“FORM-F” (Clause 23)

H P STATE LICENSING BOARD

APPLICATION FORM FOR GRANT OF ELECTRICAL CONTRACTOR LICENCE CLASS “C”

|  |  |
| --- | --- |
|  | Name in which Electrical Contractor License is applied for: |
|  | Business Address- | Affix Recent Passport Size Photograph Attested by a Gazetted Officer |
|  |
|  |
|  Pin Code- |
| E-mail- |
| Phone No- |
| 1. 3.
 | Particulars of the fee deposited:1. Name of Treasury \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Amount in Rs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |
|  | Whether attested three specimen signature by the Gazetted officer of the below mentioned is supplied:(i) Individual Contractor holding wireman permit |  |
| 5 | Whether a contractor licence has been previously granted in the same name? If yes, give details thereof. |  |
| 6. | Whether a contractor Licence has been issued under this name by any otherState Licensing Board? If so, please give name of issuing Authority-Date of issue-Date of expiry of Licence-Details of works permitted to be undertaken- |  |
| 7 | 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 |  |

|  |  |
| --- | --- |
| 8. | Particulars of the wireman permit of the holder. |
| Sr. No. | Name of Applicant | Qualification | Wireman permit No. and date of expiry | Whether declaration in the form appended have been attached |
|  |  |  |  |  |
|  |  |  |  |  |

**9. Library:**

Whether the following books are in his/her possession (yes/No)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| SR. No. | Name of Books |
|  | 1 |  I.S.: 732-1963 Code of practice for electrical wiring installation (System Voltage not exceeding 650 Volts) |
|   | 2. | I.S. 5216-1969 Guide for safety procedures in Electricity Works. |
|  | 3. | Central Electricity Authority (Measures Relating to Safety and Electric Supply) Regulation, 2010 |
|  | 4. |  |

1. **Details of punishment and penalty imposed on the company/firm.**
2. **By State Licensing Board, Himachal Pradesh.**
3. **By Government & Other agencies.**
4. **Any Court of Law.**

 Signatures

**Declaration**

 I have read and understood the conditions and documents required to be attached with application for grant of Electrical Contractor Licence Class “C‘ and relevant documents are attached in chronological order.

 I  I hereby declare that I have in my possession a copy of the Electricity Act 2003, Central Electricity Authority (Measures Relating to Safety and Electric Supply) Regulation, 2010 vas well as relevant codes of Practice and Standards of Indian Standards Institution relating to Electrical Installations. I fully understand the terms and conditions under which an electrical contractor licence is granted, a breach of which will render the licence liable to cancellation.

 I hereby also agree to maintain such registers and records as may be prescribed by the Board in the forms specified for the purpose.

 I 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.

 I 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:

Dated:- Signature

**Form of Declaration**

 **(To be submitted by applicant with Copy of Wireman Permit)**

1. I S/o Sh. hereby undertake that presently I am not
working under any Contractor/firm/Govt/ Semi-Govt. Department/Org.
2. I am at present employed under Ms./Shri/M/s I have already given notice(vide letter

dated ) /will give notice to her/him/them of my intention to leave the service under her/him/them

1. I shall intimate the Licensing Board as well as under whom I am working at present.
2. I also hereby affirm that I shall abide by the provisions of the Electricity Act and Regulations as well as of the State Licensing Board Himachal Pradesh Rules and with all circulars/instructions which are issued by the State Licensing Board and the Electrical Inspectorate in all respects.

Place: Date:

Name and Signature of Applicant

Self Attested

**Annexure-B**

 **Specimen of EXPERIENCE CERTIFICATE (For Grant Of C-Class Electrical Contractor License)**

It is certified that Sh………………………………………. S/o.Sh. ………………………………………… bearing Electrical Wireman Permit

No.WM-……………………….. valid upto……………………………Village…………………………… Post Office:……………………………………

Tehsil ……………………………. District………………………………. H.P. has worked under my Firm/Contractor/organization full

address ……………………………………………………………………………………………… Electrical Contractor License No………………… Class-………………….. Valid upto………………… .He has worked against following works at the supply voltages as shown for the period w.e.f to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. He is capable to carry out/supervise the electrical works
individually with free from danger.

|  |  |  |
| --- | --- | --- |
| Sr. No . | Name of Work | Supply voltages |
|  |  |  |
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Signature of Applicant Signature of Issuing Authority

(Name and Full Address)

**ANNEXURE-C**

6

Verification of instruments for the year:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of the Contractor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class of Contractor applied for:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sr. N o** | **Name of Instruments** | **Make** | **Sr. No. of Instruments** | **In working order/Defective** | **Original Cash Book No. and date** | Copy of test certificates |
| 1 | I.S.I. Approved Insulation Tester/ Megger of 0-100 Mega Ohms, 500 Volts. |  |  |  |  |  |
| 2 | One line Tester. |  |  |  |  |  |
| 1. | **Name of Books:**I.S.: 732-1963Code of practice for electrical wiringinstallation (SystemVoltage not exceeding 650 Volts) |  |  |  |  |  |
| **3** | I.S. 5216-1969 Guide for safety procedures in Electricity Works. |  |  |  |  |  |
| 4 | Central Electricity Authority (Measures Relating to Safety and Electric Supply) Regulation, 2010 |  |  |  |  |  |

Signature of contractor Checked by Counter Signed by:-

(Not below the rank Secretary Licensing Board,

of Assistant Electrical Inspector) Block No. 29, SDA Complex,

H.P. Shimla-171009

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

**Name of** Contractor Applied for ……………License **No ……………………………**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sr. No** | **Name of Wireman and full address** | Wireman Permit No. | Period of validity | Date of appointment | Signature of Wireman | Signature of the Contractor |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Sr. No** | **Name of Apprentices and full address** | Apprentices Certificate of Competency No. | Period of validity | Date of appointment | Signature of Apprentices | Signature of the Contractor |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**CONDITIONS**

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

1. **QUALIFICATIONS:**
2. Applicant should have passed Matriculation examination from a recognized Board/ University (attach copy).
3. The Applicant who have passed I.T.I. in the Trade of Electrician and having a valid wireman permit renewed up to date (attach copy)

 **OR**

1. The Applicant who have passed the matriculation examination and having a valid wireman permit renewed up to date (attach copy).
2. The applicant who tends to obtain the C-class wiring contractor license should not have any employment under any Contractor/firm/Government or Semi-Govt. Department/any other Organization.
3. Applicant should be citizen of India (proof of Nationality be attached).
4. **COST OF FORM**: Cost of Form amounting to Rs. 100/- be paid through Treasury challan in theHead of Account given below and the original receipted 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, and 077 for Capital Treasury, Shimla.

1. **EXPERIENCE:**

Class ‘C’ Electrical Wiring Contractor shall be granted to the applicant who himself/herself is a licenced wireman and having passed the I.T.I. in Electrician/Wireman Trade and having one year experience under “A” or “B” Class Electrical Wiring Contractor after obtaining the wireman permit

**OR**

To such person who himself/herself is a licence wireman and have passed Matriculation examination and have two years experience under “A” or “B” Class Electrical Wiring Contractor after obtaining the wireman permit

 The experience certificate as per the Annexure -A‘ should be attached with the application form.

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 Insulation Tester/ Megger - 500 Volts.
2. Line Tester - 500 Volts.
3. **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.: 732-1963 Code of practice for electrical wiring installation (System Voltage not exceeding 650 Volts.
2. I.S. 5216-1969 Guide for safety procedures in Electricity Works.
3. Central Electricity Authority (Measures Relating to Safety and Electric Supply) Regulation, 2010
4. **CHARACTER CERTIFICATE:**

Character certificate as per Annexure-F should be attached with the application form.

1. **FEE:**

The fee for the grant of C-class license amounting to Rs. 2500/- shall be charged subsequent to the case file 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/- be enclosed with the application form.

1. **Certification:**

All the photocopies attached with application form in support to grant the license should have self certified or original shown in this office.

1. **Proof of Authenticity:** The applicant who intend to obtain C-class license must have to produce/attach copy of GST number in proof of their authenticity either at the time of grant of license or renewal /up gradation of his license.
2. **Last Date of Receipt of Application Form:**

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

1. **VERIFICATION:**

The applicant who fulfill the above conditions shall have to attend the office of Chairman Licensing Board-cum-Chief Electrical Inspector, Block No. 29, SDA Complex, Kasumpti-171009 (H.P.) in personalong with requisite instruments, Books their original billsand original Wiremen Permit for verification. The date for which will be intimated later on.

 Secretary Licensing Board

Uploaded on 03-10-2018

**CHECK LIST**

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr. No.**  | **Description** | **Remarks** | **Page No.** |
| 1. | Whether application filled up properly and signed  | Yes/No |  |
| 2. | Whether requisite fee Rs. 100/- with original challan submitted. |  |  |
| 3. | Whether self declaration submitted by wireman. |  |  |
| 4. | Whether self attested copy of wireman permit submitted & valid for next five years. |  |  |
| 5. | Whether Staff register submitted and signed by all employees and employer and got verified dt…………………………………. |  |  |
| 6 | Whether experience certificate **\***of wireman showing upto 240Volts works as issued by contractor by writing License No. & Validity. For I.T.I Holder : One year: - from the date of issue of permit.For those passed wireman Examination: Two Years…………….do……………….. |  |  |
| 7. | Whether Instruments & Books along with original cash memo submitted and got verified on ………………..  |  |  |
| 8. | Whether applicant has submitted the required character certificate issued by Executive Magistrate. |  |  |
| 9. | Whether applicant has submitted the required Bonafide Himachali certificate issued by Executive Magistrate. |  |  |
| 10. | Whether three specimen signature attested by Gazetted officer submitted. |  |  |
| 11. | Whether filled test report form submitted |  |  |
| 12. | Whether GST Registration copy submitted |  |  |
| 13. | Whether self addressed enevelope two nos. duly stamped for **Rs.** 27/- & **Rs**.37/- enclosed |  |  |
| 14. | Whether declaration of contractor submitted. |  |  |

**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)**