Kerala State Electricity Licensing Board

Application for Electrical Contractor Licence
Class 'A'

(Rule 48)

(To be filled in English) (Read the conditions before filling the form)

1	Name in which Electrical Contractor's Licence is applied for	
2	Business Address Pin code : E mail :	
3	Whether the applicant is a company registered under the Companies Act or constituted under any other enactment. If so furnish details and documents to prove the status of the firm:	
4	Whether the company has a registered office in Kerala	
5	Full name and house address of Proprietor or partners	
	1 2 3 4 5	
6	Full name of Agent or Manager (in the case of limited Company).	
7	Whether the applicant is a manufacturing firm or production unit.	
8	Name of the person who will sign documents on behalf of the contractor (Not applicable to individual contractors).	
9	Whether a contractor's licence has been previously granted in the same name, details thereof.	
10	Whether a contractor's Licence has been issued under this name by any other Licensing Board, if so, please	
	Name of issuing Authority : Date of issue : Date of expiry of Licence : Details of works permitted to be undertaken	
11	Whether adequate drawing office facilities for preparation of drawings, blue prints etc. is available.	
12	Whether the staff indicated under column 13 are exclusively earmarked for the work under the Licensing Board rules and rule 45 of the Indian Electricity Rules.	

13	Name of all persons employed in full time basis having technical qualifications and experience that are approved by the Board for the grant of Class 'A' licence.

Sl. No	Name of person	Qualification	Certificate and permit with their No. and date issued by the Board	Whether declaration from them in the form appended have been attached

Documents in support of the statements made herein are furnished.
Particulars of the testing instruments in my/our possession with the test reports thereof are attached.

* I / We hereby declare that the staff specified in column 13 is intended exclusively for attending to the work under the Licensing Board Rules and under rule 45 of the Indian Electricity Rules. The service of the staff will not be utilised for routine operations in the establishment nor they will be mixed up with the staff employed under rule 3 of the Indian Electricity Rules.

I / We hereby declare that I/We have in my/our possession a latest copy of the Kerala State Electricity Licensing Board Rules, Indian Electricity Act 2003, Indian Electricity Rules 1956 as well as relevant codes of Practice and Standards of Indian Standards Institution relating to Electrical Installations. I/We fully understand the terms and conditions under which an electrical contractor's licence is granted, a breach of which will render the licence liable to cancellation.

I / We hereby also declare that the particulars stated above are correct to the best of my/our knowledge and belief. I also agree to maintain such registers and records as may be prescribed by the Board in the forms specified for the purpose.

Date : Signature :

Place : Address :

- Applies to production units or manufacturing concerns only

Conditions for the Grant of Contractor's Licence Class 'A'

(a) Class 'A' Contractor's licence shall be granted only to a person or a firm having a registered Office in Kerala, unless exempted from this requirement by the Board.

(b) Fees

1. Application Form Fee Rs. 360
2. Initial fee to be sent along with application Rs. 720.
3. Fee for issue of licence after verification Rs. 3600.
4. Cost of Staff Register Rs. 180.

The fee should be paid by means of chalan remitted at any Govt. Treasury or through Janasevanakendram in favour of the Secretary, Kerala State Electricity Licensing Board, Thiruvananthapuram. No other mode of remittance is permitted. Drafts issued by the Bank one month prior to the date of application may not ordinarily be honoured.

(c) Nature of work :

The Class'A' Contractor can carry out erection and installation of all types of electrical installation works as specified in the licence.

(d) Establishment :

The applicant shall employ solely for the purpose of contract works the following minimum of staff on full time basis.

1. One Supervisor holding Supervisory Permit Grade 'A' issued by the Kerala State Electricity Licensing Board.
2. Five wiremen for HT and Six wiremen for EHT, holding wiremen permits granted by the Kerala State Electricity Licensing Board.

(e) Instruments :

1. One number 500 V megger
2. One number 1000 V megger
3. 5000 V Megger (motorised / electronic type)
4. One number phase sequence tester.
5. One number Earth tester with testing kit 0 – 01 / 1000 Ohm with selector switch
6. Two numbers of Neon tester
7. Frequency meter 45 to 55 Hz
8. Power factor meter 5A, 240 V AC
9. Multimeter (Digital Type) AC / DC
10. Tong Tester - 800 A Voltage range 0 - 300 V / 600 V
11. Portable PF meter 5 A, 240 V AC
12. All wiring tools, and any other instruments which may be considered necessary by the Board

The instruments shall be got tested at the Meter Testing and Standards Laboratory attached to the Department of Electrical Inspectorate, Thiruvananthapuram or such laboratory specified by the Board initially before the issue of licence and thereafter at specified intervals and the test report produced to the Licensing Board for perusal and return.

(f) The applicant should have adequate drawing office facilities for the preparation of drawings, blue prints etc. Also applicant should have library facility.

(g) Production units or manufacturing concerns should segregate the staff employed for the purpose of contractors licence from the staff engaged for routine operations of the factories. The staff employed under the Licensing Board Rules and under rule 3 of the Indian Electricity Rules shall not on any account be mixed up. Failure to keep separate staff for the purpose of the Licensing Board Rules and rule 45 of the Indian Electricity Rules shall be deemed to constitute violation of the rules and shall render the licence liable for cancellation.

(h) An Original Bank guarantee for the sum Rs.10,000/- for HT and Rs.25,000/- for EHT Contractor's Licence for a period of 3 years.

(i) Properly filled up declaration of Supervisors and Wiremen duly attested by the Electrical Inspector (Court fee stamp for Rs. 5 should be affixed on each declaration)

Check List for the Application for Electrical Contractors Licence Class 'A'

1	(a) Name & Address Pin code : Email :	
	(b) Address of Registered Office in Kerala State	
	(c) Name of authorized person signing documents	

2 Style of the Company

2	(a) Proprietary concern / partnership company registered under companies Act	
(b)	Documents to be enclosed: i) to prove the status of the firms ii) Statement of Accounts for last three year certified by Chartered Accountant	
3	Date of application	

4. Details of supervisory staff

Sl.No	Name	Qualification	Experience Details Years	Supervisory Permits		
				No	Date	Validity

5. Details of Wiremen employed

Sl.No	Name	Qualification	Experience Details Years	Wireman Permit		
				No	Date	Validity

6. Details of other staff and apprentices (List to be attached):

7. Details of Licence already possessed in Kerala State

Name and style of the firm	Scope	No.	Date of issue	Validity

8. Details of licence possessed in other States

Name and Style of the firm	Scope	No.	Date of Issue	Validity

9. Drawing Office facilities

1	Drawing code and accessories, computer with CAD	
2	Facility for taking ammonia prints and blue prints, Printer/ Plotter	
3	Typewriter/ Computer	
4	Telephone / Fax / Email	

10. Details of Office facility :

11. Library :

(a)	Electricity Act 2003, Indian Electricity Rule 1956	
(b)	Supply code	
(c)	Kerala State Electricity Licensing Board Rules	
(d)	National Electrical Code	
(e)	Electrical Inspectorate standards	
(f)	Standard published by Central Board of Irrigation & Power	
(g)	Safety Manual	
(h)	All important B.I.S specifications as directed by the Licensing Board and the Electrical Inspectorate from time to time.	

12. Testing Instruments:

(i)	Insulation Tester	500 V
(ii)	Insulation Tester	1000 V
(iii)	Insulation Tester	5 kV Motorized / battery operated
(iv)	Earth Tester with testing kit	0-10 / 1000 Ohms with selector switch
(v)	Tong Tester (with different ranges to measure from 10 A onwards with selector switch)	0-800A
	Voltage range	0-300V / 600V
(vi)	Phase Sequence Tester	
(vii)	Multimeter	Digital Multi Meter to measure A.C, D.C
(viii)	Frequency Meter 45 to 55 Hz	
(ix)	Portable PF Meter- 5A, 240V, A/C	

13. Tools and Equipments:

(i)	Spanner set:	
	(a) Double end	
	(b) Box	
	(c) Ring	
	(d) Adjustable type	
(ii)	Allen Key set	
(iii)	Cutting pliers (Insulated)	
(iv)	Micrometer / Screw gauge	
(v)	Nose Pliers	
(vi)	Measuring tapes:	
	(a) 15 M	
	(b) 50 M	
(vii)	Portable compressor with spray gun	
(viii)	Blower	
(ix)	Screw Drivers of all sizes	
(x)	Portable welding set (100 A)	
(xi)	Crimping tools with dye set: 400 sq.mm.	
	(a) Hand operated	
	(b) Hydraulic	
(xii)	Rollers for cable laying	
(xiii)	Portable grinder	

(xiv)	Safety belt	
(xv)	Rubber Gloves (Electrical Grade)	
(xvi)	Portable drill:	
	(a) Heavy duty	
	(b) Light duty	
(xvii)	Tools for pipe threading & jointing	
(xviii)	Chipping tools, Chisels etc.	
(xix)	A cable jointing facilities	
(xx)	Fabrication and material handling facility. (Agreement in proforma to be furnished)	

14. The following additional facilities also have to be provided for E.H.T. Contractor's Licensee:

1	Facility for handling heavy machineries	
2	Fabrication facilities	
3	Cable jointing and terminating facilities	
4	Oil filtering and testing facilities	
5	Relay testing kit	
6	High Voltage Testing facilities	

15. Major works carried out in Kerala:

(List with details of installation, scheme approval obtained from Electrical Inspectorate, etc)

16. Financial Position/Bank Guarantee:

Solvency Certificate / Bank Guarantee of Rs. 10,000/- (for HT) and Rs. 25,000 (for EHT)

17. Punishment and penalties : (Details have to be furnished)

1. From Kerala State Electricity Licensing Board
2. From Government & Other agencies.