



**CHANDIGARH ELECTRICITY DEPARTMENT
U.T. CHANDIGARH**

**GUIDELINES FOR PROSPECTIVE CONSUMERS REGARDING PROCESSING OF THE CASE FOR
RELEASE OF ELECTRICITY CONNECTION**

1	The applicant shall contact Revenue Accountant (RA) in the sub-divisional office to obtain an application and agreement form. The form can also be downloaded from website of the department.
2	The A&A form is to be submitted in duplicate.
3	The application and agreement form duly filled shall be submitted to Consumer Clerk (CC)/ (RA) for further processing.
4	RA shall give details of amount to be deposited by the applicant with the cashier.
5	Registration No. shall be allotted by the cashier at the time of receipt of application processing charges. Application No. shall be allotted after deposit of security amount and agreement finalization.
6	The applicant shall keep the original receipt(s) with him /her and leave the case file with the cashier.
7	Demand Notice shall be issued as per the clause of 3.7 of Electricity Supply Code Regulations 2010 notified by JERC.
8	The license can ask for the original documents from the applicant, if required for verification.
9	An agreement in the prescribed format shall be executed on the stamp paper of Rs 5/- by the applicant , for getting a new connection and for change in the agreed parameters like contract demand etc. In case of single phase domestic and non-domestic consumers, the application form itself shall be treated as agreement.
10	The applicant shall furnish test report issued by licensed electrical wiring contractor, after completion of installation giving full details of load/machinery.
11	Facility regarding "receiving copy of bill/payment reminder/ important messages through email/sms" shall be available after the implementation of R-APDRP Scheme.
12	In case of change of name, applicant should submit an undertaking regarding payment of defaulting amount, if any at the time of application or detected by audit at later stage, against the electricity connection for which request of change of name is made.



**CHANDIGARH ELECTRICITY DEPARTMENT
U.T. CHANDIGARH**

(For Office use only)		Registration Number													
		Date of Receipt		/		/									
		Application Number													
		Date of Receipt		/		/									

APPLICATION FORM FOR LT ELECTRICITY CONNECTION

Note: Intending consumers are requested to see that this form is fully, clearly and legibly filled and signed with date before submitting to the department. Please strike out words or clauses which are not applicable.

The Sub-divisional Officer,
Electricity OP Sub-division No. _____,
Sector- _____, Chandigarh

Dear Sir,
I/we intend to avail low tension power supply for the purpose as detailed below. Accordingly an application in the prescribed format is submitted for scrutiny and sanction of the power supply at the earliest.

Category of Electricity Usage (Tick as Applicable)	Domestic	Residential		Hostel		Educational Instt.		Charitable		Religious		Others	Affix Recent passport size photograph and sign across
	Non-Residential	Shop	Bank	Hotel	Hospital	Auditorium	Office	Others					
	Industrial	Bulk Supply											
	Street Lighting	Agricultural Pumping					Temporary						
	Change of Name	Extention of Load			Reduction of Load		Reconnection		Change of category				

Demand Details	Load applied for (in kW)		kW
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1	Applicant's Name Mr/Mrs/Ms												
		First Name						Middle Name					
		Surname											

2	Father's /Husband's Name												
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3	Occupation/ Designation												
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4	Address at which supply is required														
	Flat No./ Building Name														
	Sector/ Street/Village														
	Landmark														
	City										Pin Code				
	Phone Number	Landline No.	0	1	7	2	-		Mobile Number	9	1	-			
	E-mail Address														

5	Permanent Address														
											Pin Code				
	Phone No.								Mobile Number	9	1	-			

6	Office Address														
											Pin Code				
	Phone No.								Mobile Number	9	1	-			

7	Self Attested copy of any one document Attached (Please tick)	Passport	Pan Card
		Driving License	Pension payment order
		Identity Card	Freedom Fighter Pass
		Election I.D.	Arms License
		Photo Debit Card	Bar Council I.D.
		Aadhaar Card	

8	Proof of Ownership Self Attested copy of any one document Attached (Please tick)	Registered Sale Deed		Certificate of residence issued by Area Councilor in case of rural areas under MC alongwith lay out plan.						
		Registered Partition Deed								
		Registered Succession Certificate		Certificate of residence issued by Tehsildar & Patwari in case of rural areas not under MC alongwith lay out plan.						
		Registered Heir Certificate								
	OR Proof of Occupancy Self Attested copy of any one document Attached (Please tick)	Registered Will								
		Registered Power of Attorney		Allotment order issued by owner						
		Latest Rent Receipt		Land Revenue receipt in case of agriculture/ irrigation pump set						
		Lease Deed								
	Rent Agreement		Possession letter							
9	In case of tenant, permission of Landlord with proof of ownership of premises alongwith landlord's full name & address be attached (Please tick)									
10	In case of partnership firm, partnership deed and authorization in the name of the applicant be attached (Please tick)									
11	In case of public/private limited firm, memorandum,article of association, certificate of incorporation and authorization in the name of the applicant be attached (Please tick)									
12	In case of Cooperative Group Housing Society ,certified copy the registration of the cooperative Group Housing Society be attached (Please tick)									
13	Existing A/C No. for reconenction, extension/reduction in load or change of name									
14	Details of any other existing connection in the name of applicant at any other premise in Chandigarh.	Category								
		A/C No.	/							
		Address								
15	Details of any other connections in the same premises, if any	Category								
		A/C No.	/							
		Address								
16	Details of any other disconected electricity connection in the name of applicant anywhere in Chandigarh.	Date of disconnection			/	/				
		Category								
		A/C No.	/							
17	The wiring carried out/certified by the following Licensed Electrical Contractor	Name								
		Address								
		Phone No.	Landline No.	0	1	7	2	-	Mobile Number	9
	Email Id									
	Issuing Authority									
	Licence No			Valid Upto	/	/				
18	Mention your option to procure the meter,MCB/CB & associated equipments by the applicant (Yes/No)				Yes	No				
19	Mention your option to bear the the cost of service line and extensions by the applicant (Yes/No)				Yes	No				
20	Installation test Report be attached (Please tick)				Yes	No				
Billing & Collection										
21	Do you prefer to receive copy of bill/payment reminder/ important messages through email/sms				Yes	No				
22	If yes, have you meantioned your email address/ Mobile Number at Sr.No.4 above.				Yes	No				
23	Preferred Mode of dispatch of bills (Ordinary post/ Registered Post)			Ordinary Post	Registered Post					
24	If through registered post, then the expense of such delivery of bill shall be recoverable from you. Accordingly have you submitted the written request.				Yes	No				

25 Declaration/ Undertaking:-	
(a)	I have read and agreed to the notices/conditions above and make following declarations/ undertaking:-
(b)	To abide by the provisions of Electricity Act 2003 and Joint Electricity Regulatory Commission (JERC) for the State of Goa and Union Territories (Electricity Supply Code and other conditions of supply) as amended from time to time.
(c)	To pay for the supply of electricity based on the prevailing tariff rates of Chandigarh Electricity Department.
(d)	To pay for all other proper charges as become due in accordance with the above regulations and approved schedule of charges of Chandigarh Electricity Department.
(e)	To deposit such security as Chandigarh Electricity Department, may be entitled to required from me under the above act and regulations.
(f)	In case of any fraudulent document submitted by me, I shall be solely and exculsively responsible for the criminal proceedings or any court proceedings initiated and Chandigarh Electricity Department and any employed thereof, shall not be responsible for the same.
(g)	I/we also undertake that the above information is correct and in case, I/We violate any undertaking /instructions or any other information is found to be false at any stage, my/our electric connection may not be released and if released, it may be disconected without any prior notice and all charges deposited by me/us be forfeited.

Date _____

Signature of Appilcant _____

Name :

For and on behalf of CED, Chandigarh

Signature of the load sanctioning authority

Dated _____

Official Seal _____

(To be signed after release of load)

Signature of the officer/officials verifying the correctness of the application

Name _____

Dated _____

(To be signed after release of load)

In case of single phase domestic and non domestic consumers, the application form itself shall be treated as agreement.



**CHANDIGARH ELECTRICITY DEPARTMENT
U.T. CHANDIGARH**

(For Office use only)		Registration Number							
		Date of Receipt		/		/			
	Name of OP Sub-division	O	P	-					
		Application Number							
		Date of Receipt		/		/			

APPLICATION FORM FOR HT/EHT ELECTRICITY CONNECTION

Note: Intending consumers are requested to see that this form is fully, clearly and legibly filled and signed with date before submitting to the department. Please strike out words or clauses which are not applicable.

To,
The Sub-divisional Officer,
Electricity OP Sub-division No. _____,
Sector- _____, Chandigarh

Dear Sir,
I/we intend to avail High Tension/ Extra High tension power supply for the purpose as detailed below. Accordingly an application in the prescribed format is submitted for scrutiny and sanction of the power supply at the earliest.

Category of Electricity Usage (Tick as Applicable)	Domestic	Residential		Hostel	Educational Instt.	Charitable	Religious	Others
	Non-Residential	Shop	Bank	Hotel	Hospital	Auditorium	Office	Others
	Industrial	Bulk Supply						
	Street Lighting	Agricultural Pumping			Temporary			
	Change of Name	Extention of Load	Reduction of Load	Reconnection	Change of category			

Affix **Recent** passport size photograph and sign across

Demand Details	Load applied for (in kW)		kW	Contract demand		kVA
	Supply Voltage at which connection is required	11 kV	66 kV			

1	Applicant's Name	Mr/Mrs/Ms										
			First Name					Middle Name				
			Surname									

2	Father's /Husband's Name										
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3	Occupation/ Designation										
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4	Address at which supply is required										
	Flat No./ Building Name										
	Sector/ Street/Village										
	Landmark										
	City								Pin Code		
	Phone Number	Landline No.	0	1	7	2	-	Mobile Number	9	1	-
	E-mail Address										

5	Permanent Address										
										Pin Code	
	Phone No.							Mobile Number	9	1	-

6	Office Address										
										Pin Code	
	Phone No.							Mobile Number	9	1	-

7	Self Attested copy of any one document Attached (Please tick)	Passport	Pan Card
		Driving License	Pension payment order
		Identity Card	Freedom Fighter Pass
		Election I.D.	Arms License
		Photo Debit Card	Bar Council I.D.
		Aadhaar Card	

8	Proof of Ownership Self Attested copy of any one document Attached (Please tick)	Registered Sale Deed		Certificate of residence issued by Area Councilor in case of rural areas under MC alongwith lay out plan.
		Registered Partition Deed		
		Registered Succession Certificate		Certificate of residence issued by Tehsildar & Patwari in case of rural areas not under MC alongwith lay out plan.
		Registered Heir Certificate		
		Registered Will		
	OR Proof of Occupancy Self Attested copy of any one document Attached (Please tick)	Registered Power of Attorney		Allotment order issued by owner
		Latest Rent Receipt		Land Revenue receipt in case of agriculture/ irrigation pump set
		Lease Deed		
		Rent Agreement		Possession letter
9	In case of tenant, permission of Landlord with proof of ownership of premises alongwith landlord's full name & address be attached (Please tick)			
10	In case of partnership firm, partnership deed and authorization in the name of the applicant be attached (Please tick)			
11	In case of public/private limited firm, memorandum,article of association, certificate of incorporation and authorization in the name of the applicant be attached (Please tick)			
12	In case of Cooperative Group Housing Society ,certified copy the registration of the cooperative Group Housing Society be attached (Please tick)			
13	Existing A/C No. for reconenction, extension/reduction in load or change of name			
14	Details of any other existing connection in the name of applicant at any other premise in Chandigarh.	Category		
		A/C No.	/	/
		Address		
15	Details of any other connections in the same premises, if any	Category		
		A/C No.	/	/
		Address		
16	Details of any other disconected electricity connection in the name of applicant anywhere in Chandigarh.	Date of disconnection	/	/
		Category		
		A/C No.	/	/
		Address		
17	The wiring carried out/certified by the following Licensed Electrical Contractor			
	Name			
	Address			
	Phone No.	Landline No.	0 1 7 2 -	Mobile Number 9 1 -
	Email Id			
	Issuing Authority			
	Licence No	Valid Upto / /		
18	Mention your option to procure the meter,MCB/CB & associated equipments by the applicant (Yes/No)	Yes	No	
19	Mention your option to bear the the cost of service line and extensions by the applicant (Yes/No)	Yes	No	
20	Installation test Report be attached (Please tick)	Yes	No	
Billing & Collection				
21	Do you prefer to receive copy of bill/payment reminder/ important messages through email/sms	Yes	No	
22	If yes, have you meantioned your email address/ Mobile Number at Sr.No.4 above.	Yes	No	
23	Preferred Mode of dispatch of bills (Ordinary post/ Registered Post)	Ordinary Post	Registered Post	
24	If through registered post, then the expense of such delivery of bill shall be recoverable from you. Accordingly have you submitted the written request.	Yes	No	

25	Declaration/ Undertaking:-
(a)	I have read and agreed to the notices/conditions above and make following declarations/ undertaking:-
(b)	To abide by the provisions of Electricity Act 2003 and Joint Electricity Regulatory Commission (JERC) for the State of Goa and Union Territories (Electricity Supply Code and other conditions of supply) as amended from time to time.
(c)	To pay for the supply of electricity based on the prevailing tariff rates of Chandigarh Electricity Department.
(d)	To pay for all other proper charges as become due in accordance with the above regulations and approved schedule of charges of Chandigarh Electricity Department.
(e)	To deposit such security as Chandigarh Electricity Department, may be entitled to required from me under the above act and regulations.
(f)	In case of any fraudulent document submitted by me, I shall be solely and exculsively responsible for the criminal proceedings or any court proceedings initiated and Chandigarh Electricity Department and any employed thereof, shall not be responsible for the same.
(g)	I/we also undertake that the above information is correct and in case, I/We violate any undertaking /instructions or any other information is found to be false at any stage, my/our electric connection may not be released and if released, it may be disconencted without any prior notice and all charges deposited by me/us be forfeited.

Date _____

Signature of Appilcant
Name :

For and on behalf of CED, Chandigarh

Signature of the load sanctioning authority
Dated _____
Official Seal _____
(To be signed after release of load)

Signature of the officer/officials verifying the correctness of the application
Name _____
Dated _____
(To be signed after release of load)