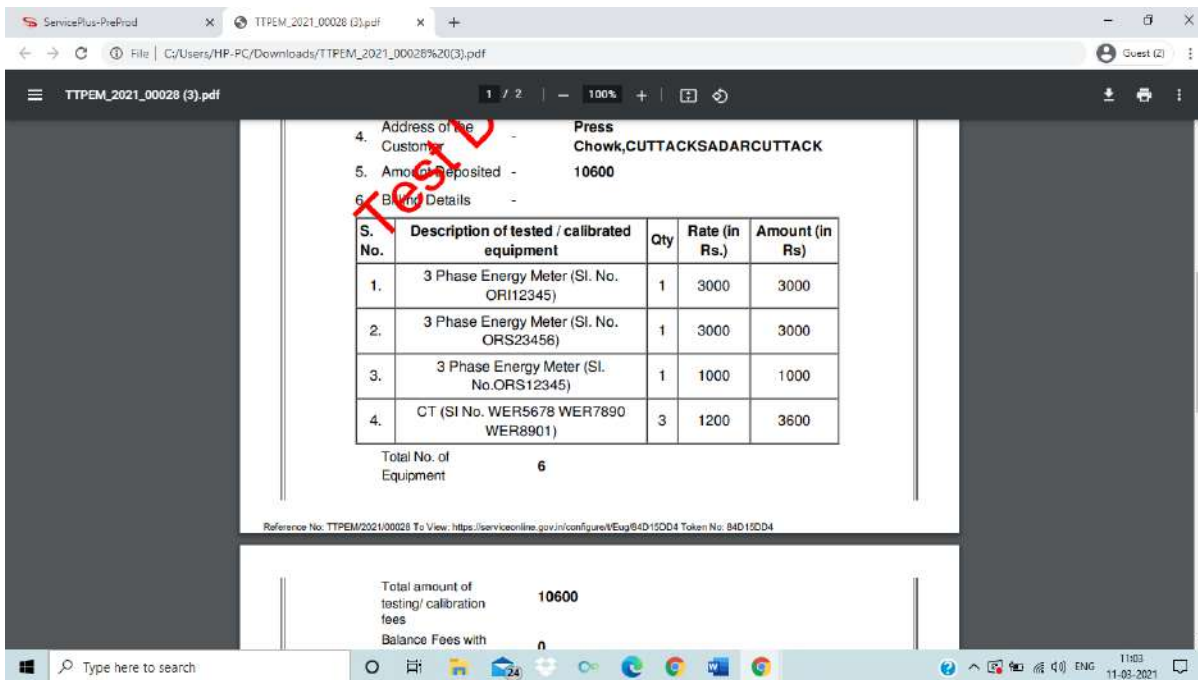
3. Name of the Customer - NITIN DAHYA

4. Address of the Customer - Press Chowk,CUTTACKSADARCUTTACK

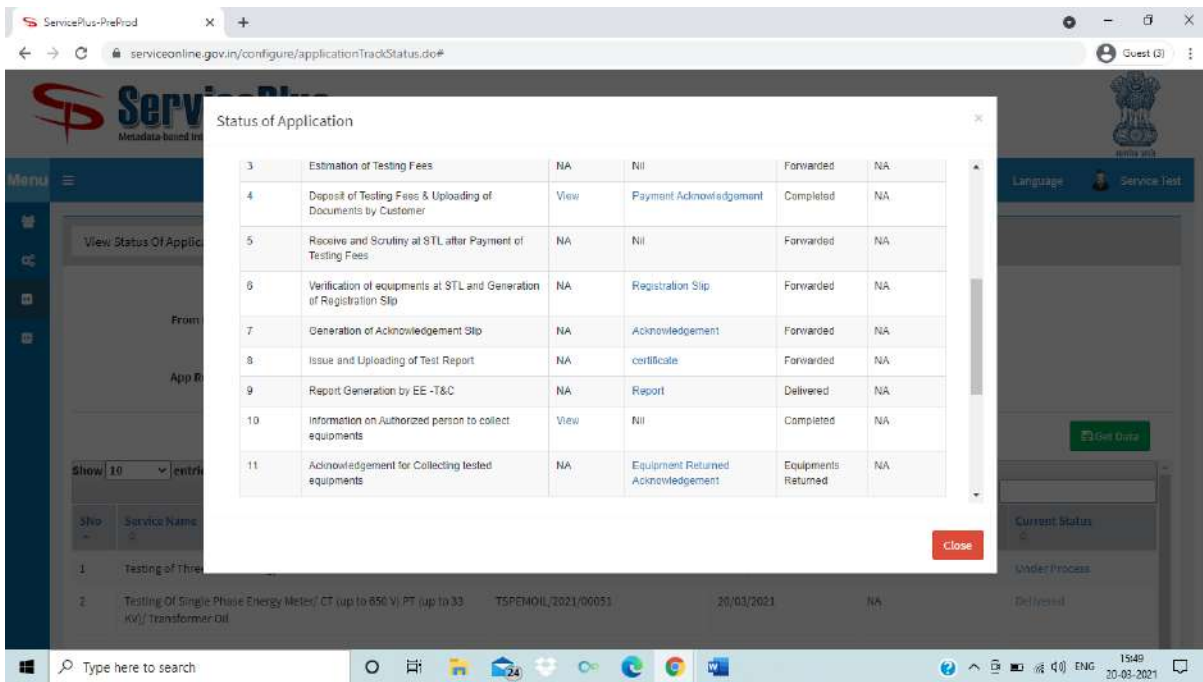
Data - Test Data

Type here to search

1101 11-03-2021



- Applicant can download the acknowledgement for collected tested equipment(s) under the task **“Acknowledgement for Collecting tested equipments”** by clicking on **“Equipment Returned Acknowledgement”** link whose status shown as **“Delivered”**. (Refer below for a sample)



- Refer below for a sample screenshot of “Equipment Returned Acknowledgement” slip.

