

PROCESS FLOW

Task (T)	Task Name	Performing Designation	Allowed
			<ul style="list-style-type: none"> • Actions: (only one at a time) • Document(s): Enclosure/Annexure/Certificates • Forward to Task: Conditional Business Rules
T1	Application submission	<ul style="list-style-type: none"> • Applicant 	<ul style="list-style-type: none"> • Actions: Application submitted by an Applicant with attached Enclosures and Inspection Fees. • Document(s): Enclosure • Forward to Task: T2
T2	Application Verification by LDA / UDA	<ul style="list-style-type: none"> • LDA • UDA 	<ul style="list-style-type: none"> • Actions: Forward to Senior Electrical Inspectors with remarks • Forward to Task: T3
T3	Assigning of Task for Inspection	<ul style="list-style-type: none"> • Senior Electrical Inspector 	<ul style="list-style-type: none"> • Actions: Case 1 (if Enclosures are ok) : Forward to Deputy Electrical Inspectors depending on the Voltage Rating with remarks . If Voltage Rating <= 33 KV and location is in Garo Hills Region, then assign the task to Deputy Electrical Inspector (Zonal-Tura) else assign the task to Deputy Electrical Inspector (Inspectorate of Electricity). Forward To Task : T4 Case 2 (if Enclosures are not ok) : Return to Applicant for Enclosures Re-submission with an alert notification. Forward To Task : T5
T4	Fixing of Date for Inspection / Re-inspection by Deputy Electrical Inspectors	<ul style="list-style-type: none"> • Deputy Electrical Inspectors 	<ul style="list-style-type: none"> • Actions: Intimation to the Applicant for Date of Inspection. • Forward To Task : T6
T5	Enclosure Re-submission	<ul style="list-style-type: none"> • Applicant 	<ul style="list-style-type: none"> • Actions: Re Submit the rejected Enclosures. • Document(s): Enclosure • Forward To Task : T2
T6	Inspection / Re-inspection by Deputy Electrical Inspectors	<ul style="list-style-type: none"> • Deputy Electrical Inspectors 	<ul style="list-style-type: none"> • Actions : Case 1 : a. If the Electrical installations being inspected / re-inspected are found to be ok, Dy. Electrical Inspector (Inspectorate of Electricity) prepared the Inspection Report and submit to the Senior Electrical Inspector. Forward To Task : T7 b. If it is in Garo Hills Region and Voltage Rating <= 33 KV and If the Electrical installations being inspected / re-inspected are found to be ok, Dy. Electrical Inspector (Zonal Tura) issue the Final Commissioning Approval with a copy 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 with a copy to the Senior Electrical Inspector . Forward To Task : T8

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T7	Issue Commissioning Approval by Senior Electrical Inspector.	<ul style="list-style-type: none"> • Senior Electrical Inspector 	<ul style="list-style-type: none"> • Document(s): Inspection Report. • Actions : <ul style="list-style-type: none"> 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)
T8	Suggestion for rectification by the Applicants	<ul style="list-style-type: none"> • Applicants 	<ul style="list-style-type: none"> • Actions : Prepare Compliance Report and forward to Senior Electrical Inspector. • Documents : Compliance Report. • Forward To Task : T3