PROCESS FLOW

Task (T)Task NamePerforming DesignationAllowed(T)Application submission• Application• Actions: (only one at a time • Document(s): Enclosure/Annexure/Certificates • Forward to Task: Conditional Business RulesT1Application submission• Applicant• Actions: Application submitted by an Applican with attached Enclosures and Inspection Fees. • Document(s): Enclosure • Forward to Task: T2T2Application Verification by LDA / UDA• LDA • UDA• Actions: Forward to Senior Electrical Inspector with remarks • Forward to Task: T3T3Assigning of Task for Inspection• Senior Electrical Inspector• Actions: • Case 1 (if Enclosures are ok) : Forward to Deput Electrical Inspector (Zonal-Tura task to Deputy Electrical Inspector (Zonal-Tura task to Deputy Electrical Inspector (Zonal-Tura task to Deputy Electrical Inspector)T4Fixing of Date for Inspectors• Deputy Electrical Inspectors• Actions: Intimation to the Applicant for Date of Inspection.T5Enclosure Re-submission by Deputy Electrical Inspectors• Applicant Electrical Inspectors• Actions: Re Submit the rejected Enclosures. • Document(s): Enclosure • Forward To Task : T2T6Inspection / Re-inspection by Deputy Electrical Inspector• Deputy Electrical Inspectors• Actions: Case 1 (if the Electrical Installations being inspector)T6Inspectors• Deputy Electrical Inspectors• Applicant • Applicant• Actions: Re Submit the rejected Enclosures. • Document(s): Enclosure • Forward To Task : T2	
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re-inspected are found to be ok, Dy. Electricity)	Lai
prepared the Inspection Report and subm	it to
the Senior Electrical Inspector.	1 10
Forward To Task : T7	
b. If it is in Garo Hills Region and Voltage Rat	ng
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being inspected / re-inspected are found t	o be
ok, Dy. Electrical Inspector (Zonal Tura) is	
the Final Commissioning Approval with a c	
by mail to the Senior Electrical Inspector.	. ,
Case 2 : If the Electrical installations being	
inspected / re-inspected are found to be	
incompliance, Dy. Electrical Inspector prepared	the
Inspection Report along with suggestion for	
rectification and forward to the Applicants wit	
copy to the Senior Electrical Inspector .	
Forward To Task : T8	

Task (T)	Task Name	Performing Designation	Allowed Actions: (only one at a time Document(s): Enclosure/Annexure/Certificates Forward to Task: Conditional Business Rules
	Issue Commissioning Approval by Senior Electrical Inspector.	Senior Electrical Inspector	 Document(s): Inspection Report. Actions : Case 1 a. If it is in Khasi Hills Region, the Final Commissioning Approval will be issued by the Senior Electrical Inspector. b. If it is in Garo Hills Region and Voltage Rating > 33 KV, Final Commissioning Approval for all DG Set will be issued by the Senior Electrical Inspector . (Deliver) Documents : NOC DG Set. (Final Output Certificate)
Т8	Suggestion for rectification by the Applicants	Applicants	 Actions : Prepare Compliance Report and forward to Senior Electrical Inspector. Documents : Compliance Report. Forward To Task : T3