# **USER MANUAL**

# For

# **SURAKSHA**

# Phase -I

# Department of Electrical Inspectorate

Version 1.0

DATE: 20/01/2024

# Contents

| Purpose of the Document                | 4  |
|--|----|
| Project Scope                          | 4  |
| Module wise Description                | 5  |
| Dash board                             | 5  |
| Error! Bookmark not defined. Signup    | 7  |
| FAQError! Bookmark not defined. Signin | 9  |
| Error! Bookmark not defined.           |    |
| E Services                             | 10 |
| Application Status                     | 17 |
| View Profile                           | 25 |
| 26                                     |    |
| Error! Bookmark not defined.           |    |
| Staff End Dashb <mark>oa</mark> rd     | 26 |
| Scheme Approval                        | 27 |
| Soil Resistivity                       | 40 |
| Line Clearance                         | 41 |
| Advice Approval                        | 42 |
| Admin                                  |    |
| Office Management                      | 43 |
| Master Defects                         | 44 |
| Equipment Category                     | 45 |
| Document Management                    | 45 |
| Installation Types                     | 46 |
| File Flow Management                   | 46 |
| Licensee Management                    | 47 |
| Signing Authority                      | 47 |
| Seat Management                        | 48 |

| CR Settings  | 48 |
|--------------|----|
| FAQ          | 49 |
| User Manual  | 49 |
| Fee Settings | 50 |



# Introduction

The Suraksha project endeavors to develop software aimed at facilitating electrical inspectorate services online. The project is structured into three distinct phases. In the initial phase, the software will focus on delivering functionalities such as application submission for scheme approval, sanction for energization, issuance of soil resistivity certificates, line clearance certificates, and management of office-end file workflows. This initiative aims to streamline processes for both the public and office staff, enhancing efficiency and accessibility

# **Software Users**

Both members of the public and officials utilize the software. The public submits applications for services provided by the Electrical Inspectorate. Users from the public are required to create accounts to submit their applications. Subsequently, officers review the received applications.

# Module wise Description of Software

### 1. Dashboard

Objective: This dashboard presents access points to all the services within this software, organized into three sections. The initial section features a comprehensive list of services.



The menu bar includes links to Home, e-Services, Dashboard, Staff Login, Contact Us, User Manual, FAQ, Sign In, and Sign Up. Moving on to the second section, it displays the quantity of applications processed in each application category.

| SI<br>No | Application Category   | Received | Approved/Disposed | Rejected/Returned | Processing/Pending | Defect<br>Reported |
|----------|--|----------|-------------------|-------------------|--------------------|--------------------|
| 1        | Application for Scheme Approval  | 0        | 0                 | 0                 | 0                  | 0                  |
| 2        | Application for Sanction for Energisation<br>(Direct Completion Report Submission) | 0        | 0                 | 0                 | 0                  | 0                  |
| 3        | Application for Soil Resistivity Certificate                                       | 0        | 0                 | 0                 | 0                  | 0                  |
| 4        | Application for Line Clearance Safety<br>Certificate                               | 0        | 0                 | 0                 | 0                  | 0                  |
| 5        | Application for Advice Approval  | 0        | 0                 | 0                 | 0                  | 0                  |
| 6        | Application For Lift Inspection & License  | 0        | 0                 | 0                 | 0                  | 0                  |

The third section is dedicated to our offices, providing the addresses and contact numbers for all Electrical Inspector offices in Kerala.



# **PUBLIC END**

# 1.1 Sign up

| Department of Dicticital Inspections<br>The second se |
|--|
| Choose Your Registration   |
| INDIVIDUAL REGISTRATION ORGANISATION REGISTRATION  |
| Already have an account ? Login  |
|  |
|  |

This platform is designed for the public. Here, individuals or organizations can register their details.

| NEW PROTOLOGY 1201      |
|-------------------------|
| INDIVIDUAL REGISTRATION |
| Name*                   |
| Enter your Name         |
| Email *                 |
| 9995495860              |
| Consumer phone number*  |
| Enter Phone Number      |
| Password*               |
|                         |
| Confirm Password*       |
| Confirm password        |
| Show Password           |
| 9383 2                  |
| Enter Captcha           |

# Organizational Registration

| ORGANISATION REGISTRATION |                        |
|---------------------------|------------------------|
| Organisation Name *       | Ownership Type*        |
| Enter your Name           | Choose                 |
| Proprietor Name*          | Proprietor Designation |
| Enter your Name           | Enter your Name        |
| User Type*                | PEN No.*               |
| Choose                    | Enter PEN No           |
| Email*                    | Consumer phone number* |
| 9995495860                | Enter Phone Number     |
| Password*                 | Confirm Password*      |
|                           | Confirm password       |
|                           | Show Password          |
| 2782 0                    |                        |
| Enter Captcha             |                        |
|                           | Register               |
|                           |                        |

# 1.2 FAQ

|                      | Frequently Asked Questions                    | ×        | Sign ir        |
|----------------------|---|----------|----------------|
|                      |   | •        | <u>cal A</u>   |
| plicatic             | Question : sdfdsf                             | L        | Soil I         |
| proval               | Answer : sdfdsfdsf sdf sd sdf ff              | L        |                |
| plicatic             | Question : test                               | l        | r Lift         |
| arance               | Answer : dsf sdfsf dsfdsf sdfds f sdfsd sdf d | t.       | cense          |
| plicatic<br>nnectic  | Question : Test Question                      |          | lnsp<br>ork    |
|                      | Answer : Sampel Answer                        |          |                |
| rtification<br>/VVIP |   | ▼<br>ose | Lift<br>Licen: |
|                      |   |          |                |

Here, we present responses to commonly asked questions from the public regarding the software and its services.

| 1.3 Sign In                                  |  |  |
|--|--|--|
| Home E-Se                                    | Sign In  | FAQ Sign in                                  |
|  | Phone Number Enter Phone Number                          | Report Electrical Ac                         |
| lication for Scheme<br>roval                 | Password<br>Enter password<br>Show Password<br>6 4 2 8 2 | Application for Soil Re<br>Certificate       |
| lication for Line<br>ırance Safety Certifica | Enter Captcha<br>Sign In                                 | Application For Lift<br>Inspection & License |
| lication for Temporary<br>nections           | Approval and D Certificate of<br>Cinema Theatres         | Application for Inspe<br>Cable TV network    |
| lication for Safety                          | Application for Valuation for                            | Application for Lift                         |

register their details.

After completing registration, public can login to the software using the credentials (mobile number and password)

## 1.4 Public Dashboard

Public dashboard contains a link for email verification.

| SURAKSHA  | 會 Dashboard    | P E-Services      | P Grievance | P Application Status | ペ View Profile | D Log Out                          | Welcome |
|-----------|----------------|-------------------|-------------|----------------------|----------------|------------------------------------|---------|
|           |                |                   |             |                      |                |                                    |         |
|           | Your Email has | been Verified Suc | ccessfully. |                      |                |                                    |         |
|           |                |                   |             |                      |                |                                    |         |
|           |                |                   |             |                      |                |                                    |         |
|           |                |                   |             |                      |                |                                    |         |
|           |                |                   |             |                      |                |                                    |         |
|           |                |                   |             |                      |                |                                    |         |
| <br>SRS D | CUMENT         | – SURAK           | (SHA        |                      |                | DOCUMENTED BY NETROXE IT SOLUTIONS | 9       |

• E - Services

Presented below are the e-services offered by Suraksha, each accompanied by a link to its respective application.

| SURAKSHA | û Dashboard         | P E-Services         | 며 Grievance          | 며 Application Status      | A View Profile | € Log Out |
|----------|---------------------|----------------------|----------------------|---------------------------|----------------|-----------|
| E-Ser    | rvices              |                      |                      |                           |                |           |
| 2        | Application for Sc  | heme Approval        |                      |                           |                |           |
| 2        | Application for Sa  | anction for Energis  | ation (Direct Com    | pletion Report Submission | ו)             |           |
| <b>e</b> | Application for Sc  | il Resistivity Certi | icate                |                           |                |           |
| <b>e</b> | Application for Lir | ne Clearance Safe    | ty Certificate       |                           |                |           |
|          | Application for Ad  | lvice Approval       |                      |                           |                |           |
|          | Application For Li  | ift Inspection & Lic | ense                 |                           |                |           |
|          | Application for Te  | mporary Connecti     | ons                  |                           |                |           |
|          | Application for Sc  | heme Approval ar     | d D Certificate of   | Cinema Theatres           |                |           |
| Ē        | Application for Ins | spection of Cable    | <sup>™</sup> network |                           |                |           |

### **Application for Scheme Approval**

Submit an application for scheme approval to obtain the necessary authorization from KSEB for the installation of electrical connections. This process is exclusively available for individuals holding a contractor license. Additionally, it encompasses the submission of the electrical connection drawing that needs to be installed.

| 1  | 2 3   | 4  |
|--|---|--|
| Installation Details   |   |  |
| Installation Name*   | Consumer Name*  | Installation Address*  |
| Consumer Number*   | Consumer Email* (Consumer Email and phone number will be used for<br>periodical infimation)                       | Consumer phone number*   |
| Installation Landmark*   | Street*   | Pincode*   |
| District*<br>Choose  | Local body*<br>Choose.  | Panchayath / Muncipality /Corporation*   |
| KSEB Section*<br>Choose  |   |  |
| Contractor License No*<br>(CA-XXXXX, CB-XXXXX) Search Licence  | Contractor Name*  | License Validity*  |
| Supervisor Permit No* None selected - Next   |   |  |
| 1<br>General Details   | 2 3   |  |
| Type of Installation *   | alator  Transformer Inspection  |  |
| Own Property<br>Yes No   | Sub station *   | Any other details required for scrutiny  |
| Schematic diagram * Choose file No file chosen   |   |  |
| Earthing Calculation<br>Allowed file types :   | Busduct Design<br>Allowed file types : , pdf<br>Max: file size : 512 kb<br>Choose file No file chosen             | Declaration Form *<br>Alloweed file types : odf<br>Max: file size : 512 kb<br>Choose file No file chosen |
| Ownership Certificate<br>Allowed file types : .pdf<br>Max. file size. 512 kb                                   | Consent from Owner (If Not Own Property)<br>Allowed file types : .off<br>Max file size: 512 bh                    | Voltage Drop Calculation<br>Allowed file types :   |
| Choose file No file chosen   | Choose file No file chosen  | Choose file No file chosen   |
| Proforma/Questionnaire of Electrical<br>Installation *<br>Allowed file types : .pdf<br>Max. file size : 512 kb | Soil Resistivity Certificate<br>Allowed file types : pdf<br>Max. file size : 512 kb<br>Choose file No file chosen |  |
| Previous Next  |   |  |

Here the applicant needs to upload the relevant documents for the application.

| <sup>@</sup> Dashboard | P E-Services | 🛱 Grievance   | P Application Status | A View Profile | Log Out  |   |                |                 |
|------------------------|--------------|---------------|----------------------|----------------|----------|---|----------------|-----------------|
|                        |              |               |                      |                |          |   |                |                 |
|                        | 1            |               | 2                    |                |          | 3 |                | 4               |
| Technical Details      |              |               |                      |                |          |   |                |                 |
| Category               | Un           | it Price (Rs) | Capacit              | у              | Quantity |   | Sub Total (Rs) | Action          |
|                        |              |               |                      |                |          |   | Add            | Equipment Print |
| Previous               | Next         |               |                      |                |          |   |                |                 |
|                        |              |               |                      |                |          |   |                |                 |
|                        |              |               |                      |                |          |   |                |                 |

Here by clicking on the add equipment the applicant can add equipment details for the application

| E-Services 🗖 Grievance | D Application Status & View Profile & Los Out |                           |     |
|------------------------|---|---------------------------|-----|
| Unit Price (Rs)        | Add Equipments Select category Choose         | Close Save changes Action |     |
| Next                   |   | Add Equipment Pr          | int |

After saving the equipment details by clicking on the next button a payment window appears.



A fee is associated with scheme approval. Once the payment is made online, the application can be submitted.

|   | 2 | 3 | 4 |
|---|---|---|---|
|   |   |   |   |
| Payment Details   |   |   |   |
| Office Details  |   |   |   |
| Application going to submit at chief electrical Office  |   |   |   |
| Fee Details   |   |   |   |
| Total Inspection Fee: Rs. 50.00                         |   |   |   |
| Scrutiny fee to be paid (75% of the total fee): Rs. 555 |   |   |   |
| Total Scrutiny fee paid Rs. 0.00                        |   |   |   |
| Balance Amount(Round off to nearest 5) : Rs. 555.00     |   |   |   |

Payment gate will appear when clicking on the pay fee.



# Application for Sanction for Energization

Upon receiving approval for the scheme, contractors must proceed to seek sanction for energization. The initial page of the energization sanction will mirror that of the scheme approval. However, the documents required for uploading during the energization sanction phase will differ.

Own Property Sub station \* Any other details required for scrutiny Yes No Schematic diagram \* Choose file No file chosen Fault Level Calculation, if applicable Earthing Calculation, if applicable Busduct Design, if applicable Allowed file types : .pdf Max. file size : 512 kb Allowed file types : .pdf Max. file size : 512 kb Allowed file types : .po Max. file size : 512 kb Choose file No file chosen Choose file No file chosen Choose file No file chosen Declaration Form Ownership Certificate, if applicable Consent from Owner (If Not Own Property) Allowed file types : .pdf Max. file size : 512 kb Allowed file types : .pdf Max. file size : 512 kb Allowed file types : .pdf Max. file size : 512 kb Choose file No file chosen Choose file No file chosen Choose file No file chosen Voltage Drop Calculation, if applicable Test Reports Any Other Supporting Documents Allowed file types : .jpeg,.jpg,.doc,.docx,.png,.pdf,.xls,.xlsx Max. file size : 512 kb Allowed file types : .pdf Max. file size : 1024 kb Allowed file types : .pdf Max. file size : 512 kb Choose file No file chosen Choose file No file chosen Choose file No file chosen Completion Report \* Allowed file types : .pdf Max. file size : 512 kb Choose file No file chosen 

Adding equipment and fee detailing pages are all the same.

#### **Application for Soil Resistivity Certificate**

| soil Resistivity Application Form                           |                     |                         |
|---|---------------------|-------------------------|
| 1   | 2                   | 3                       |
| Installation Details  |                     |                         |
| Installation Name*  | Consumer Name*      | Installation Address*   |
| Consumer Mobile Number                                      | Consumer Email      | Location                |
| House or Building Name / No.                                | Street*             | City*                   |
| Pincode*  | District*<br>Choose | KSEB Section*<br>Choose |
| Licensee<br>Choose  |                     |                         |
| Contractor License No<br>(CA-XXXXX, CB-XXXXX Search Licence | Contractor Name     | License Validity        |
| Supervisor Permit No  |                     |                         |

| 1     2     3       General Details     Choose file     No file chosen       Choose file     No file chosen     Choose file                 | 1     2     3       General Details       Location Sketch (s12 k8) (pdf)     Possession Certificate (s12 k8) (pdf)     Any Other Supporting Documents (s12 k8) (pdf) (jpe_j,jp_j, doc. doc., pn_j, pdf. Ms. Ms)       Choose file     No file chosen     Choose file     No file chosen       Previous     Next | Resistivity Application Form    |  |   |
|---|---|---------------------------------|--|---|
| General Details     Any Other Supporting Documents (512 KB) (pdf)       Choose file     No file chosen       Choose file     No file chosen | General Details     Location Sketch (512 kB) (pd)     Possession Certificate (512 kB) (pd)     Any Other Supporting Documents (512 kB) (pd)       Choose file     No file chosen     Choose file     No file chosen       Previous     Next   | 1                               | 2                                      | 3   |
| Choose file         No file chosen         Choose file         No file chosen   | Location Sector (s12 ks) (pa)     Possession Certificate (s12 ks) (pa)     Any Uniter Supporting Documents (s12 ks)       Choose file     No file chosen     (jeg-jap.dc. chors, pa.dt. st. sta)       Previous     Next  | General Details                 |  |   |
| Choose file No file chosen Choose file No file chosen   | Previous Next Choose file No file chosen  | Location Sketch (512 KB) (.pdf) | Possession Certificate (512 KB) (.pdf) | Any Other Supporting Documents (512 KB)<br>(.jpeg.,jpg.,doc,.docx.,png.,pdf,.xls,.xlsx) |
|   | Previous Next   |                                 | Choose nie ino nie chosen              | Choose file No file chosen  |

Only a few documents need to be uploaded here. Here also the payment details are the same.

### **Application for Line Clearance Safety Certificate**

Here the public can apply for the line clearance safety certificate.

| Line Clearance Application Form |                        |  |
|---------------------------------|------------------------|--|
| 1                               | 2                      | 3                                      |
| Installation Details            |                        |  |
| Consumer Name*                  | Communication Address* | Consumer Mobile Number*                |
|                                 |                        |  |
| Consumer Email                  | Location               | Landmark                               |
|                                 |                        |  |
| Street*                         | City*                  | Pincode*                               |
|                                 |                        |  |
| District*                       | Local body*            | Panchayath / Muncipality /Corporation* |
| Choose                          | Choose                 | Choose                                 |
| KSEB Section*                   |                        |  |
| Choose                          |                        |  |
| Next                            |                        |  |

| Line Clearance Application Form   |             |  |                         |
|---|-------------|--|-------------------------|
|   |             |  | 3                       |
|   |             |  | 0                       |
| General Details   |             |  |                         |
| Type of Building*   |             | Line Position  | Name of Feeder          |
| Choose  |             | Choose   | Choose                  |
| Between Locations   |             | Authority  | Local Authority address |
| Location From   | Location To | Choose   |                         |
| Survey Number   |             | Land Tax Receipt No  | Applicant Category*     |
| Clearance Letter from KSEBL/Li<br>Allowed file types : pdf<br>Max. file size : 512 kb<br>Choose file No file chosen | censee      | Any Other Supporting Documents<br>Allowed file types :<br>jpeg, jpg, doc, docc, ngg, pdf, xls, xlsx<br>Max. file size : 512 kb<br>Choose file No file chosen |                         |
| Previous Next   |             |  |                         |
|   |             |  |                         |
| Line Clearance Application Form   |             |  |                         |
| 1   |             | 2  | 3                       |
| Payment Details   |             |  |                         |
| Application Fee : Rs. 1105.00   |             |  |                         |
| Previous Pay Fee  | e           |  |                         |
|   |             |  |                         |

Here also the payment details are the same.

#### Application for Advice Approval

All processes and fields remain identical to scheme approval. The only distinction is that contractor and supervisor fields are mandatory for scheme approval, whereas they are optional in this case.

# • Application status

In this section, the public can monitor the status of their submitted applications. The application status menu comprises six sections, starting with the first one labeled • Draft - Here is a list of incomplete forms that have been prepared for application. You can edit and submit these forms at a later time.

| SURAKSHA |                 |   |                      |                 |            |                           |             | Welcome |
|----------|-----------------|---|----------------------|-----------------|------------|---------------------------|-------------|---------|
|          | Applie<br>Draft | cation Status<br>Applied Approved Sanctioned Peridocial                         | Defect Reported      |                 |            | Search:                   |             |         |
|          | SI<br>No.       | Application Type  | Installation<br>Name | Application No. | Address    | Status                    | Action      | _       |
|          | 1               | Application for Advice Approval   | addfaf               | 032400066       | we         | Installation<br>Completed | Edit Delete |         |
|          | 2               | Application for Line Clearance Safety Certificate                               |                      | 062400063       | wtwet      | General Info<br>Completed | Edit Delete |         |
|          | 3               | Application for Soil Resistivity Certificate                                    | addfaf               | 172400059       | wtwet      | General Info<br>Completed | Edit Delete |         |
|          | 4               | Application for Sanction for Energisation (Direct Completion Report Submission) | addfaf               | 182400058       | wtwet      | General Info<br>Completed | Edit Delete |         |
|          | 5               | Application for Scheme Approval   | wweer                | 012400051       | oiuytrsxcv | Installation<br>Completed | Edit Delete |         |

Applied

| SURAKSHA |           | ਰ E-Services ਰ Grievance ਰ Application Status                                   | A View Profile €     | Log Out            |                                |          |             | Ø Welcom |
|----------|-----------|---|----------------------|--------------------|--------------------------------|----------|-------------|----------|
|          | Appli     | Cation Status<br>Applied Approved Sanctioned Peridocial D                       | efect Reported       |                    | Search:                        |          |             |          |
|          | SI<br>No. | Application Type  | Installation<br>Name | Application<br>No. | Address                        | Status   | Track<br>It |          |
|          | 1         | Application for Line Clearance Safety Certificate                               |                      | 062400039          | Trivandrum, Kerala -<br>102365 | Applied  | Q           |          |
|          | 2         | Application for Soil Resistivity Certificate                                    | Test 2               | 172400038          | Kerala, Tvpm                   | Applied  | Q           |          |
|          | 3         | Application for Sanction for Energisation (Direct Completion Report Submission) | Test 1               | 182400037          | Kerala, tvm                    | Applied  | Q           |          |
|          | 4         | Application for Scheme Approval   | Test                 | 012400036          | Kerala                         | Applied  | Q           |          |
|          | Showing 1 | to 4 of 4 entries   |                      |                    |                                | Previous | 1 Next      |          |

| A              | Dashb   | oard 🕫 E  | E-Services                                  | 🛱 Grievanc                                 | e 🛱 Application S  | Status 옷 \                         | /iew Profile  | Log Out                               |                      |             |        |           |                    |  |
|----------------|---|---|---|--|--|------------------------------------|---------------|---------------------------------------|----------------------|-------------|--------|-----------|--------------------|--|
|                |   |   |   |  |  |                                    |               |                                       |                      |             |        |           |                    |  |
|                |   |   |   |  |  |                                    |               |                                       | /                    |             |        |           |                    |  |
|                |   |   |   |  |  |                                    |               |                                       |                      |             |        |           |                    |  |
| APPI           | PLICATIO  |   | S Applican                                  | t Name : muha                              | imin   FILE : CEI/128/   | //2024-11(S)   /                   | APLN No. : 01 | 2400825                               |                      |             |        |           |                    |  |
| APPI<br>Applic | PLICATIO  | N DETAILS<br>5 : Putup&Fo                         | S  Applicani                                | t Name : muha<br>Schematic diagi           | imin   FILE : CEI/128/<br>ram Approval Status :                      | V2024-11(S)   /                    | APLN No. : 01 | 2400825                               |                      |             |        |           |                    |  |
| APPI<br>Applic | PLICATIO  | N DETAILS<br>S : Putup&Fo<br>APPLIC/              | S  Applicani<br>orwarded   S<br>CATION FILE | t Name : muha<br>Schematic diagi<br>: FLOW | imin   FILE : CEI/128/<br>ram Approval Status :                      | //2024-11(S)   /                   | APLN No. : 01 | 2400825                               |                      |             | DOCUME | NTS AND H | STORY              |  |
| APPI<br>Applic | PLICATIOI<br>cation Statu:<br>Tapal Receiv            | N DETAILS<br>S : (Putup&Fo<br>APPLIC/<br>red Date | S  Applicani<br>orwarded   S<br>ATION FILE  | t Name : muha<br>Schematic diage           | imin   FILE : CEI/128/<br>ram Approval Status :                      | //2024-11(S)   /                   | APLN No. : 01 | 2400825<br>STORY<br>19/03/202         | 117:32               |             | DOCUME | NTS AND H | ISTORY             |  |
| APPI<br>Applic | PLICATIOI<br>cation Status<br>Tapal Receiv<br>SI No F | N DETAILS   | S  Applicani<br>orwarded   S<br>CATION FILE | tt Name : muha<br>Schematic diago<br>FLOW  | imin   FILE : CEI/128/<br>ram Approval Status :<br>de By Designation | //2024-11(S)   /<br>: Not Verified | APLN No. : 01 | 2400825<br>STORY<br>19/03/202<br>Seat | 17:32<br>Forwarded T | o Designati | DOCUME | NTS AND H | ISTORY<br>ded Date |  |

When we click on tract it, this screen will appear, there we can see the current status of the application

• Approved

Completion reports must be submitted for approved applications. The sanction for energization will be granted to the applicant only upon submission of the completion report.

| SURAKSHA | Dashboard   | P E-Services P                  | Grievance | Application Status   | · 온 View Profile | ① Log Out |                     |                 |                           |     | Welcome |
|----------|-------------|---------------------------------|-----------|----------------------|------------------|-----------|---------------------|-----------------|---------------------------|-----|---------|
|          |             |                                 |           |                      |                  |           |                     |                 |                           |     |         |
|          | Applic      | cation State                    | us        |                      |                  |           |                     |                 |                           |     |         |
|          | Draft       | Applied Approved                | Sancti    | oned Peridocial      | Defect Reported  |           |                     |                 |                           |     |         |
|          |             |                                 |           |                      |                  |           |                     | Search          | n:                        |     |         |
|          | SI<br>No.   | Application Type                |           | Installation<br>Name | Application      | Address   | Status <sup>÷</sup> | Action          |                           | ÷   |         |
|          | 1           | Application for Sch<br>Approval | neme      | Training purpose     | 012400042        | Kerala    | Approved            | Scheme approval | Extend Validity/Submit CR | 3   |         |
|          | 2           | Application for Sch<br>Approval | neme      | Nik                  | 012400040        | Kochi     | Approved            | Scheme approval | Extend Validity/Submit CR | 3   |         |
|          | Showing 1 t | o 2 of 2 entries                |           |                      |                  |           |                     |                 | Previous 1 Ne             | ext |         |
|          |             |                                 |           |                      |                  |           |                     |                 |                           |     |         |
|          |             |                                 |           |                      |                  |           |                     |                 |                           |     |         |

#### Scheme approval

On click the scheme approval – The applicant can view and download the approval letter received from the office.

#### **Extend Validity Submit CR**

When clicking on the extend validity submit CR a new window opens, Showing

| SURAKSHA     |                       |                      |         |     |           |               |                  | Welcome     Welcome |
|--------------|-----------------------|----------------------|---------|-----|-----------|---------------|------------------|---|
|              |                       |                      |         |     |           |               |                  |   |
|              |                       |                      |         |     |           |               |                  |   |
| С            | ompletion             | Report S             | Submiss | ion |           |               |                  |   |
| Installatio  | n Name                |                      |         |     |           |               | Muhaimin         |   |
| Scheme A     | pproval Date          |                      |         |     |           |               | 13/02/2024       |   |
| CR Subm      | ission Last Date      |                      |         |     |           |               | 12/02/2026       |   |
| Submit CR    | Scheme Approva        | I Validity Extension | Request |     |           |               |                  |   |
|              |                       |                      |         |     |           |               |                  |   |
| SURAKSHA © 2 | 024 - Crafted with Ne | troxe.               |         |     | DEPARTMEN | T OF ELECTRIC | CAL INSPECTORATE |   |
|              |                       |                      |         |     |           |               |                  |   |

as completion report submission.

Here also two buttons available. Submit CR and Scheme approval validity extension request

On click submit CR, a new window will open Here the public can request for full sanction or partial sanction. In the case of partial sanction, the applicant needs to select and install the equipment that they need sanction.

| n Dashboard 후 E-Services 후 Grievand | 2 Application Status 2 View Profile O Loc<br>Apply for sanction | Out       |
|-------------------------------------|---|-----------|
|                                     | Partial sanction      Full sanction                             |           |
| Completion Report S                 | Submission  | OK Cancel |
| stallation Name                     |   | Lakshi    |
| heme Approval Date                  |   | 27/03/    |

If the clicks on partial sanction. New window appears with list of added equipment by them and office end.

|                              | Technical Details       |            | Other Equipment Details |            | Pri       | int CR     |          | Payment Details |         |  |  |
|------------------------------|-------------------------|------------|-------------------------|------------|-----------|------------|----------|-----------------|---------|--|--|
|                              |                         |            | ٤)                      |            |           | •          |          | 4               |         |  |  |
| Equipment Details (Approved) |                         |            |                         |            |           |            |          |                 |         |  |  |
| SI No. 🔅                     | Category 0              | Panel Name | Sub Category            | Capacity 🗧 | Unit 🔅    | Quantity 0 | Unit Fee | Total(Rs)       | Action  |  |  |
| 1                            | Equipment               |            | Generator-MV            | 1010       | kVA       | 1          | 11       | 11110           | Install |  |  |
| 2                            | Load                    |            | Lift Load               | 400        | KW        |            | 11       | 4400            | Install |  |  |
| 2                            |                         |            |                         |            |           |            |          |                 |         |  |  |
| 3                            | Solar Inverter          |            |                         | 250        | kVA       | 2          | 11       | 5500            | Install |  |  |
| 3                            | Solar Inverter<br>X-ray |            |                         | 250<br>100 | kVA<br>mA | 2          | 11<br>15 | 5500<br>9000    | Install |  |  |

Applicants can install the equipment they seek sanction for by clicking on "install" here.

|      | 2                 |     | (        | 2            |          |
|------|-------------------|-----|----------|--------------|----------|
|      | Install Equipment |     |          | ×            |          |
|      | Capacity          |     |          |              |          |
|      | 400               |     |          |              |          |
|      | Quantity          |     |          |              |          |
| Vame |                   |     |          |              | Unit Fee |
|      |                   |     | Close Sa | ve & Install | 11       |
|      |                   |     |          |              | 11       |
|      |                   | 250 |          | 2            | 44       |
|      |                   | 250 | KVA      | 2            | 11       |

While clicking on install a modal appears. Here applicant can enter the capacity and quantity to install and save it by clicking on save and install.

| Equipment Details (Installed) Search: |                       |               |                  |                       |                      |                   |                  |                       |       |             |         |
|---------------------------------------|-----------------------|---------------|------------------|-----------------------|----------------------|-------------------|------------------|-----------------------|-------|-------------|---------|
| erial<br>to                           | Category <sup>‡</sup> | Panel<br>Name | Sub<br>Category  | Installed<br>Capacity | Approved<br>Capacity | Unit <sup>‡</sup> | Installed<br>qty | Approved <sub>‡</sub> | Fee   | Total(Rs)   | Action  |
|                                       | Equipment             |               | Generator-<br>MV | 1010                  | 1010                 | kVA               | 1                | 1                     | 11    | 11110       | 1 10    |
|                                       | UPS                   |               |                  | 1                     | 0                    | kVA               | 2                | 0                     | 11    | 38.5        | 1 🕯 🥝   |
| owing 1 to 2                          | 2 of 2 entries        |               |                  |                       |                      |                   |                  |                       |       | Previous    | 1 Next  |
| As fit                                | ted drawing *         | Choose file   | No file chosen   |                       |                      |                   |                  |                       | Add E | Equipment 🕂 | Print 🖨 |
|                                       |                       |               |                  |                       |                      |                   |                  |                       |       |             |         |
|                                       |                       |               |                  |                       |                      |                   |                  |                       |       |             |         |

Installed equipment will lists here. Here additional options provided.

Provided additional options are:

- By clicking on the '+' icon, a new modal appears, there the applicant can change the equipment properties.
- By clicking on the eye icon, an editor modal opens. There the applicant can fill the mentioned details of the equipment

| stal | Equipment Properties   | ×    |     |
|------|--|------|-----|
|      | Properties   |      |     |
| Pa   | $\&$ $\square$ $\blacksquare$ $\blacksquare$ $\blacksquare$ $\checkmark$ $\Rightarrow$ $ $ $\circledast$ $=$ $\ll$ $\blacksquare$ $\blacksquare$ $\blacksquare$ $\blacksquare$ $\blacksquare$ $\square$ $\square$ $\square$ Source |      |     |
|      | B I S I I = :≡ = = >> Styles - Format - ?  |      |     |
|      |  |      | 5   |
| 1    |  |      | 4   |
|      |  |      | 1   |
|      |  |      |     |
| C    |  |      | Equ |
| Supp | Close  | SAVE |     |

This editor will vary according to equipment.

An 'Add equipment' button will be here. If the applicant wants to add any additional equipment, can be add here.

| 8               | Bus duct       |               | A               | dd Equipments         |                      |                   |                  | ×               | 5      |            |
|-----------------|----------------|---------------|-----------------|-----------------------|----------------------|-------------------|------------------|-----------------|--------|------------|
| 9               | Load           |               | s               | elect category        |                      |                   |                  |                 | 5.5    | 5          |
| Showing 1 to 9  | of 9 entries   |               |                 | Choose                |                      |                   |                  |                 |        | Previous   |
| Equipmen        | t Details (Ins | stalled)      |                 |                       |                      |                   | Close            | Save changes    | earch: |            |
| Serial<br>No    | Category       | Panel<br>Name | Sub<br>Category | Installed<br>Capacity | Approved<br>Capacity | Unit <sup>‡</sup> | Installed<br>qty | Approved<br>qty | Fee    | Total(Rs)  |
|                 |                |               |                 | ١                     | lo data available in | table             |                  |                 |        |            |
| iShowing 0 to ( | ) of 0 entries |               |                 |                       |                      |                   |                  |                 |        | Prev       |
| As fi           | itted drawing  | Choose file   | No file chosen  |                       |                      |                   |                  |                 | Add E  | quipment 🕂 |
|                 |                |               |                 |                       |                      |                   |                  |                 |        |            |
|                 |                |               |                 |                       |                      |                   |                  |                 |        |            |

The upload option for fitting drawings will be mandatory only if new equipment is added. Otherwise, it won't be required.

| Technical Details  | Other Equipment Details | Print CR   | Payment Details |
|--|-------------------------|--|-----------------|
| 1  | 2                       | 3  | 4               |
|  |                         |  |                 |
| Insulation Test Values as<br>applicable<br>Allowed file types : pdf<br>Max. file size : 512 kb   |                         | Any Other Supporting<br>Documents if applicable<br>Allowed file types : .pdf<br>Max. file size : 512 kb  |                 |
| Choose file No file chosen   |                         | Choose file No file chosen   |                 |
| Details of authorized       persons as per Regulation       Allowed file types : .pdf       Max. file size : 512 kb       Choose file     No file chosen |                         | Test Reports incl. Relay<br>CT Breakers Transformer<br>Generator etc as<br>applicable<br>Allowed file types : .pdf<br>Max. file size : 2048 kb |                 |
|  |                         | Choose file No file chosen   |                 |
|  |                         |  |                 |
|  |                         |  | Back Continue   |

These uploading options are not mandatory.

| Technical Details  | Other Equipment Details | Print CR            | Payment Details             |  |  |  |  |  |  |  |  |
|--|-------------------------|---------------------|-----------------------------|--|--|--|--|--|--|--|--|
| 1  | 2                       | 3                   | 4                           |  |  |  |  |  |  |  |  |
|  |                         |                     |                             |  |  |  |  |  |  |  |  |
|  |                         |                     |                             |  |  |  |  |  |  |  |  |
| FORM OF COMPLETION CERTIFICATE   |                         |                     |                             |  |  |  |  |  |  |  |  |
| I/We certify that the installation detailed below has been installed by me/us and tested and that to the best of my/our knowledge and belief, the installation complies with the provision of Central Electricity Authority Regulations, 2023, IS:3043, IS 732 and other relevant codes of electrical installations. |                         |                     |                             |  |  |  |  |  |  |  |  |
| 1 Name of installation : Lakshm<br>2 Voltage and System of Supply :  | i123                    |                     |                             |  |  |  |  |  |  |  |  |
| Signature of the Supervisor  | Signature of            | of the Owner        | Signature of the Contractor |  |  |  |  |  |  |  |  |
|  |                         |                     |                             |  |  |  |  |  |  |  |  |
|  | Form of compl           | etion certificate 🔒 |                             |  |  |  |  |  |  |  |  |
|  |                         |                     | Back Continue               |  |  |  |  |  |  |  |  |

Below is the completion report form. It necessitates authorized signatures from the Supervisor, Owner, and contractor. Therefore, the applicant must print this certificate and sign it.

| (1)   | 2  | 3       | 4            |
|---|--|---------|--------------|
| Fee Details                                 |  |         |              |
| Total Inspection Fee : Rs.21010 /-          |  |         |              |
| *Advance Inspection Fee Paid : Rs. 0 /-     |  |         |              |
| As-fitted drawing fee: : Rs. 555 /-         |  |         |              |
| Balance amount : Rs. 21010 /-               |  |         |              |
| Office Details                              |  |         |              |
| Application going to submit Office of the E | eputy Chief Electrical Inspector, Thiruvananth | napuram |              |
| Payment Details                             |  |         |              |
| Upload completion Certificate               | Choose file No file chosen                     |         |              |
|   | -  |         | Back Pay Fee |

The page displays fee details, office information, and provides a section for uploading signed certificate.

Payment gateway will appear while clicking on the Pay fee button.

If the CR is already submitted it shows 'CR submission is not available'

| SURAKSHA | ම Dashboard  ට් E-Services  ට් Grievance  ට්        | <sup>第</sup> Application Status |           |
|----------|---|---------------------------------|-----------|
|          |   |                                 |           |
|          | Completion Report Sub                               | mission                         | -         |
|          | Installation Name                                   | $\mathbf{X}$                    | iyas      |
|          | Scheme Approval Date                                |                                 | 6/03/2024 |
|          | CR Submission Last Date                             | Oops                            | 5/03/2026 |
|          | Submit CR Scheme Approval Validity Extension Reques | CR Submission is not available  |           |
|          |   |                                 |           |

• View Profile

There are two tabs available: one for personal details and another for password reset. Users can both view and modify their profile details within the personal details tab.

| SURAKSHA | Dashboard | E-Service | s 🛱 Grievance   | Application Status | 옷 View Profile | Log Out |                |   | ® Weld |
|----------|-----------|-----------|-----------------|--------------------|----------------|---------|----------------|---|--------|
|          |           |           |                 | -                  |                |         |                |   |        |
|          |           | _         |                 | Personal Details   |                |         | Reset Password |   |        |
|          |           |           | Name *          |                    | TEST TRAIN     | ING     |                |   |        |
|          |           |           | Email           |                    | tester@netro   | xe.com  |                |   |        |
|          |           |           | Contact Number* |                    | 9995222648     |         |                |   |        |
|          |           |           |                 |                    |                |         | Update         | e |        |
|          |           |           |                 |                    |                |         |                |   |        |
|          |           |           |                 |                    |                |         |                |   |        |
|          |           |           |                 |                    |                |         |                |   |        |
|          |           |           |                 |                    |                |         |                |   |        |
|          |           |           |                 |                    |                |         |                |   |        |

| SURAKSHA | 여 E-Services 여 Grieva   | nce 🛛 Application Status   | 옷 View Profile | Log Out |          | © Wel |
|----------|---|--|----------------|---------|----------|-------|
|          |   |  |                |         |          |       |
|          |   | Personal Details   |                | Reset F | Password |       |
|          | New Passwo  | New Pas  | sword          |         |          |       |
|          | Confirm Pas   | word Confirm   | Password       |         |          |       |
|          | Password     Password     Password     Password     Password     Password | Password must be at least 6 characters in length     Password must contain at least one lowercase letter     Password must contain at least one uppercase letter     Password must contain a special character |                |         | Reset    |       |
|          |   |  |                |         |          |       |

# I. STAFF END

# **Staff login**

The office setup involves multiple users, each accessing with their unique login credentials provided by the super admin. The super admin holds full management permissions, while other staff members access and perform tasks assigned by the super admin. Applications submitted by the public are processed here, with designated staff members scrutinizing each application. Any identified defects are promptly reported back to the applicant.

## 2. Staff End Dashboard

The staff-end dashboard displays the total count of applications received by the respective user, encompassing both pending and processed applications.

| SURAKSHA  |        |                                 | ELECTRIC | CAL INSPECTORATE     |   |                          |   | User M                | anual 😒        |
|---|--------|---------------------------------|----------|----------------------|---|--------------------------|---|-----------------------|----------------|
| MENU<br>Dashboard   |        | DASHBOARD                       |          |                      |   |                          |   | Dro                   | id > Dashboard |
| Scheme Approval/SFE Periodical Inspection  Staff Management | ~      | <b>O</b><br>Pending Application | 0        | 0<br>Processed Files | ĥ | 4545<br>Soil Resistivity | ۲ | 555<br>Line Clearence | ۲              |
| Electrical Accidents  |        | 545                             | (78)     |                      |   |                          |   |                       |                |
| Line-Clearence  | y<br>v | Scheme Approval Received        |          |                      |   |                          |   |                       |                |
| Theatre Inspection     Temporary Connection                 | v<br>v |                                 |          |                      |   |                          |   |                       |                |
| G cable TV network · · · · · · · · · · · · · · · · · · ·    | y<br>y |                                 |          |                      |   |                          |   |                       |                |
| Valuation of Electrical Installations                       | Ŷ      |                                 |          |                      |   |                          |   |                       |                |

#### 6.1 Scheme Approval/SFE

All submissions from the public will be initially received at the tapal section. Subsequently, these applications are forwarded from the tapal section to the designated officer by clicking on the putup button.

| SURAKSHA                              |                                  |                          |                |                              |                         |                       |                     | anual 😥 |  |
|---------------------------------------|----------------------------------|--------------------------|----------------|------------------------------|-------------------------|-----------------------|---------------------|---------|--|
| MENU                                  | LIVE APPLICATIONS                | LIST                     |                |                              |                         |                       |                     |         |  |
| 🖂 Dashboard                           | Dashboard > Applications         | Dashboard > Applications |                |                              |                         |                       |                     |         |  |
| Scheme Approval/SFE                   | Selcet All                       |                          |                |                              |                         |                       |                     |         |  |
| Approval/SFE                          |                                  |                          |                |                              |                         |                       |                     |         |  |
| All Application<br>Closed Application | Show 10 entries Search:          |                          |                |                              |                         |                       |                     |         |  |
| Periodical Inspection ~               | Application Type                 | Installation ¢<br>Name   | ¢<br>Applicant | Application $\diamond$<br>No | ¢<br>File No.           | Application<br>Status | Submitted ¢<br>date | Action  |  |
| Staff Management                      | Direct Completion Report for     | Thermal energy           | Nikhil S Nik   | 182400082                    |                         | Applied               | 5/02/2024           | PUTUP   |  |
| 🖂 Electrical Accidents 🗸              | SFE                              |                          |                |                              |                         |                       |                     |         |  |
| Soil Resistivity ~                    | Scheme Approval                  | Test 66                  | Nikhil S Nik   | 012400078                    | EIT/009/2024-<br>660(S) | Applied               | 5/02/2024           | PUTUP   |  |
| Line-Clearence                        | Direct Completion Report for SFE | Test 1                   | Test Training  | 182400037                    |                         | Applied               | 30/01/2024          | PUTUP   |  |

In the application listing , A dropdown is provided for scheme related all applications

| SURAKSHA              |     |                                     |                |                        |                |                          |                 | User Ma                          | nual 💿        |                                     |                     |                |        |
|-----------------------|-----|-------------------------------------|----------------|------------------------|----------------|--------------------------|-----------------|----------------------------------|---------------|-------------------------------------|---------------------|----------------|--------|
| IENU                  |     | LIVE APPL                           | ICAT           | IONS LIST              | -              |                          |                 |                                  |               |                                     |                     |                |        |
| 🖂 Dashboard           |     | Dashboard >                         | Applicatio     | ons                    |                |                          |                 |                                  |               |                                     |                     |                |        |
| Scheme Approval/S     | FE  |                                     |                |                        |                |                          |                 |                                  |               |                                     |                     |                |        |
| Americal/REE          | ^   | Select All                          |                |                        |                | ~                        |                 |                                  |               |                                     |                     |                |        |
| Closed Application    |     | Scheme Approva                      | il<br>n Report | for SFE                |                |                          |                 |                                  |               |                                     |                     |                |        |
| Periodical Inspection | n v | Advice Approval<br>Sanction for Ene | rgisation      |                        |                |                          |                 |                                  |               |                                     | Search:             |                |        |
| Staff Management      |     | Application<br>Type                 | ÷              | Installation 💠<br>Name | ¢<br>Applicant | Installation<br>District | KSEB<br>Section | Application $\Leftrightarrow$ No | ÷<br>File No. | Application $\Rightarrow$<br>Status | Submitted o<br>date | Received date  | Action |
| Electrical Accidents  | ×   | Scheme App                          | proval         | test pay 3             | test           | Thiruvananthapuram       | Kallara         | 012400888                        |               | Putup &                             | 28/03/2024          | 28-03-         | PUTUP  |
| Soil Resistivity      | ÷   |                                     |                | -08/03                 |                |                          |                 |                                  |               | Forwarded                           |                     | 2024           | _      |
| Line-Clearence        | ÷   | Scheme App                          | proval         | pay test 3             | test           | Thiruvananthapuram       | Kanyakulangara  | 012400887                        |               | Applied                             | 28/03/2024          | 28-03-<br>2024 | PUTUP  |
| Lab Test              | ×   | Direct Comp                         | letion         | test chief             | aaaa           | Thiruvananthapuram       | Kalliyoor       | 182400876                        |               | Applied                             | 27/03/2024          | 27-03-         | PUTUP  |
| 🖂 Lift Escalator      | ÷   | Report for S                        | FE             |                        |                |                          |                 |                                  |               |                                     |                     | 2024           | _      |
| 🖂 Theatre Inspection  | ~   | Advice Appr                         | oval           | Abdul                  | jbjkb          | Thiruvananthapuram       | Aryanad         | 032400866                        |               | Applied                             | 26/03/2024          | 26-03-<br>2024 | PUTUP  |

#### This dropdown option is provided in scheme section of office end logins

| (SHA          | Ξ | Ξ.         | DEPART                 | MENT OF ELE                    | Application PUTL     | JP                        |                     | ×   |          |                         |                              | User M           | anual  |
|---------------|---|------------|------------------------|--------------------------------|----------------------|---------------------------|---------------------|-----|----------|-------------------------|------------------------------|------------------|--------|
| uprovol/SEI   | - | Das        | shboard > Appli        | ications                       | File Number :        |                           | Enter section :     |     | _        | /                       |                              |                  |        |
| provai/SPI    | ^ | Select All |                        | EIT/XX/2024/<br>Send To Office |                      | 001/1000                  |                     |     |          |                         |                              |                  |        |
| E<br>ccidents | ~ | e          | s                      |                                | Office of the Deputy | Chief Electrical Inspecto | r, Thiruvananthapur | •   | /        | Search:                 |                              |                  |        |
| vity          | ~ |            | Installation 😄<br>Name | ¢<br>Applicant                 | Test Head Clerk DyC  | El Tvm - Test Head Clerk  | - 20003             | •   | \$<br>). | Application 🔅<br>Status | Submitted $\Rightarrow$ date | Received<br>date | Action |
| ence          | ~ |            | Test                   | Abdul                          |                      |                           | Close               | ТИР |          | Applied                 | 15/03/2024                   | 15-03-<br>2024   | PUTUP  |
| or            | ~ |            | letter defect          | sdfg                           | Thiruvananthapuram   | Kaniyapuram               | 012400701           |     |          | Applied                 | 25/03/2024                   | 25-03-<br>2024   | PUTUP  |
| spection      | ř |            | advice                 | test                           | Thiruvananthapuram   | Edava                     | 032400699           |     |          | Applied                 | 13/03/2024                   | 13-03-           | PUTUP  |

The file number is automatically generated in the tapal section during putup. The tapal clerk has the option to manually enter the section and select the seat to send the application from the dropdown menu. No additional steps will be carried out in the tapal section after a file has been Put-up.

### **File flow**

| SURAKSHA                             |  | CTRICAL INSPECTORATE |                |                              |                         |                                  | User Manu           | Jal 2  |
|--------------------------------------|--|----------------------|----------------|------------------------------|-------------------------|----------------------------------|---------------------|--------|
| MENU  Dashboard  Scheme Approval/SFE | LIVE APPLICATIONS I                    | LIST                 |                |                              |                         |                                  |                     |        |
| Approval/SFE<br>Closed Application   | Show 10 entries                        |                      |                |                              |                         | Se                               | arch:               |        |
| Soil Resistivity ~                   | ÷<br>Application Type Ins              | ¢<br>stallation Name | ¢<br>Applicant | Application $\diamond$<br>No | ¢<br>File No.           | Application $\diamond$<br>Status | Submitted o<br>date | Action |
| Line-Clearence ~                     | Direct Completion Report Th<br>for SFE | nermal energy        | Nikhil S Nik   | 182400082                    | EIT/011/2024-<br>200(S) | Putup&Forwarded                  | 5/02/2024           | View   |
|                                      | Sanction for Energisation Sci          | heme Install SARAN   | Nikhil S Nik   | 022400072                    | EIT/008/2024-<br>600(S) |                                  | 3/02/2024           | View   |
| Temporary Connection                 | Scheme Approval alf                    | fa                   | joby           | 012400060                    | EIT/010/2024-B2(S)      | Putup&Forwarded                  | 2/02/2024           | View   |
| 🗠 cable TV network 🗸 🗸               | Sanction for Energisation Tra          | aining purpose       | Test Training  | 022400045                    | EIT/006/2024-JS-        |                                  | 31/01/2024          | View   |

Within other sections, the comprehensive list of all applications includes a "View" button. Clicking on this button opens a new window with additional options.

| SURAKSHA                 |   | User Manual                         |
|--------------------------|---|-------------------------------------|
| IENU                     | APPLICATION DETAILS Applicant Name : Vishnu   FILE : CEI/135/2024                                   | I-011/400(S)   APLN No. : 012400892 |
| Scheme Approval/SFE      |   |                                     |
| ~                        | Application Status : Putup&Forwarded   Schematic diagram Approval Status : Not Verified Reload View | Application History                 |
| Periodical Inspection ~  | FORWARD DEFECT DRAFT DEFECT SEND DEFECT NOTES SCRUTINY  | HISTORY DRAFT SCHEME APPROVAL       |
| 🕾 Electrical Accidents 🗸 | APPROVE COMPLIANCE CLOSE FILE   |                                     |
| Soil Resistivity ~       |   |                                     |
| Line-Clearence v         | INSTALLATION DETAILS GENERAL DETAILS TECHNICAL  | DETAILS PAYMENT DETAILS             |
| 🗃 Lift Escalator 🗸 🗸     | Installation Manua  | Anadhille                           |
| Theatre Inspection       | Installation Name   | Агадліка                            |
|                          | Consumer Name   | Vishnu                              |
| 🗠 cable TV network 🗸     | Installation Address  | wtwet                               |
| Valuation of Electrical  |   |                                     |
| Installations ~          | Consumer Number   | 123456                              |

#### • Forward

Forward button is for forwarding the file to the next officer

| (SHA         |  | Forward Application   |                             | User Manual | 2000 |
|--------------|--|---|-----------------------------|-------------|------|
|              | APPLICATION DETAIL                     | File Number :   | l No. : 012400096           |             |      |
| oproval/SFE  | Application Status : Approved   Schema | EIT/019/2024-(S)  | ory                         |             |      |
| Inspection ~ | FORWARD DEFECT DR                      | Office of the Deputy Chief Electrical Inspector Thiruvananthapure | RY DRAFT SCHEME APPROVAL AP |             |      |
| igement      | COMPLIANCE CLOSE FILE                  | Send To Seat:   |                             |             |      |
| ivity ~      | INSTALLATION DETAILS                   | Select V  | AL DETAILS PAYMENT I        | DETAILS     |      |
| ence ~       | Installation Name                      | Close Forward   | contrctor list              |             |      |
| tor ~        | Consumer Name                          |   | sdfg                        |             |      |
| spection ~   | Installation Address                   |   | tesr                        |             |      |
| v            | Consumer Number                        |   | 111111111                   |             |      |

The user can select an officer from the dropdown menu.

#### • Defect

If any defects are identified during the document verification process, the user has the option to take note of and save them here.

Defect marking process

- Create new defect in "Enter new defect"
- Click on "Enter". If want to remove that defect, click on the remove button.
- Click on "Save". After saving the defect, the defect will be saved. Then again click on the defect button
- Click on "defect verification"

| n a    |                  |                                |     |
|--------|------------------|--------------------------------|-----|
| D      | Defect Marking   | ×                              | _   |
| CA     | Select Defects   |                                | 082 |
|        | Choose           | •                              |     |
| ı Stat | Enter New Defect |                                |     |
| RD     |                  |                                | ER  |
|        |                  | 6                              |     |
| ULE I  | Enter            |                                | ł   |
| 11     |                  |                                |     |
|        | Defect           | Delete                         |     |
| stalla | new              | Remove                         |     |
| nsun   |                  |                                |     |
| stalla |                  | Close Save Defect Verification |     |
| nsun   |                  |                                |     |

Entered defects will lists below. If any defects we want to remove, it can be deleted by clicking on delete button.

| d (          | Defect A | pproval                           | ×                   |       |
|--------------|----------|-----------------------------------|---------------------|-------|
| PLICA        | Verify   | Defects                           | Delete              | 00874 |
| ication Stat |          | Pincode<br>Test Section Clerk Tvm | 2024-03-28 11:03:52 |       |
| LOSE FILE    |          | New<br>Test Section Clerk Tvm     | 2024-03-28 16:54:29 |       |
| 41           |          |                                   | Close Verify        |       |
| Installatio  | on Name  |                                   | test chief data     |       |
| Consume      | r Name   |                                   | sdfgh               |       |

When the 'verify' button is clicked again, a new window will appear, displaying a list of all the defects that have been entered. From this list, the user can select which defects to include in the defect draft letter.

#### **Draft Defect**

After verification of defect, Click on the Draft defect button. Here we can see the create defect will be in the letter draft. This draft is sending to the public end. This is in a letter format.



After editing the details, user can view the letter by clicking on the preview button. Then saving the draft.

#### • Send Defect

Selecting the "Send Defect" option will transmit verified defects to the public interface. The applicant can then view the identified defect and make necessary corrections. These defects sending from office to public

will displays in the Defect tab of application status. After rectifying all the defects public will send the compliance in return.

#### • Notes

Users can store any additional notes regarding the application here. These notes will be accessible to the next officer to whom it is forwarded.

#### • Scrutiny

Here, the public's added equipment undergoes scrutiny. The verifying officer can append extra equipment here. Deactivation is possible for public-added equipment, while officers have the option to delete their additions.

| SCRUTINY          |                 |                   |          |                | ×          |
|-------------------|-----------------|-------------------|----------|----------------|------------|
| Category          | Unit Price (Rs) | Capacity          | Quantity | Sub Total (Rs) |            |
| Load<br>Lift Load | 11.00 /-        | 1 KW              |          | 11.00/-        | Delete     |
| CT Scanner        | 11025.00 /-     |                   | 2        | 22050.00 /-    | Deactivate |
| Bus duct          | 2.50 /-         | 1 <sub>Amps</sub> | 1        | 3.00 /-        | Deactivate |

Two options are provided: 'Deactivate' and 'Delete'. Public-added equipment can be deactivated from the staff end. Any new equipment added by the staff can be deleted.

#### • History

| SURAKSHA                 |  | User Manual | 20002 |
|--------------------------|--|-------------|-------|
| MENU Scheme Approval/SFE | APPLICATION HISTORY Applicant Name : sdfg   FILE : EIT/025/2024-(S)   APLN No. : 248 |             |       |
| Periodical Inspection ~  | Copy Excel CSV PDF Print Search:   |             |       |
| Staff Management         | Date 🗄 User type 🌩 Type 🗘 Description  |             | ¢     |
| 🗠 Electrical Accidents 🕞 | No data available in table   |             |       |
| Soil Resistivity ~       | Showing 0 to 0 of 0 entries  |             |       |
| Line-Clearence ~         |  |             |       |
| 😔 Lift Escalator 🗸       |  |             |       |
| 🕾 Theatre Inspection 🗸   |  |             |       |

Presented below is the complete process history of the application.

#### • Compliance

The rectified details of defects, as communicated by officers to the public, are displayed at this location.

| )) C | COMP     | LIANCE                               |   | ×          |
|------|----------|--------------------------------------|---|------------|
| CA   | 202      | 4-03-20                              | View Letter   |            |
| Sta  | Defect s | submitted by:                        | Section Clerk ,Office of the Chief Electrical Inspector                             |            |
|      | Sl No.   | Defect                               |   | Compliance |
| RD   | 1        | Fire Retardant l<br>per relevant sta | ow Smoke and Low Halogen power cables shall be used in Highrise building as ndards. | add        |
| JLE  |          |                                      |   |            |
| I    |          |                                      |   | Close      |

By clicking the "View Letter" button, the current officer can access the defect letter sent to the public, along with the details of the officer who submitted the defect.

#### Drawing verification

Users can verify uploaded drawings within the application. They have the option to report defects and exclude specific pages if necessary. Once a drawing is approved, a watermark indicating approval will be added to the document.

| SURAKSHA                 |   | User Manual (10002            |
|--------------------------|---|-------------------------------|
| MENU Scheme Approval/SFE | Previous 1 Next + • 0 Enter Defects   | Exclude Pages Approve Drawing |
| Periodical Inspection ~  | Advice Approval Application   |                               |
| 🕾 Electrical Accidents 🗸 | Application Number 032400744 Dete and Technologian 14-03-02241728.50                            |                               |
| Soil Resistivity ~       | Applied Office Office Office of the Chief Electrical Inspector<br>Manufacturer Name Riyas Abdul |                               |
| 🕾 Lift Escalator 🗸       | Installation Name Riyas<br>Consumer Name Riyas Abdul  |                               |
| 🕾 Theatre Inspection 🗸   | Installation Address Reatable two zem<br>Consumer Number fay/if<br>Consumer Fimal underd        |                               |
| 🕾 cable TV network 🗸 🗸   | Consumer phone number 000000000<br>Installation Landmark Nkyhv                                  |                               |
| 🔅 Settings 🗸 🗸           | Street /Hgd<br>Pincode 222222   |                               |
| Reports ~                | Datet Thitournamhapuram<br>Local body Attingal<br>Panchayath / Munopality /Corporation Attingal |                               |

#### • Draft Scheme approval

| SURAKSHA   | E Cord                                   | DRAFT LETTER   | ×  | User Manual         |
|--|--|--|----|---------------------|
| U<br>Scheme Approval/SFE   | APPLICA                                  | B I   ;= :=   - ;: + ;:   = := ::::   - ;:::::::::::::::::::::::::::::                         | )  |                     |
| <ul> <li>✓</li> <li>Periodical Inspection ✓</li> <li>Staff Management</li> </ul> | Application Stat<br>FORWARD<br>COMPLIANC | From :<br>Section Clerk, Thiruvananthapuram<br>To :<br>sdfg<br>tesr                            |    | ME APPROVAL APPROVE |
| Electrical Accidents ~<br>Soil Resistivity ~                                     | P.                                       | Scheme for the installationss Equipment, at the premises of MIs sdfg deflect letter District – | ×  | PAYMENT DETAILS     |
| Line-Clearence ~   | Installa                                 | Close Preview Sav  | ve |                     |
| Lift Escalator ~   | Consum                                   | er Name sdfg   |    |                     |
| Temporary Connection   | Installat                                | on Address tesr  |    |                     |

This letter is the approval notice received by the public subsequent to the officer's approval of their application.

#### • Approve



Approval of the scheme can be carried out by the officer here.

| SURAKSHA               |                             |  | User Manual                     | 10              |  |
|------------------------|-----------------------------|--|---------------------------------|-----------------|--|
|                        | APPLICATION DETA            | ILS Applicant Name : Vishnu   FILE : CEI | 1/135/2024-011/400(S)   APLN No | .:012400892     |  |
| cheme Approval/SFE     |                             |  |                                 |                 |  |
| ~                      | Application Status : Putup& |  | View Application History        |                 |  |
| eriodical Inspection ~ | FORWARD DEFEC               |  | NY HISTORY DRAFT SO             | CHEME APPROVAL  |  |
| lectrical Accidents 🗸  |                             |  |                                 |                 |  |
| oil Resistivity 🗸 🗸    |                             |  |                                 |                 |  |
| ine-Clearence 🗸        | INSTALLATION                | Done!                                    | NICAL DETAILS                   | PAYMENT DETAILS |  |
| ift Escalator 🗸 🗸      | Installation Name           | Application Approved Successfully        | Aradhika                        |                 |  |
| heatre Inspection 🛛 🗸  | Consumer Name               | ок                                       | Vishnu                          |                 |  |
| able TV network ~      | Installation Address        |  | wtwet                           |                 |  |
| lations                | Consumer Number             |  | 123456                          |                 |  |

This will be the final stage of first step.

After approval the approval letter will sent to the applicant. Then the applicant submitting CR as per their requirement. It will be partial or full sanction.

| SURAKSHA                 |   | PECTORATE                                |                      |                      | User Manual       | (2)<br>10002 |
|--------------------------|---|--|----------------------|----------------------|-------------------|--------------|
| MENU                     | APPLICATION DETAILS                           | pplicant Name : Vishnu   FILE            | : CEI/137/2024-00    | 1/1000(S)   APLN No. | : 022400902       |              |
| Scheme Approval/SFE      | Application Status : Putup&Forwarded   Schema | tic diagram Approval Status : Not Verifi | ed Reload Applicatio | n History            |                   |              |
| Periodical Inspection ~  | FORWARD DEFECT DRAFT DE                       | FECT SEND DEFECT NOTES                   |                      | IISTORY              |                   |              |
| 🕾 Electrical Accidents 🗸 | DRAFT SANCTION FOR ENERGISATION               | SANCTION FOR ENERGISATION                | COMPLIANCE           | CHEDULE INSPECTION   | INSPECTION DETAIL | S            |
| Soil Resistivity ~       |   |  |                      |                      |                   | -            |
| Line-Clearence ~         | CLOSE FILE                                    |  |                      |                      |                   |              |
| 🗠 Lift Escalator 🗸 🗸     | INSTALLATION DETAILS                          | GENERAL DETAILS                          | TECHNICAL DET        | AILS PAY             | MENT DETAILS      |              |
| 🕾 Theatre Inspection 🗸   |   |  |                      |                      |                   |              |
| 🗠 cable TV network 🗸 🗸   | Installation Name                             | Aradi                                    | nika                 |                      |                   |              |
| Valuation of Electrical  | Consumer Name                                 | Vishn                                    | iu                   |                      |                   |              |
| Installations ~          | Installation Address                          | wtwe                                     | et                   |                      |                   |              |

After submitting the CR from applicant. Next step will be Inspection scheduling and conducting

### • Schedule Inspection

|      | INSPECTION SCHI | EDULES     |         | ×                     |
|------|-----------------|------------|---------|-----------------------|
| ١P   | Inspection Date |            |         | -                     |
|      | dd-mm-yyyy      |            |         |                       |
| ppli | Details / Notes |            |         |                       |
| FC   |                 |            |         | <i>h</i>              |
|      |                 |            | I       | Close Save & Schedule |
|      | SL No           | Date       | Details |                       |
|      | 1               | 2024-03-30 | test    | Edit                  |
|      |                 |            |         |                       |

Upon approval of the application, two additional buttons will become accessible at the office end: "Schedule Inspection" and "Inspection Details". The "Schedule Inspection" feature empowers staff to designate the inspection date for the approved application. Furthermore, an editing option is available for scheduled inspections.

Following the inspection, the inspection details can be provided here. An upload option is available for uploading any necessary documents.

| INSPECTION DETAILS |                   |                    |        |          |  |  |  |
|--------------------|-------------------|--------------------|--------|----------|--|--|--|
| Select Inspectio   | on Date           |                    |        |          |  |  |  |
| Choose             |                   |                    |        |          |  |  |  |
| Inspection Repo    | Inspection Report |                    |        |          |  |  |  |
|                    |                   |                    |        |          |  |  |  |
| Upload Docume      | ent               |                    |        | 4        |  |  |  |
| Choose file        | No file chosen    |                    |        |          |  |  |  |
|                    |                   |                    |        | Close    |  |  |  |
| SL No              | Date              | Inspection Details | report | Document |  |  |  |
| 1                  | 2024-03-30        | test               | Edit   |          |  |  |  |

After Inspection next step will be energization sanction.

#### • Draft Sanction for Energization

To sanction energization, the user must initially draft the energization sanction letter. They should fill in the necessary details on the letter before saving it.

| Ξ           | DRAFT LETTER  |   | ×        |
|-------------|---|---|----------|
| AP          | Տ Դ 🗎 🛱 🖬 I ♠<br>Β Ι <del>Տ</del>   <u>Γ</u> <sub>×</sub>   ፤≣ ։: | ► →   ♥ -   ∞ ∞  ■   🖬 🎛 🗮 Ω   🔀   🕑 Source  <br>=   4∉ 4≇   ୨୨   Styles   Format   ?   | PLN N    |
| Appli<br>FC | SUBJECT:  | Installation of 0 No. 1KWLift Load, at the premises of M/s Aradhika wtwet - Sanction for<br>energisation - orders issued- regarding                   |          |
| DI          | Reference :   | <ol> <li>Completion report submitted by Vishnu, wtwet vide application No: 022400902<br/>dated 29-03-2024</li> <li>Inspection conducted on</li> </ol> | CTION    |
|             |   | Order No: CEI/137/2024-001/1000(S) dated 29-03-2024   | ▼<br>▲ P |
|             |   | Close Reset Preview   | Save     |
|             | Consumer Name   | Vishnu  |          |

• Sanction for Energization

After saving the draft, the user can send the sanction letter to the

| SURAKSHA                |                             | CTRICAL INSPECTORATE                            |                          | User Manual                     |
|-------------------------|-----------------------------|---|--------------------------|---------------------------------|
| ENU                     | APPLICATION DET             | AILS Applicant Name : Vishnu   FILE             | : CEI/137/2024-001/1000( | 5)   APLN No. : 022400902       |
| Scheme Approval/SFE     |                             |   |                          |                                 |
| ~                       | Application Status : Putup& |   | Application History      |                                 |
| Periodical Inspection ~ | FORWARD DEFEC               |   | NY HISTORY               | DRAFT SANCTION FOR ENERGISATION |
| Electrical Accidents ~  | SANCTION FOR ENERG          |   | CTION DETAILS            | CLOSE FILE                      |
| Soil Resistivity ~      |                             |   |                          |                                 |
| Line-Clearence ~        | INSTALLATION                | Are you sure?                                   | NICAL DETAILS            | PAYMENT DETAILS                 |
| 금 Lift Escalator →      | Installation Name           | Approval letter will be sent to the application | nt                       |                                 |
| Theatre Inspection ~    | Consumer Name               | Cancel Yes, Sent it!                            |                          |                                 |
| ☐ cable TV network ∨    | Installation Address        | wtv   | vet                      |                                 |
| Valuation of Electrical |                             |   |                          |                                 |

applicant simply by clicking on the sanction for energization button.

This will be visible to the public in the application status under the "Sanctioned" tab.

#### • Close File

After completion of the application steps the officer can close the file

#### 6.2 Soil Resistivity

| SURAKSHA                                   |                                      |   | User Manual 20002                |
|--|--------------------------------------|---|----------------------------------|
| MENU                                       | APPLICATION DETAILS Applicant Nam    | e : sdf   FILE : CEI/032/2024-111/12(S)   A | PLN No. : 172400541              |
| Scheme Approval/SFE                        | Application Status : Putup&Forwarded |   |                                  |
| Periodical Inspection ~                    | FORWARD NOTES DRAFT APPROV           | E SCHEDULE INSPECTION<br>INSPECTION DETAILS | RESISTIVITY CLOSE<br>VALUE FILES |
| 🖂 Electrical Accidents 🗸                   |                                      |   |                                  |
| Soil Resistivity ~                         | INSTALLATION DETAILS                 | GENERAL DETAILS                             | PAYMENT DETAILS                  |
| $\bigcirc$ Theatre Inspection $\checkmark$ | Installation Name                    | 222   |                                  |
| 🗠 cable TV network 🗸 🗸                     |                                      |   |                                  |
| 🔅 Settings 🗸 🗸                             | Consumer Name                        | sdf   |                                  |
| Reports                                    | Installation Address                 | tesr  |                                  |
|  | Consumer Email                       | ammu@gmail.com                              |                                  |
|  | Phone Number                         | 3425345645                                  |                                  |
| 1  |                                      |   |                                  |

Soil resistivity file flow also same as scheme approval. Forwarding, Notes, Defect sending Inspection options all are similar to scheme approval. Here an additional option is soil resistivity.

The "Scrutiny" button will not be available, as there is no equipment management in this context.

#### RESISTIVITY CALCULATION

| Resistivity Va | lue(p=2πrs)                | SUBMIT                |
|----------------|----------------------------|-----------------------|
| Sl No          | Resistivity Value          | Action                |
| Mean Value =   |                            |                       |
| + Corre        | cting factor in percentage | CALCULATE RESISTIVITY |
| Resistivity =  |                            |                       |
|                |                            | Close                 |

#### **6.3 Line Clearance**

Line clearance application is almost similar to scheme approval. Here also "Scrutiny" button will not be available, as there is no equipment management in this context.

×

| PPLICATION DETAILS                   | S Applicant Name    | : Abdul   FILE : | CEI/032/2024    | -(S)   APLN N | lo.:062400722   |                        |                       |               |  |
|--------------------------------------|---------------------|------------------|-----------------|---------------|-----------------|------------------------|-----------------------|---------------|--|
| Application Status : Putup&Forwarded | Application History |                  |                 |               |                 |                        |                       |               |  |
| FORWARD NOTES DEFE                   | CT DRAFT<br>DEFECT  | SEND<br>DEFECT   | DRAFT<br>LETTER | APPROVE       | COMPLIANCE      | SCHEDULE<br>INSPECTION | INSPECTION<br>DETAILS | CLOSE<br>FILE |  |
| INSTALLATIO                          | N DETAILS           |                  | GENERAL DETAILS |               |                 | PAYN                   | IENT DETAILS          |               |  |
| Consumer Name                        |                     |                  |                 |               | Abdul           |                        |                       |               |  |
| Communication Address                |                     |                  |                 |               | Vizhinjam       |                        |                       |               |  |
| Consumer Mobile Number               |                     |                  |                 |               | 9037468189      |                        |                       |               |  |
| Consumer Email                       |                     |                  |                 |               | abdul@gmail.com |                        |                       |               |  |
| Installation Landmark                |                     |                  |                 |               | Nr theatre      |                        |                       |               |  |
| Street                               |                     |                  |                 |               | TVm             |                        |                       |               |  |
|                                      |                     |                  |                 |               | 000000          |                        |                       |               |  |

#### 6.3 Advice Approval

| SURAKSHA   | Ξ 🚛 Dep   | ARTMENT OF EL        | ECTRICAL INS   | PECTORATE                  |                              |                                     |                                |                                     |                   | User Manı      | ual 🤤  |
|--|---|----------------------|----------------|----------------------------|------------------------------|-------------------------------------|--------------------------------|-------------------------------------|-------------------|----------------|--------|
| MENU Scheme Approval/SFE                           | LIVE APPLICATIONS LIST Dashboard > Applications |                      |                |                            |                              |                                     |                                |                                     |                   |                |        |
| Approval/SFE<br>Closed Application                 | Advice Approval                                 |                      |                | ~                          |                              |                                     |                                |                                     |                   |                |        |
| Periodical Inspection ~     Electrical Accidents ~ | Show 10 ent                                     | ies                  |                |                            |                              |                                     |                                |                                     | Search:           |                |        |
| Soil Resistivity V                                 | Application<br>Type                             | Installation<br>Name | ¢<br>Applicant | Installation ¢<br>District | ¢<br>KSEB Section            | Application $\Leftrightarrow$<br>No | ¢<br>File No.                  | Application $\Rightarrow$<br>Status | Submitted<br>date | Received date  | Action |
| Line-Clearence v                                   | Advice Approv                                   | al Abdul             | jbjkb          | Thiruvananthapuram         | Aryanad                      | 032400866                           | CEI/137/2024-<br>1111/10000(S) | Putup &<br>Forwarded                | 26/03/2024        | 29-03-<br>2024 | View   |
| 🗠 Theatre Inspection 🗸                             | Advice Approv                                   | al Nikhil            | Cons no        | Thiruvananthapuram         | Fort, Trivandrum             | 032400783                           | CEI/126/2024-<br>20(S)         | Approved                            | 16/03/2024        | 16-03-<br>2024 | View   |
| cable TV network      valuation of Electrical      | Advice Approv                                   | al Abdul             | Muhaimin       | Thiruvananthapuram         | Beach,<br>Thiruvanamthapuram | 032400778                           | CEI/123/2024-<br>400(S)        | Putup &<br>Forwarded                | 16/03/2024        | 16-03-<br>2024 | View   |
| Installations v                                    | Advice Approv                                   | al Riyas             | Riyas Abdul    | Thiruvananthapuram         | Karamana                     | 032400744                           | CEI/119/2024-<br>12(S)         | Putup &<br>Forwarded                | 14/03/2024        | 14-03-<br>2024 | View   |

In scheme approval applications section, a dropdown provided. From there advice approvals can be filtered.

Here all the process of file flow are same as scheme approval.

# Admin

Admin privileged user has more menu access.

| SURAKSHA  |                        | . INSPECTORATE |              | ι             | Jser Manual 🔯 | 5 |
|---|------------------------|----------------|--------------|---------------|---------------|---|
| Valuation of Electrical<br>Installations ~              |                        |                |              |               |               |   |
| <ul> <li>Lift Manufacturer</li> <li>License </li> </ul> | Office User Group Seat |                |              |               |               |   |
| 🗠 Administration 🗸                                      |                        |                |              |               |               |   |
| * Sottings  | Office Type            | Office Name    | Office Code  | Tressury Code |               |   |
| Settings  | Choose                 |                |              |               |               |   |
| Office Management                                       |                        |                |              |               |               |   |
| Master Defects  | DDO Code               | Put Up Code    | Phone Number | Email         |               |   |
| Equipment Category                                      |                        |                |              |               |               |   |
| Equipment SUb Category                                  |                        |                |              |               |               |   |
| Document Management                                     | Building Name          | street         | City         |               |               |   |
| Installation Types                                      |                        |                |              |               |               |   |
| LAB Equipment Category                                  |                        |                |              |               |               |   |
| Licensee Management                                     | Pincode                |                |              |               |               |   |
| LAB Equipment<br>SubCategory                            | 🗹 Display Status       |                |              |               |               |   |
| Lab Equipment Staff<br>Management                       | Save                   |                |              |               |               |   |
| File Flow Management                                    |                        |                |              |               |               |   |

This setting is only accessible to the super admin

#### **1.** Office Management

In office management there are three tabs - Office, User group and Seat Admin can enter office details in the office tab. Here office type is in four categories, they are

office type is in four categories, they are

- Office of the chief electrical inspectorate
- Electrical Inspectorate
- Meter testing and standards laboratory
- Power department

Based on these four office types user can create offices.

After saving the office details. The user can create user groups in user group tab

| Office Type                       | Copy        | CSV Excel                        | PDF Print                        |   |             |                 | Search:     |
|-----------------------------------|-------------|----------------------------------|----------------------------------|---|-------------|-----------------|-------------|
| Office of the Chief Electrical $$ |             |                                  |                                  |   |             |                 |             |
| Jser Group                        | Sl ≑<br>No. | User Group 👙<br>Name             | Office Type                      | Display 💠<br>Name                                 | ≎<br>Status | Created 💠<br>On | Action      |
| Ƴ<br>Display Name                 | 1           | Office<br>Assistant (CEI)        | Office<br>Assistant (CEI)        | Office of the<br>Chief<br>Electrical<br>Inspector | Active      | 22/01/2024      | Edit Delete |
| Abbreviation                      | 2           | Senior Clerk<br>MTSL             | Senior Clerk<br>MTSL             | Meter<br>Testing And<br>Standards<br>Laboratory   | Active      | 27/02/2024      | Edit Delete |
| Display Status                    | 3           | Junior<br>Superintendent<br>MTSL | Junior<br>Superintendent<br>MTSL | Meter<br>Testing And<br>Standards                 | Active      | 27/02/2024      | Edit        |

Upon this user groups the user can

# **2.** Master Defects

| SURAKSHA                       |     |                                  |                | ATE |   |         |         |     | User |
|--------------------------------|-----|----------------------------------|----------------|-----|---|---------|---------|-----|------|
| Installations                  | ~   | Service Name                     |                |     |   |         |         |     |      |
| 🕾 Lift Manufacturer<br>License | Ŷ   | Choose<br>Master Defect *        |                | ~   |   |         |         |     |      |
| 🗠 Administration               | ÷   |                                  |                |     |   |         |         |     |      |
| 🕸 Settings                     | ^   | 🥑 Display Status                 |                |     |   |         |         |     |      |
| Office Management              |     | Save                             |                |     |   |         |         |     |      |
| Master Defects                 |     | Sure                             |                |     |   |         |         |     |      |
| Equipment Category             |     |                                  |                |     |   |         |         |     |      |
| Equipment SUb Categ            | ory |                                  |                |     |   |         |         |     |      |
| Document Manageme              | nt  | Copy Excel (S)                   | / PDF Print    |     |   | Search: |         |     |      |
| Installation Types             |     |                                  |                |     |   |         |         |     |      |
| LAB Equipment Categ            | ory | SL 🗢                             | \$             |     | ÷ | ÷       |         | ÷   |      |
| Licensee Managemen             | t   | No. Service Nam                  | e Master Defe  | ct  |   | Status  | Action  |     |      |
| LAB Equipment<br>SubCategory   |     | 1 Application f<br>Safety Certif | or test defect |     |   | Active  | Edit De | ete |      |

Here the admin creates the possible and common defects in all services

### **3.** Equipment category

| SURAKSHA   |   | ORATE                | User Manual |
|--|---|----------------------|-------------|
| <ul> <li>☐ Lift Manufacturer</li> <li>License ✓</li> </ul>   | ADD CATEGORY  |                      |             |
| <ul> <li>Administration</li> <li>Settings</li> <li>Office Management</li> <li>Master Defects</li> <li>Equipment Category</li> <li>Equipment SUD Category</li> <li>Document Management</li> </ul> | Category Name* Enter Category Name Need to show in letter? Fee Calculation required for this category? Submit Reset | Category Code        |             |
| Installation Types   |   |                      |             |
| LAB Equipment Category   |   |                      |             |
| Licensee Management  | Copy Excel CSV PDF Print  | Search:              |             |
| LAB Equipment<br>SubCategory   | Sl *<br>No. Category Name   | Category Code Action |             |
| Management<br>File Flow Management   | 1 UG Cable 11kV and above   | UGC Upload Type      | Edit Delete |
| Cianina Authority  |   |                      |             |

### 4. Document Management

| SURAKSHA  |   | User Manual | (2)<br>10005 |
|---|---|-------------|--------------|
| <ul> <li>Administration</li> <li>Settings</li> <li>Office Management</li> <li>Master Defects</li> <li>Equipment Category</li> <li>Equipment SUb Category</li> <li>Document Management</li> <li>Installation Types</li> <li>LAB Equipment Category</li> <li>Licensee Management</li> <li>LAB Equipment Staff<br/>Management</li> </ul> | Service Name*  Choose  Document Name  Enter Document Size  File Type*  . jpg _ jpgdocdocxpngpdfxls  .xlsx  is mandatory  Save |             |              |
| File Flow Management<br>Signing Authority<br>Seat Management<br>CR Settings   | Copy Excel CSV PDF Print Search:  |             |              |

Here, the administrator has the authority to decide which documents need to be uploaded for each application.

### **5.** Installation Types

| nstallation Type Name | Сору Ех  | ccel CSV PDF Print                                | Search:       |        |        |
|-----------------------|----------|---|---------------|--------|--------|
|                       | Sl No. 🔺 | Installation Type Name                            | Active Status | Action |        |
| Is Soil Resistivity   | 1        | Others  | Active        | Edit   | Delete |
| Display Status        | 2        | Neon  | Active        | Edit   | Delete |
|                       | 3        | X-Ray   | Active        | Edit   | Delete |
|                       | 4        | Multi-storeyed Building with height more than 15m | Active        | Edit   | Delete |
|                       | 5        | KSEBL Installation                                | Active        | Edit   | Delete |
|                       | 6        | Solar   | Active        | Edit   | Delete |
|                       | 7        | DG  | Active        | Edit   | Delete |

## **6.** File flow management

| SURAKSHA  |  | CTORATE     |  |                     |                | User Ma        | anual       |
|---|--|-------------|--|---------------------|----------------|----------------|-------------|
| Document Management<br>Installation Types<br>LAB Equipment Category | Select Item Category *<br>Select item  | Show 10     | entries                                    |                     | Search         | h:             |             |
| Licensee Management<br>LAB Equipment<br>SubCategory                 | Select Sub Category                    | SL 🔶<br>No. | \$<br>Category                             | Sub ¢<br>Category   | Flow ¢<br>Type | Min ≎<br>Value | ¢<br>Action |
| Lab Equipment Staff<br>Management                                   | Select Flow                            | 1           | Total Aggregate Solar<br>Inverter Capacity |                     | Head<br>Office | 499            |             |
| File Flow Management<br>Signing Authority                           | Head Office<br>Select Minimum Capacity | 2           | Equipment                                  | Transformer-<br>EHT | Head<br>Office | 1              |             |
| Seat Management<br>CR Settings                                      |  | 3           | Equipment                                  | Generator-HT        | Head<br>Office | 1              |             |
| FAQ<br>User Manual  | Save                                   | 4           | Equipment                                  | Generator-MV        | Head<br>Office | 1001           |             |
| Fee Settings<br>Reports ~   |  | 5           | Equipment                                  | Transformer-<br>HT  | Head<br>Office | 1001           |             |

Here, the admin has the ability to determine which equipment is assigned to which officers.

### 7. Licensee Management

| SURAKSHA                          |                                    | INSPECTORATE             |         | User Manual | 10005 |
|-----------------------------------|------------------------------------|--------------------------|---------|-------------|-------|
| Office Management                 |                                    |                          |         |             |       |
| Master Defects                    |                                    |                          |         |             |       |
| Equipment Category                |                                    |                          |         |             |       |
| Equipment SUb Category            |                                    |                          |         |             |       |
| Document Management               | Licensee Name                      |                          | Cooreby |             |       |
| Installation Types                |                                    | Copy CSV Excel PDF Print | Search. |             |       |
| LAB Equipment Category            |                                    | Sl No. 🔶 Licensee Name   |         | Action      | ¢     |
| Licensee Management               | <ul> <li>Display Status</li> </ul> | 1                        | Active  |             |       |
| LAB Equipment<br>SubCategory      | Save                               | I NSED LLO.              |         |             |       |
| Lab Equipment Staff<br>Management |                                    | 2 Cochin SEZ             | Active  | <b>e i</b>  |       |
| File Flow Management              |                                    | 3 Cochin Port Trust      | Active  |             |       |
| Signing Authority                 |                                    |                          |         |             |       |
| Seat Management                   |                                    | 4 KINESCO                | Active  |             |       |
| CR Settings                       |                                    |                          |         |             |       |

# 8. Signing Authority

| SURAKSHA  |  | AL INSPECTORATE            |                           |   |                        |                        |                               | User M                         | anual      | 1000 |
|---|--|----------------------------|---------------------------|---|------------------------|------------------------|-------------------------------|--------------------------------|------------|------|
| Document Management<br>Installation Types<br>LAB Equipment Category |  |                            | 1 44                      |   |                        |                        |                               |                                |            |      |
| Licensee Management<br>LAB Equipment<br>SubCategory                 | Sign Type * License /Permit License Type * | Show 10<br>St ÷ S<br>No. 1 | sign ÷                    | License 🌐                                   | Signing<br>Authority-1 | Signing<br>Authority-1 | Sea<br>Signing<br>Authority-2 | Signing<br>Authority-2<br>Name | • Action 4 | 0    |
| Lab Equipment Staff<br>Management                                   | Select                                     | 1 Lic<br>/Pe<br>2 Co       | ense<br>ermit<br>mpetency | Wireman Institute<br>Cinema Operator        | DyCEI DEI              | Secretary<br>Secretary | Dycei dei                     | Secretary<br>Chairman          |            |      |
| File Flow Management  | Signing Authority-1 Office                 | 3 Co<br>Ce                 | mpetency<br>rtificate     | Wireman<br>Examination<br>Category          | DyCEI DEI              | Secretary              | CEI DEI                       | Chairman Sub<br>Committee      |            |      |
| Seat Management<br>CR Settings                                      | Signing Authority-1 *                      | 4 Co                       | mpetency<br>rtificate     | Wireman<br>Exemption<br>Category            | DyCEI DEI              | Secretary              | CEI DEI                       | Chairman Sub<br>Committee      |            |      |
| FAQ<br>User Manual  | Select<br>Signing Authority 1 Name *       | 5 Co                       | mpetency<br>rtificate     | Supervisor Mines<br>Examination<br>Category | DyCEI DEI              | Secretary              | CEI DEI                       | Chairman Sub<br>Committee      |            |      |
| Fee Settings  |  | 6 Co                       | mpetency<br>rtificate     | Supervisor Mines<br>Exemption<br>Category   | DyCEI DEI              | Secretary              | CEI DEI                       | Chairman Sub<br>Committee      |            |      |

### 9. Seat Management

| SURAKSHA   |  | STORATE  | User Manual 🔛 10005 |
|--|--|--|---------------------|
| Document Management<br>Installation Types<br>LAB Equipment Category<br>Licensee Management<br>LAB Equipment<br>SubCategory<br>Lab Equipment Staff<br>Management<br>File Flow Management<br>Signing Authority<br>Seat Management<br>CR Settings<br>FAQ<br>User Manual<br>Fee Settings | Select Application<br>Suraksha<br>Select Office<br>Choose<br>Select Seat<br>Choose | Menus  Scheme Approval/SFE  Approval/SFE  FORWARD DEFECT DRAFT DEFECT SEND DEFECT SEND DEFECT SEND DEFECT NOTES SCRUTINY HISTORY Draft scheme approval Approve COMPLIANCE Close File Approve Drawing DRAFT SANCTION FOR ENERGISATION |                     |

## 10. CR Settings

| SURAKSHA  |   | User Manual   |
|---|---|---|
| Document Management                                 | Select Item Category *  |   |
| LAB Equipment Category                              | Load  |   |
| Licensee Management<br>LAB Equipment<br>SubCategory | QTY CALCULATION Editable?                                     | CAPACITY CALCULATION Editable?                                      |
| Lab Equipment Staff<br>Management                   | Calculation Type For Incriment                                | Calculation Type For Incriment                                      |
| File Flow Management                                | Calculate for Differance (New-Old)                            | Calculate for Differance (New-Old)                                  |
| Signing Authority                                   | While Adding (+) Enter calculated op Multiply with (*) $\Box$ | While Adding (+) Enter calculated op Multiply with (*) $\checkmark$ |
| Seat Management                                     | 0.75  | 0.75  |
| CR Settings<br>FAQ                                  | Calculation Type For Decrement                                | Calculation Type For Decrement                                      |
| User Manual   | Calculate For total (New)                                     | Calculate For total (New)   |
| Fee Settings  | While Decreasing (-) Enter calculated op Multiply with (*)    | While Decreasing (-) Enter calculated op Multiply with (*)          |
| Reports ~   | 0.75  | 0.75  |
| Inventory ~   |   | 1.<br>SAVE  |

# **11.** FAQ

| SURAKSHA  |                  |             |  |                 |  |  |  | ι      | Jser Manual | 1000 |
|---|------------------|-------------|--|-----------------|--|--|--|--------|-------------|------|
| Document Management   | Enter a Question | Сору        | Excel  | CSV             | PDF  | Print  | Se   | earch: |             |      |
| LAB Equipment Category Licensee Management  | Enter a Answer   | Sl 🖛<br>No. | Questio  |                 | Answer   |  | 47   | Status | Action      | 49   |
| SubCategory<br>Lab Equipment Staff<br>Management<br>File Flow Management<br>Signing Authority<br>Seat Management<br>CR Settings<br>FAQ<br>User Manual<br>Fee Settings |                  | 1           | Which al<br>application<br>can be<br>submitte<br>through<br>SURAKS | ll<br>ons<br>id | Applicati<br>Approval<br>Sanction<br>under Dir<br>Report Cr<br>Applicati<br>Clearance<br>Advice A<br>Applicati<br>Inspectio<br>Applicati | on for Sche<br>, Applicatii<br>for Energis<br>ect Compli-<br>ategory,<br>on for Soil<br>y Certificat<br>on for Line<br>e, Applicat<br>pproval,<br>on for Lift<br>n and Licer<br>on for Lift<br>uring lices | eme<br>on for<br>iation<br>etion<br>et,<br>ion for<br>nse, | Active | Edit Del    | ete  |
|   | h h              |             |  |                 | Applicati  | on for Tem   | porary   |        |             |      |

## 12. User Manual

| AKSHA                          |                                       | User Manua |
|--------------------------------|---------------------------------------|------------|
| nt Management                  |                                       |            |
| ation Types                    | Lipland PDE                           |            |
| Equipment Category             |                                       |            |
| nsee Management                | Choose file No file chosen            |            |
| B Equipment<br>bCategory       | Upload                                |            |
| b Equipment Staff<br>anagement | Juploads/usermanual/65aa4f520be2c.pdf |            |
| e Flow Management              |                                       |            |
| ning Authority                 |                                       |            |
| at Management                  |                                       |            |
| R Settings                     |                                       |            |
| Q                              |                                       |            |
| er Manual                      |                                       |            |
| e Settings                     |                                       |            |
| eports ~                       |                                       |            |

## 13. Fee Settings

| SURAKSHA  |  | User Manual |
|---|--|-------------|
| SURAKSHA<br>Equipment over category<br>Document Management<br>Installation Types<br>LAB Equipment Category<br>Licensee Management<br>LAB Equipment<br>SubCategory<br>Lab Equipment Staff<br>Management<br>File Flow Management<br>Signing Authority<br>Seat Management<br>CR Settings<br>FAQ<br>User Manual | Service Name*<br>Choose<br>Fee Category*<br>Choose<br>Head Of Account*<br>Choose<br>Application /Minimum Fee *<br>Save |             |
|   |  |             |

Here the user can choose the fee for required services.