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GOVERNMENT OF KERALA

Power (C) Department

NOTIFICATION

G. O. (P) No. 48/2013/PD.

Dated, Thiruvananthapuram, 16th November, 2013.

S. R. O. No. 922/2013.—In exercise of the powers conferred by section 3 of the Kerala State Right to Service Act, 2012 (18 of 2012), the Government of Kerala have notified the services, rendered to the public, stipulated time limit, designated officer, first appellate authority and second appellate authority in the Department of Electrical Inspectorate, Kerala State Electricity Board and the Energy Management Centre, vide notification issued under G. O. (P) No. 14/2013/PD, dated 4th April, 2013 and published as S. R. O. No. 281/2013 in the Kerala Gazette Extraordinary No. 990 dated 4th April, 2013. Now, the Government of Kerala hereby make the following amendment to the said notification in respect of the details of the designated officers, first appellate authority and second appellate authority and documents to be attached with application in respect of the Department of Electrical Inspectorate, specified in the Schedule, namely:—

AMENDMENT

In the Schedule to the said notification for the heading “I DEPARTMENT OF ELECTRICAL INSPECTORATE” and the entries under it the following heading and entries shall be substituted, namely:—

SCHEDULE

NAME OF DEPARTMENT : DEPARTMENT OF ELECTRICAL INSPECTORATE

A : HEAD OFFICE OF DEPARTMENT OF ELECTRICAL INSPECTORATE

No.	Category of Services	Documents to be attached with application	Working Days	Designated Officer	First Appellate Authority	Second Appellate Authority
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.	Scrutiny, Approval and Inspection of Electrical Installations (i) Electrical Scheme Approval	(a) A covering letter. (b) Authorisation Letter from the client authorising the Electrical contractor to carry out the work, giving brief particulars of the scheme. (c) Electrical Schematic drawings. (d) Copy of the Electrical Contractors Licence. (e) Original chalan receipt for the remittance of the Scrutiny Fee remitted in a Government Treasury/Friends under the head of account : 0043-00-102. (f) Certificate of Soil Resistivity (Required for HT/EHT Installations). (g) Fault Level Calculation (Required for HT/ EHT Installations) (h) Earthing Calculation (Required for HT/EHT Installations). (i) Bus Duct design (Required for Transformer and Generator of rating > .630 KVA). (j) A/C Calculation (Required only for Centralized AC Installations). (k) Pro forma and Checklist (available at Web site : www.ceikerala.gov.in).	20	Electrical Inspector	Additional Chief Electrical Inspector	Chief Electrical Inspector
	(i) a: Issue of Non conformity report					
	(i) b : Issue of Approval of Electrical Scheme if no non conformity					

	(i) c : Issue of Approval of Electrical Scheme in the case of (i) a, above	Compliance Report after rectifying defects.	15	Electrical Inspector	Additional Chief Electrical Inspector	Chief Electrical Inspector
	(ii) Issue of Safety Certificate and Sanction for Energisation.					
	(ii) a : Issue of Non conformity report after the inspection (ii) b : Issue of Safety Certificate and Sanction for Energisation if no non conformity.	(a) Completion report of work (b) Original chalan receipt for the remittance of the Initial inspection Fee remitted in a Government Treasury/ Friends under the head of account : 0043-00-102.	10			
	(ii) c : Issue of Safety Certificate and Sanction for Energisation in the case of (ii)a, above.	Compliance Report after rectifying defects				
	(iii) Inspection and issue of Valuation Certificate for Electrical installations.	(a) Request for Valuation (b) Original chalan receipt for the remittance of the Initial inspection Fee remitted in a Government Treasury/ Friends under the head of account : 0043-00-102	30			
2.	Cinema Operator (i) : Issue of Fresh Licence of Cinema Operator	(a) Request Letter (b) Original Hall Tickets of Cinema Operator Written Examination and Practical Examination (c) True copy of certificate duly attested by a Gazetted Officer to prove Date of birth (d) Original chalan receipt for the remittance of the fee, ₹ 250, remitted in a Government Treasury/Friends under the head of account "0043-00-800-98". (e) Two passport size photographs attested by a Gazetted Officer (f) (on the back side, stating that this is the true photograph of Shri/Smt.....) (g) Two specimen signatures duly attested by a Gazetted Officer.	20			

(1)	(2)	(3)	(4)	(5)	(6)	(7)
	(ii) Issue of licence in lieu of lapsed Cinema Operator licence	<p>(h) Self addressed and stamped envelope of size 20 cm x 14 cm (Stamps worth ₹ 32)</p> <p>(a) Duly filled Application form for Cinema Operator Licence</p> <p>(b) Original Lapsed Cinema Operator Licence</p> <p>(c) Documents to be forwarded along with the application</p> <p>(d) Original chalan receipt for the remittance of the fee** ₹ 250 remitted in a Government Treasury or in Friends under the head of account “0043-00-800-98”.</p> <p>(e) Two passport size photographs attested by a Gazetted Officer</p> <p>(f) (on the back side, stating that this is the true photograph of Shri/Smt.....)</p> <p>(g) Two specimen signatures duly attested by a Gazetted Officer</p> <p>(h) Self addressed and stamped envelope of size 20 cm x 14 cm (Stamps worth ₹ 32).</p>	20	Electrical Inspector	Additional Chief Electrical Inspector	Chief Electrical Inspector
	(iii) Issue of duplicate Licence of Cinema Operator	<p>(a) Duly filled Application form for Duplicate Cinema Operator Licence</p> <p>(b) Original chalan receipt for the remittance of the fee** ₹ 100 for Licence or ₹ 100 for certificate remitted in a Government Treasury or in Friends under the head of account “0043-00-800-99”.</p> <p>(c) Two passport size photographs attested by a Gazetted Officer</p> <p>(d) (on the back side, stating that this is the true photograph of Shri/Smt.....)</p> <p>(e) Two specimen signatures duly attested by a Gazetted Officer</p> <p>(f) Self addressed and stamped envelope of size 20 cm x 14 cm (Stamps worth ₹ 32)</p>	20			

		<ul style="list-style-type: none"> (g) Certification by the applicant of the loss or damage, mutilation or defacement of the original Licence attested by a Gazetted Officer. (h) Copy of the prescribed notice published in the daily news paper approved by PRD. (i) Certificate from the Electrical Inspector/ Deputy Chief Electrical Inspector, District office with details of renewal of permit and Permit Valid up to date 				
3.	Electrical Wireman					
	<ul style="list-style-type: none"> (i) Issue of Electrical Wireman Permit and Competency Certificates under exempted category 	<ul style="list-style-type: none"> (a) Duly filled Application form for Electrical Wireman Permit (Application form available at Website : www.ceikerala.gov.in) (b) True copy of certificates duly attested by a Gazetted Officer to prove Date of birth, Qualifications (c) True copy of Trade Certificate should be attested by a Gazetted Officer in the Department of Electrical Inspectorate (d) Original chalan receipt for the remittance of the fee, ₹ 1000 **, remitted in a Government Treasury/Friends under the head of account “0043-00-800-99”. (e) Two passport size photographs attested by a Gazetted Officer (on the back side, stating that this is the true photograph of Shri/Smt.....) (f) Two specimen signatures duly attested by a Gazetted Officer. (g) Self addressed and stamped envelope of size 20 cm x 14 cm (Stamps worth ₹ 32) 	30	Deputy Chief Electrical Inspector (Secretary, Kerala State Electricity Licensing Board)	Additional Chief Electrical Inspector	Chief Electrical Inspector
	<ul style="list-style-type: none"> (ii) Issue of Electrical Wireman permit and Competency Certificates for successful candidate in written and practical examination 	<ul style="list-style-type: none"> (a) Request letter (b) Original Hall Tickets of Electrical Wireman Written Examination and Practical Examination 				

(1)	(2)	(3)	(4)	(5)	(6)	(7)
		<ul style="list-style-type: none"> (c) True copy of certificate duly attested by a Gazetted Officer to prove Date of birth (d) Original chalan receipt for the remittance of the fee, ₹ 500**, remitted in a Government Treasury/Friends under the head of account “0043-00-800-99” (e) Two passport size photographs attested by a Gazetted Officer (on the back side, stating that this is the true photograph of Shri/Smt.....) (f) Two specimen signatures duly attested by a Gazetted Officer. (g) Self addressed and stamped envelope of size 20 cm x 14 cm (Stamps worth Rs. 32) 	40	Deputy Chief Electrical Inspector (Secretary, Kerala State Electricity Licensing Board)	Additional Chief Electrical Inspector	Chief Electrical Inspector
	(iii) Issue of Electrical Wireman Permit in lieu of lapsed Permit	<ul style="list-style-type: none"> (a) Duly filled Application form for Electrical Wireman Permit (Application form available from Web site : ceikerala.gov.in) (b) Original Lapsed Electrical Wireman Permit (c) Original chalan receipt for the remittance of the fee** ₹ 700 remitted in a Government Treasury or in Friends under the head of account “0043-00-800-99”. (d) Two passport size photographs attested by a Gazetted Officer (on the back side, stating that this is the true photograph of Shri/Smt.....) (e) Two specimen signatures duly attested by a Gazetted Officer. (f) Self addressed and stamped envelope of size 20 cm x 14 cm (Stamps worth ₹ 32) 	15			
	(iv) Issue of Duplicate Electrical Wireman	<ul style="list-style-type: none"> (a) Duly filled Application form for Duplicate Electrical Wireman permit (b) Original chalan receipt for the remittance of the fee** ₹ 300 remitted in a Government Treasury or in Friends under the head of account “0043-00-800-99”. 				

		<p>(c) Two passport size photographs attested by a Gazetted Officer (on the back side, stating that this is the true photograph of Shri/Smt.....)</p> <p>(d) Two specimen signatures duly attested by a Gazetted Officer</p> <p>(e) Self addressed and stamped envelope of size 20 cm x 14 cm (Stamps worth ₹ 32)</p> <p>(f) Certification by the applicant of the loss or damage, mutilation or defacement of the original permit attested by a Gazetted Officer.</p> <p>(g) Copy of the prescribed notice published in the daily news paper approved by PRD</p> <p>(h) Certificate from the Electrical Inspector/ Deputy Chief Electrical Inspector, District office with details of renewal of licence</p>	15	Deputy Chief Electrical Inspector (Secretary, Kerala state Electricity Licensing Board)	Additional Chief Electrical Inspector	Chief Electrical Inspector
4.	<p>Electrical Supervisor— B Grade</p> <p>(i) Issue of Electrical Supervisor— B Grade Permit and Competency Certificates under exempted category</p>	<p>(a) Request letter</p> <p>(b) The original chalan Receipt of remittance in a Govt. Treasury/Janasevanakendram for ₹ 1000 (Head of Account : 0043-00-800-99)</p> <p>(c) Two Copies of Passport size Photograph. (Attested by a Gazetted Officer only on the backside of the photo)</p> <p>(d) Two signatures of the applicant. (Attested by a Gazetted Officer)</p> <p>(e) Self Addressed Stamped envelop for ₹ 32 Envelope of size 20 cm x 14 cm</p>	20			
	<p>(ii) Issue of Electrical Supervisor— B Grade permit and Competency Certificates for successful candidate in written and practical examination</p>	<p>(f) Request letter</p> <p>(g) Original Hall Tickets of Electrical Supervisor Written Examination and Practical Examination</p> <p>(h) True copy of certificate duly attested by a Gazetted Officer to prove Date of birth</p> <p>(i) Original chalan receipt for the remittance of the fee, ₹ 1000 **, remitted in a Government Treasury/Friends under the head of account “ 0043-00-800-99”</p>				

(1)	(2)	(3)	(4)	(5)	(6)	(7)
		<ul style="list-style-type: none"> (j) Two passport size photographs attested by a Gazetted Officer (on the back side, stating that this is the true photograph of Shri/Smt.....) (k) Two specimen signatures duly attested by a Gazetted Officer (l) Self addressed and stamped envelope of size 20 cm x 14 cm (Stamps worth ₹ 32) (m) Original Electrical Wireman permit, Competency Certificate (n) Original Electrical Contractor C Class Licence 	20	Deputy Chief Electrical Inspector (Secretary, Kerala State Electricity Licensing Board)	Additional Chief Electrical Inspector	Chief Electrical Inspector
	(iii) Renewal of Electrical Supervisor— B Grade Permit	<ul style="list-style-type: none"> (a) Duly filled Application form for Renewal of Electrical Supervisor (b) Original Electrical Supervisor Permit (c) Documents to be forwarded along with the application (d) Original chalan receipt for the remittance of the fee** ₹ 500 + (Late fee : ₹ 250) remitted in a Government Treasury or in Friends under the head of account “0043-00-800-99”. (e) Self addressed and stamped envelope of size 20 cm x 14 cm (Stamps worth ₹ 32) 	20			
	(iv) Issue of Electrical Supervisor— B Grade Permit in lieu of lapsed Permit.	<ul style="list-style-type: none"> (a) Duly filled Application form for Electrical Supervisor (b) Original Lapsed Electrical Supervisor Permit (c) Original chalan receipt for the remittance of the fee** ₹ 1300 remitted in a Government Treasury or in Friends under the head of account “0043-00-800-99” (d) Two passport size photographs attested by a Gazetted Officer(on the back side, stating that this is the true photograph of Shri/Smt.....) (e) Two specimen signatures duly attested by a Gazetted Officer (f) Self addressed and stamped envelope of size 20 cm x 14 cm (Stamps worth ₹ 32) 	20			

	(v) Issue of Duplicate Electrical Supervisor—B Grade	<p>(a) Duly filled Application form for Duplicate Electrical Supervisor permit</p> <p>(b) Original chalan receipt for the remittance of the fee** ₹ 500 remitted in a Government Treasury or in Friends under the head of account “0043-00-800-99”.</p> <p>(c) Two passport size photographs attested by a Gazetted Officer (on the back side, stating that this is the true photograph of Shri/Smt.....)</p> <p>(d) Two specimen signatures duly attested by a Gazetted Officer.</p> <p>(e) Self addressed and stamped envelope of size 20 cm x 14 cm (Stamps worth ₹ 32)</p> <p>(f) Certification by the applicant of the loss or damage, mutilation or defacement of the original permit attested by a Gazetted Officer.</p> <p>(g) Copy of the prescribed notice published in the daily news paper approved by PRD attested by a Gazetted Officer.</p> <p>(h) Attested copy of Competency Certificate</p>	20	Deputy Chief Electrical Inspector (Secretary, Kerala State Electricity Licensing Board)	Additional Chief Electrical Inspector	Chief Electrical Inspector
5	Electrical Supervisor—A Grade					
	(i) Issue of Electrical Supervisor—A Grade permit and Competency Certificate under exempted category—after the approval of Kerala State Electricity Licensing Board	<p>(a) Request letter</p> <p>(b) The original Chalan Receipt of remittance in a Government Treasury/Janasevanakendram for ₹ 2000 (Head of Account : 0043-00-800-99)</p> <p>(c) Two Copies of Passport size Photograph. (Attested by a Gazetted Officer only on the backside of the photo)</p> <p>(d) Two signatures of the applicant. (Attested by a Gazetted Officer)</p> <p>(e) Self Addressed Stamped envelope for ₹ 32. Envelope of size 20 cm x 14 cm</p>	30			
	(ii) Renewal of Electrical Supervisor—A Grade Permit after renewal	<p>(a) Duly filled Application form for Renewal of Electrical Supervisor</p> <p>(b) Original Electrical Supervisor Permit</p> <p>(c) Documents to be forwarded along with the application</p>				

(1)	(2)	(3)	(4)	(5)	(6)	(7)
		<p>(d) Original chalan receipt for the remittance of the fee** Rs.1,000 (Late fee : ₹ 500) remitted in a Govt Treasury or in Friends under the head of account “ 0043-00-800-99”.</p> <p>(e) Self addressed and stamped envelope of size 20 cm x 14 cm (Stamps worth ₹ 32)</p>	20	Deputy Chief Electrical Inspector (Secretary, Kerala State Electricity Licensing Board)	Additional Chief Electrical Inspector	Chief Electrical Inspector
(iii)	Issue of Electrical Supervisor—A Grade Permit in lieu of lapsed Permit	<p>(a) Duly filled Application form for Electrical Supervisor</p> <p>(b) Original Lapsed Electrical Supervisor Permit</p> <p>(c) Original chalan receipt for the remittance of the fee** ₹ 2,500 remitted in a Government Treasury or in Friends under the head of account “0043-00-800-99”.</p> <p>(d) Two passport size photographs attested by a Gazetted Officer (on the back side, stating that this is the true photograph of Shri/Smt.)</p> <p>(e) Two specimen signatures duly attested by a Gazetted Officer.</p> <p>(f) Self addressed and stamped envelope of size 20 cm x 14 cm (Stamps worth ₹ 32)</p>	30			
(iv)	Issue of Duplicate Electrical Supervisor—A Grade Permit	<p>(a) Duly filled Application form for Duplicate Electrical Supervisor permit</p> <p>(b) Original chalan receipt for the remittance of the fee** ₹ 1,000 remitted in a Government Treasury or in Friend sunder the head of account “0043-00-800-99”.</p> <p>(c) Two passport size photographs attested by a Gazetted Officer (on the back side, stating that this is the true photograph of Shri/Smt.....)</p> <p>(d) Two specimen signatures duly attested by a Gazetted Officer.</p> <p>(e) Self addressed and stamped envelope of size 20 cm x 14 cm (Stamps worth ₹ 32)</p>	20			

		<p>(f) Certification by the applicant of the loss or damage, mutilation or defacement of the original permit attested by a Gazetted Officer.</p> <p>(g) Copy of the prescribed notice published in the daily news paper approved by PRD.</p>					
6	Electrical Contractor—Class ‘A’	<p>(i) Issue of Electrical Contractor—Class ‘A’ Fresh Licence after the approval of Kerala State Electricity Licensing Board</p>	<p>(a) Duly filled Application form for Electrical Contractor Class A Licence (Application form available from Web site : www.ceikerala.gov.in)</p> <p>(b) Original chalan receipt for the remittance of the fee** remitted in a Government Treasury or in Friends under the head of account “0043-00-800-99”.</p> <p>(c) Original Test and Calibration Certificates of Instruments (validity does not exceed six months)</p> <p>(d) Verification Certificate of Tools (validity does not exceed six months)</p> <p>(e) Declaration of Wireman/Supervisor (attested by the officer from District Office of the Department of Electrical Inspectorate)</p> <p>(f) Original Electrical Wireman/Supervisor permit (for the enrollment of Wireman/Supervisor)</p> <p>(g) Bank Guarantee for ₹ 10,000 and ₹ 25,000 for HT and EHT installations respectively (for minimum period of 3 years)</p> <p>(h) Self addressed and stamped envelope of A4 size (Stamps worth ₹ 80)</p> <p>(i) Two passport size photographs attested by a Gazetted Officer (on the back side, stating that this is the true photograph of Shri/Smt.....)</p> <p>(j) Two specimen signatures duly attested by a Gazetted Officer.</p>	30	<p>Deputy Chief Electrical Inspector (Secretary, Kerala State Electricity Licensing Board)</p>	<p>Additional Chief Electrical Inspector</p>	<p>Chief Electrical Inspector</p>

(1)	(2)	(3)	(4)	(5)	(6)	(7)
		<ul style="list-style-type: none"> (k) Certificate of ownership/undertaking of workshop (fabricating unit)/Office (l) A List containing the data of the Electrical Installation works undertaken successfully and Hard Copies of the Letter of Approval of Electrical scheme (m) Approved drawings, Letter of Sanction for Energisation of installations 				
	(ii) Renewal—Electrical Contractor—Class ‘A’ Licence	<ul style="list-style-type: none"> (a) Duly filled Application form for renewal of Electrical Contractor Class A Licence (b) Original Electrical Contractor Class A Licence (c) Original chalan receipt for the remittance of the fee** ₹ 5,000 remitted in a Government Treasury or in Friends under the head of account “0043-00-800-99” (d) Original Test/Calibration Certificates of Instruments (validity does not exceed six months) (e) Verification Certificate of Tools (validity does not exceed six months) (f) Declaration of Wireman/Supervisor (attested from District Office of the Department of Electrical Inspectorate) (g) Original chalan receipt for the remittance of the fee** ₹ 200 remitted in a Government Treasury or in Friends under the head of account “0043-00-800-99” for the new enrollment of Wireman/Supervisor (**per Wireman/Supervisor) (h) Original Electrical Wireman/Supervisor permit (for the new enrollment of Wireman/Supervisor) (i) Bank Guarantee for ₹ 10,000 and ₹ 25,000 for HT and EHT installations respectively (j) Self addressed and stamped envelope of A4 size (Stamps worth ₹ 80) 	20	Deputy Chief Electrical Inspector (Secretary, Kerala State Electricity Licensing Board)	Additional Chief Electrical Inspector	Chief Electrical Inspector
	(iii) Issue of licence in lieu of lapsed Electrical Contractor Class ‘A’ Licence	<ul style="list-style-type: none"> (a) Duly filled Application form for Electrical Contractor Class A Licence (Application form available from Website : www.ceikerala.gov.in) 				

		<ul style="list-style-type: none"> (b) Original Electrical Contractor Class A Licence Original chalan receipt for the remittance of the fee** ₹ 7,000 remitted in a Government Treasury or in Friends under the head of account “0043-00-800-99”. (d) Original Test/Calibration Certificates of Instruments (validity does not exceed six months) (e) Verification Certificate of Tools (validity does not exceed six months) (f) Declaration of Wireman/Supervisor (attested from District Office of the Department of Electrical Inspectorate) (g) Bank Guarantee for ₹ 10,000 and ₹ 25,000 for HT and EHT installations respectively (h) Self addressed and stamped envelope of A4 size (Stamps worth ₹ 80) 	20	Deputy Chief Electrical Inspector (Secretary, Kerala State Electricity Licensing Board)	Additional Chief Electrical Inspector	Chief Electrical Inspector
(iv) Issue of duplicate Electrical Contractor Class ‘A’ Licence	<ul style="list-style-type: none"> (a) Duly filled Application form for the duplicate Electrical Contractor Class A Licence (b) Original chalan receipt for the remittance of the fee** ₹ 2,000 remitted in a Government Treasury or in Friends under the head of account “0043-00-800-99”. (c) Original Test and Calibration certificates of Instruments (validity does not exceed 6 months) (d) Verification Certificate of Tools (validity does not exceed six months) (e) Declaration of Wireman/Supervisor (attested from District Office of the Department of Electrical Inspectorate) (f) Original chalan receipt for the remittance of the fee** ₹ 200 remitted in a Government Treasury or in Friends under the head of account “0043-00-800-99” for the new enrollment of Wireman/Supervisor (g) Original Electrical Wireman/Supervisor permit (for the new enrollment of Wireman/Supervisor) (h) Bank Guarantee for ₹ 10,000 and ₹ 25,000 for HT and EHT installations respectively 	30				

(1)	(2)	(3)	(4)	(5)	(6)	(7)
		<ul style="list-style-type: none"> (i) Self addressed and stamped envelope of size 20 cm x 14 cm (Stamps worth ₹ 62) (j) Two passport size photographs attested by a Gazetted Officer (on the back side, stating that this is the true photograph of Shri/Smt.....) (k) Two specimen signatures duly attested by a Gazetted Officer. (l) Certification by the applicant of the loss or damage, mutilation or defacement of the original permit attested by a Gazetted Officer. (m) Copy of the prescribed notice published in the daily news paper approved by PRD. 				
7	<p>Electrical Contractor—Class ‘B’</p> <p>(i) Issue of Fresh Electrical Contractor—Class ‘B’ Licence</p>	<ul style="list-style-type: none"> (a) Duly filled Application form for Electrical Contractor Class B Licence (b) Original chalan receipt for the remittance of the fee** remitted in a Government Treasury or in Friends under the head of account “0043-00-800-99” (c) Original Test and Calibration Certificates of Instruments (validity does not exceed 6 months) (d) Verification Certificate of Tools (validity does not exceed six months) (e) Declaration of Wireman/Supervisor (attested by the officer from the Department of Electrical Inspectorate) (f) Original Electrical Wireman/Supervisor permit (for the enrollment of Wireman/Supervisor) (g) Self addressed and stamped envelope of size 20 cm x 14 cm (Stamps worth ₹ 62) (h) Two passport size photographs attested by a Gazetted Officer (on the back side, stating that this is the true photograph of Shri/Smt.....) (i) Two specimen signatures duly attested by a Gazetted Officer 	20	Deputy Chief Electrical Inspector (Secretary, Kerala State Electricity Licensing Board)	Additional Chief Electrical Inspector	Chief Electrical Inspector

		(j) Inspection reports from the Electrical Inspector/ Deputy Chief Electrical Inspector regarding the facilities provided (for scope of all LV/MV installation up to 250 kW and generator up to 250kVA in prescribed format is necessary.)					
	(ii) Renewal of Electrical Contractor— Class ‘B’ Licence	<p>(a) Duly filled Application form for renewal of Electrical Contractor Class B Licence</p> <p>(b) Original Electrical Contractor Class B Licence</p> <p>(c) Original chalan receipt for the remittance of the fee** ₹ 2,000 (Late fee : ₹ 500) remitted in a Govt Treasury or in Friends under the head of account “0043-00-800-99”.</p> <p>(d) Original Test and Calibration certificates of Instruments (validity does not exceed 6 months)</p> <p>(e) Verification Certificate of Tools (validity does not exceed six months)</p> <p>(f) Declaration of Wireman/Supervisor (attested by the officer from District Office of the Department of Electrical Inspectorate)</p> <p>(g) Original chalan receipt for the remittance of the fee** ₹ 200 remitted in a Government Treasury or in Friends under the head of account “0043-00-800-99” for the new enrollment of Wireman/Supervisor (per Wireman/Supervisor)</p> <p>(h) Original Electrical Wireman/Supervisor permit (for the new enrollment of Wireman/Supervisor)</p> <p>(i) Self addressed and stamped envelope of A4 size (Stamps worth ₹ 80.)</p>	25		Deputy Chief Electrical Inspector (Secretary, Kerala State Electricity Licensing Board)	Additional Chief Electrical Inspector	Chief Electrical Inspector
	(iii) For the issue of 1 Electrical Contractor—Class ‘B’ Licence in lieu of lapsed Licence	<p>(a) Duly filled Application form for Electrical Contractor Class B Licence (Application form available from Website : ceikerala.gov.in)</p> <p>(b) Original Electrical Contractor Class B Licence</p> <p>(c) Original chalan receipt for the remittance of the fee** ₹ 3,500 remitted in a Government Treasury or in Friends under the head of account “ 0043-00-800-99”.</p>					

(1)	(2)	(3)	(4)	(5)	(6)	(7)
		<ul style="list-style-type: none"> (d) Original Test and Calibration certificates of Instruments (validity does not exceed 6 months) (e) Verification Certificate of Tools (validity does not exceed six months) (f) Declaration of Wireman/Supervisor (attested by the officer from District Office of the Department of Electrical Inspectorate) (g) Self addressed and stamped envelope of A4 size (Stamps worth ₹ 80.) 	20			
	(iv) For the issue of duplicate Electrical Contractor Class 'B'	<ul style="list-style-type: none"> (a) Duly filled Application form for the duplicate Electrical Contractor Class B Licence (Application form available from Website : www.ceikerala.gov.in) (b) Original chalan receipt for the remittance of the fee** ₹ 1,000 remitted in a Government Treasury or in Friends under the head of account " 0043-00-800-99". (c) Original Test and Calibration certificates of Instruments (validity does not exceed six months) (d) Verification Certificate of Tools (validity does not exceed six months) (e) Declaration of Wireman/Supervisor (attested from District Office of the Department of Electrical Inspectorate) (f) Original chalan receipt for the remittance of the fee** ₹ 200 remitted in a Government Treasury or in Friends under the head of account "0043-00-800-99" for the new enrollment of Wireman/Supervisor (g) Original Electrical Wireman/Supervisor permit (for the new enrollment of Wireman/Supervisor) (h) Bank Guarantee for ₹ 10,000 and ₹ 25,000 for HT and EHT installations respectively (i) Self addressed and stamped envelope of size 20 cm x 14 cm (Stamps worth ₹ 62) 	20	Deputy Chief Electrical Inspector (Secretary, Kerala State Electricity Licensing Board)	Additional Chief Electrical Inspector	Chief Electrical Inspector

		<ul style="list-style-type: none"> (j) Two passport size photographs attested by a Gazetted Officer (on the back side, stating that this is the true photograph of Shri/Smt.....) (k) Two specimen signatures duly attested by a Gazetted Officer. (l) Certification by the applicant of the loss or damage, mutilation or defacement of the original permit attested by a Gazetted Officer. (m) Copy of the prescribed notice published in the daily news paper approved by PRD. 				
8	Electrical Contractor—Class ‘C’					
	(i) Issue of Fresh Electrical Contractor—Class ‘C’ licence	<p>(Electrical Contractor Class C* Licence issued on the Report from Electrical Inspector/Deputy Chief Electrical Inspector)</p> <ul style="list-style-type: none"> (a) Original chalan receipt for the remittance of the fee ₹ 800 (fee for issue of Contractor Licence) remitted in a Govt. Treasury or in Friends (head of account “0043–00–800–99” (b) Original Test certificates of Instruments ** Verification Certificate of Tools (validity does not exceed six months) (c) Self addressed and stamped envelope of size 20 cm x 14 cm (Stamps worth ₹ 62) (d) Two passport size photographs attested by a Gazetted Officer (on the back side, stating that this is the true photograph of Shri/Smt.....) (e) Two specimen signatures duly attested by a Gazetted Officer (f) Original Electrical Wireman Permit. 	20	Deputy Chief Electrical Inspector (Secretary, Kerala State Electricity Licensing Board)	Additional Chief Electrical Inspector	Chief Electrical Inspector
	(ii) Issue of Electrical Contractor Class ‘C’ licence in lieu of lapsed Licence	<ul style="list-style-type: none"> (a) Duly filled Application form for Electrical Contractor Class C Licence (Application form available from Website : ceikerala.gov.in) (b) Original Electrical Contractor Class C Licence 				

(1)	(2)	(3)	(4)	(5)	(6)	(7)
		<ul style="list-style-type: none"> (c) Original chalan receipt for the remittance of the fee** ₹ 700 remitted in a Government Treasury or in Friends under the head of account “0043-00-800-99”. (d) Original Test and Calibration certificates of Instruments (validity does not exceed six months) (e) Verification Certificate of Tools (validity does not exceed six months) (f) Self addressed and stamped envelope of size 20 cm x 14 cm (Stamps worth ₹ 32) (g) Original Electrical Wireman Permit. 	15			
	(iii) Issue of duplicate Electrical Contractor Class ‘C’ Licence	<ul style="list-style-type: none"> (a) Duly filled Application form for the duplicate Electrical Contractor Class C Licence (b) Original chalan receipt for the remittance of the fee** ₹ 800 remitted in a Government Treasury or in Friends under the head of account “0043-00-800-99”. (c) Original Test and Calibration certificates of Instruments (validity does not exceed six months) (d) Verification Certificate of Tools (validity does not exceed six months) (e) Self addressed and stamped envelope of size 20 cm x 14 cm (Stamps worth ₹ 32) (f) Certification by the applicant of the loss or damage, mutilation or defacement of the original permit attested by a Gazetted Officer. (g) Copy of the prescribed notice published in the daily news paper approved by PRD attested by a Gazetted Officer. (h) Original Electrical Wireman Permit (i) Two passport size photographs attested by a Gazetted Officer (on the back side, stating that this is the true photograph of Shr /Smt.....) (j) Two specimen signatures duly attested by a Gazetted Officer. (k) Certificate from the Electrical Inspector/Dy. Chief Electrical Inspector, District office with details of renewal of licence 	15	Deputy Chief Electrical Inspector (Secretary, Kerala State Electricity Licensing Board)	Additional Chief Electrical Inspector	Chief Electrical Inspector

9	Other services—Kerala State Electricity Licensing Board (i) For the issue permit (under exempted category) after scope modification of Electrical Supervisors Grade A and B	(a) Request letter (b) The original Chalan Receipt of remittance in a Govt. Treasury/Janasevanakendram for ₹ 500 for Electrical Supervisors Grade B, ₹ 1,000 for Electrical Supervisors Grade B (Head of Account : 0043-00-800-99) (c) Two Copies of Passport size Photograph. (Attested by a Gazetted Officer only on the backside of the photo) (d) Two signatures of the applicant (Attested by a Gazetted Officer) (e) Self Addressed Stamped envelop for ₹ 32 Envelope of size 20 cm x 14 cm (f) Original Permit and Competency Certificate.	30	Deputy Chief Electrical Inspector (Secretary, Kerala State Electricity Licensing Board)	Additional Chief Electrical Inspector	Chief Electrical Inspector
	(ii) For Additional Staff enrolment under Electrical Contractor (Wireman/Supervisor)	(a) Request letter (b) Declaration of Wireman/Supervisor (attested by the officer from District Office of the Department of Electrical Inspectorate) (c) Original chalan receipt for the remittance of the fee** ₹ 200 remitted in a Government Treasury or in Friends under the head of account “ 004-00-800-99” for the new enrollment of Wireman/Supervisor (per Wireman/Supervisor) (d) Original Electrical Wireman/Supervisor permit (for the new enrollment of Wireman/Supervisor) (e) Original Electrical Contractor Licence	10			
	(iii) For the issue of recognition/ renewal of Institute for Electrical Wireman and Electrical Supervisor	(a) Duly filled Application form for the recognition of Electrical Wireman/Electrical Supervisor conducting Institution (b) Details of technical staff (c) Original chalan receipt for the remittance of the fee** ₹ 5,000 remitted in a Govt Treasury or in Friends under the head of account “ 0043-00-800-99”. (d) Test certificates of instruments	20			

*Application Forms and Fee details are available in Department Website : www.ceikerala.gov.in

NAME OF DEPARTMENT : DEPARTMENT OF ELECTRICAL INSPECTORATE

B. DISTRICT LEVEL OFFICES OF DEPARTMENT OF ELECTRICAL INSPECTORATE

No.	Category of Services	Documents to be attached with Application	Working Days	Designated Officer	First Appellate Authority	Second Appellate Authority
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1	Scrutiny, Approval and Inspection of Electrical Installations (i) Electrical Scheme Approval	(a) A covering letter (b) Authorisation Letter from the client authorising the Electrical contractor to carry out the work, giving brief particulars of the scheme	15	Deputy Chief Electrical Inspector @/ Electrical Inspector of the Concerned District	Additional Chief Electrical Inspector	Chief Electrical Inspector
	(i)a. Issue of Non conformity report	(c) Electrical Schematic drawings (d) Copy of the Electrical contractors Licence (e) Original chalan receipt for the remittance of the Scrutiny Fee remitted in a Government Treasury/ Friends under the head of account : "0043-00-102" (f) Certificate of Soil Resistivity (Required for HT/EHT Installations) (g) Fault Level Calculation (Required for HT/EHT Installations) (h) Earthing Calculation (Required for HT/EHT Installations)				
	(i)b. Issue of Approval of Electrical Scheme if no non conformity	(i) Bus Duct design (Required for Transformer and Generator of rating > 630 kVA) (j) A/C Calculation (Required only for Centralized AC Installations) (k) Pro forma and Checklist (available at Website : www.ceikerala.gov.in)				
	(i)c. Issue of Approval of Electrical Scheme in the case of (i) a, above	Compliance Report after rectifying defects,	10			

2	(ii) Issue of Safety Certificate and Sanction for Energisation (ii)a. Issue of Non conformity Report after the inspection (ii)b. Issue of Safety Certificate and Sanction for Energisation if no non conformity (ii)c. Issue of Safety Certificate and Sanction for Energisation in the case of (ii) a, above	(a) Completion report of work (b) Original chalan receipt for the remittance of the Initial inspection Fee remitted in a Government Treasury/Friends under the head of account : “0043-00-102” Compliance Report after rectifying defects	10	Deputy Chief Electrical Inspector @/ Electrical Inspector of the Concerned District	Additional Chief Electrical Inspector	Chief Electrical Inspector
3	(iii) Inspection and issue of Valuation Certificate for Electrical installations	(a) Request for Valuation (b) Original chalan receipt for the remittance of the Initial inspection Fee remitted in a Government Treasury/Friends under the head of account “0043-00-102”	30			
4	Issue Certificate under Regulation 62 of CEA (MS&ES) Regulation 2010	(a) Request letter (b) Submission of Site plan of proposed building (with Plan and Elevation) Showing nearby Power lines and its clearance duly approved by the Supplier (c) Original chalan receipt for the remittance of the fee ₹ 1000 (₹ 100 for SC/ST category or BPL) remitted in a Government Treasury or in Friends under the head of account “0043-00-102”	15			
5	Issue of Soil Resistivity Measurement Certificate	(a) Request letter for Soil resistivity measurement at the site of the proposed Electrical installation (b) Original chalan receipt for the remittance of the fee ₹ 1000 remitted in a Government Treasury or in Friends under the head of account : “0043-00-102”	15			
6	Issue of Safety Certificate for Cable TV Network	(a) Request letter for Safety Certificate for Cable TV Network (b) Attested copy of Allocation order of electric poles for drawing Cable TV network from licensee				

(1)	(2)	(3)	(4)	(5)	(6)	(7)
		(c) Map showing area of distribution of Cable TV and location of electric poles (d) Attested copy of registration certificate for Department of post (e) Original chalan receipt for the remittance of the inspection fee (₹ 5 per pole) remitted in a Government Treasury/Friends under the head of account: "0043-00-102"	15	Deputy Chief Electrical Inspector @/ Electrical Inspector of the Concerned District	Additional Chief Electrical Inspector	Chief Electrical Inspector
7	Inspection and issue of Valuation Certificate for Electrical installations	(a) Request letter for Valuation (b) Original chalan receipt for the remittance of the inspection fee remitted in a Government Treasury/ Friends under the head of account : "0043-00-102"	30			
8	*Electrical Wireman Renewal of Electrical Wireman Permit	(a) Duly filled application form for renewal of Electrical Wireman Permit (b) Original Electrical Wireman Permit (c) Original chalan receipt for the remittance of the fee** ₹ 300 (5 years) ₹ 500 (10 years)+ (Late fee : ₹ 200) remitted in a Government Treasury or in Friends under the head of account: "0043-00-800-99" (d) Self addressed and stamped envelope of size 20 cm x 14 cm (Stamps worth ₹ 32)	7			
9	*Electrical Contractor—Class 'C' Renewal of Electrical Contractor—Class 'C' Licence	(a) Duly filled application form for renewal of Electrical Contractor Class C Licence (b) Original Electrical Contractor Class C Licence (c) Original chalan receipt for the remittance of the fee** ₹ 500 (Late fee : ₹ 200) remitted in a Government Treasury or in Friends under the head of account : "0043-00-800-99" (d) Original Test and Calibration Certificates of Instruments (validity does not exceed 6 months) (e) Verification Certificate of tools (validity does not exceed six months)	15			

		<p>(f) Self addressed and stamped envelope of size 20 cm x 14 cm (Stamps worth ₹ 32)</p> <p>(g) Attested Copy of Electrical Wireman Permit</p>				
10	<p>*Other services—Kerala State Electricity Licensing Board</p> <p>For Recommending the issue of C—Class Electrical Contractor after conducting interview (to KSELB)</p>	<p>(a) Duly filled application form for Electrical Contractor Class C Licence</p> <p>(b) Original chalan receipt for the remittance of the fee ₹ 400 remitted in a Government Treasury or in Friends (Head of account “0043–00–800–99”)</p> <p>(c) Copy of the Experience Certificate attested by a Gazetted Officer</p> <p>(d) Copy of Electrical Wireman Permit attested by a Gazetted Officer</p> <p>(e) Self addressed and stamped envelope of size 10 cm x 24 cm (Stamps worth ₹ 5)</p> <p>(f) Applicant is requested to appear an Interview,</p>	7	Deputy Chief Electrical Inspector @/ Electrical Inspector of the Concerned District	Additional Chief Electrical Inspector	Chief Electrical Inspector
11	<p>*Cinema Operator</p> <p>Renewal—Cinema Operator Licence</p>	<p>(a) Duly filled application form for renewal of Cinema Operator Licence</p> <p>(b) Original Cinema Operator Licence</p> <p>(c) Documents to be forwarded along with the application</p> <p>(d) Original chalan receipt for the remittance of the fee ₹ 150 + (Late fee ₹ 50 per month) remitted in a Government Treasury or in Friends under the head of account “0043-00–800–98”.</p> <p>(e) Self addressed and stamped envelope of size 20 cm x 14 cm (Stamps worth ₹ 32)</p>	7	Deputy Chief Electrical Inspector @/ Electrical Inspector of the Concerned District	Additional Chief Electrical Inspector	Chief Electrical Inspector

@—At District Office of the Deputy Chief Electrical Inspector, Ernakulam, Trivandrum, Kozhikode.

—Application Forms and Fee details are available in Department Website : www.ceikerala.gov.in

NAME OF DEPARTMENT : DEPARTMENT OF ELECTRICAL INSPECTORATE

C. DISTRICT OFFICE OF DEPARTMENT OF ELECTRICAL INSPECTORATE, ERNAKULAM

No.	Category of Services	Documents to be attached with application	Working Days	Designated Officer	First Appellate Authority	Second Appellate Authority
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1	<p>Scrutiny, Approval and Inspection of Electrical Installations</p> <p>(i) Electrical Scheme Approval</p> <hr/> <p>(i) a. Issue of Non conformity Report</p> <hr/> <p>(i) b. Issue of Approval of Electrical Scheme if no non conformity</p>	<p>(a) A covering letter</p> <p>(b) Authorisation Letter from the client authorising the Electrical contractor to carry out the work, giving brief particulars of the scheme</p> <p>(c) Electrical Schematic drawings</p> <p>(d) Copy of the Electrical Contractors Licence</p> <p>(e) Original chalan receipt for the remittance of the Scrutiny Fee remitted in a Government Treasury/Friends under the head of account: "0043-00-102"</p> <p>(f) Certificate of Soil Resistivity (Required for HT/EHT Installations)</p> <p>(g) Fault Level Calculation (Required for HT/EHT Installations)</p> <p>(h) Earthing Calculation (Required for HT/EHT Installations)</p> <p>(i) Bus Duct Design (Required for Transformer and Generator of rating > 630 kVA)</p> <p>(j) A/C Calculation (Required only for Centralized A/C Installations)</p> <p>(k) Pro forma and Checklist (available at Website : www.ceikerala.gov.in)</p>	20	Deputy Chief Electrical Inspector	Additional Chief Electrical Inspector	Chief Electrical Inspector

	(i)c Issue of Approval of Electrical Scheme in the case of (i) a, above	Compliance Report after rectifying defects	15	Deputy Chief Electrical Inspector	Additional Chief Electrical Inspector	Chief Electrical Inspector
2	(ii) Issue of Safety Certificate and Sanction for Energisation (ii)a Issue of Non conformity report after the inspection (ii)b Issue of Safety Certificate and Sanction for Energisation if no non conformity (ii)c Issue of Safety Certificate and Sanction for Energisation in the case of (ii) a, above	(a) Completion report of work (b) Original chalan receipt for the remittance of the Initial inspection fee remitted in a Government Treasury/Friends under the head of account : “0043-00-102” Compliance Report after rectifying defects	10			
3	(iii) Inspection and issue of Valuation Certificate for Electrical installations	(a) Request for Valuation (b) Original chalan receipt for the remittance of the Initial inspection Fee remitted in a Government Treasury/Friends under the head of account : “0043-00-102”	30			
4	Issue Certificate under regulation 62 of CEA (MS&ES) Regulation, 2010	(a) Request letter (b) Submission of site plan of proposed building (with Plan and Elevation) Showing nearby Power lines and its clearance duly approved by the supplier (c) Original chalan receipt for the remittance of the fee ₹ 1000 (₹ 100 for SC/ST category or BPL) remitted in a Government Treasury or in Friends under the head of account : “0043-00-102”	15			
5	Issue of Soil Resistivity Measurement Certificate	(a) Request letter for Soil resistivity measurement at the site of the proposed Electrical installation (b) Original chalan receipt for the remittance of the fee ₹ 1000 remitted in a Government Treasury or in Friends under the head of account : “0043-00-102”	15			

(1)	(2)	(3)	(4)	(5)	(6)	(7)
6	Issue of Safety certificate for Cable TV Network	(a) Request letter for Safety Certificate for Cable TV Network (b) Attested copy of Allocation order of electric poles for drawing Cable TV network from licensee (c) Map showing area of distribution of Cable TV and location of electric poles (d) Attested copy of registration certificate for Department of Post (e) Original chalan receipt for the remittance of the inspection Fee (₹ 5 per pole) remitted in a Government Treasury/Friends under the head of account : “0043-00-102”	15	Deputy Chief Electrical Inspector	Additional Chief Electrical Inspector	Chief Electrical Inspector
7	Inspection and issue of Valuation Certificate for Electrical installations	(a) Request letter for Valuation (b) Original chalan receipt for the remittance of the inspection fee remitted in a Government Treasury/Friends under the head of account : “0043-00-102”	30			
8	*Electrical Wireman Renewal of Electrical Wireman permit	(a) Duly filled application form for renewal of Electrical Wireman Permit (b) Original Electrical Wireman Permit (c) Original chalan receipt for the remittance of the fee** ₹ 300 (5 years) ₹ 500 (10 years) + (Late fee : ₹ 200) remitted in a Government Treasury or in Friends under the head of account “0043-00-800-99”. (d) Self addressed and stamped envelope of size 20 cm x 14 cm (Stamps worth ₹ 32)	7			
9	*Electrical Contractor—Class ‘C’ Renewal of Electrical Contractor—Class ‘C’ Licence	(a) Duly filled application form for renewal of Electrical Contractor Class C Licence				

		<ul style="list-style-type: none"> (b) Original Electrical Contactor Class C Licence (c) Original chalan receipt for the remittance of the fee** ₹ 500 (Late fee : ₹ 200) remitted in a Government Treasury or in Friends under the head of account : “0043-00-800-99” (d) Original Test and Calibration Certificates of Instruments (validity does not exceed 6 months) (e) Verification Certificate of tools (validity does not exceed six months) (f) Self addressed and stamped envelope of size 20 cm x 14 cm (Stamps worth ₹ 32) (g) Attested Copy of Electrical Wireman Permit 	15			
10	<p>*Other services—Kerala State Electricity Licensing Board</p> <p>For Recommending the issue of ‘C’-Class Electrical Contractor after conducting interview (to KSEB)</p>	<ul style="list-style-type: none"> (a) Duly filled application form for Electrical Contractor Class C Licence (b) Original chalan receipt for the remittance of the fee ₹ 400 (Application Fee : ₹ 200 + Scrutiny fee : ₹ 200) remitted in a Government Treasury or in Friends (Head of account “0043-00-800-99”). (c) Copy of the Experience Certificate attested by a Gazetted Officer (d) Copy of Electrical Wireman Permit attested by a Gazetted Officer (e) Self addressed and stamped envelope of size 10 cm x 24 cm (Stamps worth ₹ 5) (f) Applicant is requested to appear an Interview 	7	Deputy Chief Electrical Inspector	Additional Chief Electrical Inspector	Chief Electrical Inspector

(1)	(2)	(3)	(4)	(5)	(6)	(7)
11	<p>* Cinema Operator</p> <p>Renewal—Cinema Operator Licence</p>	<p>(a) Duly filled Application form for Renewal of Cinema Operator Licence (Application form available from Website : ceikerala.gov.in)</p> <p>(b) Original Cinema Operator Licence</p> <p>(c) Documents to be forwarded along with the application</p> <p>(d) Original chalan receipt for the remittance of the fee ₹ 150 + (Late fee ₹ 50 per month) remitted in a Government Treasury or in Friends under the head of account “0043-00-800-98”.</p> <p>(e) Self addressed and stamped envelope of size 20 cm x 14 cm (Stamps worth ₹ 32)</p>	7	Deputy Chief Electrical Inspector	Additional Chief Electrical Inspector	Chief Electrical Inspector

* Application Forms and Fee details are available in Department Website : www.ceikerala.gov.in

By order of the Governor,
DR. NIVEDITA P. HARAN,
Additional Chief Secretary to Government.

Explanatory Note

(This does not form part of the notification, but is intended to indicate its general purport.)

As per notification issued under G. O. (P) No. 14/2013/PD dated 4th April, 2013 and published as S. R. O. No. 281/2013 in the Kerala Gazette Extraordinary No. 990 dated 4th April, 2013, the Government have notified the services rendered to the public and the details of the designated officers, stipulated time limit, first appellate authority and second appellate authority in respect of the Department of Electrical Inspectorate, Kerala State Electricity Board and the Energy Management Centre, in exercise of the powers conferred by section 3 of the Kerala State Right to Service Act, 2012 (18 of 2012).

In the said notification the designated officers, first appellate authority and second appellate authority of the Department of Electrical Inspectorate differ from that of the notification issued by the Department of Electrical Inspectorate, as E2-18672/2011/CEI dated 31st January, 2013 in the Kerala Gazette No. 8 dated 19th February, 2013. An Additional column viz. 'documents to be attached with application' was also included in the notification issued by the Department of Electrical Inspectorate. Therefore the Government have decided to amend the said notification suitably, incorporating the changes and the additional column in the notification issued by the Department of Electrical Inspectorate.

The notification is intended to achieve the above object.