

## **SOP FOR TIME EXTENSION OF TEMPORARY 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 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 will be created.

**(Refer the screen shot for registering into the system)**

**Full Name**

**Email Id**

**Mobile No.**

**Password**

**State**



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 Time extension of Temporary Contractor License**

APPLICATION FOR TIME EXTENSION OF TEMPORARY CONTRACTOR LICENSE  
Govt. Of Odisha

Category Applying For

Type of License EHT	Temporary contractor License No 12323	Serial No Of Contractor License 2343453
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Applicant Details

Name of the Project CIRCUIT BREAKER ISOLATOR	Date of Issue of temporary license 14/09/2018	Contractor license Valid upto 01/01/2020
Time Extension Required Upto 30/11/2021	Specify the purpose Sfsd	E-Mail asddf@gmail.com
Gender Female	Mobile Number 2132435646	License fee valid upto 14/09/2020
Name Of The Firm KRISHNA	Name Of The Applicant RADHA	Application fee valid upto 14/09/2020
Date Of Application 14/09/2020		

Address Details

State ODISHA	Block ANUGUL
District ANUGUL	
House No/Building Name RERE	

#### Detail of staff engaged

##### Staff Engaged

Particulars Supervisor	Code	Number	Validity	Name Of The Staff
EHT	SCC EHT	tuytiuyi	30/09/2020	fngjh

##### Staff Engaged

Particulars Wireman	Code	Number	Validity	Name Of The Staff
Lineman MV	hjhj	hjj	30/09/2020	hjjghj

#### Other Details

##### Upload Photo



Choose File wp2699461.jpg



##### Upload Signature



Choose File wp2699461.jpg



#### Declaration

I declare that all the information furnished are true to the best of my knowledge, any information found false, office of ELBO reserves all rights to reject the application /cancel the contractor license.

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

jw62ka

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

- Fill the application with entering your correct data
- 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 the required documents.

**Note:-** Temporary Contractor License may be extended to a maximum period of five years from the date of initial issue of temporary contractor license or the contract period whichever is lower with required fees.

## Documents required for uploading

All of the following documents are mandatory to be uploaded.

- I. Staff continuation certificates as per Annexure-I
- II. Time Extension order copy
- III. Instrument possession undertaking as per Annexure-II
- IV. Photo Id proof

### ATTACH ENCLOSURE(S)

Enclosure(s):

Type of Enclosure *	Enclosure Document *	File/Reference *
Staff continuation certificate *	<input type="text" value="Staff continuation certificate"/> <span>Document Format</span>	<input type="text" value="Choose File wp2059401.jpg"/> <span>Scan</span> <span>Fetch from Diglader</span>
Time extension order copy *	<input type="text" value="Time Extension Order Copy"/> <span>Document Format</span>	<input type="text" value="Choose File wp2059401.jpg"/> <span>Scan</span> <span>Fetch from Diglader</span>
Instruments possession undertaking *	<input type="text" value="Instruments possession undertaking"/> <span>Document Format</span>	<input type="text" value="Choose File wp2059401.jpg"/> <span>Scan</span> <span>Fetch from Diglader</span>
Photo ID proof *	<input type="text" value="Photo ID proof"/> <span>Document Format</span>	<input type="text" value="Choose File wp2059401.jpg"/> <span>Scan</span> <span>Fetch from Diglader</span>

Save Annexure Cancel Back

- 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)

**Time extension of temporary Contractor No.(MV/ HT/ EHT)**  
ACKNOWLEDGEMENT SLIP

1. Name of The Designated Officer and Address

Superintending Engineer-cum-Secretary, ELBO,  
BHUBANESWAR

2. Acknowledgement Number

**TETCL/2020/00008**

2. Name and Address of The Applicant

**RADHA & SAMBALPUR**

3. Name of the Service for which the application is given

Time Extension of temporary Contractor No.(MV/ HT/ EHT)

4. Applied on

**14/09/2020**

5. Particulars of the documents which are essential for receiving service but are not enclosed with the application

6. Last Date of the given time limit

Note: Temporary Contractor License will be issued within 15 working days from the date of application if there is no deficiency in application. If deficiency compiled in time, license will be issued within 7 working days from the date of compliance.

Place: **SAMBALPUR**

Signature Of Receiving Officer

Date: **14/09/2020**

\*\*\*\* 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 S.E. cum Secretary, ELBO**

After approval of application by S.E. cum secretary, ELBO, Output certificate is generated. You will be intimated through message to Mobile and Email ID for downloading the output certificate.

**Menu** Themes Language  Service Test

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

**From Date :**   **To Date :**  

**App Ref No.**

[Get Data](#)

SNo	Service Name	Application Reference No	Submission Date	Due Date	Current Status
1	Time Extension Of Temporary Contractor License	TETCL/2020/00008	14/09/2020	NA	Delivered

- Login to your account, go to the section “View status of application” then click on “Track Application Status”. Enter your application reference No, click on “Delivered” and download the output certificate by clicking on “Time extension of Temporary Contractor License”

### Status of Application ✕

Application due Date :	16/09/2020
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S.No.	Task Name	Form Details	Issued Document(s)	Status	Remarks
1	Application Submission	<a href="#">View</a>	<a href="#">Acknowledgement</a>	Completed	NA
2	Verification by Asst Executive Engineer ELBO	NA	Nil	Forwarded	NA
3	Verification by Executive Engineer ELBO	NA	Nil	Forwarded	NA
4	Approval by SE-Cum-Secretary and Digitally sign the temporary contractor license	NA	<a href="#">Time Extension Of Temporary Contractor License</a>	Delivered	NA



GOVERNMENT OF ODISHA  
ENERGY DEPARTMENT  
Electrical Licensing Board Of Odisha (ELBO), BHUBANESWAR  
(Regulation 27A)

**Time Extension Of Temporary Contractor License**

I do hereby certify that, time period of the temporary electrical contractor license granted to **KRISHNA POWER LTD** is hereby extended further 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.: **12323**

Name of the Firm : **KRISHNA POWER LTD**

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

Business Address : **RERE ERE SAMBALPUR ANUGUL ANUGUL**

Date of Approval of Chairman, ELBO : **27/09/2018**

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

Project detail for which, this license is issued : **EHT substation at nayapalli**

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

Validity Period: **15.09.2021**

Application fee is valid upto: **15.09.2021**

Time Extension details: **substation**

In Operative Period : **one month**



*N.B.: Contractor license 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

ANNEXURE-I

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 for the work \_\_\_\_\_ bearing temporary contractor license no. \_\_\_\_\_ 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-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\_\_\_\_\_