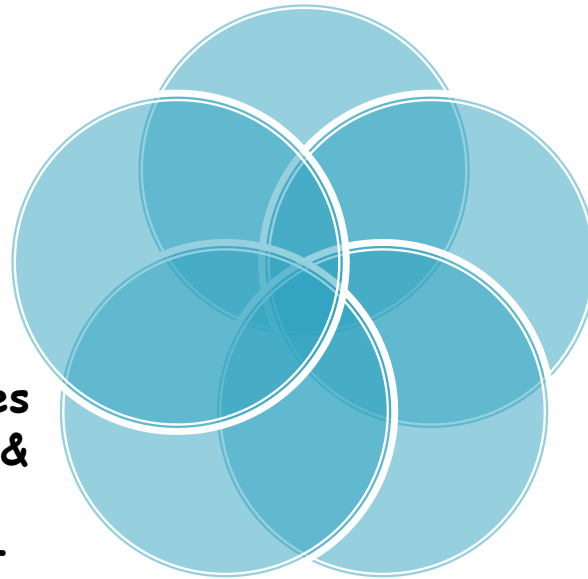


# Steps to be followed for Industrial Connection through on-line application having connected load below 50 KVA

1. Registration, Log-in & Submission of on-line Application

2. Issuance of on-line Provisional Quotation for Service Connection Charge & Security Deposit

3. Deposition (on-line / off-line) of Service Connection Charge & Security Deposit



5. Effecting Service Connection or Written intimation in caser of non-feasibility

4. Inspection of Premises by WBSEDCL authority & Submission of required documents by Applicant

# Step wise brief procedures to be followed for Industrial Connection through On-line application having connected load below 50KVA

## 1) Registration, Log-in & Submission of on-line Application

### User Registration :-

Applicant / User has to register himself / herself through a simple self registration process by giving Name, user ID (of his/her choice), email ID and mobile No. The system generated password will be displayed in the screen and as well as mailed to the user at the given mail id.

### Log-in and Onward Process :-

Applicant / User needs to log in the system with user ID and password. After successful login, applicant may change his / her password. In the application page, applicant needs to select the area/district where he/she belongs. After selection, the list of the Customer Care Centre will be displayed from where user need to select the right Customer Care centre. User is requested to click on the link provided here as tips.

### Application form submission :-

Applicant / User needs to fill up all the details provided in the application page and submit the same.

#### Tips :

##### ➤ Customer Care Centre (CCC) :

User can check nearby locality and get their Customer Care Centre. User's Customer Care Centre might be same as them. For more information, user can contact toll Free Numbers (available in website).

##### ➤ Rural / Urban :

Generally locality covered under Municipality are considered as Urban area.

**N.B:** Following documents can be downloaded by the applicant for use in future:

- i) The Guideline and applicable Tariff for future Electricity Bill, after effecting the connection.
- ii) Booklet related to application under WBSEDCL Procedures-A [to be submitted subsequently at CCC after fill-up]

# Step wise brief procedures to be followed for Industrial Connection through On-line application having connected load below 50KVA (continued)

## 2) Issuance of on-line Provisional Quotation for S.C Charge & Security Deposit:

On submission of application (on-line), instant Provisional quotation for service connection & Security Deposit will be generated from system for the intending consumer having application no. and he/she may download the quotation letter.

## 3) Deposition of Quotation amount:

The Quotation amount may be paid through e-payment gateway in net-banking/debit/credit card mode in the WBSEDCL Web portal and may download the payment receipt or alternatively applicant may deposit payment at concerned Customer Care Centre.

## 4) a) Inspection of Premises by WBSEDCL authority:

After deposition of Quotation amount, authorized representative of WBSEDCL will inspect the premises (within 7 days / 14 days from date of deposition in case of Urban / Rural area respectively) to ascertain:

1) Whether any connection already exists (live / disconnected)?

If exists, then:

(i) is the particular premises (new one) is physically separate from the existing premises (old one) along with electrical wiring?

(ii) is there any O.S.D. against the old connection?

2) Whether the existing system capable to deliver the demand loads?

3) Whether any maintenance jobs require to be done on the existing system?

4) Whether the Intending Consumer has completed his portion of work i.e. : Readiness of premises, Installation of Main Switch, Installation of earthing, Completed the wiring etc.

If any deviation is found, it will be intimated in due course.

# Step wise brief procedures to be followed for Industrial Connection through On-line application having connected load below 50KVA (continued)

## 4) b) Submission of required documents by Applicant:

After payment of Provisional Quotation amount, following documents should immediately be arranged to submit by the applicant at the concerned Customer Care Center:-

Duly filled downloaded Booklet along with the following documents:

- 1) One passport size photograph
- 2) Passport/Voter ID/Telephone Bill
- 3) Land ownership document (Property Paper/Purchase Deed/Tenancy Deed/ Tax Receipt of Panchayet / Municipality etc.
- 4) Self certification of installation of capacitor at incoming side of service connection but after the meter of LV & MV Industrial consumers having contract demand of 10 KVA or above.

## 5) Effecting Service Connection

On receipt of above documents clubbed with satisfactory inspection / observations at the premises about its readiness & clear status, connection will be effected .