

## **SOP FOR RENEWAL OF CONTRACTOR LICENSE**

- Applicant should go through ELBO Regulation-2014 (uploaded in official website [www.eicelectricityodisha.nic.in](http://www.eicelectricityodisha.nic.in)) thoroughly before filling of the application form
- Open the portal (<https://edistrict.odisha.gov.in>) in your favorite web browser.
- If anyone has not register earlier then he can 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**

**Email Id**

**Mobile No.**

**Password**

**State**

**72bMt2**

- 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**

- Fill the application Form. (Refer below for a sample application form).
- While filling in the “staff details” section contractor should enter the details of staff who have already engaged in his firm.
- Verify the data. (Edit if required).
- By selecting “Draft” option in the application form applicant can save the data(which are mandatory) filled by him and on later stage he can again login to fill the remaining data and submission of application form.

ServicePlus - Renewal Of Contra: x download an image - Google Se x Google x Inbox (6,815) - monakshipradha: x Acknowledgement.pdf x

serviceonline.gov.in/configure/renderApplicationForm.do?serviceId=15430001&UUID=7b568675-949b-4e8d-9ec4-625216a87abf&OWASP\_CSRFTOKEN=UFK4-RKFN-SIMS-YGYM-RWR7-E42Q-GS3X-RSXJ&...

**ServicePlus**  
Metadata-based Integrated eService Delivery Framework

Menu: Manage Profile, Apply for services, View all available services, View Status of Application, Messages & Alerts

Themes Language Service Test

### APPLICATION FOR RENEWAL OF CONTRACTOR LICENSE

Govt. Of Odisha

Category Applying For

Type Of Contractor License: HV Serial No Of Contractor License: 5597

Applicant Details

Name of the firm: MAA TARINI Name of the Proprietor: SURAJIT Date of Birth: 07/09/1982  
 Authorized Representative: Mobile Number: 7735770390 E-Mail: monakshipradhan25@gmail.com  
 Validity Period: 02/09/2020 Proposed period of Renewal: 3 Year

Acknowledgement.pdf WP\_2020\_00027.pdf PICTURE.jpg

15:22 11-09-2020

ServicePlus - Renewal Of Contra: x download an image - Google Se x Google x Inbox (6,815) - monakshipradha: x Acknowledgement.pdf x

serviceonline.gov.in/configure/renderApplicationForm.do?serviceId=15430001&UUID=7b568675-949b-4e8d-9ec4-625216a87abf&OWASP\_CSRFTOKEN=UFK4-RKFN-SIMS-YGYM-RWR7-E42Q-GS3X-RSXJ&...

### Business Address

State: ODISHA  
 District: DHENKANAL Block: DHENKANAL SADAR  
 House No/Building Name: DEULA SAHI  
 Street No/Road Name/Area/Colony: At/PO: DEULA SAHI Police Station:  
 PIN: 759001

### Permanet Address

Same As Business Address: Yes State: ODISHA  
 District: DHENKANAL Block: DHENKANAL SADAR  
 House No/Building Name: DEULA SAHI  
 Street No/Road Name/Area/Colony: At/PO: Police Station:

Acknowledgement.pdf WP\_2020\_00027.pdf PICTURE.jpg

15:22 11-09-2020

ServicePlus - Renewal Of Contra: x download an image - Google Se x Google x Inbox (6,815) - monakshipradha: x Acknowledgement.pdf x

serviceonline.gov.in/configure/renderApplicationForm.do?serviceId=15430001&UUID=7b568675-949b-4e8d-9ec4-625216a87abf&OWASP\_CSRFTOKEN=UFK4-RKFN-SIMS-YGYM-RWR7-E42Q-GS3X-RSXJ&...

Yes ODISHA  
 District: DHENKANAL Block: DHENKANAL SADAR  
 House No/Building Name: DEULA SAHI  
 Street No/Road Name/Area/Colony: At/PO: DEULA SAHI Police Station:  
 PIN: 759001

### Other Details

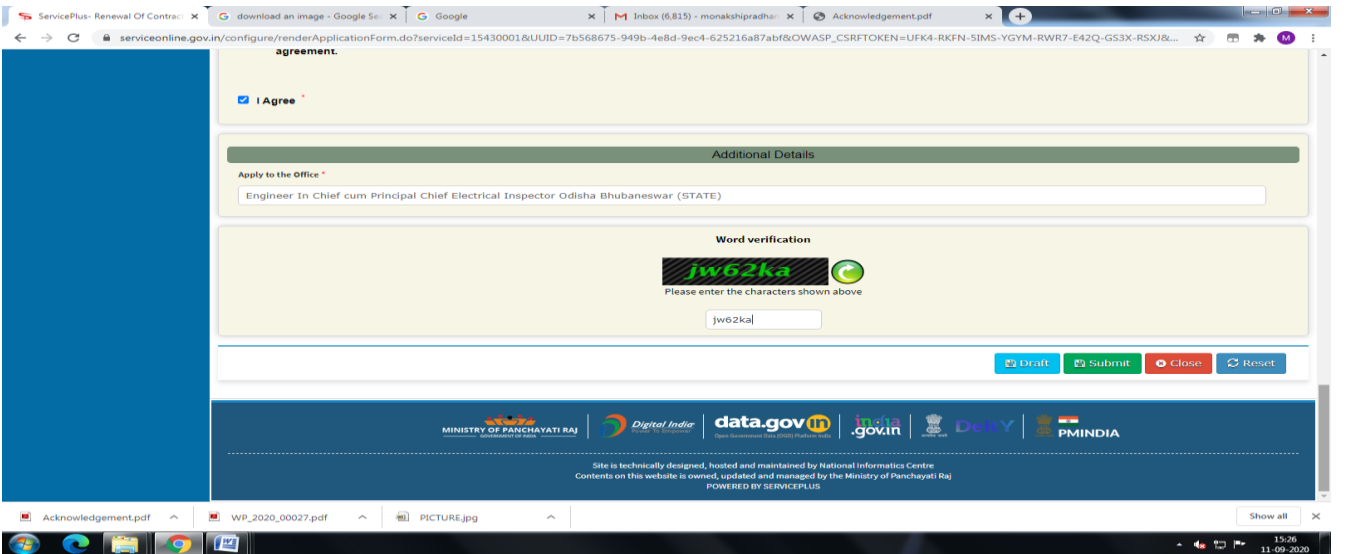
Upload Photo: Upload Signature:  
 Choose File: Choose File

### Staff Details

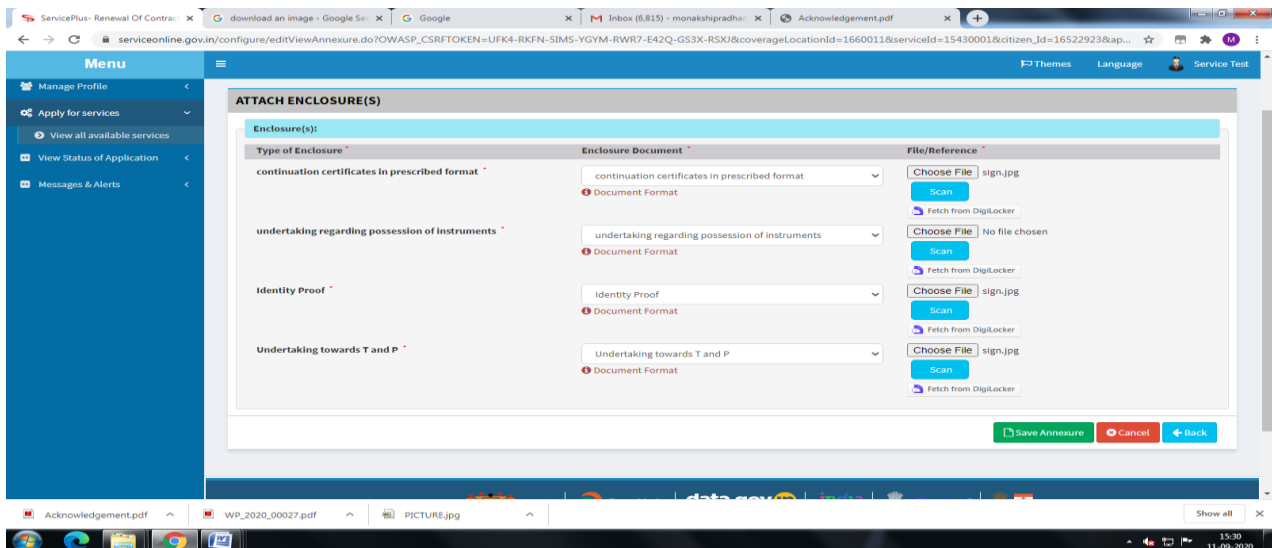
Category	SCC/Permit CODES	SCC / Permit No.	Name	Valid Till
Please Select	Please Select			

Acknowledgement.pdf WP\_2020\_00027.pdf PICTURE.jpg

15:26 11-09-2020



- Attach the Annexure Documents.(Refer below for a sample)
  - Undertaking toward T & P and etc. as per Annexure-I
  - Continuation Certificate as per Annexure-II
  - Identity Proof
  - Undertaking regarding possession of instruments as per Annexure-III

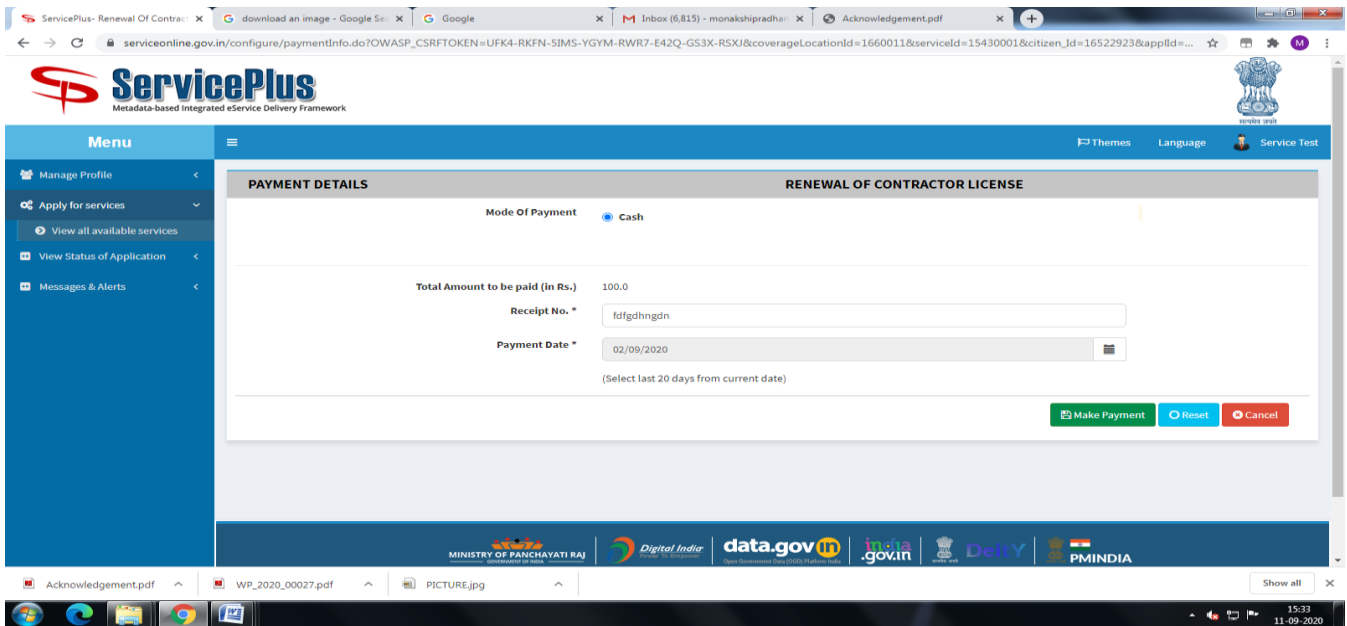


- Save the annexure.

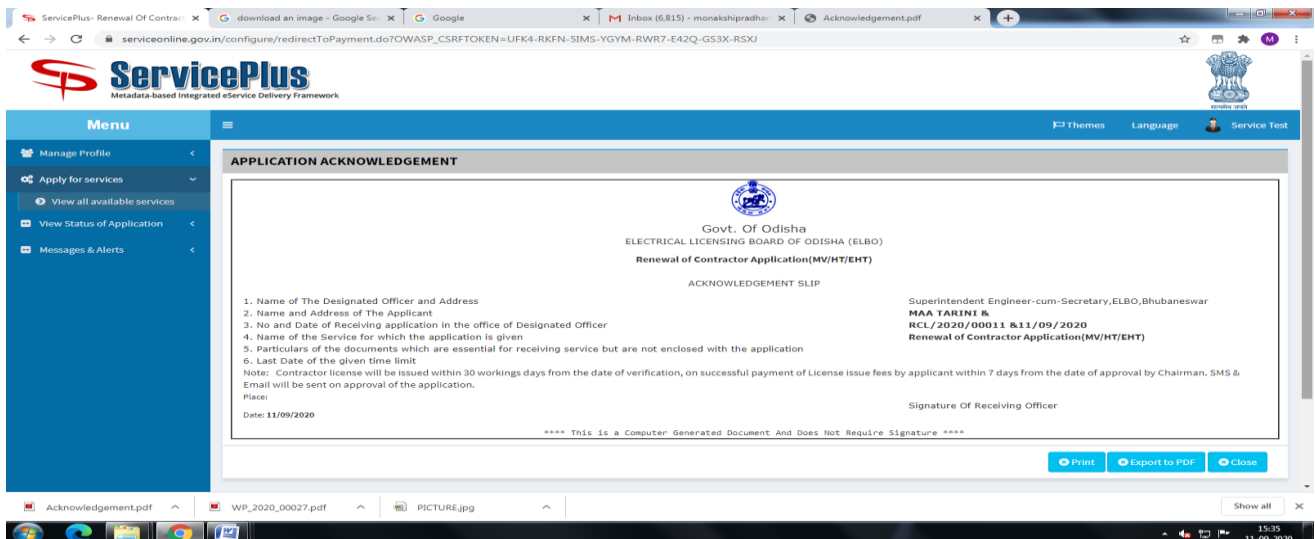
Note: For any reason, if application is rejected then the payment amount will not be refunded and forfeited. So, please read the instructions carefully, and fill the application form correctly

- Then make the payment.

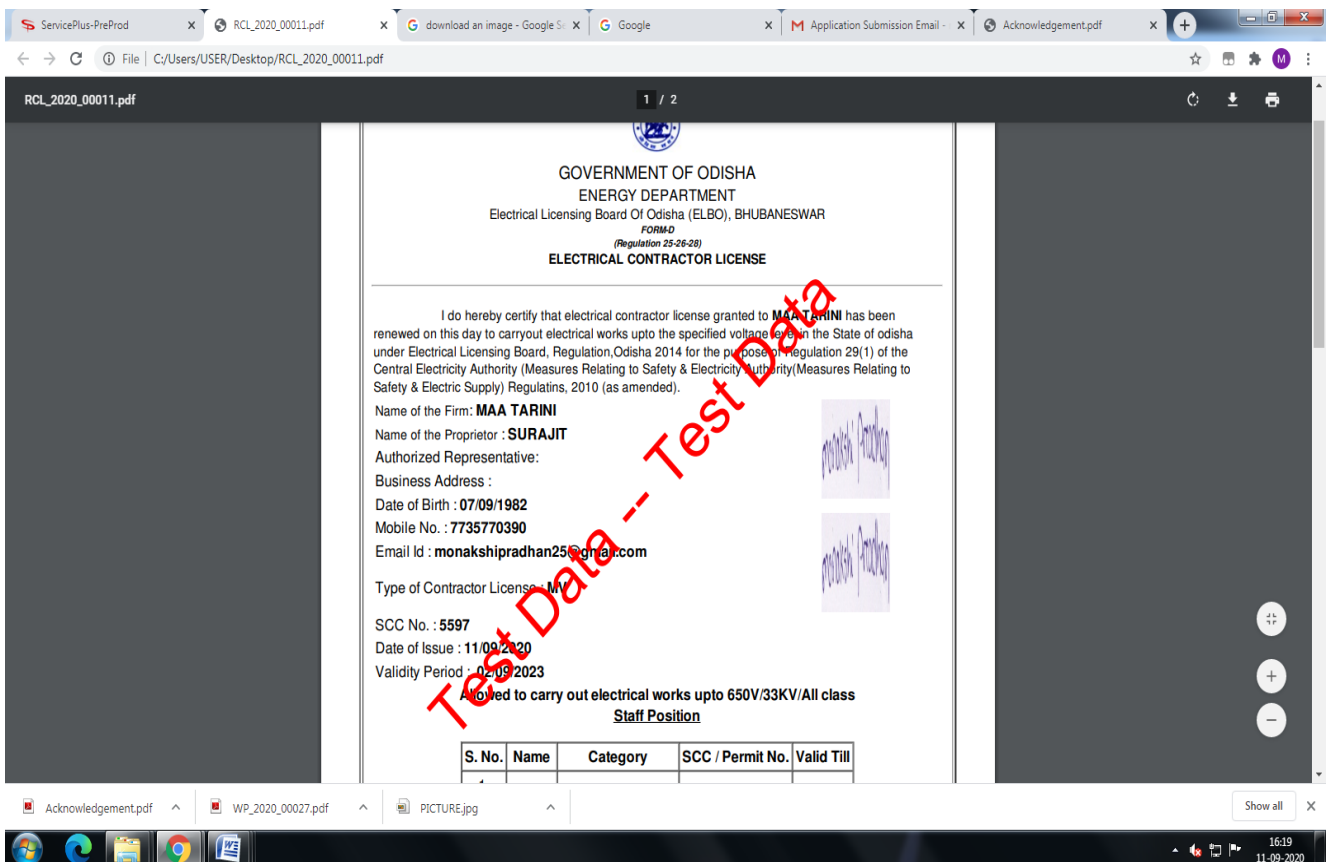
Note: While doing the payment it is recommended to wait for 30 secs after that it will be automatically redirected to the next page



- On successful submission an Acknowledgement slip will be automatically generated and also applicant can download it from View Status of Application -> Track application Status. It can be downloaded and printed for offline reference.



- Application Reference No will be sent to the applicant mobile number and email id mentioned in the form.
- You can track the status of the application in “**Track Application Status**” section.
- A SMS and email will send to the applicant if any documents have wrongly uploaded and applicant has to comply it. A SMS and email will also send to applicant to come for physical verification with staffs if requires.
- A SMS and email will send if the application will be rejected for any reason.
- After issue of the permit a SMS and email will send to the applicant to logon to the application portal to download the contractor license.
- Applicant can download the certificate from “Track Application Status” by clicking on “**Output Certificate**” icon whose status shown as “**Delivered**”( Refer below for a sample Output Certificate)



ServicePlus-PreProd x RCL\_2020\_00011.pdf x download an image - Google S... x Google x Application Submission Email - x Acknowledgement.pdf x


File | C:/Users/USER/Desktop/RCL\_2020\_00011.pdf

RCL\_2020\_00011.pdf 2 / 2

S.No.	Name	Category	SCC7 Permit No.	Valid Till
1.				
2.				
3.				
4.				
5.	fhmvgd	SUPERVISOR-MV	7678	

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

Reference No: RCL/2020/00011 To View: <http://serviceonline.gov.in/configure/INad/2CD6FF02> Token No: 2CD6FF02



Supertendent Engineer-cum-Secretary, ELBO, Bhubaneswar  
11/09/2020

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

Please Note: This document is not valid unless it is checked / verified with official website: <https://elcelectrictyodisha.nic.in>

License Revision Record (within the above vailkty period)

1.Rev No. dated. Info-

2.Rev No. dated. Info-

This Certificate will expire on 11/09/2023

Acknowledgement.pdf WP\_2020\_00027.pdf PICTURE.jpg Show all X

16:21 11-09-2020

**ANNEXURE-I**

**UNDERTAKING FOR POSSESSION OF T&P**

I have possessed the following instruments as per 26(A)(d) / 26(B)(d) / 26 (D)(e) of ELBO Regulation -2014.

**UNDERTAKING FOR ESTABLISHMENT**

I do hereby undertake that, I am maintaining appropriate establishment to conduct my business as a **MV / HT / EHT** Contractor as per applicable the rule and regulation and shall be held responsible for any violation in this regards.

**UNDERTAKING FOR ENGAGEMENT OF STAFF**

I do hereby undertake that, I shall engage at least 50 % full time workman possessing appropriate permits issued by ELBO for the execution of works in my firm.

**Full Signature**



ANNEXURE-II

CONTINUATION CERTIFICATE

We, the employees of the firm M/s \_\_\_\_\_ bearing Electrical Contractor License No. \_\_\_\_\_, hereby declare that, we are under the sole employment of the above contractor and continuing in the said firm as a competent personnel for execution of works of different electrical installations undertaken by the above firm. We also undertake to continue as employee of the above firm until any further order.

The above information is true to the best of our knowledge. 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:-

Above declaration, has been signed by the staffs in my presence. They have agreed to continue working in my firm. Hence my contractor license may be considered for renewal.

Signature of the contractor  
Date:-  
Mobile No.

## ANNEXURE-III

### **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\_\_\_\_\_