

SOP FOR ISSUE OF TEMPORARY CONTRACTOR LICENSE

- Applicant should go through ELBO Regulation-2014 (uploaded in official website www.eicelectricityodisha.nic.in) thoroughly before filling of the application form.
- Open the portal (<https://edistrict.odisha.gov.in>) in your favourite web browser.
- Register in the portal for creating a login account. It is a **onetime process** for availing all services under (e district) portal.

Steps to follow for registering in the portal

- You must have a valid email ID and mobile no for registration into the system. If you do not have it then create a valid email ID and arrange a mobile no.
- Click on the Services icon (Top Right of the page). You will be redirected to the “**Register Yourself**” icon along with list of services available in the portal. Click on Register Yourself icon. One pop-up menu will appear. Enter all the required information and validate it. The system will send one email OTP and mobile OTP to your respective email ID and Mobile Number.
- Enter the email OTP and mobile OTP received by you and submit. Once it is successful your login account is created.

(Refer the screen shot for registering into the system)

Full Name
Enter Your Full Name

Email Id
Enter a valid Email Address

Mobile No.
+91 Enter Mobile No.

Password
Enter Your Password

State
Select

72bMt2
Captcha

Validate

- Once the registration is over, click on the certificate you want to apply. A new window will open. Click on apply for services. Then click on online. Enter your login credentials (i.e. either with your registered email ID or Mobile Number). After successful login the application form will appear.

Steps for submitting Application Form for Temporary Contractor License

The screenshot shows the 'ServicePlus' portal interface. The main header includes the 'ServicePlus' logo and the text 'Metadata-based Integrated eService Delivery Framework'. On the right, there are links for 'Themes', 'Language', and 'Service Test'. A blue sidebar menu on the left contains options: 'Manage Profile', 'Apply for services', 'View all available services', 'View Status of Application', and 'Messages & Alerts'. The main content area is titled 'APPLICATION FOR ISSUE OF TEMPORARY CONTRACTOR LICENSE Govt. Of Odisha'. It features a 'Category Applying For' section with a dropdown menu. Below this, there are two columns of form fields: 'Have you already possess a contractor license in HT category' with a dropdown menu, and 'Date of Birth (must be greater than 18 years)' with a date picker. The 'Project Details' section includes three fields: 'Specify the project', 'Specify the specific purpose for which license is required', and 'Specify the highest voltage level of the work' with a dropdown menu.

- If you want to take temporary Contractor License in MV or HT category, then please select the option “No” for the field “Have you already possess a contractor License in HT category”
- If you want to take temporary Contractor License in EHT category, then please select the option “Yes” for the field “Have you already possess a contractor License in HT category”

- Manage Profile
- Apply for services
- View all available services
- View Status of Application
- Messages & Alerts

APPLICATION FOR ISSUE OF TEMPORARY CONTRACTOR LICENSE
Govt. Of Odisha

Category Applying For

Have you already possess a contractor license in HT category

Date of Birth (must be greater than 18 years)

Applicant Detail

Name of the firm. Contractor License No. (HT) Name of the Proprietor/Auth Representative.

License validity upto.

Business Address

State

District Block

House No/Building Name

Street No/Road Name/Area/Colony At/Po Police Station

PIN

Project Details

Specify the project

Specify the specific purpose for which license is required

Specify the highest voltage level of the work

Highest Voltage Level of Work is EHT

Have you possess HT contractor license for minimum continuous period of 3 years?

Have you executed installation and commissioning work of at least 5 HT electrical works or one EHT work with temporary project license in last three year?

Work Order Number

Date of issue of work order

Work order issuing agency

Completion Time

Provide Detail of Last 5 Works

Provide detail of last 5 works:

Voltage level	Description of project/work with place	Date of commencement of work	Date of completion of work	Temporary contractor license No	Temporary License Issue Date
EHT	ukulyuy	22/09/2010	30/09/2014	123456	30/09/2010


Staffs Appointed


Staffs Appointed

Supervisor Category	SCC/Permit CODES	SCC / Permit No.	Name	Valid Till
Supervisor EHT	SCC EHT	1233	ram	30/09/2020

Workman Category	SCC/Permit CODES	SCC / Permit No.	Name	Valid Till
Workman EHT	eht	12345	krushna	30/09/2020
Workman HT	ht	2143	ram	28/09/2022

Other Details

Applicant Photo:  Choose File

Applicant Signature:  Choose File

Declaration

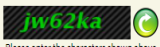
I do hereby understand and verified that above staffs are not under any employment other than my firm. They agreed to be associated with my firm. Their consent has been taken by mere legal agreement. Any kind of deficiency in the staff appointment cannot be modified till completion of license issue procedure and if such case appears, my application is liable to be rejected with forfeit of non refundable application fees.

I Agree

Additional Details

Apply to the Office: Engineer In Chief cum Principal Chief Electrical Inspector Odisha Bhubaneswar (STATE)

Word verification

 Please enter the characters shown above

[Draft](#) [Submit](#) [Close](#) [Reset](#)

- Fill the application with entering your correct data
- You have to enter the following minimum staff detail for Temporary contractor license(MV), Temporary Contractor License (HT) & Temporary Contractor License (EHT)

Category of contractor License	Minimum staff to be appointed
Temporary contractor license(MV)	1 Supervisor (MV), 1 Lineman(MV), 1 Wireman(MV)
Temporary Contractor License(HT)	1 Supervisor (HT), 1 workman(HT), 1 Lineman(MV), 1Wireman(MV)
Temporary Contractor License (EHT)	1 Supervisor (EHT), 2 Workman(EHT), 2 workman(HT), 1Wireman(MV)

If the application found without the above said concerned staffs, then the application will be rejected with forfeit of non-refundable application fees

- Enter the displayed captcha in the given box.
- If you need to save the entered data and submit the application at later time then click on “Draft” else click on “submit” for submission of application.
- Verify the data. (Edit if required).
- Upload required documents.

Documents required for uploading

All of the following documents are mandatory to be uploaded.

- I. Photo of any of the ID proof
- II. Address proof
- III. Workorder copy
- IV. Employment undertaking as per Annexure-I
- V. SLD of the project
- VI. Instrument undertaking as per Annexure-II

The screenshot displays a web form titled "ATTACH ENCLOSURE(S)". It features a table with three columns: "Type of Enclosure", "Enclosure Document", and "File/Reference". There are six rows, each corresponding to a different document type. Each row includes a dropdown menu for the document name, a "Choose File" button, a "Scan" button, and a "Fetch from DigiLocker" button. A red error message "Document Format" is visible below each dropdown menu. At the bottom right of the form, there are three buttons: "Save Annexure" (green), "Cancel" (red), and "Back" (blue).

Type of Enclosure *	Enclosure Document *	File/Reference *
Photo ID proof *	Photo ID proof Document Format	Choose File vvp2699461.jpg Scan Fetch from DigiLocker
Address proof *	Address proof Document Format	Choose File vvp2699461.jpg Scan Fetch from DigiLocker
Work order copy *	Work order copy Document Format	Choose File vvp2699461.jpg Scan Fetch from DigiLocker
Employment undertaking *	Employment undertaking Document Format	Choose File vvp2699461.jpg Scan Fetch from DigiLocker
SLD of Project *	SLD of Project Document Format	Choose File vvp2699461.jpg Scan Fetch from DigiLocker
Instrument undertaking *	Instrument undertaking Document Format	Choose File vvp2699461.jpg Scan Fetch from DigiLocker

- Save the uploaded documents

Note: For any reason, if application is rejected then the payment amount will not be refunded and forfeited. So, please read the instructions carefully, and fill the application form correctly.

- Then deposit the fees.

Note: While doing the payment, it is recommended to wait for 30 seconds after that it will be automatically redirected to the next page

- On successful submission of the application, system will generate acknowledgement slip & simultaneously you will get message through mobile No. & email id.

APPLICATION ACKNOWLEDGEMENT



Govt. Of Odisha
ELECTRICAL LICENSING BOARD OF ODISHA (ELBO)
Issue Of Temporary Contractor License (MV/HT/EHT)

ACKNOWLEDGEMENT SLIP

1. Name of The Designated Officer and Address
2. Acknowledgement No
3. Name and Address of The Applicant
4. Name of the Service for which the application is given
5. Applied on
6. No and Date of Receiving application in the office of Designated Officer
7. Particulars of the documents which are essential for receiving service but are not enclosed with the application
8. Last Date of the given time limit

SE CUM SECRETARY,ELBO,BHUBANESWAR
ITCL/2020/00014
Ram & GHJGHJG
ISSUE OF TEMPORARY CONTRACTOR
LICENSE
11/09/2020
ITCL/2020/00014 & 11/09/2020

Note: Temporary Contractor license will be issued within 10 working days from the date of verification, on successful payment of License issue fees by applicant within 2days from the date of approval by Chairman, SMS & Email will be sent on approval of the application

Place: GHJGHJG
Date: 11/09/2020

Signature Of Receiving Officer

**** This is a Computer Generated Document And Does Not Require Signature ****

Print Export to PDF Close

- After preliminary scrutiny of application, for complying deficiencies (if found) or physical verification of document & staff will be communicated through mobile No. & mail Id.

Steps after approval of Application Form by Chairman, ELBO

- After approval of application, you will be intimated through message to your mobile & Email ID regarding approval of application & to deposit the license issue fees.

Menu

- Manage Profile
- Apply for services
- View Status of Application
 - Track application status
 - View Incomplete Application
 - Revalidate Payment
 - Modify Submissions
- Messages & Alerts

Themes Language Service Test

From Date : 16/06/ To Date : 16/09/

App Ref No. ITCL/2020/001

Get Data

SNo	Service Name	Application Reference No	Submission Date	Due Date	Current Status
1	Issue Of Temporary Contractor License	ITCL/2020/00014	11/09/2020	NA	Waiting for Applicant's Response!

- Login to your account, go to the section “View status of application” then click on “Track Application Status”. Enter your application reference No and click on “wait for Applicant’s Response”.

Status of Application

***Action to be taken by an applicant**

You are required to fill in Application form and make payment. Please [click here](#) to proceed.

S.No.	Task Name	Form Details	Issued Document(s)	Status	Remarks
1	Application Submission	View	Acknowledgement	Completed	NA
2	Verification by Asst Executive Engineer ELBO	NA	Nil	Forwarded	NA
3	Wait For Physical Verification of Staff	NA	Nil	Forwarded	NA
4	Verification by Executive Engineer ELBO	NA	Nil	Forwarded	NA
5	Verification by Suptd Engineer cum Secretary ELBO	NA	Nil	Forwarded	NA
6	Verification by Chief Engineer	NA	Nil	Forwarded	NA
7	Approval by the Chairman ELBO	NA	Nil	Forwarded	NA

- Check regarding approval of your application and click for making payment.
- Then go to the section “payment by Applicant” & deposit the fees for one year only.

Note: Temporary Contractor License shall be issued for a period of one year or the completion time as mentioned in the work order whichever is earlier.

- On successful payment, the system will generate form of payment acknowledgement.



Govt. Of Odisha
ELECTRICAL LICENSING BOARD OF ODISHA (ELBO)

New Temporary Contractor Application(MV/ HT/ EHT)

FORM OF PAYMENT ACKNOWLEDGEMENT

DEAR **RAMRAM**

Your payment for this application number **ITCL/2020/00014** has been successfully processed.

Payment Reference Number	Payment Date	Mode	Payment Reference Number	Payment Status	Payment Details
hjh	08/09/2020	Cash	Cash receipt number : hjh		Payment received for amount Rs:15000.0 via Cash Cash receipt number : hjh Payment Date : 08/09/2020

Place: **GHJGHJG**

Date: **08/09/2020**

Signature Of Receiving Officer

**** This is a Computer Generated Document And Does Not Require Signature ****

- After digitally signed by Secretary, ELBO, Output certificate is generated and you will be intimated through message. For downloading the Output Certificate, login to your account, go to the section "View status of application" then click on "Track Application Status". Enter your application reference No and click on the icon delivered and download the output Certificate.



GOVERNMENT OF ODISHA
ENERGY DEPARTMENT
Electrical Licensing Board Of Odisha, BHUBANESWAR
(Regulation 27A)
TEMPORARY ELECTRICAL CONTRACTOR LICENSE FOR SPECIFIC PURPOSE

I do hereby certify that **RAM Power** is hereby granted temporary electrical contractor license on this day to carryout specified electrical work as mentioned below under Electrical Licensing Board, Regulation, Odisha 2014 for the purpose of Regulation 29(1) of the Central Electricity Authority (Measures Relating to Safety & Electric Supply) Regulations, 2010(as amended).

Temporary License No.: **1234**

Name of the Firm : **RAM Power**

Name of the Proprietor/ Authorized Representative : **Ram**

Business Address

: **GHGFGGHHJGJJGHJGHJGAGALPURBALANGIR**

Date of Approval of Chairman, ELBO : **16/09/2020**

Date of issue : **16/09/2020**

Project detail for which, this license is issued :

Date of issue : **16/09/2020**

Validity Period: **01/09/2021**



N.B.:** Contrator **RAM** is treated to be valid if and only if certificates/permits of all the above staffs are valid.



Superintendent Engineer-cum-Secretary, ELBO, Bhubaneswar
16/09/2020

Please Note: This document is not valid unless It is checked / verified with official website: -
eicelectricityodisha.nic.in

License Revision Record(within the above validity period)

1. Rev No. dated : Info-

2. Rev No. dated : Info-

ANNEXURE-I

EMPLOYMENT DECLARATION UNDERTAKING

We do hereby undertake that we have joined the firm _____ and not working anywhere else except the above firm. We are under sole employment of the above firm.

The facts stated above are true and correct to the best of my /our knowledge and belief. Any information found false, office of ELBO reserves all right to cancel/suspend the concerned Supervisor certificate of competency/workman permit.

Sl. No	Name of the Employee	SCC No / Permit No.	Full Signature	Mobile No.	Date of Sign. to be mentioned by the employee

Certification by Contractor:-

I do hereby understood and verified that, above staffs are not under any employment other than my firm. They have agreed to remain associated with my firm and their consent has been taken by mere legal agreement. Any kind of deficiency in any of the above staff appointment will lead to rejection of my application with forfeit of non-refundable application fees.

Signature of the contractor

Date:-

Mobile No.

ANNEXURE-II

Undertakings Regarding possession of the instruments, maintaining of appropriate establishment to conduct business & engagement of at least 50% full-time workman possessing appropriate permits issued by ELBO for MV Contractor License

- I. I do hereby undertake that, I have possessed all the instruments as specified in ELBO Regulation, 2014, in good working condition, duly tested and calibrated from time to time. I further declared that, I shall present the instruments for checking and inspection by any officer of Electrical Inspectorate, Govt of Odisha, whenever I am asked /required to do so. Failing which my contractor license, shall be liable to be cancelled. The instruments detail are as follows,-

Sl. No	Instruments	Make	SI No.	Date of testing by STL	Test Report No.
1	Earth Tester				
2.	Insulation tester				
3.	Tong tester				
4.	Hand drilling machine				
5.	Multi meter				
6.	Phase sequence indicator				
7.	Hand rubber gloves tested as per ISS4770	Date of Manufacture- (* not to be used beyond 3 years from date of mfg.)			

- II. I do hereby undertake that, I have engaged at least 50% full time workman possessing appropriate permits issued by ELBO for execution of works undertaken by me.
- III. I do hereby undertake that, I have maintained appropriate establishment to conduct business.

Full signature-_____

Date:-_____

Place_____

Undertakings Regarding possession of the instruments, maintaining of appropriate establishment to conduct business & engagement of at least 50% full-time workman possessing appropriate permits issued by ELBO for HT Contractor License

- I. I do hereby undertake that, I have possessed all the instruments as specified in ELBO Regulation,2014,in good working condition, duly tested and calibrated from time to time. I further declared that, I shall present the instruments for checking and inspection by any officer of Electrical Inspectorate, Govt of Odisha, whenever I am asked /required to do so. Failing which my contractor license, shall be liable to be cancelled. The instruments detail are as follows,-

Sl. No.	Instruments	Make	SI No.	Date of testing by STL	Test Report No.
1	Earth Tester				
2.	Insulation tester				
3.	Live line tester				
3.	Tong tester				
4.	Hand drilling machine				
5.	Multi meter				
6.	Phase sequence indicator				
7.	Hand rubber gloves tested as per ISS4770	Date of Manufacture- (** not to be used beyond 3 years from date of mfg.)			
8.	Lead lift with different type pulley				
9.	Hand operated & hydraulic crimping tool				
10.	Pedestal drilling machine				
11.	Tree cutting power saw				
12.	Discharge Rod				

- II. I do hereby undertake that, I have engaged at least 50% full time workman possessing appropriate permits issued by ELBO for execution of works undertaken by me.
- III. I do hereby undertake that, I have maintained appropriate establishment to conduct business.

Full signature-_____

Date:-_____

Place_____

Undertakings Regarding possession of the instruments, maintaining of appropriate establishment to conduct business & engagement of at least 50% full-time workman possessing appropriate permits issued by ELBO for EHT Contractor License

- I. I do hereby undertake that, I have possessed all the instruments as specified in ELBO Regulation,2014,in good working condition, duly tested and calibrated from time to time. I further declared that, I shall present the instruments for checking and inspection by any officer of Electrical Inspectorate, Govt of Odisha, whenever I am asked /required to do so. Failing which my contractor license, shall be liable to be cancelled. The instruments detail are as follows,-

Sl. No.	Instruments	Make	SI No.	Date of testing by STL	Test Report No.
1	One 5 KV Motorised Insulation Tester				
2.	One 1000V Insulation Tester				
3.	One Earth tester with accessories				
4.	Tong tester				
5.	Two Digital Multi meters				
6.	Two Hydraulic Compressor/ Motorised Compressor				
7.	Four Sets Lead lift with different types of pulley				
8.	Theodolite				
9.	Rubber Hand gloves tested as per ISS4770	Date of Manufacture- (** not to be used beyond 3 years from date of mfg.)			
10.	Safety Belt				
11.	Hand Operated and Hydraulic crimping tool				
12.	Single phase welding generator				
13.	Gas Cutting Set				
14.	Pedestal Drilling machine				
15.	Vibrator				
16.	Camalong clamp for different conductor and earth wire				
17.	Discharge Rod				

- II. I do hereby undertake that, I have engaged at least 50% full time workman possessing appropriate permits issued by ELBO for execution of works undertaken by me.
- III. I do hereby undertake that, I have maintained appropriate establishment to conduct business.

Full signature-_____

Date:-_____

Place_____