

**Government of Odisha  
Department of Energy**

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No. 5533 /En, Bhubaneswar  
Comp-3/2016

Dated 26/6/2018

From

Sri Surjit Das,  
Special Secretary to Govt.

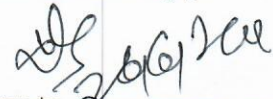
To,

The Head Portal,  
IT Centre, Secretariat

Sub:- Updation in the Department website

The undersigned is directed to send herewith the soft copy as well as hard copy of the relevant portion of services relates to Department of Energy indicated in SL No 24 of the Notification No-GAD-AR-ORPJ-0003-2016 21960 dated 12th October 2017 of General Administration & Public Grievance (AR) Department on Odisha Right to Public Services Act, 2012 (Odisha Act I of 2012) and to request you this may please be published in the website of Energy Department at the earliest.

Yours faithfully,



Special Secretary to Government

**Services Relates to Department of Energy under  
Odisha Right to Public Services Act, 2012 (Odisha Act I of 2012)**

| Sl No     | Name of Public Service  | Given Time limit | Designated Officer | Appellate Authority  | Revisional Authority         |
|-----------|---|------------------|--------------------|----------------------|------------------------------|
| (1)       | (2)   | (3)              | (4)                | (5)                  | (6)                          |
| <b>24</b> | <b>ENERGY DEPARTMENT</b>  |                  |                    |                      |                              |
|           | <b>1. Drawing Approval of Electrical Works</b>                        |                  |                    |                      |                              |
|           | a. Installations at 11 KV supply to 16 KVA & 99 KW at 415 Volt Supply | 20 days          | A.E.-cum-A.E.I.    | E.E.-cum-D.E.I.      | S.E.-cum-E.I.                |
|           | b. HT Installations 11 KV, above 16 KVA to 150 KVA                    | 30 days          | E.E.-cum-D.E.I.    | S.E.-cum-E.I.        | C.E.-cum-C.E.I.              |
|           | c. HT Installations 11 KV & 33KV(above 150 KVA to 15 MVA)             | 30 days          | S.E.-cum-E.I.      | C.E.-cum-C.E.I.      | EIC-cum-PCEI, Odisha         |
|           | d. Installations at 33 KV & above with loads above 15 MVA             | 30 days          | C.E.-cum-C.E.I.    | EIC-cum-PCEI, Odisha | Secretary, Energy Department |
|           | <b>2. Normal Inspection of Electrical Works</b>                       |                  |                    |                      |                              |
|           | a. Installations at 11 KV supply to 16 KVA & 99 KW at 415 Volt Supply | 25 days          | A.E.-cum-A.E.I.    | E.E.-cum-D.E.I.      | S.E.-cum-E.I.                |
|           | b. HT Installations 11 KV, above 16 KVA to 150 KVA                    | 30 days          | E.E.-cum-D.E.I.    | S.E.-cum-E.I.        | C.E.-cum-C.E.I.              |
|           | c. HT Installations 11 KV & 33 KV (above 150 KVA to 15 MVA)           | 30 days          | S.E.-cum-E.I.      | C.E.-cum-C.E.I.      | EIC-cum-PCEI, Odisha         |
|           | d. Installations at 33 KV & above with loads above 15 MVA             | 35 days          | C.E.-cum-C.E.I.    | EIC-cum-PCEI, Odisha | Secretary, Energy Department |
|           | <b>3. Emergency Inspection &amp; issue of Report</b>                  |                  |                    |                      |                              |
|           | a. Installations at 11 KV supply to 16 KVA & 99 KW at 415 Volt Supply | 10 days          | A.E.-cum-A.E.I.    | E.E.-cum-D.E.I.      | S.E.-cum-E.I.                |
|           | b. HT Installations 11 KV, above 16 KVA to 150 KVA                    | 10 days          | E.E.-cum-D.E.I.    | S.E.-cum-E.I.        | C.E.-cum-C.E.I.              |
|           | c. HT Installations 11 KV & 33 KV (above 150 KVA to 15 MVA)           | 10 days          | S.E.-cum-E.I.      | C.E.-cum-C.E.I.      | EIC-cum-PCEI, Odisha         |

|   |            |                               |                      |                              |
|---|------------|-------------------------------|----------------------|------------------------------|
| d. Installations at 33 KV & above with loads above 15 MVA               | 10 days    | C.E.-cum-C.E.I.               | EIC-cum-PCEI, Odisha | Secretary, Energy Department |
| <b>4. Testing &amp; Calibration</b>                                     |            |                               |                      |                              |
| a. Single phase meter testing   | 15 days    | E.E.-cum-D.E.I, STL           | S.E.-cum-E.I. STL    | C.E.-cum-C.E.I. (TCL)        |
| b. 3 phase meter testing  | 25 days    | E.E.-cum-D.E.I, STL           | S.E.-cum-E.I. STL    | C.E.-cum-C.E.I. (TCL)        |
| c. Insulation tester calibration  | 10 days    | E.E.-cum-D.E.I, STL           | S.E.-cum-E.I. STL    | C.E.-cum-C.E.I. (TCL)        |
| d. Earth tester calibration   | 10 days    | E.E.-cum-D.E.I, STL           | S.E.-cum-E.I. STL    | C.E.-cum-C.E.I. (TCL)        |
| e. CT testing(MV/HV)  | 15/25 days | E.E.-cum-D.E.I, STL           | S.E.-cum-E.I. STL    | C.E.-cum-C.E.I. (TCL)        |
| f. PT testing(MV/HV)  | 15/25 days | E.E.-cum-D.E.I, STL           | S.E.-cum-E.I. STL    | C.E.-cum-C.E.I. (TCL)        |
| g. Transformer Oil Testing  | 15 days    | E.E.-cum-D.E.I, STL           | S.E.-cum-E.I. STL    | C.E.-cum-C.E.I. (TCL)        |
| <b>5. Workman permit (Wireman MV/Lineman MV/Workman HT/Workman EHT)</b> |            |                               |                      |                              |
| A. Exemption Basis  |            |                               |                      |                              |
| i. Issue of New License Book  | 60 days    | S.E.-cum-E.I., Secretary ELBO | C.E.-cum-C.E.I.(TCL) | E.I.C.-cum-PCEI, Odisha      |
| ii. Renewal of the License  | 20 days    |                               |                      |                              |
| B. On Passing of Examination  |            |                               |                      |                              |
| i. Issue of New License Book  | 30 days    | S.E.-cum-E.I., Secretary ELBO | C.E.-cum-C.E.I.(TCL) | E.I.C.-cum-PCEI, Odisha      |
| ii. Renewal of the License  | 20 days    |                               |                      |                              |
| <b>6. Supervisor License(MV/HT)</b>                                     |            |                               |                      |                              |
| A. Exemption Basis  |            |                               |                      |                              |
| i. Issue of New License Book  | 60 days    | S.E.-cum-E.I., Secretary ELBO | C.E.-cum-C.E.I.(TCL) | E.I.C.-cum-PCEI, Odisha      |
| ii. Renewal of the License  | 20 days    |                               |                      |                              |
| B. On Passing of Examination  |            |                               |                      |                              |
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| ii. Renewal of the License  | 20 days    |                               |                      |                              |
| C. EHT (Exemption)  |            |                               |                      |                              |
| i. Issue of New License Book  | 30 days    | S.E.-cum-E.I., Secretary ELBO | C.E.-cum-C.E.I.(TCL) | E.I.C.-cum-PCEI, Odisha      |
| ii. Renewal of the License  | 20 days    |                               |                      |                              |
| <b>7. Contractor License</b>  |            |                               |                      |                              |
| i. Issue of New License Book  | 45 days    | S.E.-cum-E.I., Secretary ELBO | C.E.-cum-C.E.I.(TCL) | E.I.C.-cum-PCEI, Odisha      |
| ii. Renewal of the License  | 20 days    |                               |                      |                              |
| <b>8. Temporary Project License</b>                                     |            |                               |                      |                              |
| i. Issue of New License Book  | 15 days    | S.E.-cum-E.I., Secretary ELBO | C.E.-cum-C.E.I.(TCL) | E.I.C.-cum-PCEI, Odisha      |
| ii. Renewal of the License  | 15 days    |                               |                      |                              |