



KERALA STATE ELECTRICITY BOARD LIMITED

(Incorporated under the Indian Companies Act, 1956)

CIN:U40100KL2011SGC027424

Reg. Office: Vidyuthi Bhavanam, Pattom, Thiruvananthapuram – 695 004 Website: www.kseb.in

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Abstract

Ease of Doing Business - Simplification of Procedure - Implementation -
Sanctioned – Orders issued

CORPORATE OFFICE (SBU-D)

BO(FTD) No.3199/2016 (D(D&S)/D6-AE3/Ease of Doing Business/2016) Dated, Tvp, 11/11/2016

- Read:1. Note No D (D&S)/D6-AE 3/Ease of Doing Business/2016 dated 19.08.2016 of the Director (Distribution Safety & Gen- Electrical) placed before the Full Time Directors
2. Govt Ltr No 173/B3/16/PD dated 20.09.2016 addressed to the Secretary, KSERC under Sec 108 of Electricity Act, 2003
 3. Notification No 1504/DD(T)/Supply Code 2016/KSERC dated 26.10.2016 of KSERC

ORDER

1. A proposal for simplification of the procedures associated with Service Connection was approved by the Full Time Directors vide Note read as 1st paper. Among various recommendations, it was proposed that Service Connections may generally be released if proof of identity and proof of ownership / legal occupancy are produced along with application with dimensioned sketch of the premises. Modification of various application forms was also proposed. It was decided to implement the simplified procedure and application formats after obtaining the approval from KSERC. The matter was taken up with KSERC. Meanwhile, the Government of Kerala, vide Ref 2nd cited issued certain directives to KSERC under Sec 108 of the Electricity Act, 2003; the above recommendations were also included in the said directive.
2. KSERC vide Ref 3rd cited has notified Kerala Electricity Supply Code (Removal of Difficulties Order) 2016. As per the notification, modification in formats for some of the applications were approved. KSERC also agreed to the proposal that documents required to be accompanied with application forms for new connection shall be limited to two viz. proof of identity and proof of ownership / legal occupancy of the applicant over the premises for which connection is being sought for in normal case
3. The Full Time Directors, in the meeting held on 07.11.2016 decided to implement the simplified procedure for availing service connection as approved by KSERC vide Notification 3rd cited forthwith.

- (a) Service connections may be generally be released based on the following 2 documents produced along with application with dimensioned sketch of the premise.
- i. Proof of Identity. (if applicant is willing to share AADHAR No, even proof of identity can be avoided – this will however require support from State IT Mission) and
 - ii. Proof of ownership / legal occupancy (if applicant is willing to share AADHAR No, and service is required in the address provided in AADHAR No, further proof of ownership can also be avoided)
- (b) Following revised formats for applications shall be adopted.
- i. Application for Low Tension Connection (for Connected Load based Billing)
 - ii. Application for Service Connections for Demand Based Tariff (EHT / HT / LT)
 - iii. Willingness for transfer of service connection (by registered consumer)
 - iv. Application for change of name in case of Sale/ Lease / Change in ownership / Occupancy (other than legal heirs)
 - v. Application for change of name (in case of legal heirs)
 - vi. Application for General Service Requests (Conversion / Shifting/ Tariff Change)
 - vii. Application for Enhancing / Reducing Contract Demand / Load
 - viii. Test cum Completion Certificate of Electrical Installation

Deputy Chief Engineers of Electrical Circles are authorized to print sufficient copies of the forms and make available in field offices. Applicants may also use forms downloaded from the website of KSEB ltd. Chief Engineer (IT & CR) shall make provisions to download forms from website.

- (c) Chief Engineer (IT&CR) is entrusted to modify the Service Connection Registration module.

Orders are issued accordingly.

By Order of the Full Time Directors,
Sd/-
Rajthilakan.M.G.
Secretary (Administration)

To

The Chief Engineers, Distribution
The Deputy Chief Engineers, All Electrical circles
The Chief Engineer (IT&CR)

Copy to:

The Financial Adviser/The Chief Internal Auditor/ The Chief Public Relations Officer

The TA to Chairman & Managing Director

The TA to Director (Distribution, Safety & Generation-Electrical/ Transmission & System Operation/ Corporate Planning & Supply Chain Management / Generation-Civil & HRM)

The RCAO/The RAO/The LLO

The PA to Director (Finance)/ Senior CA to Secretary (Administration)

The Fair Copy Superintendent/Library/Stock File

Forwarded/By Order

A handwritten signature in blue ink, appearing to be 'S. K. R.', enclosed within a blue circular scribble.

Assistant Engineer

For Office Use Only	Con No	Connected load kW
	Purpose	Tariff	Date of Connection



Kerala State Electricity Board Limited

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Application for Low Tension Connection (for Connected Load based Billing)

Affix recent Passport size Photograph of applicant / authorised signatory

1	Name of applicant (<i>in Capital Letters</i>)				
	If connection is required for an Organisation	Name of Organisation	Designation of Applicant		
2	Address of premises where electricity connection is required		Present address (for communication)		
	Name of Building				
	Building Number				
	Lane / street				
	Place / Land mark				
	District / Pin Code				
	Village/Survey No.				
E mail		Ph No	(L) 0	(M)	
3	Purpose of Supply (✓)	Domestic	If non domestic, provide details of activity / manufactured product	5 Connected Load (kW)	
		Commercial		6 PAN No (Optional)	
		Industrial			
		Agricultural		7 AADHAR No (if available, proof of Identity is not reqd)	
		Others			
4	Status of applicant	Owner	Tenant		
8	Whether other properties need to be crossed over	Yes	If YES, whether consents obtained in all cases	Yes	Whether internal distribution is carried out by promoter
		No		No	
9	Preferences of applicant (Optional)	If applicant desires a particular Date of Inspection, specify the Date* * (This may attract additional expenses)			
		No of Phases Required (1 phase / 3 phase)	1 Ph	3 Ph	
		Whether consumer opt to purchase meter (as per CEA approved specification)	Yes	No	
		Whether applicant wishes to remit security deposit and expenses for connection along with application (Only for WP service not requiring poles)	Yes	No	

I,, son/daughter of hereby declare that I have attained 18 years of age, that the information provided in this application is true to my knowledge, that the internal wiring of the premises has been tested by (name of licensed wiring contractor) who is having a valid License No and the test cum completion certificate / Energisation Approval No is available with me. I further confirm that there are no orders of Court / Govt restricting electricity connection in the premises, that I will remit electricity dues during every billing cycle and also as and when demanded as per the applicable electricity tariff, and other charges, that I will own the responsibility of security and safety of the meter, cut-out and the installation thereafter. I will not indulge in any misuse of power and will take all necessary steps in the premises for the efficient use of power and to stop its wastage. I have read and understood the Kerala Electricity Supply Code, 2014 and agree to abide by the conditions mentioned therein.

Date:	Signature of the applicant / authorized signatory				
Place:	Name:				
Documents attached Please tick (✓)	Proof of Identity	Letter of Authorisation	Details of Property Crossing / Property Crossing Consents	Dimensioned sketch of the premises	
	Proof of ownership	Consent from Owner	Test Certificate of metering equipment	Others (specify)	

Particulars of Consents / NOCs required / produced

If applicant is tenant / occupier *	<p align="right">* Proof of ownership to be produced separately</p> <p>I / We,being registered title holder(s) and the absolute owner / joint owner(s) of property comprised in Sy No of Village, bearing building no.of (local body) do hereby give my / our consent to Sri / Smt, who is a joint owner / tenant / occupier of the above premises to wire and avail service connection from KSEB Ltd in his name as consumer at the above premises. I/We shall inform KSEB as and when the premises is vacated.</p>		
	Name & dtd signature of owner/ joint owner(s)	Name & dtd signature of first witness	Name & dtd signature of second witness
	(i) No of properties to be crossed		(ii) No of consents obtained
In case of Property Crossing (use separate sheet if required)	I / We hereby give consent for drawing electric line through my / our property mentioned below for giving electric connection to Sri / Smt		
	Name & Address of property owners	Village	Sy No
	Signature Name (Witness 1)	Signature Name (Witness 2)	
	Signature Name (Witness 2)	Signature Name (Witness 1)	
Consents Received	No	Name & address of property owner	Village
Consents Not Received			Sy No
Space for affixing Special Adhesive Stamp worth Rs 200/-			
Dated Signature & Name of Applicant			

Acknowledgement

Ref No:

Application of(name of applicant), complete in all respects, for a new Service Connection has been received at this office on
(Date).

The above reference number is to be used for all future correspondence.

Signature of representative

Seal of KSEB Ltd

Name and designation

For Office Use Only	Con Code	Contract Demand kVA
	Purpose	Tariff	Date of Connection

Affix recent Passport size Photograph of applicant / authorised signatory



Kerala State Electricity Board Limited

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Application for Service Connections for Demand Based Tariff (EHT/HT/LT)

1	Name of applicant (in Capital Letters)						
	If connection is required for an Organisation	Name of Organisation	Designation of Applicant				
2	If in industrial area / SEZ etc	Name of the authority / developer of area / SEZ					
3	Category	Individual / Proprietary	Partnership	Private Ltd			
			Public Ltd	Society			
			Govt Department	Govt undertaking			
4	Address of premises where electricity connection is required		Present address (for communication)				
	Name of Building						
	Building Number						
	Lane / street						
	Place / Land mark						
	District / Pin Code						
	Village/Survey No.						
	E mail						
5	Status of applicant	Owner	Tenant	6 Whether Power Intensive or not			
				Yes No			
7	Whether properties of others need to be crossed over	Yes	No	7 If YES, whether Consents obtained in all cases			
				Yes No			
8	Purpose of Supply Please tick (√)	Domestic	If non domestic, provide details of activity / manufactured product	9 Type of Connection (√)			
		Commercial			Permanent	Temporary	Seasonal
		Industrial			If temporary / seasonal,		
		Agricultural			Period of requirement	From	To
	Others						
10	Connected Load (kW)	11	PAN No				
	Contract Demand (kVA)	12	AADHAR No (if available)				
13	Area of the premises	Constructed area (m ²)	Plot size (m ²)				
14	Whether the unit has been in operation earlier? (If YES, details may be provided separately)			Yes No			
15	Preferences of applicant (Optional)	If applicant desires a particular Date of Inspection, specify the Date* (This may attract additional expenses)					
		Whether a Dedicated Feeder is required		Yes No			
		If Dedicated feeder is availed, whether Protected Load Status is sought		Yes No			
		Whether consumer wishes to purchase meter (as per CEA approved specification)		Yes No			

I,, son/daughter of hereby declare that I have attained 18 years of age, that the information provided in this application is true to my knowledge, that the internal wiring of the premises has been tested by (name of licensed wiring contractor) who is having a valid License No and the test cum completion certificate / energisation approval No for the above mentioned connected load is available with me. I further confirm that there are no orders of Court / Govt restricting electricity connection in the premises

Date: Signature of the applicant / authorized signatory

Place: Name:

Documents attached Please tick (√)	Proof of Identity	Letter of Authorisation	Details of Property Crossing & Consents
	Proof of ownership	Consent from Owner	Test Certificate of metering equipment
	Agreement	Dimensioned sketch	Others Specify

Particulars of Consents / NOCs required / produced

If applicant is tenant / occupier *	* Proof of ownership to be produced separately			
	I / We,being registered title holder(s) and the absolute owner / joint owner(s) of property comprised in Sy No of Village, bearing building no.of (local body) do hereby give my / our consent to Sri / Smt, who is a joint owner / tenant / occupier of the above premises to wire and avail service connection from KSEB Ltd in his name as consumer at the above premises. I/We shall inform KSEB as and when the premises is vacated.			
	Name & dtd signature of owner/ joint owner(s)	Name & dtd signature of first witness	Name & dtd signature of second witness	
	(i) No of properties to be crossed		(ii) No of consents obtained	
In case of Property Crossing (use separate sheet if required)	I / We hereby give consent for drawing electric line through my / our property mentioned below for giving electric connection to Sri / Smt			
	Name & Address of property owners	Village	Sy No	Signature of Property Owner
	Signature Name (Witness 1)	Signature Name (Witness 2)		
In case of Property Crossing (use separate sheet if required)	Consents Received			
Consents Not Received	No	Name & address of property owner	Village	Sy No
Dated Signature & Name of Applicant				

Acknowledgement

Ref No:

Application of(name of applicant), complete in all respects, for a new Service Connection has been received at this office on
(Date).

The above reference number is to be used for all future correspondence.

Signature of representative

Seal of KSEB Ltd

Name and designation



Kerala State Electricity Board Limited
Application for Transfer of Service Connection
 (Consequent to Sale / Lease / Change of Ownership / Occupancy)
 (See Regn 41 of Kerala Electricity Supply Code, 2014)*

* This form is to be used by Registered Consumer

Name & Address of Consumer (Applicant)		Name & Address of Owner (if applicant is not the owner of building)	
Name			
Building No./Street			
Place / Land mark			
District / Pin Code			
Phone No.	Land		
	Mobile		
E mail			
Consumer No / Code			
Category			
Connected Load		kW	Contract Demand kVA
Particulars of Transfer			
Name & Address of Proposed Transferee		Reason for Transfer of Connection	
Name		Change in ownership of Building	
Building No.		Change in occupancy	
Lane / street		Nature of Transfer	Sale
Place / Land mark			Lease
District / Pin Code			Merger
Phone No.	Land		Demerger
	Mobile		Acquisition of Rights
E mail			Others Specify
1. Whether the consumer is willing to pay all dues before the date of proposed transfer		Yes	No
2. Whether the consumer intends to transfer all arrears of electricity charges and other liabilities to the proposed transferee		Yes	No
3. Whether the consumer is willing to transfer the Security Deposit to the proposed transferee		Yes	No
4. Whether the Licensee can pass on information relating to the service connection agreement and liabilities of the consumer to the proposed transferee		Yes	No
5. Whether the Consumer is willing to pay all dues and terminate the agreement		Yes	No

I propose to transfer the service connection, details of which are given above. It is requested that procedures for transferring connection may kindly be initiated.

Date Signature of Applicant

Place Name

Enclosures : 1. Proof of Identity of applicant

Acknowledgement

Ref No:

Application of(name of applicant),
complete in all respects, for transfer of service connection consequent to sale, lease change
of ownership / occupancy has been received at this office on (Date).

The above reference number is to be used for all future correspondence.

Signature of representative

Seal of KSEB Ltd

Name and designation

For Office Use Only	Con No	Connected load/ Con Demand kW/kVA	App No Date
	Purpose		Tariff

Affix recent Passport size Photograph of applicant / authorised signatory



Kerala State Electricity Board Limited
Application for Change of Name
(in case of Sale/ Lease / Change in ownership / Occupancy - not for legal heirs)
* This form is to be used by Prospective Consumer

I am now in possession of building / premises having Service Connection bearing Consumer No./ Code registered in favour of (Name of Registered Consumer) under Electrical Section I request that the said service connection be transferred to me.

Particulars of Applicant (Prospective Consumer)		Particulars of Owner (if the applicant is not the owner of the building)
Name		
Bldng No. / Street		
Place / Land mark		
District / Pin Code		
Phone No.	Land	
	Mobile	
E mail		

2	If connection is required for an Organisation	Name of Organisation	
		Designation of Applicant	

3	Contracted load	kW	Contract demand	kVA
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5	Reason for Transfer of Connection (√)	Change in ownership of Building		Change in occupancy
	Nature of Transfer (√)	Sale	Merger	Acquisition of Rights
		Lease	De-Merger	Others Specify

4	Status of applicant (√)	Owner	Tenant
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If applicant is tenant / occupier * (Proof of ownership to be produced separately)

Ibeing registered title holder and the owner / joint owner of property comprised in Sy No of Village, bearing building no. of (local body) do hereby give my / our consent to Sri / Smt , who is a tenant / occupier of the above premises to wire and avail service connection from KSEB Ltd in his name as consumer at the above premises. I/We shall inform KSEB as and when the premises is vacated.

Name & dtd signature of owner

Name & dtd signature of first witness

Name & dtd signature of second witness

I,, son/ daughter of hereby declare that I have attained 18 years of age, that the information provided in this application is true to my knowledge, that there are no orders of Court / Govt restricting electricity connection in the premises, that I will remit electricity dues during every billing cycle and also as and when demanded as per the applicable electricity tariff, and other charges, that I will own the responsibility of security and safety of the meter, cut-out and the installation thereafter. I will not indulge in any misuse of power and will take all necessary steps in the premises for the efficient use of power and to stop its wastage. I have read and understood the Kerala Electricity Supply Code, 2014 and agree to abide by the conditions mentioned therein.

Date:
Place:

Signature of the applicant / authorized signatory
Name:

Acknowledgement

Ref No:


Application of(name of applicant), complete in all respects, for change in name has been received at this office on (Date).

The above reference number is to be used for all future correspondence.

Signature of representative

Seal of KSEB Ltd

Name and designation

For Office Use Only	Con No		Connected load/ Con Demand kW/kVA	App No Date	Affix recent Passport size Photograph of applicant / authorised signatory
	Purpose	Tariff		Date of change of ownership	
		Kerala State Electricity Board Limited Application for Change of Name (For transfer of ownership to Legal Heir) * This form is to be used by Prospective Consumer			
I am the legal heir of (name of Registered Consumer), having Service Connection under Electrical Section with Con No / Code I request that the said service connection be transferred to me.					
1	Particulars of Applicant (Proposed Consumer)			Particulars of Owner (if the applicant is not the owner of the building)	
	Name				
	Bldng No. / Street				
	Place / Land mark				
	District / Pin Code				
	Phone No.	Land			
	Mobile				
E mail					
2	If connection is required for an Organisation	Name of Organisation			
		Designation of Applicant			
3	Reason for Transfer of Connection				
4	Connected load		kW	Contract Demand	
				kVA	
5	Status of applicant (✓)		Owner	Tenant	
If applicant is tenant / occupier * (Proof of ownership to be produced separately) Ibeing registered title holder and the owner / joint owner of property comprised in Sy No of Village, bearing building no.of (local body) do hereby give my / our consent to Sri / Smt , who is a tenant / occupier of the above premises to wire and avail service connection from KSEB Ltd in his name as consumer at the above premises. I/We shall inform KSEB as and when the premises is vacated.					
Name & dtd signature of owner		Name & dtd signature of first witness		Name & dtd signature of second witness	
I,, son/daughter ofresiding in (Building No. & local body) Village Taluk District hereby declare that I have attained 18 years of age, that the information provided in this application is true to my knowledge, that there are no orders of Court / Govt restricting electricity connection in the premises, that I will remit electricity dues during every billing cycle and also as and when demanded as per the applicable electricity tariff, and other charges, that I will own the responsibility of security and safety of the meter, cut-out and the installation thereafter. I will not indulge in any misuse of power and will take all necessary steps in the premises for the efficient use of power and to stop its wastage. I have read and understood the Kerala Electricity Supply Code, 2014 and agree to abide by the conditions mentioned therein.					
Date:		Signature of the applicant / authorized signatory			
Place:		Name:			

Acknowledgement

Ref No:

Application of(name of applicant), complete in all respects, for change in name has been received at this office on (Date).

The above reference number is to be used for all future correspondence.

Signature of representative

Seal of KSEB Ltd

Name and designation



Kerala State Electricity Board Limited

Service Requests (Conversion / Shifting/ Tariff Change)*

* This form is to be used by Registered Consumer

Name & Address of Consumer (Applicant)		Other particulars (as sanctioned)	
Name		Con No / Code	
Building No./Street			
Place / Land mark		Category / Purpose	
District / Pin Code			
Phone No.	Land	Tariff	
	Mobile		
E mail		Connected Load / Contract Demand	kW
			kVA
Services Required (please ✓ whichever is applicable)	Conversion of service	Conversion from LT single phase to three phase	
		Conversion from LT three phase to LT single phase	
		Others (please specify)	
	Shifting (sketch to be attached)	Shifting of Metering Equipment	
		Shifting of Service Line	
	Change of Purpose / Consumer category	Change of Purpose / Consumer category	
Purpose for which electricity is proposed to be used			

I require the above services and is willing to meet the expenditure. It is requested that procedures for the same may kindly be initiated.

Date _____ **Signature of Applicant** _____

Place _____ **Name** _____

Enclosures

- | | |
|---|--|
| 1. Proof of Identity of applicant | |
| 2. Completion Certificate (applicable for conversion & shifting) | |
| 3. Sketch showing present & proposed location (applicable for shifting) | |
| 4. Any other document | |

Acknowledgement

Ref No:

Application of(name of applicant), complete in all respects, for Conversion / Shifting/ Tariff Change has been received at this office on (Date).

The above reference number is to be used for all future correspondence.

Signature of representative

Seal of KSEB Ltd

Name and designation



Kerala State Electricity Board Limited

Service Requests (Enhancing / Reducing Contract Demand / Load)*

* This form is to be used by Registered Consumer

Name & Address of Consumer (Applicant)			Other particulars (as sanctioned)	
Name			Con No / Code	
Building No./Street				
Place / Land mark			Category / Purpose	
District / Pin Code				
Phone No.	Land		Tariff	
	Mobile		Existing	kW
E mail			Connected Load / Contract Demand	kVA
Required Contracted Demand / Connected Load		kW	Reason(s) for Enhancement / Reduction	
		kVA		
Conversion of service (please ✓ whichever is applicable, if required)		Conversion from single phase to three phase		
		Conversion from three phase to single phase		
		Others (please specify)		

I require enhancing / reducing the present Connected Load / Contract demand, as mentioned above and is willing to meet the expenditure. It is requested that procedures for the same may kindly be initiated.

Date **Signature of Applicant**

Place **Name**

Enclosures

1. Proof of Identity of applicant	
2. Completion Certificate	
3. Sketch	
4. Any other document	

Acknowledgement

Ref No:

Application of(name of applicant), complete in all respects, for enhancing / reducing the Connected Load / Contract Demand has been received at this office on (Date).

The above reference number is to be used for all future correspondence.

Signature of representative

Seal of KSEB Ltd

Name and designation

Test cum Completion Certificate of Electrical Installation (sketch to be attached separately)

The particulars regarding the installation of electrical equipment in (name of the premises) are given below and are correct; the installations have been actually wired up and are ready for test. The insulation resistance values between conductors is / are Mega Ohms. The insulation resistance between conductors and earth is Mega Ohms. The earth resistance of the wiring installation measured is Ohms. Earth continuity is tested and found ok. Certified that the installation conforms to relevant standards.

Load Particulars	No. of points	Rating (Watts)	Total (Watts)	Details of capacitor		For office use		
				Serial No. of Capacitor	Rating	No. of points	Rating (Watts)	Total (Watts)
1	2	3	4=2x3	5	6	7	8	9=7x8
Connected load								
	Total							
Standby load								
	Total							
	Contractor			Supervisor		Wireman		
Dated Signature								
Name								
Licence No								
Dated Signature of Applicant								
Name of Applicant								
Remarks:								
Dtd Signature of Inspecting Officer								
Name								