

## SOP FOR TESTING OF SINGLE PHASE ENERGY METER/CT (UP TO 650V)/PT (UP TO 33 KV)/TRANSFORMER OIL

- Open the portal(<https://edistrict.odisha.gov.in>) in your favourite web browser.
- The same link is also available at EIC(Electricity) website.  
(<https://eielectricityodisha.nic.in/OnlineServices.aspx>)
- 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 e-mail ID and mobile No. for registration into the system.If you don't have it,then create a valid e-mail 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 e-mail OTP and mobile OTP to your respective emailID and mobile number.
- Enter the e-mail OTP and mobile OTP received by you and submit. Once it is successful, your login account is created.

(Refer Screen shot for registering into the system)

The screenshot shows a web browser window displaying a registration form. The browser's address bar contains the URL: [edistrict.odisha.gov.in/citizenregistration.html?CWASP\\_CSRFTOKEN=J1M5-C7SU-7YHK-WUQ2-EC3L-BNEM-USHZ-BM8](https://edistrict.odisha.gov.in/citizenregistration.html?CWASP_CSRFTOKEN=J1M5-C7SU-7YHK-WUQ2-EC3L-BNEM-USHZ-BM8). The form fields are as follows:

- 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 fields, 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 Service”. 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

- Fill the application Form.
- Verify the data.(Edit if required).  
By selecting “Draft” option in the application form,applicant can save the data (which are mandatory) filled by him/her and on later stage he/she can again login to fill/edit the remaining data and submit the application form.
- Under “Equipment Details”, select the box for which you want the testing/calibration of your equipment(s). Then you fill up the equipment particulars. For testing/calibration of more than one equipment, select + button and again fill up the equipment particulars.(Refer below for a sample application form).

ServicePlus-Testing Of Single Ph... X

serviceonline.gov.in/configure/renderApplicationForm.do?serviceId=19450001&UUID=a3bcb006-0ebf-4a06-a38d-01e54f70b4c6&OWASP\_CSRFTOKEN=CFY9-V6ZA-QN1E...

ServicePlus  
Metadata-based Integrated eService Delivery Framework

Guest (2)

Menu Themes Language Service Test

## Government of Odisha Energy Department

Testing Of Single Phase Energy Meter/ CT (Up To 650 V) PT (Up To 33 KV) Transformer Oil

### Customer Details

<b>Name of the Customer/Firm *</b> NK MOHAPATRA	<b>Gender *</b> Male	<b>Mobile Number *</b> 7873232994
<b>E-Mail *</b> nitishmohapatra595@gmail.com	<b>Name of the Authorized person to submit equipments/samples at STL *</b> Bijit Garg	

Type here to search

14:58 20-03-2021

ServicePlus-Testing Of Single Ph... X

serviceonline.gov.in/configure/renderApplicationForm.do?serviceId=19450001&UUID=a3bcb006-0ebf-4a06-a38d-01e54f70b4c6&OWASP\_CSRFTOKEN=CFY9-V6ZA-QN1E-O...


Guest

### Address of Customer/Firm

<b>State *</b> ODISHA	<b>District *</b> BALESHWAR	<b>Block *</b> NILGIRI
<b>Police Station *</b> NILGIRI	<b>At *</b> NILAM	<b>Po *</b> NILAM
<b>PIN *</b> 785326		

### Other Details

**Upload Signature \***



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14:59 20-03-2021

ServicePlus- Testing Of Single Ph... X

serviceonline.gov.in/configure/renderApplicationForm.do?serviceId=19450001&UUID=a3bcb006-0ebf-4a06-a38d-01e54f70b4c6&OWASP\_CSRFTOKEN=CFY9-V6ZA-QM1E-O...

Equipment Details

Single Phase Energy Meter  CT (upto 650V)  PT (upto 33KV)  Transformer Oil

### Equipment Details

#### Single Phase Energy Meter

Make	Serial No	Class	Type
HPL	1K12356	1	Generation Meter
L&T	SSD678590	1	Net. Meter

#### CT (upto 650 KV)

Make	Serial No	Class	Current Ratio
AE	WE3456	1	100/5
AE	WE4567	1	100/5
AE	WE5674	1	100/5

#### PT (upto 33 KV)

Make	Serial No	Class	Voltage Ratio
KAPPA	EQ234	1	11KV/415V

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ServicePlus- Testing Of Single Ph... X

serviceonline.gov.in/configure/renderApplicationForm.do?serviceId=19450001&UUID=a3bcb006-0ebf-4a06-a38d-01e54f70b4c6&OWASP\_CSRFTOKEN=CFY9-V6ZA-QM1E-O...

### Transformer Oil

#### Transformer Details

Sample Type	Specify	Type of Testing	Make	Serial No	Voltage Ratio	Location Of Installation	Year of Commissioning
Top	Already Conn	<input checked="" type="checkbox"/> BDV <input checked="" type="checkbox"/> Flash Point <input checked="" type="checkbox"/> DGA <input checked="" type="checkbox"/> Tan Delta <input type="checkbox"/> Specific Resistance <input type="checkbox"/> Water Content <input type="checkbox"/> Neutralization value <input type="checkbox"/> Sludge Content <input type="checkbox"/> Density	TRANS	WRT567	33KV/11KV	GRID 5/5	2017

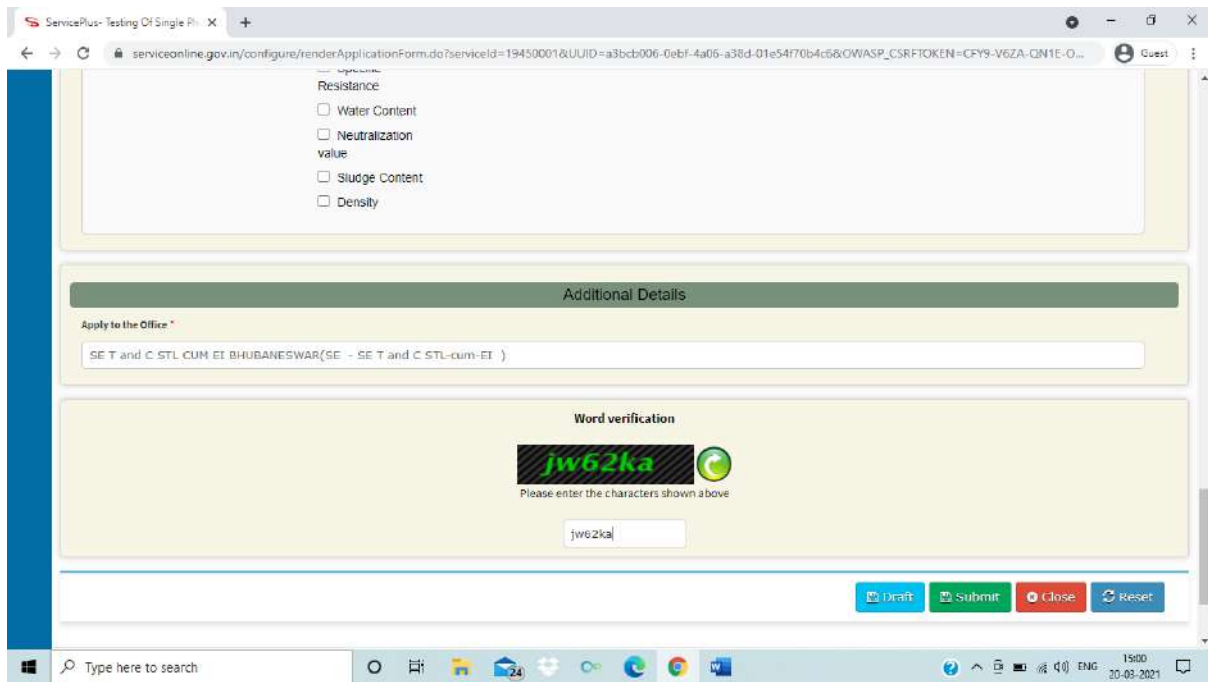
#### Additional Details

Apply to the Office

SE T and C STL CUM EI BHUBANESWAR(SE - SE T and C STL-cum-EI )

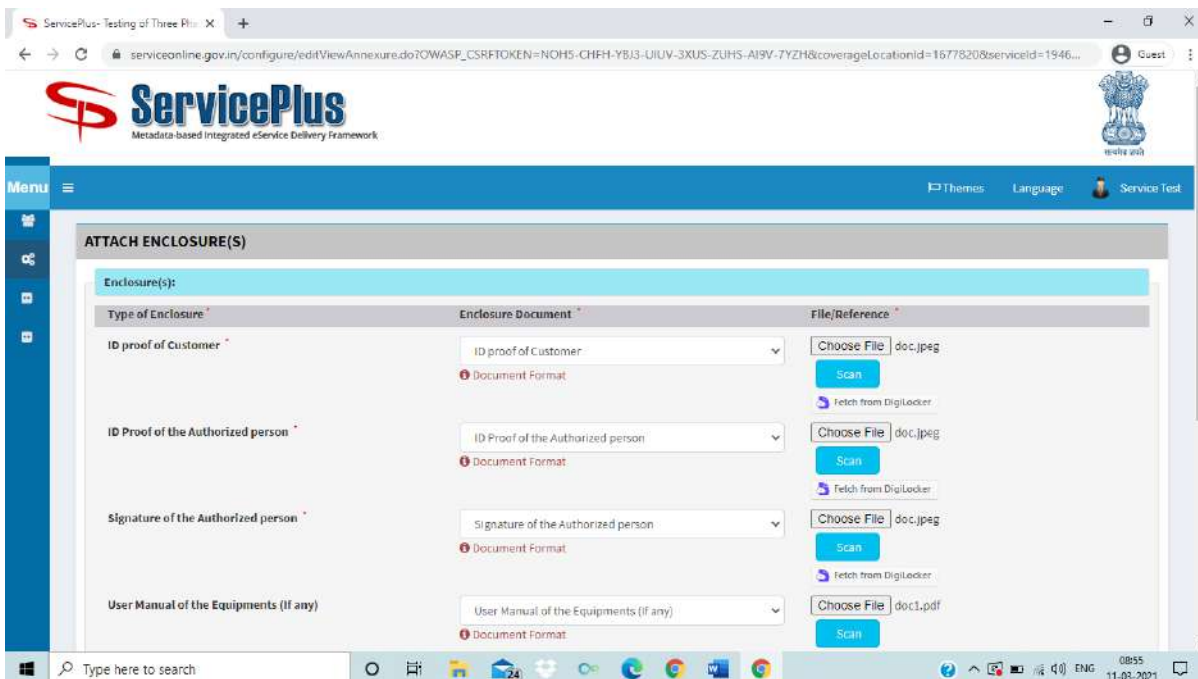
Word verification

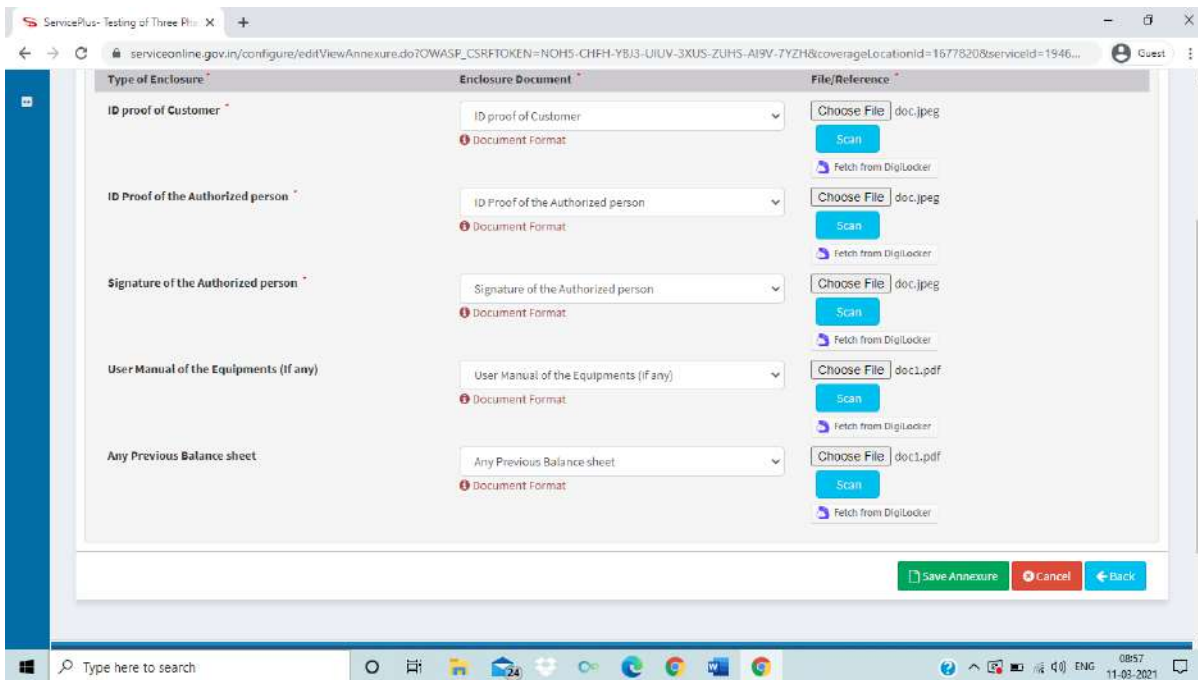
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○ **Attach the Annexure Documents**(Refer below for a sample)

- Self-attested Xerox copy of Identity proof of Applicant/Customer such as Voter Id Card, Driving License,Passport,Aadhaar Card,Pan Card.
- Self-attested Xerox copy of Identity proof of Authorised person to submit the equipment(s)such as Voter Id Card, Driving License,Passport,Aadhaar Card,Pan Card.
- Signature of Authorised person to submit the equipment(s)
- User Manual of Equipment(s) if any
- Previous Balance Sheet if any



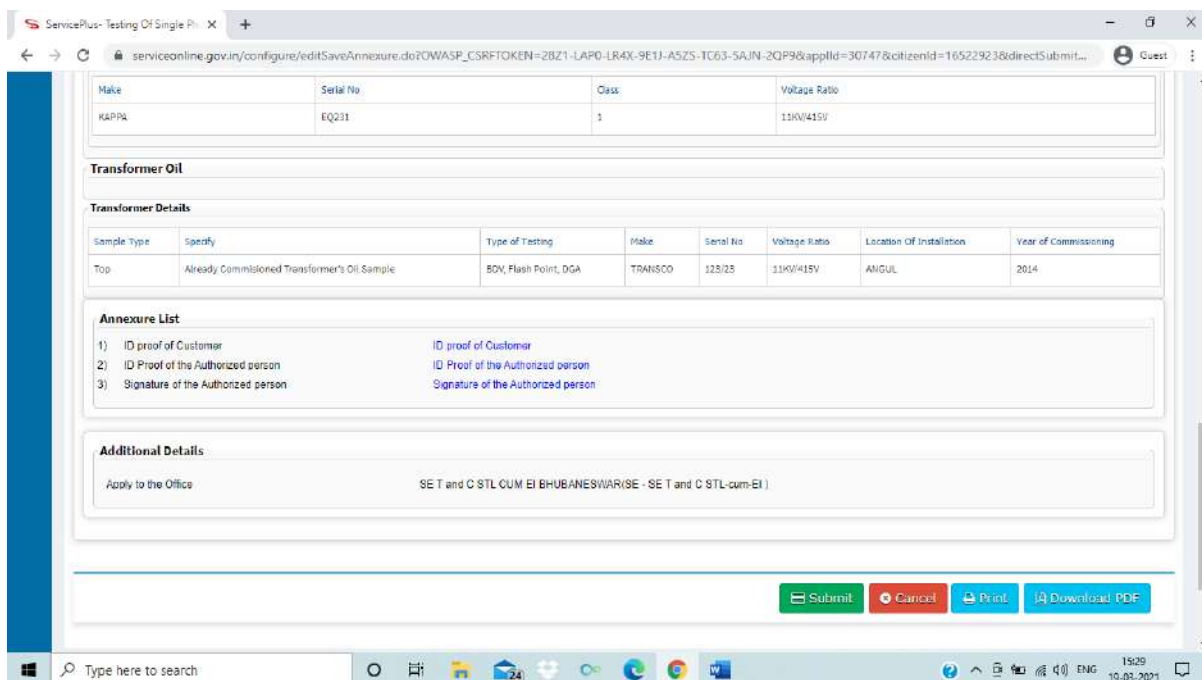


○ **Save the annexure.**

**Note:**

*No application fee/testing fee is to be deposited during first submission of application by the applicant. Subsequently after scrutiny, the officer will estimate the fee and that fee is to be deposited by the applicant by clicking on the appropriate link.*

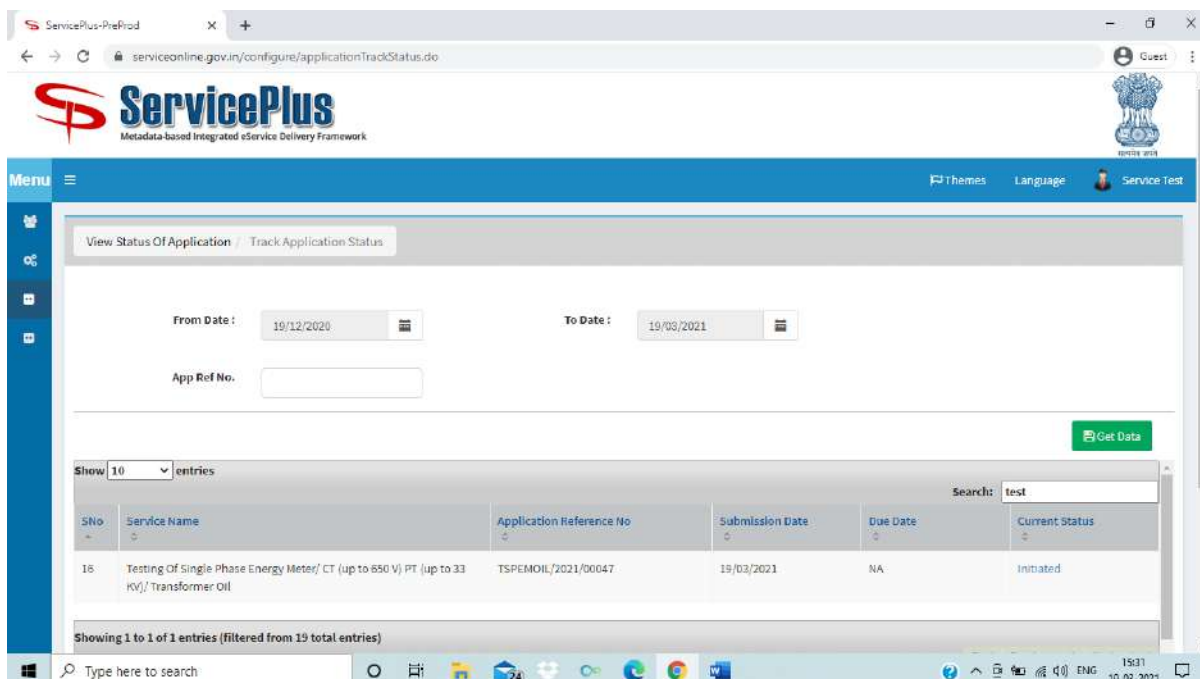
**Final Submission**(Refer Screen shot below)



- On successful submission,an acknowledgement slip will be automatically generated which will be available in your inbox and also applicant can download it from View Status of Application ->Track application Status.It can be downloaded and printed for offline reference.(Refer below for a sample)



- Acknowledgement No.will be sent to the applicant mobile No. and email-Id mentioned in the form.
- You can track the status of the application in **“Track Application Status”** section.



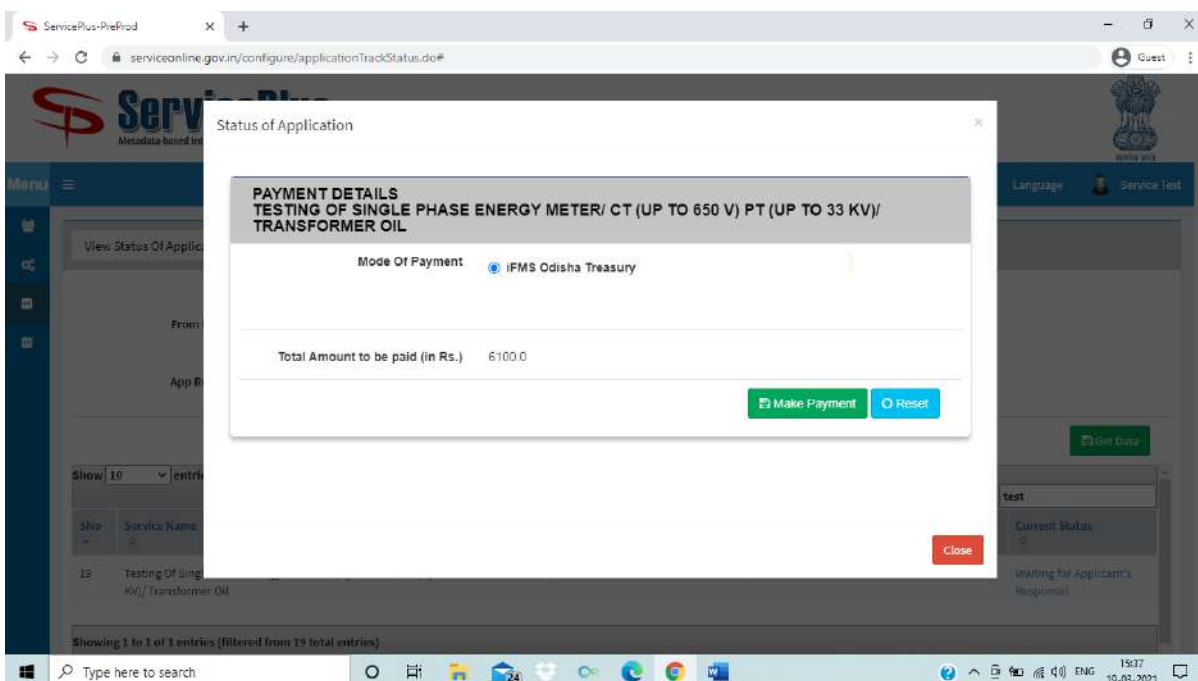
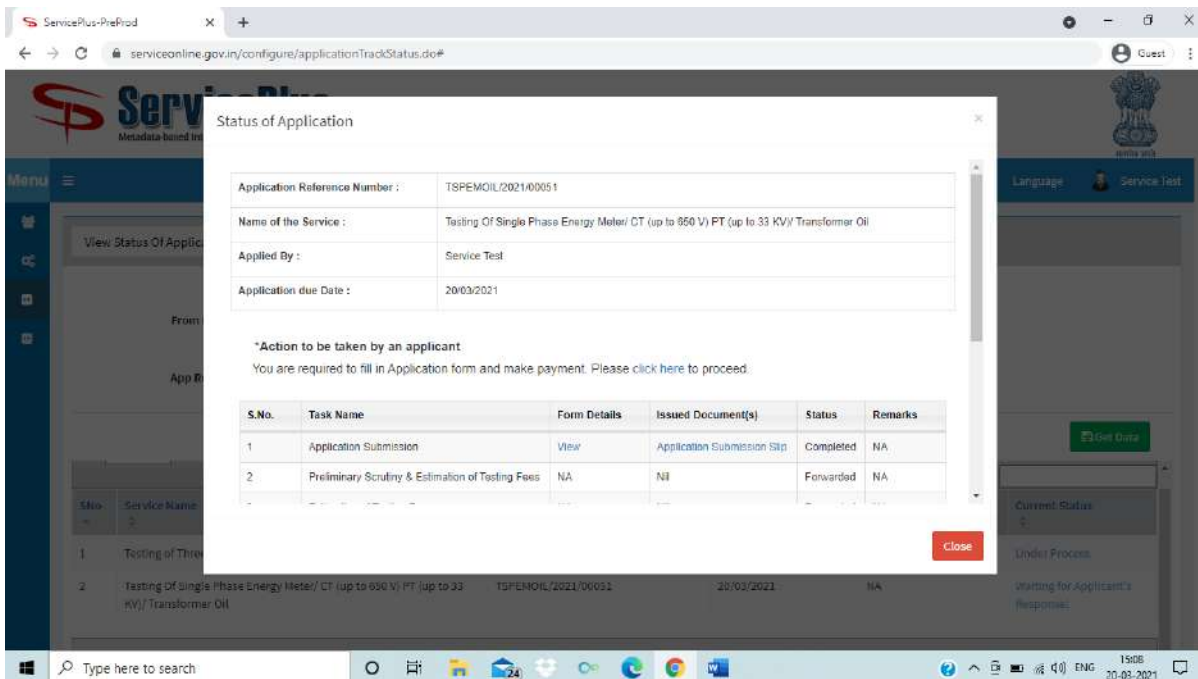
- A SMS and e-mail will be sent to the applicant if any documents have been wrongly uploaded and applicant has to comply it.
- A SMS and e-mail will also be sent if the application will be rejected for any reason.



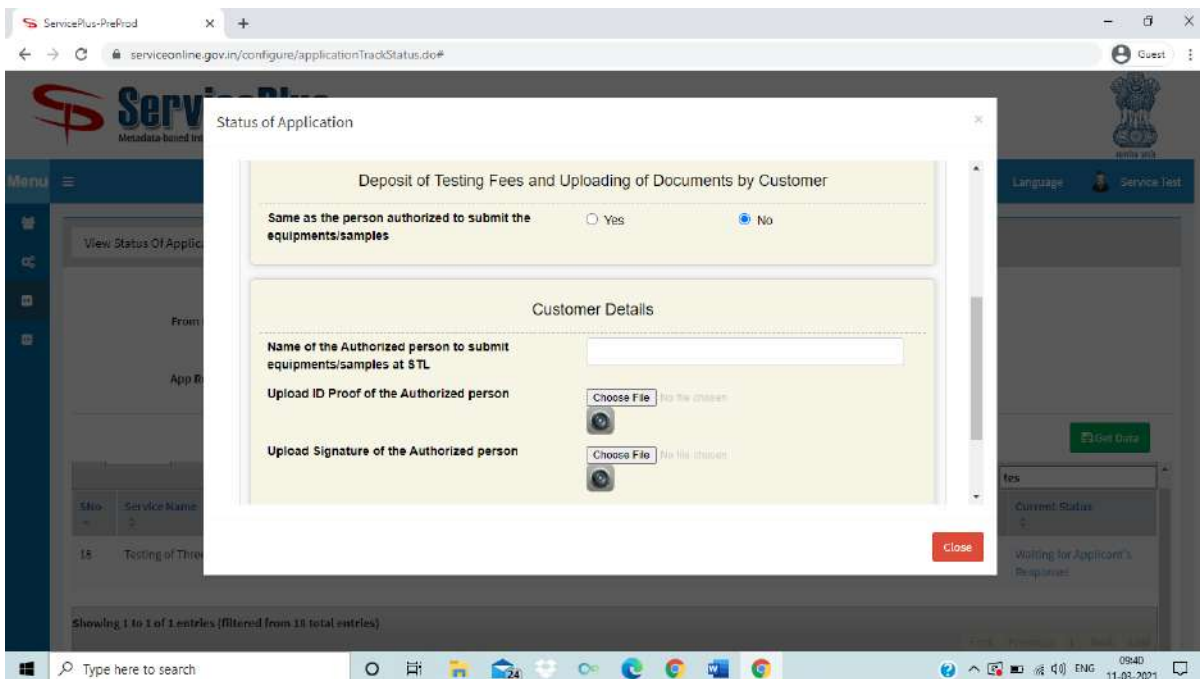
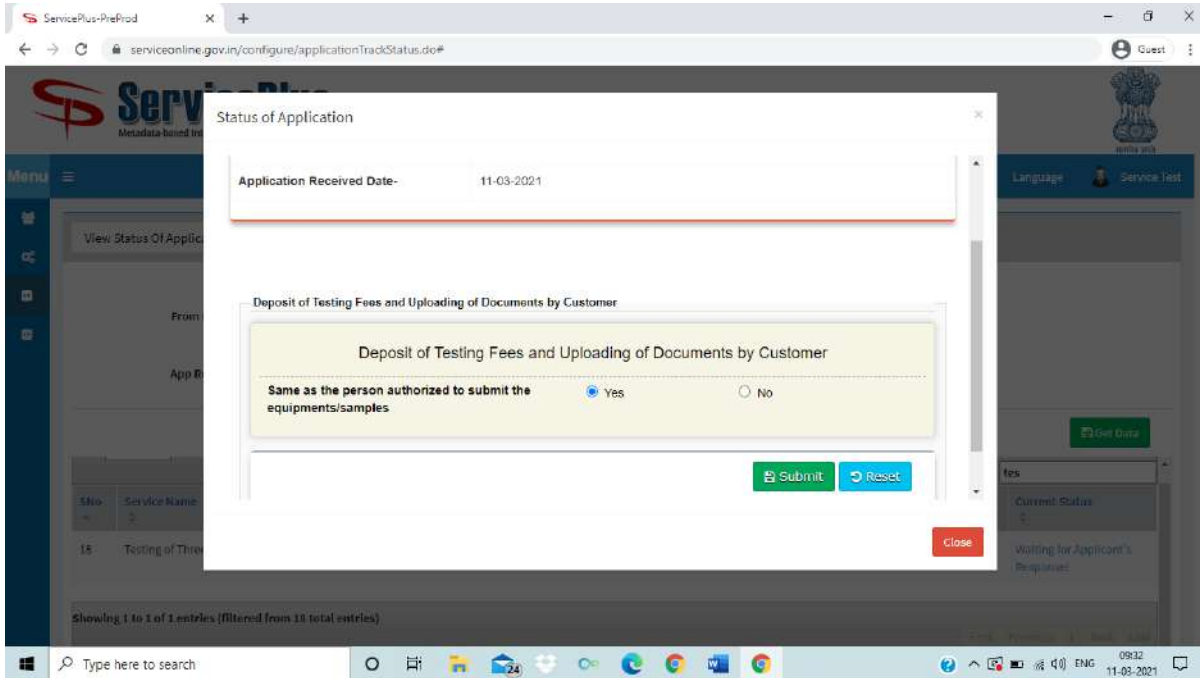
- A SMS and e-mail will be sent to applicant for intimation of amount of testing fees to be deposited and date of physical submission of equipment(s) at lab.
- **Deposit of Testing Fee:**(Refer Screen shot samples below)
  - Applicant has to deposit the testing fee amount as estimated by the officer after scrutiny of the documents/equipment particulars for the first time. If required;additional testing fees also need to be deposited by the applicant after the physical verification of equipment(s) at the lab has completed. (before final registration).

**Note-**

While doing the payment,it is recommended to wait for 30 seconds; after that it will automatically redirected to the Next Page.

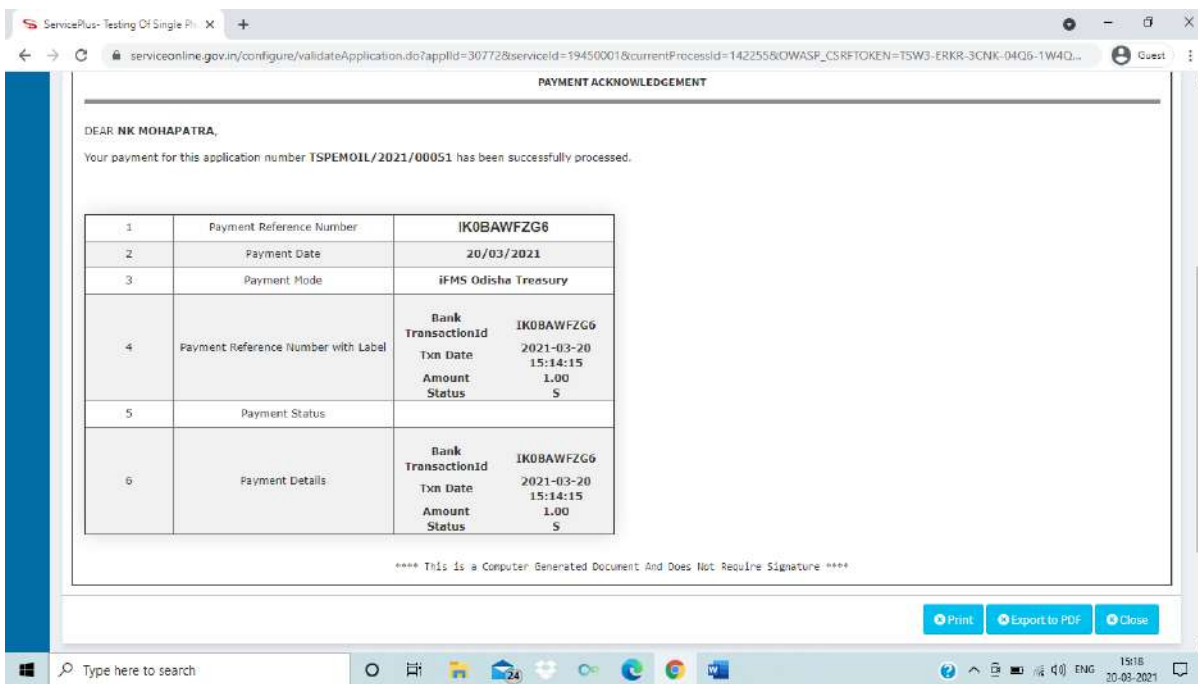


- Applicant has to further provide and upload the information on authorised person to submit the equipment(s) for testing in the lab physically. If the person as earlier while filling the authorised person's name and uploading ID proof & Signature for same as in the annexure is the case, then select 'Yes'. Otherwise select 'No', if it is different and upload the ID proof & Signature for this person. (Refer below for a sample)



- On successful payment, a payment Acknowledgement slip will be automatically generated. It can be downloaded and printed for offline reference. (Refer below for a sample)





- A Registration slip will be generated after the completion of physical verification of equipment(s) incorporating rectification(s) if any, defect(s)/deficiency(es) found if any and an SMS & e-mail will be sent to applicant for the payment of deficit testing fees amount if any found in the physical verification of equipment(s). (Refer below for sample screenshots/Test data)

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**Government Of Odisha**

**ENERGY DEPARTMENT**

OFFICE OF THE SUPERINTENDING ENGINEER (TESTING & CALIBRATION, STANDARD TESTING LABORATORY) - CUM-ELECTRICAL,  
INSPECTOR PLOT NO. GD-2/7, MAITRIVIHAR, BHUBANESWAR-751023 Phone & Fax No. 0674-2300955. E-mail: [esstod@gov.in](mailto:esstod@gov.in), [esstod@gov.in](mailto:esstod@gov.in)

**Testing Of Single Phase Energy Meter/ CT (Up To 650 V) / PT (Up To 33 KV)/ Transformer Oil**  
Registration Slip Details

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1. Name Of The Designated Officer & Address: SE(T&C,STL)-cum-Engineer, Bhubaneswar

2. Name of the Customer with Mobile Number: NK MOHAPATRA/973232994

3. Registration Number & Date of Receipt of Equipment/sample: TSPEMOIL/2021/00051, 20/03/2021

4. Name Of The Service For Which The Application is given: Single Phase Energy Meter/ CT (Up To 650 V) / PT (Up To 33 KV)/ Transformer Oil

**Particulars of the Equipment/Sample Submitted**  
**Single Phase Energy Meter**

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TSPEMOIL\_2021\_00051.pdf 1 / 2 | 100% + |

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3. Registration Number & Date of Receipt of Equipment/sample: TSPEMOIL/2021/00051, 20/03/2021

4. Name Of The Service For Which The Application is given: Single Phase Energy Meter/ CT (Up To 650 V) / PT (Up To 33 KV)/ Transformer Oil

**Particulars of the Equipment/Sample Submitted**  
**Single Phase Energy Meter**

S. No.	Make	Serial No	Class	Type
1.	HPL	1K12356	1	Generation Meter
2.	L&T	SSD678590	1	Net Meter

**CT (Up To 650 V)**

S. No.	Make	Serial No	Class	Current Ratio
1.	AE	WE3456	1	100/5
2.	AE	WE4567	1	100/5
3.	AE	WE5674	1	100/5

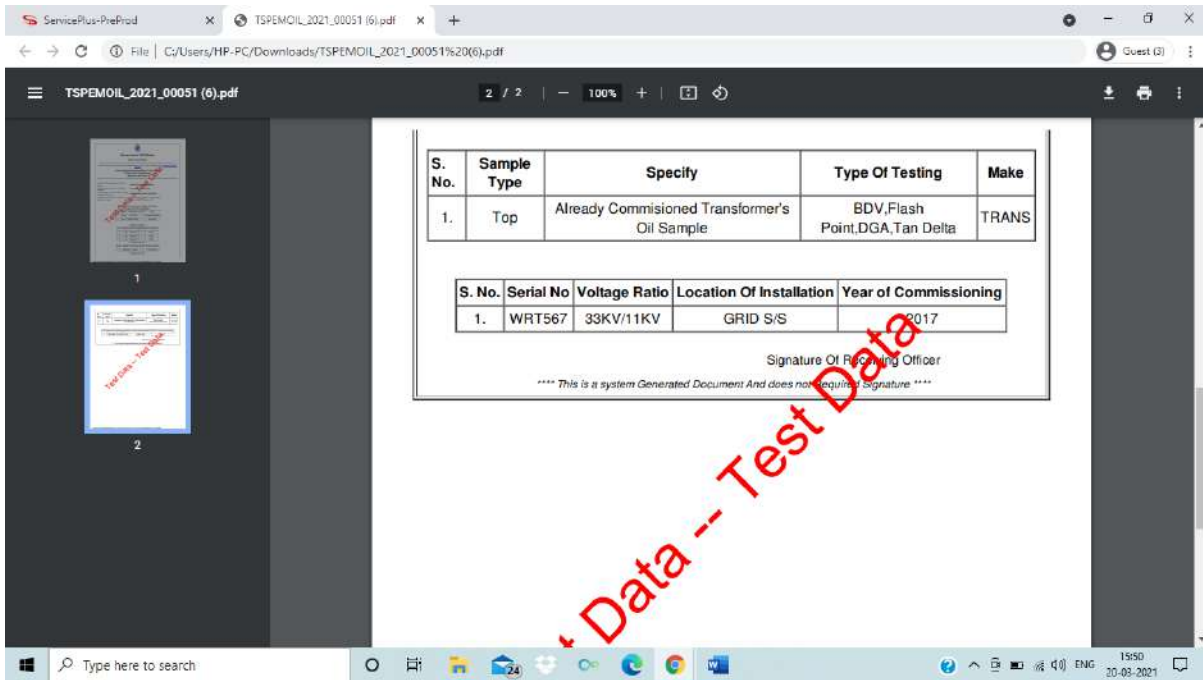
**PT (Up To 33 KV)**

S. No.	Make	Serial No	Class	Voltage Ratio
1.	KAPPA	EQ234	1	11KV/415V

**Transformer Oil**

Reference No: TSPEMOIL202100051 To View: <https://serviceonline.gov.in/configure/11g/10408200> Token No: 10408200

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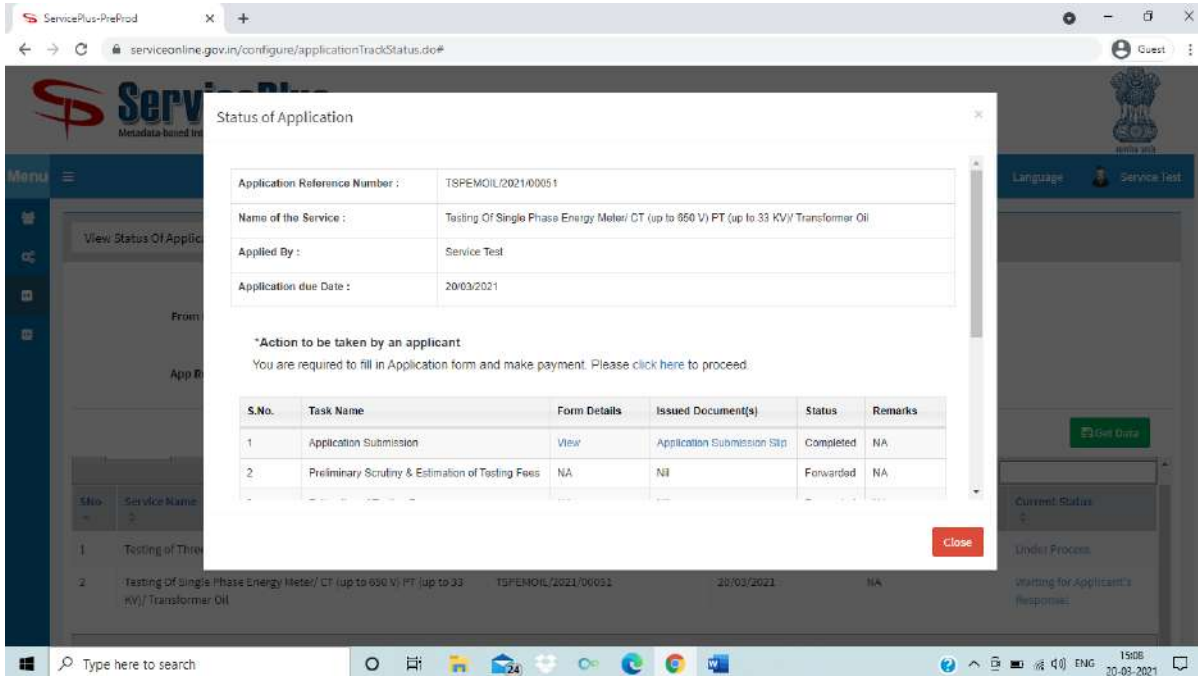


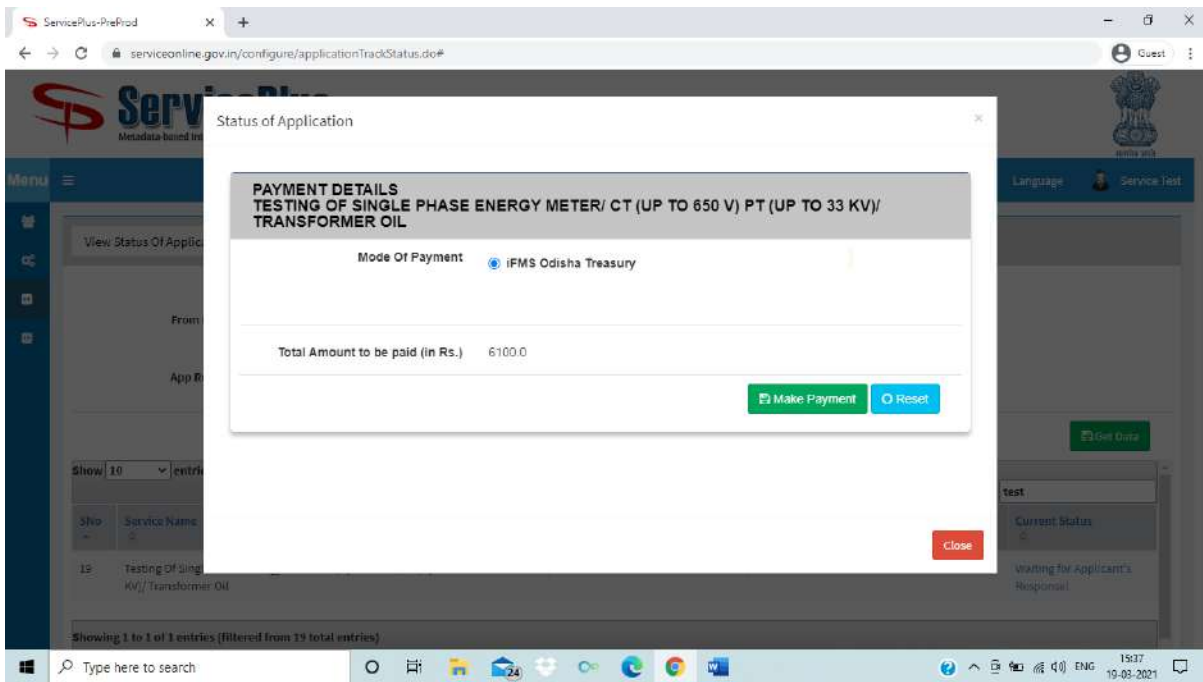
○ **Deposit of Deficit Testing Fees if any:** (Refer Screen shot samples below)

- Applicant has to deposit the deficit testing fee amount as estimated by the officer after physical verification of equipment(s) at the lab has completed. (before final registration).

**Note-**

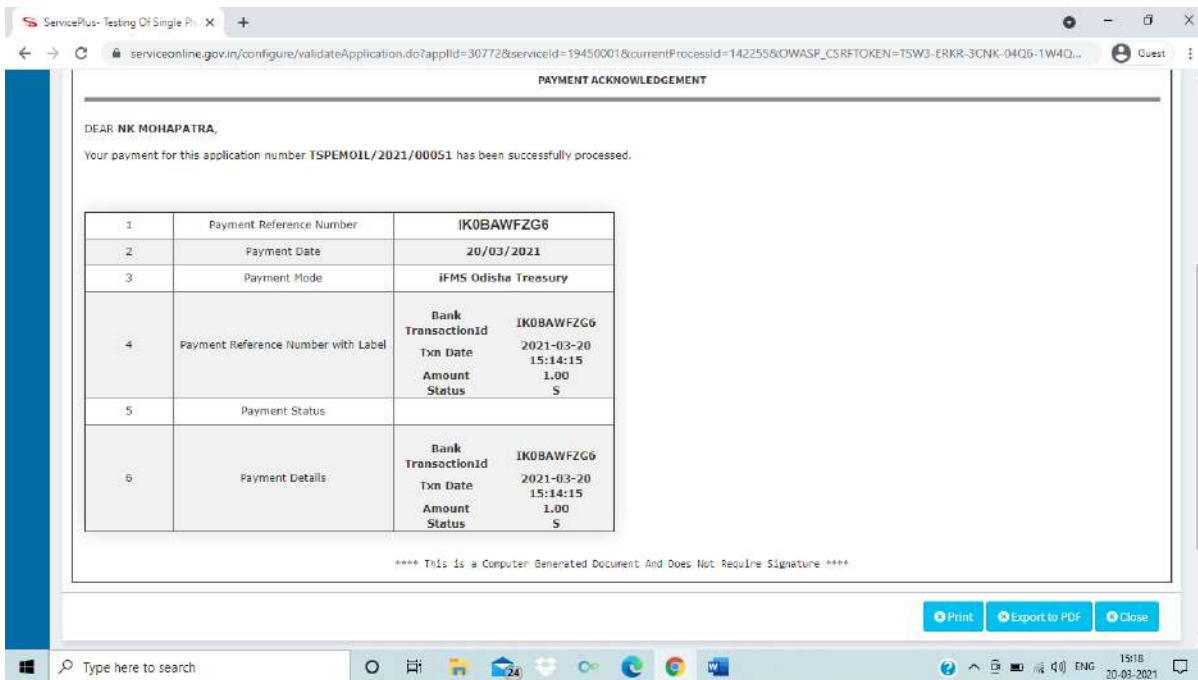
While doing the payment, it is recommended to wait for 30 seconds; after that it will automatically redirected to the Next Page.



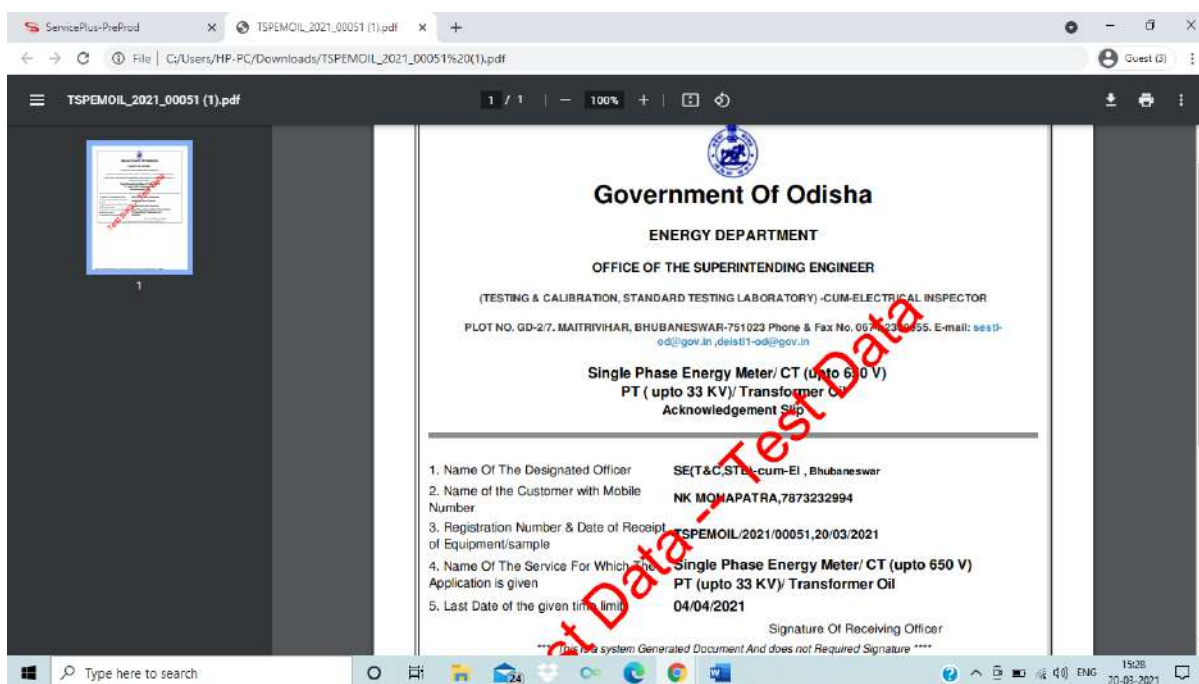


- On successful payment, a payment Acknowledgement slip will be automatically generated. It can be downloaded and printed for offline reference.(Refer below for a sample)





- An Acknowledgement Slip will be generated after the reflection of successful payment of deficit testing fees as noticed after physical verification of equipment(s) incorporating rectification(s) if any, defect(s)/deficiency(es) found if any or directly after the generation of registration slip whichever the case may be. (Refer below for sample screenshot/Test data)

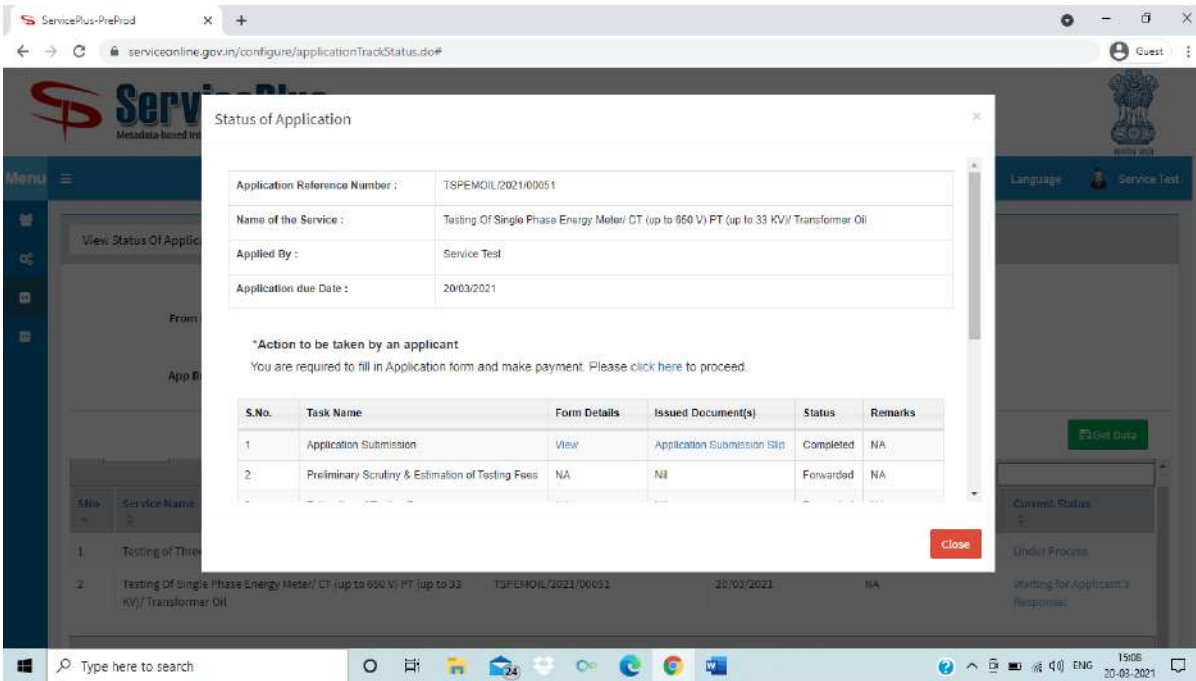


- Applicant to submit additional testing fees if any; as assessed by the officer/testing engineer during testing as communicated to applicant through an SMS and e-mail before collection of tested equipment(s).
- **Deposit of Deficit Testing Fees if any:** (Refer Screen shot samples below)
  - Applicant has to deposit the deficit testing fee amount as assessed by the officer/testing engineer during testing.



## Note-

While doing the payment, it is recommended to wait for 30 seconds; after that it will automatically redirected to the Next Page.



The screenshot shows a web browser window with the URL `serviceonline.gov.in/configure/applicationTrackStatus.do#`. The main content is a modal window titled "Status of Application".

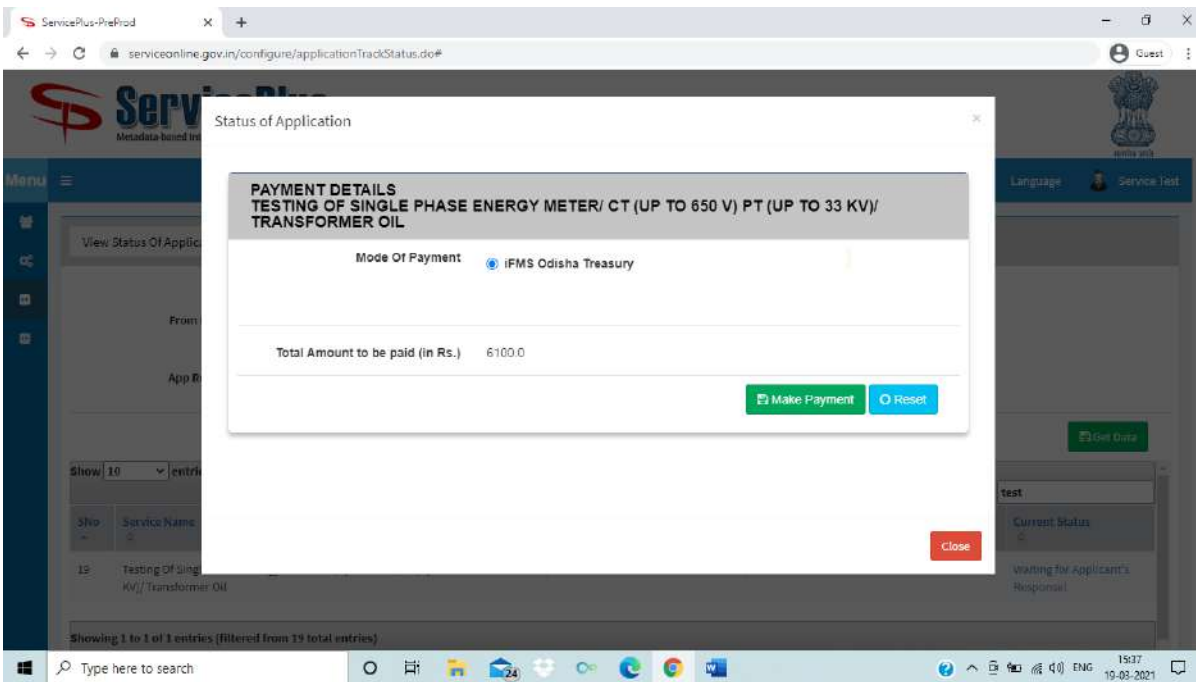
Application Details:

- Application Reference Number : TSPFEMOIL/2021/00051
- Name of the Service : Testing Of Single Phase Energy Meter/ CT (up to 650 V) PT (up to 33 KV)/ Transformer Oil
- Applied By : Service Test
- Application due Date : 20/03/2021

\*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	Application Submission Slip	Completed	NA
2	Preliminary Scrutiny & Estimation of Testing Fees	NA	Nil	Forwarded	NA

Close



The screenshot shows the same "Status of Application" modal window, but now displaying payment details.

**PAYMENT DETAILS**  
**TESTING OF SINGLE PHASE ENERGY METER/ CT (UP TO 650 V) PT (UP TO 33 KV)/ TRANSFORMER OIL**

Mode Of Payment :  iFMS Odisha Treasury

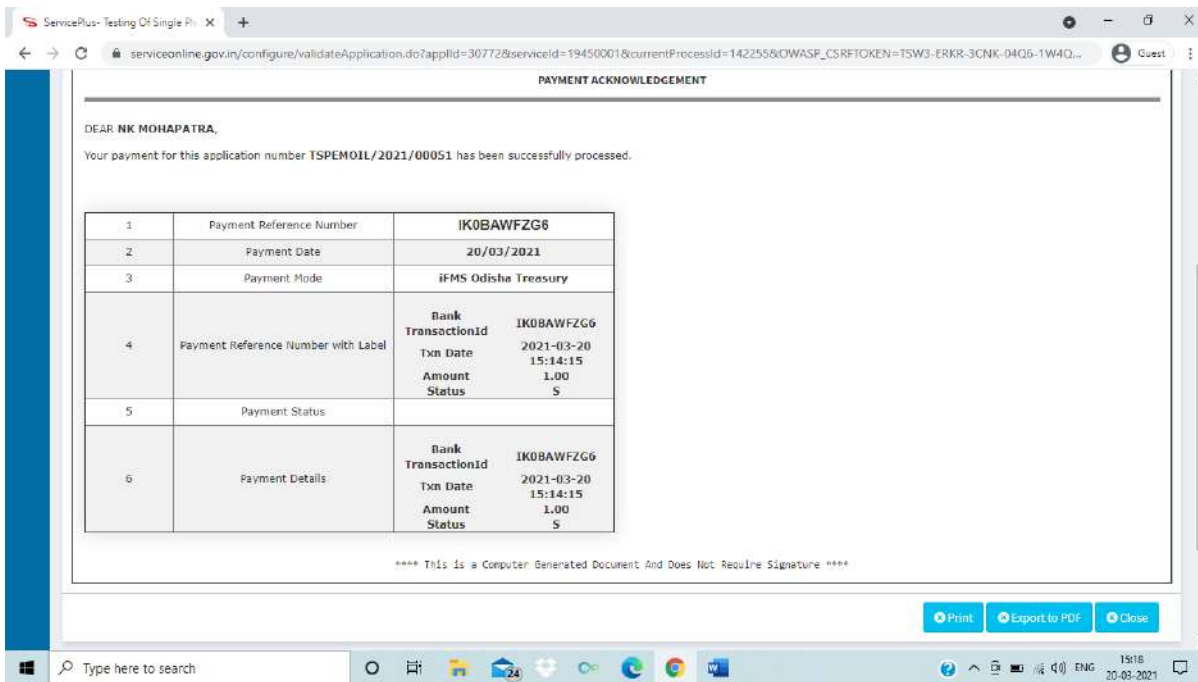
Total Amount to be paid (in Rs.) : 6100.0

Buttons:

Close

- On successful payment, a payment Acknowledgement slip will be automatically generated. It can be downloaded and printed for offline reference.(Refer below for a sample)







- After issue and uploading of Test Report on completion of testing, an SMS and e-mail will be sent to the applicant to login into the application portal to download the **“Test Report”** and **“Issue of Test Report /Calibration Certificate”**.
- Applicant has to further provide and upload the information on authorised person to collect back the tested equipment(s) from lab physically. If the person who submitted the equipment(s) physically in the lab for testing earlier is the case, then select ‘Yes’. Otherwise select ‘No’, if it is different and upload the ID proof & Signature for this person.(Refer below for sample screenshots)

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serviceonline.gov.in/configure/applicationTrackStatus.do#

Guest (2)





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

### Status of Application

Application Reference Number :	TTPEM2021/00029
Name of the Service :	Testing of Three Phase Energy Meter/CT above 0.5V/PT above 33KV
Applied By :	Service Test
Application due Date :	11/03/2021

**\*Action to be taken by an applicant**  
 You are required to fill in "Information on Authorized person to collect equipments". Please click here to proceed.

S.No.	Task Name	Form Details	Issued Documents)	Status	Remarks
1	Application Submission	View	Application Submission Slip	Completed	NA

Close


19	Testing of Three Phase Energy Meter/CT above 0.5V/PT above 33KV	TTPEM/2021/00029	11/03/2021	NA	Waiting for Applicant's Response
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serviceonline.gov.in/configure/applicationTrackStatus.do#

Guest (2)





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

### Status of Application

Information on Authorized person to collect equipments

Same as the person authorized to submit the equipments/samples

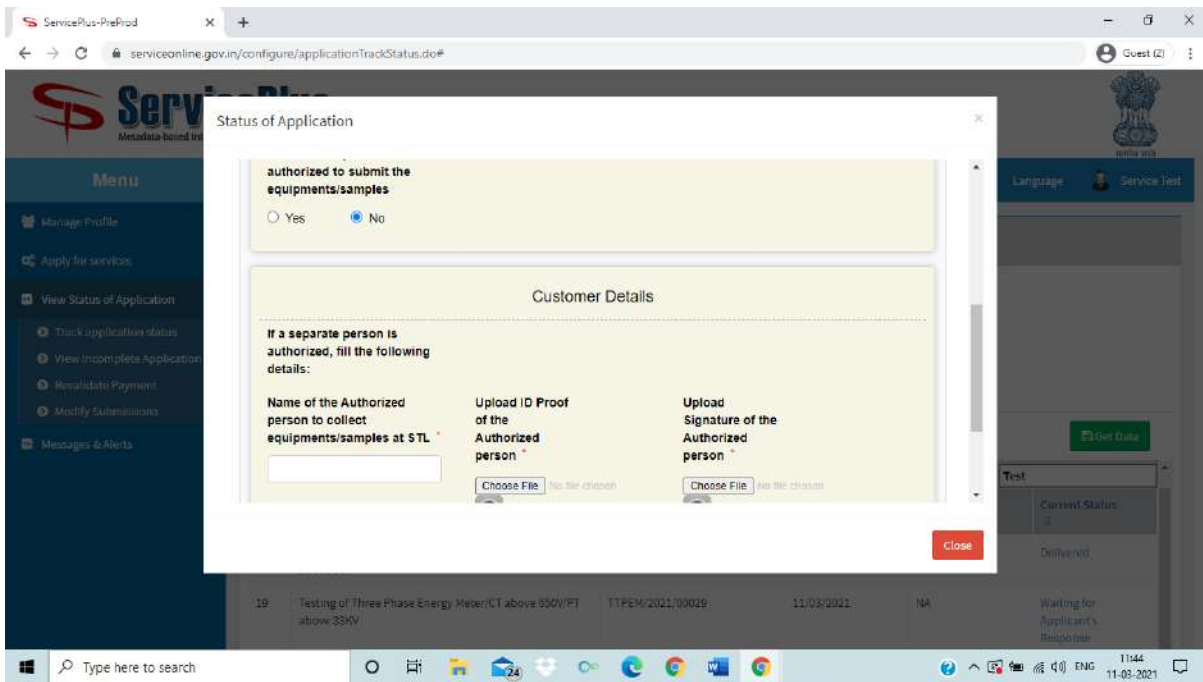
Yes     No

Submit
Reset

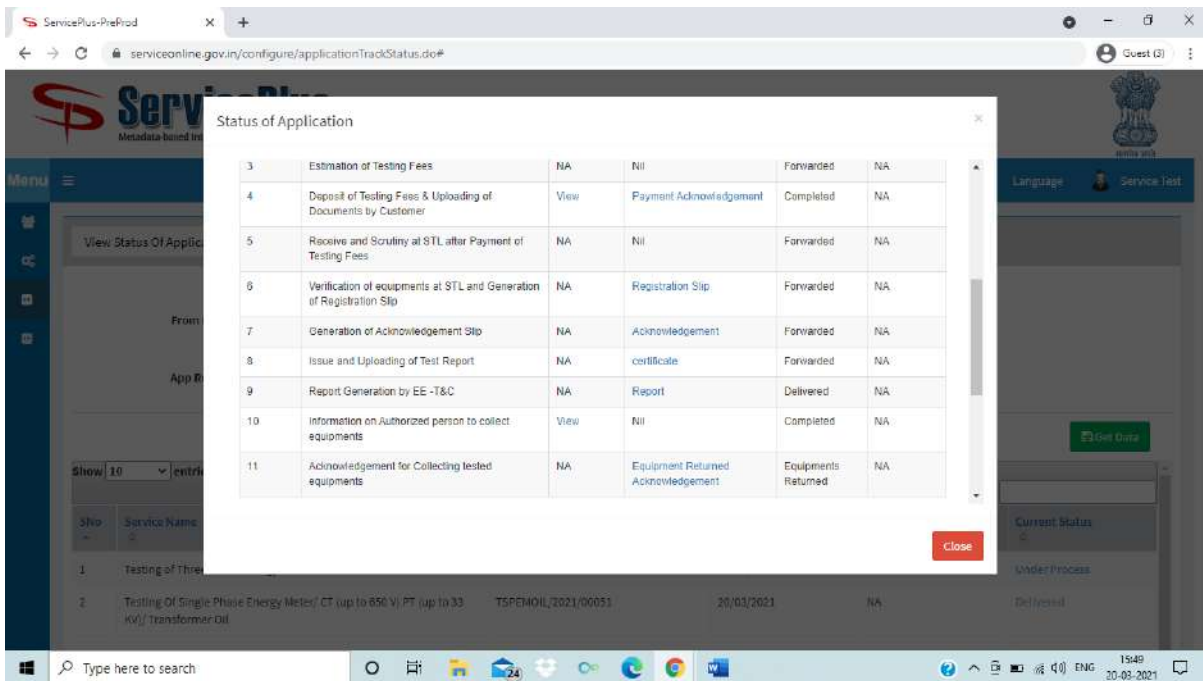
Close

19	Testing of Three Phase Energy Meter/CT above 0.5V/PT above 33KV	TTPEM/2021/00029	11/03/2021	NA	Waiting for Applicant's Response
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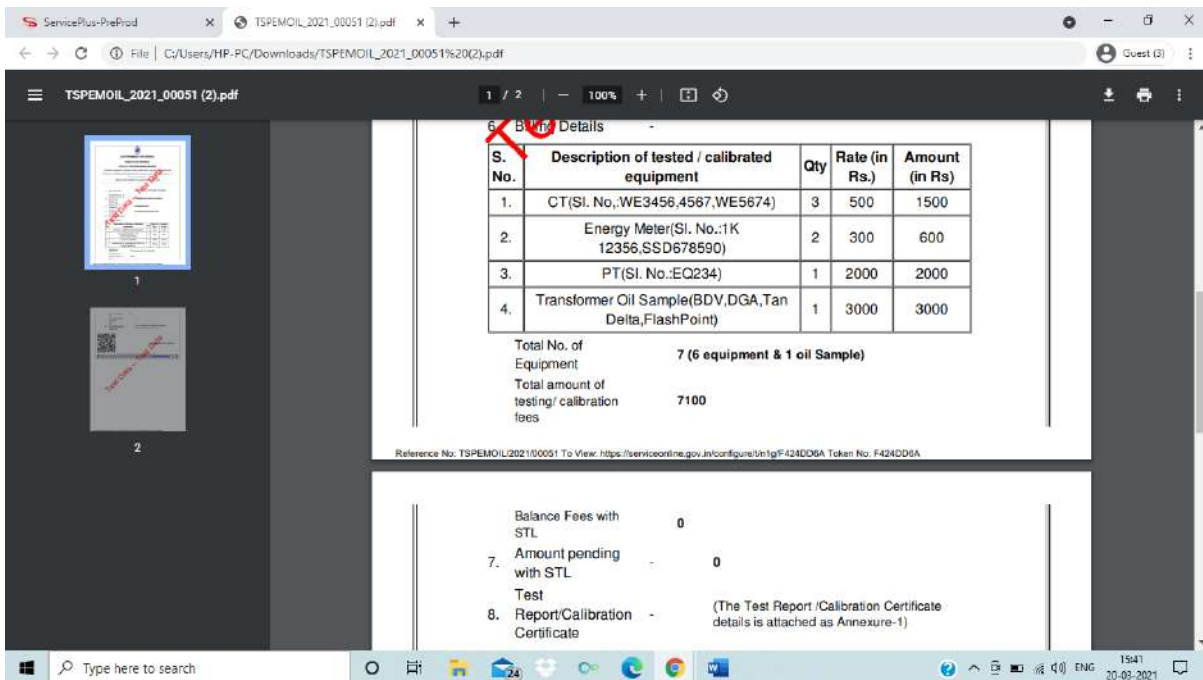
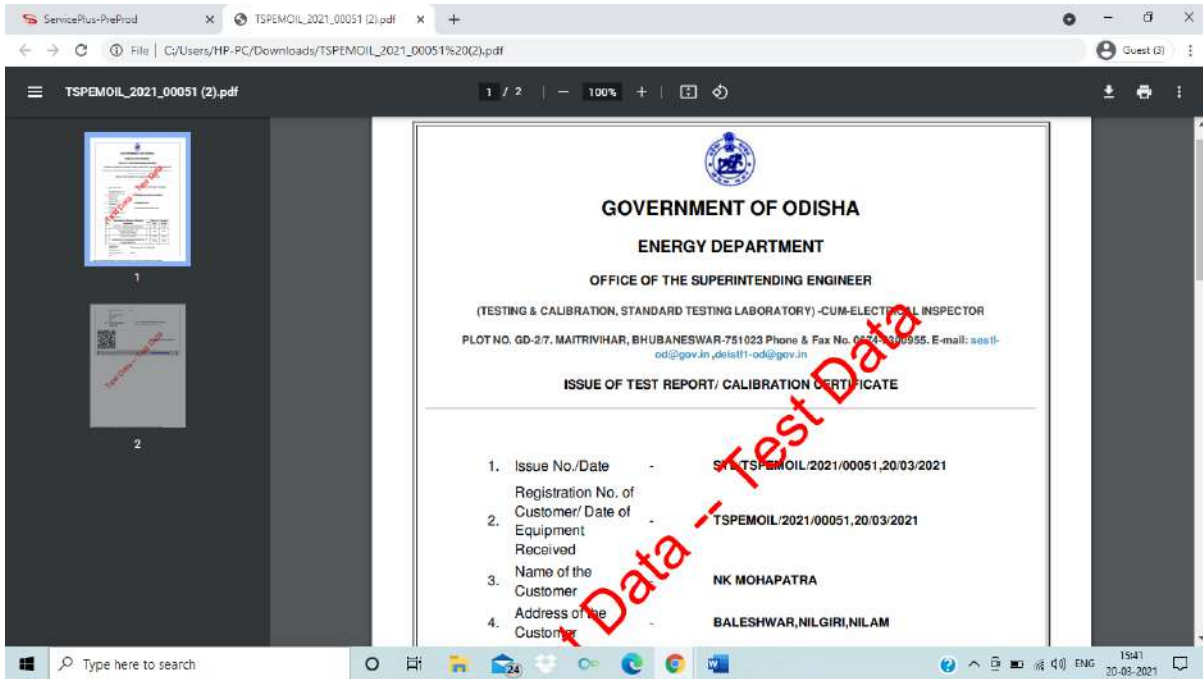
Type here to search



- Applicant can download the 'Test Report' under the task **"Issue and Uploading of Test Report"** where the issued documents reflected as **"Certificate"** (which is also the Annexure-1 as mentioned in the 'Issue of Test Report /Calibration Certificate') and the 'Issue of Test Report /Calibration Certificate' under the task **"Report Generation by EE-T&C"** where the issued documents reflected as **"Report"** from **"Track Application Status"** by clicking on **"Certificate"** link and **"Report"** link respectively whose status shown as **"Delivered"**. (Refer below for a sample)

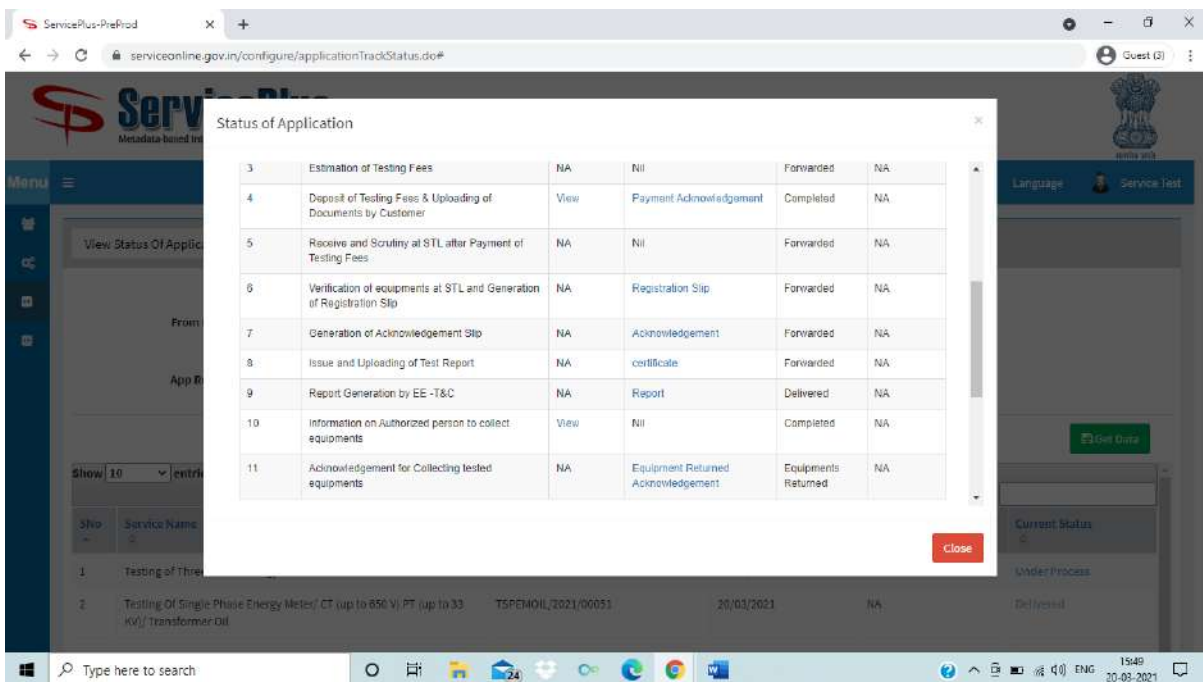


- Refer below for a sample screenshots(Test data)of “Issue of Test Report /Calibration Certificate”.





- Applicant can download the acknowledgement for collected tested equipment(s) under the task **“Acknowledgement for Collecting tested equipments”** by clicking on **“Equipment Returned Acknowledgement”** link whose status shown as **“Delivered”**. (Refer below for a sample)



- Refer below for a sample screenshot of “Equipment Returned Acknowledgement” slip.

