

FORM VIII
{see rule 13 (1)}

APPLICATION FOR GRANT OF ‘A’ CLASS ELECTRICAL CONTRACTOR LICENCE

1	Name in which Electrical Contractor License is applied for	
2	Business Address- Pin Code- E-mail- Phone No.	
3	Style of the Company: Proprietary concern/company /firm registered under the Companies Act. 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	
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 license has been previously granted in the same name? If yes, give details thereof.	
10	Whether a contractor License has been granted under this name from any other State? If so, please give name of issuing Authority- Date of issue- Date of expiry of License- Details of works permitted to be undertaken-	
11	Whether adequate drawing office facilities for preparation of drawings, blue prints etc. is available (in case of above 650 Volt).	
12	Whether the staff indicated under column 13 are exclusively earmark for the work under the conditions for licensing 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.	

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. Whether e-library/library as per **Annexure-II** is available. If yes, attached proof.
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.
- (i) By State Licensing Board, Haryana/Chief Electrical Inspector, Haryana.
 - (ii) By Government & Other agencies.
 - (iii) Any Court of Law.

DECLARATION

- I/we have read and understood the conditions and documents required to be attached with application for grant of Electrical Contractor License 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 conditions of licensing and under 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 will they be mixed up with the staff employed under regulation 3 and 5 of the said Regulations, 2010. I hereby declare that I/we have in my/ our possession a copy of the Electricity Act 2003, regulations 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 license is granted, a breach of which will render the license liable to cancellation.
- I/We hereby declare that I/We shall comply with relevant provisions of the Labor Laws.
- I/We hereby also agree to maintain such registers and records as may be prescribed by the Board/CEI 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 in this application shall be liable for punishment under the relevant sections of the India Penal Code 1860.

Signatures of the applicant/
Authorised Signatory of the firm/Co.

Place:

Dated:

Following documents to be produced:

1. Certificate of Competency and Wireman Permit, who are working with the Firm/Company alongwith their written consent or in person, if think so, necessary.
2. Income Tax Returns and Balance Sheet as specified in the conditions.
3. PAN No./Adhaar No./Age Certificate.
4. Calibration Certificate from NABL or Government Testing Laboratory in respect of Electrical equipments and bill thereof.
5. Copy of Annexure III & V.
6. Copy of treasury challan of fees deposited in any treasury of Haryana.
7. Head of accounts: **'0043-Taxes and Duties on Electricity –Other Receipts i.e. 0043-51-800-99-51—Other Receipts'**.

FORM -X
{see rule 15 (1)}

APPLICATION FOR RENEWAL OF ELECTRICAL CONTRACTOR LICENCE

I hereby apply for the renewal of my license which is attached (vide details given below)

1	Name of the applicant (as in the license)		
2	Address with Pin Code		
3	Number of the Electrical Contractor License.		
4	Date of expiry of the license.		
5	Whether the application for renewal is belated. If so, the period (in months) by which the renewal is late		
6	Details of fees remitted		
7	Name of Treasury		
8	a)	GRN Number and date of challan	
	b)	Amount remitted	
9	Whether there is any change of address? if so, mention new address.		
	a)	Present address	
	b)	Whether the address has to be changed in the License also? if so, mention new address.	
	Whether the equipments have been tested as required in the conditions for licensing of Haryana. Certificates be attached.		
10	Details of staff as on the date of application (Supervisors and Wiremen)		
	Name	Certificate/Permit Number	Date upto which valid

12	Whether there was any change in the staff? If so, date of intimation to Chief Electrical Inspector, Haryana be specified)	

DECLARATION

1. Information furnished in the application is correct.
2. I/We am /are maintaining all the registers and books prescribed in the conditions for licensing of Haryana.
3. I am authorized to sign the application as contractor /on behalf of the contractor.

Place:

Date:

Signature of the Applicant

Following documents to be produced:

1. Electrical Contractor License.
2. Certificate of Competency and Wireman Permit, who are working with the Firm/Company alongwith their written consent or in person, if think so, necessary.
3. Income Tax Returns and Balance Sheet as specified in the conditions.
4. Calibration Certificate from NABL or Government Testing Laboratory in respect of Electrical equipments.
5. Details of works executed annually on the basis of Electrical Contractor License.
6. Copy of Annexure III.
7. Copy of Form 'E'.
8. Deposited Treasury Challan of fees, for the purpose.
Head of A/c: 0043-51-800-99-51—Other Receipt.

FORM-XII

(see rule 17)

APPLICATION FOR UPGRADATION OF ELECTRICAL CONTRACT LICENCE

1	Level for which Electrical Contractor License is applied for upgradation	
2	Name of Firm/Electrical Contractor License Business Address- Pin Code- E-mail- Phone No.	
3	Style of the Company: Proprietary concern/company /firm registered under the Companies Act. 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	
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 license has been previously granted in the same name? If yes, give details thereof.	
10	Whether a contractor License has been granted under this name from any other State? If so, please give name of issuing Authority- Date of issue- Date of expiry of License- Details of works permitted to be undertaken-	
11	Whether adequate drawing office facilities for preparation of drawings, blue prints etc. is available (in case of above 650 Volt).	
12	Whether the staff indicated under column 13 are exclusively earmark for the work under the conditions for licensing 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.			
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. Whether e-library/library as per **Annexure-II** is available. If yes, attached proof.

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.

(i) By State Licensing Board, Haryana/Chief Electrical Inspector, Haryana.

(ii) By the Government and Other agencies.

(iii) Any Court of Law.

DECLARATION

- I/we have read and understood the conditions and documents required to be attached with application for grant of 'A' Class Electrical Contractor License 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 conditions of licensing and under 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 will they be mixed up with the staff employed under regulation 3 and 5 of the said Regulations, 2010. I hereby declare that I/we have in my/ our possession a copy of the Electricity Act 2003, regulations 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 license is granted, a breach of which will render the license liable to cancellation.
- I/We hereby declare that I/We shall comply with relevant provisions of the Labour Laws.
- I/We hereby also agree to maintain such registers and records as may be prescribed by the Board/CEI 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 in this application shall be liable for punishment under the relevant sections of the India Penal Code 1860.

Signatures of the applicant/
Authorised Signatory of the firm/Co.

Place:

Dated:

Following documents to be produced:

1. Certificate of Competency and Wireman Permit, who are working with the Firm/Company alongwith their written consent or in person, if think so, necessary.
2. Income Tax Returns and Balance Sheet as specified in the conditions.
3. Calibration Certificate from NABL or Government Testing Laboratory in respect of Electrical equipments.
4. Details of works executed annually on the basis of Electrical Contractor License.
5. Copy of Annexure III & V.
6. Copy of treasury challan of fees deposited in any treasury of Haryana.
7. Head of accounts: **'0043-Taxes and Duties on Electricity –Other Receipts i.e. 0043-51-800-99-51—Other Receipts'**.

FORM- XIII
 {see rule 22 (1)}
**APPLICATION FOR DUPLICATE COMPETENCY OF CERTIFICATE / WIREMAN
 PERMIT/ELECTRICAL CONTRACTOR LISENCE**

I hereby apply for the issue of duplicate of my License /Certificate / Permit which is attached vide details given below:

1 (a)	Name of the applicant as in the License /Certificate / Permit	
(b)	Age and date of birth	
(c)	Date on which the applicant completes 55 years	
2	Address with Pin Code	
3	Document of which duplicate is required i.e. License /Certificate / Permit (No. & date of the document should be specified)	
4	Date of expiry for license, Certificates and permits only	
5	Whether the document is lost, defaced, mutilated, destroyed or damaged	
6	When was it destroyed or lost and whether any proof for destruction or loss is available	
7	Details of the defaced, mutilated or damaged document enclosed	
8	Details of fees paid	
Name of treasury		Number and Date of the challan
		Amount

Declaration

Isolemnly declare that the above particulars are correct. My License / Competency Certificate / Permit No dated is lost irrecoverable/destroyed/ defaced/damaged /mutilated. I further declare that in case the original of the document is received or traced out later, I shall return it to the Chief Electrical Inspector, Haryana.

I am authorized to sign this application as individual / on behalf of the firm.

Place:
Date:

Signature of the Applicant

Following documents to be produced:

1. Copy of License/Certificate of Competency/Wireman Permit.
2. Proof of destroyed or lost/Affidavit for defaced/mutilated/damaged.
3. Copy of DDR/FIR.
4. Copy of treasury challan of fees deposited in any treasury of Haryana.
5. Deposited Treasury Challan of fees, for the purpose in the Head of A/c: 0043-51-800-99-51—
Other Receipt.
6. Two passport size photographs (in case of Certificate of Competency/Wireman Permit).
7. Three specimen signatures of the holder (in case of Certificate of Competency/Wireman Permit).

ANNEXURE-III

{see rule 12(e)}

Form of Declaration by Supervisor/Wireman for working with Electrical Contractor

1. 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 Chief Electrical Inspector, Haryana 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 conditions of licensing Haryana and with all circulars/instructions which are issued by the Chief Electrical Inspector, Haryana 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 also not working as Chartered Electrical Safety Engineer.

Place:

Date:

Name and Signature of Supervisor/Wireman.

ANNEXURE-V
{see rule 12(h)}

(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

ANNEXURE-IV

{see rule 12(f)}

1. Electrical Equipments—Following instruments are to be procured and they should be ISI marked /equivalent quality and test certificates alongwith invoice to be furnished at the time of testing of the instruments and the instruments should be duly tested by Govt. approved National Accreditation Board for Testing and Calibration Laboratories (NABL). Also the electrical equipments should be duly tested by Govt. approved National Accreditation Board for Testing and Calibration Laboratories (NABL) after every five years.

a. LT level—

1. Insulation Meggar 500V; 0-50 Mega Ω
 2. Earth Tester with testing kit 0-5 Ω with expanded scale of 1 Ω
 3. Two nos. Neon Tester.
 4. Frequency Meter 45 to 55 Hz
 5. Tong Tester 0-1000 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 department.
- b. 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.

- c. **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

NOTE: Additional facilities at Sr. No. 3 to 6 shall be outsourced from any firm/ company by providing a relevant agreement/consent.