USER MANUAL

Step by Step process to apply for Inspections for electrical installation

SAFEDOT E SOLUTIONS PVT. LTD.

INTRODUCTION

1. PURPOSE

The purpose of this User Manual is to help the Contractor, supervisor, site owner to guide how to process the workflow on the CEI Portal.

2. IMPORTANT POINTS

The URL to be used http://ceiharyana.com/

ROLES WISE STEPS

1. Contractor

1. On accessing the URL below mentioned login screen will be displayed:



- 2. Login page will be displayed where contractor will enter username and password to login.
- 3. Username will be their license number and default password "123456".
- 4. Contractor will change password immediately for security reasons.
- 5. In case of any issue faced to login in the system please send a mail to <u>ceihelpdesk2024@gmail.com</u> and call on "7696438770".
- 6. After successful login, Dashboard will be displayed on the left side where contractor as displayed below:

nboard			
<pre>c Intimation</pre>		WORK INTIMATION	
Intimations History			
al Pending Test	Site Owner Information		
ce Renewal	Applicant Type *	Electrical Installation For *	
	Select 🗸	Select	~
Taken	Name of Owner/ Consumer *	Address of Site(Preferred As Per Demand N	otice of Utility or Elec
temove Staff	As Per Demand Notice of Utility or Electricity B		
ned Inspections	State	District *	PinCode
	Haryana	Select	•
	Contact Number (Site Owner) *	Email *	

- 7. The side bare will be consist of these options.
- 8. On the selection of the work intimation tab the screen will open as above where contractor can create the work intimation.
- 9. First Contractor will collect the below information of Site owner to submit the work intimation:
 - a) Name of owner
 - b)PAN card of owner
 - c) Address of site.
 - d)Contact number
 - e) Email Address
- 10. Contractor will enter all the details as per below screens to create the work intimation.

te Owner Information			
Applicant Type *	Electrical Installation For *		
Select	✓ Select	*	
Name of Owner/ Consumer *	Address of Site(Preferred As Per D	emand Notice of Utility or Electricity Bill) *	
As Per Demand Notice of Utility or Electricity E	3		
State	District *	PinCode	
Haryana	Select	♥	
Contact Number (Site Owner) *	Email *		

Application type – Select from the dropdown

Applicant Type *	
Select	~
Select	
Private/Personal Installation Other Department/Organization	

11. Selecting private/personal installation will reflect new column to provide a PAN number.

12. Selecting other department/organization will reflect new column to provide TAN number. Electrical installation for – Select from the dropdown

Individual Pe	rson 🗸
Select	

rpe of Premises *	Highest Voltage Level of Installation *		
Select	✓ Select	•	
there any Sanction Load Issue *	Total Capacity to be installed in KVA (Capacity of Substration Transformer & Generating Set) *		
Inst	allation Type	No of Installations	
Line	allation Type	No of Installations	8
Line Substation Transformer	allation Type	No of Installations	© ()

Type of premises – Select from the dropdown

Highest Voltage Level of Installation – Select

Type of Premises *

Select 🗸
Select
Domestic
Commercial
Govt. Site
Industry
Cinema
Hospital
Educational Institution
Power Utility
Farm
Lift
Other

Highest Voltage Level of Installation *

Select	1
Select	
upto 650 V	
Above 650 V and up to 11 KV	
Above 11 KV and up to 33 KV	
Above 33 KV and up to 66 KV	
Above 66 KV and up to 132 KV	
Above 132 KV and up to 220 KV	
Above 220 KV and up to EHT	

Select "Is there any Sanction Load Issue" *

Enter "Total Capacity to be installed in KVA (Capacity of Substation Transformer & Generating Set)"

entative Work St	art Date *	Tentative Work Completition Date *	Work/Testing order issued by Department/Owner
dd/mm/yyyy	D	dd/mm/yyyy	Salact
	Name	Competency Certificate Number	Valid Upto
	Supervisortestttt	8130	23/08/2024
	T		

- The attached supervisor will reflect on the screen, contractor need to select the supervisor to assign them this work intimation.
- This supervisor will create the test report for this work intimation.
- Click on the submit button to submit the work intimation or on the reset button to reset the entered data.
- On Submit email will be sent to Site owner with their user credentials to login in to the application.
- This intimation will fall on the supervisor login, they need to login and process the further steps.

2. Contractor (Step 2)

• Contractor will login again to verify the test report.

• After the login the contractor need to go to the section as below screen to verify the test report.

	Work Intimation	ntimation WORK COMPLETETION AND TEST REPORT DETAILS							
	Work Intimations History								
	Approval Pending Test Reports	Search: Au	ito Search						
	Linner Densuel	SNo	Intimation Id	SiteOwner	Installation Type	Voltagelevel	Approval		
5	Licence Renewal	1	8129/2024/W0008	Manish/Panchkula	Line-1	Above 66 KV and up to 132 KV	Pending		
8	Action Taken	2	8129/2024/W0005	SAFEDOTES/Panipat	Substation Transformer-2	Above 650 V and up to 11 KV	Pending		
8	Add/Remove Staff	3	8129/2024/W0001	Pardeep Kumar/Panchkula	Line-1	Above 650 V and up to 11 KV	Pending		
8	Returned Inspections	4	8129/2024/W0001	Pardeep Kumar/Panchkula	Substation Transformer-1	Above 650 V and up to 11 KV	Pending		

- Select the particular intimation id of the test report which contractor want to verify.
- After clicking on the particular intimation id, the next screen will be as below

			Print	
Work Intimation Details				
Electrical Installation For		Name of Owner/ Consumer		
Select		Manish		
Address		Contact Details		
PANCHKULA		9090909090		
Type of Premises		Highest Voltage Level of Work		
Domestic		Above 66 KV and up to 132 KV		
Work Start Date		Tentative Work Completition Date		
10-05-2024	10-05-2024		28-06-2024	
Test Report Details				
Voltage of Line	Length of Line (in KM)		Line Type	
132kV	10		Overhead	
No of Circuit	Conductor Type		Number of Pole/Tower	
Single	Bare		23	

- All the details will be in the read only format, contractor can print this application by clicking on the print button.
- On the below these details the send OTP button visible from where the contractor will receive the OTP on their mail.

Test Report Prepared Detail	s (TL-203)		
Test Report Created Date	Prepared By	Enter OTP*	
17-06-2024	8130/Supervisortestttt		
	Verify Submit Will be Enable When You Ver	rify Your Details	

- After clicking on the OTP, the next details will open where they need to provide the OTP, system will verify the OTP and report will be submitted to the site owner.
- Site Owner will login to process it for the further.