

User Manual

For

**Certification of Electrical Installation by Chief Electrical
Inspector**

**Directorate of Electricity, Power & NES Dept
Government of West Bengal**

Annexure I

Implement a system that allows online application submission, payment and tracking of status without the need for a physical touch point for document submission for Certification of Electrical Installation by Chief Electrical Inspector mandate that all applications are submitted online.

URL: <http://cei.wbpower.gov.in>

Supporting Documents Details:

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Online System for New Application Certification of Electrical Installation by Chief Electrical Inspector

A. Online Login system for:

1. URL: <http://cei.wbpower.gov.in>

Provide User name, password and click on Login (In case of new user, registration can be done before logging in) (Screenshot below):

The screenshot displays the login interface of the 'Certification of Electrical Installation by Chief Electrical Inspector, Government of West Bengal'. The page has a dark header with the government emblem and title. Below the header, there's a 'LOGIN' section with input fields for 'User Name' and 'Password'. A red box highlights the 'LOGIN →' button. Another red box highlights the text 'New User? Click here to sign up.' To the right of the login fields, there are links for 'Procedure and a comprehensive list of documents required', 'Process Map', 'User Manual', and 'Third Party verification'. The background image is a large, ornate building, possibly the State Capitol in Kolkata. The browser's address bar shows 'cei.wbpower.gov.in/asp/Signin.aspx'.

B. Online application submission

2. After log-in the following page will appear and user will apply by clicking on 'New Application for Certification of Electrical Installation by Chief Electrical Inspector':

The screenshot shows the 'Applicant Dashboard' after a successful login. The page has a dark header with the text 'Electrical Installation Under Directorate of Electricity' and 'Welcome applicant'. Below the header, there's a search bar and a list of applications. A red box highlights the link 'New Application for Certification of Electrical Installation by Chief Electrical Inspector'. The dashboard also includes a table with columns for 'Sl. No.', 'Details', 'Status', 'License Number', and 'Type of Application'. The browser's address bar shows 'cei.wbpower.gov.in/asp/mainnew.aspx'.

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3. On clicking ‘New Application for Certification of Electrical Installation by Chief Electrical Inspector’, application form opens, where details are required to be filled by the applicant along with supporting documents. (Screenshots below):

Electrical Installation Under Directorate of Electricity

Welcome applicant

Search...

Application Form

Applied On: 13/10/2017

Application For: EHV

Discom/Suppliers name: CESC

Application Type: Non Govt. Agency

Equipments Details

Nature of Equipments	Scale	Unit In KW. or KVA. of Plant Installed	No of Equipments
High Voltage and Extra High	Scale (1) (d)	100	1

Add

Application Detail

Applicant/Consumer Details:

Government of West Bengal

Electrical Installation Under Directorate of Electricity

Welcome applicant

Search...

Application Form

Submit

Application Detail

Applicant/Consumer Details:

Applicant Name*	Designation*		
Test	Test		

Applicant Address:

Village*	Ward*	Road*	Panchayat*
dfghj	cvbn	dfghj	vbnm
Sub Division*	Municipality*	District*	Region*
tryui	fghjk	Jalpaiguri	North Bengal
Pin*	Phone no*	Mobile no*	Mail Id*
777777	8888888888	9999999999	test.r@gmail.com
Fax No			

Official Address Where Installation has been Made:

Electrical Installation Under Directorate of Electricity

Welcome applicant

Search...

Application Form

Submit

Application Detail

Type of Installation

InstallationType

Residential

Add

S.No	InstallationType
------	------------------

Government of West Bengal

Electrical Installation Under Directorate of Electricity

Welcome applicant

Search...

Application Form

Submit

Transformer Details

Maker Name	Serial No	Oil/dry
Transformer	1234	Oil
KVA rating	Voltage ratio	Current ratio
100	100	100
Percentage Impedance	Oil quantity(in litre)	Vector group
200	10	100

Add

S.No	Maker Name	Serial No	Oil/Dry
------	------------	-----------	---------

Switch Gear

Electrical Installation Under Directorate of Electricity

Welcome applicant

Search...

Application Form

Submit

S.No	Maker Name	Serial No	Oil/Dry
1	Transformer	1234	Oil

Switch Gear

Maker's name and serial No	Voltage rating and Ampere	Short time withstand current and duration of withstanding time
Switch1234	100	100
Interrupting capacity		
100		

Add

S.No	Maker's Name And Serial No	Voltage Rating And Ampere	Short Time Withstand Current And Duration Of Withstanding Time
------	----------------------------	---------------------------	--

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Electrical Installation Under Directorate of Electricity

Welcome applicant

Search...

Application Form

Submit

3WTECH1.4.3.4 200V 200V

Cable Size

Size Voltage rating

Add

S.No	Size	Voltage Rating
1	10	100

Details of protection devices including CT and PT

Details

Electrical Installation Under Directorate of Electricity

Welcome applicant

Search...

Application Form

Submit

Add

S.No	Details
------	---------

Details of relaying

Details

Add

S.No	Details
------	---------

Details of LT Circuit Breaker

Details

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The screenshot shows a web browser window with the URL cei.wbpower.gov.in/asp/mainnew.aspx#. The page title is "Electrical Installation Under Directorate of Electricity". The user is logged in as "Welcome applicant". The page contains a search bar and a "Submit" button. The main form area is titled "Application Form" and includes several dropdown menus for "Whether Installation is Complete and ready for energization and all relevant provision of central electricity authority regulation, 2010 has been totally complied", "Contractor Test Report", "Testing Done by third party", and "If previous drawing approval has been taken:". Below these is a section for "Contractor Test Report" with a "Refresh" button and a table with columns "Report", "Yes/No", and "Details".

Report	Yes/No	Details
	--Select--	

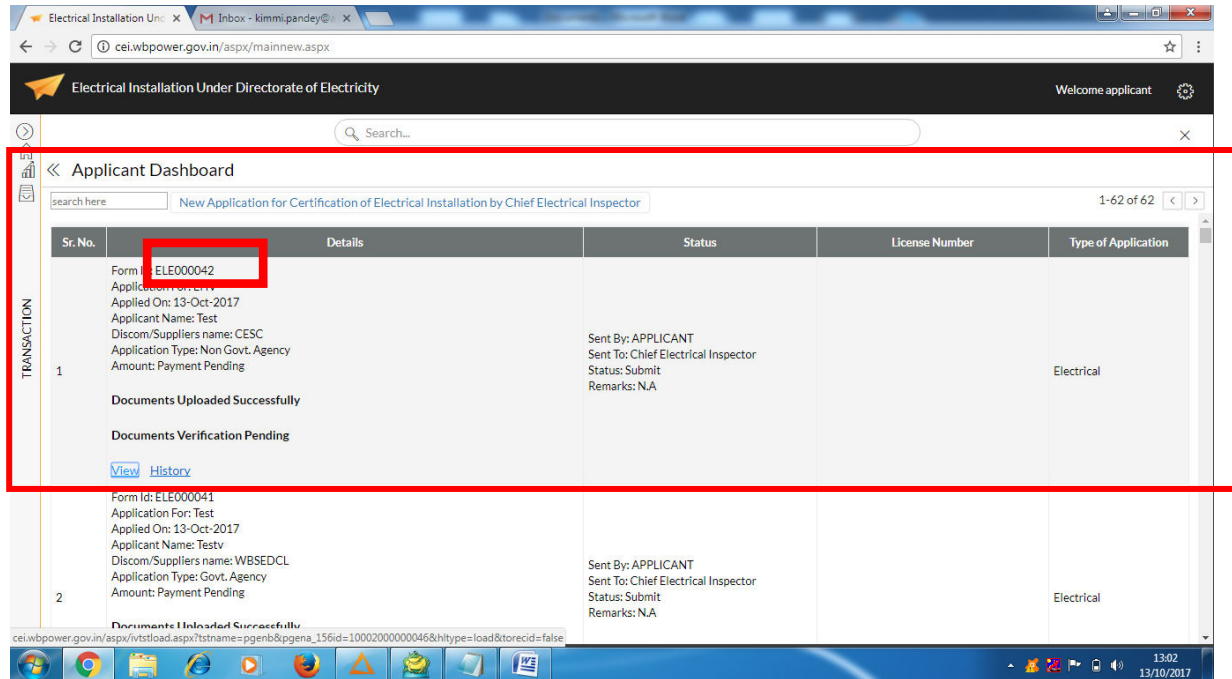
4. The application contains relevant Supporting Documents to be attached as shown in the screen shot below. After uploading documents the applicant is required to click on 'Submit' button to submit the application (screenshot below):

The screenshot shows the same web browser window as above, but with the "File Attach" section highlighted by a red box. The section includes a "Refresh" button and a table with columns "S.No", "Attachment File", and "Attachment". The table lists six attachments, each with a corresponding file name in the "Attachment" column.

S.No	Attachment File	Attachment
1	Copy of Power purchase agreement with Discom	Hydrangeas.jpg
2	Drawing / Layout plan of the electrical installation	Jellyfish.jpg
3	Single line diagram of the electrical installation	Penguins.jpg
4	General Arrangement (GA) drawing of the Electrical substation	Jellyfish.jpg
5	Layout showing earthing grid	Jellyfish.jpg
6	Contractor test form furnishing all details along with test result	Hydrangeas.jpg

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5. The following web-page appears with Application number generated
(In this case ELE0000042) Screenshot is as given below:



6. Note:

There are hyperlinks such as

- Edit:** This link is for editing the application when the Department returns the application for corrections in the application form.
- View:** This link is for viewing the application after the form submission.
- History:** This link is for knowing the status of the application.
- Payment:** This link is for making the payment through **Bill Desk** (The system will automatically calculate the amount to be paid)
- Payment Receipt:** This link is for downloading the payment receipt after successful online payment
- Download Certificate:** Final Certificate Issued by electrical department.
(Screenshot is as given below):

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Electrical Installation Under Directorate of Electricity

Welcome applicant

Search...

Applicant Dashboard

search here New Application for Certification of Electrical Installation by Chief Electrical Inspector 1-58 of 58

TRANSACTION	Details	Status	License Number	Type of Application
43	<p>Documents Verification Pending</p> <p>View History</p> <p>Form Id: ELE000211 Application For: hv Applied On: 13-Jul-2017 Applicant Name: km Discom/Suppliers name: INDIA POWER Application Type: Non Govt. Agency Amount: Payment Pending</p> <p>Documents Uploaded Successfully</p> <p>Documents Verification Pending</p> <p>Edit History</p>	<p>Sent By: Electrical Inspector Sent To: APPLICANT Status: Return Remarks: please pay for transformer</p>		Electrical
44	<p>Application For: hv Applied On: 13-Jul-2017 Applicant Name: dsfg Discom/Suppliers name: WBSEDCL Application Type: Non Govt. Agency Amount: 100 (Payment Successfully Done)</p> <p>Documents Uploaded Successfully</p>	<p>Sent By: Electrical Inspector Sent To: APPLICANT Status: Issue Certificate Remarks: N/A</p>	LIC/2017/EI/000041	Electrical

Electrical Installation Under Directorate of Electricity

Welcome applicant

Search...

Applicant Dashboard

search here New Application for Certification of Electrical Installation by Chief Electrical Inspector 1-62 of 62

Sr.No.	Details	Status	License Number	Type of Application
1	<p>Form Id: ELE000042 Application For: EHV Applied On: 13-Oct-2017 Applicant Name: Test Discom/Suppliers name: CESC Application Type: Non Govt. Agency Amount: Payment Pending</p> <p>Documents Uploaded Successfully</p> <p>Documents Verification Pending</p> <p>View History</p>	<p>Sent By: APPLICANT Sent To: Chief Electrical Inspector Status: Submit Remarks: N/A</p>		Electrical
2	<p>Form Id: ELE000042 Application For: Test Applied On: 13-Oct-2017 Applicant Name: Testv Discom/Suppliers name: WBSEDCL Application Type: Govt. Agency Amount: Payment Pending</p> <p>Documents Uploaded Successfully</p>	<p>Sent By: APPLICANT Sent To: Chief Electrical Inspector Status: Submit Remarks: N/A</p>		Electrical

cei.wbpower.gov.in/asp/firstload.aspx?stname=pgenb&pgena_156id=10002000000046&hitype=load&storeid=false

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Electrical Installation Under Directorate of Electricity

Welcome applicant

Search...

Applicant Dashboard

search here New Application for Certification of Electrical Installation by Chief Electrical Inspector 1-62 of 62

Sr.No.	Details	Status	License Number	Type of Application
1	<p>Form Id: ELE000042</p> <p>Application For: EHV</p> <p>Applied On: 13-Oct-2017</p> <p>Applicant Name: Test</p> <p>Discom/Suppliers name: CESC</p> <p>Application Type: Non Govt. Agency</p> <p>Amount: 100 (Payment Not Approved)</p> <p>Documents Uploaded Successfully</p> <p>Documents Verification Completed Successfully</p> <p>Payment View History</p> <p>Form Id: ELE000041</p> <p>Application For: Test</p> <p>Applied On: 13-Oct-2017</p> <p>Applicant Name: Testv</p> <p>Discom/Suppliers name: WBSEDCL</p> <p>Application Type: Govt. Agency</p> <p>Amount: Payment Pending</p> <p>Documents Uploaded Successfully</p>	<p>Sent By: Electrical Inspector</p> <p>Sent To: APPLICANT</p> <p>Status: Pay Request</p> <p>Remarks: Please pay</p>		Electrical
2	<p>Form Id: ELE000041</p> <p>Application For: Test</p> <p>Applied On: 13-Oct-2017</p> <p>Applicant Name: Testv</p> <p>Discom/Suppliers name: WBSEDCL</p> <p>Application Type: Govt. Agency</p> <p>Amount: Payment Pending</p> <p>Documents Uploaded Successfully</p>	<p>Sent By: APPLICANT</p> <p>Sent To: Chief Electrical Inspector</p> <p>Status: Submit</p> <p>Remarks: N/A</p>		Electrical

cei.wbpower.gov.in/asp/vtstload.aspx?tsname=pgenb&pgena_156id=10002000000046&hitype=load&storeid=false

Electrical Installation Under Directorate of Electricity

Welcome applicant

Search...

Applicant Dashboard

search here New Application for Certification of Electrical Installation by Chief Electrical Inspector 1-62 of 62

Sr.No.	Details	Status	License Number	Type of Application
1	<p>Form Id: ELE000042</p> <p>Application For: EHV</p> <p>Applied On: 13-Oct-2017</p> <p>Applicant Name: Test</p> <p>Discom/Suppliers name: CESC</p> <p>Application Type: Non Govt. Agency</p> <p>Amount: 100 (Payment Successfully Done)</p> <p>Documents Uploaded Successfully</p> <p>Documents Verification Completed Successfully</p> <p>View History Payment Receipt</p> <p>Form Id: ELE000041</p> <p>Application For: Test</p> <p>Applied On: 13-Oct-2017</p> <p>Applicant Name: Testv</p> <p>Discom/Suppliers name: WBSEDCL</p> <p>Application Type: Govt. Agency</p> <p>Amount: Payment Pending</p> <p>Documents Uploaded Successfully</p>	<p>Sent By: Electrical Inspector</p> <p>Sent To: Electrical Inspector</p> <p>Status: Paid</p> <p>Remarks:</p>		Electrical
2	<p>Form Id: ELE000041</p> <p>Application For: Test</p> <p>Applied On: 13-Oct-2017</p> <p>Applicant Name: Testv</p> <p>Discom/Suppliers name: WBSEDCL</p> <p>Application Type: Govt. Agency</p> <p>Amount: Payment Pending</p> <p>Documents Uploaded Successfully</p>	<p>Sent By: APPLICANT</p> <p>Sent To: Chief Electrical Inspector</p> <p>Status: Submit</p> <p>Remarks: N/A</p>		Electrical

cei.wbpower.gov.in/asp/vtstload.aspx?tsname=pgenb&pgena_156id=10002000000046&hitype=load&storeid=false

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Electrical Installation Under Directorate of Electricity

Welcome applicant

Search...

Applicant Dashboard

search here New Application for Certification of Electrical Installation by Chief Electrical Inspector 1-62 of 62

Sr. No.	Details	Status	License Number	Type of Application
1	Form Id: ELE000042 Application For: EHV Applied On: 13-Oct-2017 Applicant Name: Test Discom/Suppliers name: CESC Application Type: Non Govt. Agency Amount: 100 (Payment Successfully Done) Documents Uploaded Successfully Documents Verification Completed Successfully View History Download Certificate Payment Receipt	Sent By: Electrical Inspector Sent To: APPLICANT Status: Issue Certificate Remarks: N/A	LIC/2017/EI/000059	Electrical
2	Form Id: ELE000041 Application For: Test Applied On: 13-Oct-2017 Applicant Name: Testv Discom/Suppliers name: WBSEDCL Application Type: Govt. Agency Amount: Payment Pending Documents Uploaded Successfully	Sent By: APPLICANT Sent To: Chief Electrical Inspector Status: Submit Remarks: N/A		Electrical

cei.wbpower.gov.in/asp/instload.aspx?trname=pgenb&pgena_156id=10002000000046&hitype=load&storeid=false

C. Tracking and monitoring of Status:

7. If desired, the status can also be checked on clicking the History hyperlink (for tracking & monitoring the status).

(Screenshot is as given below):

Electrical Installation Under Directorate of Electricity

Welcome applicant

Search...

Applicant Dashboard

search here New Application for Certification of Electrical Installation by Chief Electrical Inspector 1-62 of 62

Sr. No.	Details	Status	License Number	Type of Application
1	Form Id: ELE000042 Application For: EHV Applied On: 13-Oct-2017 Applicant Name: Test Discom/Suppliers name: CESC Application Type: Non Govt. Agency Amount: 100 (Payment Successfully Done) Documents Uploaded Successfully Documents Verification Completed Successfully View History Download Certificate Payment Receipt	Sent By: Electrical Inspector Sent To: APPLICANT Status: Issue Certificate Remarks: N/A	LIC/2017/EI/000059	Electrical
2	Form Id: ELE000041 Application For: Test Applied On: 13-Oct-2017 Applicant Name: Testv Discom/Suppliers name: WBSEDCL Application Type: Govt. Agency Amount: Payment Pending Documents Uploaded Successfully	Sent By: APPLICANT Sent To: Chief Electrical Inspector Status: Submit Remarks: N/A		Electrical

cei.wbpower.gov.in/asp/instload.aspx?trname=pgenb&pgena_156id=10002000000046&hitype=load&storeid=false

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On clicking the 'History' link on above webpage the following page appears with Status

Electrical Installation Under Directorate of Electricity

Welcome applicant

Search...

Application History

Rich here Print

Total no of Rows : 7 of 7

Sr.No.	Details	Status	License Number	Type of Application
1	Form Id: ELE000042 Application For: EHV Applied On: 13-Oct-2017 Applicant Name: Test Inspection Date: 16-Oct-2017 License No: LIC/2017/EI/000059	Sent By: ai_user Sent On: 2017-10-16 14:09:34 Action Status: Issue Certificate	2017-10-16	pgeb
2	Form Id: ELE000042 Application For: EHV Applied On: 13-Oct-2017 Applicant Name: Test Inspection Date: 16-Oct-2017 License No: LIC/2017/EI/000059	Sent By: tpa_user Sent On: 2017-10-16 14:08:30 Action Status: Forward	2017-10-16	pgeb
3	Form Id: ELE000042 Application For: EHV Applied On: 13-Oct-2017 Applicant Name: Test Inspection Date: 16-Oct-2017 License No: LIC/2017/EI/000059	Sent By: ai_user Sent On: 2017-10-16 14:07:25 Action Status: Forward	2017-10-16	pgeb
4	Form Id: ELE000042 Application For: EHV Applied On: 13-Oct-2017 Applicant Name: Test Inspection Date: 16-Oct-2017 License No: LIC/2017/EI/000059	Sent By: applicant Sent On: 2017-10-16 13:20:58 Action Status: Paid	2017-10-16	pgeb

D. Online payment:

8. The amount can be paid online by clicking on 'Payment' link,
(Screenshot is as given below):

Electrical Installation Under Directorate of Electricity

Welcome applicant

Search...

Applicant Dashboard

search here New Application for Certification of Electrical Installation by Chief Electrical Inspector

1-62 of 62

Sr.No.	Details	Status	License Number	Type of Application
1	Form Id: ELE000042 Application For: EHV Applied On: 13-Oct-2017 Applicant Name: Test Discom/Suppliers name: CESC Application Type: Non Govt. Agency Amount: 100 (Payment Not Approved) Documents Uploaded Successfully Documents Verification Completed Successfully Payment View History	Sent By: Electrical Inspector Sent To: APPLICANT Status: Pay Request Remarks: Please pay		Electrical
2	Form Id: ELE000041 Application For: Test Applied On: 13-Oct-2017 Applicant Name: Testv Discom/Suppliers name: WBSEDCL Application Type: Govt. Agency Amount: Payment Pending Documents Uploaded Successfully	Sent By: APPLICANT Sent To: Chief Electrical Inspector Status: Submit Remarks: N/A		Electrical

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9. On clicking link for Payment, the amount to be paid appears with 'Pay Now' option (Screenshot is as given below):

The screenshot shows a web browser window with the URL cei.wbpower.gov.in/asp/mainnew.aspx. The page title is "Electrical Installation Under Directorate of Electricity". A search bar is visible at the top. On the left sidebar, the "TRANSACTION" menu is highlighted. The main content area displays "Payment Details" in a red-bordered box. Below this, there is a table with the following data:

Sr No	Application Form	Department	Amount(₹)	Delete
1	Certification of Electrical Installation by Chief Electrical InspectorApplication Amount	Power	₹ 100.00	Delete

To the right of the table, under "Transaction Details", the following information is displayed:

- User: applicant
- Reference No: WB1710161301017421
- Total Amount: ₹ 100.00
- No of Items: 1

At the bottom right, there are two buttons: "Pay now" (highlighted with a red box) and "Pay later".

10. On clicking the 'Pay Now' button, the following screen appears with payment options where online payment can be made by the applicant (Screenshot is as given below):

The screenshot shows a web browser window with the URL <https://uat.billdesk.com/MercOnline/OnePlusRequestController>. The page has a header with two tabs: "1 Payment Option" and "2 Total Amount". The main content area is titled "Select Payment Method" and contains two radio button options: "Credit Card" and "Debit Card". Under each option, there are logos for VISA and MasterCard. At the bottom left, there is a "CANCEL" button, and at the bottom right, there is a "CONTINUE" button. The Bill Desk logo is visible at the bottom right of the page.

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11. Sample payment receipt for online application can be downloaded by clicking 'Payment Receipt' link.

(Screenshot is as given below):

The screenshot shows the 'Applicant Dashboard' of the 'Electrical Installation Under Directorate of Electricity' portal. The dashboard displays a table of applications. The first application (Sr. No. 1) is highlighted, and the 'Payment Receipt' link is circled in red.

Sr. No.	Details	Status	License Number	Type of Application
1	Form Id: ELE000042 Application For: EHV Applied On: 13-Oct-2017 Applicant Name: Test Discom/Suppliers name: CESC Application Type: Non Govt. Agency Amount: 100 (Payment Successfully Done) Documents Uploaded Successfully Documents Verification Completed Successfully View History Payment Receipt	Sent By: Electrical Inspector Sent To: Electrical Inspector Status: Paid Remarks:		Electrical
2	Form Id: ELE000042 Application For: Test Applied On: 13-Oct-2017 Applicant Name: Testv Discom/Suppliers name: WBSEDCL Application Type: Govt. Agency Amount: Payment Pending Documents Uploaded Successfully	Sent By: APPLICANT Sent To: Chief Electrical Inspector Status: Submit Remarks: N/A		Electrical

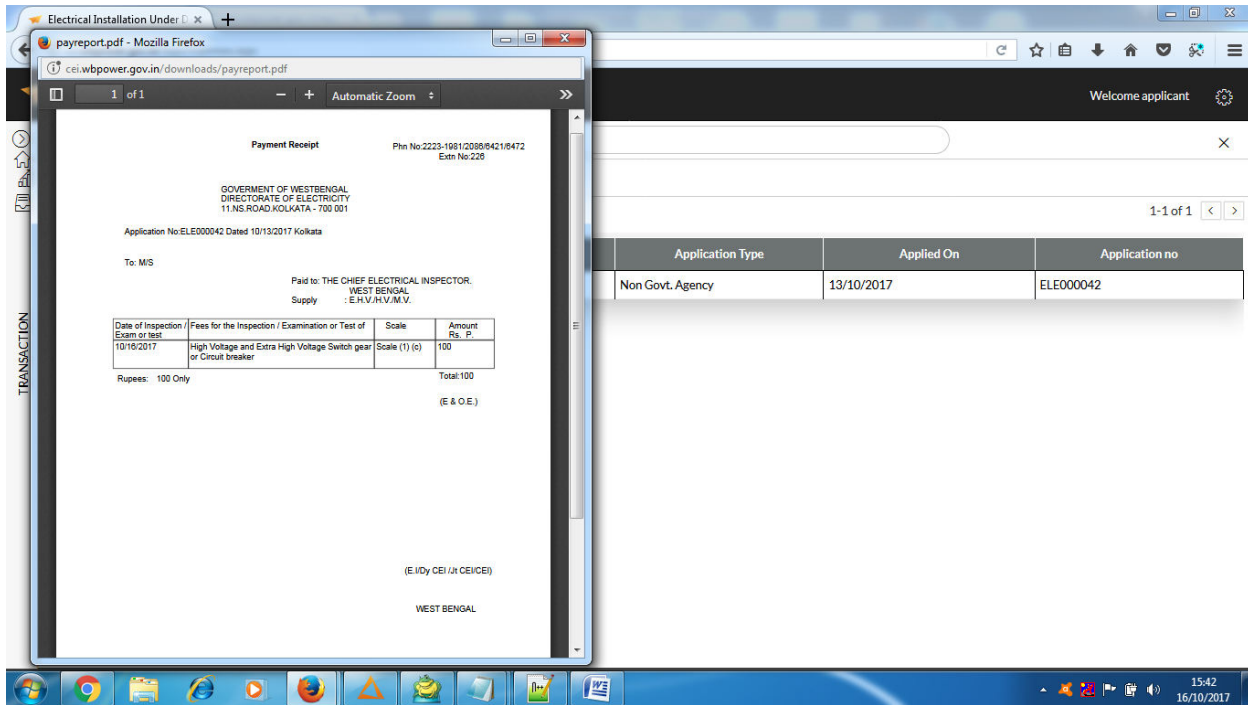
12. The following web-page appears for downloading Payment Receipt. On clicking the link- 'PDF', receipt can be downloaded. (Screenshot below)

The screenshot shows the 'PDF Status' page of the 'Electrical Installation Under Directorate of Electricity' portal. The page displays a table of applications. The 'PDF' link is circled in red.

Sr. No.	Payment Receipt	Applicant Name	Application Type	Applied On	Application no
1	PDF	Test	Non Govt. Agency	13/10/2017	ELE000042

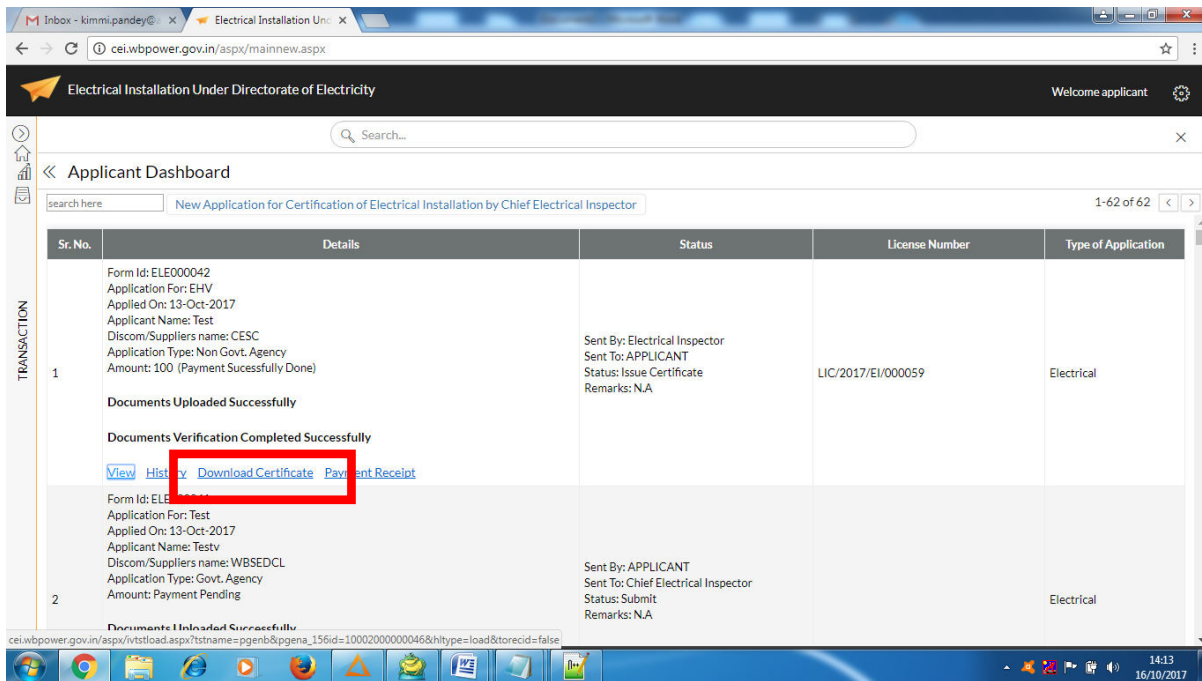
Sample Payment Receipt (as screen shot below):

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E. Approval and issuance of certificate

12. On approval, the Applicant Dashboard shows link called 'Download Certificate' (screenshot below), and by clicking on this 'Download Certificate' link the final Certificate can be downloaded.



Government of West Bengal

13. The following web-page appears where there is a link called 'PDF' under heading 'Final Certificate'. On clicking on this link – 'PDF', the final certificate can be downloaded.

Electrical Installation Under Directorate of Electricity

Welcome applicant

Search...

PDF Status

search here Print New Total no of Rows : 1 of 1

Sr. No.	Final Certificate	Applicant Name	Application Type	Applied On	Application no
1	PDF	Test	Non Govt. Agency	13/10/2017	ELE000042

TRANSACTION

javascript:callHLaction('openpdf','0','icert');

14. The final signed approval certificate gets downloaded.
Screenshots of downloaded final signed approval certificate are as given below:

report2.pdf - Mozilla Firefox

cei.wbpower.gov.in/downloads/report2.pdf

1 of 1 Automatic Zoom

APPROVAL FORM No: 000059 Date: 10/10/2017
Phn No:2223-1981/2009/9421/9472 Ext No:225

GOVERNMENT OF WESTBENGAL
DIRECTORATE OF ELECTRICITY
11,NS.ROAD,KOLKATA - 700 001

License/Approval Certificate No. LIC/2017/EI/000059 Dated: 10/10/2017, Kolkata

From : The Directorate of Electricity, Power & NES Dept. of WB.

To: MS

Sub: Approval of energization of High Voltage installation comprising of

Transformer Details:

Sl No	KVA Rating	Voltage ratio	Oil/dry	Maker name	Serial no
1	100	100	Oil	Transformer	1234

Switch Gear:

Sl No	Voltage rating	Maker's name
1	100	Switch1234

Cable Size:

Sl No	Size	Voltage rating
1	10	100

Ref: Your Online Application no:ELE000042,(recd. on 10/10/2017)

Sir's,

With reference to the above application under Regulations no. 43(2) of the Central Electricity Authority (Measures relating to safety and electric supply) Regulations, 2010 and the inspection by this office on 10/10/2017, I hereby accord approval to your bringing into use the high voltage installation mentioned above subject to your compliance with the requirements of the said Regulations as set out below and any future additions to or alterations in the 100 KV high voltage circuit or apparatus being notified to the Electrical Inspector, West Bengal and approval in writing obtained from him before the same are brought into use. However you shall have to install a circuit breaker of adequate rating at the secondary side of above transformer as per Regulations No. 35(3) (i).

Yours faithfully,
(E.I/Dy CEI & CE/ICE)
WEST BENGAL

TRANSACTION

Welcome applicant

Search...

Total no of Rows : 1 of 1

Application Type	Applied On	Application no
agency	13/10/2017	ELE000042