

SOP FOR ISSUE OF NEW CONTRACTOR LICENSE

- Applicant should go through ELBO Regulation-2014 (uploaded in official website www.eicelectricityodisha.nic.in) thoroughly before filling of the application form.
- Open the portal (<https://edistrict.odisha.gov.in>) in your favourite web browser.
- Register in the portal for creating a login account. It is a **onetime process** for availing all services under (e district) portal.

- ***Steps to follow for registering in the portal***
- You must have a valid email ID and mobile no for registration into the system. If you do not have it then create a valid email ID and arrange a mobile no.
- Click on the Services icon (Top Right of the page). You will be redirected to the “**Register Yourself**” icon along with list of services available in the portal. Click on Register Yourself icon. One pop-up menu will appear. Enter all the required information and validate it. The system will send one email OTP and mobile OTP to your respective email ID and Mobile Number.
- Enter the email OTP and mobile OTP received by you and submit. Once it is successful, your login account is created.

(Refer the screen shot for registering into the system)

Full Name

Email Id

Mobile No.

Password

State
 Select

72bMt2

- Once the registration is over, click on the certificate you want to apply. A new window will open. Click on apply for services. Then click on online. Enter your login credentials (i.e. either with your registered email ID or Mobile Number). After successful login the application form will appear.

➤ **Steps for submitting Application Form for Contractor License**

APPLICATION FOR ISSUE OF NEW CONTRACTOR LICENSE
Govt. Of Odisha

Category Applying For

Category of License * **Type of Firm**

Applicant Details

Name of the Firm * **PAN No. of the firm** **Date of Birth ***

Name of the Proprietor/Authorized Representative **Age** **Mobile Number**

E-Mail

Business Address

State **District** **Block**

House No/Building Name **Street No/Road Name/Area/Colony** **At/PO** **Police Station**

PIN

Permanent Address

Same as Business Address? **State** **District** **Block**

House No/Building Name **Street No/Road Name/Area/Colony** **At/PO** **Police Station**

Other Details

Upload Photo

Upload Signature

Staff Details

Category	SCC/Permit CODES	SCC / Permit No.	Name	Valid Till
Supervisor HT	Workman EHT	hjk	SDFG	1234
Wireman MV	S			

Select The Office

Select the Office where physical verification of the staffs is to be done: *

SE-Cum-Secretary

SE-Cum-Secretary, ELBO *

Declaration

I do hereby understood and verified that above staff as mentioned in staff detail section. They agreed to be associated with my firm. Their consent has been taken by my legal agreement. Any kind of deficiency in the staff appointment cannot be modified till completion of license issue procedure and if such case appears, my application is liable to be rejected with forfeit of non refundable application fees.

I Agree *

Additional Details

Apply to the Office *

Engineer In Chief cum Principal Chief Electrical Inspector Odisha Bhubaneswar (STATE) - Rural/Urban

Word verification

Please enter the characters shown above

Draft
Submit
Close
Reset

- Fill the application with entering your correct data.
- You have to enter the following minimum staff detail for contractor license(MV), Contractor License(HT) & Contractor License (EHT) respectively.

Category of contractor License	Minimum staff to be appointed
Contractor License (MV)	1 Supervisor (MV), 1 Lineman(MV), 1 Wireman(MV)
Contractor License (HT)	1 Supervisor (HT), 1 workman(HT), 1 Lineman(MV), 1Wireman(MV)
Contractor License(EHT)	1 Supervisor (EHT), 2 Workman(EHT), 2 workman(HT), 1Wireman(MV)

If the application found without the above said concerned staffs, then the application will be rejected with forfeit of nonrefundable application fees

- Enter the displayed captcha in the given box.
- If you need to save the entered data and submit the application at later time then click on “Draft” else click on “submit” for submission of application.
- Verify the data. (Edit if required).
- Upload the required documents.

Upload the required documents

All of the following documents are mandatory to be uploaded.

- I. 10th pass certificate of proprietor
- II. PAN Card of firm
- III. Business address proof (Electricity Bill, Telephone Bill, Bank Pass book or affidavit sworn before Notary)
- IV. Identity proof of proprietor
- V. Employment declaration by staff & proprietor/ authorized representative as per the format given in Annexure-I
- VI. Undertaking as per format given in Annexure-II

ATTACH ENCLOSURE(S)

Enclosure(s):

Type of Enclosure *	Enclosure Document *	File/Reference *
10th pass Certificate of Proprietor / Authorized Representative *	10th pass Certificate of Proprietor / Authorized Representative <small>Document Format</small>	Choose file ganesh.JPG Scan Fetch from DigiLocker
Pan card of the firm *	Pan card of the firm <small>Document Format</small>	Choose file ganesh.JPG Scan Fetch from DigiLocker
Business address proof (Telephone bill / Electricity bill / Bank passbook with self attestation / an affidavit sworn before the Notary) *	Electricity Bill <small>Document Format</small>	Choose file ganesh.JPG Scan Fetch from DigiLocker
Identity proof of Proprietor / Authorized Representative (Passport / Voter ID / Driving License / Pan Card / Aadhaar card with self attestation) *	PAN Card <small>Document Format</small>	Choose file ganesh.JPG Scan Fetch from DigiLocker
Employment declaration by staff and Proprietor / Authorized Representative *	Employment declaration by staff and Proprietor / Authorized R <small>Document Format</small>	Choose file ganesh.JPG Scan Fetch from DigiLocker
Undertaking towards T and P *	Undertaking towards T and P <small>Document Format</small>	Choose file ganesh.JPG Scan Fetch from DigiLocker

ViewAnnexure.do?OWASP_CSRFTOKEN...

Save Annexure Cancel Back

- Save the uploaded documents

Note: For any reason, if application is rejected then the payment amount will not be refunded and forfeited. So, please read the instructions carefully, and fill the application form correctly.

- Then deposit the fees.

Note: While doing the payment, it is recommended to wait for 30 seconds after that it will be automatically redirected to the next page

- On successful submission of the application, system will generate acknowledgement slip & simultaneously you will get message through mobile No. & email id.

APPLICATION ACKNOWLEDGEMENT



Govt. Of Odisha
ELECTRICAL LICENSING BOARD OF ODISHA (ELBO)
New Contractor Application(MV/HT/EHT)

ACKNOWLEDGEMENT SLIP

1. Name of The Designated Officer and Address
2. Name and Address of The Applicant
3. Acknowledgement No and Date of Receiving application in the office of Designated Officer
4. Name of the Service for which the application is given
5. Particulars of the documents which are essential for receiving service but are not enclosed with the application
6. Last Date of the given time limit

SE-cum-Secretary, ELBO,Bhubaneswar
RAM POWER & ASKA
INCL/2020/00028 & 15/09/2020
New Contractor Application(MV/HT/EHT)

Place: **ASKA**

Date: 15/09/2020

Signature Of Receiving Officer

**** This is a Computer Generated Document And Does Not Require Signature ****

[Print](#)

[Export to PDF](#)

[Close](#)

- After preliminary scrutiny of application, if uploaded documents are not order then you will be intimated through mobile No. & mail Id for complying the deficiencies in proper order. Else you will be intimated for document verification.
- After verification of documents, you will get a system generated “Hard copy submission acknowledgement” for future reference.

Issue Of New Contractor License
FORM No. I
(See Rule 4)
HARD COPY SUBMISSION ACKNOWLEDGEMENT

Dear **RAM POWER**,
Below mentioned Hard copies have been Verified.

Application Ref. No -**INCL/2020/00028**

Documents Name	Verified Or Not
10 th pass Certificate of Proprietor / Authorized Representative	Yes
Pan card of the firm	Yes
Business address proof (Telephone bill / Electricity bill / Bank passbook with self attestation /an affidavit sworn before the Notary)	Yes
Passport Photo of the Proprietor / Authorized Representative	Yes
Signature of the Proprietor / Authorized Representative	Yes
Identity proof of Proprietor / Authorized Representative (Passport / Voter ID / Driving License / Pan Card / Aadhaar card with self attestation)	Yes
Employment declaration by staff and Proprietor / Authorized Representative	Yes
Documents Verified on	15/09/2020

Date: **15/09/2020**

Signature Of Receiving Officer

**** This is a Computer Generated Document And Does Not Require Signature ****

Steps after approval of Application Form by Chairman, ELBO

- After approval of application, you will be intimated through message regarding approval of application & to deposit the

Themes Language Service Test

Menu

- Manage Profile <
- Apply for services <
- View Status of Application ▾
 - Track application status
 - View Incomplete Application
 - Revalidate Payment
 - Modify Submissions
- Messages & Alerts <

From Date :

To Date :

App Ref No.

Get Data

SNo	Service Name	Application Reference No	Submission Date	Due Date	Current Status
1	Issue Of New Contractor License	INCL/2020/00031	16/09/2020	NA	Waiting for Applicant's Response!

license issue fees.

- Login to your account, go to the section “View status of application” then click on “Track Application Status”. Enter your application reference No and click on “wait for Applicant’s Response”.

***Action to be taken by an applicant**

You are required to fill in Application form and make payment. Please [click here](#) to proceed.

S.No.	Task Name	Form Details	Issued Document(s)	Status	Remarks
1	Application Submission	View	Acknowledgement Slip	Completed	NA
2	Verification by AEE	NA	Nil	Forwarded	NA
3	Documents Verified	NA	Hard Copy Submission	Forwarded	NA
4	Verification by Executive Engineer ELBO	NA	Nil	Forwarded	NA
5	Verification by Suptd Engineer cum Secretary ELBO	NA	Nil	Forwarded	NA
6	Verification by Chief Engineer Cum-CEI	NA	Nil	Forwarded	NA
7	Approval by Chairman ELBO	NA	Nil	Forwarded	NA

- Check regarding approval of your application and click for making payment.

Payment by Applicant

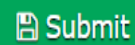
Payment by Applicant

Period for which license is required *

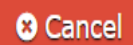
1 Year

2 years

3 years

 Submit

 Reset

 Cancel

- Then go to the section “payment by Applicant” & select the period for which license is required (i.e. 1 year/ 2 years/ 3 years) and make the payment.
- On successful payment, the system will generate form of payment acknowledgement.



New Contractor Application (MV/HT/EHT)

FORM OF PAYMENT ACKNOWLEDGEMENT

DEAR RAM

Your payment for this application number **INCL/2020/00028** has been successfully processed.

Payment Reference Number	Payment Date	Mode	Payment Reference Number	Payment Status	Payment Details
ass	01/09/2020	Cash	Cash receipt number : ass		Payment received for amount Rs:12000.0 via Cash Cash receipt number : ass Payment Date : 01/09/2020

Place: **ASKA**

Date: **01/09/2020**

Signature Of Receiving Officer

**** This is a Computer Generated Document And Does Not Require Signature ****

- After digitally signed by Secretary, ELBO, Output certificate is generated and you will be intimated through message to Mobile and Email ID. For downloading the Output Certificate, login to your account, go to the section "View status of application" then click on "Track Application Status". Enter your application reference No and click on the icon delivered and download the output Certificate.



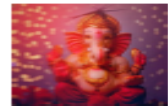
GOVERNMENT OF ODISHA
ENERGY DEPARTMENT
ELECTRICAL LICENSING BOARD, ODISHA, BHUBANESWAR
FORM-D
(REGULATION 25-26)
ELECTRICAL CONTRACTOR LICENSE

I do hereby certify that **RAM POWER** has been granted electrical contractor license on this day to carryout electrical works upto the specified voltage level in the State of Odisha under Electrical Licensing Board, Regulation, Odisha 2014 for the purpose of Regulation 29 (j) of the Central Electricity Authority (Measures Relating to Safety & Electric Supply) Regulations, 2010 (as amended).

Name of the Firm : **RAM POWER**
 Name of the Proprietor / :
 Authorized Representative : **RAM**
 Business Address : **DFGFFGASKABALIANTA**
 Date of Birth : **08/09/1994**
 Mobile No. : **1234567890**
 Email Id : **acbv@gmail.com**



Applicant Photograph



Applicant Signature

Type of contractor license : **HT**

Date of issue : **30/09/2020**
 Validity Period : **30/09/2022**

Allowed to carry out electrical works upto **650V/33KV/All voltage class**
Staff Position

S. No.	Name	Category	SCC / Permit No.	Valid Till
1.		Supervisor HT		

4.		SUPERVISOR-MV		
5.	SDFG	Supervisor HT	hjk	1234

S. No.	Name	Category	SCC / Permit No.	Valid Till
1.		Wireman MV		

Reference No: INCL/2020/00028 To View: <http://serviceonline.gov.in/configure/t/QKd/16EBF88F> Token No: 16EBF88F

2.		Workman EHT		
3.		Lineman MV		
4.		Workman HT		
5.		Workman HT		

N.B. ** Contractor license is treated to be valid, if and only if certificates/permits of all the above staffs are valid



Superintending Engineer-cum-Secretary, ELBO, Bhubaneswar
15/09/2020

Please Note: This document is not valid unless it is checked/ verified with official website:-
<https://eicelectricityodisha.nic.in>

License Revision Record (within the above validity Period)

1. Rev No. _____ dated _____ : Info-

2. Rev No. _____ dated _____ : Info-

ANNEXURE-I

EMPLOYMENT DECLARATION UNDERTAKING

We do hereby undertake that we have joined the firm_____ and not working anywhere else except the above firm. We are under sole employment of the above firm.

The facts stated above are true and correct to the best of my /our knowledge and belief. Any information found false, office of ELBO reserves all right to cancel/suspend the concerned Supervisor certificate of competency/workman permit.

Sl. No	Name of the Employee	SCC No / Permit No.	Full Signature	Mobile No.	Date of Sign. to be mentioned by the employee

Certification by Contractor:-

I do hereby understood and verified that, above staffs are not under any employment other than my firm. They have agreed to remain associated with my firm and their consent has been taken by mere legal agreement. Any kind of deficiency in any of the above staff appointment will lead to rejection of my application with forfeit of non-refundable application fees.

Signature of the contractor
Date:-
Mobile No.

ANNEXURE-II

Undertakings Regarding possession of the instruments, maintaining of appropriate establishment to conduct business & engagement of at least 50% full-time workman possessing appropriate permits issued by ELBO for MV Contractor License

- I. I do hereby undertake that, I have possessed all the instruments as specified in ELBO Regulation, 2014, in good working condition, duly tested and calibrated from time to time. I further declared that, I shall present the instruments for checking and inspection by any officer of Electrical Inspectorate, Govt of Odisha, whenever I am asked /required to do so. Failing which my contractor license, shall be liable to be cancelled. The instruments detail are as follows,-

Sl. No	Instruments	Make	SI No.	Date of testing by STL	Test Report No.
1	Earth Tester				
2.	Insulation tester				
3.	Tong tester				
4.	Hand drilling machine				
5.	Multi meter				
6.	Phase sequence indicator				
7.	Hand rubber gloves tested as per ISS4770	Date of Manufacture- (* not to be used beyond 3 years from date of mfg.)			

- II. I do hereby undertake that, I have engaged at least 50% full time workman possessing appropriate permits issued by ELBO for execution of works undertaken by me.
- III. I do hereby undertake that, I have maintained appropriate establishment to conduct business.

Full signature-_____

Date:-_____

Place_____

Undertakings Regarding possession of the instruments, maintaining of appropriate establishment to conduct business & engagement of at least 50% full-time workman possessing appropriate permits issued by ELBO for HT Contractor License

- I. I do hereby undertake that, I have possessed all the instruments as specified in ELBO Regulation,2014,in good working condition, duly tested and calibrated from time to time. I further declared that, I shall present the instruments for checking and inspection by any officer of Electrical Inspectorate, Govt of Odisha, whenever I am asked /required to do so. Failing which my contractor license, shall be liable to be cancelled. The instruments detail are as follows,-

Sl. No.	Instruments	Make	SI No.	Date of testing by STL	Test Report No.
1	Earth Tester				
2.	Insulation tester				
3.	Live line tester				
3.	Tong tester				
4.	Hand drilling machine				
5.	Multi meter				
6.	Phase sequence indicator				
7.	Hand rubber gloves tested as per ISS4770	Date of Manufacture- (** not to be used beyond 3 years from date of mfg.)			
8.	Lead lift with different type pulley				
9.	Hand operated & hydraulic crimping tool				
10.	Pedestal drilling machine				
11.	Tree cutting power saw				
12.	Discharge Rod				

- II. I do hereby undertake that, I have engaged at least 50% full time workman possessing appropriate permits issued by ELBO for execution of works undertaken by me.
- III. I do hereby undertake that, I have maintained appropriate establishment to conduct business.

Full signature-_____

Date:-_____

Place_____

Undertakings Regarding possession of the instruments, maintaining of appropriate establishment to conduct business & engagement of at least 50% full-time workman possessing appropriate permits issued by ELBO for EHT Contractor License

- I. I do hereby undertake that, I have possessed all the instruments as specified in ELBO Regulation,2014,in good working condition, duly tested and calibrated from time to time. I further declared that, I shall present the instruments for checking and inspection by any officer of Electrical Inspectorate, Govt of Odisha, whenever I am asked /required to do so. Failing which my contractor license, shall be liable to be cancelled. The instruments detail are as follows,-

Sl. No.	Instruments	Make	SI No.	Date of testing by STL	Test Report No.
1	One 5 KV Motorised Insulation Tester				
2.	One 1000V Insulation Tester				
3.	One Earth tester with accessories				
4.	Tong tester				
5.	Two Digital Multi meters				
6.	Two Hydraulic Compressor/ Motorised Compressor				
7.	Four Sets Lead lift with different types of pulley				
8.	Theodolite				
9.	Rubber Hand gloves tested as per ISS4770	Date of Manufacture- (** not to be used beyond 3 years from date of mfg.)			
10.	Safety Belt				
11.	Hand Operated and Hydraulic crimping tool				
12.	Single phase welding generator				
13.	Gas Cutting Set				
14.	Pedestal Drilling machine				
15.	Vibrator				
16.	Camalong clamp for different conductor and earth wire				
17.	Discharge Rod				

- II. I do hereby undertake that, I have engaged at least 50% full time workman possessing appropriate permits issued by ELBO for execution of works undertaken by me.
- III. I do hereby undertake that, I have maintained appropriate establishment to conduct business.

Full signature-_____

Date:-_____

Place_____

