



Way Leave Permission
(See regulation 3.2.1)

To

..... (Name of the Licensee)

.....

..... (Address of the Licensee)

Sir,

I / We have no objection to allow the fixing and erection of the necessary
apparatus on or within the premises at

..... owned by me / us, for effecting service

connection to the premises at

..... owned / occupied by Sri/ Smt./

M/s. son / daughter / wife of

.....

I / We have no objection if the service line passes over / along / across / under
premises at

owned by me / us for effecting service connection to the premises at

.....

owned / occupied by Sri / Smt./ M/s.

son / daughter / wife of

Yours faithfully,

Signature

(Name in full)

Address

.....

.....

Date :



Application form to be used by an intending consumer / a consumer requesting the licensee for an inspection of his premises and preparation of estimate of expenditure to be borne by the intending consumer / consumer for new connection/ extension of load/ alteration of service.

*Please delete the inapplicable portions

Seeregulation 3.1]

To:

(Name of Licensee)

(Address of Licensee)

Sir,

I / We hereby request for an inspection, of my / our premises address of which is given below, by your authorised representative, and preparation as also supply of an estimate by you to me / us, giving in requisite details of the expenditures to be borne by me / us in terms of the regulations made under section 46 of the Electricity Act, 2003, together with the deposit(s) to be made by me / us in terms of the applicable Regulations for the purpose of getting new connection for supply of electricity at my/ our premises at EHV/HV/MV/LV having an expected connected load of KW/HP for domestic / commercial/ industrial/(other purpose to be mentioned) purpose/ extension of load of the existing service at my / our premises having Consumer No. from KW/HP to KW/HP as estimated by my / our licensed electrical contractor / alteration of service, namely (indicate the nature of alteration of service) as indicated in the attached hand drawn sketch (attach hand drawn sketch if required) at my / our premises having Consumer No.



I / We am / are depositing herewith an earnest money of Rs. Please adjust the earnest money with the amount that will be determined to be recoverable from me / us as reasonable expenditure under the regulations made under section 46 of the Electricity Act, 2003 for providing new connection(s) / expenditure for extension of load / expenditure for alteration of service and requisite deposit(s) to be made by me / us under the applicable Regulations. After making such adjustments, if any amount still remains outstanding, the same may be adjusted with my / our electricity consumption bill(s) or refunded to me / us.

I / We hereby inform you that I / we am / are the owner(s) / occupier(s) of the premises and I / we enclose copy of documents establishing sufficient proof of my / our bonafide occupation of the premises (viz., Passport / Voter Identity Card / Rent Bill / Rent Control Challan / Telephone Bill / Municipal or any other Tax Bill / any other document issued by any Ministry or Department of Government showing his occupancy in the premises etc.) / ownership of the premises.

I / We hereby inform you that I / we intend to take meter on rental basis or by purchasing the meter through depositing the cost of the meter.

I / We hereby further declare that there is no other service connection / line live or disconnected, given/ was given by you in my / our name(s) in the premises for which the new service connection is being applied for.

I / We hereby further declare that I/we have service connection in my / our name(s) in the premises at
(address of the premises) where electricity is supplied by you and that there is no outstanding dues in respect of that service connection.

The full address of my / our premises, which will be inspected by you for the aforesaid purpose, Telephone No./ important land mark (if any) and nearest pole no. (if available) are given below.



Address: -

Important Land Mark: -

Telephone No.

Nearest Pole No. (if available)

Yours faithfully,

(Signature of the applicant(s) with date)

Full Name _____

(In Block letters)

Full Address: _____

(In Block letters) _____

Telephone No(s), _____
if any.

Witness (1)

Signature with date _____

Full Name _____

Address _____

Witness (2)

Signature with date _____

Full Name _____

Address _____

Note: 1) Please strike out inapplicable items.

2) The printed list of purpose of supply as approved by the Commission from time to time will be available from the licensee.



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- 3) Please mention and describe important landmarks in the vicinity, if any, to facilitate easy identification of the premises.
- 4) Please attach, if possible, a small sketch (not to scale) indicating the location of the premises.
- 5) Earnest money to be deposited along with the application for new connection:-

A. For LV and MV supply

- (i) For industrial purpose - Rs.2000/-
- (ii) For commercial purpose above contract demand in 10 KVA or above – Rs. 1000/-
- (iii) For purposes other than (i) & (ii) above – Rs. 200/-

B. EHV & HV supply

- (i) 11 KV - Rs. 5,000/-
- (ii) 33KV - Rs. 20,000/-
- (iii) 132 KV - Rs.1,00,000/-



Application form to be used for transfer of service/meter in case of change of ownership or occupancy of any premises or change in purpose of supply

*(Please strike out inapplicable items)

(TO BE SUBMITTED IN DUPLICATE)

Seeregulation 7.1

To:

(Name of Licensee)

(Address of Licensee)

Sir,

1. I / We hereby apply for transfer of service/meter/change in purpose of supply in my / our favour at the premises having the following address:

2. This is an application for existing service with the connected load as follows for domestic / commercial / industrial /(other purpose to be mentioned) purpose.



(A) FOR CHANGE OF OWNERSHIP OF EXISTING SERVICE:

- (i) Consumer No.
- (ii) Name of the existing consumer:
- (iii) Name of new owner/occupier:
- (iv) Present category of load (viz. Domestic / Commercial / Industrial etc.)
- (v) Present sanctioned Load –
 - (a) Connected Load KW / HP _____
 - (b) Contract Demand (For HT & EHT) KVA _____
 - (c) Present Voltage _____
- (vi) Proposed reduction in Load in KW / HP _____

(B) FOR CHANGE OF PURPOSE OF SUPPLY:

- (i) Consumer No.
- (ii) Name of the consumer.
- (iii) Present category of load (viz. Domestic / Commercial / Industrial etc.)
- (iv) Proposed category of load (viz. Domestic / Commercial / Industrial etc.)
- (v) Present sanctioned Load –
 - (a) Connected Load KW / HP _____
 - (b) Contract Demand (For HT & EHT) KVA _____
 - (c) Present Voltage _____

3. I / We hereby declare that I / we shall abide by all provisions of the Electricity Act, 2003 and the Rules / Regulations / Orders / Statutory Notifications made under the Electricity Act, 2003, as amended from time to time.



4. I / We have confirmed to furnish security deposit newly determined by you in terms of the regulations made under section 47 of the Electricity Act, 2003 along with the first electricity bill on effecting the service against this application.

5. I / We undertake to replenish any shortfall in security deposit if and when required and for the value of meter(s) and other apparatus installed / to be installed at my / our premises.

6. I / We also enclose copies of documents showing in principle clearance for establishment wherever applicable from the Pollution Control Board concerned.

7. I / We also enclose copy / copies of

- (i)) Any other documents of which compliances
- (ii)) are called for
- (iii))

8. Please provide me / us with the service as requested.

Yours faithfully,

Enclosed: As stated.

(Signature of the applicant(s) with date)
Full Name _____
(In Block letters)

Full Address: _____
(In Block letters) _____

Telephone No(s), _____
if any.

Witness (1)

Signature with date _____

Full Name _____

Address _____



Witness (2)

Signature with date _____

Full Name _____

Address _____

For use of the licensee / supplier

(To be filled up by the licensee/supplier on receipt of the application-cum-agreement form submitted by the intending consumer and the duplicate is to be handed over to the latter)

Accepted for and on

Behalf of the licensee/supplier

(Signature with date of the accepting official under the stamp/office seal of the licensee/supplier)

Address:



Format of no-objection certificate to be issued by the consumer of the existing service in favour of another person applying for transfer of name of service.

Seeregulation7.2(a)]

To:

(Name of Licensee)

(Address of Licensee)

Sir,

I, Shri/Smt , the consumer (Consumer No.) hereby request you to transfer the service in favour of Shri/Smt..... along with security deposit.

OR

I, Shri/Smt , the consumer (Consumer No.) hereby request you to transfer the service in favour of Shri/Smt....., but my security deposit may be refunded to me.

Yours faithfully,

(Signature of the original consumer with date)

Full Name _____
(In Block letters)

Full Address: _____
(In Block letters)

Telephone No.(s), if any _____

Consumer No. -----



Format of No-objection certificate to be issued by other legal heir(s) of a consumer, who has died, in favour of one legal heir who is applying for transfer of the service owned by the deceased consumer.

Seeregulation 7.2(b)].

AFFIDAVIT

I Shri/Smt , son / daughter / wife of _____ , aged about ____ years, by faith _____ , by occupation _____ , residing at _____ , do hereby solemnly affirm and say as follows:

That I, the legal heir of Late Sri / Smt..... , the consumer (Consumer No.), have no objection to transfer the service (Consumer No.....) in favour of

That the statements made above are true to my knowledge and belief.

Prepared in my office,

The deponent is known to me.

Advocate

Clerk to Sri _____

Advocate

Solemnly affirmed before me, on

This the _____ day of _____



Application form to be used by an intending consumer/ a consumer requesting the licensee for new connection / extension of load/ alteration of service.

*(Please strike out inapplicable items)

(TO BE SUBMITTED IN DUPLICATE)

Seeregulation 3.1.2 and 3.1.3

To:

(Name of Licensee)

(Address of Licensee)

Sir,

1. I / We hereby apply for supply of electricity in my / our favour at the premises having the following address:

2. This is an application for new service / extension of load under existing service/ alteration of service and the expected connected load (in KW/HP) will be as follows for



domestic / commercial / industrial /(other purpose to be mentioned)
purpose.

(A) FOR NEW CONNECTION:

(i) For LV & MV : Connected Load.....KW/H.P

(ii) For HV & EHV

Voltage of Supply Connected Load (KW/HP) Contract Demand (KVA)

(B) FOR EXTENSION OF LOAD UNDER EXISTING SERVICE:

(i) Consumer No.

(ii) Present sanctioned Load –

(a) Connected Load KW / HP _____

(b) Contract Demand (For HT & EHT) KVA _____

(c) Present Voltage _____

(iii) Extended Load required (including present load) -

(a) Connected Load KW / HP _____

(b) Contract Demand (For HT & EHT) KVA _____

(c) Proposed Voltage _____

(C) FOR ALTERATION OF SERVICES:

(i) Consumer No.

(ii) Present category of load (viz. Domestic / Commercial / Industrial etc.)

(iii) Shifting – Rough sketch to be attached

(iv) Alteration – Nature of alteration (viz. Category, Phase, Shifting and Others)



3. I / We hereby declare that I / we shall abide by all provisions of the Electricity Act, 2003 and the Rules / Regulations / Orders / Statutory Notifications made under the Act, as amended from time to time.

4. I / We have already paid / I/we hereby tender an amount of Rs. _____ (Rupees _____) only as the amount recoverable from me / us under the regulations made under section 46 of the Electricity Act, 2003 and as per the cost estimate prepared by you and sent to me / us from your end vide your letter no. _____ dated _____.

5. I / We agree that if there is any difference between the amount, I / we have paid as per provisions of the regulations made under section 46 of the Electricity Act, 2003, and the amount that is finally determined to be recoverable from me / us, the difference will be adjusted with my / our electricity bills in not more than 4 (four) consecutive instalments.

6. I / We have also tendered / I/we hereby tender an amount of Rs. _____ (Rupees _____) only as my / our security deposit determined by you in terms of the regulations made under section 47 of the Electricity Act, 2003 and as per estimate prepared by you and sent to me / us from your end vide your letter no. _____ dated _____.

7. I / We undertake to replenish any shortfall in security deposit if and when required and for the value of meter(s) and other apparatus installed / to be installed at my / our premises.



8. I / We enclose a Test Form for internal wiring signed by my / our licensed electrical contractor.

g. I / We also enclose a Way Leave permission in Form – 1 for erection and fixing of necessary apparatus on or within the premises.

10. I / We also enclose copies of documents showing in principle clearance for establishment from the West Bengal Pollution Control Board concerned.

11. I / We also enclose copy / copies of

- (i)) Any other documents
- (ii)) of which compliances
- (iii)) are called for

12. Please provide me / us with the service as requested.

Yours faithfully,

Enclosed: As stated.

(Signature of the applicant(s) with date)
Full Name _____
(In Block letters)

Full Address: _____
(In Block letters) _____

Telephone No(s), _____
if any.



Witness (1)

Signature with date _____

Full Name _____

Address _____

Witness (2)

Signature with date _____

Full Name _____

Address _____

For use of the licensee / supplier

(To be filled up by the licensee/supplier on receipt of the application-cum-agreement form submitted by the intending consumer and the duplicate is to be handed over to the latter)

Accepted for and on

Behalf of the licensee/supplier

(Signature with date of the accepting official under the stamp/office seal of the licensee/supplier)

Address:



Annual Report
(See regulation 16)

Name of the Licensee -

Full office address (HQ) of the licensee.

Report for the financial year

I. Number and type of the consumer complaints received, attended and compensation paid (if any): -

Types of complaint	Number of Complaint received.	Whether attended.	Number of cases where compensation was payable.	Number of cases where compensation was paid.	Total amount (in Rs.) of the compensation paid.
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1. New connections where distributing main already exists.

2. New connections where extension of distributing main was required.

3. New connections where commissioning of a new substation was required.

4. Extension of load.

5. Unplanned interruptions.

6. Voltage related complaints.

7. Meter related complaints.

8. Modifications to the existing connections.

9. Others.

II. Planned interruptions in power supply: -

1.	No. of instances of planned interruptions in power supply in	L T network	-
		H T network	-
2.	Total duration in hours of planned interruptions in power supply in L T network		-
		H T network	-

Signature of the authorised person with seal

Place: Kolkata
Dated: 31st May,2010

By Order of the Commission

(K. L. Biswas)
Secretary of the Commission