



USER MANUAL

Step by Step process to apply for Inspections for electrical installation

INTRODUCTION

1. PURPOSE

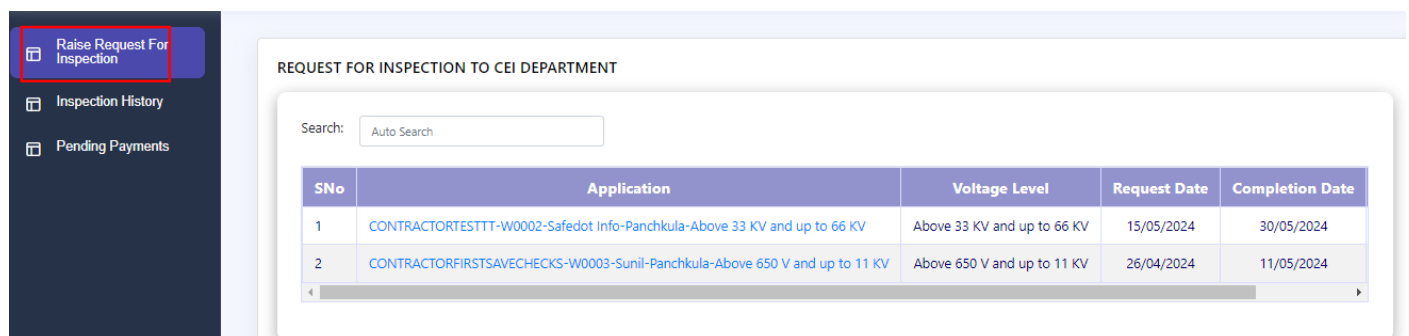
The purpose of this User Manual is to help the Contractor, supervisor, site owner to guide how to process the workflow on the CEI Portal.

2. IMPORTANT POINTS

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

Site owner

- Site owner will login through the credentials received on mail. In case of any issue faced to login in the system please send a mail to ceihelpdesk2024@gmail.com and call on “7696438770”.
- Site owner will login to process the inspection request to the officer of that particular intimation submitted by the contractor.
- Site owner login id will be their pan card number provided in the work intimation by the contractor.
- After login the below screen will open.



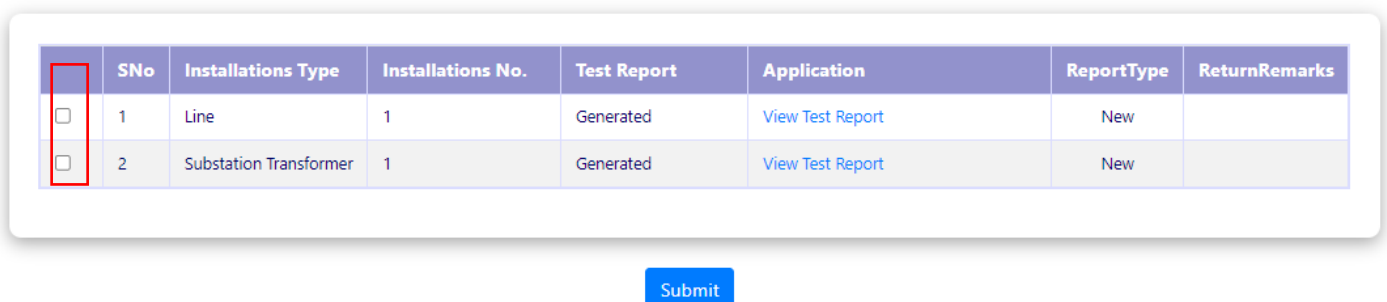
REQUEST FOR INSPECTION TO CEI DEPARTMENT

Search:

SNo	Application	Voltage Level	Request Date	Completion Date
1	CONTRACTORTSTTT-W0002-Safedot Info-Panchkula-Above 33 KV and up to 66 KV	Above 33 KV and up to 66 KV	15/05/2024	30/05/2024
2	CONTRACTORFIRSTSAVECHECKS-W0003-Sunil-Panchkula-Above 650 V and up to 11 KV	Above 650 V and up to 11 KV	26/04/2024	11/05/2024

- After login, in the raise request for inspection, site owner will receive the request of intimation inspection by the contractor.
- Click on the application to submit it for the inspection.
- The next screen after the application selection will be as below.

Inspections Request



	SNo	Installations Type	Installations No.	Test Report	Application	ReportType	ReturnRemarks
<input type="checkbox"/>	1	Line	1	Generated	View Test Report	New	
<input type="checkbox"/>	2	Substation Transformer	1	Generated	View Test Report	New	

- Site owner need to select the installation clicking on the checkbox, which they want to process for the inspection.
- Site owner can see the test report by clicking on the view test report link.
- Click on the submit button for the next process.

Document Checklist

SNo	DocumentName	File Upload (1MB PDF Only)
1	Single-Line Diagram (SLD)	<input type="button" value="Choose file"/> No file chosen
2	Feeder/Line Approval Letter	<input type="button" value="Choose file"/> No file chosen
3	Concerned SDO Request	<input type="button" value="Choose file"/> No file chosen
4	Other Document	<input type="button" value="Choose file"/> No file chosen
5	Treasury Challan	<input type="button" value="Choose file"/> No file chosen

Fees Details

InstallationType	LineLength(KM)	Amount
Line	10	1000

- On the selection of choose file option site owner can submit the documents as described.
- Fess will be auto calculated as per the installation.
- Site owner will pay the requisite fees on <https://egrashry.nic.in/> portal.

Payment Details

Inspection Request details *	Transaction Id *
<input type="text" value="MANIS7125X-Line-upto 650 V"/>	<input type="text"/>
Transaction Date *	Payment Mode: <input type="radio"/> Online <input checked="" type="radio"/> Offline
<input type="text" value="dd/mm/yyyy"/>	

Inspection Remarks *

- Upload treasury challan and enter Transaction details, Transaction id, Transaction date.
- Provide the above details and write the inspection remarks for the officer who will do the inspection.
- Click on the submit button to submit the request for the inspection.
- As per the DOP and the installation type the request will fall under the officer account.
- Officer will login to verify the request and provided documents and after the inspection they can verify and approve it.