User Manual

For

Certification of Electrical Installation by Chief Electrical Inspector

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

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Description</th>
<th>Page No.</th>
</tr>
</thead>
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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](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):

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’:

![Screenshot of Online Application System](image-url)
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):
### Application Form

**Transformer Details**

<table>
<thead>
<tr>
<th>Maker Name</th>
<th>Serial No.</th>
<th>Oil/Dry</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1234</td>
<td>Oil</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>KVA rating</th>
<th>Voltage ratio</th>
<th>Current ratio</th>
<th>Oil quantity (in litres)</th>
<th>Vector group</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td></td>
</tr>
</tbody>
</table>

- **Add**

<table>
<thead>
<tr>
<th>Site</th>
<th>Maker Name</th>
<th>Serial No.</th>
<th>Oil/Dry</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>1234</td>
<td>Oil</td>
</tr>
</tbody>
</table>

**Switch Gear**

<table>
<thead>
<tr>
<th>Maker's name and serial No</th>
<th>Voltage rating And Ampere</th>
<th>Short time withstand current and duration of withstanding time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Switch 1234</td>
<td>100</td>
<td>100</td>
</tr>
</tbody>
</table>

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

**Applicant Dashboard**

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Details</th>
<th>Status</th>
<th>License Number</th>
<th>Type of Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Form to: ELE000042 Application For: 44WV</td>
<td>Sent by: Electrical Inspector</td>
<td></td>
<td>Electrical</td>
</tr>
<tr>
<td></td>
<td>Sent To: APPLICANT</td>
<td>Status: Paid</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Remarks: Pending</td>
<td>Payment received</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Form to: ELE000041 Application For: 44WV</td>
<td>Sent by: APPLICANT</td>
<td></td>
<td>Electrical</td>
</tr>
<tr>
<td></td>
<td>Status: Exempt</td>
<td>Remarks: Pending</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Documents Verification/Verification Completed Successfully**

- Payment
- History

**Documents Uploaded Successfully**

- Form to: ELE000042
- Form to: ELE000041

**Electrical Installation Under Directorate of Electricity**

- Welcome applicant
- Search...

**Transactions**

- New Application for Certification of Electrical Installation by Chief Electrical Inspector
- Payment Requested
- Payment Received
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):
On clicking the ‘History’ link on above webpage the following page appears with Status

D. Online payment:
8. The amount can be paid online by clicking on ‘Payment’ link,
   (Screenshot is as given below):
9. On clicking link for Payment, the amount to be paid appears with ‘Pay Now’ option (Screenshot is as given below):

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):
11. Sample payment receipt for online application can be downloaded by clicking ‘Payment Receipt’ link.
(Screenshot is as given below):

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

Sample Payment Receipt (as screen shot below):
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.
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.

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