

PROCEDURE FOR INSPECTION OF VARIOUS ELECTRICAL INSTALLATIONS

1. Applicant will visit the Energy & Power Department website, www.powerdepartmentsikkim.com
2. On the bottom right hand side, click on ' **Department of Electrical Inspectorate, Sikkim.**'
3. Choose from the various services of inspection
 - a. Intimation of Accident FORM – A1
 - b. Forms seeking approval to commence power supply in overhead line exceeding 650V – FORM-1
 - c. Forms seeking approval for commissioning Electrical Generating units – FORM-2
 - d. Forms seeking approval to commence power supply in sub-station exceeding 650V – FORM-3
 - e. Forms seeking approval to commence power supply in underground cable system FORM- 4
4. **List of documents required:**
 - a. **For Overhead Line (11 kV & above)**
 - (i) Duly filled and signed **Form – 1**
 - (ii) Details of Earthing at different locations like, Sub –Station, LA, Tower footings, etc.
 - (iii) Sketch showing details of different type of supports used in the overhead line
 - (iv) A sketch of guards provided with dimensions, size of wires along with vertical & horizontal clearances.
 - (v) A sketch showing alignment of line indicating positions of sub-stations, supports, CT,PT,circuit breaker,isolator, fuses, gangs, earthings & also roads, rivers and prominent structures along with clearances both vertical and horizontal.
 - (vi) Copy of Approval of the state Government under section 68 of Electricity Act 2003, in case of overhead line of operating voltage exceeding 11 kV.
 - (vii) Route map of the overhead line, showing alignment of nearby overhead line, if any, with clearances both vertical and horizontal
 - (viii) Copy of “No Objection” or otherwise permission from appropriate owner of the land/premises, in case the applicant is not the owner of any such land/premises or part thereof that is crossed by the overhead line.
 - (ix) Copy of provisional estimate
For 33 KV and above, the following statutory clearances as per Indian standards.
 - (x) PTCC clearance.
 - (xi) Forest Clearance
 - (xii) Clearance from Aviation
 - (xiii) Clearance from Railway Authorities
 - (xiv) Clearance from Army Authorities
 - (xv) Original copy of Treasury Challan towards applicable Inspection fee.

b. For Generating set

- (i) Duly filled and signed **Form-2**
- (ii) Copy of “No Objection” or otherwise permission from appropriate owner of the land/premises, in case the applicant is not the owner.
- (iii) Electrical lay out drawings that show the appropriate rating/type/size of all electrical Generators, equipments, accessories, panels etc. including changeover switch/interlocking arrangement in the single line diagram and dimensions/clearances etc. in the physical layout plan & in the details of earthing layout plan.
- (iv) Manufacturer’s test certificate of both alternator and engine.
- (v) Structural fitness certificate of the building from the Municipal / Development / Appropriate local Authority and from the Structural Engineer who designed the building structure, if the Generating set is installed at any floor above ground floor of the building.
- (vi) NOC from the State Fire Service if the Generating set is installed at the top of the building.
- (vii) Copy of purchase document of Generating set.
- (viii) Original copy of Treasury Challan towards applicable Inspection fee.

c. For Sub-Station

Only dry-type of Transformers shall be used for installations inside the residential & commercial buildings.

- (i) Duly filled and signed **Form-3**
- (ii) Single line diagram of the installation showing supply & load side
- (iii) Front & Plan view and equipment layout diagrams with dimensions and clearance from nearby structures / buildings.
- (iv) A sketch showing earthing system.
- (v) Original copy of Treasury Challan towards applicable Inspection fee.
- (vi) In case of consumer’s installation, the following additional documents are to be furnished.
 - (a) Copy of load sanction letter.
 - (b) A copy of permission/NOC for construction of the building / installation and approved drawing from Municipal / Development / Appropriate local Authority.
 - (c) Copy of “No Objection” or otherwise permission from appropriate owner of the land / premises, in case the applicant is not the owner.
 - (d) Manufacturer’s test certificate of the Transformer, Circuit Breaker & other prime equipments.
 - (e) A detail load schedule of the connected load and test report of the internal electrical installation including earth system with due seal and signature of contractor / authorized person(s) and counter signed by the contractor / owner / occupier or its agent.

(f) Electrical layout drawings that show the appropriate ratings/ types / sizes of all electrical Generators, equipments, accessories etc.in the single line diagram and dimensions / clearances etc. in the physical layout plan & in the details of earthing layout plan includingpanels.

(g) Copy of Provisional Estimate.

d. For Cable.

- (i) Duly filled and signed **Form – 4**
- (ii) Route map of the cable along with sketch of cable laying system with dimensions
- (iii) Original copy of Treasury Challan towards applicable Inspection Fee.