USER MANUAL

# <u>Step by Step process to apply for Inspections</u> <u>for electrical installation</u>



# **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 <a href="http://ceiharyana.com/">http://ceiharyana.com/</a>

## Site owner

- Site owner will login through the credentials received on mail. In case of any issue faced to login in the system please send a mail to ceihelpdesk2024@gmail.com and call on "7696438770".
- Site owner will login to process the inspection request to the officer of that particular intimation submitted by the contractor.
- Site owner login id will be their pan card number provided in the work intimation by the contractor.
- After login the below screen will open.

Raise Request For Inspection	REQUEST F	OR INSPECTION TO CEI DEPARTMENT			
Inspection History	Search:	Auto Search			
	SNo	Application	Voltage Level	Request Date	Completion Date
	1	CONTRACTORTESTTT-W0002-Safedot Info-Panchkula-Above 33 KV and up to 66 KV	Above 33 KV and up to 66 KV	15/05/2024	30/05/2024
	2	CONTRACTORFIRSTSAVECHECKS-W0003-Sunil-Panchkula-Above 650 V and up to 11 KV	Above 650 V and up to 11 KV	26/04/2024	11/05/2024
	4				

- After login, in the raise request for inspection, site owner will receive the request of intimation inspection by the contractor.
- Click on the application to submit it for the inspection.
- The next screen after the application selection will be as below.

#### **Inspections Request**

	SNo	Installations Type	Installations No.	Test Report	Application	ReportType	ReturnRemarks
1	1	Line	1	Generated	View Test Report	New	
2	2	Substation Transformer	1	Generated	View Test Report	New	

#### Submit

- Site owner need to select the installation clicking on the checkbox, which they want to process for the inspection.
- Site owner can see the test report by clicking on the view test report link.
- Click on the submit button for the next process.

### Document Checklist

SNo	DocumentName	File Upload (1MB PDF Only)
1	Single-Line Diagram (SLD)	Choose file No file chosen
2	Feeder/Line Approval Letter	Choose file No file chosen
3	Concerned SDO Request	Choose file No file chosen
4	Other Document	Choose file No file chosen
5	Treasury Challan	Choose file No file chosen

#### **Fees Details**

InstallationType	LineLength(KM)	Amount
Line	10	1000

- On the selection of choose file option site owner can submit the documents as described.
- Fess will be auto calculated as per the installation.
- Site owner will pay the requisite fees on <u>https://egrashry.nic.in/</u> portal.

ayment Details	
Inspection Request details *	Transaction Id *
MANIS7125X-Line-upto 650 V	
Transaction Date *	
dd/mm/yyyy	Payment Mode: Online Offline
Inspection Remarks *	
L	
	Submit Reset

- Upload treasury challan and enter Transaction details, Transaction id, Transaction date.
- Provide the above details and write the inspection remarks for the officer who will do the inspection.
- Click on the submit button to submit the request for the inspection.
- As per the DOP and the installation type the request will fall under the officer account.
- Officer will login to verify the request and provided documents and after the inspection they can verify and approve it.