



HIMACHAL PRADESH STATE ELECTRICITY BOARD LIMITED
(A STATE GOVERNMENT UNDERTAKING)

REGISTERED OFFICE :- VIDYUT BHAWAN, HPSEBL, SHIMLA-171004(H.P.)
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No. HPSEBL/CE(Comm.)/LS-EODB/List of Doc./2021-22-10920-11300 **Sales Circular No. 04/2022**
Dated:- 11/10/2022

To

1. The Chief Engineer (OP), South, North / Central Zone, HPSEBL, Shimla/ Dhamramshala / Mandi.
2. All the Dy. CEs/ SEs, Operation Circles Under HPSEBL.
3. All the Addl. SEs/ Sr. Executive Engineer, Operation, Electrical Division under HPSEBL.
4. All the AEE/AE, Electrical Sub-Divisions under HPSEBL.

Subject:- Business Reform Action Plan under Ease of Doing Business-Reduction of Documents required for obtaining the electricity connection.

Sir,

In continuation to this office letter No. HPSEBL/CE(Comm.)/S-4/Vol-IV/2017-18-9439-9813, dated 18-10-2019, No. HPSEBL/CE(Comm.)/S-4/Vol-III/2016-17-1461-1814, dated 05-05-2016, No. HPSEBL/CE (Comm.)/ S-4/Vol-III/2016-17-7067-7416, dated 30-08-2016, and in view of the notification of Fifth Amendment by HPERC on 14-01-2022, as circulated by this office letter No. HPSEBL/CE(Comm.)/SERC-23/2021-22-12402-17, dated 05-03-2022, No. HPSEBL/CE(Comm.)/LS-EODB/2021-22-13920-426, dated 12-05-2022 and in view of the order by Hon'ble Commission on 24-08-2022 regarding finalization of documents in respect of Two Part Tariff consumers in pursuance of Sub-Para 3.1.2 of Himachal Pradesh Electricity Supply Code, 2009, the documents required for new connection/ change process are detailed hereunder:-

A) Connection in the area where H.P Town and Country Planning Act, 1977 is applicable:-

1) Single Part Tariff Consumer (Domestic and other consumer with Contract Demand up to 20 KVA)

- i) Identity proof (i.e. Passport, Aadhar card, Voter card etc.) of the applicant.
- ii) Proof of applicant's ownership or occupancy over the premises for which new connection is being sought or in the absence of any proof of ownership or occupancy, any other address proof not given as part of identity proof under (i) above.
- iii) No NOC from any authority is required in this case.

2) For connections under Two Part Tariff (i.e. Contract Demand above 20 KVA), other than Domestic consumers.

- i) Proof of Identity of Applicant/User.

- ii) NOC from Statutory Authority (ies) like Town and country planning / Urban Local Bodies / Municipal Corporation etc. However, in case applicant is unable to produce such NOCs, the connection may be released under "temporary metered supply category" as per the provision of clause (3.1.2.3) of sub-para (3.1.2) of HP Electricity Supply Code, 2009 by submitting an undertaking on Plain paper as per **Annexure-A**.
- iii) Authorization documents (in case of firm or company).

B) Connection in the area where H.P Town and Country Planning Act, 1977 is not applicable”:-

- i) Proof of Identity of Applicant/User.
- ii) Proof of applicant's ownership or occupancy in case of owned / leased premises.
- iii) Authorization document (in case of firm or Company).

The checklist of the documents to be submitted for new connection in each case is also enclosed for strict compliance.

The above instruction may be followed in letter and spirit.

D/A: As Above.

Yours sincerely,


Chief Engineer (Comm.)
HPSEBL Ltd. Shimla-4.

Copy forwarded to the following for information and necessary action:-

- 1) The Addl. Chief Secretary/ Principal Secretary (MPP & Power) to the Govt. of H.P., Shimla-2.
- 2) The Director of Industries, H.P Shimla-1.
- 3) The Member Secretary, H.P Pollution Control Board, Him Parivesh, Phase-III, New Shimla-171009.
- 4) The Secretary, HPERC, Aayog Bhawan, Block No. 37, SDA Complex, Kasumpti, Shimla-9, w.r.t order dated 24-08-2022.
- 5) The Chief Electrical Inspector, H.P. Govt., Block No. 29, SDA Complex, Shimla 171009.
- 6) The Executive Director (Personnel), HPSEBL, Vidyut Bhawan, Shimla-4.
- 7) The Secretary, H.P Electricity Ombudsman, Sharma Sadan, Behind Keonthal Commercial Complex, Khalini, Shimla-2
- 8) The Secretary, Consumer Grievances Redressal Forum, Kasumpti, Shimla-9.
- 9) The Chief Accounts Officer, F&A Wing, HPSEBL, Vidyut Bhawan, Shimla-4.
- 10) The Chief Audit Officer, F&A wing, HPSEBL, Vidyut Bhawan, Shimla-4.
- 11) The Superintending Engineer (Enf. & EA)/ Superintending Engineer (SERC/T) in this office.
- 12) The Superintending Engineer (IT) in this office to upload the same in the HPSEBL official website.
- 13) The Resident Audit Officer, HPSEBL, Shimla-4.

- 14) The Dy. Secretary (Law), HPSEBL, Shimla-3.
- 15) The Addl. Secretary-cum-PS/ Sr. PS to MD/ Directors for kind information of MD/ Director.
- 16) The BBN Industries Association (BBNIA), C/o Single Window Clearance Agency, Industrial Area Baddi, Distt. Solan, H.P.
- 17) Parwanoo Industries Association, HPCED Building, Deptt. of Industries Complex, Sector-1, Parwanoo, Distt. Solan.
- 18) Kala Amb Chamber of Commerce and Industries (KACCI), Trilokpur Road, Distt. Sirmour-HP.
- 19) Himachal Chamber of Commerce & Industry, C/o Goel Diesel Service, Bhuppur, Paonta, Sahib, Distt. Sirmour-HP-173025.
- 20) District Industries Association, Una, Himachal Pradesh, 94, Industrial Area, Mehatpur, Distt. Una-174315.
- 21) Nalagarh Industries Association, C/o Member Secretary, SWCA, Nalagarh, Distt. Solan-HP-174101.
- 22) Steel Manufacturers' Association, Trilokpur Road, Kala Amb, Distt. Sirmour-HP-173030.
- 23) Mehatpur Industries Association, C/o Spatia Chemicals, 76-77, Industrial Area, Mehatpur, Distt. Una-HP.
- 24) Haroli Block Industrial Association, Tahliwala, Distt. Una-HP.
- 25) Bathu -Bathri Industries Association, Tahliwala, Dist. Una-HP.
- 26) Amb Sub-Division Industries Association, Karlui, Distt Una-HP.
- 27) Guard file.


Chief Engineer (Comm.)
HPSEBL Ltd. Shimla-4.

Checklist for Domestic Electricity Connection[CS-1(a)]

Description	Please Tick ✓
A) General	
i) Application and Agreement Form (A&A Form) duly completed and signed by the applicant.	☐
ii) Test Report duly filled and signed by licensed Electrical Contractor.	☐
iii) Crossed Non-Judicial Stamp paper of Rs.50/- attached with A&A form	☐
B) Identity/Ownership	
i) Identity Proof (any one of the documents given below)	
PAN	☐
Aadhaar Card	☐
Driving License	☐
Passport	☐
Voter ID Card	☐
Ration Card	☐
ii) Proof of Ownership outside TCP/MC/NP/ other ULB areas (any one of the documents given below)	
Revenue Papers for Land/Building/premises	☐
Sale Deed	☐
Lease Deed	☐
Any other proof of ownership/occupancy given by Statutory Authority.	☐
In the absence of any proof of ownership or occupancy, any other address proof not given as part of identity proof under B(i) above [Ref. Sub-para 3.1.2.1 of Supply Code,2009 as amended from time to time]	☐
C) Charges to be deposited [Ref. HPERC Regulations 419/2012,HPERC Security Deposit Regulations,2005] and their amendments from time to time.	
i) Initial Security	☐
ii) Normative IDC*	☐
iii) Cost of Service Line or Departmental Charges as the case may be.	☐
* Those consumers who are covered under Regulation-6, 5(3) & 5(9) of HPERC(Recovery of Expenditure for supply of Electricity),Regulations,2012 as amended from time to time shall have to bear the cost accordingly.	

Checklist for Other than Domestic Electricity Connection –Single Part Tariff [CS-1(b)]

Description	Please Tick ✓
B) General	
iv) Application and Agreement Form (A&A Form) duly completed and signed by the applicant.	☐
v) Test Report duly filled and signed by licensed Electrical Contractor.	☐
vi) Crossed Non-Judicial Stamp paper of Rs.50/- attached with A&A form	☐
B) Identity/Ownership	
iii) Identity Proof (any one of the documents given below)	
PAN	☐
Aadhaar Card	☐
Driving License	☐
Passport	☐
Voter ID Card	☐
Ration Card	☐
iv) Proof of Ownership outside TCP/MC/NP/ other ULB areas (any one of the documents given below)	
Revenue Papers for Land/Building/premises	☐
Sale Deed	☐
Lease Deed	☐
Any other proof of ownership/occupancy given by Statutory Authority.	☐
In the absence of any proof of ownership or occupancy, any other address proof not given as part of identity proof under B(i) above [Ref. Sub-para 3.1.2.1 of Supply Code,2009 as amended from time to time]	☐
C) Charges to be deposited[Ref. HPERC Regulations 419/2012,HPERC Security Deposit Regulations,2005] and their amendments from time to time.	
iv) Initial Security	☐
v) Normative IDC*	☐
vi) Cost of Service Line or Departmental Charges as the case may be.	☐
* Those consumers who are covered under Regulation-6, 5(3) & 5(9) of HPERC(Recovery of Expenditure for supply of Electricity),Regulations,2012 as amended from time to time shall have to bear the cost accordingly.	

Checklist for Other than Domestic Electricity Connection –Two Part Tariff [CS-1(b)]

Sr. No.	Description	Please Tick ✓
a)	General	
i)	Application and Agreement Form (A&A Form) as standardized by the distribution licensee duly completed and signed by the applicant alongwith crossed Non-Judicial Stamp paper of Rs.100/-	☐
ii)	Test Report duly filled and signed by licensed Electrical Contractor.	☐
iii)	Valid Power Availability Certificate issued by HPSEBL (in case contract demand for new and additional load is more than 100 kVA).	☐
iv)	Approval of Chief Electrical Inspector in case of HT/EHT installation energisation.	
v)	Brief Project report with Process Flow and load profile [In case of industrial connection]	☐
	Note: - To be submitted only if not submitted at the time of PAC. In case the same has been submitted earlier at the time of PAC, only the reference may be given and there is no need to submit it again)	
vi)	Copy of Certificate of registration / Single Window Clearance (wherever required).	☐
vii)	NOC from Statutory Authority (ies) like Town and country planning / Urban Local Bodies / Municipal Corporation etc. However, in case applicant is unable to produce such NOCs, the connection may be released under "temporary metered supply category" as per the provision of clause (3.1.2.3) of sub-para (3.1.2) of HP Electricity Supply Code, 2009 by submitting an undertaking on Plain paper as per Annexure-A.	☐
viii)	NOC from Pollution control Board (Wherever required).	
b)	Photo Identity Proof of Applicant (any one of the documents given below)	
i)	PAN	☐
ii)	Aadhaar Card	☐
iii)	Driving License	☐
iv)	Passport	☐
v)	Voter ID Card	☐
vi)	Ration Card	☐
c)	Proof of Ownership or Occupancy of Premises or legal possession (Any of the following)	
i)	Revenue Papers for Land/Building/premises	☐
ii)	Sale Deed /Registered Partition deed /Registered Gift Deed/Sale Certificate issued by the Court.	☐
iii)	Lease Deed	☐
iv)	Authority/permission given by the existing Consumer (or his legal heirs in case of death of the existing consumer) in favour of the applicant. However, this will not be required in case the applicant submits any of the documents specified at (i) to (iii) above.	☐
v)	Any other proof of ownership/occupancy given by any Statutory Authority.	☐
vi)	Allotment letter from authority / possession letter from the owner	☐

Undertaking/Declaration for Temporary Metered Supply (where "NOC is not available with consumer)

I/We Son /Daughter of Resident of
 (hereinafter referred to as "Applicant", which terms shall mean and include
 executors, administrators, heirs, successors and assigns), do hereby swear and declare as under:-

Or

The a company incorporated under the provisions of the Companies
 Act, or as amended, having its registered office at (hereinafter
 referred to as "Applicant", which expression shall, unless repugnant to the context or meaning thereof,
 include its successors and assigns), through its Authorised representative
 Mr., do hereby swear and declare as under:

Or

A sole proprietorship/ a partnership firm having its office at
 (hereinafter referred to as the "applicant" which unless the context otherwise provides includes its
 successors and assigns), through Mr., who is a partner or an authorized representative
 do hereby swear and declare as under:

THAT the Applicant is a lawful owner/occupant of premises at
 (hereinafter referred to as "Premises").

THAT the Applicant has requested the Himachal Pradesh State Electricity Board Ltd. (HPSEB Ltd.)
 (hereinafter referred to as " The Licensee") to provide an electricity service connection at the above
 mentioned premises in the Applicant's name for the purpose mentioned in the Application and Agreement
 Form and the applicant is unable to produce No Objection Certificate(NOC) for electrical connection from
 [Name of respective concerned Authority].....

THAT I, the Applicant hereby agree and undertake/declare:

- 1) that the Licensee may disconnect the electricity connection, in the event of a legally binding order issued by the Statutory Authority(ies) for disconnection of supply owing to any default /non-compliance of the statutory provisions;
- 2) that such connection released under temporary metered supply category, on the basis of this undertaking /deceleration shall be regularized, in the respective category , only after submission of either floor wise or entire building completion plan sanction letter issued by the concerned Statutory Authority(ies). This shall be without prejudice to any other rights of HPSEBL, including of getting its payment due as on the date of disconnection.

THAT in furnishing the present undertaking/ declaration, the Applicant has clearly understood that if any of the statements in this undertaking/ deceleration proves to be false or incorrect at any later stage, the licensee shall be within his lawful rights to disconnect supply to the premises without any prior notice and proceed to adjust electricity supply dues payable by the applicant against consumer security deposit and /or recover the same in accordance with Law.

THAT I, Applicant shall be held responsible, if the contents of the undertaking/deceleration are proved false at any stage and I/We indemnify HPSEBL of any consequences arising out of release of electrical connection to my premises.

Applicant

SELF VERIFICATION:

I/We, the above named Applicant(s) do hereby verify that the content of undertaking/deceleration are true to the best of my knowledge and nothing material has been concealed therefrom.

Verified on

Applicant