SOP FOR RENEWAL OF WORKMAN PERMIT

➢ Applicant should thoroughly go through ELBO Regulation-2014 (uploaded in official website www.eicelectricityodisha.nic.in) before filling of the application form)

➢ Open the portal (https://edistrict.odisha.gov.in) in your favourite 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**)**

> ➢ 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).
>   - ○ 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 submit the application form.

Gender
Female

Date Of Birth
09/09/1959

Existing Validity Upto *
11/08/2020

Mobile Number
7735770390

E-Mail 🔵
monakshipradhan25@gmail.com

Select office to which service is applied for *
Supdt Eng-cum-Electrical Inspector Angul

Your Age is on Date of Expiry
60

Renewal Period *
2 years

Present Address

State
ODISHA

District
KHORDHA

Block
BHUBANESWAR

House No/Building Name
BHOI NAGAR

Street No/Road Name/Area/Colony

At/PO
ANAND BAZAR

Police Station

PIN
751022

Permanent Address

Same As Present Address ?

State

16:12
14-09-2020

Permanent Address

Same As Present Address ?
Yes

State
ODISHA

District
KHORDHA

Block
BHUBANESWAR

House No/Building Name
BHOI NAGAR

Street No/Road Name/Area/Colony

At/PO
ANAND BAZAR

Police Station

PIN
751022

Employment Details

Whether Employed
● Yes ○ No

Name of the Employer
MAA TARINI

Other Details

Upload Photo *
Choose File   sign.jpg

Upload Full Signature
Choose File   sign.jpg

16:12
14-09-2020

Whether Employed
● Yes ○ No

Name of the Employer
MAA TARINI

Other Details

Upload Photo *
Choose File   sign.jpg

Upload Full Signature
Choose File   sign.jpg

Additional Details

Apply to the Office *
Supdt Eng cum Electrical Inspector(SE-cum-EI- Supdt Eng-cum

Word verification

jw62ka

Please enter the characters shown above

[Draft] [Submit] [Close] [Reset]

MINISTRY OF PANCHAYATI RAJ | Digital India | data.gov.in | india.gov.in | DeitY | PMINDIA

16:12
14-09-2020

- o Attach the Annexure Documents.(Refer below for a sample)
 - Identity proof such as Voter Id card, Driving license, Passport ,Aadhar card, PAN card
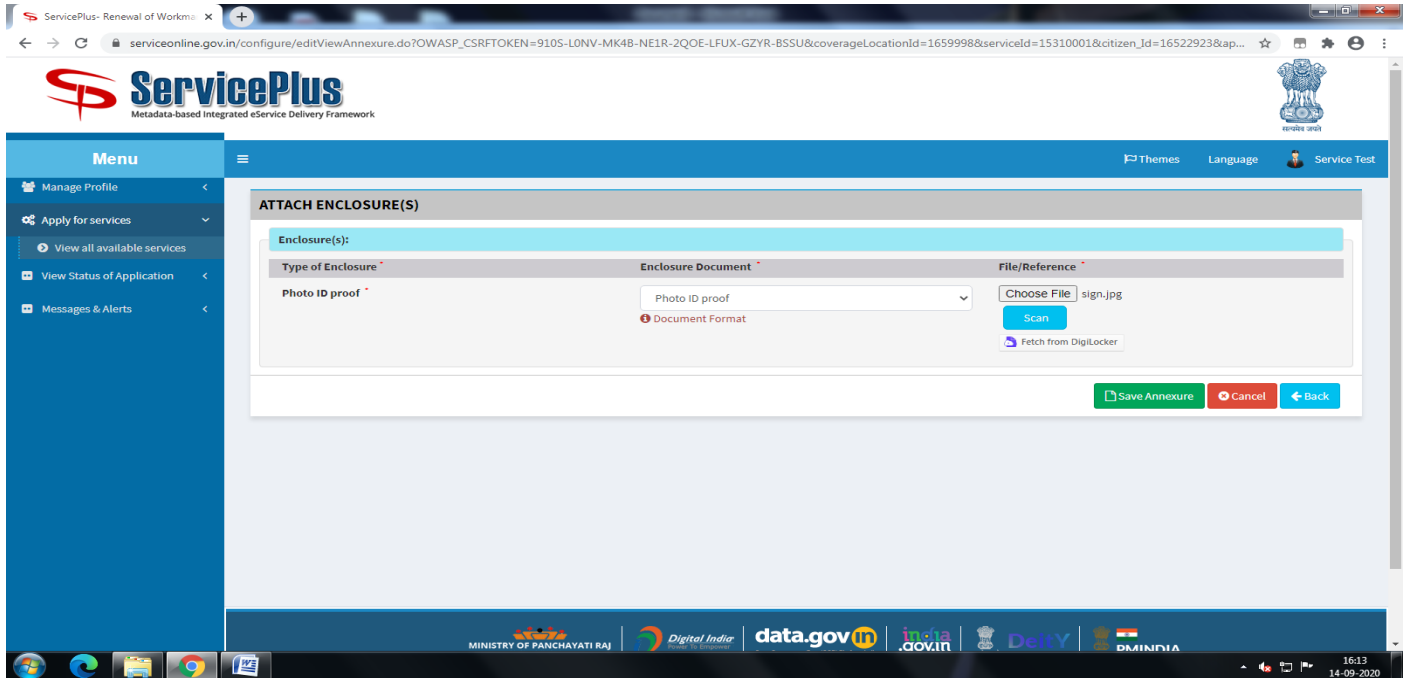

- o Save the annexure.

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

- o Then deposit the renewal fee.

Note: While doing the payment it is recommended to wait for 30 sec after that it will automatically redirected to Next page.
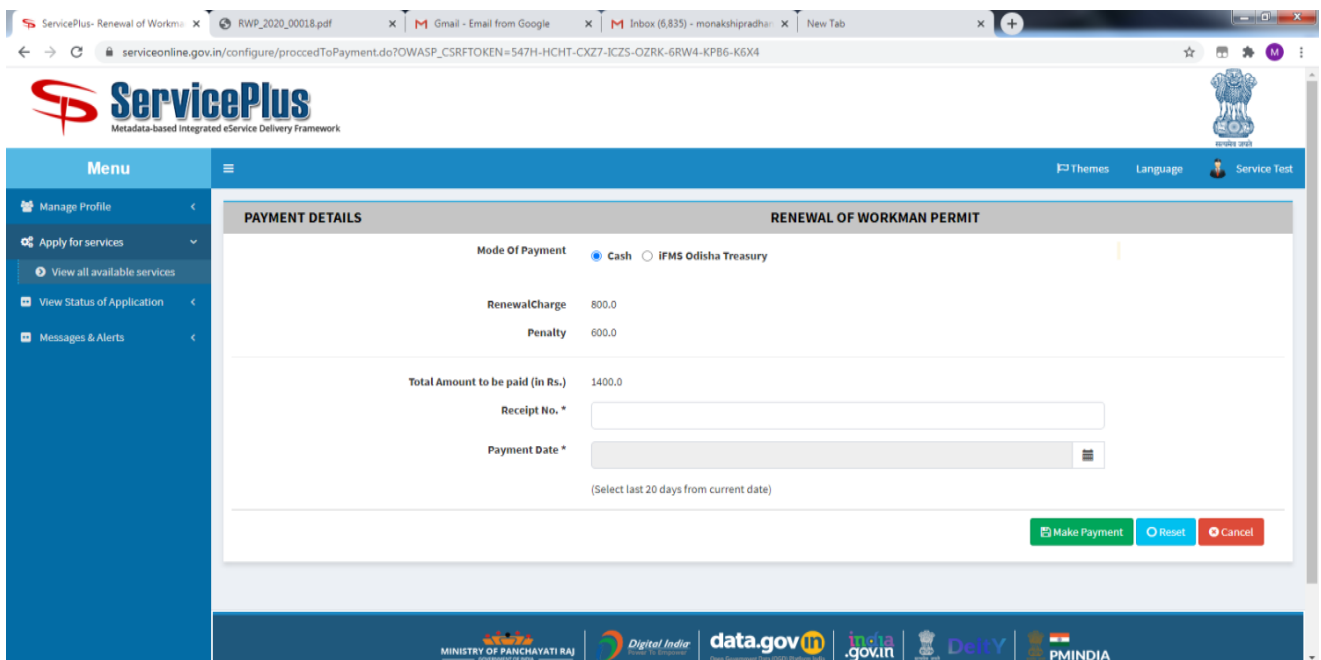
- On successful submission an Acknowledgement slip will be automatically generated and also applicant can download it from View Status of Application -> Track application Status. It can be downloaded and printed for offline reference.
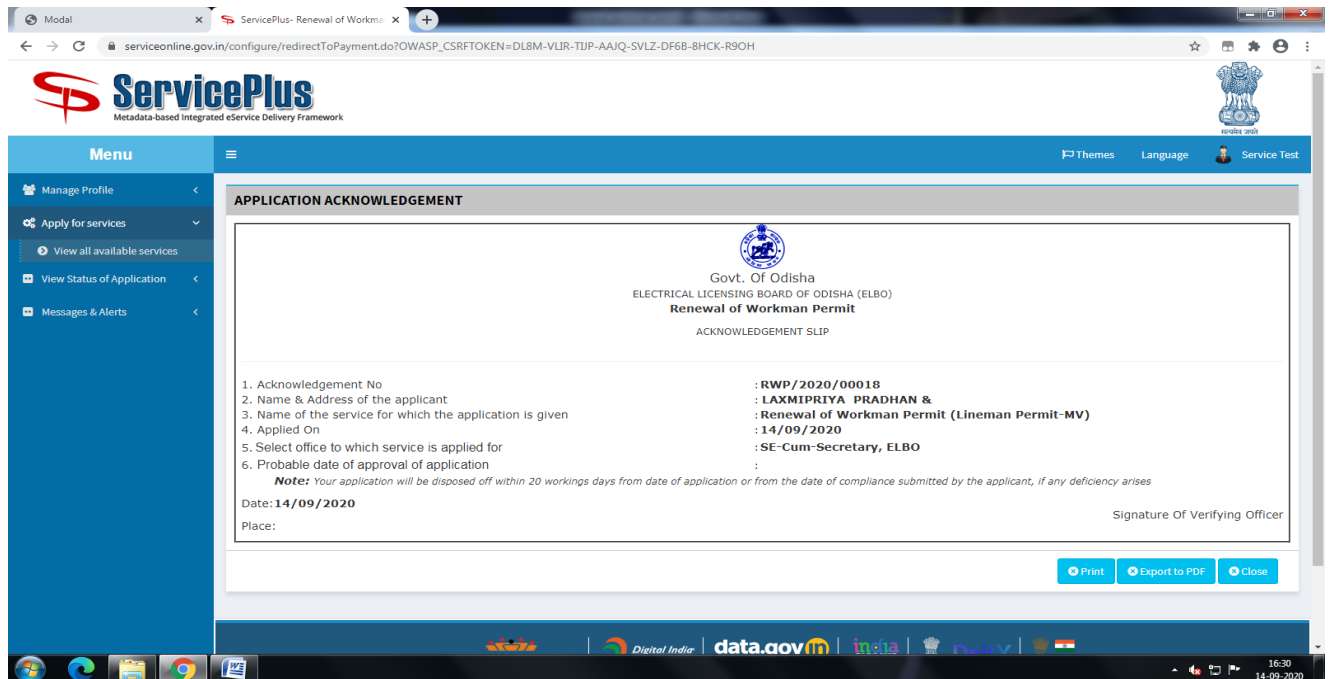
- Acknowledgement No. will be sent to the applicant mobile number and email id mentioned in the form.
- You can track the status of the application in "***Track Application Status***" section.
- A SMS and email will send to the applicant if any documents have wrongly uploaded and applicant has to comply it.
- A SMS and email will also send if the application will be rejected for any reason.
- After issue of permit a SMS and email will send to the applicant to logon the application portal to download the Workman permit.
- 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)

GOVERNMENT OF ODISHA
ENERGY DEPARTMENT
ELECTRICAL LICENSING BOARD, ODISHA, BHUBANESWAR
FORM-F
(Regulation 17)
WORKMAN PERMIT RENEWAL RWP/2020/00018

I do hereby certify that Workman Permit issued to **LAXMIPRIYA PRADHAN** has been renewed on this day and permitted to work in electrical installation the State of Odisha under direct supervision of a person holding appropriate category of Supervisor certificate of competency for the purpose of Regulation 29 (1) of the Central Electricity Authority (Measures Relating to Safety & Electric Supply) Regulation, 2010 (as amended).

Name of the Permit Holder	**LAXMIPRIYA PRADHAN**
Father's Name	**SUBASH PRADHAN**
Address	**BHOI NAGARANAND BAZARBHUBANESWAR**
Date of Birth	**04/09/1959**
Mobile No.	**7735770390**
Email Id	**monaskshipradhan25@gmail.com**

Applicant Photograph

Applicant Signature

Category of Permit   Lineman Permit-MV

Permit No.   **KHU-2345**
Type of work
Date of Issue   **14/09/2020**
Valid Upto   **15/03/2020**
Working Under   : **w.e.f**

SE-cum-Secretary, ELBO, Bhubaneswar
14/09/2020

Please Note: This document is not valid unless it is checked/ verified with official website:-

Reference No: RWP/2020/00018 To View: http://serviceonline.gov.in/configure/t/PBd/929E86C8 Token No: 929E86C8

https://eicelectricityodisha.nic.in

This Certificate will expire on 14/09/2023