

## SOP FOR TESTING OF INSULATION TESTER & EARTH TESTER

- 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 email ID 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 the registration form on the edistrict.odisha.gov.in portal. The form fields are: Full Name (with a trash icon), Email Id, Mobile No. (with a country code dropdown set to +91), Password, and State (a dropdown menu). Below the fields is a Captcha image showing the text '72bMt2' and a 'Validate' button. The browser address bar shows the URL: edistrict.odisha.gov.in/citizenregistration.html?CWASP\_CSRFTOKEN=J1M5-C7SU-7YHK-WUQ2-EC3L-BNEM-USHZ-BM8. The Windows taskbar is visible at the bottom of the screen.

- 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 Insulation

serviceonline.gov.in/configure/renderApplicationForm.do?serviceId=19470001&UUID=d50f9e83-47b8-4115-ab28-3520033dcd30&OWASP\_CSRFTOKEN=W3GR-QQMK-1JHF...

ServicePlus  
Metadata-based Integrated eService Delivery Framework

Guest

Menu

- Manage Profile
- Apply for services
- View all available services
- View Status of Application
- Messages & Alerts

Themes Language Service Test

### Government of Odisha Energy Department APPLICATION FOR TESTING OF INSULATION TESTER AND EARTH TESTER

#### Customer Details

Name of the Customer/Firm *	Gender *	Mobile Number *
Banahar Lal	Male	7412369850
E-Mail *	Name of the Authorized person to submit equipments/samples at STL *	
banharlal6@gmail.com	Pawan Kumar	

Type here to search

11:28 16-03-2021

ServicePlus-Testing of Insulation

serviceonline.gov.in/configure/renderApplicationForm.do?serviceId=19470001&UUID=d50f9e83-47b8-4115-ab28-3520033dcd30&OWASP\_CSRFTOKEN=W3GR-QQMK-1JHF...


Guest

#### Address of Customer/Firm

State *	District	Block
ODISHA	KHORDHA	KHORDHA
Police Station	At	Po
Khordha	Khemkal	khemkal
PIN		
752015		

#### Other Details

Upload Signature \*



Type here to search

11:29 16-03-2021

ServicePlus- Testing of Insulation

serviceonline.gov.in/configure/renderApplicationForm.do?serviceId=19470001&UUID=d50f9e83-47b8-4115-ab28-3520033dcd30&OWASP\_CSRFTOKEN=W3GR-9QMK-1JHF-...

Equipment Details

Equipment Details  Insulation Tester  Earth Tester

Equipment Details

Insulation Tester

Serial No	Make	Voltage	Range
203589765	WACO	1000 V	0-100 Mega Ohm

Earth Tester

Serial No.	Make	Range
345671290	WACO	0-10 Ohm

Additional Details

Apply to the Office \* SE T and C STL CUM EI BHUBANESWAR(SE - SE T and C STL-cum-EI )

Word verification

11:29 16-03-2021

ServicePlus- Testing of Insulation

serviceonline.gov.in/configure/renderApplicationForm.do?serviceId=19470001&UUID=d50f9e83-47b8-4115-ab28-3520033dcd30&OWASP\_CSRFTOKEN=W3GR-9QMK-1JHF-...

Serial No	Make	Voltage	Range
203589765	WACO	1000 V	0-100 Mega Ohm

Earth Tester

Serial No.	Make	Range
345671290	WACO	0-10 Ohm

Additional Details

Apply to the Office \* SE T and C STL CUM EI BHUBANESWAR(SE - SE T and C STL-cum-EI )

Word verification

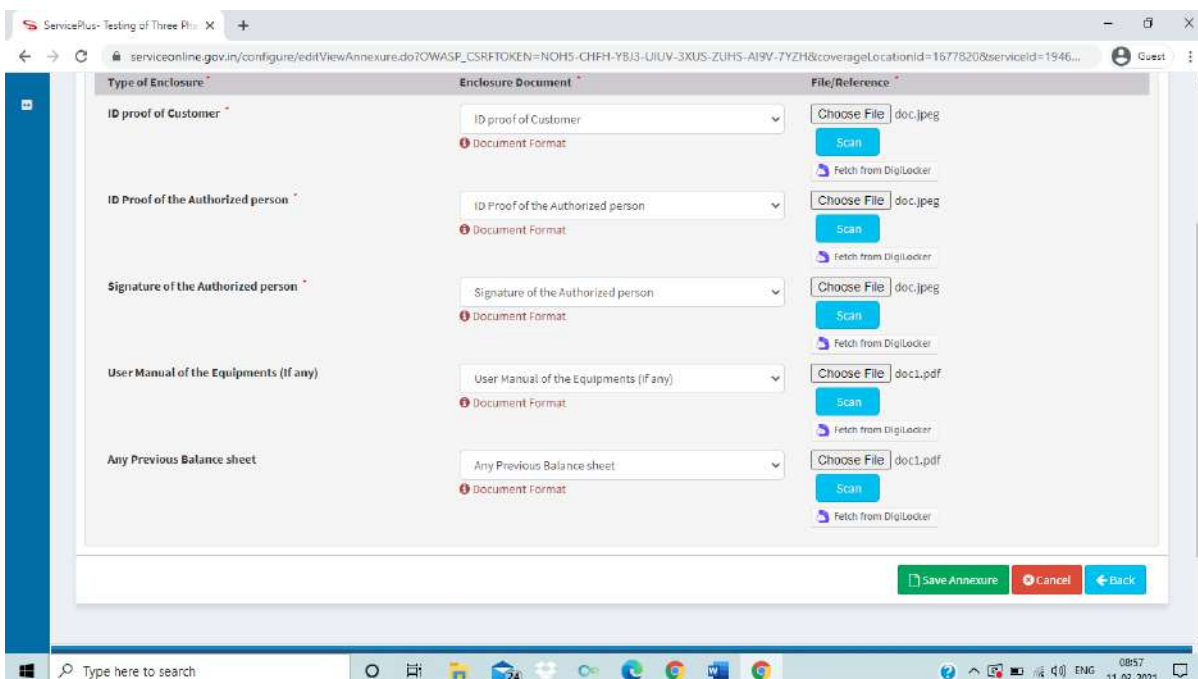
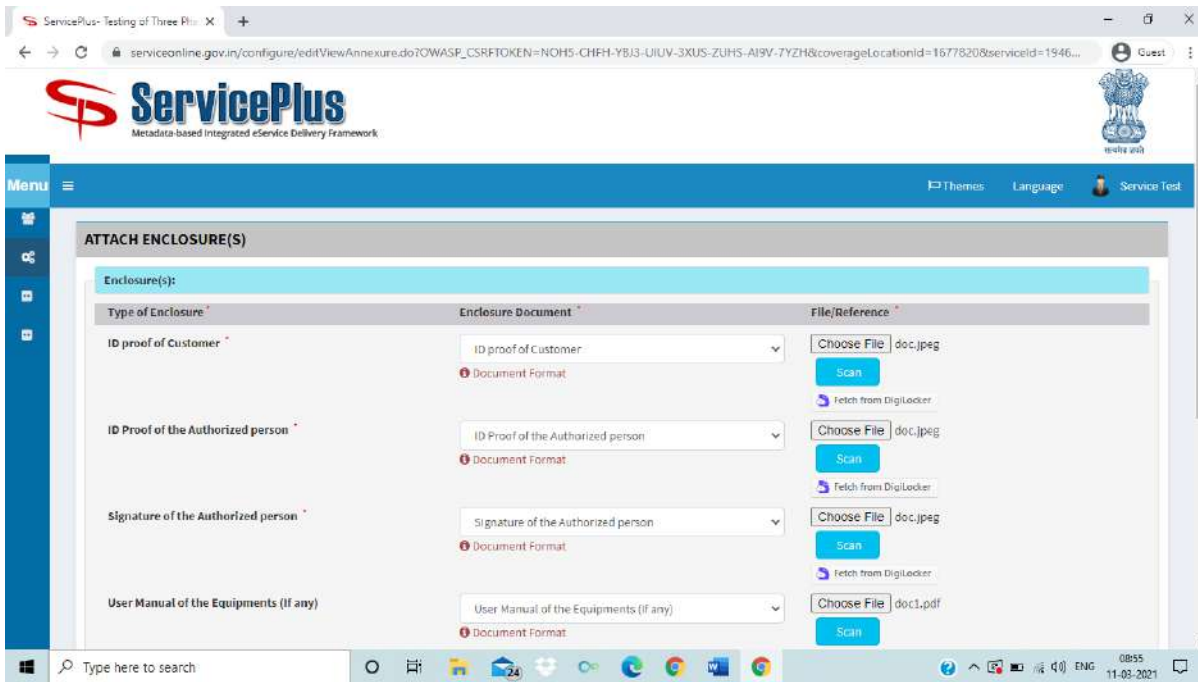
**jw62ka**

Please enter the characters shown above

11:30 16-03-2021

○ **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

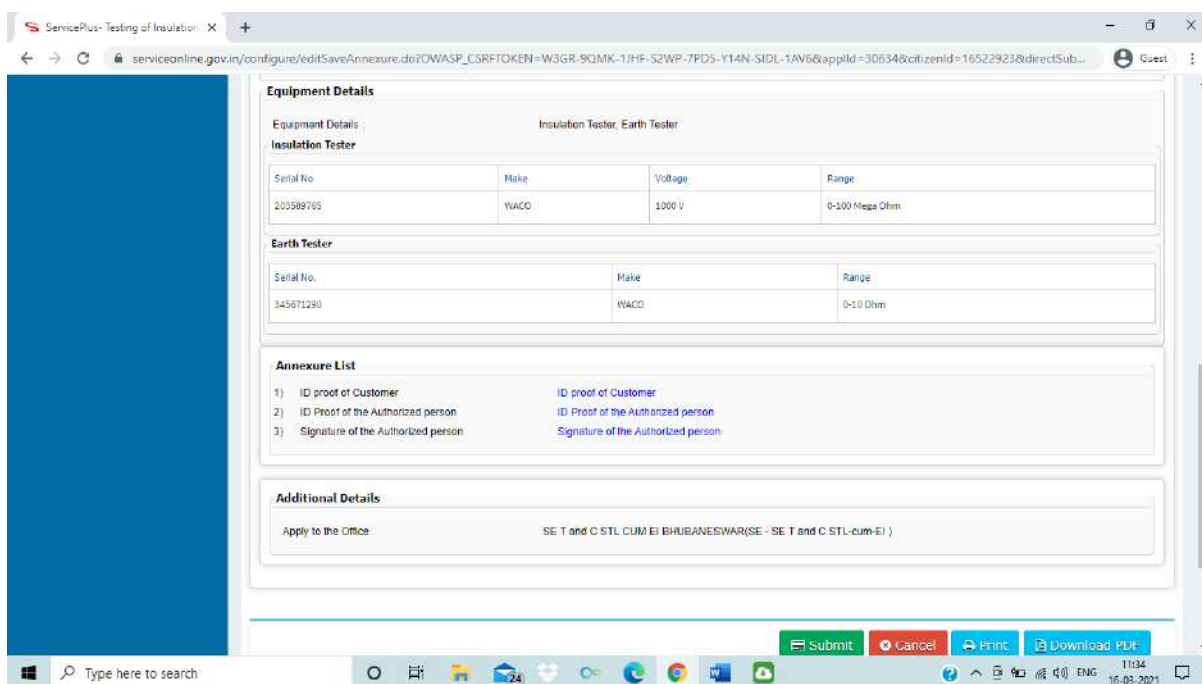


○ **Save the annexure.**

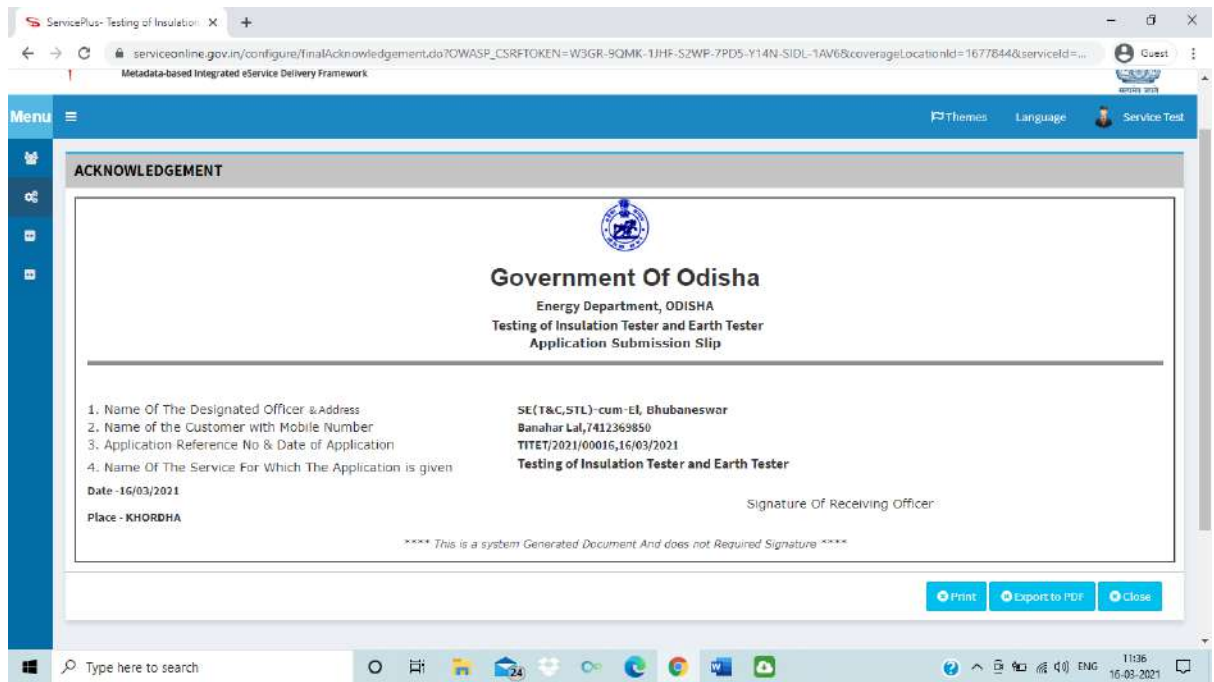
**Note:**

*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.*

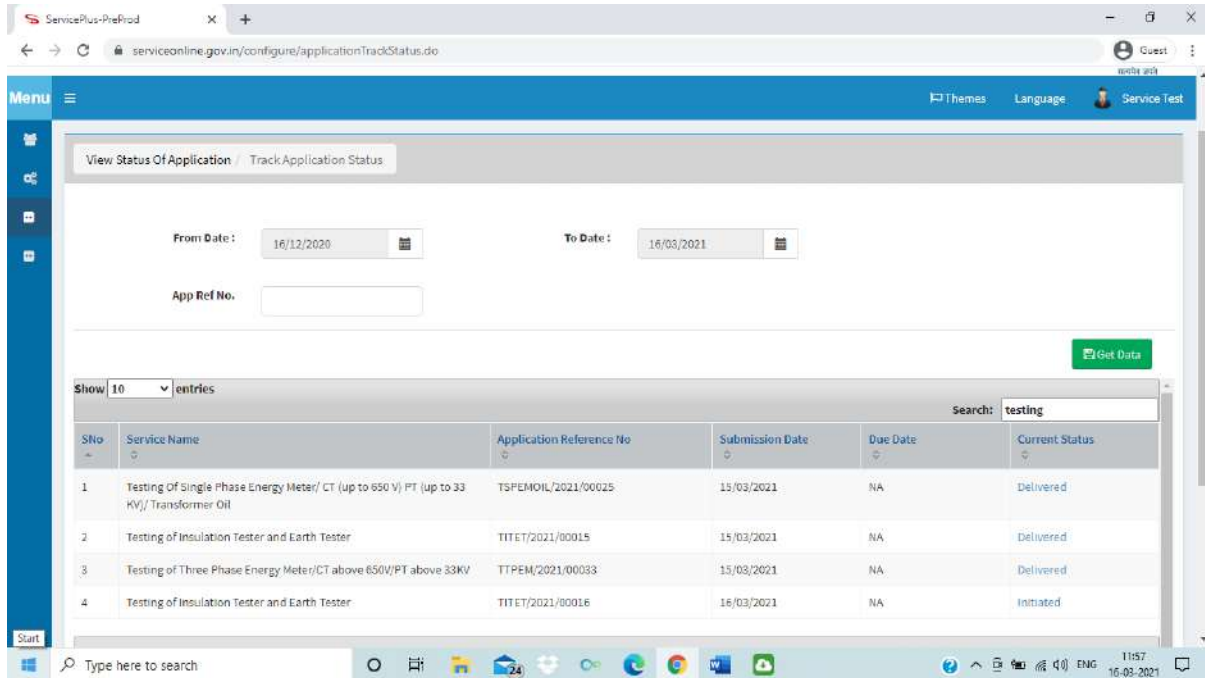
**Final Submission** (Refer Screen shot below)



- 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.



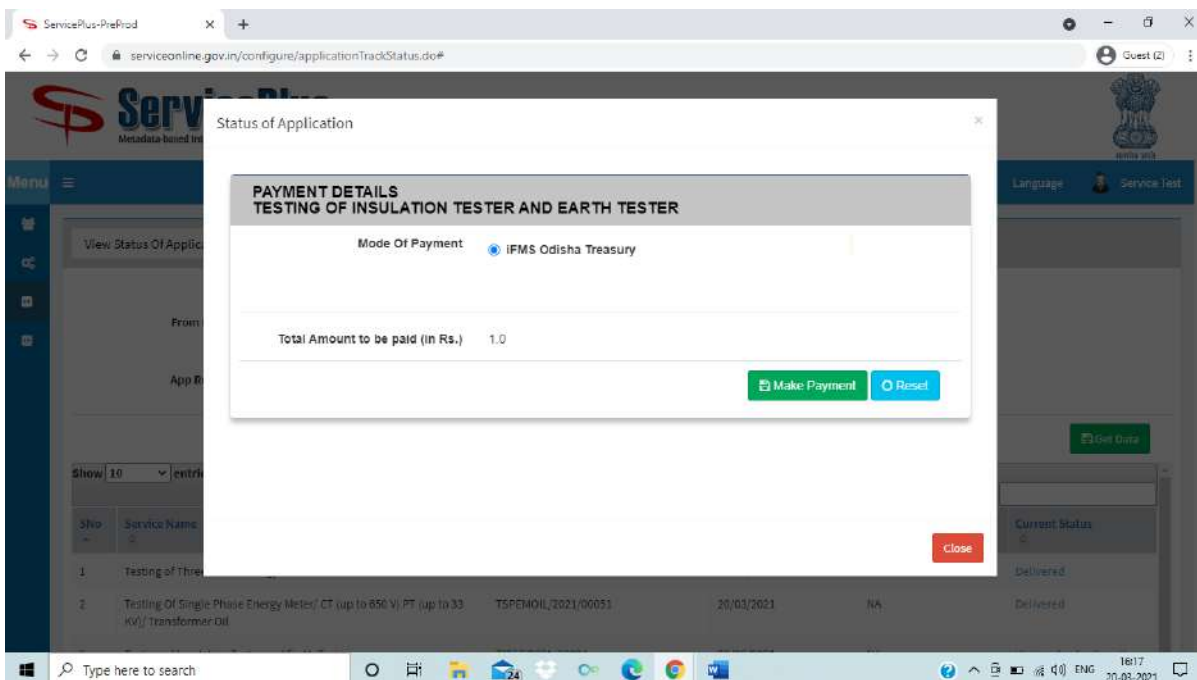
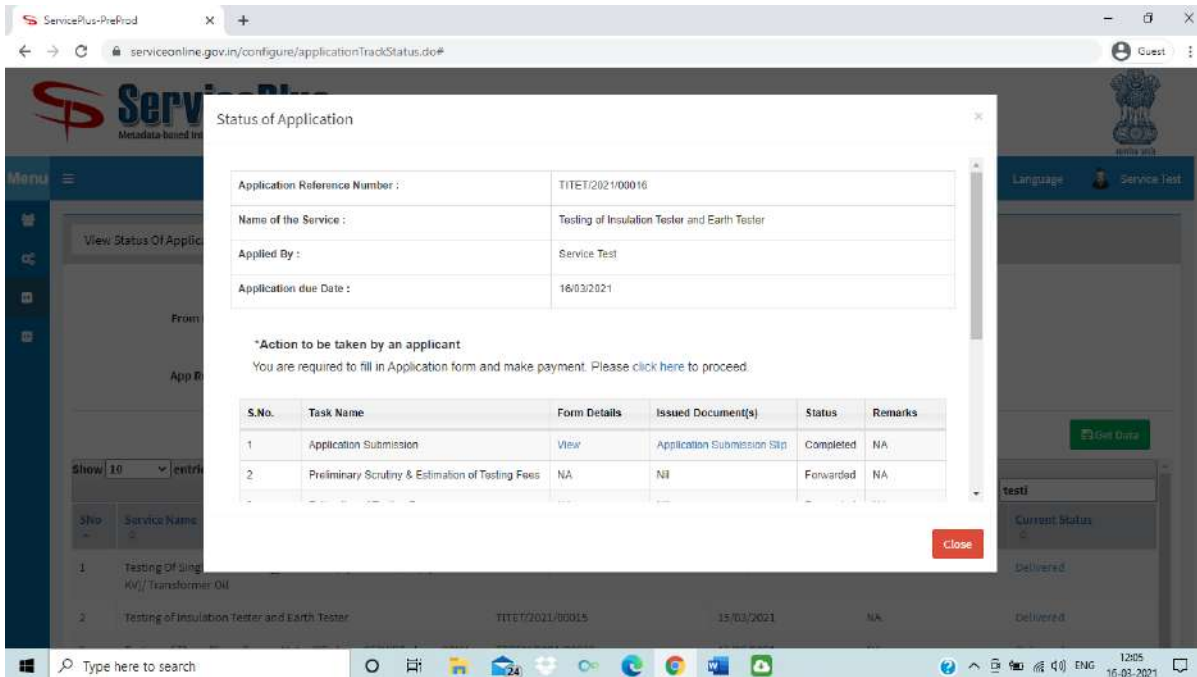
- A SMS and e-mail will be sent to the applicant if any documents have been wrongly uploaded and applicant has to comply it.
- A SMS and e-mail will also be sent if the application will be rejected for any reason.
- A SMS and e-mail will be sent to applicant for intimation of amount of testing fees to be deposited and date of physical submission of equipment(s) at lab.

○ **Deposit of Testing Fee:** (Refer Screen shot samples below)

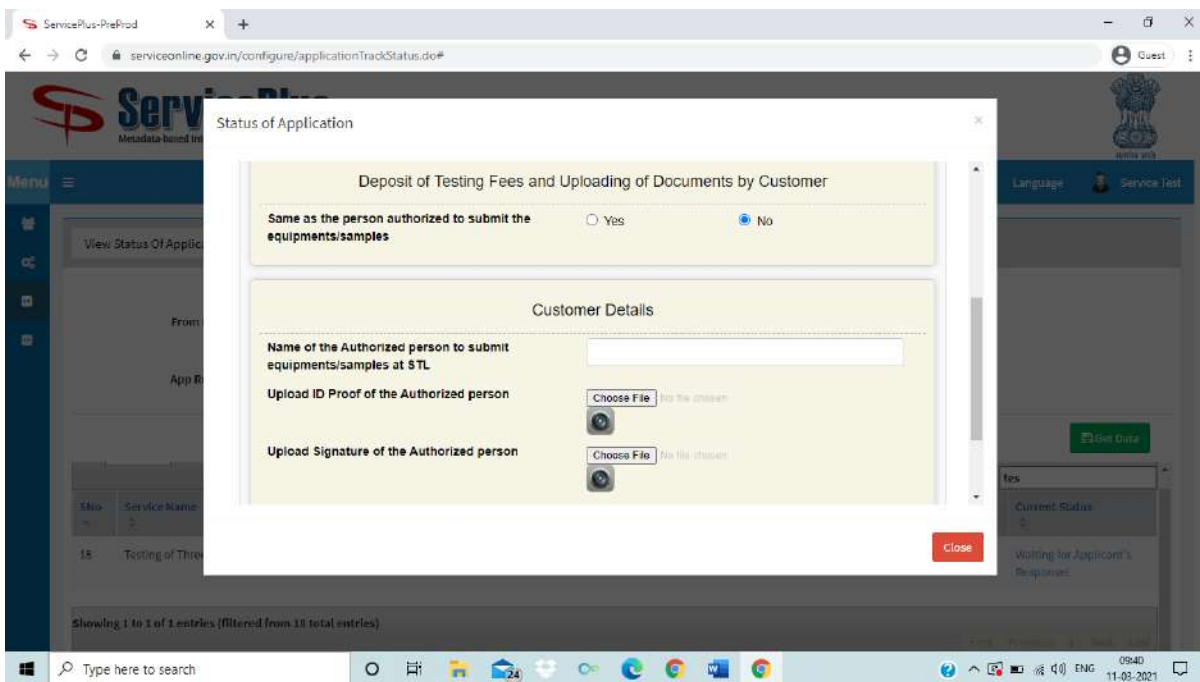
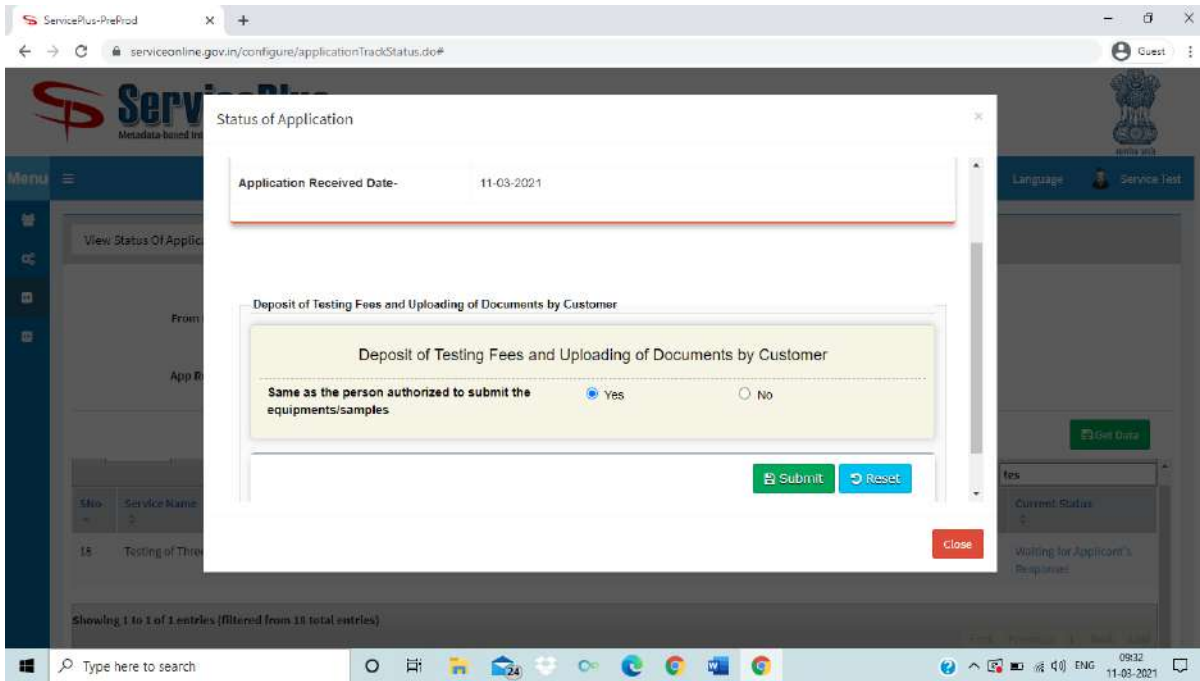
- Applicant has to deposit the testing fee amount as estimated by the officer after scrutiny of the documents/equipment particulars for the first time. If required; additional testing fees also need to be deposited by the applicant after the physical verification of equipment(s) at the lab has completed. (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)



ServicePlus- Testing of Insulation X +

serviceonline.gov.in/configure/validateApplication.do?applId=30773&servicId=19470001&currentProcessId=142277&OWASP\_CSRFTOKEN=Cy47-RJ6U-WVL1-JL2E-P688-R...

**ACKNOWLEDGEMENT**

  
**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: sest1-od@gov.in ,detst11-od@gov.in

**PAYMENT ACKNOWLEDGEMENT**

DEAR **NK Mohapatra**  
 Your payment for this application number **TITET/2021/00024** has been successfully processed.

1	Payment Reference Number	<b>IK0BAWJWTS</b>
2	Payment Date	<b>20/03/2021</b>
3	Payment Mode	<b>IFMS Odisha Treasury</b>
4	Payment Reference Number with Label	Bank TransactionId <b>IK0BAWJWTS</b> Txn Date <b>2021-03-20 16:20:56</b> Amount <b>1.00</b> Status <b>S</b>
5	Payment Status	

Type here to search

16:27 20-03-2021

ServicePlus- Testing of Insulation X +

serviceonline.gov.in/configure/validateApplication.do?applId=30773&servicId=19470001&currentProcessId=142277&OWASP\_CSRFTOKEN=Cy47-RJ6U-WVL1-JL2E-P688-R...

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5	Payment Status	
6	Payment Details	Bank TransactionId <b>IK0BAWJWTS</b> Txn Date <b>2021-03-20 16:20:58</b> Amount <b>1.00</b> Status <b>S</b>

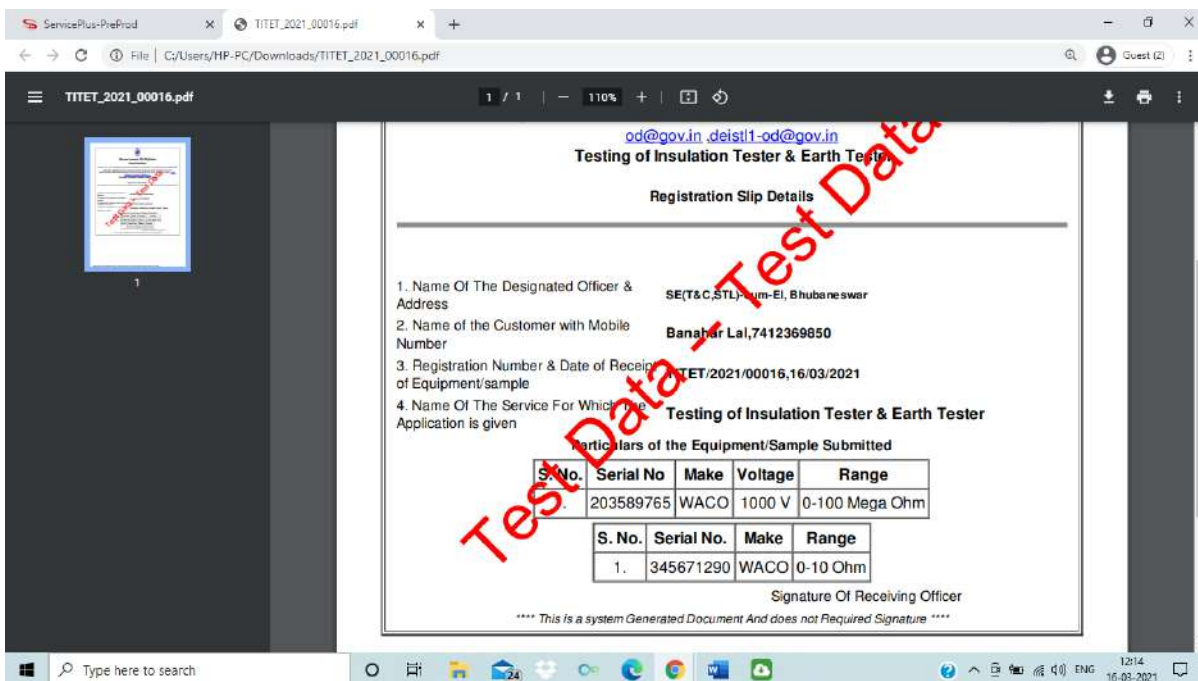
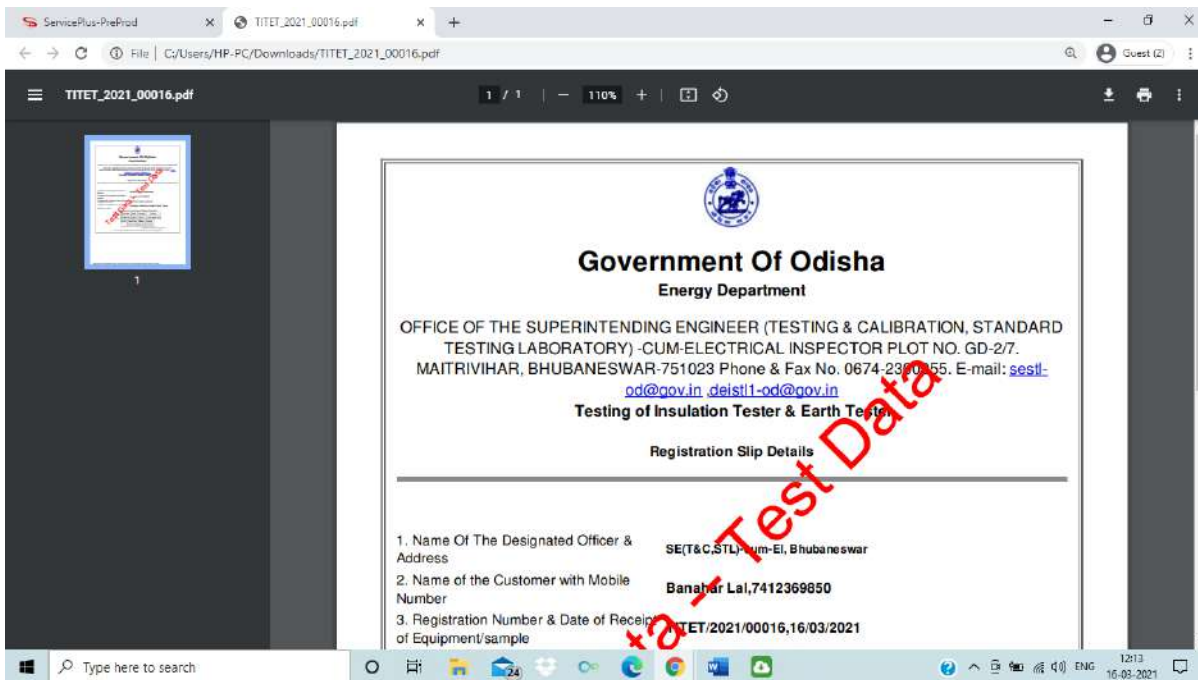
\*\*\*\* This is a Computer Generated Document And Does Not Require Signature \*\*\*\*

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- 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)



○ **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.

**Status of Application**

Application Reference Number : TITET/2021/00016

Name of the Service : Testing of Insulation Tester and Earth Tester

Applied By : Service Test

Application due Date : 16/03/2021

**\*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

**Status of Application**

**PAYMENT DETAILS**  
**TESTING OF INSULATION TESTER AND EARTH TESTER**

Mode Of Payment  IFMS Odisha Treasury

Total Amount to be paid (in Rs.) 1.0

Make Payment Reset

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)

ServicePlus- Testing of Insulation X +

serviceonline.gov.in/configure/validateApplication.do?applId=30773&servicId=19470001&currentProcessId=142277&OWASP\_CSRFTOKEN=CY47-RJ6U-WVL1-JL2E-P688-R... Guest

### ACKNOWLEDGEMENT



## 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: sest1-od@gov.in, detst11-od@gov.in

**PAYMENT ACKNOWLEDGEMENT**

DEAR **NK Mohapatra**

Your payment for this application number **TITET/2021/00024** has been successfully processed.

1	Payment Reference Number	<b>IK0BAWJWTS</b>								
2	Payment Date	<b>20/03/2021</b>								
3	Payment Mode	<b>IFMS Odisha Treasury</b>								
4	Payment Reference Number with Label	<table border="1"> <tr> <td>Bank TransactionId</td> <td>IK0BAWJWTS</td> </tr> <tr> <td>Txn Date</td> <td>2021-03-20 16:20:56</td> </tr> <tr> <td>Amount</td> <td>1.00</td> </tr> <tr> <td>Status</td> <td>S</td> </tr> </table>	Bank TransactionId	IK0BAWJWTS	Txn Date	2021-03-20 16:20:56	Amount	1.00	Status	S
Bank TransactionId	IK0BAWJWTS									
Txn Date	2021-03-20 16:20:56									
Amount	1.00									
Status	S									
5	Payment Status									

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16:27 20-03-2021

ServicePlus- Testing of Insulation X +

serviceonline.gov.in/configure/validateApplication.do?applId=30773&servicId=19470001&currentProcessId=142277&OWASP\_CSRFTOKEN=CY47-RJ6U-WVL1-JL2E-P688-R... Guest

### PAYMENT ACKNOWLEDGEMENT

DEAR **NK Mohapatra**

Your payment for this application number **TITET/2021/00024** has been successfully processed.

1	Payment Reference Number	<b>IK0BAWJWTS</b>								
2	Payment Date	<b>20/03/2021</b>								
3	Payment Mode	<b>IFMS Odisha Treasury</b>								
4	Payment Reference Number with Label	<table border="1"> <tr> <td>Bank TransactionId</td> <td>IK0BAWJWTS</td> </tr> <tr> <td>Txn Date</td> <td>2021-03-20 16:20:56</td> </tr> <tr> <td>Amount</td> <td>1.00</td> </tr> <tr> <td>Status</td> <td>S</td> </tr> </table>	Bank TransactionId	IK0BAWJWTS	Txn Date	2021-03-20 16:20:56	Amount	1.00	Status	S
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Txn Date	2021-03-20 16:20:56									
Amount	1.00									
Status	S									
5	Payment Status									
6	Payment Details	<table border="1"> <tr> <td>Bank TransactionId</td> <td>IK0BAWJWTS</td> </tr> <tr> <td>Txn Date</td> <td>2021-03-20 16:20:56</td> </tr> <tr> <td>Amount</td> <td>1.00</td> </tr> <tr> <td>Status</td> <td>S</td> </tr> </table>	Bank TransactionId	IK0BAWJWTS	Txn Date	2021-03-20 16:20:56	Amount	1.00	Status	S
Bank TransactionId	IK0BAWJWTS									
Txn Date	2021-03-20 16:20:56									
Amount	1.00									
Status	S									

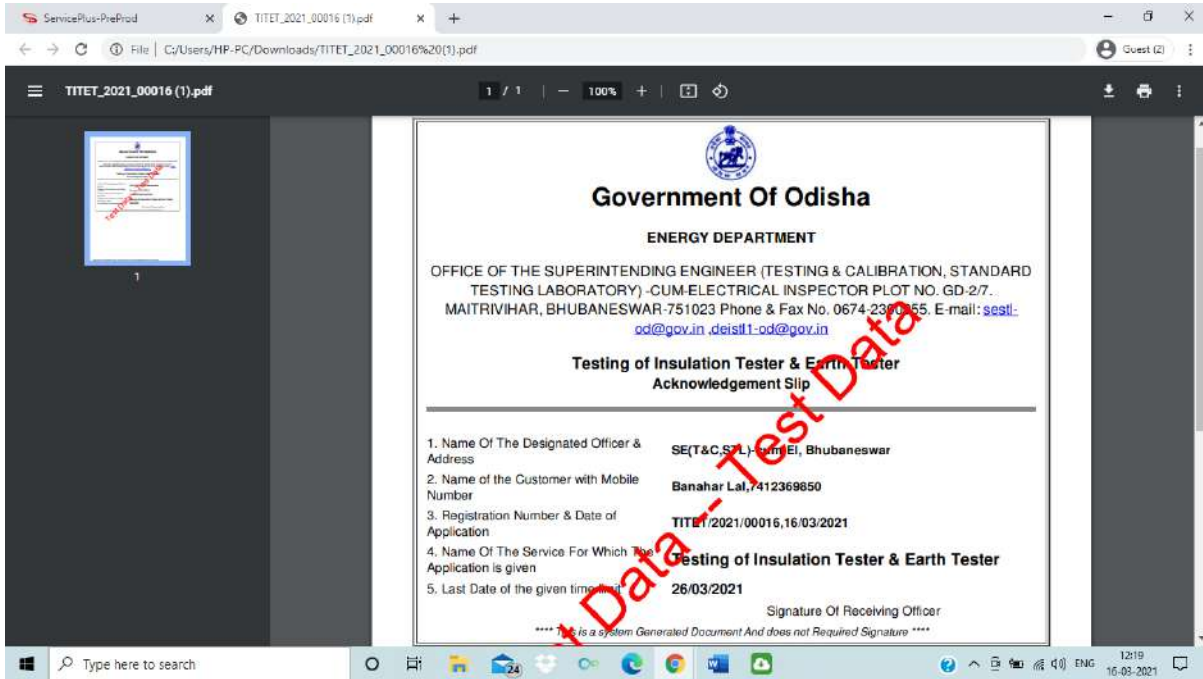
\*\*\*\* This is a Computer Generated Document And Does Not Require Signature \*\*\*\*

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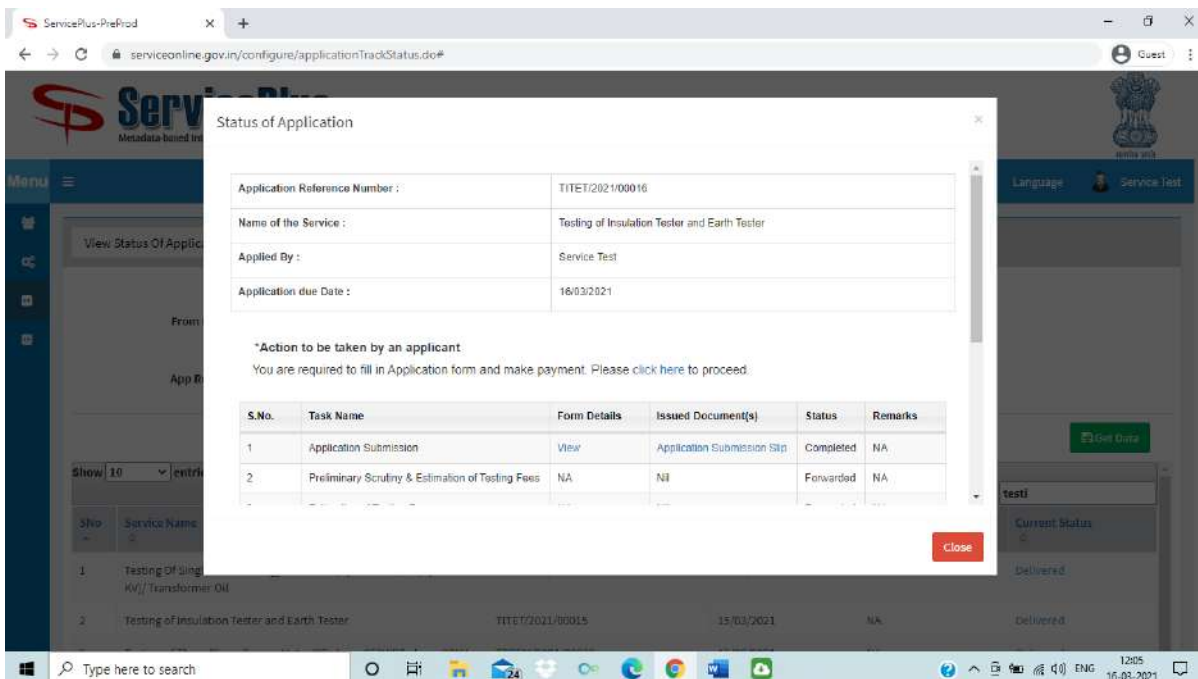
- An Acknowledgement Slip will be generated after the reflection of successful payment of deficit testing fees as noticed after physical verification of equipment(s) incorporating rectification(s) if any, defect(s)/deficiency(es) found if any or directly after the generation of registration slip whichever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

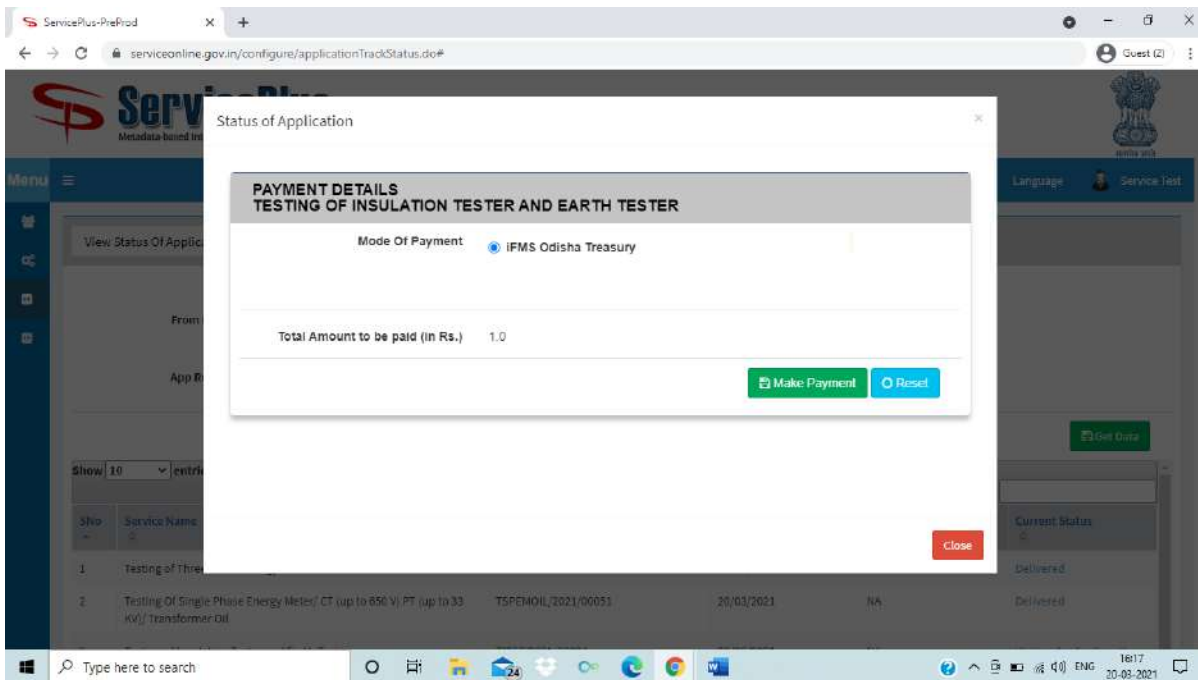


- Applicant to submit additional testing fees if any; as assessed by the officer/testing engineer during testing as communicated to applicant through an SMS and e-mail before collection of tested equipment(s).
- **Deposit of Deficit Testing Fees if any:** (Refer Screen shot samples below)
  - Applicant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



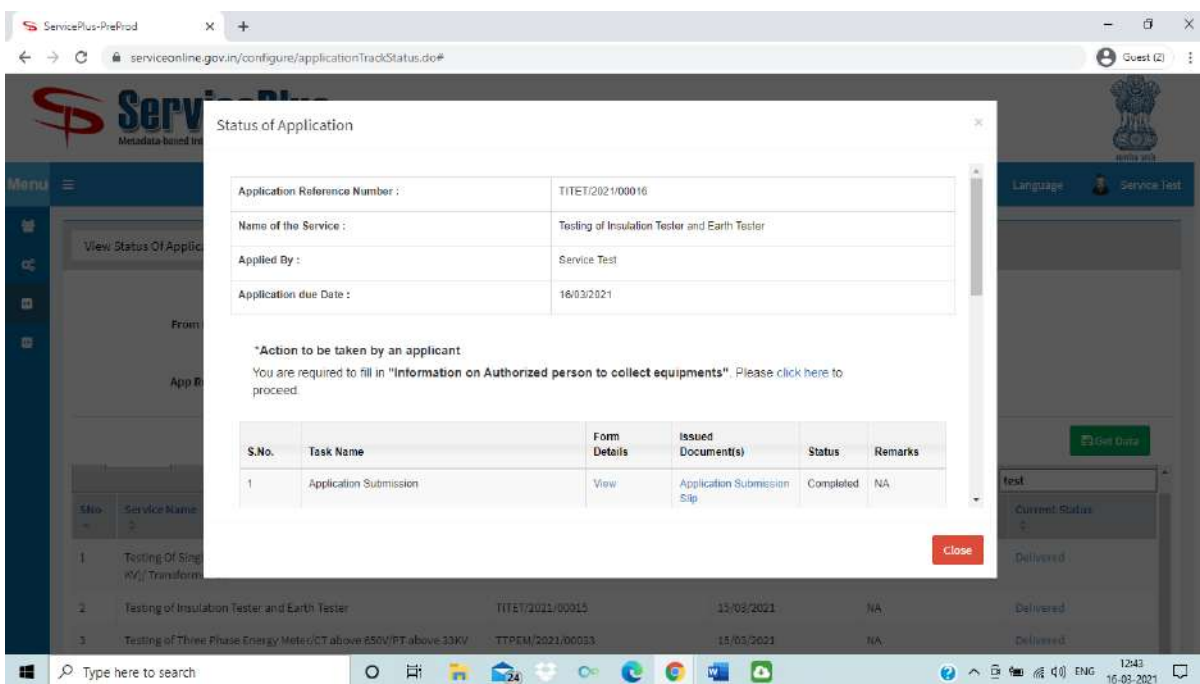


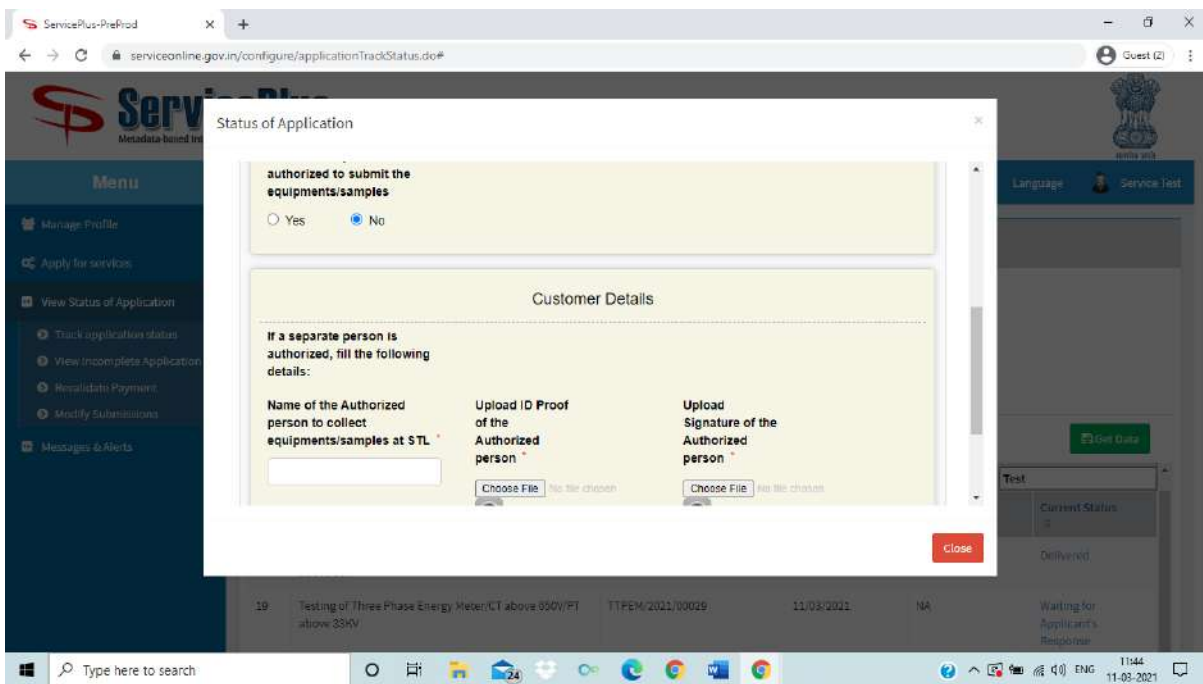
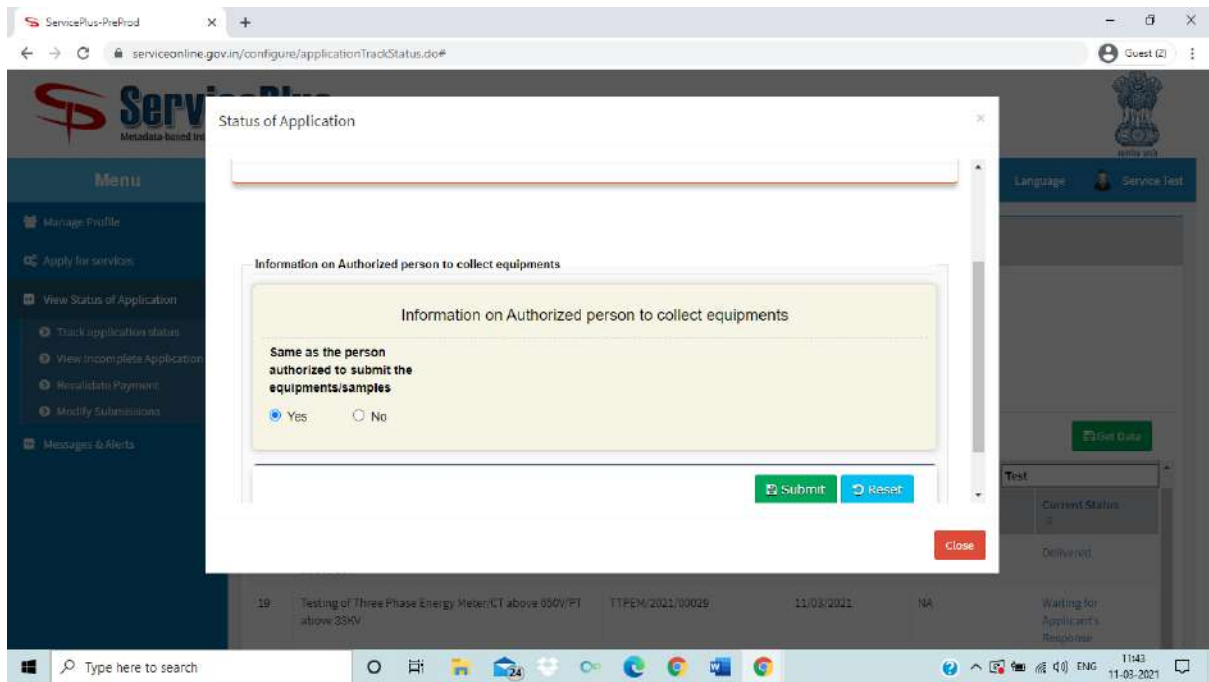
- On successful payment, a payment Acknowledgement slip will be automatically generated. It can be downloaded and printed for offline reference. (Refer below for a sample)





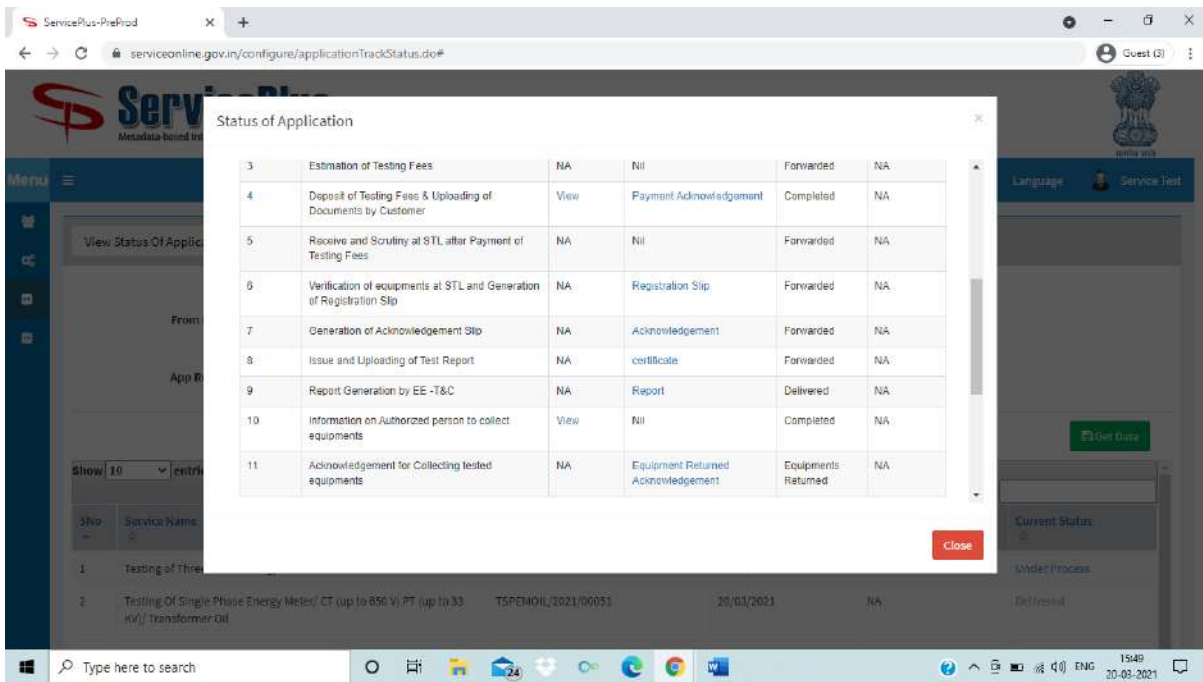
- After issue and uploading of Test Report on completion of testing, an SMS and e-mail will be sent to the applicant to login into the application portal to download the **“Test Report”** and **“Issue of Test Report /Calibration Certificate”**.
- Applicant has to further provide and upload the information 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 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)



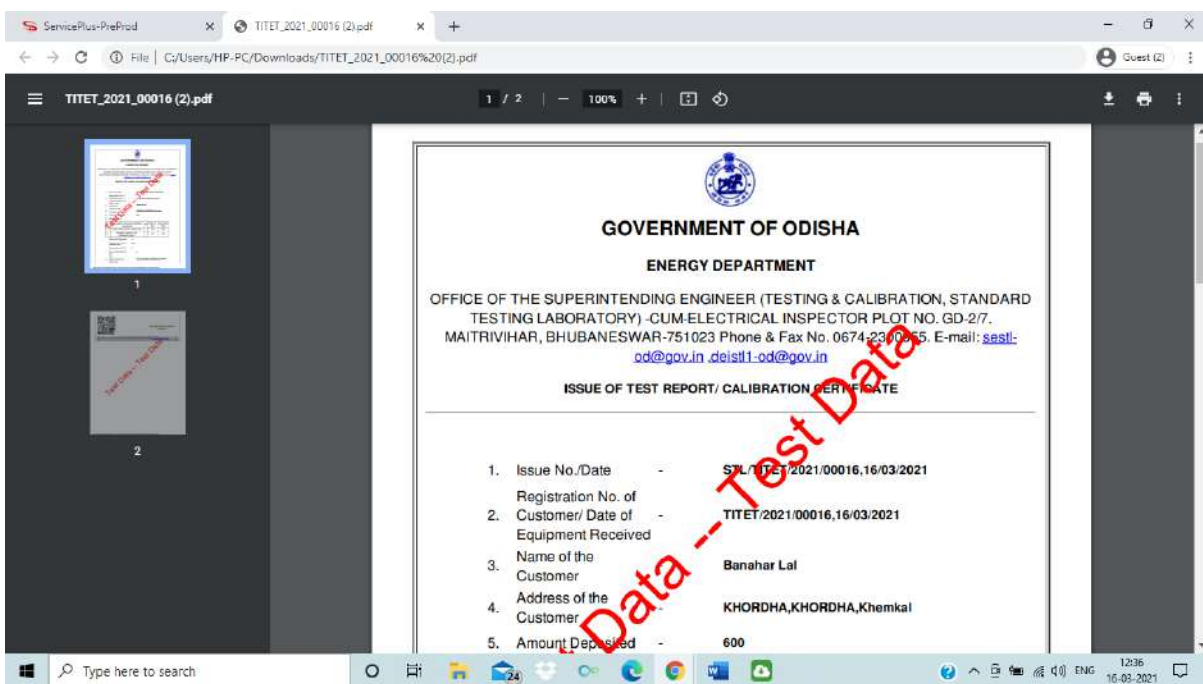


- Applicant can download the 'Test Report' under the task "Issue and Uploading of Test Report" where the issued documents reflected as "Certificate" ( which is also the Annexure-1 as mentioned in the 'Issue of Test Report /Calibration Certificate') and the 'Issue of Test Report /Calibration Certificate' 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”.



ServicePlus-PreProd x TITET\_2021\_00016 (2).pdf

File | C:/Users/HP-PC/Downloads/TITET\_2021\_00016%20(2).pdf

TITET\_2021\_00016 (2).pdf 1 / 2 100%

6. Billing Details


S. No.	Description of tested / calibrated equipment	Qty	Rate (in Rs.)	Amount (in Rs)
1.	Earth Tester (Sl. No.- 345671290)	1	250	250
2.	Insulation Tester (Sl. No.- 203589765,1000 V)	1	350	350

Total No. of Equipment 2  
 Total amount of testing/ calibration fees 600  
 Balance Fees with STL 0

7. Amount pending with STL 0

8. Report/Calibration Certificate (The Test Report /Calibration Certificate details is attached as Annexure-1)

Reference No: TITET202100016 To View: <https://serviceonline.gov.in/configure/bag/SEFD1E19> Token No: SEFD1E19



Signature of Issuing Authority  
16/03/2021

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- 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)

ServicePlus-PreProd x +

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

Status of Application

3	Estimation of Testing Fees	NA	Nil	Forwarded	NA
4	Deposit of Testing Fees & Uploading of Documents by Customer	View	Payment Acknowledgement	Completed	NA
5	Receive and Scrutiny at STL after Payment of Testing Fees	NA	Nil	Forwarded	NA
6	Verification of equipments at STL and Generation of Registration Slip	NA	Registration Slip	Forwarded	NA
7	Generation of Acknowledgement Slip	NA	Acknowledgement	Forwarded	NA
8	Issue and Uploading of Test Report	NA	certificate	Forwarded	NA
9	Report Generation by EE -T&C	NA	Report	Delivered	NA
10	Information on Authorized person to collect equipments	View	Nil	Completed	NA
11	Acknowledgement for Collecting tested equipments	NA	Equipment Returned Acknowledgement	Equipments Returned	NA

Close

Language Service Test

Current Status Under Process Delivered

Type here to search

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

