

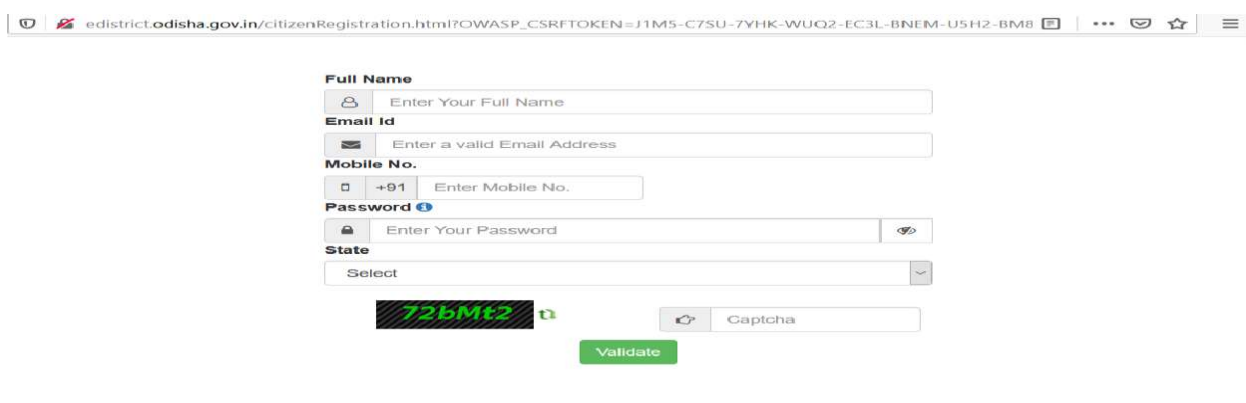
SOP FOR ISSUE OF CHARTERED ELECTRICAL SAFETY ENGINEER AUTHORIZATION ON EXEMPTION BASIS

- Applicant should go through Gazette Notification No.1028 dated 06.08.2020 of Department of Energy related to Chartered Electrical Safety Engineer Authorisation and the procedures of conducting test or interview for CESE authorization, renewal & quarter filing etc. (uploaded in official website www.eielectricityodisha.nic.in) thoroughly before filling of the application form.
- Open the portal <https://edistrict.odisha.gov.in> or [https:// serviceonline.gov.in](https://serviceonline.gov.in) your favorite web browser.
- Register in the portal for creating a login account. It is a **onetime process** for availing all services under (e district) portal. If already registered directly go to login.

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. It should be readily available to access the one time password for verifying the credential.
- 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)



The screenshot shows a web browser window with the URL edistrict.odisha.gov.in/citizenRegistration.html?OWASP_CSRFTOKEN=J1M5-C7SU-7YHK-WUQ2-EC3L-BNEM-U5H2-BM8. The registration form contains the following fields:

- Full Name**: Enter Your Full Name
- Email Id**: Enter a valid Email Address
- Mobile No.**: +91 Enter Mobile No.
- Password**: Enter Your Password
- State**: Select

Below the form, there is a captcha image showing the text "72bMt2" and a "Validate" button.

- 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 Issue of Chartered Electrical Safety Engineer Authorization on Exemption basis**

- Fill all the particulars mentioned in the application correctly.
- Photo (20KB -180KB) and signature (20-50KB) are required to be uploaded in jpg format.
- Enter the displayed captcha in the given box.
- If you need to save the entered data for submission later then click on “Draft” else click on “submit” for submission of application.

ServicePlus
Mission-based Integrated customer Delivery Network

APPLICANT DETAILS

Application Reference Number : DvH_CES020101015
 Name of the Applicant : XXXXXXXXXXXXXXXXXXXX
 Name of the Father : XXXXXXXXXXXXXXXXXXXX
 Date Of Birth : 22-02-1992
 E-Mail : see.leda@gmail.com
 Mobile Number : 1234567890
 Gender : Male

PRESENT ADDRESS

State : ODISHA
 District : DEOGARH
 Block : RANMAL
 APNo : XXXXXXX
 Street No./Road Name/Area/Colony : XXXXXXXXXXX
 Police Station : XXXXXXXXXXX
 Pincode : 757777

PERMANENT ADDRESS

Select Parent address is same as permanent address : Yes
 State : ODISHA
 District : DEOGARH
 Block : RANMAL
 APNo : XXXXXXX
 Street No./Road Name/Area/Colony : XXXXXXXXXXX
 Police Station : XXXXXXXXXXX
 Pincode : 757777

TECHNICIAN DETAIL

PERMANENT ADDRESS

Select if parent address is same as permanent address : Yes
 State : ODISHA
 District : DEOGARH
 Block : RANMAL
 APNo : XXXXXXX
 Street No./Road Name/Area/Colony : XXXXXXXXXXX
 Police Station : XXXXXXXXXXX
 Pincode : 757777

TECHNICIAN DETAIL

Technical Qualification : Bachel in Electrical Engineering
 Whether employed/Not : No

S.C.C Details

S.C.C No. : 0000
 Validity period : 10/01/2021
 Category : WT

Experience details

From Date	To Date	Post Title	Name of Employer	Designation	Date/Place of Issue of Work Certificate/Stamp
01/01/2018	01/01/2020	Technician	XXXXXXXXXX	Technician	XXXXXXXXXX

OTHER DETAILS

Applicant Photo :

Signature of Applicant :

DECLARATION

I hereby declare that the information mentioned above is true to the best of my knowledge and belief and if the information being found false or incorrect my Chartered Electrical Safety Engineer Certificate is to be cancelled.

The above page will appear to verify the particular entered. Any error in the application can be corrected by going through edit option otherwise go to the next page, i.e. attach annexure page.

- Upload the required documents.

All of the following documents are mandatory to be uploaded.

- I. Experience certificate
- II. Educational and technical certificate
- III. Any address proof (Electricity Bill, Telephone Bill, Bank Pass book, adhaar card, passport)
- IV. Identity proof

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

The screenshot shows the 'ATTACH ENCLOSURE(S)' section of the ServicePlus portal. It contains a table with the following columns: 'Type of Enclosure', 'Enclosure Document', and 'File/Reference'. The rows include:

Type of Enclosure	Enclosure Document	File/Reference
Original educational and technical certificate	Select	Choose File No file chosen
Original experience certificate	Select	Choose File No file chosen
Identity proof such as Voter ID card / Driving License / Aadhaar Card / Passport	Select	Choose File No file chosen
Any one Address proof (Telephone bill/ Electricity bill/ Bank Pass book/ Driving License/Aadhaar card/ Passport)	Select	Choose File No file chosen
Photography of PWD card	Select	Choose File No file chosen

- Save the uploaded documents

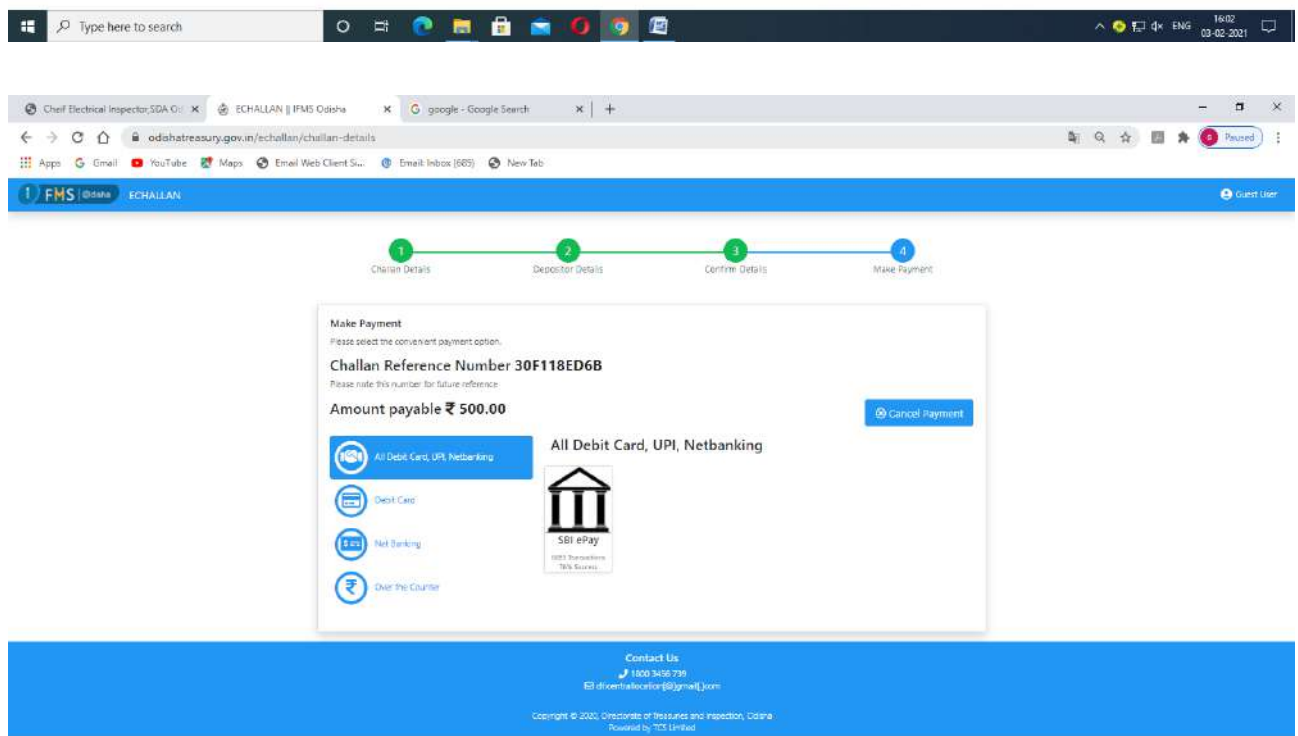
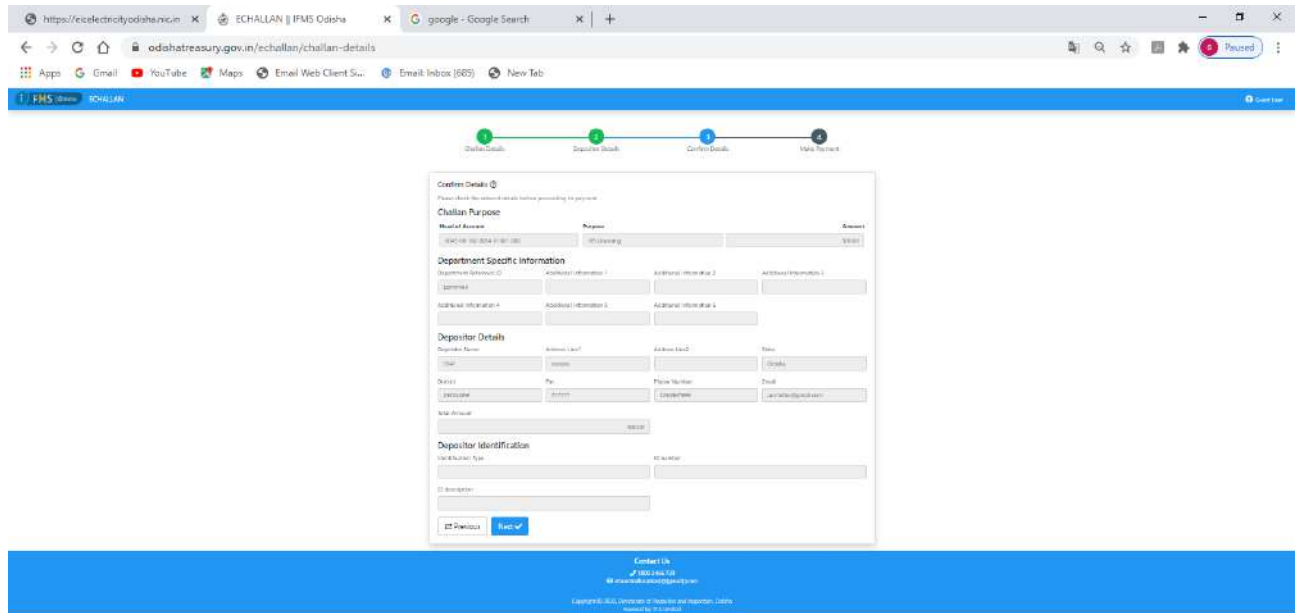
Note: **For any reason, if application is rejected then the payment amount will not be refunded.** So, please read the instructions carefully, and fill the application form correctly.

The application will be redirected to payment gateway for payment of Application fee.

The screenshot shows the 'PAYMENT DETAILS' section of the ServicePlus portal. It displays the following information:

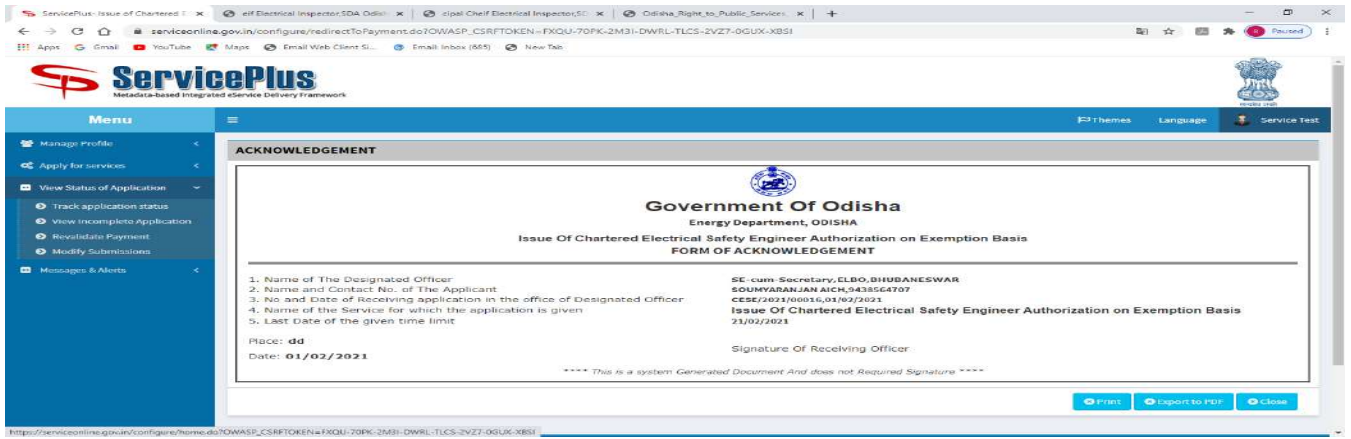
- Mode of Payment:** MS Dabala Treasury (selected), Cash
- Application Charge:** 500.0
- Total Amount to be paid (in Rs.):** 500.0

Buttons for 'Make Payment', 'Cancel', and 'Back' are visible at the bottom right of the payment details section.



Note: While payment, it is recommended to wait for 30 seconds after transaction.

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



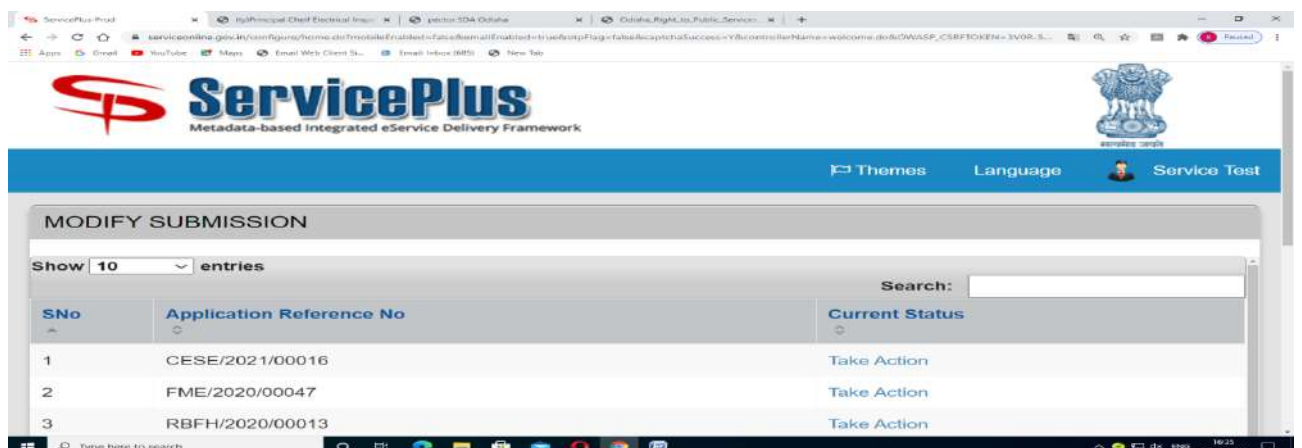
After preliminary scrutiny of application, if uploaded documents are not order then you will be intimated through mobile No. & mail Id for complying the deficiencies in proper order. Else you will be intimated for document verification.

- After verification of documents, you will get a system generated “Hard copy submission acknowledgement” for future reference. They can down load the acknowledgement by going to track application status in their login page.

Steps after approval of Application Form by EIC(ELECY)-CUM-PCEI

After approval of application, you will be intimated through message regarding approval of application & to deposit the one time registration fee.

- The application may be tracked using the reference number and for completion of payment , the applicant has to clicked on waiting for ‘applicants response’
- Click on the ‘take action’ icon, in the pop up window a message will be displayed, applicant need to click on the “click here” icon to go for payment.



Status of Application

Application Reference Number : CESE2021/00016

Name of the Service : Issue of Chartered Electrical Safety Engineer Authorization on Exemption Basis

Applied By : Service Test

Application due Date : 21/02/2021

***Action to be taken by an applicant**
You are required to make payment. Please click here to proceed.

S.No.	Task Name	Form Details	Issued Document(s)	Status	Remarks
1	Application Submission	View	Acknowledgement	Completed	NA
2	Verification of Asst Executive Engineer of O O ELBO	NA	Nil	Forwarded	NA

Close

Status of Application

PAYMENT DETAILS
ISSUE OF CHARTERED ELECTRICAL SAFETY ENGINEER AUTHORIZATION ON EXEMPTION BASIS

Mode Of Payment Cash IFMS Odisha Treasury

License Fee 10000.0

Total Amount to be paid (in Rs.) 10000.0

[Make Payment](#) [Reset](#)

Close

On successful payment, the system will generate form of payment acknowledgement

ServicePlus
Metadata-based Integrated eService Delivery Framework

Government Of Odisha
Energy Department, ODISHA

Issue Of Chartered Electrical Safety Engineer Authorization on Exemption Basis
FORM OF ACKNOWLEDGEMENT

1. Name of The Designated Officer	SE-cum-Secretary, ELBO, BHUBANESWAR
2. Name and Contact No. of The Applicant	SOUMYARANJAN AICH, 9438564707
3. No and Date of Receiving application in the office of Designated Officer	CESE/2021/00016, 01/02/2021
4. Name of the Service for which the application is given	Issue Of Chartered Electrical Safety Engineer Authorization on Exemption Basis
5. Last Date of the given time limit	21/02/2021

Place: dd
Date: 01/02/2021

Signature Of Receiving Officer

**** This is a system Generated Document And does not Required Signature ****

Buttons: Print, Export to PDF, Close

- After successful payment, the authorization certificate will be issued.
- 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
EIC(ELEC)-CUM-PCEL, ODISHA, BHUBANESWAR

Issue Of Chartered Electrical Safety Engineer Authorization on Exemption Basis

I do hereby certify that SOUMYARANJAN AICH has been appointed as Chartered Electrical Safety Engineer (CESE) on the day to assist the owner/supplier/contractor of electrical installation for the purpose of self certification of electrical installations upto voltage level specified below as per Regulation-30 & 43 of Central Electricity Authority (Measures Relating to Safety in Public Supply) Regulations, 2010.

CESEA No	001
Name of the CESE	SOUMYARANJAN AICH
Son / Wife / Daughter of	SOUMYARANJAN AICH
Address	ANUGUL, ATNHALLIK
Date of Birth	05/02/1980
Mobile No.	9438564707
Email Id	soumyaraj@gmail.com
SCC No.	d
Batch of Authorization	Exemption
Voltage Level	11KV
Date of Issuance	03/02/2021
Authorization granted upto	27/02/2021

QR Code

Superintending Engineer-cum-Secretary,
ELBO, Bhubaneswar

ANNEXURE-I

EXPERIENCE CERTIFICATE

This is to certify that the applicant (name) _____ -
_____ is / was working in this organization _____ as
_____ and the details of works for which he / she
is/was engaged is as mentioned below:

Sl. No.	Period of employment		Designation	Organization	Brief description and nature of work clearly indicating voltage level
	From	To			

The experience certificate as per the format mentioned above duly signed by self and counter signed by higher Technical Authority with Name, Mobile Number, Designation and Seal (Not below the rank of Superintending Engineer / General Manager).

Signature with Seal of Officer
Name of Officer

Full Signature of Applicant
Mobile No.

UNDERTAKING

Regarding Employment

Employment Details

I Mr./Miss/Mrs. _____ do hereby undertake that, I am working as whole time employee or consultant as _____ (Designation) in the organization _____ under State Govt. / Central Govt. / State owned Public Sector / Central Public Sector / Any Company or Firm or Distribution licensee as on date _____.

Non-Employment Details

I Mr./Miss/Mrs. _____ do hereby undertake that, I am not working as whole time employee or consultant under State Govt. / Central Govt. / State owned Public Sector / Central Public Sector / Any Company or Firm or Distribution licensee as on date _____.

I hereby declare that the information made in the undertaking is true to the best of my knowledge and belief and if the information being found false or incorrect my _____ is to be cancelled.

*Strike out which is not applicable.

Date:

Full Signature of Applicant

ANNEXURE-III

UNDERTAKING FOR T&P

I do hereby undertake that, I have possessed all the Instruments as per Gazette Notification No.1028 dated 06.08.2020 of Department of Energy, Govt. of Odisha, Bhubaneswar as given below. All the equipment must be calibrated from Standard Testing Laboratory (STL), Bhubaneswar or any NABL (National Accreditation Board for Testing and Calibration Laboratories) & found ok.

- 1) **Voltmeter**:- Use to measure the potential difference occurred any equipment/ electrical apparatus.
- 2) **Ammeter**:-An instrument for measuring electric current in amperes.
- 3) **Multi-meter**:-A multi-meter can measure voltage, current and resistance.
- 4) **Insulation & Earth Tester**:-An instrument for measuring the insulation resistance of the electrical installation and earth resistance of the system / earth pit.
- 5) **Clamp Earth Tester**:-An instrument for measuring ground resistance and current in multi-ground installations without needing to disconnect the ground.
- 6) **Live Line Tester**:-An instrument for checking whether a line is in energized condition or not.
- 7) **Clamp Tester**:-An electrical meter with integral AC current clamp is known as a clamp meter, clamp-on ammeter or tong tester.
- 8) **Personal Protective Equipment**:
 - a) Safety Helmet:-As per Indian Standard (IS:2925).
 - b) Safety Belt:-As per Indian Standard (IS:2521).
 - c) Safety Shoes:-As per Indian Standard(IS:4770).
 - d) Hand Gloves:-As per Indian Standard.(IS:4770).
 - e) Discharged Rod:-As per Indian Standard.
- 9) **Other testing instruments**:-As recommended by the EIC (Electricity)-cum-PCEI, Odisha from time to time.

Date:

Full Signature of Applicant