FORM-D

STATE LICENSING BOARD HARYANA

APPLICATION FOR 'A' CLASS ELECTRICAL CONTRACTOR LICENCE

CLASS 'A'

1	Name in which Electrical Contractor Licence is applied for	
2	Business Address- Pin Code- E-mail- Phone No-	
3	Style of the Company a) Proprietary concern/company /firm registered under the Companies Act. b) If company/firm, attach documents to prove the status of the firm/company	
4	Whether the company has a registered office in Haryana/UT Chandigarh/NCT Delhi	
5	Full name and address of Proprietor or partners/ Directors 1 2 3 4 5	
6	Full name of Agent or Manager (in the case of Limited Company)	
7	Whether the applicant is a manufacturing firm or production unit.	
8	Name of the authorized person signing documents	
9	Whether a contractor licence has been previously granted in the same name ? If yes, give details thereof.	
10	Whether a contractor Licence has been issued under this name by any other State Licensing Board ? If so, please give name of issuing Authority- Date of issue- Date of expiry of Licence- Details of works permitted to be undertaken-	
11	Whether adequate drawing office facilities for preparation of drawings, blue prints etc. is available.	
12	Whether the staff indicated under column 13 are exclusively earmarked for the work under the Licensing Board and Regulation 29 of "Central Electricity Authority (Measures relating to Safety and Electric Supply) Regulations 2010".	

13	Name of all persons employed full time basis having technical qualifications and experience that are approved by the Board for the grant of Class 'A' licence.			
Sr. No.	Name of person	Qualification	Certificate and permit with their No. and validity date.	Whether declaration in the form appended have been attached

14. Library:

(a)	Electricity Act 2003, CEA (Measure relating to Safety and Electric Supply), Regulations 2010.	
(b)	Supply code	
(c)	State Licensing Board Haryana Rules	
(d)	National Building Code - Electrical	
(e)	Electrical Inspectorate standards	
(f)	Standards published by Central Board of Irrigation & Power	
(g)	Safety Manual	
(h)	All important BIS specifications as directed by the Licensing Board and the Electrical Inspectorate from time to time.	

15. Major works carried out in Haryana

(List be attached with details of installation, scheme approval obtained from Electrical Inspectorate, etc)

16. Details of punishment and penalty imposed on the company/firm.

1) By State Licensing Board, Haryana.

2) By Government & Other agencies.

3) Any Court of Law.

17. Applied for which tehsil. _____

Declaration

- I/we have read and understood the conditions and documents required to be attached with application for grant of Electrical Contractor Licence Class 'A' and relevant documents are attached in chronological order.
- I/we hereby declare that the staff specified in column 13 is intended exclusively for attending to the work under the Licensing Board Rules and under regulation 29 of "Central Electricity Authority (Measures relating to Safety and Electric Supply) Regulations 2010". The service of the staff will not be utilized for routine operations in the establishment nor they will be mixed up with the staff employed under regulation 3 and 5 of the CEA Regulations, 2010.
- I/we hereby declare that I/we have in my/ our possession a copy of the Electricity Act 2003, CEA regulations 2010 as well as relevant codes of Practice and Standards of Indian Standards Institution relating to Electrical Installations. I/We fully understand the terms and conditions under which an electrical contractor licence is granted, a breach of which will render the licence liable to cancellation.
- I/We hereby also agree to maintain such registers and records as may be prescribed by the Board in the forms specified for the purpose.
- I/we do solemnly affirm and declare that the facts submitted in the application are true and correct to the best of my knowledge and nothing has been concealed by me/us.
- I am authorized to sign this application as individual/on behalf of the firm.
- I/we are fully aware that this self declaration has the same validity as duly sworn statement of fact in a court of law and any false information provided by me through this application shall be liable for punishment under the relevant sections of the India Penal Code 1860.

Signatures

Address

Place:

Dated:-

Conditions and documents required to be attached with application for the Grant of Contractor Licence Class 'A'

(a) Class 'A' Contractor Licence shall be granted only to a person or a firm having a registered office in Haryana, U T Chandigarh or NCT Delhi unless exempted from this requirement by the Board.

(b) Fees

Fees, as per fees schedule notified, should be deposited in any of the Haryana Treasury under the Head of account: - "0043-51-800-99-51 –Other receipts" and original treasury challan be attached with the form.

(c) Nature of work

The Class 'A' Contractor can carry out erection and installation of all types of electrical installation works as specified in the licence.

(d) Establishment

The applicant shall employ solely for the purpose of contract works the minimum following staff on full time basis and their consent and declaration in the form Annexure 'B' should be attached.

1) One Electrical Supervisor holding competency certificate issued by State Licensing Board Haryana for respective voltage level for which contractor licence is applied for. For EHT level licence, two electrical supervisors shall be employed.
2) One wireman for licence upto Medium Voltage, two wireman for licence upto HT level and three wireman for licence upto EHT level shall be employed.

(e) Following Instruments are to be procured and they should be ISI marked /equivalent quality and test certificates to be furnished at the time of testing of the instruments.

1. Insulation Meggar 500V; 0-50 Mega Ω
2. Earth Tester with testing kit 0-5Ω with expanded scale of 1Ω
3. Two nos. Neon Tester.
4. Frequency Meter 45 to 55 Hz
5. Tong Tester 0-800 A (with selector switch to measure different ranges from 10 A onwards
6. Multimeter (Digital Type) AC/DC
7. 2 pairs of Rubber hand gloves for electrical purposes.
8. 2 Nos. Insulated pliers.
9. All wiring tools and any other instruments which may be considered necessary by the Board.

The instruments shall be got tested at the Testing Laboratory attached to the Electrical Inspectorate, Haryana Chandigarh or such laboratory specified by the Board initially before the issue of licence and thereafter at specified intervals and the test report to be produced to the Licensing Board for perusal and return.

Other Tools & Plants to be procured and maintained for HT /EHT Contactor Licence.

(i)	Insulation Meggar 5000 V; 5000 Mega Ω (motorized /electronic type)	
(ii)	Phase Sequence Tester.	
(iii)	Spanner set	
	(a) Double end	
	(b) Box	
	(c) Ring	
	(d) Adjustable type	
(iv)	Allen key set	
(v)	Cutting pliers (Insulated)	
(vi)	Micrometer/screw gauge	
(vii)	Nose pliers	
(viii)	Measuring tapes:	
	(a) 15 M	
	(b) 50 M	
(ix)	Portable compressor with spray gun	
(x)	Blower	
(xi)	Screw drivers of all sizes	
(xii)	Portable welding set	
(xiii)	Crimping tools with dye set	
	(a) Hand operated	
	(b) Hydraulic	
(xiv)	Rollers for cable laying	
(xv)	Portable grinder	
(xvi)	Safety belts	
(xvii)	Rubber gloves (electrical grade)	
(xviii)	Portable drill:	
	(a) Heavy duty	
	(b) Light duty	

(xix)	Tools for pipe threading & jointing	
(xx)	Chipping tools, chisels etc.	
(xxi)	Cable jointing facilities	
(xxii)	Fabrication and material handling facility.	

The following additional facilities also have to be provided for EHT Contractor Licence:

1	Digital Earth Clamp Tester 0.01 to 50Ω with selector switch.	
2	Portable P. F. Meter 5A, 240 V AC	
3	Facility for handling heavy machineries	
4	Oil filtering and testing facilities	
5	Relay testing kit	
6	High Voltage Testing facilities	

(f) The applicant should have adequate drawing office facilities for the preparation of drawings, blue prints etc. Also applicant should have library facility.

(g) Production units or manufacturing concerns should segregate the staff employed for the purpose of contractors licence from the staff engaged for routine operations of the factories. The staff employed under the Licensing Board Rules and under Regulation 3 & 5 of the "Central Electricity Authority (Measures relating to Safety and Electric Supply) Regulations 2010"shall not on any account be mixed up. Failure to keep separate staff for the purpose of the Licensing Board Rules and regulation 29 of CEA, Regulations, 2010 shall be deemed to constitute violation of the rules and shall render the licence liable for cancellation .

(h) Declaration to the effect that " my/our firm/company has never been blacklisted by any Govt. /Semi Govt. Organization and nor any such licence issued previously in my name or in the name of any relative /spouse has been cancelled for any breach or infringement of conditions of the Licence" should be attached.

(i) The age of prospective applicant for Contractor Licence should be minimum 21 years of individual in case of proprietary firm and of authorized signatory in case of firm/company.

(j) Proof of residence to be enclosed.

(k) The application for Contractor Licence shall be accompanied with income return/balance sheet for the last three years. The eligibility for issue of license for various categories will be as under:-

i) Upto MV (650 Volts) minimum Rs.15 lac turnover in one year during last three years.

ii) Upto HV- minimum Rs 50 lac turnover in one year during last three years.

iii) Upto EHV minimum Rs. One Crore turnover in one year during last three years.

(l) The applicant will be required to submit PAN Number, service tax and sales tax number as applicable.

(m) The applicant will present himself for pre-screening alongwith above documents, his appointed supervisor and wireman in person with instruments.

Documents to be produced:

1	Form-D, duly filled in and singed.
2	Undertaking of Supervisor on Annexure-B
3	Copy of Supervisor Certificate
4	Undertaking of Wireman on Annexure-B
5	Copy of Wireman Permit
6	Undertaking by applicant
7	Residence/Age Proof
8	ITR
9	Financial Statement
10	Pan Number
11	GST Registration/No
12	Treasury Challan
13	Purchaser invoice alongwith Mfg Certificate of instruments
14	Instruments Checking Report
15	Report by Concerned Xen of this department for Drawing /Lib. Facility
16	Memorandum/ Partnership deed alongwith resolution, in case of registered/ partnership firm/company.

Annexure-B

Form of Declaration

I_____ hereby declare that I am willing to work/ working under Ms./Shri/M/s _____as full time employee. My Supervisor's /Wiremen's Permit Number is _____. It is valid upto _____.

2. I am at present employed under Ms./Shri/M/s _____ I have already given notice/will give notice to her/him/them of my intention to leave the service under her/him/them (vide dated _____)
3. I shall intimate the Licensing Board as well as _____ under whom I am working at present in the event of any change in my employment.
4. I also hereby affirm that I shall abide by the provisions of the Electricity Act and Regulations as well as of the State Licensing Board Haryana Rules and with all circulars/instructions which are issued by the State Licensing Board and the Electrical Inspectorate in all respect.
5. I shall only work with above said firm/contractor. If found working with another firm/company/private organization/contractor, Department may take action against me.
6. I am not working as Chartered Electrical Safety Engineer.

Place:

Date:

Name and Signature of Supervisor/Wireman.

(UNDERTAKING BY THE APPLICANT FOR GRANT OF ELECTRICAL CONTRACTOR LICENCE)

I, _____ Sole Proprietor/Authorised Signatory of M/s _____, having its principal place of registered office at _____ _____ (full address) do hereby solemnly affirm and declare as under:-

1. That I am the Sole Proprietor of M/s _____.
2. That I hereby confirm and declare that my firm M/s _____ _____ is not blacklisted.
3. That I hereby confirm and declare that my firm M/s _____ _____ is not involved in any illegal activity and not charge sheeted for any criminal act of theft during last five years.
4. That I further undertake that in case of the facts sworn in as mentioned above and any particulars mentioned in our application is found otherwise or incorrect or false at any stage, my firm/licence shall stand cancelled and all such action as may be deemed fit including termination of licence, without any notice, shall be taken by the department.
5. That I know that to swear a false affidavit is crime under the law and with such knowledge only I have swear this affidavit.

(Signature of the Proprietor with Seal)
Deponent

Verified at _____ that the contents of Paras 1 to 5 of affidavit are true and correct and no part of this is false and nothing material has been concealed or falsely stated therein.

(Signature of the Proprietor with Seal)
Deponent

To

The Chief Electrical Inspector
To Govt. Haryana Chandigarh.

Subject:- Checking of Instruments Licence No. _____

I _____

_____ by following instruments for checking in the office today the _____ and I have also below mentioned after in my employments.

Instruments	Sr. No.	Make	Range
Frequency Meter			
Tong Tester			
Phase Sequence Tester			
Earth Tester			
Insulation Megger 500 Volts.			
Insulation Megger 5000 Volts			
Multi Meter.			
Pen Tester.			
Name of Supervisor Sh. Valid upto			
Name of Wireman Valid upto			
Name of Wireman No. Valid upto			

Name and Address of Contractor

_____

_____

(FOR OFFICE USE ONLY)

Please Check up the above mentioned instruments and submit report for further action.

Clerk/Assistant

DS

Superintendent
to Chief Electrical Inspector
to Govt. Haryana, Chandigarh.