

DEPARTMENT OF CHIEF ELECTRICAL INSPECTOR, HARYANA

Application Forms

Sr. No.	Application Forms	
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FORM-D**STATE LICENSING BOARD HARYANA****APPLICATION FOR 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 of Rs 2770/- should be deposited in any of the Haryana Treasury under the Head of account :- "0043-Taxes and Duties on Electricity –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 0-5 Ω with expanded scale of 1 Ω
 - 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.

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.

11. Details of Experience		
12 Are you employed on permanent basis? If so, give details		

13 Details of Fee

Amount	Challan Number	Date	Name of Treasury		

I hereby declare that the particulars stated above are correct to the best of my knowledge . I am not a holder of Supervisor Competency Certificate issued by the State Licensing Board other than those indicated in the column 10. I also agree to the cancellation of my Competency Certificate that may be issued to me in pursuance of this application in case the particulars furnished in the application are found incorrect or false.

Place

Date

Signature of Applicant

Photocopies of documents to be forwarded alongwith the application:-

- a) Matriculation certificate indicating date of birth.
- b) Degree in Electrical Engg. or equivalent.
- c) Residence Proof.
- d) I D Proof.
- e) Photographs 2 Nos.
- f) Medical fitness certificate in case age is above 55 years.
- g) Copy of retirement orders for retired engineers.
- h) Specimen signatures 3 Nos.
- i) Treasury Challan of Rs 350/- deposited in any treasury of Haryana under Head of account :- ‘0043-Taxes and Duties on Electricity –Other Receipts fees payable under I.E. rules, 1956’.

Appendix –II

Application for Duplicate Licence/ Competency Certificate / Permit

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

1 (a)	Name of the applicant as in the Licence /Certificate / Permit	
(b)	Age and date of birth	
(c)	The date on which the applicant completes 55 years	
2	Address with Pin Code	
3	Document of which duplicate is required i.e. Licence /Certificate / Permit (No. & date of the document should be specified)	
4	Date of expiry for licences, 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
9	Details of documents enclosed	
	1	
	2	
	3	
	4	
	5	

Declaration

Isolemnly declare that the above particulars are correct. My Licence / 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 Secretary, State Licensing Board, Haryana.

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

Place:

Date:

Signature of the Applicant

Appendix –III
Application for renewal of Electrical Contractor Licence

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

1	Name of the applicant (as in the licence)		
2	Address with Pin Code		
3	Document to be renewed Electrical Contractor License Class A .		
4	Number of the Electrical Contractor Licence.		
5	Date of expiry of the licence.		
6	Whether the application for renewal is belated. If so, the period (in months) by which the renewal is late		
7	Details of fees remitted		
8	Name of Treasury		
	a)	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 Licence also?	
10	Whether the equipments have been tested as required in the SLB Haryana Rules. Certificates be attached		
11	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 SLB 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 SLB Haryana rules and in the circulars/letters issued by the SLB Haryana.
3. I am authorized to sign the application as contractor /on behalf of the contractor.

Place:

Date:

Signature of the Applicant

Appendix –IV

Application for Renewal of Supervisor Competency Certificate and Wireman Permit

I hereby apply for the renewal of my competency certificate / permit which is attached (vide details given below)

1	a)	Name of the applicant (as in the Competency Certificate/permit)	
	b)	Age and date of birth	
	c)	The date on which the applicant completes 55 years. (Attach medical fitness certificate in case age is above 55 years).	
2		Address with Pin Code	
3		Supervisor competency certificate No. Wireman Permit No.	
4		Date of expiry of the permit /SCC.	
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	
		Name of Treasury	
		Number and date of Challan	
		Amount remitted	
7		Name and address of the employer, if any. If the employer is a contractor, his License Number should be quoted	
8		Whether there is any change of employer during the period subsequent to the last renewal	
9		Whether there is any change of address, if so mention new address.	

I solemnly declare that the information above are correct.

Place:

Date:

Signature

Appendix V
Application for upgradation of Supervisor Certificate

1	Name	
2	Address with Pin Code	
3	Qualification	
	(a) Academic	
	(b) Professional	
4	Details of the Supervisor competency certificate now possessed by the applicant	
	SCC No	
	Date of issue	
	Present scope	
5	Experience	

	Name of employer	Description of the post held by the applicant	From	To

Total Period of experience	Years		Months	
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6	Whether applied for upgradation earlier ? if so, mention date on which called for interview?	
7	Scope voltage level applied for ?	

Place

Dated

Signature of applicant

Note:

- 1 No application for up gradation will be entertained within a period of one year from the date of issue of the Supervisor Competency Certificate / date of last interview for up gradation.
- 2 One self addressed stamped envelope worth of Rs 35/- should be enclosed.