

MANUAL -III

(A) PROCEDURE FOLLOWED IN DECISION MAKING PROCESS FOR SANCTION OF NEW/ADDITIONAL LOAD

The main functions performed in the deptt. for services to the public are for sanction of new/additional loads. The procedure followed in this process is as under: -

- The application is received in the H.A Branch and acknowledgement is given immediately.
- The application is diarized and put up to Executive Engineer and thereafter it is sent to concerned A.E.E/J.E.E after assigning the specific Zone number.
- Site inspection is carried out by J.E.E. and A.E.E. for establishing the authenticity of documents furnished by the applicant.
- In case of any deficiency in the documents the file is returned by J.E.E. and A.E.E. to Executive Engineer for sending the letters to the applicant pointing out these deficiencies.
- In case of existing connection, if the applicant does not submit the copy of last paid bill, Director (Com.) is requested to confirm about the dues if any.
- After receipt of the information/documents from the applicant and Director (Com.) the case is put up by J.E.E./A.E.E./H.A. to the Executive Engineer.
- The case is then finally recommended by the Executive Engineer for sanction of the electric connection to SEE/CEE as per delegation of powers.

(B) FOR PROCUREMENT STORES & WORK ORDERS. CPWD MANUAL IS FOLLOWED