

**Form -1***{see rule 6 (1)}***APPLICATION FOR GRANT OF CERTIFICATE OF COMPETENCY/WIREMAN PERMIT**

1. Name of Applicant: \_\_\_\_\_
2. Father's Name: \_\_\_\_\_
3. Sex: \_\_\_\_\_
4. Nationality: \_\_\_\_\_ Aadhaar No. \_\_\_\_\_
5. Date of birth: \_\_\_\_\_ Age: \_\_\_\_\_ years \_\_\_\_\_ months \_\_\_\_\_ days
6. Permanent Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
7. Address for communication: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
8. Mobile No. \_\_\_\_\_ E-mail Id: \_\_\_\_\_

9. Educational/Technical Qualification:

Serial Number	Name of Exam.	Name of Board/University	Year passing of	Marks obtained/Max. Marks	% age

10. Whether you are holder of Certificate of Competency/Wireman Permit issued by any State Licensing Board/Chief Electrical Inspector. If so, give details:

Serial Number	Category	Permit number	Issuing Authority	Date of issue with validity

11. Are you employed on permanent basis ? If so, give detail:

Serial Number	Name of employer	Description of the post held by the applicant	From	To

12. Detail of experience: \_\_\_\_\_

Serial Number	Name of employer	Description of the post held by the applicant	From	To

## 13. Details of Fees:

Amount	Challan/GRN Number	Date	Name of Treasury

I hereby declare that the particulars stated above are correct to the best of my knowledge. I am not a holder of Supervisor Competency Certificate issued by the State Licensing Board/Chief Electrical Inspector other than those indicated in the **Column 10**. I also agree to the cancellation of my Certificate of Competency to be issued in pursuance of this application, in case the particulars furnished in the application are found incorrect or false at any stage.

Place: \_\_\_\_\_

Dated: \_\_\_\_\_

Signature of Applicant

**Photocopies of documents to be forwarded alongwith the application:-**

1. Matriculation certificate indicating date of birth.
2. Residence Proof.
3. Identity Proof.
4. Photographs 2 Nos.
5. Degree/Diploma in Electrical Engineering./Electrical and Electronics Engineering. or its equivalent.
6. Experience Certificate.
7. Number of three Specimen signatures of the applicant.
8. Medical fitness certificate from Government/Government approved Hospital, in case he is above 55 years of age on the date of submission of application.
9. Copy of retirement orders in case of retired engineers.
10. Treasury challan of fees for the purpose, deposited in any treasury of Haryana under **Head of account: - '0043-Taxes and Duties on Electricity –Other Receipts i.e. 0043-51-800-99-51—Other Receipts'**.

**Form II***{see rule 6 (3)}*

No. EC- \_\_\_\_\_/20\_\_

Date of Birth: \_\_\_\_\_

**PERFORMA FOR GRANT OF CERTIFICATE OF COMPETENCY**

\_\_\_\_\_ son/daughter of Sh. \_\_\_\_\_  
 R/o \_\_\_\_\_ having satisfied the Chief Electrical Inspector, Haryana that  
 his/her qualifications and experience as certified by the Screening Committee, found eligible for grant of  
 Certificate of Competency, is hereby granted this Certificate of Competency.

Dated.....

Chief Electrical Inspector  
 to Government, Haryana, Chandigarh.

**INSTRUCTIONS**

1. This Certificate is to be renewed once in five years before its expiry date, failing which it will automatically stand inoperative.
2. Treasury challan of fees for the purpose, deposited in any treasury of Haryana under **Head of account: - '0043-Taxes and Duties on Electricity –Other Receipts i.e. 0043-51-800-99-51—Other Receipts'** alongwith relevant **Form** be sent to the Chief Electrical Inspector to Government, Haryana.
3. A Medical Fitness Certificate issued by Government / Government approved Hospital, in case he is above 55 years of age on the date of submission of application.

**Form III***{see rule 6 (3)}*

No. EW- \_\_\_\_\_/20\_\_

Date of Birth: \_\_\_\_\_

**FORMATE FOR WIREMAN PERMIT**

R/o \_\_\_\_\_ son of/daughter of Sh. \_\_\_\_\_  
having satisfied the Chief Electrical Inspector, Haryana that his/her  
qualifications and experience as certified by the Screening Committee, found eligible for grant of Wireman Permit, is  
hereby granted this Wireman Permit.

Dated.....

Chief Electrical Inspector  
to Government, Haryana, Chandigarh.**INSTRUCTIONS**

1. This Permit is to be renewed every five years before its expiry date, failing which it will automatically stand inoperative.
2. Treasury challan of fees for the purpose, deposited in any treasury of Haryana under **Head of account: - '0043-Taxes and Duties on Electricity –Other Receipts i.e. 0043-51-800-99-51—Other Receipts'** alongwith relevant **Form** be sent to the Chief Electrical Inspector to Government, Haryana.
3. A Medical Fitness Certificate issued by Government / Government approved Hospital, in case he is above 55 years of age on the date of submission of application.

**FORM –IV***{see rule 8 (1)}***APPLICATION FOR RENEWAL OF CERTIFICATE OF COMPETENCY/ WIREMAN PERMIT**

I hereby apply for the renewal of my certificate of competency /wireman permit, which is attached (vide details given below)

1	(a)	Name of the applicant (as given in the certificate of competency /wireman permit )	
	(b)	Age and date of birth	
	(c)	Date, on which the applicant completes 55 years. (attach medical fitness certificate in case age is above 55 years).	
2		Present address with pin code	
3		Supervisor competency certificate No./ Wireman Permit No.	
4		Date of expiry	
5		Whether the application for renewal is belated. If so, the period (in months and year) by which the renewal is late.	
6		Details of fees remitted	
		Name of Treasury	
		GRN Number and date of challan	
		Amount remitted	
7		Name and address of the employer, if any. If the employer is a contractor, his License Number should be mentioned	
8		Whether there is any change of employer during the subsequent period to the last renewal	

**DECLARATION**

1. Information furnished in the application is correct.
2. I am authorized to sign the application as contractor /on behalf of the contractor.

Place:

Date:

**Signature of the Applicant**

**Following documents to be produced:**

1. Certificate of Competency/Wireman Permit.
2. Deposited Treasury Challan of fees, for the purpose in the Head of A/c: 0043-51-800-99-51—Other Receipt.
3. A Medical Fitness Certificate issued from Government/Government Approved Hospital, in case he is above 55 years of age on the date of submission of application.
4. Undertaking for delay or non-working during cancel period, in case of expiry of the Certificate/Permit.
5. Present working Status.

**Form V***{see rule 8 (3)}*

No. EC- \_\_\_\_\_/20\_\_\_\_\_

Date of Birth: \_\_\_\_\_

**PERFORMA FOR RENEWAL OF CERTIFICATE OF COMPETENCY**

\_\_\_\_\_ son of/daughter of Sh. \_\_\_\_\_ R/o  
 \_\_\_\_\_ having satisfied the Chief Electrical Inspector, Haryana that his/her  
 qualifications and experience as certified by the Screening Committee, found eligible for grant of Certificate of  
 Competency, is hereby granted this Certificate of Competency.

Dated.....

Chief Electrical Inspector  
 to Government, Haryana, Chandigarh.

**INSTRUCTIONS**

1. This Certificate is to be renewed once in five years before its expiry date, failing which it will automatically stand inoperative.
2. Treasury Challan of fees for the purpose, deposited in any treasury of Haryana under **Head of account: - '0043-Taxes and Duties on Electricity –Other Receipts i.e. 0043-51-800-99-51—Other Receipts'** alongwith relevant **Form** be sent to the Chief Electrical Inspector to Government, Haryana, alongwith this certificate.
3. A Medical Fitness Certificate issued by Government / Government approved Hospital, in case he is above 55 years of age on the date of submission of application.

**Form VI***{see rule 8 (3)}*

No. EW- \_\_\_\_\_/20 \_\_\_\_\_

Date of Birth: \_\_\_\_\_

**PERFORMA FOR RENEWAL OF WIREMAN PERMIT**

R/o \_\_\_\_\_ son of/daughter of Sh. \_\_\_\_\_  
 \_\_\_\_\_ having satisfied the Chief Electrical Inspector, Haryana that his/her  
 qualifications and knowledge as certified by the Screening Committee, found eligible entitled for grant of  
 Wireman Permit, is hereby granted this Wireman Permit.

Dated.....

Chief Electrical Inspector  
 to Government, Haryana, Chandigarh.

**INSTRUCTIONS**

1. This Permit is to be renewed every five years before its expiry date, failing which it will automatically stand inoperative.
2. Treasury Challan of fees for the purpose, deposited in any treasury of Haryana under **Head of account: - '0043-Taxes and Duties on Electricity –Other Receipts i.e. 0043-51-800-99-51—Other Receipts'** alongwith relevant **Form** be sent to the Chief Electrical Inspector to Government, Haryana, alongwith this certificate.
3. A Medical Fitness Certificate issued by Government Hospital/ Government approved Hospital be produced on or after attaining the age of 55 years on the prescribed format.



**FORM-VII***(see rule 10)***APPLICATION FOR UPGRADATION OF CERTIFICATE OF COMPETENCY**

1	Name			
2	Address with Pin Code			
3	Qualification			
	Academic			
	Professional			
4	Details of the Supervisor competency certificate now possessed by the applicant			
	Certificate No.			
	Date of issue			
	Present scope			
5	Experience			
	Name of employer	Description of the post held by the applicant	From	To

Total Period of experience	Years		Months	
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6	Whether applied for up gradation earlier ? If so, mention date on which called for interview ?	
7	Scope voltage level applied for ?	

Place

Dated

Signature of applicant

**Following documents to be produced:**

1. Copy of the Certificate of Competency.
2. Copy of certificate of experience, if any.

**FORM VIII***{see rule 13 (1)}***APPLICATION FOR GRANT OF 'A' CLASS ELECTRICAL CONTRACTOR LICENCE**

1	Name in which Electrical Contractor License is applied for	
2	Business Address- Pin Code- E-mail- Phone No.	
3	<b>Style of the Company:</b> Proprietary concern/company /firm registered under the Companies Act. If company/firm, attach documents to prove the status of the firm/company	
4	Whether the company has a registered office in Haryana/ UT Chandigarh/NCT Delhi	
5	Full name and address of Proprietor or partners/ Directors 1 2 3 4	
6	Full name of Agent or Manager ( in the case of Limited Company)	
7	Whether the applicant is a manufacturing firm or production unit.	
8	Name of the authorized person signing documents	
9	Whether a contractor license has been previously granted in the same name ? If yes, give details thereof.	
10	Whether a contractor License has been granted under this name from any other State ? If so, please give name of issuing Authority- Date of issue- Date of expiry of License- Details of works permitted to be undertaken-	
11	Whether adequate drawing office facilities for preparation of drawings, blue prints etc. is available (in case of above 650 Volt).	

12	Whether the staff indicated under column 13 are exclusively earmark for the work under the conditions for licensing and Regulation 29 of “Central Electricity Authority (Measures relating to Safety and Electric Supply) Regulations 2010”.			
13	Name of all persons employed full time basis having technical qualifications and experience.			
Sr. No.	Name of person	Qualification	Certificate and permit with their No. and validity date.	Whether declaration in the form appended have been attached

14. Whether e-library/library as per **Annexure-II** is available. If yes, attached proof.
15. Major works carried out in Haryana  
(List be attached with details of installation, scheme approval obtained from Electrical Inspectorate, etc).
16. Details of punishment and penalty imposed on the company/firm.
- (i) By State Licensing Board, Haryana/Chief Electrical Inspector, Haryana.
  - (ii) By Government & Other agencies.
  - (iii) Any Court of Law.

#### DECLARATION

- I/we have read and understood the conditions and documents required to be attached with application for grant of Electrical Contractor License Class ‘A’ and relevant documents are attached in chronological order.
- I/we hereby declare that the staff specified in column 13 is intended exclusively for attending to the work under the conditions of licensing and under “Central Electricity Authority (Measures relating to Safety and Electric Supply) Regulations 2010”. The service of the staff will not be utilized for routine operations in the establishment nor will they be mixed up with the staff employed under regulation 3 and 5 of the said Regulations, 2010. I hereby declare that I/we have in my/ our possession a copy of the Electricity Act, 2003, regulations as well as relevant codes of Practice and Standards of Indian Standards Institution relating to Electrical Installations. I/We fully understand the terms and conditions under which an electrical contractor license is granted, a breach of which will render the license liable to cancellation.
- I/We hereby declare that I/We shall comply with relevant provisions of the Labour Laws.
- I/We hereby also agree to maintain such registers and records as may be prescribed by the Board/CEI in the forms specified for the purpose.
- I/we do solemnly affirm and declare that the facts submitted in the application are true and correct to the best of my knowledge and nothing has been concealed by me/us.
- I am authorized to sign this application as individual on behalf of the firm.
- I/we are fully aware that this self declaration has the same validity as duly sworn statement of fact in a court of law and any false information provided by me in this application shall be liable for punishment under the relevant sections of the India Penal Code, 1860.

Signatures of the applicant/  
Authorised Signatory of the firm/Co.

Place:

Dated:

**Following documents to be produced:**

1. Certificate of Competency and Wireman Permit, who are working with the Firm/Company alongwith their written consent or in person, if think so, necessary.
2. Income Tax Returns and Balance Sheet as specified in the conditions.
3. PAN No./Adhaar No./Age Certificate.
4. Calibration Certificate from NABL or Government Testing Laboratory in respect of Electrical equipments and bill thereof.
5. Copy of Annexure III & V.
6. Copy of treasury challan of fees deposited in any treasury of Haryana.
7. Head of accounts: **'0043-Taxes and Duties on Electricity –Other Receipts i.e. 0043-51-800-99-51—Other Receipts'**.



**FORM -X***{see rule 15 (1)}***APPLICATION FOR RENEWAL OF ELECTRICAL CONTRACTOR LICENCE**

I hereby apply for the renewal of my license which is attached (vide details given below)

1	Name of the applicant (as in the license )		
2	Address with Pin Code		
3	Number of the Electrical Contractor License.		
4	Date of expiry of the license.		
5	Whether the application for renewal is belated. If so, the period (in months) by which the renewal is late		
6	Details of fees remitted		
7	Name of Treasury		
8	(a)	GRN Number and date of challan	
	(b)	Amount remitted	
9	Whether there is any change of address ? if so, mention new address.		
	(a)	Present address	
	(b)	Whether the address has to be changed in the License also ? if so, mention new address.	
	Whether the equipments have been tested as required in the conditions for licensing of Haryana. Certificates be attached.		

10	Details of staff as on the date of application (Supervisors and Wiremen)	
	Name	Certificate/Permit Number
		Date upto which valid
12	Whether there was any change in the staff ? If so, date of intimation to Chief Electrical Inspector, Haryana be specified)	

**DECLARATION**

1. Information furnished in the application is correct.
2. I/We am /are maintaining all the registers and books prescribed in the conditions for licensing of Haryana.
3. I am authorized to sign the application as contractor /on behalf of the contractor.

Place:

Date:

**Signature of the Applicant**

**Following documents to be produced:**

1. Electrical Contractor License.
2. Certificate of Competency and Wireman Permit, who are working with the Firm/Company alongwith their written consent or in person, if think so, necessary.
3. Income Tax Returns and Balance Sheet as specified in the conditions.
4. Calibration Certificate from NABL or Government Testing Laboratory in respect of Electrical equipments.
5. Details of works executed annually on the basis of Electrical Contractor License.
6. Copy of Annexure III.
7. Copy of Form 'E'.
8. Deposited Treasury Challan of fees, for the purpose.  
Head of A/c: 0043-51-800-99-51—Other Receipt.





**FORM-XII***(see rule 17)***APPLICATION FOR UPGRADATION OF ELECTRICAL CONTRACT LICENCE**

1	Level for which Electrical Contractor License is applied for upgradation			
2	Name of Firm/Electrical Contractor License Business Address- Pin Code- E-mail- Phone No.			
3	<b>Style of the Company:</b> Proprietary concern/company /firm registered under the Companies Act. If company/firm, attach documents to prove the status of the firm/company			
4	Whether the company has a registered office in Haryana/ UT Chandigarh/NCT Delhi			
5	Full name and address of Proprietor or partners/ Directors 1 2 3 4			
6	Full name of Agent or Manager ( in the case of Limited Company)			
7	Whether the applicant is a manufacturing firm or production unit.			
8	Name of the authorized person signing documents			
9	Whether a contractor license has been previously granted in the same name ? If yes, give details thereof.			
10	Whether a contractor License has been granted under this name from any other State? If so, please give name of issuing Authority- Date of issue- Date of expiry of License- Details of works permitted to be undertaken-			
11	Whether adequate drawing office facilities for preparation of drawings, blue prints etc. is available (in case of above 650 Volt).			
12	Whether the staff indicated under column 13 are exclusively earmark for the work under the conditions for licensing and Regulation 29 of "Central Electricity Authority (Measures relating to Safety and Electric Supply) Regulations 2010".			
13	Name of all persons employed full time basis having technical qualifications and experience.			
Sr. No.	Name of person	Qualification	Certificate and permit with their No. and validity date.	Whether declaration in the form appended have been attached

14. Whether e-library/library as per **Annexure-II** is available. If yes, attached proof.
15. Major works carried out in Haryana  
(List be attached with details of installation, scheme approval obtained from Electrical Inspectorate, etc).
16. Details of punishment and penalty imposed on the company/firm.
  - (i) By State Licensing Board, Haryana/Chief Electrical Inspector, Haryana.
  - (ii) By the Government and Other agencies.
  - (iii) Any Court of Law.

#### DECLARATION

- I/we have read and understood the conditions and documents required to be attached with application for grant of 'A' Class Electrical Contractor License and relevant documents are attached in chronological order.
- I/we hereby declare that the staff specified in column 13 is intended exclusively for attending to the work under the conditions of licensing and under "Central Electricity Authority (Measures relating to Safety and Electric Supply) Regulations 2010". The service of the staff will not be utilized for routine operations in the establishment nor will they be mixed up with the staff employed under regulation 3 and 5 of the said Regulations, 2010. I hereby declare that I/we have in my/ our possession a copy of the Electricity Act 2003, regulations as well as relevant codes of Practice and Standards of Indian Standards Institution relating to Electrical Installations. I/We fully understand the terms and conditions under which an electrical contractor license is granted, a breach of which will render the license liable to cancellation.
- I/We hereby declare that I/We shall comply with relevant provisions of the Labour Laws.
- I/We hereby also agree to maintain such registers and records as may be prescribed by the Board/CEI in the forms specified for the purpose.
- I/we do solemnly affirm and declare that the facts submitted in the application are true and correct to the best of my knowledge and nothing has been concealed by me/us.
- I am authorized to sign this application as individual on behalf of the firm.
- I/we are fully aware that this self declaration has the same validity as duly sworn statement of fact in a court of law and any false information provided by me in this application shall be liable for punishment under the relevant sections of the India Penal Code 1860.

Signatures of the applicant/

Authorised Signatory of the firm/Co.

Place:

Dated:

**Following documents to be produced:**

1. Certificate of Competency and Wireman Permit, who are working with the Firm/Company alongwith their written consent or in person, if think so, necessary.
2. Income Tax Returns and Balance Sheet as specified in the conditions.
3. Calibration Certificate from NABL or Government Testing Laboratory in respect of Electrical equipments.
4. Details of works executed annually on the basis of Electrical Contractor License.
5. Copy of Annexure III & V.
6. Copy of treasury challan of fees deposited in any treasury of Haryana.
7. Head of accounts: '**0043-Taxes and Duties on Electricity –Other Receipts i.e. 0043-51-800-99-51—Other Receipts**'.

**FORM- XIII***{see rule 22 (1)}***APPLICATION FOR DUPLICATE COMPETENCY OF CERTIFICATE / WIREMAN PERMIT/ELECTRICAL CONTRACTOR LISENCE**

I hereby apply for the issue of duplicate of my License /Certificate / Permit which is attached vide details given below:

1 (a)	Name of the applicant as in the License /Certificate / Permit	
(b)	Age and date of birth	
(c)	Date on which the applicant completes 55 years	
2	Address with Pin Code	
3	Document of which duplicate is required i.e. License / Certificate / Permit (No. & date of the document should be specified)	
4	Date of expiry for license, Certificates and permits only	
5	Whether the document is lost, defaced, mutilated, destroyed or damaged	
6	When was it destroyed or lost and whether any proof for destruction or loss is available	
7	Details of the defaced, mutilated or damaged document enclosed	
8	Details of fees paid	
Name of treasury		Number and Date of the challan
		Amount

**Declaration**

I .....solemnly declare that the above particulars are correct. My License/ Competency Certificate / Permit No. .... dated ..... is lost irrecoverable/destroyed/ defaced/damaged /mutilated. I further declare that in case the original of the document is received or traced out later, I shall return it to the Chief Electrical Inspector, Haryana.

I am authorized to sign this application as individual / on behalf of the firm.

Place:

Date:

**Signature of the Applicant****Following documents to be produced:**

1. Copy of License/Certificate of Competency/Wireman Permit.
2. Proof of destroyed or lost/Affidavit for defaced/mutilated/damaged.
3. Copy of DDR/FIR.
4. Copy of treasury challan of fees deposited in any treasury of Haryana.
5. Deposited Treasury Challan of fees, for the purpose in the Head of A/c: 0043-51-800-99-51— Other Receipt.
6. Two passport size photographs (in case of Certificate of Competency/Wireman Permit).
7. Three specimen signatures of the holder (in case of Certificate of Competency/Wireman Permit).

**ANNEXURE-I***{see rule 4(b) and 5(b)}***PERFORM FOR MEDICAL FITNESS ISSUED BY THE GOVERNMENT /GOVERNMENT APPROVED HOSPITAL FOR RENEWAL OF CERTIFICATE/PERMIT**

Name: \_\_\_\_\_ Father's Name: \_\_\_\_\_

Age: \_\_\_\_\_ Years Sex: Male/Female Height \_\_\_\_\_ Weight \_\_\_\_\_

**Brief Clinical History, if any:**

<b>1</b>	<b>Examination</b>		
	a) General Physical Examination:		b) Hearing
	<b>c) Systemic Examination</b>		d) Vision:
<b>2</b>	<b>Investigation</b>		
	(A) Hematology:		
	a) Hb%		b) TLC
	c) DLC		d) Peripheral Smear
	<b>(B) Biochemistry</b>		
	<b>(I) Blood Sugar:</b>		
	a) F:		b) P.P:
	<b>(II) Lipid Profile</b>		
	a) Total Cholesterol		b) HDL Cholesterol
	c) LDL Cholesterol		d) VLDL Cholesterol
	e) Triglyceride Test		
	<b>(III) Liver Function Test:</b>		
	a) Total Bilirubin		b) Direct Bilirubin
	c) Indirect Bilirubin		d) SGOT
	e) SGPT		f) ALK Phosphatase
	g) S Protein		h) Albumin
	i) Globulin Test		
	<b>(IV) Kidney Function Test:</b>		
	a) Urea		b) Creatinine
	c) Uric Acid		d) Electrolytes
	e) Na*		f) K Na*
	g) Calcium		h) Inorganic Phosphates
	<b>(V) Cardiac Profile:</b>		
	a) CPK		b) CK-MB
	c) LDH		

	<b>(VI) Urine:</b>	
	i. Routine: a) Sugar	b) Albumin
	ii. Microscopic	
	<b>(VII) E.C.G:</b>	
	<b>(VIII) X-Ray Chest:</b>	
	<b>(IX) Ultra Sound Abdomen:</b>	
	<b>Physical Efficiency Test</b>	
	<b>Any Other Investigation</b>	

**ADVICE:****B. Medical Report of the Officer**

1	Hemoglobin Level of the Officer	Normal/Low
2	Blood Sugar Level	Satisfactory/normal/High/Low
3	Cholesterol level of the Officer	Normal/High/Low
4	Liver Functioning	Satisfactory/Normal/Dysfunctioning
5	Kidney Status	Normal/Both-one Kidney not function optimally
6	Cardiac Status	Normal/Enlarged/Blocked/Not Normal
7	BMI (Body Mass index)	Underweight/Normal/Overweight/Obese
8	Endurance Test	Excellent/Normal/Low

**B. Summary of Medical Report:**

1	Physical Fitness	Excellent/Fit/Unfit
2	Overall Health of the Officer	Excellent/Very Good/Good/Average
3	Any other remarks bases on the health medical check-up of the Officer	
4	Whether Fit for field Duty	Yes/No

Dated:

Signature of Medical Authority  
Designation

**ANNEXURE-II***{see rule 12(d)}*

**1. Library**—The applicant should have maintained library/e-library as under :—

Electricity Act 2003, CEA (Measure relating to Safety and Electric Supply), Regulations 2010.
Supply code
Conditions for Grant of 'A' Class Electrical Contractor License issued by Haryana Government
National Building Code – Electrical
Electrical Inspectorate standards
Standards published by Central Board of Irrigation & Power
Safety Manual
All important BIS specifications as directed by the Chief Electrical Inspector, Haryana and the Electrical Inspectorate from time to time.
Labour Act and Laws

**2. Facility for preparation of drawing for electrical installation.**

**ANNEXURE-III***{see rule 12(e)}***Form of Declaration by Supervisor/Wireman for working with Electrical Contractor**

1. I \_\_\_\_\_ hereby declare that I am willing to work/ working under Ms./Shri/M/s \_\_\_\_\_ as full time employee. My Supervisor's /Wiremen's Permit Number is \_\_\_\_\_. It is valid upto \_\_\_\_\_.
2. I am at present employed under Ms./Shri/M/s \_\_\_\_\_ I have already given notice/will give notice to her/him/them of my intention to leave the service under her/him/them (vide dated \_\_\_\_\_).
3. I shall intimate the Chief Electrical Inspector, Haryana as well as \_\_\_\_\_ under whom I am working at present in the event of any change in my employment.
4. I also hereby affirm that I shall abide by the provisions of the Electricity Act and Regulations as well as of the conditions of licensing Haryana and with all circulars/instructions which are issued by the Chief Electrical Inspector, Haryana in all respect.
5. I shall only work with above said firm/contractor. If found working with another firm/company/private organization/contractor, Department may take action against me.
6. I am also not working as Chartered Electrical Safety Engineer.

Place:

Date:

Name and Signature of Supervisor/Wireman.

**ANNEXURE-IV***{see rule 12(f)}*

**3. Electrical Equipments**—Following instruments are to be procured and they should be ISI marked /equivalent quality and test certificates alongwith invoice to be furnished at the time of testing of the instruments and the instruments should be duly tested by Govt. approved National Accreditation Board for Testing and Calibration Laboratories (NABL). Also the electrical equipments should be duly tested by Govt. approved National Accreditation Board for Testing and Calibration Laboratories (NABL) after every five years.

a. **LT level**—

1. Insulation Meggar 500V; 0-50 Mega  $\Omega$
  2. Earth Tester with testing kit 0-5 $\Omega$  with expanded scale of 1 $\Omega$
  3. Two nos. Neon Tester.
  4. Frequency Meter 45 to 55 Hz
  5. Tong Tester 0-1000 A (with selector switch to measure different ranges from 10 A onwards)
  6. Multimeter (Digital Type) AC/DC
  7. 2 pairs of Rubber hand gloves for electrical purposes.
  8. 2 Nos. Insulated pliers.
  9. All wiring tools and any other instruments which may be considered necessary by department.
- b. Other Tools & Plants to be procured and maintained for HT /EHT Contactor Licence—

(i)	Insulation Meggar 5000 V; 5000 Mega $\Omega$ (motorized /electronic type)
(ii)	Phase Sequence Tester.
(iii)	Spanner set
	(a) Double end
	(b) Box
	(c) Ring
	(d) Adjustable type
(iv)	Allen key set
(v)	Cutting pliers (Insulated)
(vi)	Micrometer/screw gauge
(vii)	Nose pliers
(viii)	Measuring tapes:
	(a) 15 M
	(b) 50 M
(ix)	Portable compressor with spray gun
(x)	Blower
(xi)	Screw drivers of all sizes
(xii)	Portable welding set
(xiii)	Crimping tools with dye set
	(a) Hand operated
	(b) Hydraulic
(xiv)	Rollers for cable laying
(xv)	Portable grinder
(xvi)	Safety belts



(xvii)	Rubber gloves (electrical grade)
(xviii)	Portable drill:
	(a) Heavy duty
	(b) Light duty
(xix)	Tools for pipe threading & jointing
(xx)	Chipping tools, chisels etc.
(xxi)	Cable jointing facilities
(xxii)	Fabrication and material handling facility.

c. **The following additional facilities also have to be provided for EHT Contractor Licence:**

1	Digital Earth Clamp Tester 0.01 to 50Ω with selector switch.
2	Portable P. F. Meter 5A, 240 V AC
3	Facility for handling heavy machineries
4	Oil filtering and testing facilities
5	Relay testing kit
6	High Voltage Testing facilities

**NOTE.— Additional facilities at Sr. No. 3 to 6 shall be outsourced from any firm/ company by providing a relevant agreement/consent.**

**ANNEXURE-V***{see rule 12(h)}***(UNDERTAKING BY THE APPLICANT FOR GRANT OF ELECTRICAL CONTRACTOR LICENCE)**

I, \_\_\_\_\_ Sole Proprietor/Authorised Signatory of M/s \_\_\_\_\_, having its principal place of registered office at \_\_\_\_\_ (full address) do hereby solemnly affirm and declare as under :-

1. That I am the Sole Proprietor of M/s \_\_\_\_\_.
2. That I hereby confirm and declare that my firm M/s \_\_\_\_\_ is not blacklisted.
3. That I hereby confirm and declare that my firm M/s \_\_\_\_\_ is not involved in any illegal activity and not charge sheeted for any criminal act of theft during last five years.
4. That I further undertake that in case of the facts sworn in as mentioned above and any particulars mentioned in our application is found otherwise or incorrect or false at any stage, my firm/licence shall stand cancelled and all such action as may be deemed fit including termination of licence, without any notice, shall be taken by the department.
5. That I know that to swear a false affidavit is crime under the law and with such knowledge only I have swear this affidavit.

**(Signature of the Proprietor with Seal)**

**Deponent**

Verified at \_\_\_\_\_ that the contents of Paras 1 to 5 of affidavit are true and correct and no part of this is false and nothing material has been concealed or falsely stated therein.

**(Signature of the Proprietor with Seal)**

**Deponent**

**ANNEXURE-VI***{see rule 13(1)}***CONDITION**

1. This licence authorized the electrical contractor to whom it is granted to carry out electrical installation work of low tension/medium pressure/high tension/extra high tension works, as restricted in the licence, within the State of Haryana.
  - a. Where the electrical contractor conducts his business from one or more than one branch established in a single Tehsil/District, he may employ one or more electrical supervisors and be in possession of one or more sets of instruments on the strength of which the license is granted to him under intimation to the Competent Authority.
  - b. Where an electrical contractor employing only one supervisor and possessing only one set of instruments conducts his business from one or more than one branch established in a single tehsil he may not undertake electrical installation work in another tehsil unless:—
    - i. he employ an additional supervisor for the work such other tehsil and is in possession of an additional set of instruments, or
    - ii. he suspends all work in the tehsil in which his business is normally conducted while the work at such other tehsil is in progress.
2. The electrical contractor shall keep the instruments in working order.
3. The electrical contractor shall at all time offer all reasonable facilities to the Electrical Inspector to Government, Haryana or his representative for examining and testing any or all the instruments in his possession.
4. The electrical contractor shall inform in writing to the Competent Authority for the purpose of regulation 29 of the Central Electricity Authority (Measures relating to Safety and Electric Supply), Regulations, 2010, the name/names and certificate no./nos. of the supervisor/supervisors employed by him. The contractor shall also inform to the Competent Authority when a supervisor in his service leaves his service.
5. **Completion Test Report**—After the completion of an electrical installation work to which regulation 29 of the Central Electricity Authority (Measures relating to Safety and Electric Supply), Regulations, 2010 applies, a test report shall be submitted by the licensed electrical contractor to the electricity supply undertaking concerned. The test report shall be signed by the supervisor under whose supervision the work has been carried out, and countersigned by the licensed electrical contractor.
6. If the electrical contractor is adjudged by the Competent Authority to be guilty of misconduct, carelessness or any mal-practice, the Competent Authority may suspend or cancel his licence.
7. The Competent Authority may, if the contractor commits a breach of any of the terms and conditions of this licence, or for any other sufficient cause, suspend or cancel this licence.
8. The Competent Authority may, if the contractor or commits a breach of any of the terms and conditions of this license, or for any other sufficient cause, suspend or cancel this licence either on its own motion or on the recommendation of Screening Committee constituted for the purpose.
9. If in the opinion of the Competent Authority prima facie case of misconduct and or gross violation of the Central Electricity Authority (Measures relating to Safety and Electric Supply), Regulations, 2010 exists against a contractor, the Competent Authority may suspend the licence of such contractor.
10. The licence shall be renewable periodically and if it is not renewed on due date, it shall be automatically cancelled and the full initial fee/late fee, if any will be chargeable for issue of a new licence. However, the firm/contractor shall submit the details of works executed annually. Moreover, if the licence remains cancelled for more than three years, the applicant shall apply a fresh application.
11. If the holder or all of the holders of a Certificate of Competency on the strength of whose Certificate/Certificates this licence has been granted, leaves/leave the service of the Contractor or Certificate of Competency/Wireman permit could not be renewed, the contractor's licence shall be deemed to have been suspended, and it shall remain suspended until such time as the contractor again employs a person holding a Certificate of Competency or renewal thereof. However, during interval period, contractor will not be eligible to do his work.

12. If this licence has been granted to the contractor on the strength of a Certificate of Competency held by him in his own name, the licence shall stand automatically cancelled in the event of the contractor accepting employment under any other electrical contractor.
13. Supervisor shall not be employed in a part time, nor shall they be in the employed of more than one contractor at same time.
14. **Notice of commencement of work**—Notice of electric installation work including additions, alterations, repairs and adjustments to existing installations except such replacement of lamps, fans, fuses, switches and other component parts of the installations as in no way alters its capacity or character shall be given in writing by a licensed electrical contractor to the Competent Authority within 48 hours of the commencement of such work and simultaneously the supplier local office informed of it.
15. **Staff of Contractors:-**
- a. All the Wireman of the Electrical Contractor shall consist of bonafide and whole-time Wireman, holding 'A' Class permit granted by the Competent Authority provided that a contractor may appoint apprentices for training purposes in which case the total number of apprentices employed by any contractor at any time shall not exceed 50 percent of his total wiring staff inclusive of apprentices, but exclusive of coolies. Provided further, that the Contractor shall not permit such apprentices to carry out any electrical installation work including additions, alterations, repairs and adjustment to existing installations as repairs and adjustment to existing Installation covered under regulation 29 of the Central Electricity Authority (Measures relating to Safety and Electric Supply), Regulations, 2010, except under the direct supervision of a person holding a Certificate of Competency, and under the guidance of at least one certified Wireman on the premises.
- b. Every contractor shall maintain a register, the Register of Supervisors, Wireman and apprentices employed by him in 'Form-E' and daily attendance shall be maintained, which shall be got checked from the Competent Authority. The record of monthly wages, paid to the employees shall also be maintained. The register shall be open to inspection at any time by the Electrical Inspector or his representative.  
No person whose name is not entered in such register, shall be a bonafide employee on the contractor wiring staff.
- c. Every contractor shall submit an undertaking that relevant provisions of the Labour Act shall be complied with.

**FORM 'E'**

Register of Supervisors, Wiremen and Apprentices employed by M/s. \_\_\_\_\_  
\_\_\_\_\_ for the month  
of \_\_\_\_\_

Serial Number	Name & Designation	1,2,3,4 and dates so on	Total days	Total wages	Sign.

16. **Installation work to comply with the code of Practice**—The electrical installation work and fittings in building shall comply with the "code of practice for electrical work and fittings in building" issued by the "Indian Standard Institute in the year 1958—Indian Standards Specification No. 732-1958".

**Schedule***{see rules 6 (1), 8(1), 10,11,15(1), 18, 20}***Scales of Fees**

1. **Fees**—Fees on the scale prescribed below shall be charged for issuing of certificates of competency to Supervisors, permits to wiremen and the licences to electrical contractors:—

a. **Certificate of Competency –**

1	Issuing of Competency Certificates	Rs. 200/-
2	Annual renewal fee of Supervisors Competency Certificate	Rs. 200/-
3	Renewal fee of Supervisors Competency Certificate for three years	Rs. 550/-
4	Duplicate copy of Supervisor Competency Certificate	Rs. 200/-
5	Late fee for renewal after grace period	Rs. 100/-
6	Interstate recognition of supervisor certificate issued by other states	Rs. 550/-

b. **Wireman Permit—**

1	Issuing of wireman permit	Rs.100/-
2	Annual renewal fee of Wireman Permit	Rs. 100/-
3	Renewal fee of Wireman Permit for three years	Rs. 250/-
4	Late fee for renewal after grace period	Rs. 50/-
5	Duplicate copy of Wireman Permit	Rs. 100/-

c. **Electrical Contractors Licence—**

1	Initial fee	Rs. 3350/-
2	Annual renewal fee	Rs. 1050/-
3	Issue of special licence for HT/EHT work	Rs. 2100/-
4	Late fee for renewal of Electrical Contractor Licence after grace period	Rs. 300/-
5	Fee for duplicate copy of Electrical Contractor Licence	Rs. 150/-

- NOTE.**—
1. These rates would further be increased by 20% after every three years from the date of its applicability.
  2. The rates shall be applicable with effect from the date of publication of the notification.
  3. The fees shall be paid online through the website of Treasuries and Accounts, Department, Haryana for credit to the Head of account **“0043-Taxes and Duties on Electricity i.e. 0043-51-800-99-51—Other Receipts”**.

T.C. GUPTA,  
Additional Chief Secretary to Government, Haryana,  
Power Department.