



## KERALA STATE ELECTRICITY BOARD LIMITED

(Incorporated under the Indian Companies Act, 1956)

Office of the Director (Distribution, Safety & Generation - Ele)  
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No D(D&S)/D6-AE3/Ease of Doing Business/2016

Dated 04.02.2017

From

**Director (Distribution & Safety)**

To

Chief Engineers (Distribution)

Sir / Madam,

Sub: Simplification of Procedure - Instructions Reg

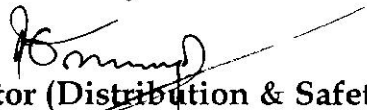
- 1 KSEB Ltd, vide the above order had adopted simplified forms for various applications. Deputy Chief Engineers of Electrical Circles were authorized to print sufficient copies of the forms and make available in field offices. It is noted that even after two and half months, printed service connection applications are not made available in some of the Electrical Sections. This is causing non-uniformity in formats being used for various applications and procedures. The former application form shall not be distributed from any office, starting from 15.02.2017; however, in order to avoid hardship to consumers, the former application forms distributed to applicants prior to that shall be accepted.
- 2 It is noted that some of the officers insist that proof of ownership is to be produced afresh while processing applications for change in Connected Load (or Contract Demand) or tariff change. It may please be noted that in a petition (OP No 09/2016 filed before KSERC with respect to change of Connected Load / Contract Demand of HT/EHT consumers), KSEB has already taken a stand that the ownership certificate need not be insisted from the applicant along with the application if there is no change in ownership of the premises. This stand was accepted by the Hon'ble Commission; Commission had observed that the ownership certificate need not be insisted in that case since the consumer himself or the authorized representative is applying for reduction / enhancement of contract demand.

Under these circumstances, unless it is evident that there was change of ownership, proof of ownership shall not be insisted afresh while processing applications for change in Connected Load (or Contract Demand) or tariff change; if there was change of ownership, procedure for change of ownership shall be adhered to.

- 3 Some of the officers requested clarification whether cost of application form (Rs 10/-) is to be collected from applicants who use downloaded application forms. It may be noted that Rs 10/- per application form is being collected as cost of printing; this cost need not be collected from applicants who do not purchase forms from our counter.
- 4 Officers also requested clarification whether special adhesive stamp is to be insisted while applying for change of ownership, change in Connected Load / Contract Demand, change of tariff, shifting, conversion etc. Special adhesive stamp (or declaration in stamp paper) need not be insisted for change of name in case LT Connected Load Based consumers or for change in Connected Load / Contract Demand, change of tariff, shifting, conversion. However, Separate agreement will be required for change of name in case of EHT/HT consumers and also LT consumers having Contract Demand based tariff.
- 5 Field Officers have requested a common format for recording the observations during pre-service inspection. A common inspection format is prescribed for various purposes (new service, change of tariff, shifting, conversion, tariff change & connected load change) for consumers / applicants whose Connected Load is less than 10 kW; if the Connected Load is more, a more detailed reporting format may be used (formats attached).

Thanking you,

Yours faithfully

  
Director (Distribution & Safety)