

Standard Operation Procedure and Checklist.

Name of the Department	Inspectorate of Electricity, Meghalaya, Shillong.

Application Type: Applied for Electrical Safety Certificate Registration.

A. Standard Operation procedure for Applicant

Application for	Application for No Objection certificate (N.O.C)
Application Type	No Objection Certificate and Renewal (N.O.C)
Mandatory supporting documents required (enclosure)	a. Application letter to the Senior Electrical Inspector, Meghalaya, Shillong. b. Test report (Load Declaration) for No Objection certificate (N.O.C) (counter sign & seal by the registered Electrical Contractor from Govt. Meghalaya & Assistant Executive Engineer) c. Treasury Challan (as per the test report/load declaration).
Process description	➤ Step 1: Applicant visits the single window portal and submits the applications addressing to the Senior Electrical Inspector, Meghalaya Shillong along with all the said documents. ➤ Step 2: Dealing Assistant reviews the applications and enclosures. ➤ Step 3: Dealing Assistant forwards the applications to the concern Senior Electrical Inspector, Meghalaya, Shillong. ➤ Step 4: The concerned Senior Electrical Inspector shall forward the application and all related documents to the Electrical Testers (ETs) as per the allotted area for review. The ETs shall examine the application and either accept or reject it based on the submitted documents. If all documents are found in order, the inspection shall be conducted by the ETs within 30 days of acceptance. After inspection, if any faults are found in the wirings, only the test report and remarks will be issued to the applicant. N.O.C will be granted only after the applicant rectifies the faults wirings. ➤ Step 5.1: (In case of rejection by the Electrical Tester) the Senior Electrical Inspector shall inform the applicant of the reasons for rejection. ➤ Step 5.2: (In case of queries raised to the applicant) The applicant shall provide the required clarification and/or rectify the deficiency or incomplete documents/enclosures. ➤ Step 5.3: (In-case of initial go ahead by the Electrical Tester) Field staff (concerned Officer) informs applicant about the date of inspection and

	testing of the wirings. ➤ Step 6: Inspections of No Objection certificate (N.O.C) by the concerned officials uploads the No Objection certificate (N.O.C); Electrical Testers either: reject the quarries or in case of initial go ahead, inform the applicant about inspection report. ➤ Step 7: (in case of initial go ahead by Electrical Testers) applicant pays less amount of fees applicant need to re-pay the remaining amount and uploads proof of payment. ➤ Step 8: Electrical Tester prepares No Objection certificate (N.O.C) and forward to the Senior Electrical Inspector for approval and signature. ➤ Step 9: Senior Electrical Inspector issues the approval for No Objection certificate (N.O.C) and upload the certificate. In any case of rejection Senior Electrical Inspector reject the applicant and provides reasons to applicant for the same. ➤ Step 10: Applicant download the certificate.
Procedure for fees payment	
Timeline for completing the process	No Objection certificate (N.O.C) within 30 days.
Checking of application status	Applications status can be track through single window portal.

B. Inspection procedure:

A. Pre-inspection

1. Insulation resistance (IR) value test for No Objection certificate (N.O.C), earth resistivity test, quality of the materials, Checking of main Panel, Checking of PCC Panel, Checking of Distribution box and IR value test of cables, checking of main panel rooms and checking of Danger plate Sign in the Panels rooms.

2. Inspection.

1. Inspection shall be made during regular working days.
2. At the beginning of the inspection, the inspection shall locate the applicant and inform about the purpose of the proposed inspection.
3. The Electrical Testers record all the measuring parameters for evidence if any non-complaint has been observed.
4. If applicant willfully delays or obstructs the inspections, the same shall be recorded in the inspection report for taking further necessary action in the matter.
5. At the end of the inspection, the ETs may inform the applicant about the apparent non-compliance observed during the inspection so that the applicant may initiate the necessary corrective action wherever required.

B. Post Inspection

1. No Objection certificate (N.O.C) shall be uploaded and copy to the applicant.
2. All observation of then inspection along with the measuring parameters shall be record during the inspection. Non-compliance should be included as part of the report.
3. Non-compliance area shall be listed in the report along with the additional measures that need to be taken by the application to ensure compliance.

Annexure-I
Schedule of rate for Lines & Sub-Station.

Scale-N.

	For Inspection and Testing of Temporary Service Connection such as concerts, Fete, Street lighting, Trade Fairs, Public gathering etc. as per the clause (a) and (b) under sub-section (1) of section 54 of Electricity Act, 2023.	Rs. 650.00 per Kilo Watt. Connected load shall be rounded to a KW.
	Note: Under “N” above these are new insertion; these are the matter of urgent in nature where inspection and testing has to be carried out immediately as soon as the fee is paid by the applicant.	

C. Format of No Objection certificate (N.O.C) Test report need to be submitted by applicant.

TEST REPOTS OF INTERNAL ELECTRIFICATIONS.

To,

The Senior Electrical Inspector,
Meghalaya, Shillong.

1.	Name of the Firm	:	
2.	Address/Phone No.		

- The load has been arranged as follows:

Sl. No	Equipment Description	Ratings of Watts of each item.	Phase-I Details of running Load in Watts.		Phase-II Details of running Load in Watts.		Phase-III Details of running Load in Watts		Total Watts of all 3 Phases.
			Nos of Point	Total Watt	Nos of Points	Total KW	Nos of Points	Total KW	
1.	LED								
2.	Tube Light LED								
2.	Fans								
3.	Air Conditioner								
4.	Plug Points 6 Amps.								
5.	Plug Points 16 Amps								
6.	Refrigerator								
7.	Motors								
8.	Exhaust Fan								
Total Load									

3. Voltage and supply System :

4. Voltage System of Supply :

5. Types of Wiring :

6. Test Result :

7. Date of Testing :

8. Ratings of Megger :

Sl No.	Types of Testing		Result of test carried out by Licensed Contractor in (MΩ/Ω)
1.	Insulation resistance Test value between earth and whole System of conductor.	=	
2.	IR value test from main control Panel.		
	a). R Phase-E	=	
	b).Y Phase-E	=	
	c).B Phase-E	=	
3.	IR Value Test of Phase to Phase.		
	a). P1-P2	=	
	b). P1-P3	=	
	c). P2-P3	=	
	d). P2-P1	=	
	e). P3-P1	=	
	f). P3-P2	=	
4.	Earth Resistance Test.		
	a).Earth Pit-1	=	
	b).Earth Pit-2	=	
	c).Earth Pit-3	=	
	d). Earth Pit-4	=	
	e) Earth Pit-5	=	
	f). Earth Pit-6	=	
	e) Earth Pit-7	=	
	g) Earth Pit-8	=	
	h) Earth Pit-9	=	
Remarks :			

Seal and signed by the Contractor

Seal and signed by the Supervisor.

D. Format of No Objection certificate (N.O.C) issue Inspectorate of Electricity.

No. IEL.III/.....

Dated Shillong the

NO OBJECTION CERTIFICATE

'No Objection Certificate is hereby granted under Section 54 of Electricity Act 2003 to Government Electrical Contractor Regd. No..... to undertake temporary wiring work for a connected load of 1 KW for.....,,, schedule to be held from April, 2026 Up to April, 2026. This certificate is granted subject to the following conditions that all safety measures should be strictly followed as laid down under regulations 62 & 63 of Central Electricity Authority (Measures relating to Safety and Electric Supply) Regulations 2023 to avoid any incident arising from utilization of electricity:-

1. Regulation 62 (2) "Where an overhead line of voltage not exceeding 650 V passes above or adjacent to or terminate on any building, the following minimum clearances from any accessible point, on the basis of maximum sag, shall be observed, namely:-
 - i. When the line passes above the building, a vertical clearance of 2.5 metre from the highest point and
 - ii. When the line passes adjacent to the building, a horizontal clearance of 1.2 metre from the nearest point".
 2. Regulation 63 (2) "Where an overhead line of voltage exceeding 650 V passes above or adjacent to or terminate on any building, or a part of building it shall have on the basis of maximum sag a vertical clearance above the highest part of the building immediately under such line, of not less than:-
 - i. For lines of voltages exceeding 650 V and up-to 33 KV – 3.7 metre.
 - ii. For lines exceeding 33 KV – 3.7 meter plus 0.3 metre for every additional 33 KV or part thereof."
 3. Regulation 63 (3) The horizontal clearance between the nearest conductor and any part of the building shall, on the basis of maximum deflection due to wind pressure, be not less than:-
 - i. For lines of voltages exceeding 650 V and up-to and including 11 KV – 1.2 metre.
 - ii. For lines of voltages exceeding 11 KV up-to and including 33 KV – 2.0 metre.
- Further, this office will conduct physical inspection after the construction of the electrical wiring works is completed. Any violation of the mentioned regulations above if found, this No Objection Certificate may liable to be cancelled for the safety of the Public.

This NOC is valid for the period w.e.frd April, 2026 Up to April, 2026.

Senior Electrical Inspector,
Meghalaya, Shillong.