**FORM-‘D’**

**(See clause 24)**

H P STATE LICENSING BOARD

APPLICATION FOR GRANT OF ELECTRICAL CONTRACTOR LICENSE CLASS –‘A’

|  |  |
| --- | --- |
|  | Name in which Electrical Contractor License is applied for:- |
|  | Business Address: | **Affix recent passport size photograph duly attested by a Gazetted Officer** |
|  |
| Pin Code- |
| Email ID: |
|  Mobile No.: |
| 3. | Particulars of the fee deposited: (Enclose original copy of receipt).  Ch. No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name of Treasury: \_\_\_\_\_\_\_\_\_\_\_\_\_Amount in Rs. \_\_\_\_\_Date:\_\_\_\_\_ |
| 4. | Style of the Company1. Proprietary concern/company /firm registered under the Companies Act.
2. If company/firm, attach documents to prove the status of the firm/company.
 |  |
| 5. | Whether the company has a registered office in Himachal Pradesh (Enclose copy of registration). |  |
| 6. | Full name and address of Proprietor or partners/ Directors (enclose copy) |  |
| 7. | Whether attested three specimen signature by the Gazetted officer of the below mentioned is supplied:1. Individual Contractor
2. Person holding the Signatory Authority.
3. Supervisor
 |  |
| 8. | Full name of Authorized person or Manager (in the case of Limited Company). (Enclose copy of authorization). |  |
| 9. | Whether the applicant is a manufacturing firm or production unit. |  |
| 10. | Name of the authorized person signing documents in favour of Registered Firm/Company.(Enclose copy of power of attorney) |  |
| 11. | Whether a contractor License has been previously granted in the same name? If yes, give details thereof. |  |
| 12. | Whether a contractor License has been issued under this name by any other State Licensing Board? If so, please give name of issuing Authority-Date of issue-Date of expiry of License-Details of works permitted to be undertaken- |  |
| 13. | Whether three recent passport size photographs out of which one photograph to be got attested from the front to be attested by a Gazetted officer of each individual contractor, owner of the Firm and Supervisor is to be supplied. |  |
| 14. | Whether adequate drawing office facilities for preparation of drawings, blue prints etc. is available.  |  |
| 15 | Whether the applicant has the measuring instruments and library in his possession as per annexure-I. |  |
| 16. | Whether the staff indicated in annexure-II is exclusively earmarked for the work under the Licensing Board Rules, Regulation 29 of Central Electricity Authority (Measures relating to Safety and Electric Supply) Regulations 2010 and their undertakings have been enclosed as per annexure-III. |  |
| 17. | Whether the electrical supervisor having experience as required under Chapter IV, clause 25 (a) and copy of experience certificate is enclosed as per annexure-IV. |  |
| 18. | In case of individuals, character and antecedents have got verified from appropriate authority. If yes (enclose copy). In case firms/ companies, the proprietor /executive authority has to enclose undertaking that their firm/company has never been blacklisted. |  |
| 19. | Whether the applicant is of Bonafide Himachali? If yes, enclose copy of certificate of Bonafide Himachali. In case of others, proof of his/her business address in Himachal Pradesh be enclosed. |  |

 20. Details of punishment and penalty imposed on the company/firm:-

1. By State Licensing Board, Himachal Pradesh.
2. By Government & Other agencies.
3. Any Court of Law.

Signature:

Name & Address:

**CHECK LIST**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr. No.** | **Description** | **Remarks** | **Page No.** |
| 1. | Whether application filled up properly and signed  | Yes/No |  |
| 2. | Whether each attested photo of self/employed supervisor and contractor pasted on application and two unattested Photos submitted. |   |  |
| 3. | Whether requisite fee Rs. 100/- with original Challan submitted. |  |  |
| 4. | Whether three specimen signature attested by Gazetted officer enclosed. |  |  |
| 5. | Whether Instruments & Books/Code along with original cash memo submitted and got verified on ……………………….. |  |  |
| 6. | Whether Staff register submitted and signed by all employees and employer and got verified on dated…………………..along with Mob. No. & email id. |  |  |
| 7. | Whether declaration of supervisor submitted |  |  |
| 8. | Whether self attested copy of supervisor certificate submitted & valid for next two years |  |  |
| 9. | Whether declaration of wireman No.01 submitted |  |  |
| 10. | Whether self attested copy of wireman permit No.01 submitted & valid for next two years. |  |  |
| 11. | Whether declaration of wireman No.02 submitted. |  |  |
| 12. | Whether self attested copy of wireman permit No.02 submitted & valid for next two years |  |  |
| 13. | Whether experience certificate **\***of supervisor showing HT/LT works as issued by contractor by writing License No. & Validity.For Degree Holder : One year: - from the date of issue of certificate. For Diploma Holder : Two year: - from the date of issue of certificate. For those passed Sup. Examination : Three Years………………….do…………………… |  |  |
| 14. | Whether applicant has submitted the required character certificate issued by Executive Magistrate. |  |  |
| 15. | Whether applicant has submitted the required Bonafide Himachali certificate issued by Executive Magistrate. |  |  |
| 16. | In case Company, Whether attested copy of company/firm registration submitted and authorization letter of signatory to a person (pasted with photo) with specimen signature of his submitted. OrAffidavit in case of Sole proprietor of a firm. |  |  |
| 17. | Whether GST Registration copy submitted. In case GST is not available, whether exemption form is submitted.  |  |  |
| 18. | Whether filled test report form submitted. |  |  |
| 19. | Whether declaration of contractor submitted. |  |  |
| 20. | Whether self addressed envelope two nos. duly stamped for **Rs**. 27 /-& **Rs**.37/- enclosed. |  |  |

**Class-A, Electrical Contractor License (For New case)**

**Note:-\***Experience certificate**:- The experience of company/registered firm/PSU are along with appointment letter, joining & employer undertaking and in case contractor the photo copy of month wise attendance register signed by contractor & self attested by the applicant.**

 **Verified By Verified By**

**(Assistant Electrical Inspector) (Technical Assistant License)**

 **ANNEXURE-I**

1. Name in Which the Contractor Applied for
2. Class in which applied for\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sr. No | Description | Make | Sr. No. of instrument | In working order (Yes/ No) | Cash memo No. and date. (Enclose original copy of cash memo). |
| **(A)** | **Instruments** |
|  | Earth Tester 0-100 ohm, with accessories i.e. Earthing Kit.  |  |  |  |  |
|  | Insulation Tester/ Megger, 0-100 Mega Ohms, 500 volt. |  |  |  |  |
|  | Insulation Tester/ Megger, 0-200 Mega Ohms, 1000 volts. |  |  |  |  |
|  | Insulation Tester/ Megger , 0-5000 Mega ohm, 2500 Volts |  |  |  |  |
|  | Ampere Meter, 0-100 and Volt meter 0-500 volt or Tong Tester |  |  |  |  |
|  | Line Tester |  |  |  |  |
| **(B)** | First Aid Box |  |  |  |  |
| **(C)** | **Name of Books/ Codes:** | Cash memo No. and date. (Enclose original copy of cash memo). |
| 1. | I.S.: 732- Code of Practice for electrical wiring installation. |  |
| 2. | I.S.:3043- Code of practice for earthing. |  |
| 3. | I.S.:5216- Guide for safety procedures in Electricity Works. |  |
| 4. |  Central Electricity Authority (Measures Relating to Safety and Electric Supply) Regulations, 2010. |  |
| 5. | The Electricity Act, 2003. |  |

Signature of applicant

 Checked by Counter Signed by:

 (Not below the rank of Chairman/ Secretary

 Assistant Electrical Inspector)

Signature of Supervisor

**ANNEXURE-II**

**STAFF REGISTER TO BE MAINTAINED BY THE ELECTRICAL CONTRACTORS**

1. Name in Which the contractor Applied for**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. Class in which applied for **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Sr. No | Name and address ofSupervisor  | Whether self or employed | Supervisor Competency Certificate No. (Enclose copy). | Date of Expiry | Date of birth | Date ofappointment | Signature of Supervisor |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Sr. No | Name and address ofWireman | Whether self or to be employed | Wireman PermitNo.(Enclose copy) | Date of Expiry | Date of birth | Date of appointment | Signature of Wireman |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**(Name and address of applicant)**

**ANNEXURE-III**

**Form of Declaration
(For the Staff Employed)**

1. I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_S/o Sh. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Electrical Supervisor/Wireman Permit No.ES / WM \_\_\_\_\_\_\_\_\_\_\_\_\_ Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ am willing to work under M/s/ Sh. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(address) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ if license will be granted in his/her favour.
2. In case already employed:

I\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ S/o Sh.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Electrical Supervisor /Wireman Permit No. ES/ WM \_\_\_\_\_\_\_\_\_\_ is hereby inform that presently I am working under Sh.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ License No.\_\_\_\_\_\_\_\_\_\_\_\_ Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as full time employee or Govt. /Semi Govt. /Pvt. Organization/company having name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I have already given notice/shall give notice to her/him/them of my intention to leave the service under her/him/them (strike out Sr. No.2, if not applicable).

1. I hereby undertake that :

 (I) There is no electrical contractor license of any class in my possession.

(II) That in event of my accepting Govt. or other employment or leaving the employment of above said contractor / firm, I shall inform the Chief Electrical Inspector, Government of Himachal Pradesh. In case of default, I shall be responsible for the consequences of Government action.

 I also hereby affirm that I shall be abide by the provisions of the Electricity Act, 2003 and Central Electricity Authority (Measures Relating to Safety and Electric Supply) Regulations, 2010 as well as the State Licensing Board Himachal Pradesh Rules / circulars/instructions issued from time to time .

Place:

Date:

Name and Signature of

 Supervisor / Wireman

 Mobile No.\_\_\_\_\_\_\_\_\_\_\_

 **ANNEXURE-IV**

**SPECIMEN OF EXPERIENCE CERTIFICATE**

It is certified that Sh. S/o. Sh. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ having Electrical Supervisor’s Competency Certificate No. ES \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Village \_\_\_\_\_\_\_\_\_\_\_\_\_ Post Office \_\_\_\_\_\_\_ Tehsil \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ District \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_State\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has worked under me /us w.e.f. to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. He / She is capable to carry out/ supervise the electrical installation works. Following electrical installations of the voltage level shown against each have been carried out under his / her supervision.

|  |  |  |
| --- | --- | --- |
| Sr. No. | Name of installation | Supply voltage |
|  |  |  |
|  |  |  |
|  |  |  |
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|  |  |  |
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|  |  |  |

Signature of Applicant Signature of Issuing Authority

 (Name and Full Address) License No. (If any)

**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 annexure-II is intended exclusively for attending to the work under the Licensing Board Rules and under regulation 29 of 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 CEA Regulations, 2010. I/we hereby declare that I/we have in my/ our possession a copy of the Electricity Act 2003, CEA regulations 2010 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 also agree to maintain such registers and records as may be prescribed by the Board 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 through this application shall be liable for punishment under the relevant sections of the India Penal Code 1860.

Place:

Date: - Signatures

Address:

**(Only for cases, sole proprietorship of a firm)**

FORMAT OF AFFIDAVIT-CUM- UNDERTAKING

(To be executed on non- judicial stamp paper of RS 10/- duly attested by Executive Magistrate or Notary Public)

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, S/o, D/o, W/o \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ residing at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ date of Birth\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ do hereby solemnly affirm and declare as under:-

1. That the deponent sole owner/ proprietor of the Firm i.e. M/s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. That there is no partnership in the abovesaid firm and these are absolutely proprietorship firms.
3. That I am aware of the fact that upon verification by the Competent Authority, if it is revealed that any of the information furnished/ documents submitted by me are false, manufactured, concocted, forged and fabricated, it amounts to fraud upon the Competent Authority. In that case Competent Authority may suspend my Electrical Contractor License without assigning any reason and may also initiate necessary legal proceeding as per law against me.

DEPONENT

VERIFICATION

Verified at \_\_\_\_\_\_\_\_\_\_\_\_\_\_(place) on this \_\_\_\_\_\_\_\_\_\_(date) day of \_\_\_\_\_\_\_\_\_(month, year) that the contents of the paragraph 1 to 3 of the aforesaid affidavit-cum-undertaking are true and correct to my personnel knowledge and no part of it is false and nothing material has been concealed therefrom.

DEPONENT

**CONDITIONS**

**Read conditions carefully before submitting the application form:**

1. **QUALIFICATIONS:**
2. The applicant who intends to obtain the A-class wiring contractor license should have a valid Electrical Supervisor’s Competency Certificate renewed up to date (attach copy).
3. The applicant who tends to obtain the A-class wiring contractor license should not have any employment under any Contractor/firm/Government or Semi-Govt. Department/any other Organization.
4. Applicant should be citizen of India (proof of Nationality be attached).
5. **COST OF FORM**: Cost of Form amounting to Rs. 100/- be paid through Treasury Challan in theHead of Account given below and the original receipt Challan be sent with the application form:

 **Head of Account:**

0043- Taxes and Duties on Electricity

 800- Other Receipts

1. Misc. Receipts.

 DDO Code: 950 other than capital Treasury, and 077 for Capital Treasury, Shimla.

1. **ESTABLISHMENT:** The applicant shall have to employ following staff on full time basis and their consent and declaration in the form Annexure “III” be attached:
2. One Electrical Supervisor holding competency certificate issued by State Licensing Board Himachal Pradesh, in case the applicant himself is not having Electrical Supervisor’s Competency Certificate.
3. Two wireman having valid permits issued by State Licensing Board Himachal Pradesh.
4. **EXPERIENCE:**

 “A” class electrical contractor’s License shall be granted to a company, firm or person who either himself holds a certificate of competency and personally executes all the work undertaken by him or having in his employment a supervisor holding a certificate of competency and under whose direct supervision all works under-taken by him are carried out.

The supervisor of ‘A’ class electrical contractor (either himself or employed) should have worked atleast three years on HT/LT lines for consideration of licences under any ‘A’ class electrical contractor, Electricity Board, Electricity Branch of Public Works Department Military Engineering service, other department and in the reputed industrial concern having electrical wiring works including repairs and fault location duly recognized for the purpose after attaining the supervisor certificate of competency.

In the case of Degree holder he must have one year working experience and for Diploma holder he must have two year working experience, after getting exemption from electrical supervisor’s examination. Further he has to engage atleast two wireman permit holder in his employment.

1. **INSTRUMENTS:**

The Applicant should have following ISI approved Instruments in his possession and the original cash memo/bills thereof should be attached with the application form:

1. ISI Approved Earth Tester 0-100 ohm, with accessories.
2. ISI Approved Insulation Tester - 500 Volts.
3. ISI Approved Insulation Tester- 1000 Volts.
4. ISI Approved Insulation Tester/ Megger of 0-5000 Mega ohm, 2500 Volts
5. Ampere Meter 0-100 Ampere.
6. Volt meter 0-500 Volts or Tong Tester of similar/above ranges.
7. Line Tester-500 Volts.
8. First Aid Box.
9. **LIBERARY:**

The Applicant should have following books in his possession and the original cash memo/bills thereof should be attached with the application form:

1. I.S.: 732- Code of practice for electrical wiring installation.
2. I.S.: 3043-Code of practice for earthing.
3. I.S.: 5216- Guide for safety procedures in Electricity Works.
4. Central Electricity Authority (Measures Relating to Safety and Electric Supply) Regulation, 2010.
5. The Electricity Act, 2003.
6. **CHARACTER CERTIFICATE:**

Character certificate issued by a competent authority should be attached with the application form.

1. **FEE:**

The fee for the grant of A-class license amounting to Rs. 4000/- shall be charged subsequent to the case file of the applicant is duly approved by H.P. State Licensing Board. The applicant in this regard shall be intimated separately.

1. **PHOTO & ENVELOPS:**

Three passport size recent identical photographs and Two self addressed envelops of size 25x12 cms. duly stamped for Rs. 27/- and Rs. 37/- be enclosed with the application form.

1. **CERTIFICATION:**

All the photocopies attached with application form in support to grant the license must have self attested or original shown in this office. The experience certificate produced /attached in favour of electrical supervisor (whether self or employed) must detail therein the adequate number of high/extra high voltage installations works carried out under his/her direct supervision. In case the works belong to Government /Semi- Government departments or Organizations, copies of work award should be attached.

1. **PROOF OF AUTHENTICITY:**

The firms who intend to obtain A-class license must have to produce/attach copy of GST number in proof of their authenticity. However in case of individuals GST number is optional. He/ She either at the time of grant or renewal /up gradation of his license they have to produce the copy of GST number.

1. **LAST DATE OF RECEIPT OF APPLICATION FORM:**

Application Form for the grant of A-class license complete in all respects should reach in the office of Chief Electrical Inspector, Block No. 29, SDA Complex, Kasumpti, Shimla (H.P.)-171009 five days before the proposed date of meeting of the state licensing board**.** The incomplete application forms shall not be entertained and automatically stand cancelled. No correspondence shall be done in this regard.

1. **VERIFICATION:**

The applicant who fulfill the above condition shall have to attend the office of Chairman Licensing Board-cum-Chief Electrical Inspector, Block No. 29, SDA Complex, Kasumpti Shimla-171009 (H.P.) on any working day in personalong with staff employed, requisite instruments, Books their original bills and original Supervisor and Wiremen Permits for verification.

Secretary Licensing Board

Uploaded on August 2023