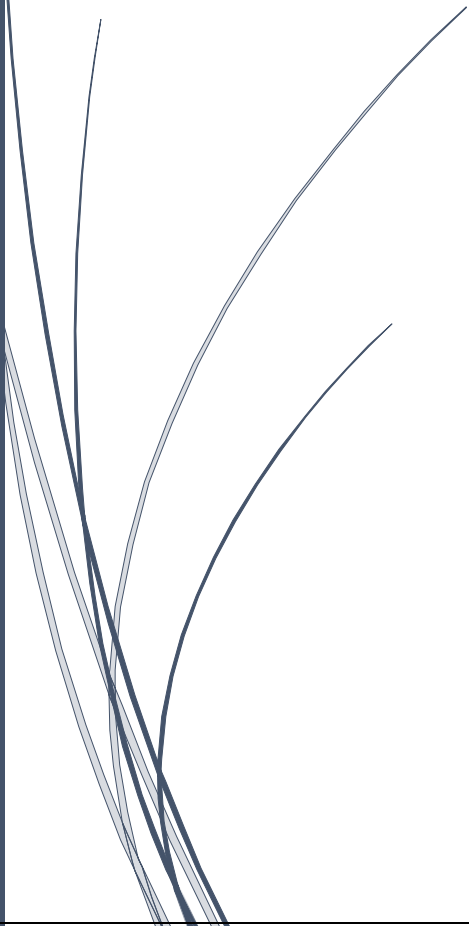# *Step by Step process to apply for Inspections for electrical installation*

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/

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.

- 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.

- 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 https://egrashry.nic.in/ portal.

Payment Details

Inspection Request details *

MANIS7125X-Line-upto 650 V

Transaction Id *

Transaction Date *

dd/mm/yyyy

Payment Mode: ○ Online ● Offline

Inspection Remarks *

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.