

**GOVERNMENT OF PUDUCHERRY
ELECTRICITY DEPARTMENT**

**FORM HT - 1 (C)
APPLICATION FOR NAME TRANSFER
OF HIGH TENSION SERVICE CONNECTION**

In accordance with regulation 6.2 of the JERC (Electricity Supply Code) Regulations 2010

GENERAL INSTRUCTIONS AND GUIDELINES

(Please read the instructions below before filling up the application form)

General Instructions

1. This application is intended for seeking name transfer of an existing high tension (HT) service connection. The transferee shall seek name transfer for the existing contracted maximum demand (CMD) and no change shall be permitted in the CMD. If enhancement/ reduction in CMD are required, the transferee shall obtain the name transfer in the first instance and thereafter make separate application for enhancement/ reduction of the CMD in the prescribed format which can be had from the office of the respective jurisdictional Executive Engineer (O&M) or downloaded from the web site of the department.
2. Along with name transfer, if required, the transferee could utilize this application for one or more than one or all of the following purposes, namely –
 - (a) Enhancement or reduction or changes in the HT/ LT internal connected load (ICL) of the transferee's HT/ LT internal electrical installation like addition/ alteration/ modification/ replacement/ reduction/ removal/ shifting of furnaces, motors, machineries, equipments, apparatus, power intensive/ power consuming devices and internal/ external lighting that operate on power and consume energy; or
 - (b) Changes in the HT/ LT internal control/ switching installation (ICSI) of the transferee like transformer/ switchgear/ protection installations/ panels/ relays/ capacitor/ harmonic filter that are used for operation/ control/ switching/ protection of the HT/ LT internal electrical installation of the transferee; or
 - (c) Changes in the Department's HT electrical installation (DEI) like distribution main/ feeding/ point of supply/ control/ switching/ metering arrangements that are installed, owned and maintained by the department outside/ inside the transferee's premises for the purpose of extending/ supplying HT power supply to the transferee.
3. The filled-in application along with all documents and enclosures shall be submitted in duplicate at the office of the respective jurisdictional Executive Engineer (O&M). The filled-in application form and complete set of documents along with all enclosures shall be scanned and a soft copy of each of the application/ documents shall also be provided in CD along with the hard copy of the application/ documents.
4. The application shall be scrutinized within three working days of submission and when found to be complete in all respects; the same shall be registered and acknowledged, and the schedule of target period for sanction of name transfer shall commence thereafter. Application that doesn't contain complete information/ data or the required documents/ enclosures as specified therein shall be registered only after the details/ documents are furnished. In case, if the required information/ data/ documents/ enclosures are not furnished within a period of thirty days, the application shall not be registered and shall be cancelled.
5. The name transfer shall normally be made effective within the schedule of target period as specified under regulations 6.2 of the Joint Electricity Regulatory Commission (Electricity Supply Code) Regulations 2010. However nothing contained under that regulation shall be taken as requiring the department to sanction the name transfer to the transferee, if the department is prevented from doing so by cyclone, floods, storm and other occurrences beyond its control. The department shall also be not responsible for any delay in sanction of the name transfer, if the reasons for such delay are on account of failure of the transferee to comply with the requirements, right of way, acquisition of land, technical feasibility and lack of generation/ transmission capacity etc, over which the department has no reasonable control.
6. The application for name transfer shall fulfill and shall be subjected to the following, namely –
 - (a) In case if the name transfer is proposed in the name of an organization/ company/ institution/ firm and alike, only the person authorized to sign the name transfer application may do so with the consent of other owners/ partners; or proceeding of the board of the organization/ company/ institution/ firm; or an appropriate authorization from the stock holders. Documentary evidence to this effect shall be enclosed along with the application to consider the name transfer.
 - (b) In case the said property/ land/ building where the HT service connection is located, stands in the name of more than one individual or is a jointly held property and the name transfer is now sought in the name of an organization/ company/ institution/ firm and alike, then consent from all the owners of the property/ land/ building shall be enclosed along with the application to consider the name transfer; or the name transfer is now sought in the name of an individual, then consent from other owners of the property/ land/ building shall be enclosed along with the application to consider the name transfer.

- (c) Name transfer could be sought only in one name and no joint or multiple names shall be considered.
 - (d) Name transfer shall be considered only on enclosing of required documentary evidences to the effect that the property/ land/ building and the business of activity were taken over through purchase/ lease/ heredity/ auction/ legal or other means; and the required license/ permission/ no-objection certificate from the concerned municipal/ commune panchayat authorities in favour of the transferee.
 - (e) In case if the proposed name transfer is likely to affect the fundamental right/ privilege of any other person or persons, or is likely to infringe into the business/ commercial rights of a person or an organization/ company/ institution/ firm and alike either directly or indirectly, or if any objection/ protest/ notice against the name transfer is received and irrespective of whether the objection/ protest/ notice is proved or not, or if an objection/ order/ notice is received from any legal/ statutory authority restraining the department from processing/ effecting the name transfer; then the department is at liberty to declare the name transfer application as null and void and cancel the same. The department shall not go into the merits of the objection/ order/ protest/ notice and it is the responsibility of the transferee to take further course of action to deal with such objection/ order/ protest/ notice and the department shall not stand as a party for any dispute of any nature and between any party and parties. The transferee shall have no right to seek for revival of that name transfer application after it is cancelled and shall have to make a fresh name transfer application for consideration after the cause(s) for such cancellation are made good by the transferee at the transferee's own risk/ expenses.
 - (f) The transferee is at liberty to withdraw the name transfer application within the period before the competent authority issues the order for the name transfer. However once the name transfer order is issued, the transferee or any other person or persons or any other organization/ company/ institution/ firm and alike shall have no right to seek for withdrawal or cancellation or alteration of the name transfer order. However if an objection/ order/ notice is received from any legal/ statutory authority restraining the department from enforcing the name transfer, the name transfer shall thereafter be kept in abeyance and shall be enforced only after the said legal/ statutory authority revokes/ withdraws the order.
 - (g) The name transfer effected by the department is liable for cancellation at a later date due to any other reason(s) which the department considers/ finds fit.
7. The name transfer shall come into force from the date as mentioned below, namely –
- (a) The date as specified in the order for name transfer issued by the competent authority; or
 - (b) The date after expiry of sixty working days (two billing cycles) after registration of the application, when no communication/ rejection/ approval/ order is received from the department:
PROVIDED that the department is not prevented/ restrained from effecting the name transfer due to an act of either the transferor or the transferee or any other person/ persons or any other organization/ company/ institution/ firm and alike, or due to non-payment of any fees or charges or security deposit or any other dues as claimed by the department, or due to non-submission of any documents, or due to non-compliance of the requirements for effecting the name transfer:
PROVIDED FURTHER that no changes are proposed in the HT/ LT internal electrical installation of the transferee or the Department's HT electrical installation that require execution of work, inspection, testing and certification of the changed installations by the department and the Electrical Inspector.
8. In case in order to effect the changes proposed by the transferee, if new erection/ addition/ alteration/ modification/ shifting of the Department's HT electrical installation including distribution main/ feeding/ point of supply/ control/ switching/ metering arrangements are required to be carried out, and in case sufficient open space inside the transferee's premises has not been provided earlier for erecting the Department's HT electrical installations, an open space with the following minimum requirements and other facilities as are required by the department shall now be provided in the front side of the transferee's premises facing public road, free of cost to the department for erecting the Department's HT electrical installations, namely –
- (a) Open space of not less than 16 x 8 meters in case the HT power supply is availed under overhead system and 6 x 5 meters in case the HT power supply is availed under underground cable system; and
 - (b) Separate physical partition for the above open space from the transferee's switching yard; and
 - (c) Separate provision for entry of the department officials/ staff through a separate gate/ door to the above open space with access from the public road.
9. The Joint Electricity Regulatory Commission (Electricity Supply Code) Regulations 2010 specifies certain minimum technical standards for the HT/ LT internal electrical installation that needs to be complied by the transferee. The transferee shall verify and ensure compliance of the following technical standards/ requirements, in case, if any of the same has not been complied earlier, namely –
- (a) New erection/ addition/ alteration/ modification/ shifting of Department's HT electrical installation including distribution main/ feeding/ point of supply/ control/ switching/ metering arrangements that are required, if any, to be carried out to effect the proposed changes, shall be finalized during a joint inspection by the respective jurisdictional Executive Engineer (O&M) and the transferee shall thereafter proceed to erect/ install the HT/ LT internal electrical installation keeping in reference the department's point of supply; and
 - (b) Install appropriate linked switch with fuse(s) or switchgear or circuit breaker when the aggregate installed transformer capacity or the total apparatus capacity/ connected load with or without effecting the changes is likely to be less than or up to 1000 KVA (900 KW or 1206 HP) if the power is supplied at 11 KV and less than or up to 2500 KVA (2250 KW or 3016 HP) if the power is supplied at 22/ 33 KV; or

- (c) Install circuit breaker of appropriate capacity along with switchgear when the aggregate installed transformer capacity or the total apparatus capacity/ connected load with or without effecting the changes is likely to be above 1000 KVA (900 KW or 1206 HP) if the power is supplied at 11 KV and above 2500 KVA (2250 KW or 3016 HP) if the power is supplied at 22/ 33 KV; and
 - (d) The setting of fuses/ relays on the transferee's control gear and the rupturing capacity of circuit breakers installed, if any, at the transferee's premises shall be subject to scrutiny and approval of the department (Refer to guidelines 50 on testing of the protective installations of the transferee); and
 - (e) Install step down transformers with a vector group of delta winding on the high voltage side and star winding on the low voltage side, with the neutral terminal brought out and solidly earthed; and
 - (f) When HT power supply is availed under the underground cable system, the transferee may opt for compact sub-stations, the specifications for which may be got approved from the department; and
 - (g) Install automatic circuit breakers of appropriate capacity on the low tension side of each transformer or on each low tension (LT) feeder emanating from each transformer; and
 - (h) Install harmonic filters depending upon the type and nature of loads already existing or proposed to be connected by the transferee; and
 - (i) All transformers, switchgears and other electrical equipments of the transferee that are already installed or proposed to be installed at the transferee's premises and also those already connected or proposed to be connected directly to the feeders/ lines/ cables/ switches of the department shall be of suitable design and shall be maintained to the reasonable satisfaction of the department; and
 - (j) All electrical wiring at the transferee's premises shall be carried out in conformity with the Central Electricity Authority (Measures relating to safety and Electric supply) Regulations 2010 and the materials used for such wiring shall conform to the relevant specification of the BIS or its equivalent. Wherever applicable, the materials used shall bear ISI mark; and
 - (k) All electric wires/ cables/ switches/ machinery/ equipments/ apparatus erected/ proposed to be erected by the transferee shall be of sufficient rating for power, insulation and estimated fault current and shall have sufficient mechanical strength for the duty which they are required to perform and shall be constructed, erected, installed, protected, worked and maintained in such a manner so as to ensure safety of men and materials; and
 - (l) All HT/ LT internal electrical installation works including addition/ alteration/ modification/ replacement/ reduction/ removal/ shifting of HT/ LT wiring/ cables/ switches/ machinery/ equipment/ apparatus etc excluding replacement of fused bulbs shall be carried out only by or under the supervision of an electrical contractor having a valid grade "A" electrical contractor license issued by appropriate licensing authority of Government of Puducherry as required under the Central Electricity Authority (Measures relating to safety and Electric supply) Regulations 2010; and
 - (m) The department shall have every right to refuse extension of HT/ LT power supply to such of those HT/ LT internal electrical installation that are likely to affect adversely the power system or the power supply to other consumers or cause a leakage of such magnitude that would be detrimental to the safety of the power system. The power supply to such HT/ LT internal electrical installation shall be extended only after suitable safeguard measures/ remedial actions are taken by the transferee to the satisfaction of the concerned Executive Engineer (O&M); and
 - (n) Notwithstanding any tests and inspections as are carried out by the department, and before commissioning of the changes, the transferee shall in accordance with the provisions of the prevailing laws, rules, regulations and terms and conditions, obtain prior approval of the Electrical Inspector about the suitability of commissioning the HT/ LT internal electrical installation that have been newly erected/ added/ altered/ modified/ replaced/ reduced/ shifted within the transferee's premises.
10. In accordance with the Central Electricity Authority (Measures relating to safety and Electric supply) Regulations 2010 and the Joint Electricity Regulatory Commission (Electricity Supply Code) Regulations 2010, the transferee including **Government/ local body/ co-operative** installation are required to comply with the following before name transfer is sanctioned, namely –
- (a) Make payment of processing fees/ charges as are applicable from time to time by means of cash in the office of the respective jurisdictional Executive Engineer (O&M) or by means of Demand Draft / Banker's cheque drawn in favour of the respective Junior Accounts Officers/ Assistant Engineers; and
 - (b) The security deposit(s) standing in the name of the transferor shall be refunded to the transferor and the transferee shall have to make fresh payment for the security deposit/ meter security deposit at the rates as are applicable at the time of name transfer in the form as approved by the department; and
 - (c) The transferee shall execute a fresh agreement and register the same within three months of sanction of the name transfer; and
 - (d) Submit wherever applicable, the original equipment manufacturer's (OEM) test certificate for all major HT / LT electrical equipments including circuit breakers, protective devices and controls, transformers, capacitors, harmonic filters, furnaces, motors, machineries, equipments, apparatus, power intensive devices that have already been connected or proposed to be connected or proposed to be altered/ modified/ shifted within the HT/ LT internal electrical installation of the transferee; and
 - (e) Employ on full-time basis an electrical supervisor certificate holder having a valid grade "A" electrical supervisor certificate issued by the appropriate licensing authority of the Government of Puducherry to

- supervise the HT/ LT internal electrical installation when total apparatus capacity/ connected load of the HT/ LT internal electrical installation while name transfer is likely to be 250 KW (335 HP) or more; and
- (f) Make payment of all the dues in full including outstanding arrears, belated payment surcharge, monthly current consumption charges, security deposit etc before making this application for name transfer and commissioning of the proposed changes. The transferee shall obtain a no-due certificate from the Senior Accounts Officer-I of this department and enclose the same along with the application. The application shall not be registered in the office of the respective jurisdictional Executive Engineer (O&M) until the no-due certificate is submitted by the transferee.
 - (g) When the HT service connection for which name transfer has now been sought is under disconnection, the transferee shall simultaneously make a separate application in the prescribed format for reconnection and shall submit the documents/ reports as are required for effecting the reconnection. Both the requests for name transfer and reconnection shall be processed by the respective jurisdictional Executive Engineer (O&M) simultaneously. Refer to the web site of the department for more details.
11. The connected load of each energy consuming device connected to the HT/ LT internal electrical installation of the transferee shall be assessed and expressed as per the following procedure, namely –
 - (a) Based on the manufacturer's rating provided on the name/ number plates of the equipments/ devices.
 - (b) Lighting load shall be assessed based on the rated capacity. However spare 5 Amps switches shall be rated as equivalent to 60 watts while spare 5 Amp plug points/ combined switches will be rated as equivalent to 100 watts. Spare 15 Amps switches/ plug points/ combined switches shall be rated as equivalent to 1000 watts.
 - (c) The connected load shall normally be expressed in KW. Ratings specified in HP/ KVA shall be converted to KW based on the standard conversion of 1 HP as equivalent to 0.746 KW and 1 KVA as equivalent to 0.9 KW.
 - (d) After the name transfer is effected, the transferee shall declare the HT/ LT internal connected load to the department once in six months.
 12. The transferee who had already installed or propose to install generator/ inverter in the HT service connection premises, shall comply with the following requirements, namely –
 - (a) The generator/ inverter shall be installed and maintained with proper interlocking/ changeover arrangement; and
 - (b) The generator/ inverter shall be used as a standby backup source of power supply in case of failure of the department's main supply, and the power supply from the generator/ inverter shall not be injected into the department's power system or incorrectly connected to the department's power system; and
 - (c) Approval of the department is obtained before and after installation of the generator/ inverter; and
 - (d) Approval is obtained from the Electrical Inspector before commissioning the generator/ inverter; and
 - (e) In case the power supply from the transferee's generator/ inverter or any other source of supply from the transferee's premises gets extended to the department's power system causing damage to the department's power system or to other consumers or to human life, the transferee is responsible for the same and the transferee shall be liable to fully compensate the department for all the losses caused to the department or to other consumers; and
 - (f) The department shall not be held responsible for any damage caused to the transferee's HT/ LT internal electrical installation including the generator/ inverter on account of failure or malfunctioning of the interlocking/ changeover arrangement or any adverse consequence arising thereof.
 13. All HT/ LT electrical installations belonging to the department that have already been installed/ proposed to be installed in the transferee's premises including lines, cables, switch control, structures, equipments, metering systems and seals provided therein, shall be and continue to be at all times the property of the department, notwithstanding that such electrical installations or any part thereof, are fixed or fastened to or embedded, in any part of the transferee's premises, including the open space/ land belonging to the transferee. The transferee shall be fully responsible for its safe custody and shall ensure that such installations are not handled/ removed/ disturbed/ dealt with in any manner except by the employee of the department duly authorized for that purpose. Such installations shall not also be tampered/ damaged/ broken on any account and in the event of any damage by reason of any act, neglect or default of any person/ staff/ contractor of the transferee, the transferee shall pay the entire cost thereof as claimed by the department for such damages or for such other loss that the department considers fit. If the transferee fails to pay the claim, it shall be treated as a contravention of the supply agreement and the HT power supply shall be liable for disconnection and shall be reconnected only after the entire cost as claimed is paid in full.
 14. The transferee shall be fully responsible for the authenticity/ legality of the information/ data/ documents/ enclosures furnished in/ with the application. If any information/ data/ documents/ enclosures furnished is found to be wrong/ false or the HT/ LT internal electrical installation is found to be defective or commissioning of the changes as proposed in the transferee's premises would be in, or would result in violation of provisions of any Act/ Rules/ Regulations/ Terms and Conditions/ Tariff Order, the department shall reject the application with due notice to the transferee.
 15. Other than those specified under these guidelines, the transferee shall furnish other additional information/ data/ document, if any, which may be required during the course of processing/ inspection/ commissioning of the changes and effecting the name transfer.

16. For more detailed descriptions, guidelines, procedures and sample formats, the applicant may refer to the department's web site at "<http://electricity.puducherry.gov.in>". For more details about the Joint Electricity Regulatory Commission (Electricity Supply Code) Regulations 2010, refer to the web site of the Joint Electricity Regulatory Commission at "<http://jercuts.gov.in>".

Guidelines for filling up the form

17. General Instructions:

All columns/ items in the application shall be filled and nothing should be left blank. In case, if any of the data/ information is neither applicable nor related to the transferee's activity, it shall be specifically mentioned as either "Nil" or "No" or "No Change" or "Not applicable" or "Not available" or "Does not arise". Any information that is getting repeated like name, address, phone number, email etc shall be specifically repeated in full and not left blank. Assistance of the concerned Executive Engineer (O&M) or the authorized staff may be obtained to fill the application.

18. Serial Number 1 (a):

Mention the existing code number of the HT service connection. This consumer code number will be maintained uniquely irrespective of the change of name of the HT service connection.

19. Serial Number 1 (b):

Mention the existing name of the HT service connection. (As indicated in the bills and correspondences)

20. Serial Number 1 (c):

Mention the proposed name of the HT service connection to which transfer is now sought for. It shall be the name as indicated in the ownership/ lease document or registration or municipal/ commune panchayat license/ permission/ no-objection certificate. After name transfer, the bills and all correspondences shall be issued/ raised in this new name. The following details from serial number 1 (d) to 4 (e) shall pertain to the transferee's management/ organization which will own the HT service connection after name transfer.

21. Serial Number 1 (d) & 1 (e):

The owner/ chief shall be the new person who owns the installation/ organization or who heads the installation/ organization after the name transfer is effected. The designation held by them (like Chairman/ Managing Director/ Director) shall be indicated in serial number 1 (e).

22. Serial Number 1 (f) & 1 (g):

The authorized signatory shall be the person under the transferee's management/ organization who is authorized to sign the application and all other documents and make future correspondences with the department. The names in serial number 1 (d) and 1 (f) could be the same, if the owner/ chief of the installation/ organization propose to sign himself the application and all other documents.

23. Serial Number 1 (h), 1 (i) & 1 (j):

Furnish the complete postal address of the location of the HT service connection. The phone, fax, cell number and the email address pertaining to the above location shall be furnished.

24. Serial Number 2 (a) to 2 (e):

Furnish the details pertaining to the transferee's management/ organization which will own the HT service connection after name transfer. The bills, communications and correspondences will be sent to this address. The contact person shall be the alternate authorized signatory who can make normal correspondences with the department. However the authorized signatory indicated in serial number 1 (f) shall only sign the documents and make requests/ applications for crucial activities/ decisions.

25. Serial Number 3 (a) to 3 (f):

Furnish the registered/ head office details pertaining to the transferee's management/ organization which will own the HT service connection after name transfer. In case the transferee is an individual, the transferee's residential address/ details shall be furnished in place of the registered office details. In case of government/ local body/ co-operative installations, respective head/ central office details shall be furnished.

26. Serial Number 4 (a) to 4 (e):

Furnish details of HT/ LT service connections existing in other own/ sister concerns within the Union Territory of Puducherry that are either wholly/ partly owned or managed by the transferee's management/ organization which will also own the HT service connection after name transfer. In case if there are more than one service connection or more than one own/ sister concern existing, please indicate details of all own/ sister concerns with all HT/ LT service connections existing in that own/ sister concerns in a separate annexure. In case of government/ local body/ co-operative installations, the details pertaining to only high tension (HT) service connections existing in the Union Territory of Puducherry under the same government/ local body/ co-operative institution shall be furnished.

27. Serial Number 5 (a):

Indicate the type of organization as either "individual" or "proprietary" or "partnership" or "private limited" or "public limited" or "local body institution" or "co-operative institution" or "foreign mission institution" or "government department" or "government undertaking/ corporation". This will be indicated based on the status of the transferor/ previous owner of the HT service connection before name transfer. In case if the transferee who will own the HT service connection after name transfer doesn't have any information about the previous owner or the activity carried out in the HT premises before take over/ acquisition of the HT premises, mention as "Not available" against serial numbers 5 (a) to 5 (l).

28. Serial Number 5 (b):

Indicate the type of occupancy/ accommodation as either “owned” or “leased” or “government property”. This will be indicated based on the status of the transferor/ previous owner of the HT service connection before name transfer.

29. Serial Number 5 (c):

Select an appropriate service category from the following. This will be indicated based on the status/ activity carried out by the transferor/ previous owner of the HT service connection before name transfer.

Government Installations

- Office premises
- Residential premises
- Commercial premises
- Auditoriums
- Sports complexes
- Hospitals
- Educational institutions
- Water tanks, pump houses
- Irrigation projects
- Service installations
- Construction projects
- Undertakings/ Corporations
- Local body installations
- Cooperative installations
- Telecommunications
- Broadcasting
- Defense establishments
- Railways
- Research institutions
- Archeological Survey of India
- Others (Specify)

Private Installations

- Residential apartments
- Commercial complex
- Educational institutions
- Cinema halls, auditorium
- Private hospitals, laboratory
- Hotels, resorts and tourism
- Agriculture, horticulture farms
- Fish, aquaculture farms
- Automobiles and spares
- Textiles and spinning
- Ginning and pressing
- Cement
- Chemical industry
- Paints and varnish
- Fertilizer
- Rice, Oil mills
- Paper mills
- Printing press
- Plastic and rubber
- Engineering goods
- Consumer goods

Private Installations

- Iron and Steel industry
- Steel Rolling mills
- Foundry and workshop
- Mining, quarry, stone crushing
- Oxygen products
- Ice and cold storage
- Food processing and products
- Milk and dairy products
- Pharmaceuticals and medicine
- Water, irrigation projects
- Sugar and khandsari
- Distillery units
- Construction projects
- Shipping and transport
- Sports complexes
- Computer hardware products
- Computer software products
- IT service industry
- Places of worship and ashrams
- Foreign missionary, institutions
- Others (Specify)

30. Serial Number 5 (d):

Indicate in brief the purpose for which the HT power supply was obtained or presently utilized including the business/ activity carried out or the service offered in the existing name of the HT service connection. (Before proposing the change of name). The details against serial numbers 5 (e) to 5 (l) may also be furnished for the above activity carried out before proposing the change of name.

31. Serial Number 5 (e):

Indicate whether the above activity (Serial Number 5 (d)) relates to export oriented operation. In such case, the transferee shall enclose suitable documentary support to confirm the same.

32. Serial Number 5 (f) & 5 (g):

Indicate whether the above activity (Serial Number 5 (d)) has 24 hours continuous processes that require availability of continuous power supply. If so, give brief details about the continuous process.

33. Serial Number 5 (h) & 5 (i):

Indicate whether the above activity (Serial Number 5 (d)) relates to a seasonal industry that operates to its full capacity only during a particular season in a year. (Like sugar mills). If so, give details about the period of seasonal operation.

34. Serial Number 5 (j), 5 (k) & 5 (l):

Indicate the period of operation of the installation including number of hours per shift, number of shifts per day and number of days of operation per month for the above activity (Serial Number 5 (d)).

35. Serial Number 5 (m):

Indicate the existing sanctioned contracted maximum demand (CMD) in KVA.

36. Serial Number 5 (n):

Furnish the existing annual energy drawal (power consumption) for the activity performed under the existing name of HT service connection. This shall be expressed in million units.

37. Serial Number 5 (o) & 5 (p):

Indicate the date in which the HT service was first energized and the present status. The status shall be “Under disconnection” when the HT service is under disconnection; or “Idle” when HT power supply is available but not used for any activity; or “Working” when normal activity is carried out in the premises.

38. Serial Number 5 (q) to 5 (s):

The date, period (in months) and reason may be furnished when the HT service is under disconnection/ idle condition. Otherwise, it may be indicated as “Does not arise” against each item.

39. Serial Number 5 (t) & 5 (u):

When the HT service is under disconnection, the transferee must ensure that the reason/ cause for the disconnection is attended/ complied/ made good before making this application and must enclose documentary evidence for the same. (Example: Payment receipt when the HT service was disconnected for

non-payment of dues). The transferee must also make a separate application in the prescribed format for reconnection of the HT service along with this application. The status may be indicated against each item. When the HT service is not under disconnection, it may be indicated as “**Does not arise**” against each item.

40. **Serial Number 6 (a), 6 (b) & 6 (c):**

Indicate the status of “Type of organization”, “Type of occupancy” and “Category of service” when the respective status is likely to change with the change of name. In such case, suitable documentary evidence shall be enclosed to substantiate the change. Refer to guidelines 27, 28 and 29 for details. (Example – The “type of organization” may change from “**individual**” to “**partnership**” or “**private limited**” to “**public limited**”. The “Type of occupancy” may change from “**Leased**” to “**owned**” or “**owned**” to “**leased**”. The “Category of service” may change when there is a change in business activity). If there is no change in any of the status, mention as “**No change**” against that item.

41. **Serial Number 6 (d) & 6 (e):**

Indicate whether the present activity (serial number 5 (d)) is likely to be changed or any additional activity is proposed to be carried out after effecting the changes. If so, briefly indicate the proposed activities. The details against serial numbers 6 (i) to 6 (u) may also be furnished for the above proposed activities. In case, if there is no change in the activity and the activity being carried out presently is likely to be continued after effecting the changes, indicate as “**No change**” against each item from serial numbers 6 (h) to 6 (u).

42. **Serial Number 6 (f):**

Indicate whether the above proposed activity (Serial Number 6 (h)) relates to export oriented operation. In such case, the transferee shall enclose suitable documentary support to confirm the same. If there is no change in the activity, mention as “**No change**”.

43. **Serial Number 6 (g) & 6 (h):**

Indicate whether the above proposed activity (Serial Number 6 (h)) has 24 hours continuous processes that require availability of continuous power supply. If so, give brief details about the continuous process. If there is no change in the activity, mention as “**No change**”.

44. **Serial Number 6 (i) & 6 (j):**

Indicate whether the above proposed activity (Serial Number 6 (h)) relates to a seasonal industry that operates to its full capacity only during a particular season in a year. (Like sugar mills). If so, give details about the period of seasonal operation. If there is no change in the activity, mention as “**No change**”.

45. **Serial Number 6 (k), 6 (l) & 6 (m):**

Indicate the period of operation of the installation including number of hours per shift, number of shifts per day and number of days of operation per month for the above proposed activity (Serial Number 6 (h)). If there is no change in the activity, mention as “**No change**”.

46. **Serial Number 6 (n):**

Furnish the anticipated annual power consumption in the proposed name of the HT service connection after the name transfer is made effective. (In million units)

47. **Serial Number 6 (o):**

Furnish the reason for proposing name transfer of the HT service connection.

48. **Serial Number 7 (a) to 7 (e):**

Indicate the total HT/ LT internal connected load (in KW) before and after the proposed changes for each category as classified in serial number 7 (a) to serial number 7 (e). The Item-wise connected load details for each category of all machineries/ equipments/ apparatus including furnaces, motors, machineries, equipments, apparatus, power intensive/ power consuming devices and internal/ external lighting shall be furnished in a separate annexure. In case, if there is no change, the existing data may be indicated in the “Before change” column and it may be indicated as “**No change**” in the “After change” column.

49. **Serial Number 7 (f):**

Indicate the total connected load (in KW) which shall be the final “Internal permitted connected load” which the transferee should not change after effecting/ commissioning the proposed changes. In case, if the transferee desires to increase/ decrease the connected load, the same could be done only after making a separate application in the prescribed format with the respective jurisdictional Executive Engineer (O&M) and obtaining the approval of the department.

50. **Serial Number 8 (a) to 8 (g):**

Indicate capacity of each of the HT/LT internal control/ switching installation of the transferee before and after the proposed changes including transformers, capacitors, harmonic filters, switchgears and protective relay/ control. When multiple transformers, capacitors, harmonic filters, switchgears and protective relay/ control are installed/ proposed to be installed, their total capacity may be furnished category-wise. In case, if there is no change, the existing data may be indicated in the “Before change” column and it may be indicated as “**No change**” in the “After change” column.

Note: As specified in guidelines 9 (c), when the aggregate installed transformer capacity indicated in serial number 8 (a) or the total apparatus capacity/ connected load indicated in serial number 7 (f) after the proposed changes is likely to be above 1000 KVA (900 KW or 1206 HP) if the power is supplied at 11 KV and above 2500 KVA (2250 KW or 3016 HP) if the power is supplied at 22/ 33 KV, the transferee shall install a circuit breaker of appropriate capacity and get them tested by the Protection wing of the MRT Division of

the department and obtain a test certificate for which, the transferee shall file a separate application in the prescribed format to the office of the respective Executive Engineer (O&M).

51. **Serial Number 9 (a) to 9 (h):**
Give category-wise brief details of the proposed changes, if any, in the transferee's HT/ LT internal control/ switching installation. If no changes are proposed, mention as "**No change**" against each item.
52. **Serial Number 9 (i):**
Mention "**Yes**" if any additional land/ building has being acquired or built/ constructed to carry out the proposed changes; "**No**" when additional land/ building are not involved to carry out the proposed changes.
53. **Serial Number 9 (j) to 9 (n):**
The following certificates/ test report shall be obtained afresh and enclosed when any changes had been carried out or proposed to be carried out in the HT/ LT internal electrical installation, namely –
 - (a) Contractor completion certificate in case of changes in the HT/ LT internal electrical installation.
 - (b) Original equipment manufacturer's (OEM) test certificate in case of changes in HT/ LT equipments.
 - (c) Transformer oil test certificate in case of changes in the transferee's transformer.
 - (d) Safety certificate from Electrical Inspector in case of changes in the HT/ LT internal electrical installation.
 - (e) Test report from protection wing of the department in case of changes in the protective installations of the transferee subject to fulfillment of the conditions as laid down in guidelines 9 (c), 9 (d) and 50.
54. **Serial Number 9 (o):**
Furnish the reasons for proposing changes in the HT/ LT control/ switching installations of the transferee.
55. **Serial Number 10 (a) to 10 (f):**
Give category-wise brief details of proposed changes, if any, in the Department's HT electrical installation that are installed, owned and maintained by the department outside/ inside the transferee's premises for the purpose of extending/ supplying power to the transferee. The reason for proposing the above changes in the Department's HT electrical installation may also be furnished. If no changes are proposed, mention as "**No change**" against each item. (Refer to guidelines 61 and 62 for more details)
56. **Serial Number 11:**
The details may be furnished for all products including existing and proposed products that are likely to be dealt with after effecting the proposed name transfer and effecting/ energizing/ commissioning the proposed changes. In case of non-production oriented installations, it may be mentioned as "**Not applicable**".
57. **Serial Number 12 (a) to 12 (c):**
Furnish details of maximum demand recorded/ billed and energy consumed during the previous two months.
58. **Serial Number 13 (a) to 13 (d):**
Furnish details of utilization of the generator/ inverter, if any, during the previous two months.
59. **Serial Number 14 (a) to 14 (c):**
Furnish details of grade "A" electrical contractor engaged when any changes had been carried out/ proposed to be carried out in the HT/ LT internal electrical installation of the transferee. (Refer to guidelines 9 (l) for details). The details of the contractor shall also be furnished when changes are proposed in the HT electrical installation of the department and such changes are proposed to be carried out by the transferee through an electrical contractor. In case, if no changes are proposed in both the transferee's and the department's HT electrical installation, it shall be indicated as "**Does not arise**".
60. **Serial Number 15 (a) to 15 (c):**
Furnish details of grade "A" electrical supervisor certificate holder employed by the transferee when the total apparatus capacity/ connected load after the changes is likely to be 250 KW (335 HP) or more. Otherwise it may be mentioned as "**Does not arise**" (Refer to guidelines 10 (e) for details).
61. **Serial Number 16 (a):**
As per regulations 3.6 (41) and 3.6 (42) of the Joint Electricity Regulatory Commission (Electricity Supply Code) Regulations 2010, in case if any changes including erection/ extension/ alteration/ modification/ shifting of Department's HT electrical installation including distribution main/ line are required to be carried out for the purpose of effecting the proposed changes, the transferee shall pay the cost for such works after which, the Department shall take up and complete the work. However regulation 3.4 (1) specifies that the transferee can opt to get the above work of the department carried out through a licensed grade "A" electrical contractor as per the estimates and layout approved by the department. In such case, the transferee shall procure the materials conforming to the relevant BIS specification or its equivalent and the materials should bear ISI mark wherever applicable. The transferee shall submit documentary evidence wherever required to verify the quality of materials used. However the transferee shall be required to pay the supervision charges as are in vogue or as approved by the Joint Electricity Regulatory Commission from time to time. The transferee shall further note that as per regulation 3.3 (6) of the Joint Electricity Regulatory Commission (Electricity Supply Code) Regulations 2010, the extension of distribution mains/ service connection, notwithstanding that it has been paid for or erected by the transferee, shall be the property of the department. The department shall maintain it at its cost and shall also have the right to use the same distribution main/ service connection for extension of power supply to any other person but such extension or service connection should not adversely affect the supply to the transferee who paid for the extension of the distribution mains. The transferee shall be required to give specific concurrence in this regard in order to enable the department to prepare the estimates accordingly.

62. Serial Number 16 (b):

If any changes are required in the meter/ metering system, the same shall normally be carried out by the department. However, as per regulation 7.3 (2) of the Joint Electricity Regulatory Commission (Electricity Supply Code) Regulations 2010, the transferee may opt to procure and supply the meter/ metering system (metering cubicle and associated metering accessories) as per the specification to be furnished by the department and the work shall thereafter be carried out by the department. The transferee shall be required to give specific concurrence in this regard in order to enable the department to prepare the estimates accordingly. When the transferee opts to procure and supply the meter/ metering system, the following shall be ensured/ complied by the transferee, namely –

- (a) The meter/ metering system shall be provided on the high tension side of HT consumer's transformer.
- (b) The meter/ metering system not withstanding that it has been paid for and installed in the premises of the transferee, shall at all times be the property of the department.
- (c) Such meter/ metering system or the seals provided therein shall not be disturbed, damaged, broken or tampered or dealt with in any manner by any person/ staff/ contractor of the transferee.
- (d) Neither meter security deposit nor meter rent shall be collected from the transferee.
- (e) A locked and weatherproof enclosure of suitable design as approved by the department shall also be provided by the transferee to house the meter/ metering accessories/ metering cubicle/ CTs/ PTs in case, the same has not been provided earlier.

63. Serial Number 17 (a) to 17 (e):

The bills shall normally be sent in hard copy through ordinary post. However a copy of the bill could also be sent through email which the transferee may use for reference as well as for payment. (The email bill/ reminder/ messaging option/ ECS payment are likely to be commissioned in due course). The transferee may also opt to receive the hard copy of the bill through registered post in which case, the charges towards the registered post shall be recovered from the transferee in the next month's bill. If the transferee opts to make payment by cheque, the date of realization shall be taken as the date of receipt of the bill. In case of failure in realization of the cheque in any month, the facility to make payment by cheque by the transferee shall be withdrawn and appropriate penal charges as are applicable shall be charged.

64. Serial Number 18 (a) to 18 (t):

The following documents shall be enclosed depending upon the applicability of the document for that particular HT consumer/ HT service connection and nature of changes proposed, namely –

- (a) **Serial Number 18 (a) to 18 (f), 18 (m), 18 (n), 18 (p) to 18 (t):**
Shall be enclosed for all proposed changes including name transfer.
- (b) **Serial Number 18 (g) to 18 (i) & 18 (k):**
Shall be enclosed when changes are proposed in any of the transferee's HT/ LT internal electrical installation including transformers, switchgears, capacitors, furnaces, motors, machineries, equipments, apparatus and other power intensive/ power consuming devices.
- (c) **Serial Number 18 (j):**
Shall be enclosed when changes in transferee's transformer is proposed/ carried out.
- (d) **Serial Number 18 (l):**
Shall be enclosed when the condition as specified under the note below guidelines 50 is satisfied.
- (e) **Serial Number 18 (o):**
Shall be enclosed for all proposed changes and when the transferee has generator/ inverter installed.

65. Serial Number 19:

Document wise land/ building/ property holdings covered under the HT service connection.

66. Serial Number 20:

Other information relating to the proposed name transfer, products, power system equipments and internal electrical installation that are relevant to the department and the HT service connection.

As a confirmation of having gone through the instructions/ guidelines and as an authentication of data in each page, the transferee shall sign at the bottom of all the pages of this application

**GOVERNMENT OF PUDUCHERRY
ELECTRICITY DEPARTMENT**

**FORM HT - 1 (C)
APPLICATION FOR NAME TRANSFER
OF HIGH TENSION SERVICE CONNECTION**

In accordance with regulation 6.2 of the JERC (Electricity Supply Code) Regulations 2010

Dear sir/ madam,

I / we would like to state that the name of the following HT service connection has been proposed to be changed for the reasons as stated below. Accordingly an application for name transfer in the prescribed format is submitted for scrutiny and sanction to effect the name transfer at the earliest. The following changes are also proposed to be carried out in the HT/ LT Internal electrical installation along with/ after the name transfer. (The selections have been marked with ✓ mark while non-selections have been marked with ✗ mark):

- | | |
|--|---|
| <input type="checkbox"/> Enhancement of internal connected load | <input type="checkbox"/> Changes in the HT/ LT internal control/ switching installation of the transferee (Transformer/ switchgear/ panels/ relays/ capacitor/ Harmonic filter) |
| <input type="checkbox"/> Reduction of internal connected load | |
| <input type="checkbox"/> Change in activity is proposed after name transfer including change in business/ product/ service/ usage at the HT premises | <input type="checkbox"/> Changes in the HT electrical installation of the department located outside/ inside the transferee's premises (HT feeding/ point of supply/ control/ switching/ metering arrangements) |

1. Details of HT service connection

- a. HT consumer code number : _____
- b. Existing name of the HT service connection : _____
- c. Proposed name of the HT service connection : _____
- d. Name of the proposed owner/ chief of the installation/ organization : _____
- e. Designation of the proposed owner/ chief of the installation/ organization : _____
- f. Name of proposed authorized signatory : _____
- g. Designation of authorized signatory : _____
- h. Service location address : _____
(Please indicate complete postal address including Door/ RS Number, street, village/ area/ town and pin-code)
- i. Phone/ Cell / Fax Number : _____
- j. Email address : _____

2. Details of contact person/ address

- a. Name of the proposed contact person :
- b. Designation of contact person :
- c. Communication address :
(Please indicate complete postal address including Door/ RS Number, street, village/ area/ town and pin-code)
- d. Phone/ Cell / Fax Number :
- e. Email address :

3. Details of registered office/ permanent address

- a. Name of the proposed contact person :
- b. Designation of contact person :
- c. Registered office address :
(Please indicate complete postal address including Door/ RS Number, street, village/ area/ town and pin-code)
- d. Phone/ Cell / Fax Number :
- e. Email address :
- f. Web site address, if any :

4. Other own/ sister concerns located in the Union Territory of Puducherry

(If more than one own/ sister concerns are existing, please furnish the following details of all own/ sister concerns with all service connections existing in that own/ sister concerns in a separate annexure)

- a. Name of the own/ sister concern :
- b. Address of the sister concern :
(Please indicate complete postal address including Door/ RS Number, street, village/ area/ town and pin-code)
- c. Category of service connection :
(HT Service/ LT Industrial/ Commercial/ Agriculture/ Domestic)
- d. Policy code number of the service :
- e. Contracted maximum demand in KVA :
or sanctioned connected load in HP

5. Existing HT service classification/ operation/ status

- a. Type of organization relating to the existing HT service connection name :
- b. Type of occupancy relating to the existing HT service connection name :
- c. Category of service relating to the existing HT service connection name :
- d. Details of activity carried out in the existing HT service connection name :
- e. Does the above activity relates to export oriented operation (Yes / No) :
- f. Does the above activity relates to continuous process industry (Yes / No) :
- g. In case the above activity relates to continuous process industry, give brief details about the continuous process :
- h. Does the above activity relates to seasonal industry (Yes / No) :
- i. In case the above activity relates to seasonal industry, indicate period of seasonal operation :
- j. Number of hours of operation per shift under the above activity :
- k. Number of shifts of operation per day under the above activity :
- l. Number of days of operation per month under the above activity :
- m. Contracted maximum demand (KVA) :
- n. Annual energy drawal in the existing HT service connection name (MU) :

- o. Date of availing HT service connection :

- p. HT Service connection status :
(Disconnection/ idle/ working)

- q. If under disconnection/ idle, mention :
the date from which the HT service is
under disconnection/ idle condition

- r. If under disconnection/ idle, mention :
the period for which the HT service is
under disconnection/ idle condition

- s. If under disconnection/ idle, indicate the :
reason for which the HT service is
under disconnection/ idle condition

- t. If under disconnection, indicate whether :
the reason for disconnection has been
attended (Yes/ No/ Not applicable)

- u. If under disconnection, indicate whether :
separate application has been made for
reconnection (Yes/ No/ Not applicable)

6. Proposed HT service classification/ operation after name transfer

- a. Type of organization relating to the :
proposed HT service connection name

- b. Type of occupancy relating to the :
proposed HT service connection name

- c. Category of service relating to the :
proposed HT service connection name

- d. Does any change in activity or :
additional activity are proposed after
effecting the name transfer (Yes/ No)

- e. If yes, give details of the changed/ :
additional activity proposed to be
carried out after the name transfer

- f. Does the proposed activity relates to :
export oriented operation (Yes / No)

- g. Does the proposed activity relates to continuous process industry (Yes / No) :
- h. In case the proposed activity relates to continuous process industry, give brief details about the continuous process :
- i. Does the proposed activity relates to seasonal industry (Yes / No) :
- j. In case the proposed activity relates to seasonal industry, indicate period of seasonal operation :
- k. Number of hours of operation per shift under the proposed activity :
- l. Number of shifts of operation per day under the above activity :
- m. Number of days of operation per month under the above activity :
- n. Proposed annual energy drawal after the name transfer (Million units) :
- o. Reason for name transfer :

7. Abstract of changes in HT/ LT internal connected load

<u>Type of internal connected load</u>	<u>Before name transfer</u>	<u>After name transfer</u>
a. Total Inductive power load (KW) :		
b. Total resistive power load (KW) :		
c. Total welding power load (KW) :		
d. Total AC/ cold storage load (KW) :		
e. Total lighting load (KW) :		
f. Net total connected load (KW) (Permitted connected load) :		

- f. Brief details of proposed changes in protection switchgear/ circuit breaker :
- g. Brief details of proposed changes in control/ relay settings of the protection switchgear/ circuit breaker :
- h. Brief details of other proposed changes in transferee's HT/ LT control/ switching installation :
- i. Indicate whether additional land/ building is involved to carryout the proposed changes (Yes/ No/ Does not arise) :
- j. Indicate whether fresh contractor completion certificate has been obtained for changes in the HT/ LT internal electrical installation (Yes/ No/ Does not arise) :
- k. Indicate whether fresh manufacturer test certificate has been obtained for the HT/ LT equipments (Yes/ No/ Does not arise) :
- l. Indicate whether fresh transformer oil test certificate has been obtained (Yes/ No/ Does not arise) :
- m. Indicate whether fresh safety certificate has been obtained for the HT/ LT internal electrical installation (Yes/ No/ Does not arise) :
- n. Indicate whether fresh test report has been obtained from the protection wing of the department (Yes/ No/ Does not arise) :
- o. Reason for undertaking the above changes in transferee's HT/ LT control/ switching installation :

10. Details of changes in the Department's HT electrical installation

- a. Brief details of proposed changes in HT :
feeding arrangement
- b. Brief details of proposed changes in HT :
point of supply
- c. Brief details of proposed changes in HT :
control/ switching arrangement
- d. Brief details of proposed changes in :
meter/ metering arrangement
- e. Brief details of other proposed changes :
in department's HT electrical
installation
- f. Reason for undertaking the above :
changes in department's HT electrical
installation

11. Details of existing and proposed products

<u>Sl. No</u>	<u>Name of the product (Existing and proposed)</u>	<u>Production capacity per month</u>	<u>Estimated energy consumption per unit of production</u>
1.			
2.			
3.			

(The above product(s) should have been permitted in the municipal/ commune panchayat license/ permission and If more number of products are involved, furnish the above details for all products in a separate annexure)

12. Details of recorded/ billed demand/ energy

<u>Details of demand/ energy</u>	<u>Previous Month 1</u>	<u>Previous Month 2</u>
a. Recorded maximum demand (KVA) :		
b. Billed maximum demand (KVA) :		
c. Energy billed (Units) :		

13. Details of generator utilization

<u>Details of operation/ demand/ energy</u>	<u>Previous Month 1</u>	<u>Previous Month 2</u>
a. Total generator capacity (KVA) :		
b. Total hours of operation :		
c. Maximum demand recorded in the generator (KVA) :		
d. Total energy generated (Units) :		

14. Details of Grade "A" Electrical contractor

a. Name of the electrical contractor :	
b. License number :	
c. Date of expiry of the license :	

15. Details of Grade "A" Electrical Supervisor

a. Name of the electrical supervisor :	
b. Certificate number :	
c. Date of expiry of the certificate :	

16. Work execution/ supply of meter by transferee

a. Mention your option to carry out the work of erection/ extension/ alteration/ modification/ shifting of department's HT lines/ HT cables, control and metering DP structures and metering housing, if any, by the transferee and payment of supervision charges (Yes/ No/ Does not arise) :	
b. Mention your option to procure the meter, metering cubicle and metering system accessories, if any, by the transferee (Yes/ No/ Does not arise) :	

17. Billing and collection

- a. Do you prefer to receive copy of bill/ payment reminder/ important messages through email/ phone/ cell (Yes/ No) :
- b. If yes, mention the email address/ phone/ cell to send the copy of bill/ reminder/ important messages :
- c. Preferred mode of dispatch of bills (Ordinary post/ registered post) :
- d. Preferred mode of payment of bills (Cheque/ DD/ Banker's cheque/ ECS) :
- e. Name and address of your banker :

18. Documents enclosed

Wherever possible, the applicant shall submit original copies of the documents along with the application. However attested true copies shall also be submitted along with the application subject to the condition that original copies of such documents shall be produced before the Executive Engineer (O&M) whenever called for verification. Depending upon the applicability of the document, mention as “**Enclosed**” or “**Not Enclosed**” or “**Not applicable**” against each document. However when the works are yet to be completed at the time of submission of this application, the HT consumer shall submit the particular document wherever specified before commissioning the changes and it shall be mentioned as “**To be submitted later**” against that document.

- a. Registered documents confirming proof of ownership or lease document in case the premises is on lease along with registered documents of the owner of the premises who is leasing out the premises and written consent of the owner. (In case of leased premises, the lease period should be for a minimum period of two years). In case of Government department installations, an attested copy of acquisition of the land/ building or proof of taking over of the land/ building or allotment order of Government or a self certificate issued by the Government officer signing the application confirming that the said land is a Government owned property shall be enclosed. :
- b. Details of registration in case of registered companies. :
- c. Memorandum and articles of association and certificate of incorporation in case of a company. :
- d. Municipal/ Commune panchayat license/ permission/ no-objection certificate. :
- e. Item-wise connected load details of all machineries/ equipments/ apparatus including furnaces, motors, machineries, equipments, apparatus, power intensive/ power consuming devices and internal/ external lighting that make up the total connected load in the HT/ LT internal electrical installation and that will be used for determining the permitted connected load. The details shall be furnished category-wise as indicated in serial number 7 of this application in a separate annexure in the following format irrespective of whether the work of addition/ alteration/ modification/ replacement/ reduction/ removal/ shifting are completed or yet to be completed. :

Sl. No	Details of the machinery/ equipment/ apparatus/ Device			Load per unit in KW	Quantity		Total load in KW
	Description	Make	Sl.No		Existing	Added/ Altered/ Removed	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

- f. Item-wise HT/LT equipment/ electrical installation details including transformers, generators, capacitors, switchgears, protective devices/ controls and harmonic filters. The details shall be furnished category-wise as indicated in serial number 8 of this application in a separate annexure in the following format irrespective of whether the work of addition/ alteration/ modification/ replacement/ reduction/ removal/ shifting are completed or yet to be completed. :

Sl. No	Details of the transformer/ generator/ capacitor/ switchgear/ harmonic filter			Load per unit in KVA/ KVAH/ RKVAH	Quantity		Total in KVA/ KVAH/ RKVAH	
	Description	Make	Sl.No		Existing	Added/ Altered/ Removed		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	
g.	HT/ LT Internal electrical wiring/ item-wise component layout/ single line diagram of existing point of supply, switching arrangement and controls, protective devices and controls, transformers, switchgears, capacitors, generators, furnaces, motors, machineries, equipments, apparatus, power intensive/ power consuming devices, cables and internal/ external lighting along with the proposed new erection/ addition/ alteration/ modification/ replacement/ reduction/ removal/ shifting as carried out in the HT/ LT internal electrical installation. This shall be duly certified and authenticated by the licensed electrical contractor who is carrying out the work. The component layout/ diagram shall be furnished as proposed irrespective of whether the work of new erection/ addition/ alteration/ modification/ replacement/ reduction/ removal/ shifting are completed or yet to be completed.							:
h.	Manufacturer's test report of all transformers, switchgears, capacitors, furnaces, motors, machineries, equipments, apparatus, power intensive/ power consuming devices that have been added/ altered / modified / replaced/ reduced / shifted. (In case the works are yet to be completed at the time of submission of this application, the HT consumer may submit the document before effecting/ commissioning the changes)							:
i.	Work completion certificate / test report issued by the licensed Grade "A" electrical contractor in case if any addition / alteration / modification / reduction / removal / shifting has been carried out in the HT/ LT internal electrical installation. (In case the works are yet to be completed at the time of submission of this application, the HT consumer may submit the document before effecting/ commissioning the changes)							:
j.	Transformer oil test report conducted latest within one week's time at the department's laboratory or at any Government / Government approved standard laboratory, if any addition/ alteration/ modification/ replacement has been carried out in the transformer. (This document may be submitted before effecting/ commissioning the changes)							:
k.	Safety certificate issued by the Electrical Inspector about the suitability of commissioning the new erection/ addition/ alteration/ modification/ shifting carried out in the HT/ LT internal electrical installation. (In case the works are yet to be completed at the time of submission of this application, the HT consumer may submit the document before effecting/ commissioning the changes)							:
l.	Test certificate issued by the Protection wing of the MRT Division of the department in case new erection/ addition/ alteration/ modification/ replacement/ reduction/ shifting of switchgear and other protective controls and devices on the HT side is involved. (In case the works are yet to be completed at the time of submission of this application, the HT consumer may submit the document before effecting/ commissioning the changes)							:
m.	Details of grade "A" electrical supervisor certificate holder employed in case the total apparatus capacity/ connected load is more than 250 KW (335 HP). Enclose copies of the revalidated supervisor license and in case of new appointment, appointment letter issued to the supervisor certificate holder and acceptance letter of the supervisor certificate holder of having accepted the appointment or in case of an existing employment, a self certification issued by the supervisor certificate holder confirming the employment and countersigned by the authorized person who is signing this application.							:
n.	Copies of previous two month bills / receipts. (As indicated in serial number 12)							:
o.	Copies of the in-principle and regular approval issued by the department for erection and commissioning of generator/ inverter, and copies of the safety certificate/ approval issued by the Electrical Inspector for commissioning of the generator/ inverter.							:
p.	No-due certificate from the Senior Accounts Officer (HT) issued latest within seven working days prior to submission of the application for name transfer.							:
q.	Deed of indemnity bond indemnifying the department against all disputes that may arise after effecting the name transfer as per the format indicated in annexure-I.							:

- r. Undertaking to pay the dues that may arise in future due to retrospective revision of tariff :
or short claim detected later for the period prior to cancellation of the HT service
connection as per the format indicated in annexure-II.
- s. Authorization to sign the documents in case of jointly owned premises/ company/ :
organization.
- t. Soft copy of scanned application and all documents provided in CD. :

19. Land/ building/ property ownership details (Existing and proposed)

<u>Sl. No</u>	<u>Survey Number</u>	<u>Name of the land/ building/ property owner</u>	<u>Extent of land (Sq.ft/ Ha/ a)</u>
1.			
2.			
3.			
4.			
5.			

20. Any other information relating to the proposed name transfer/ changes

I/we, hereby, agree to pay the appropriate charges, if any, towards the name transfer, erection/ extension/ addition/ alteration/ modification of the distribution mains and service connection and other charges as are applicable from time to time. I/we hereby also agree to pay fresh security deposit in the mode as prescribed by the department, and to submit a fresh agreement before effecting the proposed name transfer and to register the same within three months after effecting the name transfer.

I/we, hereby, undertake to carry out all the works in the HT/ LT internal electrical installation including erection/ extension/ addition/ alteration/ modification/ replacement/ reduction/ removal/ shifting of wires/ cables/ switches/ machinery/ equipment/ apparatus etc, in accordance with the technical standards as specified in the Central Electricity Authority (Measures relating to safety and Electric supply) Regulations 2010, the Joint Electricity Regulatory Commission (Electricity Supply Code) Regulations 2010 and the Terms and Conditions of Power Supply in force from time to time, by or under the supervision of a licensed electrical contractor having a valid grade "A" electrical contractor license issued by the appropriate licensing authority of the Government of Puducherry.

I/we, hereby, undertake to abide by all other regulations as notified/ to be notified under the Joint Electricity Regulatory Commission (Electricity Supply Code) Regulations 2010, and the Terms and Conditions of power supply and Tariff in vogue and to be issued/ amended in due course from time to time.

No:

Place :

Date :

Signature of applicant/ authorized person
(With name and designation)

Witness 1

(With signature, name, designation and address)

Witness 2:

(With signature, name, designation and address)

DATA SHEET – FOR OFFICE USE ONLY**Registration details**

Date of receipt : Name of the Division :
 Date of registration : Name of the Sub-Division :
 Registration Number : Name of the Section :

Processing fees payment details

DD/ Cash Receipt No : Date of payment :
 Name of the bank : Amount Paid (₹) :

Date of first inspection :
 Administrative/ expenditure sanction : Date :
 Estimate/ Supervision charges (₹) :
 DD/ Cash receipt number : Date :
 Technical sanction : Date :
 Work order number : Date :
 Security Deposit (₹) :
 FDR/ DD/ Banker cheque number : Date :
 Meter Security Deposit (₹) :
 FDR/ DD/ Banker cheque number : Date :
 Work done by applicant (Yes / No) :
 Date of commencement of work :
 Date of completion of work :
 Date of first inspection :
 Date of final inspection after compliance of defects, if any :
 Name transfer order reference : Date :

Meter procured by the applicant (Yes / No) : Meter rent applicable (Yes / No) :
 HT consumer code number : HT Tariff applicable :
 Contracted maximum demand (KVA) : Permitted connected load (KW) :

Executive Engineer (O&M)