

CHECK LIST FOR TRANSFER OF ELECTRIC CONNECTION

Name of Applicant:

Name of Registered Consumer:

Address of Connection:

K.No.:Dom/Non-Domestic

Sanctioned Load:

Category:

Reason for Transfer:

I have checked the documents submitted by the applicant and following are found to be in order:-

1)	Affidavit from applicant on Non-Judicial stamp paper of Rs. 10/- regarding K.No., No-Dues & payment of bills duly attested by Notary.	N.A/Yes/No
2)	Copy of proof of ownership/tenancy of the property.	N.A/Yes/No
3)	NOC from land lord in case of tenancy.	N.A/Yes/No
4)	Copy of (i) sale deed in case of transfer due to purchase of freehold property.	N.A/Yes/No
	(ii) Copy of conveyance deed in case of transfer due to purchase of freehold property.	N.A/Yes/No
5)	Copy of mutation from land owing agency (NOC from builder can be considered for property in multistoried buildings) in case of lease hold property when transfer is due to purchase of property alongwith sale deed.	N.A/Yes/No
6)	Copy of NOC from builder when transfer is due to purchase of property in multi storied buildings.	N.A/Yes/No
7)	NOC from registered consumer, if security earlier deposited is to be got transferred in the name of applicant.	N.A/Yes/No
8)	If the transfer is due to transfer of property rights to legal Heirs:-	N.A/Yes/No

	i. Proof of transfer of property right in the name of applicant in the records of land owning agency.	N.A/Yes/No
	ii. Death certificate of registered consumer.	N.A/Yes/No
	iii. Affidavit giving details of all the legal heirs.	N.A/Yes/No
	iv. Affidavit from other legal heirs for transfer of electric connection in the name of applicant.	
9)	Order of mutation in Property Tax Department of NDMC in the name of applicant.	N.A/Yes/No
10)	Last paid electricity bill with receipt.	N.A/Yes/No

CERTIFICATE

I have inspected the premises personally and found that:-

- I. The connection is being used for Domestic/Non-Domestic purpose.
- II. The declaration about purpose of transfer as submitted by applicant is correct.
- III. I have seen the original of copies submitted & found to be in order.
- IV. I have verified the details of bills from registered agreement of K. No.:.....& found to be in order.
- V. I have verified the load of the premises & found to be within limits of sanctioned load.
- VI. Affidavit submitted by the applicant has been checked & found to be in.
- VII. No- dues certificate has been issued by AO (Billing)/AO(Bulk) on dated.....and nothing is due on the premises w.r.t. electricity & water connections.

Signature of AEE with
Name & Seal

Signature of JEE with
Name & Seal