

Kerala State Electricity Board

Abstract

Guidelines for effecting service connections – Clarifications – Orders Issued

Distribution Profit Centre

BO (FM) (Genl) No 1538/2010 (DPC II/AE/T&C of Supply.02/2009) Dated Thiruvananthapuram, 15.06.2010

- Read: 1 BO (FB) (Genl) No 510/2010 (DPC II/AE/T&C of Supply.02/2009) dated 24.02.2010
- 2 BO (FM) (Genl) No 314/2010 (DPC II/AE/T&C of Supply.01 /2010) dated 01.02.2010
- 3 Minutes of 23rd meeting of Distribution Advisory Committee

Order

Board vide order read as 1st paper introduced a format for intimating power requirement above 10 kVA. Distribution Advisory Committee recommended that format should have provision for entering the details of advance collected from the applicant.

Board, vide order read as 1st paper above had prescribed "Timeframe for effecting Service Connection involving HT works". Distribution Advisory Committee suggested to clarify that in cases where distributing main requires extension, or where commissioning of new substations are required, the service connection shall be effected within the timeframe as stipulated in Supply Code 2005 released by Kerala State Electricity Regulatory Commission.

Field officers requested some clarification regarding the realisation of advance amount.

Distribution Advisory Committee recommended that separate priority may be maintained for applicants who procure and install complete equipments/ materials on their own.

Board Order stipulated that in case of applicants who undertake to supply materials and labour, date of remittance of Supervision Charges shall be the criteria for deciding the priority for energizing the line and equipment. It was pointed out that purpose of BO would be served only if separate priority is assigned for applicants who are willing to procure and install complete equipments/ materials on their own.

Field officers expressed doubts whether more than one service connection can be permitted in a building, without separate building numbers allotted by the local body, if it is for different purpose, but under the same tariff.

Field officers pointed out that people approach them with request to shift HT overhead lines, but applicants often do not turn-up for carrying out the work. Board has to spend much time and energy in the preparation of estimates.

Board after considering the issues in detail, pleased to order the following modifications / clarifications to the BO read as 1st paper above.

- 1 Format for intimating power requirement above 10 kVA and “Timeframe for effecting Service Connection involving HT works” prescribed in BO read as 1st paper are modified as given in Annexure 1 & 2 respectively, appended to this order. Deputy Chief Engineers of Electrical Circles shall print sufficient copies of the proforma in Annexure 1 as already directed vide BO read as 1st paper.
- 2 Advance amount collected from applicants having power requirement above 10 kVA shall be accounted as LE-OYEC until modifications are made in the service connection registration module.

The advance amount shall be collected in all cases. The amount shall be first adjusted in *cost of providing supply* (OYEC or Work Deposit amount). Balance amount, if any, after adjusting in the cost, shall be refunded. If there is no cost involved in giving supply, the advance amount collected in full may be refunded. BO read as 2nd paper has authorised field officers to refund amount collected in excess, if any, towards cost for providing lines and plants. In the case of MG consumers, the advance shall be treated, as ‘down payment’ and MG amount shall be arrived after deducting the advance amount from the capitalised cost (i.e. estimated cost + 10% of the estimated amount towards capitalisation).

- 3 Separate priority shall be maintained for applicants who procure and install complete equipments/ materials on their own. It is clarified that option for supplying materials and labour will be available for works under Deposit Work Scheme also.
- 4 Supervision charges at the rate of 10% of the estimated cost of the project (based on approved Cost Data) shall be collected from the applicants in advance even if they opt to supply all / part of the materials required for the work and /or undertake the labour portion of the work alone. Difference, if any, in supervision charges (based on approved Cost Data/ the cost of work done, whichever is higher) shall be adjusted after the execution of the work. The applicant may intimate the completion of their part of the work. The Service Connection Application Fee, Security Deposit and the cost for providing supply (OYEC charges) shall be collected from the applicants after this. Remittance of cost (OYEC charges) shall be the criteria for fixing the priority
- 5 It is clarified that separate service connection may be permitted in a building, if the services are required for different purpose, as specified in tariff notification, even if separate building number is not allotted by the local body; provided all other conditions in the BO read as 1st paper are satisfied.
- 6 An advance of Rs 2000/- may be collected on receipt of the application for shifting the HT lines to ensure genuineness of request. The amount shall be adjusted without interest in the estimated amount to be paid by the applicant. This advance amount shall not be refunded in case the applicant fails to proceed further.

- 7 It is also clarified that
- Application fee of Rs 10/-shall be collected along with *Application for power requirement above 10 kVA.*
 - Power Allocation Processing Fee need not be collected
 - Technical Sanction shall continued to be issued by officers, as per the delegation of powers
- 8 Proforma of undertaking to be submitted by applicants requiring more than one service connection in a building without separate building number is given in Annexure 3, appended to this order.
- 9 Proforma for intimating Cost of providing the supply and Feasibility Certificate are given in Annexure 4 and 5 respectively, appended to this order.
- 10 Processing fee at the rate of 10% of the estimate amount may not be collected from local bodies and State and Central Government authorities, if the shifting of the lines and plants are become necessary as part of the widening of the road.
- 11 Applicant who had completed the installation can submit Service Connection Application along with the application for power requirement above 10 kVA. Advance amount need not be collected from applicants who submit Service Connection Application and completion certificate along with the application for power requirement above 10 kVA.
- 12 The Board Order read as 1st paper above stands modified to the above effect.

By Order of the Board

Sd/-

B Mohanan
Secretary

To

All Chief Engineers

Copy to:

LA&DEO / Chief Vigilance Officer / Financial Advisor

All Deputy Chief Engineers, Electrical & Transmission Circle

Director (IT) / Special Officer (Revenue)

TA to Chairman / Member (Distribution)/ Member (Trans)/ Member (Gen)

All Executive Engineers, Electrical & Transmission Divisions

All Regional Audit Officers, Resident Audit Officer, ECA, Vidyuthi Bhavanam

All Assistant Executive Engineers, Electrical Sub Divisions / PRO

All Assistant Engineers, Electrical Sections / PA to Member (Finance)/ CA to Secretary

The Fair Copy Superintendent / Library/ Stock File

Forwarded / By Order



Assistant Engineer

Application for power requirement above 10 kVA							
1	Name & Address of applicant			2	Location where power is required		
3	Purpose (√ which ever is applicable)	Industrial <input type="checkbox"/>	Commercial <input type="checkbox"/>	Agricultural <input type="checkbox"/>	Others <input type="checkbox"/> (specify)		
4	System of Supply (√ which ever is applicable)	EHT <input type="checkbox"/>	HT <input type="checkbox"/>	LT <input type="checkbox"/>	LT (installing Transformer) <input type="checkbox"/>		
5	Power Requirement	Existing		Addl. Requirement		Total	
	EHT / HT (Contract Demand in kVA)						
	LT (Connected Load in kW)						
	Probable date of requirement of power						
6	Whether applicant desires to undertake work / part of it by supplying material and labour, paying supervision charges?					Yes / No	
7	Signature of Applicant with date						
Space below is for Office Use Only							
8	For LT Consumers Only	Distribution Transformer		Name			
		Capacity kVA			Rated Current Amps		
		Peak Load	Day Peak	R Phase Amps		Y Phase Amps	B Phase Amps
			Night Peak	R Phase Amps		Y Phase Amps	B Phase Amps
		I_{max} with proposed load (Load in kW x 1.55/Diversity Factor)		R Phase Amps		Y Phase Amps	B Phase Amps
9	11 kV feeder		Name				
	CT Ratio				Type / Size of Conductor		
	Max. Load in feeder		Existing		Addl. Requirement	Total	
	kVA						
	Current		Amps		Amps (Load in kVA x 0.0525 Amps)	Amps	
	Voltage Regulation as per Calculation						
10	Sub Station		Name				
	Station Capacity				Peak Load		
11	Details of Fee remitted				Receipt No		
	Application Fee		Rs 10/-				
	Advance		Rs				

12	Details of Work to be executed						
	Distribution Wing			Transmission Wing (* Remarks of EE/ Dy CE (Transmission) to be attached)			
13	Additional Information / Remarks						
14	Documents attached		Please ✓		Remarks		
	Scheme approved by Electrical Inspectorate (for HT & high-rise buildings)		<input type="checkbox"/>				
	VR Chart		<input type="checkbox"/>				
	Route map		<input type="checkbox"/>				
	Estimate		<input type="checkbox"/>				
	Estimate Report		<input type="checkbox"/>				
15	Chronology of File Movement between various offices						
	Date of	In the Office of					Remarks
		AE	AEE	EE	Dy CE	CE	
	Receipt						
	Recommendation/ forwarding						
	Reasons for Delay						
	Whether any prior application is pending, if so remarks						
	Signature of Officer						
	Name of Officer						

Timeframe for effecting Service Connection involving HT works
(Not requiring 11 KV line extension or commissioning of new substations)

No	Procedure	Maximum time allowable from date of application
1.	Receipt of application along with advance deposit (adjustable against cash deposits; but not refundable in case of withdrawal of application)	Immediate
2.	Site inspection by Assistant Engineer	7
3.	Preparation of estimate, voltage regulation chart, single line diagram, route map, preparation of feasibility report and forwarding to Assistant Executive Engineer	10
4.	Site inspection by Assistant Executive Engineer and forwarding application to Deputy Chief Engineer (with copy to Executive Engineer)	14
5.	The joint site inspection by Deputy Chief Engineer, Assistant Executive Engineer and Assistant Engineer	21
6.	Issuing Administrative Sanction and demanding OYEC (by Deputy Chief Engineer) (In case it is felt during joint inspection that original proposal need to be revised, the revised proposal shall be submitted to Deputy Chief Engineer on or before Day 25)	28
7.	Consumer to remit OYEC amount. It is assumed that consumer remit OYEC amount on the date of raising Demand itself (Delay, if any, on the part of consumer in remitting OYEC amount is not considered)	
8.	Issue Technical Sanction	30
9.	Intimate consumer to produce metering equipment for testing. Consumers shall prepare documents like application for service connection, service connection agreement etc in the meantime. (Delay, if any, on the part of consumer in completing these formalities is not considered)	
10.	Execution of works required for effecting the service connection & testing of equipment by TMR Division (Minimum seven days is required for testing the equipment at TMR Division).	51
11.	Execution of service connection agreement	55
12.	Effecting service connection	60

Note: In cases where distributing main requires extension, or where commissioning of new substations are required, the service connection shall be effected within the timeframe as stipulated in Supply Code 2005 released by Kerala State Electricity Regulatory Commission.

..... ജില്ലയിൽ താലൂക്കിൽ ..
..... വില്ലേജിൽ
പഞ്ചായത്ത്/മുനിസിപ്പാലിറ്റി/കോർപ്പറേഷൻ ാം നമ്പർ വീട്ടിൽ ..
..... ന്റെ മകൻ/മകൾ
നൽകുന്ന സമ്മതപത്രം.

ഞാൻ ജില്ലയിൽ താലൂക്കിൽ ..
..... വില്ലേജിൽ
പഞ്ചായത്ത്/മുനിസിപ്പാലിറ്റി/കോർപ്പറേഷൻ ാം നമ്പർ കെട്ടിടത്തിന്റെ
ഉടമസ്ഥൻ/വാടകക്കാരൻ/പാട്ടക്കാരൻ/കൈവശക്കാരൻ ആണ്. പ്രസ്തുത നമ്പർ കെട്ടിടത്തിലേക്ക്
നിലവിൽ വൈദ്യുതി കണക്ഷൻ അനുവദിച്ചിട്ടില്ല /..... ആവശ്യത്തിനായി ..
..... ഇലക്ട്രിക്കൽ സെക്ഷനിൽ നിന്നും നമ്പറായി ഒരു
വൈദ്യുതി കണക്ഷൻ അനുവദിച്ചിട്ടുണ്ട്.

ടി കെട്ടിടത്തിലേക്ക് ആവശ്യത്തിനായി ഒരു പ്രത്യേക കണക്ഷൻ
എടുക്കുവാൻ ഞാൻ ആഗ്രഹിക്കുന്നു. പുതുതായി കണക്ഷൻ എടുക്കാൻ ഉദ്ദേശിക്കുന്ന ഭാഗത്തേക്ക്
തദ്ദേശ സ്വയം ഭരണം സ്ഥാപനത്തിൽ നിന്ന് പ്രത്യേക കെട്ടിട നമ്പർ അനുവദിച്ചിട്ടില്ല. എന്റെ
അപേക്ഷ പ്രകാരം ബോർഡ് പ്രസ്തുത ഭാഗത്തേയ്ക്ക് പ്രത്യേക കണക്ഷൻ അനുവദിച്ചശേഷം
പ്രസ്തുത കെട്ടിടം, കെട്ടിട നിർമ്മാണ ചട്ടങ്ങൾക്ക് വിരുദ്ധമായി നിർമ്മിച്ചിട്ടുള്ളതാണ് എന്ന
കാരണത്താൽ ടി കെട്ടിടത്തിലേക്കുള്ള വൈദ്യുത കണക്ഷൻ വിച്ഛേദിക്കുവാൻ തദ്ദേശ സ്വയംഭരണ
സ്ഥാപനത്തിന്റെ സെക്രട്ടറി/ചുമതലയുള്ള ഉദ്യോഗസ്ഥൻ രേഖാമൂലം ബോർഡ് ഉദ്യോഗസ്ഥരോട്
ആവശ്യപ്പെടുന്ന പക്ഷം പ്രസ്തുത കണക്ഷൻ സ്ഥിരമായോ താത്കാലികമായോ വിച്ഛേദിക്കാൻ
കെ.എസ്.ഇ. ബോർഡിന് അഥവാ ചുമതലപ്പെടുത്തിയിട്ടുള്ള ഉദ്യോഗസ്ഥർക്ക്
അധികാരമുണ്ടായിരിക്കുമെന്നും മനസ്സിലാക്കുന്നതിനോടൊപ്പം കെ.എസ്.ഇ. ബോർഡിന് ഇതുമൂലം
ഉണ്ടാകുന്നതോ ഉണ്ടാകാനിരിക്കുന്നതോ ആയ എല്ലാ ചെലവുകൾക്കും നഷ്ടങ്ങൾക്കും ഞാൻ
ഉത്തരവാദിത്തം വഹിച്ചു കൊള്ളാമെന്നും ഇതിനാൽ ഉറപ്പ് നൽകുന്നു.

അപേക്ഷകന്റെ ഒപ്പ്

പേര്
വിലാസം

സ്ഥലം
തീയതി

സാക്ഷികൾ ഒപ്പ് പേര് വിലാസം
(1)

(2)

Proforma for intimating the cost of providing the supply
(To be delivered by hand under proper acknowledgement or Under Certificate of Posting)

From

To

Sir,

Sub: Supply of Power to

Ref: Your request dated

With reference to the above, I am happy to inform you that KSEB will be able to provide the supply as requested by you. On preliminary inspection it is noted that following works has to be executed for providing the supply.

The estimated cost of the work (excluding / including the weatherproof portion) is Rupees Only (Rs/-).

You have the following options for undertaking the work:

- Remit the cost for constructing lines and plants, so that KSEB will execute the work
- To procure and install transformers and other equipments/ materials,
- To procure and supply all / part of the materials required for the work or
- To undertake the labour portion of the work alone

You are requested to remit the cost of work within 15 days of this intimation, failing which the application will be treated as cancelled and advance amount will be forfeited. Board will undertake the works required for providing the supply, after realisation of the cost.

It may be please be noted that the cost for providing the supply may vary from that mentioned above on actual execution of the work. You are liable to remit the difference, if any, on demand.

If you choose to provide electric line or electric plant, by yourself, you shall pay 10% of the expenses as supervision charges for providing such services and get the work executed by a licensed contractor. Officials of the Board will supervise the work; provide necessary guidance in technical matters and matters relating to safety.

You shall avail supply within 2/3 months (in the case of LT/HT service respectively) after completion of the work. Service Connection application has to be preferred in the prescribed Service Connection Application Form along with the fees and charges as per approved rates, after completing your installation. If you do not avail the service connection within the time frame as mentioned above, the fixed/minimum Charges as per clause 10 of supply code 2005 has to be paid.

Thanking you and assuring you our best attention at all times,

Name & Designation

FEASIBILITY CERTIFICATE

(To be issued by the authority issuing Administrative Sanction)

3 To whomsoever it may concern

It is feasible to provide power to the premises as requested by the applicant, details of which are given below, subject to execution of work mentioned on realisation of cost.

Name & Address of Applicant		
Location where power is requested		
Purpose		
System of supply		
Power Requirement	HT (contract demand in KVA)	
	LT (connected load in KW)	
Details of work involved		
Cost of work		
<p>Applicant shall remit the cost of work within 15 days of notice for remitting cost. Board will undertake the works required for providing the supply, after realisation of the cost. The applicant shall avail supply within 2/3 months (in the case of LT/HT service respectively) after completion of the work.</p>		
Place		
Date		Signature of Issuing Authority