“FORM-D”

(Clause 23)

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- |
| E-mail- |
| Mobile No.: |
| 3. | | Particulars of the fee deposited:   1. Name of Treasury: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. Amount in Rs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| 4. | | Style of the Company   1. 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 (Give details) |  | |
| 6. | | Full name and address of Proprietor or partners/ Directors (enclose copy)  3 |  | |
| 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) | |  |
| 9. | Whether the applicant is a manufacturing firm or production unit. | |  |
| 10. | Name of the authorized person signing documents in favor of  Registered Firm/Company (Copy of The 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 staff indicated under column -16 is exclusively  earmarked for the work under the Licensing Board and Regulation 29 of Central Electricity Authority (Measures relating to Safety and Electric Supply) Regulations 2010. | |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **16** | **Particulars of the staff employed** | | | |
| **Sr. No.** | **Name of person** | **Qualification** | **Electrical Supervisor / Wireman permit No. and date of expiry.** | **Whether**  **declaration in the form appended have been attached** |
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**17. Library:**

Whether the following books are in his/her/our 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) | |
|  |  | I.S.: 3043-1987 Code of practice for earthing. | |
|  |  | I.S. 5216-1969 Guide for safety procedures in Electricity Works. | |
|  |  | Central Electricity Authority (Measures Relating to Safety and Electric Supply) Regulation, 2010 | |
|  |  |  | |

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/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 16 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 they will 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:**

**Dated:- Signatures**

**Address:**

1. Name in Which the Contractor Applied for\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Class in which applied for\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- | --- | --- |
| Sr. **No** | **Name of Instruments** | Make | Sr. **No. of  Instruments** | **In working order/Defecti ve** | Original **Cash Book No. and date** | Copy of test certificates |
| (A) | I.S.I. Approved Earth Tester 0-100 ohm, with accessories i.e. Earth Kit, 15 Volts |  |  |  |  |  |
|  | I.S.I. Approved Insulation Tester/ Megger of 0-100 Mega Ohms, 500 Volts. |  |  |  |  |  |
| **3** | I.S.I. Approved Insulation  Tester/ Megger of 0-200 Mega Ohms ,1000 Volts. |  |  |  |  |  |
| 4 | I.S.I. Approved insulation Tester/ Megger of 0-5000 Mega ohm, 2500 Volts |  |  |  |  |  |
| 5 | Ampere Meter, 0-100 and Volt meter 0-500 Volts or Tong Tester of similar/above |  |  |  |  |  |
| 6 | Line Tester |  |  |  |  |  |
| 7 | First Aid Box |  |  |  |  |  |
| (B)  1. | **Name of Books:**  I.S.: 732-1963 Code of  Practice for electrical wiring  installation(System Voltage not exceeding 650 Volts) |  |  |  |  |  |
| 2 | I.S.:3043-1966 Code of  practice for earthing. |  |  |  |  |  |
| 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 of Chairman/ Secretary

Assistant Electrical Inspector)

Signature of Supervisor

**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 of  Supervisor and  full address | Whether self  or  employed | Supervisor  Competency Certificate No | Date of Expiry | Date of  appointment | Signature of Supervisor | Signature of  the Contractor |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Sr.  No | Name of  Wireman and  full address | Whether self  or to be  employed | Wireman Permit  No. | Period of validity | Date of  appointment | Signature of Wireman | Signature of  the Contractor |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**Annexure-C  
Form of Declaration**

**(For New License)  
(For the Staff Employed)**

1. I am willing to work under M/s/ Sh. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ if license will be granted in his/her favour.

2. I\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ S/o \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Electrical Supervisor/Wireman PermitNo.ES/WM\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is hereby declaring that presently I am working under Sh. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_LicenseNo.\_\_\_\_\_\_\_\_\_\_\_\_Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_as full time employee or Govt. /Semi Govt. /Pvt. Organization/company having name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (strike out if not applicable)

I have already given notice/shall give notice to her/him/them of my intention to leave the service under her/him/them (vide letter dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Copy enclosed)

1. There is no Electrical contractor license of any class.
2. That in the event of leaving the services of the written consent given to above person, I undertake to inform to Electrical Contractor with the copy to the Chief Electrical Inspector to Government of Himachal Pradesh. In case of default, I shall be responsible for consequences and of Government action.

5 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:

Mobile No.

Name and Signature of

Supervisor / Wireman

**Specimen for EXPERIENCE CERTIFICATE**

It is certified that Sh. S/o.Sh. bearing Electrical Supervisor’s

competency of certificate ES No. 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 (Enclose copy of License) .He has executed and

supervised 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)**

**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 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. **Establishment:** The applicant shall have to employ following staff on full time basis and their consent and declaration in the form Annexure “B” 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 Diploma holder he must have one year working experience after getting exemption from electrical supervisor’s examination. However, in the case of supervisor having degree in electrical engineering such criteria is not applicable. Further he has to engage atleast two wireman permit holder in his employment.

**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. I.S.I. 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 Teste-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.: 732-1963 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. I.S.: 3043-1987 Code of practice for earthing.
5. **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/- 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.
2. **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 fifteen 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 alongwith staff employed, requisite instruments, Books their original bills and original Supervisor and Wiremen Permits for verification.

Secretary Licensing Board

Uploaded on 03-10-2018

**CHECK LIST**

|  |  |  |  |
| --- | --- | --- | --- |
| Sr.  N0. | **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 declaration of supervisor submitted |  |  |
| 5. | Whether self attested copy of supervisor certificate submitted & valid for next two years |  |  |
| 6. | Whether declaration of wireman No.01 submitted |  |  |
| 7. | Whether self attested copy of wireman permit No.01 submitted & valid for next two years. |  |  |
| 8. | Whether declaration of wireman No.02 submitted. |  |  |
| 9. | Whether self attested copy of wireman permit No.02 submitted & valid for next two years |  |  |
| 10. | Whether Staff register submitted and signed by all employees and employer and got verified on dt. …………………………………..alongwith Mob. No. & email id. |  |  |
| 11. | Whether experience certificate **\***of supervisor showing HT/LT works as issued by contractor by writing License No. & Validity.  For Degree Holder : Not required  For Diploma Holder : One year: - from the date of issue of certificate. For those passed Sup. Examination: Three Years………………….do…………………………. |  |  |
| 12. | Whether Instruments & Books along with original cash memo submitted and got verified on ……………………….. |  |  |
| 13. | Whether applicant has submitted the required character certificate issued by Executive Magistrate. |  |  |
| 14. | 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. |  |  |
| 15. | Whether GST Registration copy submitted. |  |  |
| 16. | Whether filled test report form submitted |  |  |
| 17. | Whether applicant has submitted the required Bonafide Himachali certificate issued by Executive Magistrate. |  |  |
| 18. | Whether declaration of contractor submitted. |  |  |
| 19. | Whether self addressed enevelope two nos. duly stamped for **Rs**. 27 /-& **Rs**.37/- enclosed. |  |  |
| 20. | Whether three specimen signature attested by Gazetted officer 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)**