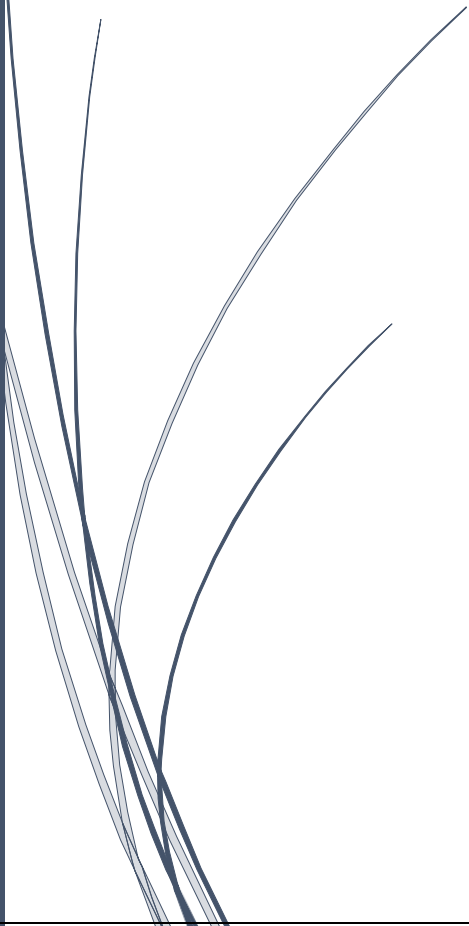# Step by Step process to apply for Inspections for electrical installation
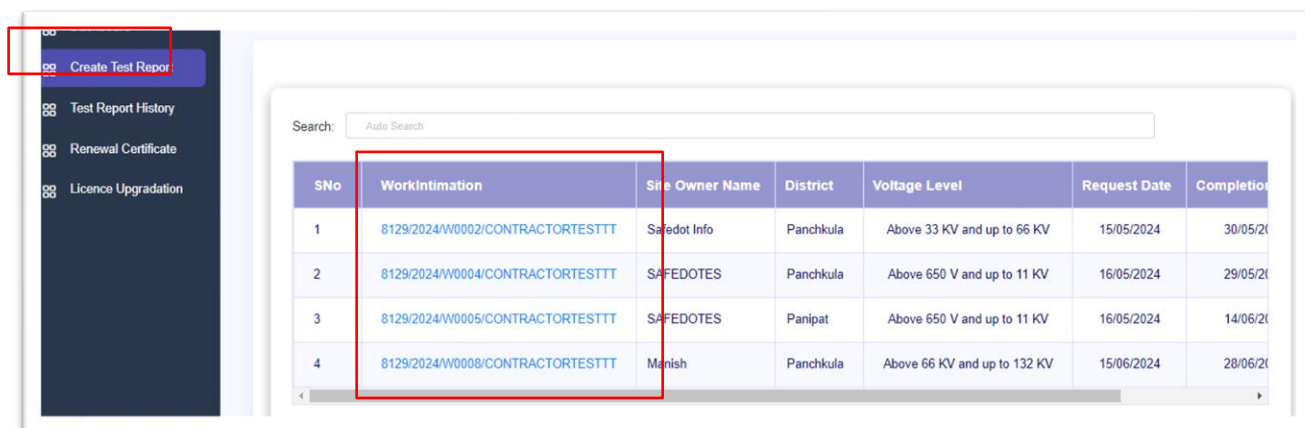
INTRODUCTION

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/

Supervisor

1. Supervisor will login through the provided login credential and the first screen will be as below. In case of any issue faced to login in the system please send a mail to ceihelpdesk2024@gmail.com and call on "7696438770".

•

- On the selection of create test report tab, supervisor can create the test report for the work intimation received.
- Click on the work intimation to create the test report for that particular work intimation.
- Selecting work intimation will open the new screen for creating the test report as below-

WORK INTIMATION DETAILS

Search: Auto Search

SNo	Application	Installations Type	Installations	Test Report Status	Approval Status	Report Type
1	Safedot Info-Panchkula-Above 33 KV and up to 66 KV	Generating Set	1	Pending	Pending	New
2	Safedot Info-Panchkula-Above 33 KV and up to 66 KV	Line	2	Pending	Pending	New

- The above screen will show these details, supervisor will select the application of installation type for creating the test report of that particular installation type.
- Supervisor need to create the test report one by one as per the installation type.
- Clicking on the application will open a new screen.

GENERATING SET TEST REPORT

Intimation/Installation Details

Applicant *	WorkIntimation ID *	Type of Installation *	No of Installations *
Safedot Info-Panchkula-Above 3	8129/2024/W0002	Generating Set	1 Out of 1

Installation Details

Capacity *	Value *	Serial no. *	Type of Generating Set *	Generator voltage level(IN VOLTS) *
KVA		of Ac generator/ Altern	Gas Engine	

Current capacity of main breaker(IN AMPS) *	Breaking capacity of main breaker (IN KA) *	Location*
		Ground Mounted

Number of Earthing: *
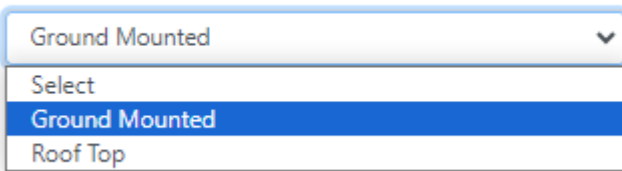4

Type of generating set – select from the dropdown

Type of Generating Set *

Gas Engine
Select
Diesel Engine
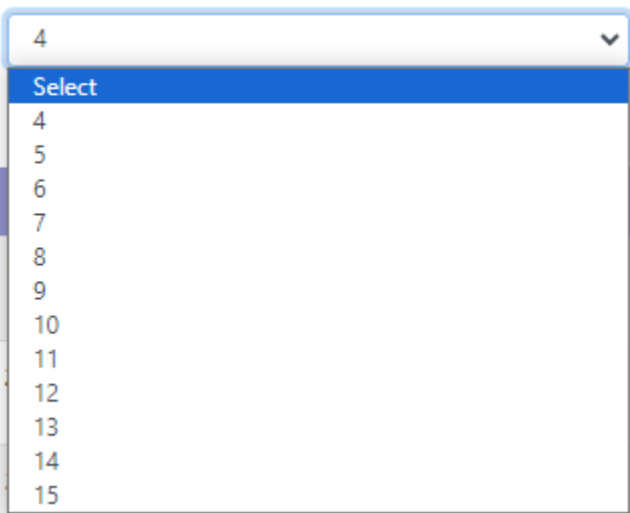Gas Engine
Solar Panel
Bio Fuel

Location – select from dropdown

Location*

| Ground Mounted | ⌄ |

| Select |
| **Ground Mounted** |
| Roof Top |

Number of earthing – select from the dropdown

Number of Earthing: *

| 4 | ⌄ |

| Select |
| 4 |
| 5 |
| 6 |
| 7 |
| 8 |
| 9 |
| 10 |
| 11 |
| 12 |
| 13 |
| 14 |
| 15 |

- Selecting the number of earthing will open the new section where the details of earthing need to provided as per the individual earthing type.

S.No.	Earthing Type	Value in(ohms)	Used For
1	Select		Select
2	Select		Select
3	Select		Select
4	Select		Select

☐ I hereby declare that the information furnished in the application is correct.

Back **Submit**

Earthing Type

Select

Select
Rod
Pipe
Plate

- Select from the dropdown to specify the earthing type

Used For

Select

Select
Neutral Transformer
Body Of Transformer
LA's
HT Panels
LT Panels
Fencing
Neutral Of Generator
Body Of Generator
Other

- Select from the dropdown to select the earthing used for these reason

☐ I hereby declare that the information furnished in the application is correct.

Back **Submit**

- Click on the declaration and submit button to process the test report.
- After submitting the test report will go to the contractor back to verify the report.