

Procedure and a comprehensive list of documents required for 'Certification of Electrical Installation by Chief Electrical Inspector', Directorate of Electricity, Department of Power & Non-conventional Energy Sources, Government of West Bengal

A. Procedure

1. The applicant shall register through the official website of the Department of Power.
2. On registration, applicant will be given a user ID and Password for future reference.
3. After login applicant will click [New Application for Certification of Electrical Installation by Chief Electrical Inspector](#) and fill up the application form
4. Application form contains prescribed attachments shall be submitted/ uploaded online in PDF/JPEG/JPG format
5. On final submission of application, a system generated acknowledgement will be send to the applicant.
6. On received of application form, the system will automatically forward it to the Chief Electrical Inspector
7. The Chief Electrical Inspector will forward it to the concerned Electrical Inspector
8. Electrical Inspector will verify the documents, may return /Pay Request to applicant.
9. After online payment by the applicant, Electrical Inspector will give inspection date and conduct necessary inspection of the unit.
10. If any difference found in unit inspection, then application will be returned to the applicant for the applicant to take necessary actions as required.
11. Applicant will take necessary actions as required and resubmit it to Electrical Inspector.
12. Electrical Inspector will again request for online payment.
13. After online payment done Electrical Inspector will provide re-inspection date and conduct necessary re-inspection of the unit.
14. After all Inspection done, Electrical Inspector will submit Inspection report and forward it to the Third Party Agent.
15. Third Party Agent will submit the pre commissioning test report and forward it to Electrical Inspector.
16. Electrical Inspector will issue license certificate for electrical Installation.
17. Applicant can download the license (Final Approval Certificate).

Note:

- i) The applicant can track status of his application through the online system.
- ii) SMS/e-mail notification will be sent to the applicant as and when the application is submitted and at each stage of application processed, and/or query is raised and/or application is approved/rejected.
- iii) The competent authority may send queries to applicant/ seek clarifications from the applicant, once and within 7 days of receiving the application

B. Comprehensive list of documents required

1. Copy of Power purchase agreement with Discom
2. Drawing/Layout plan of the electrical installation
3. Single line diagram of the electrical installation
4. General Arrangement (GA) drawing of the Electrical substation
5. Layout showing earthing grid.
6. Contractor test form furnishing all details along with test result
7. Manufacturer test certificate of all equipment's, cables etc.
8. Contractor test report.