

# CITIZEN CHARTER

SR.NO	ELECTRICITY Services	Procedure
1.	<b>Grant of NOC for DG set.</b>	<p>1) The applicant has to apply through “SWIFT “along with following documents.</p> <p>a) Application in prescribed form.</p> <p>b) Copy of SSI Registration.</p> <p>c) Copy of Building Occupancy Certificate.</p> <p>d) Electrical contractors test report for DG Set. Copy of PCC consent to establish DG Set.</p> <p>e) After receipt through “SWIFT” the case paper will be forwarded to concerned Sub -Division Office for inspection of the installation of DG Set.</p> <p>2.</p> <p>The Asstt. Engineer /Junior Engineer of concerned Sub-Division will inspect the change over switch, earthing and other Electrical installation of DG set and will certify that the installation is done as per IE Rules. If the Electrical works are not done as per the Department requirement, then the party will be Inform to complete the same within a time limit.</p> <p>3.</p> <p>The Sub- Division officer will return the file to Division Office and file will forward the Administrator’s to obtain approval for grant of N.O.C. The N.O.C. will be issued after getting the approval from the competent authority.</p> <p>4.</p> <p>Approval of the Electrical Inspector shall be obtain by the party after getting N.O.C. from the Department for operating the Generator.</p>

	<p><b>2. Release of power connection. L.T. Domestic &amp; L.T. commercial, L.T. AG and LIG</b></p> <p><b>3. Release of power connection. L.T. Industrial(LTP) up to 99 HP</b></p>	<p><b>5.</b></p> <p><b>6</b></p> <p><b>i)</b></p> <p><b>ii)</b></p> <p><b>iii)</b></p> <p><b>a)</b></p> <p><b>b)</b></p>	<p><b>Policy and other relevant points:</b></p> <p>i) N.O.C. for DG Set are issued view of safety measure.</p> <p>ii) Under section 44 of IE Act, 1948</p> <p>iii) previous consent from the Department is required for any generation of power.</p> <p>Prescribed requisition form N.O.C. from Village Panchayat/ Municipality Building Occupancy Certificate from the appropriate authority i.e. D.M.C. Certificate in Municipality and Technical Officer/Assistant Engineer P.W.D.in Panchayat area / Ganthan.</p> <p><b>“SWIFT” receives the application along With N.O.Cs.</b></p> <p>The Division Office of this Department receives this application from “SWIFT” and forwarded the same to concerned Sub- Division for preparation of Technical feasibility, Division Office through “SWITH” after completion of formalities issues the consent letter.</p> <p>The file along with the consent letter is forwarded to Sub-Division for completion of Department formalities by the consumer such as payment of service connection charges and security deposit, execution of agreements and preparation of Technical Sanction etc. After the above, the Physical work is carried out by Sub-Division And this file is retained in Sub-Division Office for second file (Release order) from “SWIFT”.</p> <p>The consumer submit the release order file with the following documents against directly to “WITH”</p> <p>Writing completion and test Certificate from licensed Electrical Contractor.</p> <p>Building Occupancy Certificate.</p>
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<p><b>4.</b></p>	<p><b>Release of power</b></p>	<p>RIO approval from Electrical Inspector.</p> <p><b>c)</b> Test Certificate of metering issued by MRT section of Department.</p> <p><b>d)</b> Manufacturer's Test Certificate capacitor etc</p> <p><b>i)</b> The Division office, after receiving this file from "SWIFT" send the same to Sub-Division for inspection of metering system installation wiring by concerned junior Engineer/Asstt. Engineer.</p> <p><b>ii)</b> Sub-Division forward the file to Division for release order after completion of above formalities along with consent letter file.</p> <p><b>iii)</b></p> <p><b>iv)</b> The release order is issued by Executive Engineer (Electrical) in Division office through "SWITH" and file is submitted to concerned.</p> <p><b>v)</b> Sub-Division for release of connection and billing.</p> <p><b>vi)</b></p> <p><b>vii)</b> "SWIFT" with all NOC's receives the application and Division Office receives the same from "SWIFT". The case is processed by Technical section of Division Office for issue of consent letter after due survey of site.</p> <p><b>viii)</b> The technical feasibility for issue consent letter is prepared by Technical Section of Division Office. The file is forwarded to the Administrator's through Special Secretary (P &amp; E) for approval to issue consent letter. That the consent letter is issued to consumer through "SWIFT" for completion of Departmental formalities such as Execution of agreement payment of service connection charges and security deposit.</p> <p><b>a)</b> The technical section prepared the estimate after</p>
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	<p><b>connection.</b>  <b>High Tension Connection (HTC) Above 100 HP</b></p>	<p><b>b)</b>   <b>c)</b>   <b>d)</b>   <b>e)</b>   <b>f)</b>           <b>g)</b>           <b>h)</b>           <b>i)</b>           <b>j)</b></p>	<p>completion of formalities as above and the file is forwarded to concerned sub-Division for physical work completion and other departmental formalities. The file is retained in Sub-Division waiting for second (Release order). File.</p> <p>The consumer submit the release order file to “SWIFT” alongwith same documents listed for L.T.P connection in addition to RIO approval for IIT metering system.</p> <p>On Receipt of this lease order file from “SWIFT” the Division office forwards the file to Sub-Division for final inspection of metering system and wiring installation and submission of file to the Division office for release order.</p> <p>The Sub-Division inspects the site and submits both files (Consent letter and release order) to Division office for release order. The Division carries out due inspection of site.</p> <p>The forwarded to Administrator through special Secretary (P &amp; E) for final release order. The Release order is issued as per the approval given by the Administrator.</p> <p>Sub-Division releases the connection in presence of MRT section of this Department office does billing within one month time.</p>
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Assistant Engineer,  
Electricity Department,  
Sub-Division Office,  
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