

## **SOP FOR ISSUE OF CHARTERED ELECTRICAL SAFETY ENGINEER AUTHORISATION ON EXAMINATION BASIS**

- Applicant should thoroughly go through Gazette Notification No 1028 dtd.06.08.2020 and office order No 2592 dtd.20.08.2020 i.e. Procedure for conducting test/interview for CESE Authorization. (Both are uploaded in official website [www.eicelectricityodisha.nic.in](http://www.eicelectricityodisha.nic.in).)
- 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

Enter Your Full Name

Email Id

Enter a valid Email Address

Mobile No.

+91 Enter Mobile No.

Password

Enter Your Password

State

Select



Captcha

Validate

- 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**
  - Fill the application Form. (Refer below for a sample 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 and on later stage he can again login to fill the remaining data to submit the application form.

ServicePlus - Chartered Electrical

serviceonline.gov.in/configure/renderApplicationForm.do?serviceId=15830001&UID=cfe43094-cae5-4ae3-be2d-badb70828d87&OWASP\_CSRFTOKEN=2A4U-MU7N-ZBOJ-BZ78-6G07-QYYY...

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Menu Themes Language Service Test

Application For Chartered Electrical Safety Engineer Authorisation

Govt. Of Odisha

Applicant Details

Name Of The Applicant		
First Name	Middle Name	Surname
MONAKSHI		PRADHAN
Name Of The Father		
First Name	Middle Name	Surname
SUBASH	CHANDRA	PRADHAN
Name Of The Mother		
First Name	Middle Name	Surname
ANJALI		PRADHAN

Mobile Number

E-Mail

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ANJALI  
Gender \*  
Female  
Aadhaar Card No  
Mobile Number \*  
7735770390  
Date Of Birth \*  
16/09/1953  
PRADHAN  
E-Mail \*  
monakshipradhan25@gmail.com  
Age as on the date of Application(Year and Month)  
66 Years, 11 Months

Present Address

State \*  
ODISHA  
District \*  
KHORDHA  
Block \*  
BHUBANESWAR  
House No/Building Name  
BHOI NAGAR  
Street No/Road Name/Area/Colony  
ANAND BAZAR  
PIN \*  
751022  
At/PO \*  
ANAND BAZAR  
Police Station \*  
BHOI NAGAR

Permanent Address

Same As Present Address ?  
State \*

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Permanent Address

Same As Present Address ?  
No  
District \*  
DHENKANAL  
House No/Building Name  
DEULA SAHI  
Street No/Road Name/Area/Colony  
PIN \*  
759001  
State \*  
ODISHA  
Block \*  
DHENKANAL SADAR  
At/PO \*  
JUBULI TOWN  
Police Station \*  
JUBULI TOWN

Qualification Details

Technical Qualification \*  
Degree in Electrical Engineering

Present Employment Details

Are you presently employed ? \*  
Yes No  
Name of the Present Employer \*  
AURO ELECTRICAL

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Present Employment Details

Are you presently employed ? \*  
Yes No  
Name of the Present Employer \*  
AURO ELECTRICAL

Experience Details

From Date *	To Date *	Name of the Organization *	Post Held *	Place Of Posting *	Description of Nature of Work Indicating Voltage
08/09/2005	02/09/2020	HINDALCO	MANAGER	ANGUL	INSPECTION

Current S.C.C Details

Category \*  
MV  
S.C.C No \*  
3562  
Valid Period \*  
17/09/2020

Other Details

Upload Photo \*  
Choose File  
Upload Signature \*  
Choose File

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Other Details

Upload Photo \*   
 Choose File sign.jpg

Upload Signature \*   
 Choose File sign.jpg

Additional Details

Apply to the Office \*   
 Engineer In Chief cum Principal Chief Electrical Inspector Odisha

Word verification   
 jw62ka   
 Please enter the characters shown above

Draft Submit Close Reset

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- Attach the Annexure Documents.(Refer below for a sample)
  - Original educational and technical certificate
  - Original Experience Certificate (As per Annexure-I)
  - Identity Proof such as Driving License/Voter ID card/Aadhar card/Passport
  - Any one Address Proof(Telephone bill/Electricity bill/Bank Pass book/Driving License/Aadhar card/Pass port)
  - Photocopy of PAN Card

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

Themes Language Service Test

ATTACH ENCLOSURE(S)

Enclosure(s):	Type of Enclosure *	Enclosure Document *	File/Reference *
Original educational and technical certificate *	Original educational and technical certificate	Original educational and technical certificate	Choose File sign.jpg Scan Fetch from DigLocker
Original Experience certificate *	Original Experience certificate	Original Experience certificate	Choose File sign.jpg Scan Fetch from DigLocker
Identity proof such as Voter Id card / Driving License /Aadhaar Card / Passport	Driving License	Driving License	Choose File sign.jpg Scan Fetch from DigLocker
Any one Address proof(Telephone bill/Electricity bill/Bank Pass book/Driving license/Aadhar card/Passport)	Telephone bill	Telephone bill	Choose File sign.jpg Scan Fetch from DigLocker
Photocopy of PAN card *	Photocopy of PAN card	Photocopy of PAN card	Choose File sign.jpg Scan

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- Save the annexures.

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 make the payment.

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 an Acknowledgement slip will be automatically generated and also applicant can download it from View Status of Application -> Track application Status. It can be downloaded and printed for offline reference.

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**Menu**

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**APPLICATION ACKNOWLEDGEMENT**

**Chartered Electrical Safety Engineer Authorisation**

**FORM OF ACKNOWLEDGEMENT**

1. Name of The Designated Officer and Address  
 2. Name and Address of The Applicant  
 3. 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

Place:  
 Date: 15/09/2020

Superintendent Engineer-cum-Secretary, ELBO,  
**MONAKSHI PRADHAN, KHORDHA**  
 CESEA/2020/00004, 15/09/2020  
 Chartered Electrical Safety Engineer Authorisation

17/10/2020

Signature Of Receiving Officer

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

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- Acknowledgement No. will also be sent to the applicant mobile number and email id mentioned in the form.
- You can track the status of the application in “**Track Application Status**” section.
- A SMS and email will also send if the application will be rejected for any reason.

➤ **Steps to download the admit card**

- After preliminary scrutinization, SMS and email will send to the applicant to download the admit card. Applicant can download it from View Status of Application -> Track application Status by Clicking on “**Admit Card**” icon

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**Menu**

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**Status of Application**

Application Reference Number : CESEA/2020/00012

Name of the Service : Chartered Electrical Safety Engineer Authorisation

Applied By : Service Test

Application due Date : 18/10/2020

S.No.	Task Name	Form Details	Issued Document(s)	Status	Remarks
1	Application Submission	View	Acknowledgement	Completed	NA
2	Verification by AEE	NA	Nil	Forwarded	NA
3	Selected Candidate - Verification by Executive Engineer ELBO	NA	Nil	Forwarded	NA

[Close](#)

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The screenshot displays the 'Status of Application' modal window on the ServicePlus-PreProd portal. The modal contains a table with the following data:

SNo	Application Step	View	Acknowledgement	Completed	NA
1	Application Submission	<a href="#">View</a>	Acknowledgement	Completed	NA
2	Verification by AEE	NA	Nil	Forwarded	NA
3	Selected Candidate - Verification by Executive Engineer ELBO	NA	Nil	Forwarded	NA
4	Selected Candidate - Verification by SE-Cum-Secy ELBO	NA	Nil	Forwarded	NA
5	Admit Card Creation By AEE	NA	<a href="#">Admit Card</a>	Forwarded	NA
6	Shortlisted candidates List Preparation By AEE	NA	Nil	Under Process	NA


The background interface includes a 'Menu' on the left with options like 'Manage Profile', 'Apply for services', and 'View Status of Application'. The 'View Status of Application' option is selected, showing sub-options: 'Track application status', 'View Incomplete Application', 'Revalidate Payment', and 'Modify Submissions'. A 'Get Data' button is visible on the right. The footer shows logos for the Ministry of Panchayati Raj, Digital India, data.gov.in, India.gov.in, and PMINDIA, along with the date 18-09-2020 and time 10:50.

### ➤ Steps after approval of Chairman, ELBO

- Those candidates who have passed in the examination, a SMS and email will send to attend office of ELBO within 10 working days for verification of documents, Employment undertaking (As per Annexure-II) and instrument possession information and undertaking (As per Annexure-III).
- After approval of EIC a SMS and email will send to the applicant to deposit the registration fees for issue of authorization.
- Applicant shall go to “**Track application Status**” whose status shown as “**Make payment**” to deposit the registration fee by selecting “**click here**” icon.

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



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Menu

- Manage Profile
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Get Data

Date: 0/2020 Current Status: Make Payment

## Status of Application

Application Reference Number :	CESEA/2020/00012
Name of the Service :	Chartered Electrical Safety Engineer Authorisation
Applied By :	Service Test
Application due Date :	18/10/2020

**\*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	<a href="#">View</a>	Acknowledgement	Completed	NA
2	Verification by AEE	NA	Nil	Forwarded	NA

Close

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Themes Language Service Test

Get Data

Date: 0/2020 Current Status: Make Payment

## Status of Application

2	Verification by AEE	NA	Nil	Forwarded	NA
3	Selected Candidate - Verification by Executive Engineer ELBO	NA	Nil	Forwarded	NA
4	Selected Candidate - Verification by SE-Cum-Secy ELBO	NA	Nil	Forwarded	NA
5	Admit Card Creation By AEE	NA	<a href="#">Admit Card</a>	Forwarded	NA
6	Shortlisted candidates List Preparation By AEE	NA	Nil	Forwarded	NA
7	Document Verification By AEE	NA	Nil	Forwarded	NA
8	Verification by Executive Engineer ELBO	NA	Nil	Forwarded	NA
9	Shortlisted candidates Verification By SE-Cum-SECY ELBO	NA	Nil	Forwarded	NA
10	Verification By CE-Cum-CEI	NA	Nil	Forwarded	NA
11	Approval By EIC	NA	Nil	Forwarded	NA

Close

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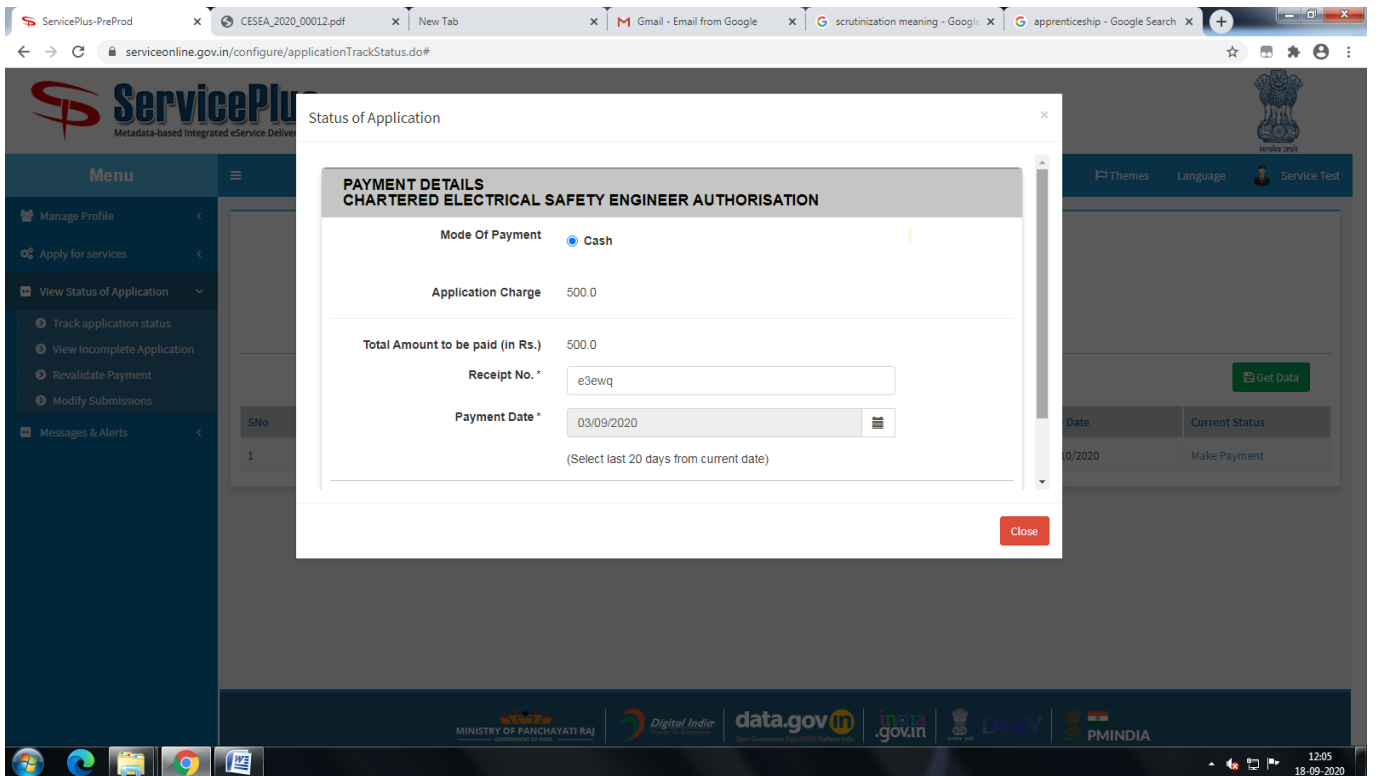
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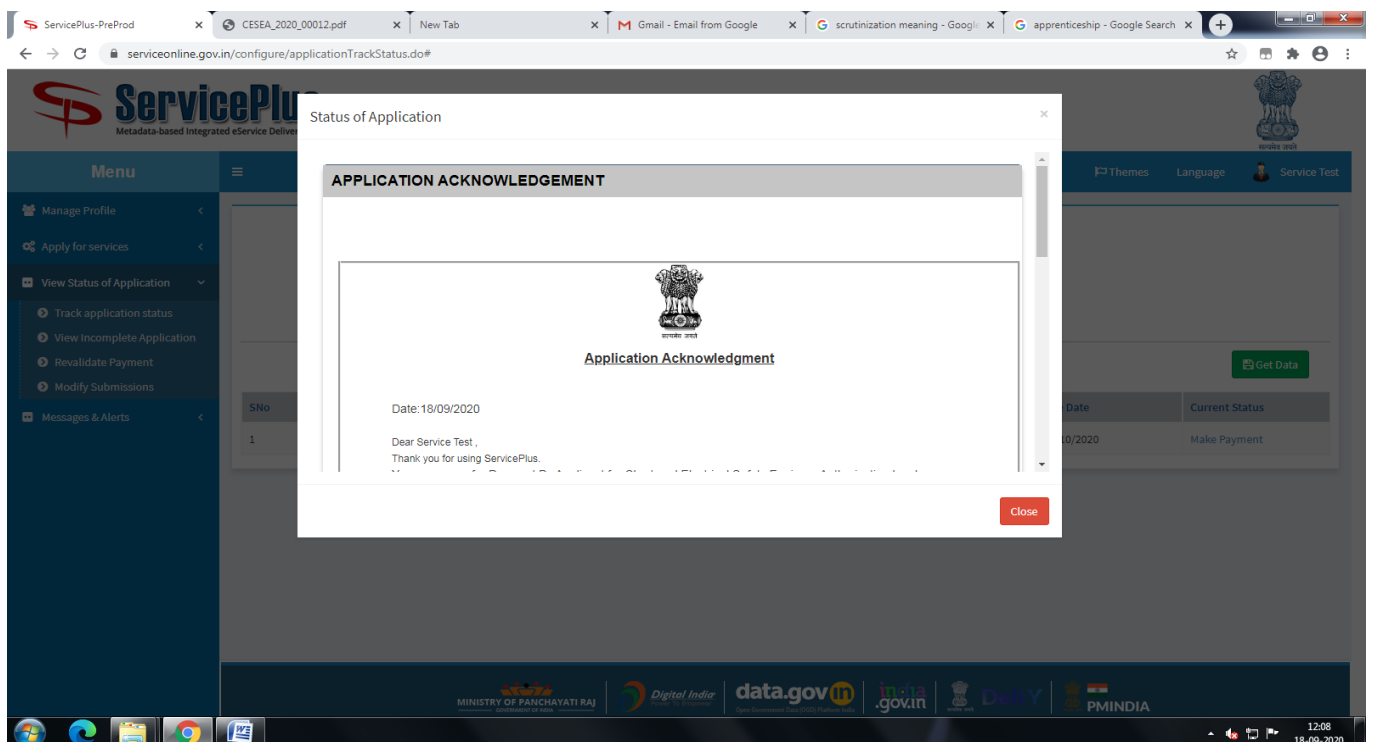
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- After successful payment an acknowledgement slip will be displayed in the screen and also applicant can download it from View Status of Application->Track application Status. It can be downloaded and printed for offline reference.



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**Menu**

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**Status of Application**

Thank you for using ServicePlus.  
Your response for Payment By Applicant for Chartered Electrical Safety Engineer Authorisation has been successfully submitted.

**Action Summary**

Application Reference Number is CESEA/2020/00011.  
Payment Details: Payment received for amount Rs.500.0 via Cash  
Cash receipt number : e3ewq  
Payment Date : 03/09/2020.  
Your application was received by Online mode on 18/09/2020.

**List of Enclosures with Application**

Type of document(s)	Document(s) Attached
Original educational and technical certificate	Original educational and technical certificate
Original Experience certificate	Original Experience certificate
Identity proof such as Voter Id card / Driving License / Aadhaar Card / Passport	Voter Id
Any one Address proof/Telephone bill/Electricity bill/Bank Pass book/Driving license/Aadhar card/Passport)	Electricity bill
Photocopy of PAN card	Photocopy of PAN card
Photograph	Photograph

Close

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**Status of Application**

Any one Address proof/telephone bill/electricity bill/bank Pass book/Driving license/Aadhar card/Passport)	Electricity bill
Photocopy of PAN card	Photocopy of PAN card
Photograph	Photograph
Signature	Signature

For any queries contact following officers.  
**Service Contact Officer:**  
Name:  
Address:  
Email:  
Phone No.:  
**Service Designated Officer:**  
Name: DA-Chief Engg. .  
Address:  
Email: serviceplus-od@nic.in  
Phone No.:  
Regards  
ServicePlus

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- After issue of the certificate a SMS and email will send to the applicant to download the authorization certificate.
- Applicant can download the certificate from “Track Application Status” by clicking on “**Output Certificate**” icon whose status shown as “**Delivered**”( Refer below for a sample Output Certificate )



## 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		Designati on	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).

Full Signature of Applicant

Signature with Seal of Officer  
Name of Officer  
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**

**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**