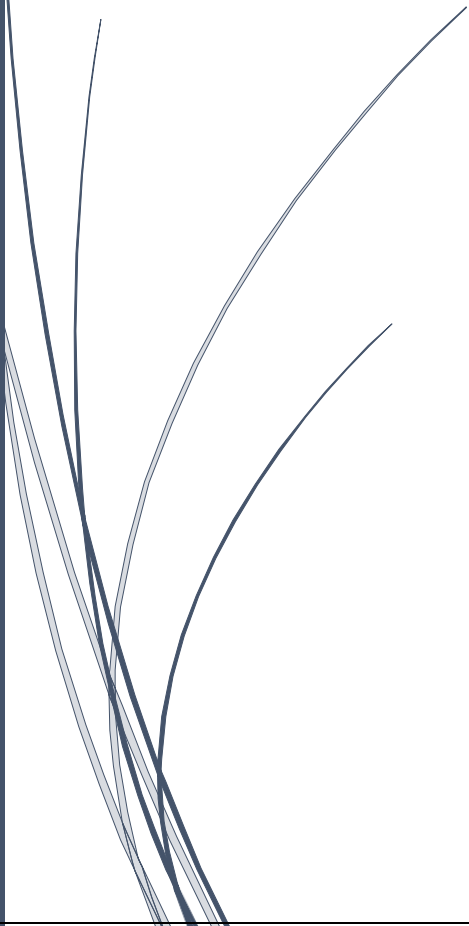


USER MANUAL

*Step by Step process to apply for Inspections
for electrical installation*



INTRODUCTION

1. PURPOSE

The purpose of this User Manual is to help the Contractor, supervisor, site owner to guide how to process the workflow on the CEI Portal.

2. IMPORTANT POINTS

The URL to be used <http://ceiharyana.com/>

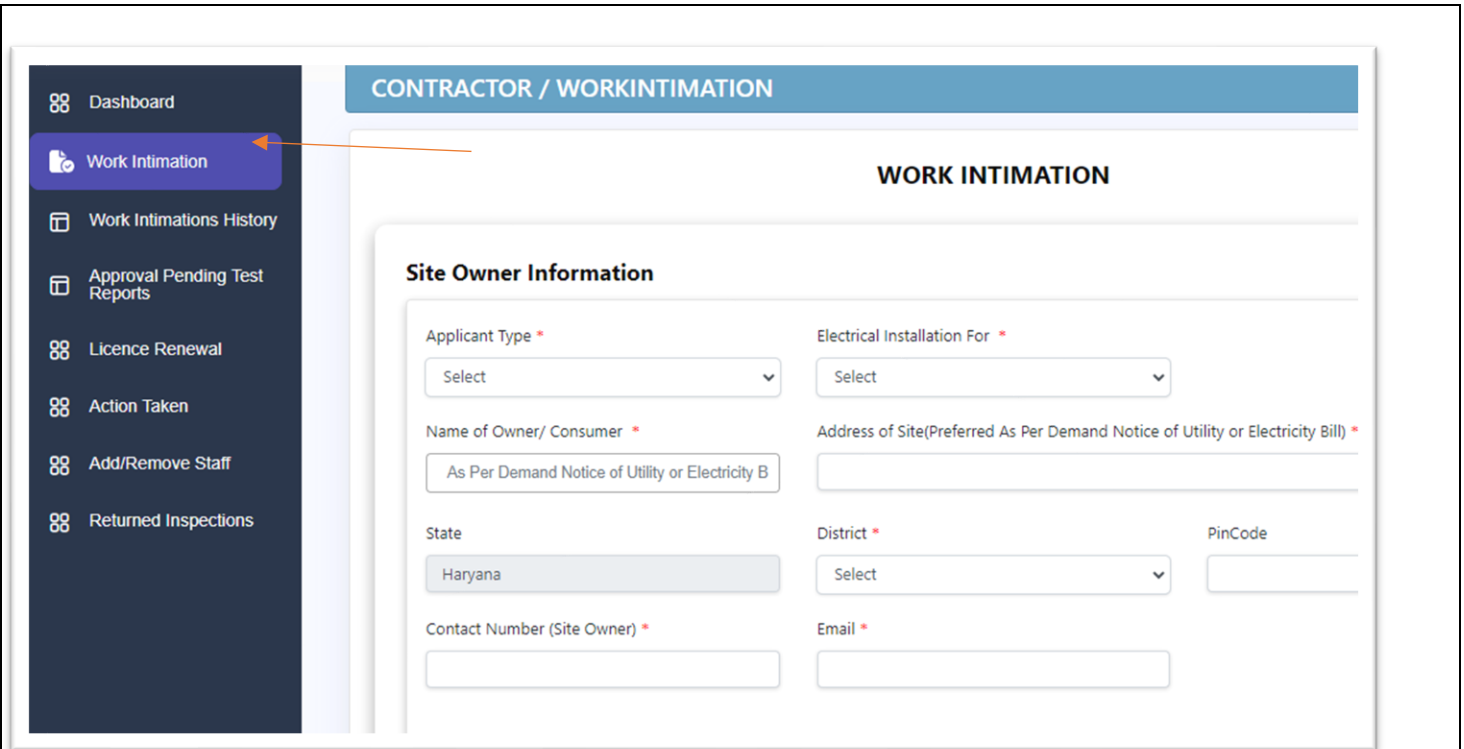
ROLES WISE STEPS

1. Contractor

1. On accessing the URL below mentioned login screen will be displayed:



2. Login page will be displayed where contractor will enter username and password to login.
3. Username will be their license number and default password "123456".
4. Contractor will change password immediately for security reasons.
5. In case of any issue faced to login in the system please send a mail to ceihelpdesk2024@gmail.com and call on "7696438770".
6. After successful login, Dashboard will be displayed on the left side where contractor as displayed below:



7. The side bare will be consist of these options.
8. On the selection of the work intimation tab the screen will open as above where contractor can create the work intimation.
9. First Contractor will collect the below information of Site owner to submit the work intimation:
 - a) Name of owner
 - b) PAN card of owner
 - c) Address of site.
 - d)Contact number
 - e) Email Address
10. Contractor will enter all the details as per below screens to create the work intimation.

This is a detailed view of the 'Site Owner Information' form. The form is titled 'Site Owner Information' and is part of the 'WORK INTIMATION' section. It contains the following fields:

- Applicant Type ***: A dropdown menu with 'Select' as the current value.
- Electrical Installation For ***: A dropdown menu with 'Select' as the current value.
- Name of Owner/ Consumer ***: A text input field containing 'As Per Demand Notice of Utility or Electricity B'.
- Address of Site(Preferred As Per Demand Notice of Utility or Electricity Bill) ***: An empty text input field.
- State**: A dropdown menu with 'Haryana' selected.
- District ***: A dropdown menu with 'Select' as the current value.
- PinCode**: An empty text input field.
- Contact Number (Site Owner) ***: An empty text input field.
- Email ***: An empty text input field.

All fields are marked with a red asterisk to indicate they are required.

Application type – Select from the dropdown

Applicant Type *

Select

Select

Private/Personal Installation

Other Department/Organization

11. Selecting private/personal installation will reflect new column to provide a PAN number.

12. Selecting other department/organization will reflect new column to provide TAN number.

Electrical installation for – Select from the dropdown

Electrical Installation For *

Individual Person

Select

Individual Person

Firm/Organization/Company/Department

Application Details

Type of Premises * Highest Voltage Level of Installation *

Select Select

Is there any Sanction Load Issue * Total Capacity to be installed in KVA (Capacity of Substation Transformer & Generating Set) *

Yes No

Installation Type	No of Installations	
Line	<input type="text"/>	<input type="checkbox"/>
Substation Transformer	<input type="text"/>	<input type="checkbox"/>
Generating Set	<input type="text"/>	<input type="checkbox"/>

Type of premises – Select from the dropdown

Highest Voltage Level of Installation – Select

Type of Premises *

Select

- Select
- Domestic
- Commercial
- Govt. Site
- Industry
- Cinema
- Hospital
- Educational Institution
- Power Utility
- Farm
- Lift
- Other

Highest Voltage Level of Installation *

Select

- Select
- upto 650 V
- Above 650 V and up to 11 KV
- Above 11 KV and up to 33 KV
- Above 33 KV and up to 66 KV
- Above 66 KV and up to 132 KV
- Above 132 KV and up to 220 KV
- Above 220 KV and up to EHT

Select "Is there any Sanction Load Issue" *

Enter "Total Capacity to be installed in KVA (Capacity of Substation Transformer & Generating Set)"

Work/Testing Schedule

Tentative Work Start Date *

Tentative Work Completion Date *

Work/Testing order issued by Department/Owner *

<input type="checkbox"/>	Name	Competency Certificate Number	Valid Upto
<input type="checkbox"/>	Supervisorstttt	8130	23/08/2024

- The attached supervisor will reflect on the screen, contractor need to select the supervisor to assign them this work intimation.
- This supervisor will create the test report for this work intimation.
- Click on the submit button to submit the work intimation or on the reset button to reset the entered data.
- On Submit email will be sent to Site owner with their user credentials to login in to the application.
- This intimation will fall on the supervisor login, they need to login and process the further steps.

2. Contractor (Step 2)

- Contractor will login again to verify the test report.

- After the login the contractor need to go to the section as below screen to verify the test report.

- Work Intimation
- Work Intimations History
- Approval Pending Test Reports
- Licence Renewal
- Action Taken
- Add/Remove Staff
- Returned Inspections

WORK COMPLETETION AND TEST REPORT DETAILS

Search:

SNo	Intimation Id	SiteOwner	Installation Type	Voltagelevel	Approval
1	8129/2024/W0008	Manish/Panchkula	Line-1	Above 66 KV and up to 132 KV	Pending
2	8129/2024/W0005	SAFEDOTES/Panipat	Substation Transformer-2	Above 650 V and up to 11 KV	Pending
3	8129/2024/W0001	Pardeep Kumar/Panchkula	Line-1	Above 650 V and up to 11 KV	Pending
4	8129/2024/W0001	Pardeep Kumar/Panchkula	Substation Transformer-1	Above 650 V and up to 11 KV	Pending

- Select the particular intimation id of the test report which contractor want to verify.
- After clicking on the particular intimation id, the next screen will be as below

Print

Work Intimation Details

Electrical Installation For <input type="text" value="Select"/>	Name of Owner/ Consumer <input type="text" value="Manish"/>
Address <input type="text" value="PANCHKULA"/>	Contact Details <input type="text" value="9090909090"/>
Type of Premises <input type="text" value="Domestic"/>	Highest Voltage Level of Work <input type="text" value="Above 66 KV and up to 132 KV"/>
Work Start Date <input type="text" value="10-05-2024"/>	Tentative Work Completion Date <input type="text" value="28-06-2024"/>

Test Report Details

Voltage of Line <input type="text" value="132kV"/>	Length of Line (in KM) <input type="text" value="10"/>	Line Type <input type="text" value="Overhead"/>
No of Circuit <input type="text" value="Single"/>	Conductor Type <input type="text" value="Bare"/>	Number of Pole/Tower <input type="text" value="23"/>

- All the details will be in the read only format, contractor can print this application by clicking on the print button.
- On the below these details the send OTP button visible from where the contractor will receive the OTP on their mail.

Test Report Prepared Details (TL-203)

Test Report Created Date <input type="text" value="17-06-2024"/>	Prepared By <input type="text" value="8130/Supervisorstttt"/>	Enter OTP* <input type="text"/>
---------------------------------------------------------------------	------------------------------------------------------------------	------------------------------------

Verify

Submit Will be Enable When You Verify Your Details

- After clicking on the OTP, the next details will open where they need to provide the OTP, system will verify the OTP and report will be submitted to the site owner.
- Site Owner will login to process it for the further.