

USER MANUAL

For

SURAKSHA

Phase -I

Department of Electrical Inspectorate

Version 1.0

DATE: 20/01/2024

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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.

Report Electrical Accidents

- [Application for Scheme Approval](#)
- [Application for Sanction for Energisation \(Direct Completion Report Submission\)](#)
- [Application for Soil Resistivity Certificate](#)
- [Application for Line Clearance Safety Certificate](#)
- [Application for Advice Approval](#)
- [Application For Lift Inspection & License](#)
- [Application for Temporary Connections](#)
- [Application for Scheme Approval and D Certificate of Cinema Theatres](#)
- [Application for Inspection of Cable TV network](#)
- [Application for Safety Certificate associated with VIP/VVIP Visit](#)
- [Application for Valuation for Electrical Installations](#)
- [Application for Lift Manufacturer License](#)
- [Report Unauthorized Connection](#)

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.

Dashboard

SI No	Application Category	Received	Approved/Disposed	Rejected/Returned	Processing/Pending	Defect Reported
1	Application for Scheme Approval	0	0	0	0	0
2	Application for Sanction for Energisation (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 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

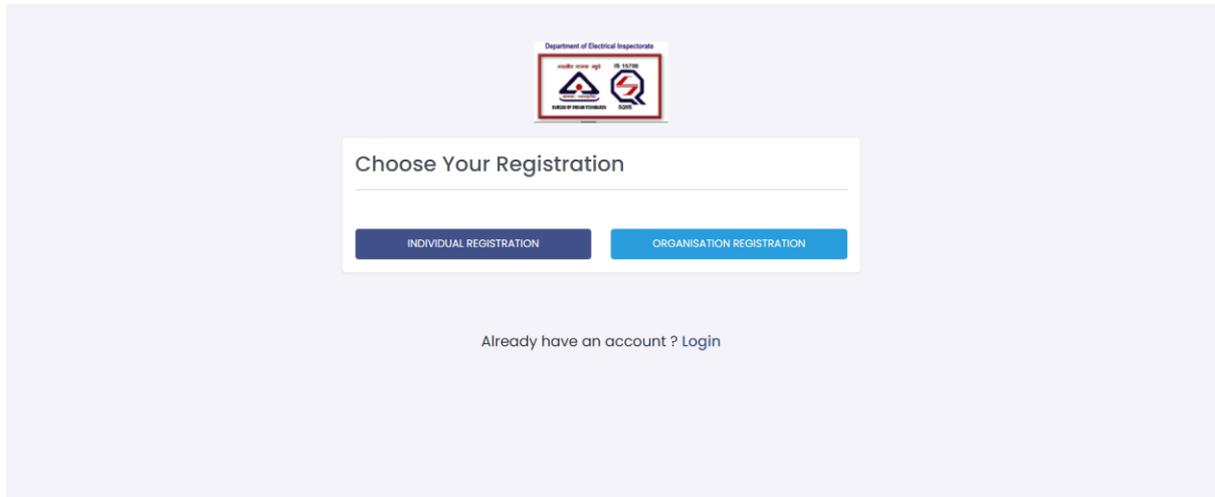
The third section is dedicated to our offices, providing the addresses and contact numbers for all Electrical Inspector offices in Kerala.

Our Offices

Thiruvananthapuram Head Office Office of the Chief Electrical Inspector, Housing Board Building, Shanti Nagar, Thiruvananthapuram 695001 Email: cei.kerala@kerala.gov.in Ph.No: 04712330558	Thiruvananthapuram Electrical Inspectorate, Fourth Floor, Corporation Buildings, Vikas Bhavan,P.O, Thiruvananthapuram 695 033 Email: dceitvm.dei@kerala.gov.in Ph.No: 04712934159	Kollam Electrical Inspectorate, Ravi Chambers, Opp. Benziger Hospital, Beach Road, Kollam - 691 001 Email: eiklm.dei@kerala.gov.in Ph.No: 04742953700	Pathanamthitta Electrical Inspectorate, College Road, Pathanamthitta Town, Pathanamthitta - 689 645 Email: eipta.dei@kerala.gov.in Ph.No: 04682223123
Alappuzha Electrical Inspectorate, Canal view residency, Near Kochukadapalam, CCSB road, Civil station ward, Alappuzha - 688 012 Email:	Kottayam Electrical Inspectorate, Star Junction Kottayam South PO Kottayam - 686 001 Email: eiktm.dei@kerala.gov.in	Idukki Electrical Inspectorate, Palakkattu Kunnel Building, Moolamattom.P.O, Idukki - 685 589 Email: eiidk.dei@kerala.gov.in	Ernakulam Electrical Inspectorate, Third floor, Revenue tower, Park avenue Ernakulam- 682 011 Email: dceiek.m.dei@kerala.gov.in

PUBLIC END

1.1 Sign up



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

- **Individual Registration**

A screenshot of the 'INDIVIDUAL REGISTRATION' form. The form is contained within a white box with a dark blue header. The fields are: 'Name*' (text input with placeholder 'Enter your Name'), 'Email*' (text input with placeholder '9995495860'), 'Consumer phone number*' (text input with placeholder 'Enter Phone Number'), 'Password*' (password input with placeholder '.....'), and 'Confirm Password*' (text input with placeholder 'Confirm password'). There is a checkbox for 'Show Password' which is unchecked. Below the password fields is a CAPTCHA image showing the numbers '9 3 8 3' and a refresh icon. A text input field below the CAPTCHA has the placeholder 'Enter Captcha'. A dark blue 'Register' button is located at the bottom right of the form.

- Organizational Registration

ORGANISATION REGISTRATION

Organisation Name* Ownership Type*

Proprietor Name* Proprietor Designation

User Type* PEN No.*

Email* Consumer phone number*

Password* Confirm Password*

Show Password



1.2 FAQ

Frequently Asked Questions

Question : [sdfdsf](#)
Answer : sdfdsfdf sdf sd sdf sd ff

Question : [test](#)
Answer : dsf sdfsf dsfdsf sdfds f sdfsd sdf d

Question : [Test Question](#)
Answer : Sampel Answer

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

1.3 Sign In

The screenshot shows a 'Sign In' form with the following fields and options:

- Phone Number: Enter Phone Number
- Password: Enter password
- Show Password:
- Captcha: 6 | 4 | 2 | 8 (with a refresh button)
- Enter Captcha
- Sign In button
- Forgot Password link

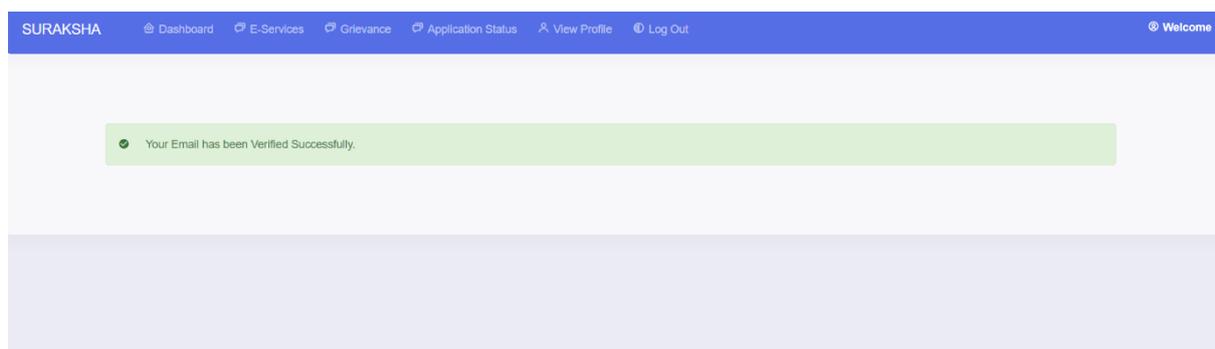
Navigation links include Home, E-Service, FAQ, and Sign in. A list of services is visible on the right, including Report Electrical Ac, Application for Soil Re Certificate, Application For Lift Inspection & License, Application for Inspection Cable TV network, Application for Valuation for, and Application for Lift.

register their details.

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

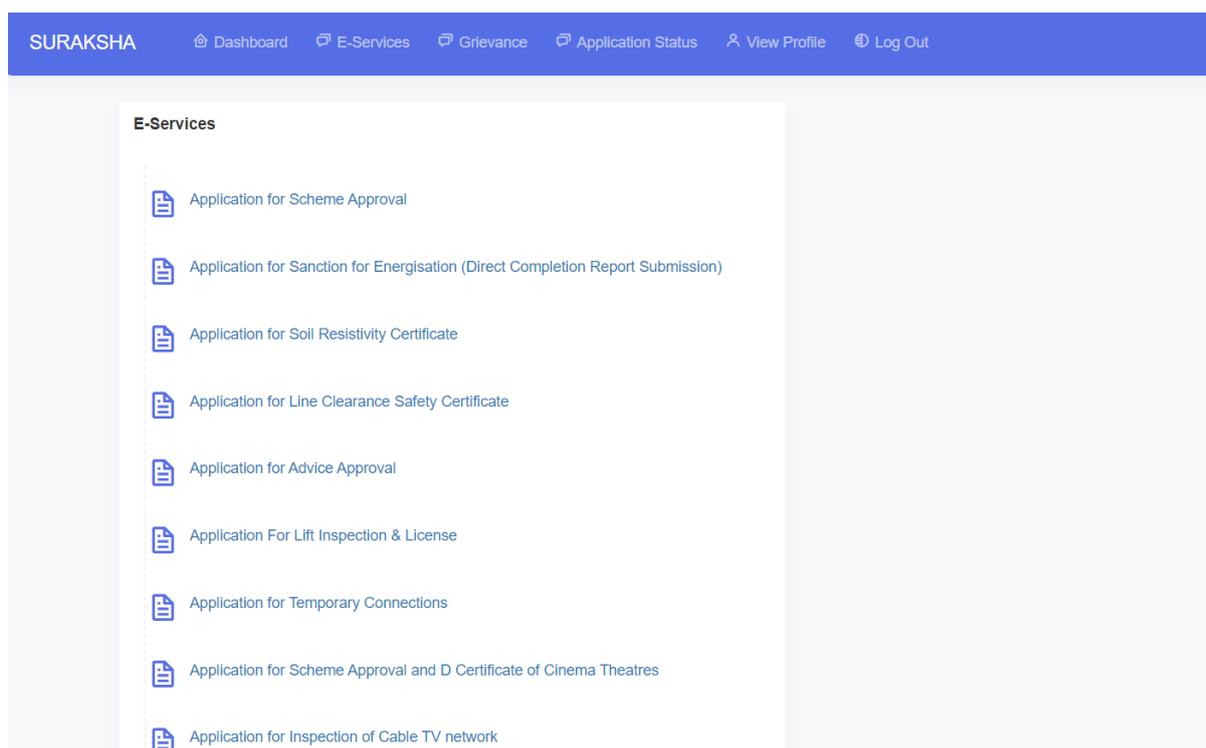
1.4 Public Dashboard

Public dashboard contains a link for email verification.



● E - Services

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



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.



Installation Details

Installation Name*	Consumer Name*	Installation Address*
<input type="text"/>	<input type="text"/>	<input type="text"/>
Consumer Number*	Consumer Email* (Consumer Email and phone number will be used for periodical intimation)	Consumer phone number*
<input type="text"/>	<input type="text"/>	<input type="text"/>
Installation Landmark*	Street*	Pincode*
<input type="text"/>	<input type="text"/>	<input type="text"/>
District*	Local body*	Panchayath / Municipality /Corporation*
Choose..	Choose..	Choose..
KSEB Section*		
Choose..		
Contractor License No*	Contractor Name*	License Validity*
(CA-XXXXX, CB-XXXXX) <input type="button" value="Search Licence"/>	<input type="text"/>	<input type="text"/>
Supervisor Permit No*		
None selected ▾		



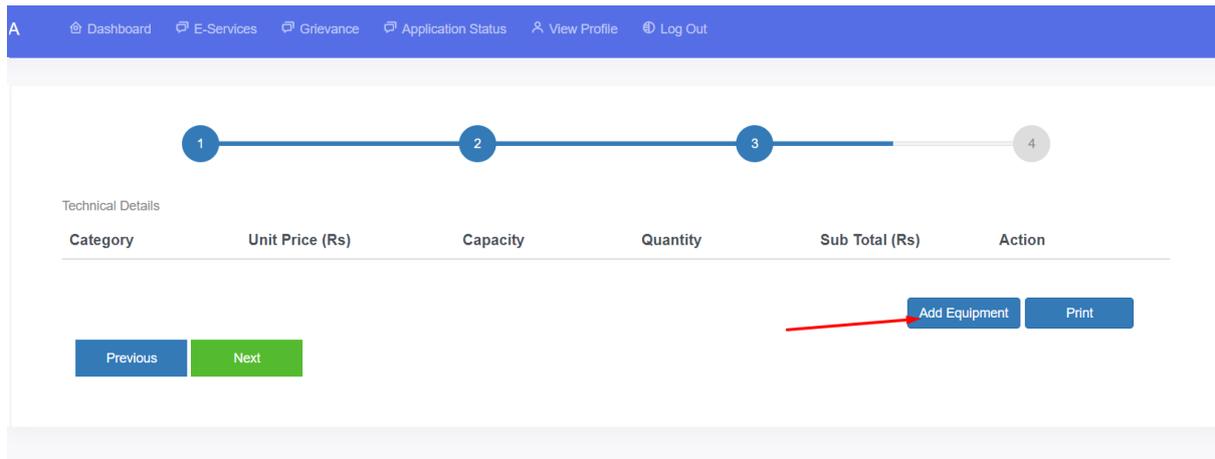
General Details

Type of Installation *

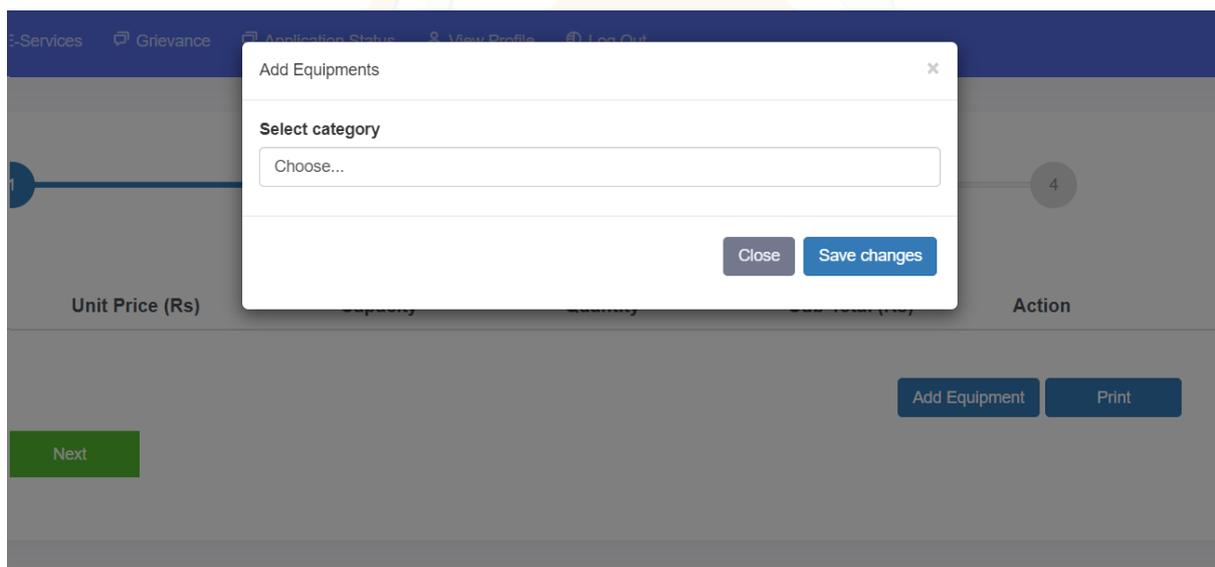
EHT HT Cable TV Line Clearance Lift Escalator Transformer Inspection

Own Property	Sub station *	Any other details required for scrutiny
<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>	<input type="text"/>
Schematic diagram *		
<input type="button" value="Choose file"/> <input type="button" value="No file chosen"/>		
Earthing Calculation	Busduct Design	Declaration Form *
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
<input type="button" value="Choose file"/> <input type="button" value="No file chosen"/>	<input type="button" value="Choose file"/> <input type="button" value="No file chosen"/>	<input type="button" value="Choose file"/> <input type="button" value="No file chosen"/>
Ownership Certificate	Consent from Owner (If Not Own Property)	Voltage Drop Calculation
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
<input type="button" value="Choose file"/> <input type="button" value="No file chosen"/>	<input type="button" value="Choose file"/> <input type="button" value="No file chosen"/>	<input type="button" value="Choose file"/> <input type="button" value="No file chosen"/>
Proforma/Questionnaire of Electrical Installation *	Soil Resistivity Certificate	
Allowed file types : .pdf Max. file size : 512 kb	Allowed file types : .pdf Max. file size : 512 kb	
<input type="button" value="Choose file"/> <input type="button" value="No file chosen"/>	<input type="button" value="Choose file"/> <input type="button" value="No file chosen"/>	

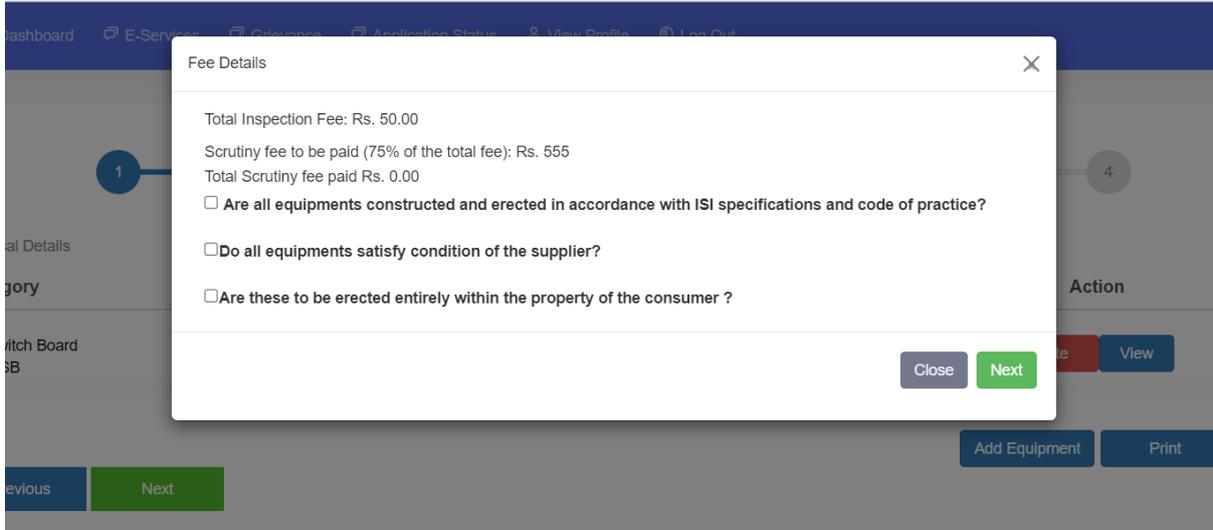
Here the applicant needs to upload the relevant documents for the application.



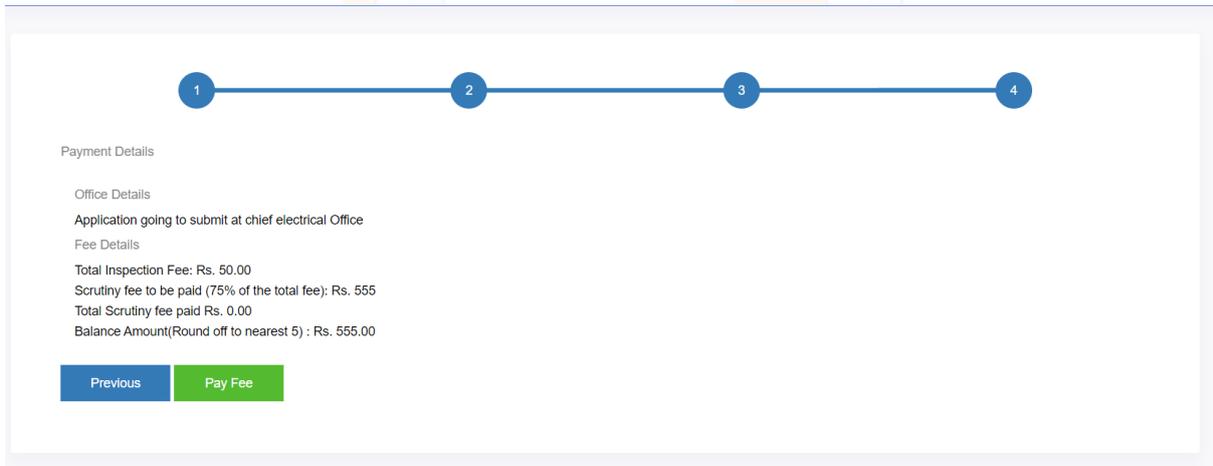
Here by clicking on the add equipment the applicant can add equipment details for the application



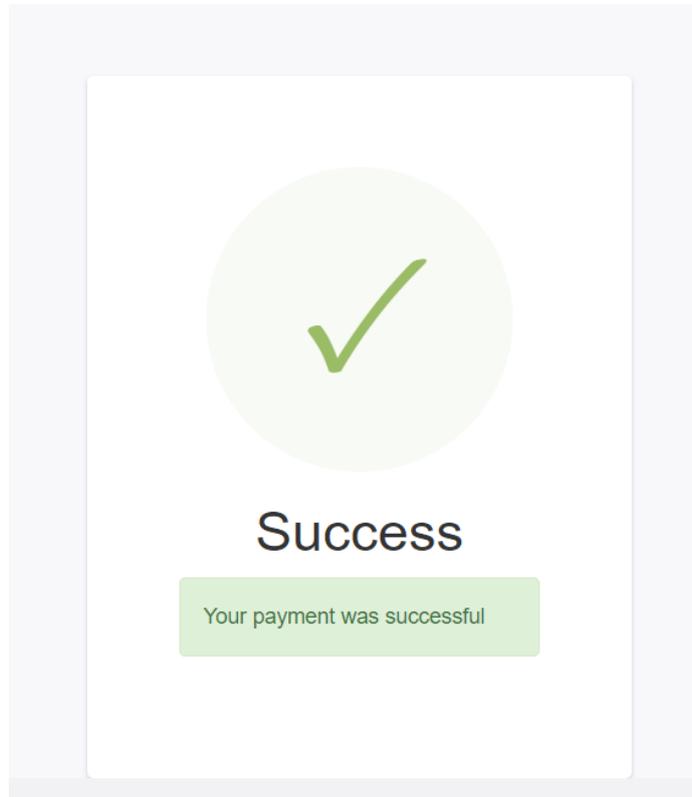
After saving the equipment details by clicking on the next button a payment window appears.



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



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

Adding equipment and fee detailing pages are all the same.

Application for Soil Resistivity Certificate

Soil Resistivity Application Form



Installation Details

Installation Name*	Consumer Name*	Installation Address*
<input type="text"/>	<input type="text"/>	<input type="text"/>
Consumer Mobile Number	Consumer Email	Location
<input type="text"/>	<input type="text"/>	<input type="text"/>
House or Building Name / No.	Street*	City*
<input type="text"/>	<input type="text"/>	<input type="text"/>
Pincode*	District*	KSEB Section*
<input type="text"/>	<input type="text" value="Choose.."/>	<input type="text" value="Choose.."/>
Licensee		
<input type="text" value="Choose.."/>		
Contractor License No	Contractor Name	License Validity
<input type="text" value="(CA-XXXXX, CB-XXXXX)"/> <input type="button" value="Search Licence"/>	<input type="text"/>	<input type="text"/>
Supervisor Permit No		
<input type="text" value="None selected"/>		

Soil Resistivity Application Form



General Details

Location Sketch (512 KB) (.pdf) <input type="button" value="Choose file"/> <input type="button" value="No file chosen"/>	Possession Certificate (512 KB) (.pdf) <input type="button" value="Choose file"/> <input type="button" value="No file chosen"/>	Any Other Supporting Documents (512 KB) (.jpeg, .jpg, .doc, .docx, .png, .pdf, .xls, .xlsx) <input type="button" value="Choose file"/> <input type="button" value="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



Installation Details

Consumer Name* <input type="text"/>	Communication Address* <input type="text"/>	Consumer Mobile Number* <input type="text"/>
Consumer Email <input type="text"/>	Location <input type="text"/>	Landmark <input type="text"/>
Street* <input type="text"/>	City* <input type="text"/>	Pincode* <input type="text"/>
District* <input type="text" value="Choose.."/>	Local body* <input type="text" value="Choose.."/>	Panchayath / Municipality /Corporation* <input type="text" value="Choose.."/>
KSEB Section* <input type="text" value="Choose.."/>		

Line Clearance Application Form



General Details

Type of Building*	Line Position	Name of Feeder
<input type="text" value="Choose.."/>	<input type="text" value="Choose.."/>	<input type="text" value="Choose.."/>
Between Locations	Authority	Local Authority address
<input type="text" value="Location From"/> <input type="text" value="Location To"/>	<input type="text" value="Choose.."/>	<input type="text"/>
Survey Number	Land Tax Receipt No	Applicant Category*
<input type="text"/>	<input type="text"/>	<input checked="" type="radio"/> APL <input type="radio"/> BPL
Clearance Letter from KSEBL/Licensee <small>Allowed file types : .pdf Max. file size : 512 kb</small>	Any Other Supporting Documents <small>Allowed file types : jpeg, jpg, doc, docx, png, pdf, xls, xlsx Max. file size : 512 kb</small>	
<input type="button" value="Choose file"/> <input type="button" value="No file chosen"/>	<input type="button" value="Choose file"/> <input type="button" value="No file chosen"/>	

Line Clearance Application Form



Payment Details

Application Fee : **Rs. 1105.00**

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.

Application Status

Draft | Applied | Approved | Sanctioned | Periodical | Defect Reported

Search:

SI No.	Application Type	Installation Name	Application No.	Address	Status	Action
1	Application for Advice Approval	addfaf	032400066	we	Installation Completed	Edit Delete
2	Application for Line Clearance Safety Certificate		062400063	wtwet	General Info Completed	Edit Delete
3	Application for Soil Resistivity Certificate	addfaf	172400059	wtwet	General Info Completed	Edit Delete
4	Application for Sanction for Energisation (Direct Completion Report Submission)	addfaf	182400058	wtwet	General Info Completed	Edit Delete
5	Application for Scheme Approval	wweer	012400051	oiuytrscv	Installation Completed	Edit Delete

● Applied

Application Status

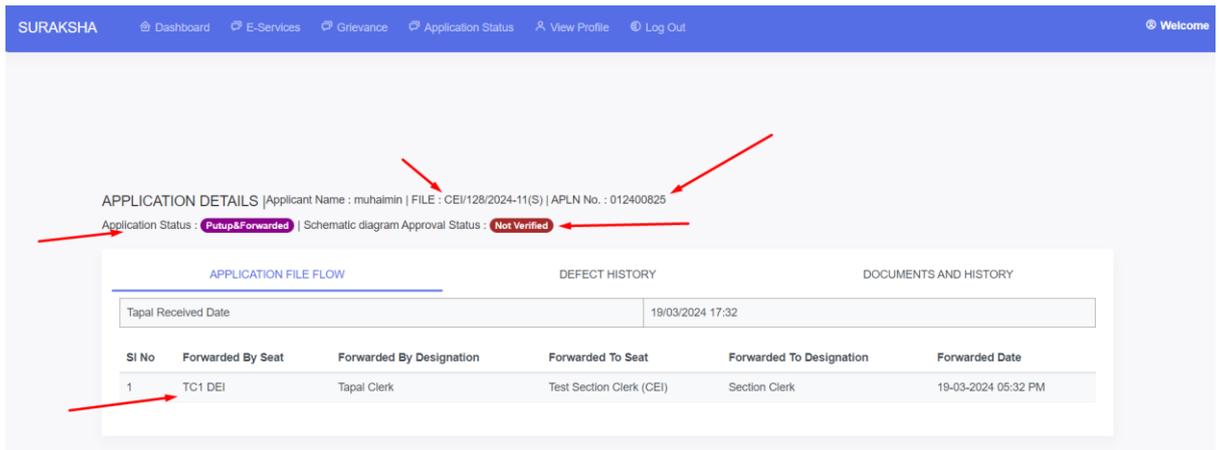
Draft | **Applied** | Approved | Sanctioned | Periodical | Defect Reported

Search:

SI No.	Application Type	Installation Name	Application No.	Address	Status	Track It
1	Application for Line Clearance Safety Certificate		062400039	Trivandrum, Kerala - 102365	Applied	Track It
2	Application for Soil Resistivity Certificate	Test 2	172400038	Kerala, Tvpm	Applied	Track It
3	Application for Sanction for Energisation (Direct Completion Report Submission)	Test 1	182400037	Kerala, tvn	Applied	Track It
4	Application for Scheme Approval	Test	012400036	Kerala	Applied	Track It

Showing 1 to 4 of 4 entries

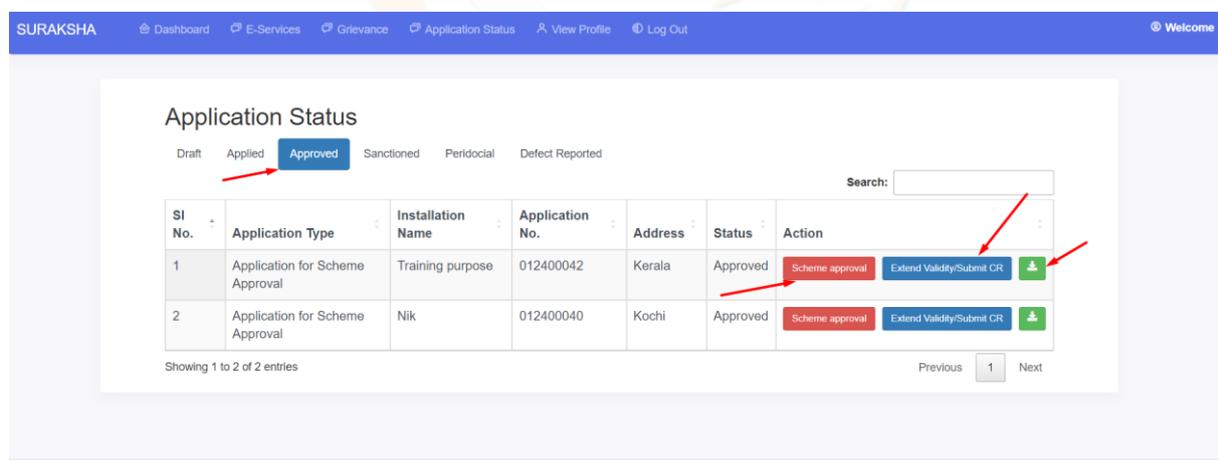
Previous 1 Next



When we click on track 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.

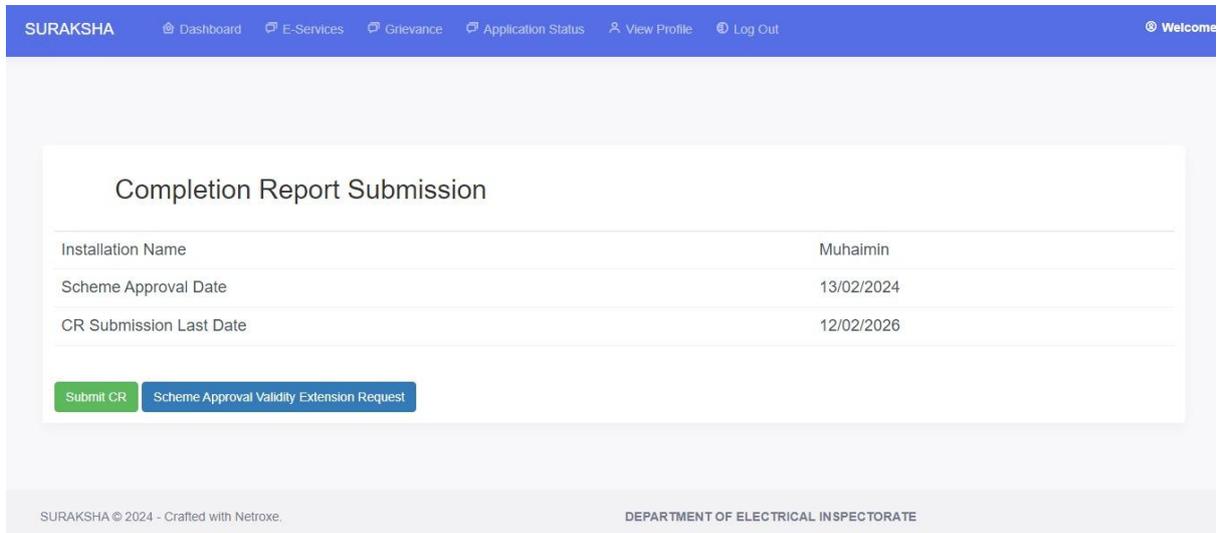


Scheme approval

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



The screenshot shows the SURAKSHA web application interface. At the top, there is a navigation bar with the following items: SURAKSHA, Dashboard, E-Services, Grievance, Application Status, View Profile, Log Out, and Welcome. The main content area is titled 'Completion Report Submission' and contains a table with the following data:

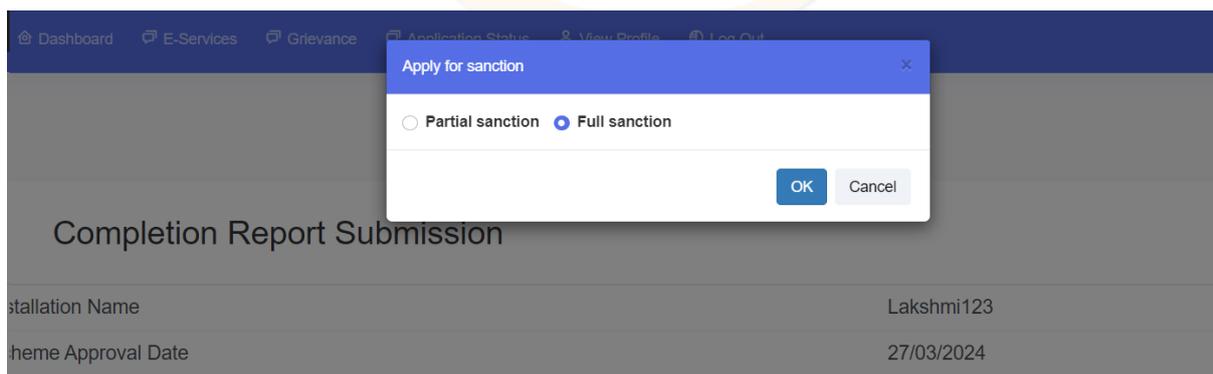
Installation Name	Muhaimin
Scheme Approval Date	13/02/2024
CR Submission Last Date	12/02/2026

Below the table, there are two buttons: 'Submit CR' (green) and 'Scheme Approval Validity Extension Request' (blue). At the bottom of the page, there is a footer with the text: SURAKSHA © 2024 - Crafted with Netrox. DEPARTMENT OF ELECTRICAL 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.



The screenshot shows the SURAKSHA web application interface with a dialog box open. The dialog box is titled 'Apply for sanction' and contains the following options:

Partial sanction Full sanction

At the bottom of the dialog box, there are two buttons: 'OK' (blue) and 'Cancel' (grey). The background of the page is dimmed, showing the 'Completion Report Submission' form with the following data:

Installation Name	Lakshmi123
Scheme Approval Date	27/03/2024

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

Technical Details Other Equipment Details Print CR Payment Details

1 2 3 4

Equipment Details (Approved) Search:

SI No.	Category	Panel Name	Sub Category	Capacity	Unit	Quantity	Unit Fee	Total(Rs)	Action
1	Equipment		Generator-MV	1010	kVA	1	11	11110	Install
2	Load		Lift Load	400	KW		11	4400	Install
3	Solar Inverter			250	kVA	2	11	5500	Install
4	X-ray			100	mA	6	15	9000	Install
5	Equipment		Transformer-EHT	1100	kVA	6	5.55	36630	Install

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

Install Equipment
✕

Capacity

Quantity

Close
Save & Install

Name	Capacity	Unit	Quantity	Unit Fee
	400			11
				11
	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:

Serial No	Category	Panel Name	Sub Category	Installed Capacity	Approved Capacity	Unit	Installed qty	Approved qty	Fee	Total(Rs)	Action
1	Equipment		Generator-MV	1010	1010	kVA	1	1	11	11110	  
2	UPS			1	0	kVA	2	0	11	38.5	  

Showing 1 to 2 of 2 entries

Previous Next

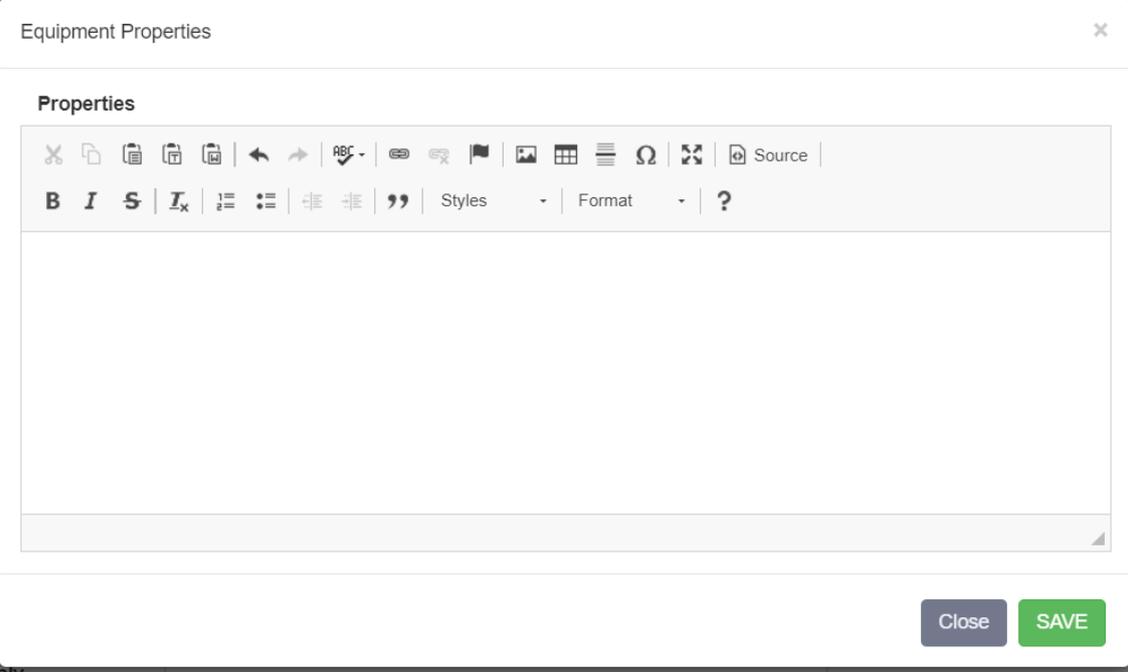
As fitted drawing * No file chosen

Voltage and System of Supply

Installed equipment will lists here. Here additional options provided.

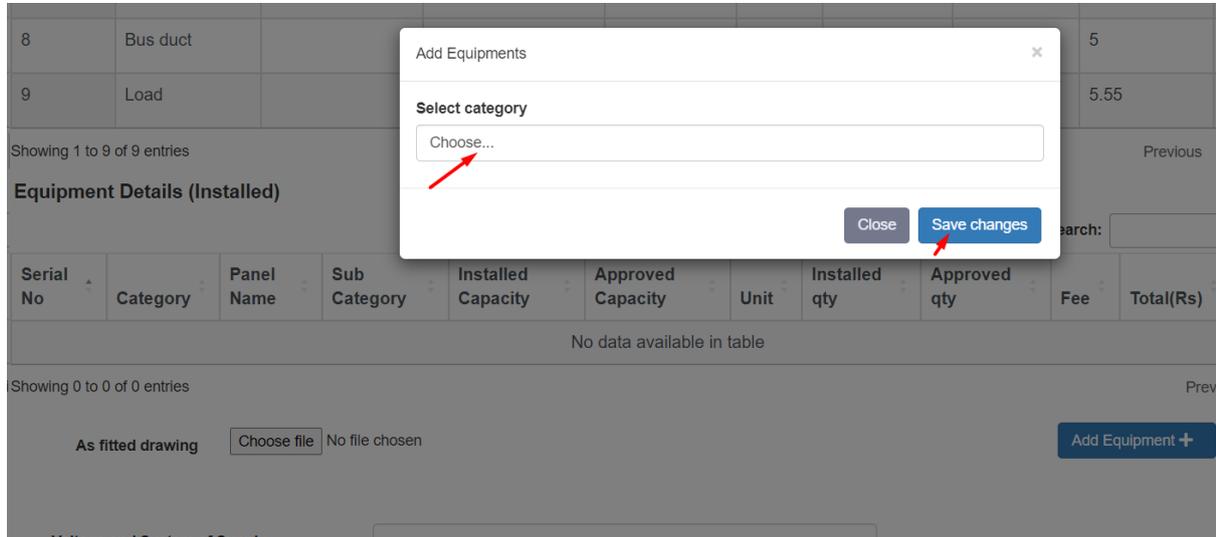
Provided additional options are:

- 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

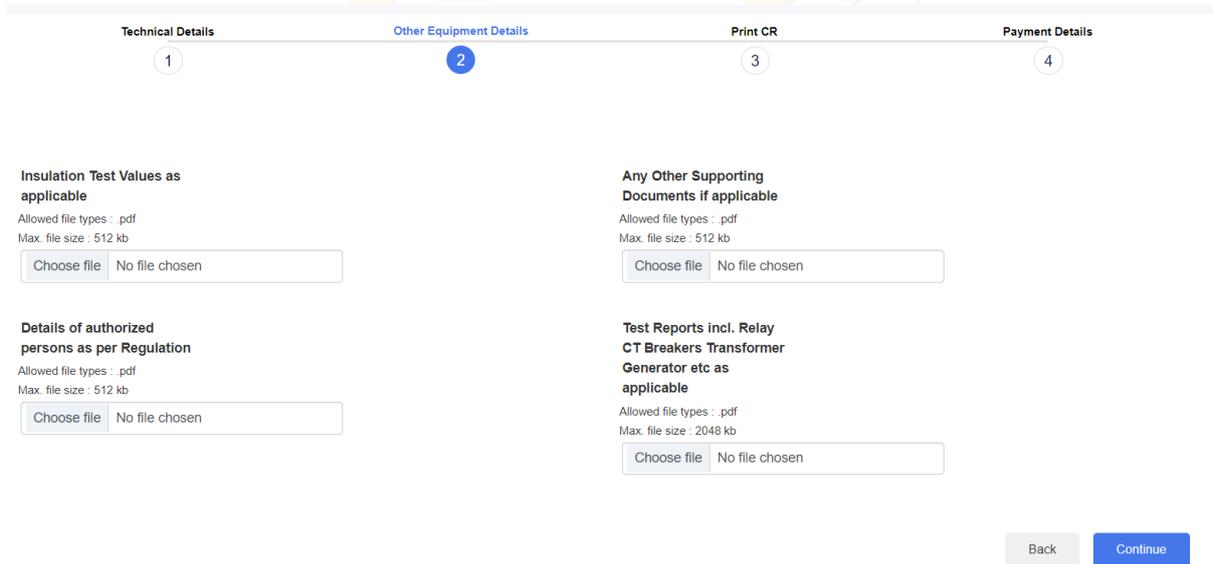


This editor will vary according to equipment.

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

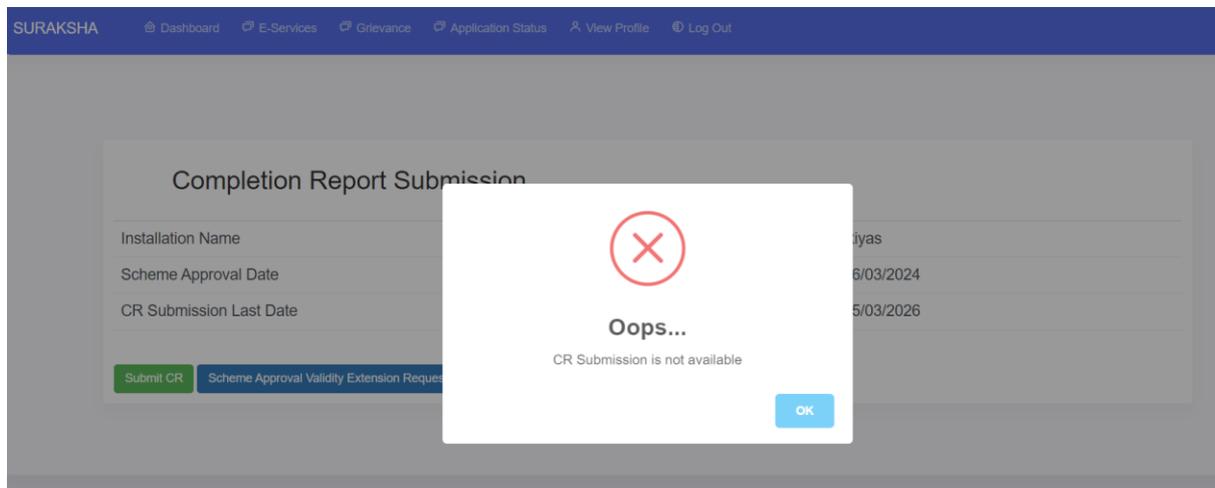


The upload option for fitting drawings will be mandatory only if new equipment is added. Otherwise, it won't be required.



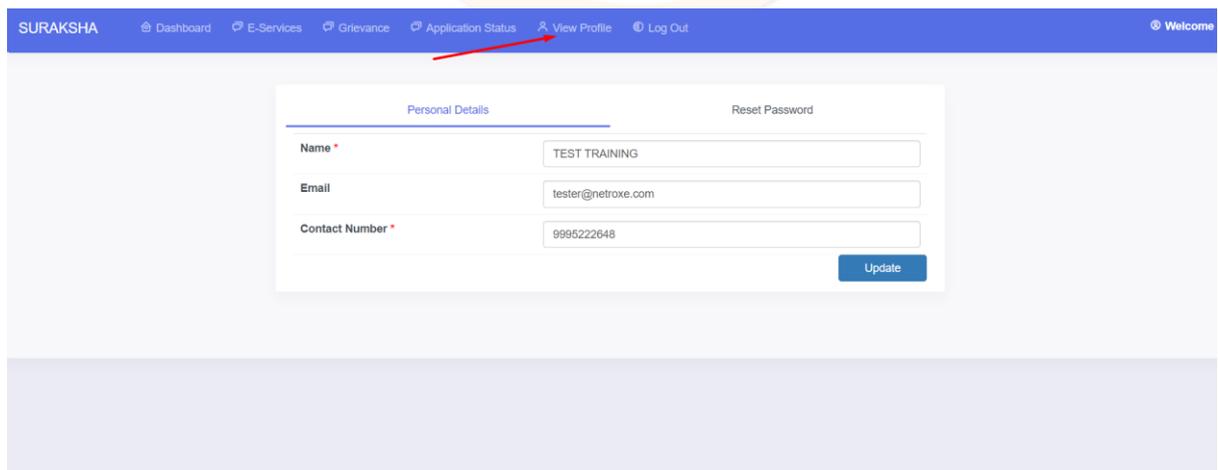
These uploading options are not mandatory.

If the CR is already submitted it shows '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.



The screenshot displays the SURAKSHA web application interface. At the top, a blue navigation bar contains the following elements from left to right: the text 'SURAKSHA', a home icon, 'Dashboard', an envelope icon, 'E-Services', a speech bubble icon, 'Grievance', a document icon, 'Application Status', a person icon, 'View Profile', a power icon, 'Log Out', and a 'Welcome' message. The main content area features a white box with two tabs: 'Personal Details' and 'Reset Password'. The 'Reset Password' tab is active. It contains two input fields: 'New Password' and 'Confirm Password'. Below these fields is a blue 'Reset' button. A list of password requirements is provided: '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 at least one digit', and 'Password must contain a special character'.

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 DEPARTMENT OF ELECTRICAL INSPECTORATE

Dashboard

0 Pending Application

0 Processed Files

4545 Soil Resistivity

555 Line Clearance

545 Scheme Approval Received

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 DEPARTMENT OF ELECTRICAL INSPECTORATE

LIVE APPLICATIONS LIST

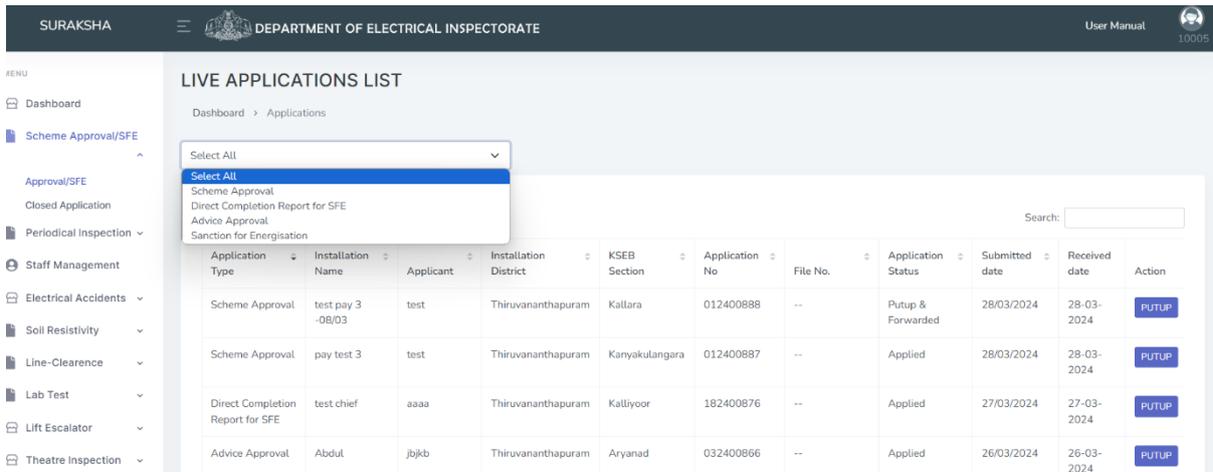
Dashboard > Applications

Select All

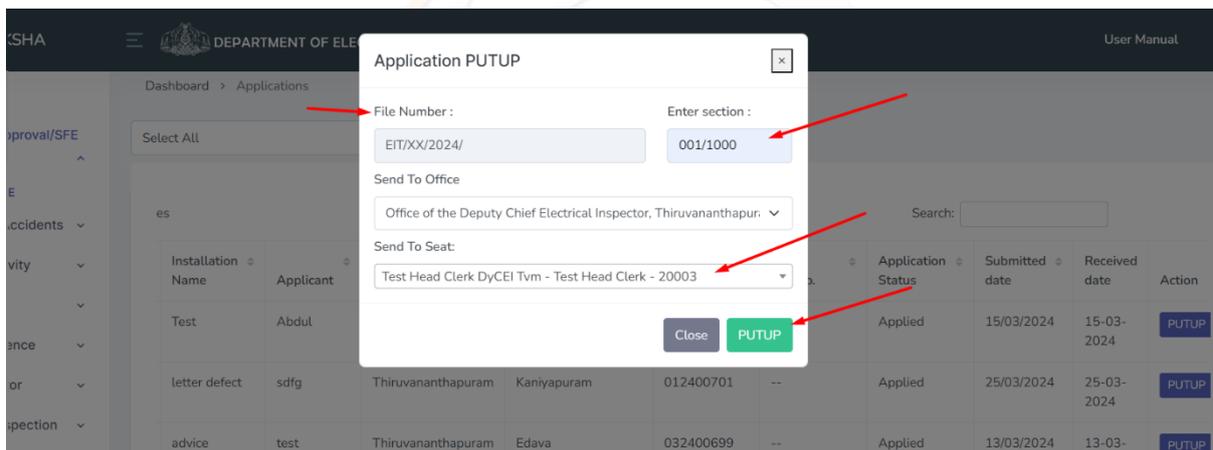
Show 10 entries

Application Type	Installation Name	Applicant	Application No	File No.	Application Status	Submitted date	Action
Direct Completion Report for SFE	Thermal energy	Nikhil S Nik	182400082	--	Applied	5/02/2024	PUTUP
Scheme Approval	Test 66	Nikhil S Nik	012400078	EIT/009/2024-660(S)	Applied	5/02/2024	PUTUP
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



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



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 DEPARTMENT OF ELECTRICAL INSPECTORATE User Manual

MENU

- Dashboard
- Scheme Approval/SFE
 - Approval/SFE
 - Closed Application
 - Electrical Accidents
 - Soil Resistivity
 - Line-Clearance
 - Lift Escalator
 - Theatre Inspection
 - Temporary Connection
 - cable TV network

LIVE APPLICATIONS LIST

Dashboard > Applications

Select All

Show 10 entries Search:

Application Type	Installation Name	Applicant	Application No	File No.	Application Status	Submitted date	Action
Direct Completion Report for SFE	Thermal energy	Nikhil S Nik	182400082	EIT/011/2024-200(S)	Putup&Forwarded	5/02/2024	View
Sanction for Energisation	Scheme Install SARAN	Nikhil S Nik	022400072	EIT/008/2024-600(S)	---	3/02/2024	View
Scheme Approval	alfa	joby	012400060	EIT/010/2024-B2(S)	Putup&Forwarded	2/02/2024	View
Sanction for Energisation	Training 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 DEPARTMENT OF ELECTRICAL INSPECTORATE User Manual 10002

MENU

- Scheme Approval/SFE
 - Periodical Inspection
 - Electrical Accidents
 - Soil Resistivity
 - Line-Clearance
 - Lift Escalator
 - Theatre Inspection
 - cable TV network
 - Valuation of Electrical Installations

APPLICATION DETAILS

Applicant Name : Vishnu | FILE : CEI/135/2024-011/400(S) | APLN No. : 012400892

Application Status : Putup&Forwarded | Schematic diagram Approval Status : Not Verified | Reload View Application History

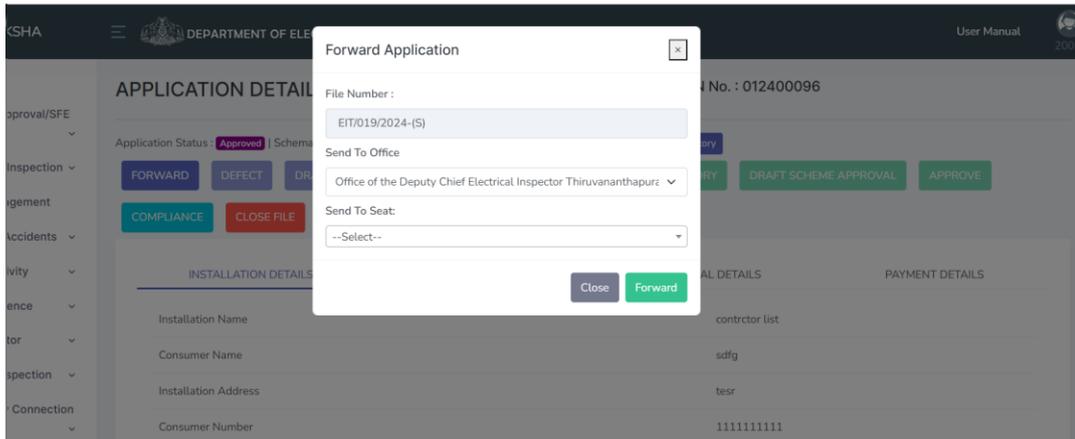
[FORWARD](#) [DEFECT](#) [DRAFT DEFECT](#) [SEND DEFECT](#) [NOTES](#) [SCRUTINY](#) [HISTORY](#) [DRAFT SCHEME APPROVAL](#)

[APPROVE](#) [COMPLIANCE](#) [CLOSE FILE](#)

INSTALLATION DETAILS	GENERAL DETAILS	TECHNICAL DETAILS	PAYMENT DETAILS
Installation Name		Aradhika	
Consumer Name		Vishnu	
Installation Address		wtwet	
Consumer Number		123456	

- **Forward**

Forward button is for forwarding the file to the next officer



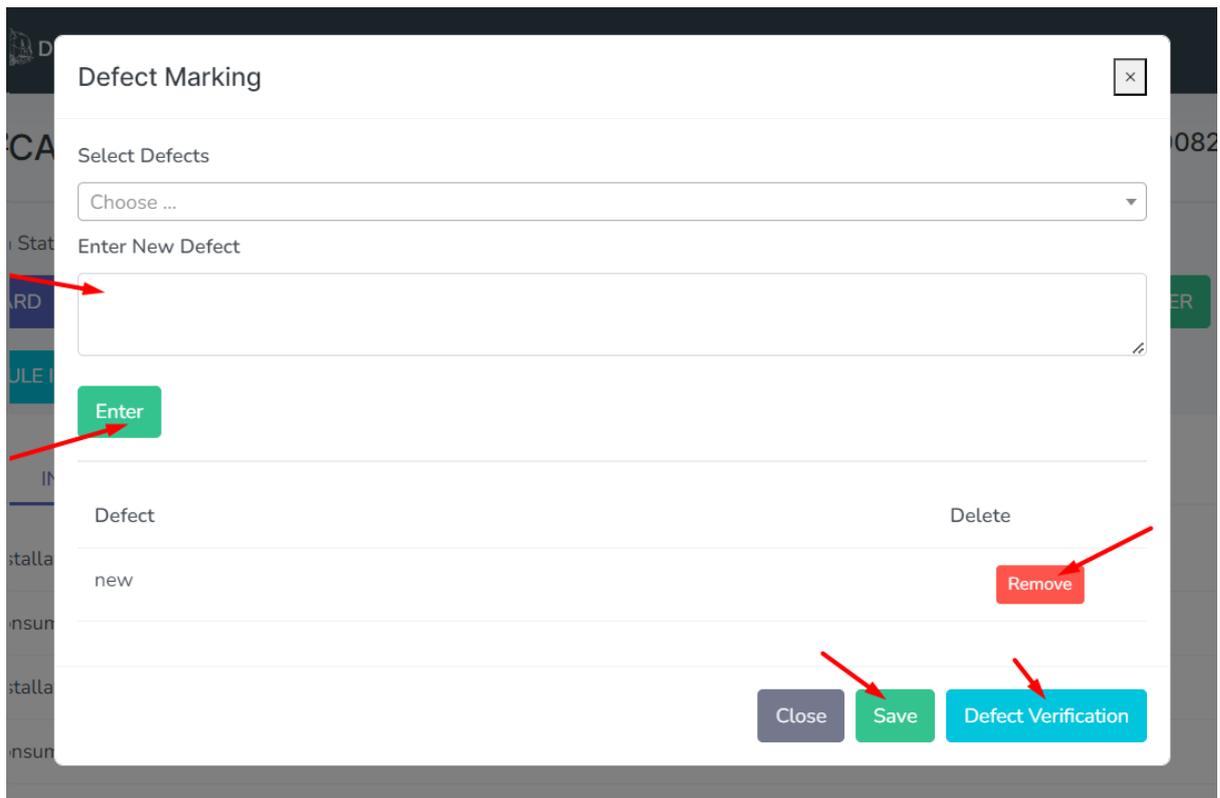
The user can select an officer from the dropdown menu.

- **Defect**

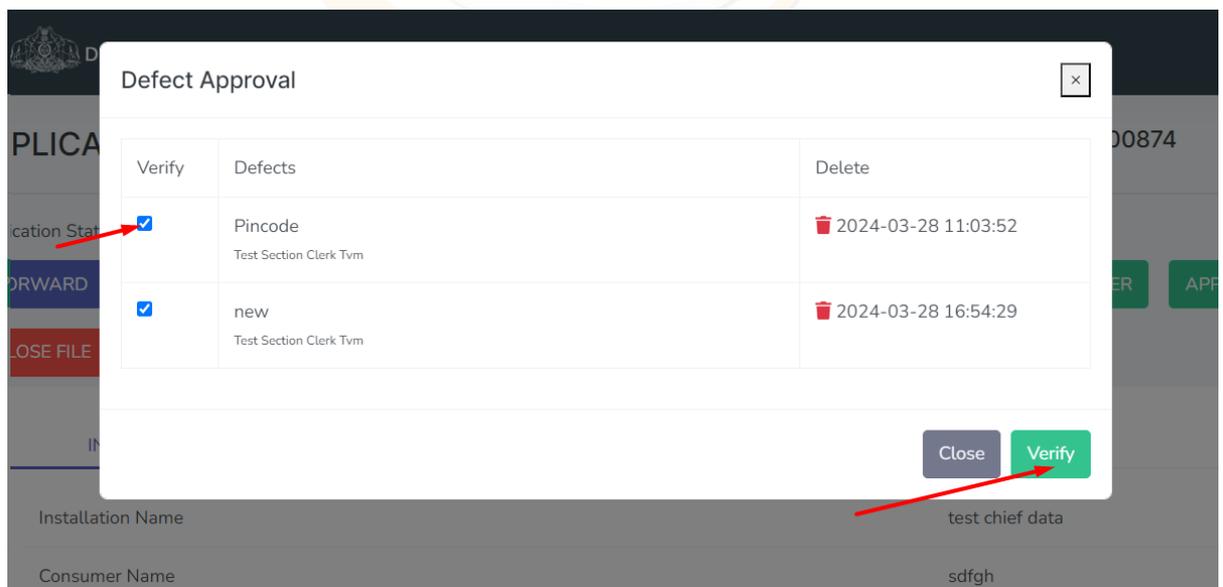
If any defects are identified during the document verification process, the user has the option to take note of and save them here.

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”



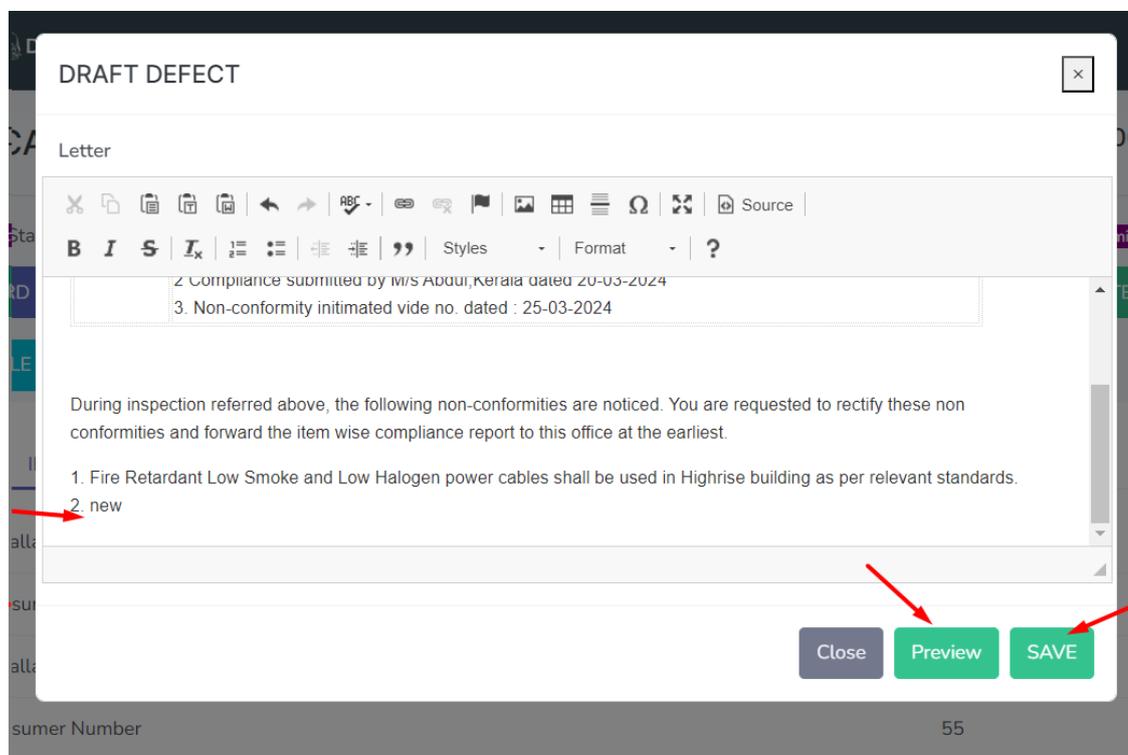
Entered defects will lists below. If any defects we want to remove, it can be deleted by clicking on delete button.



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

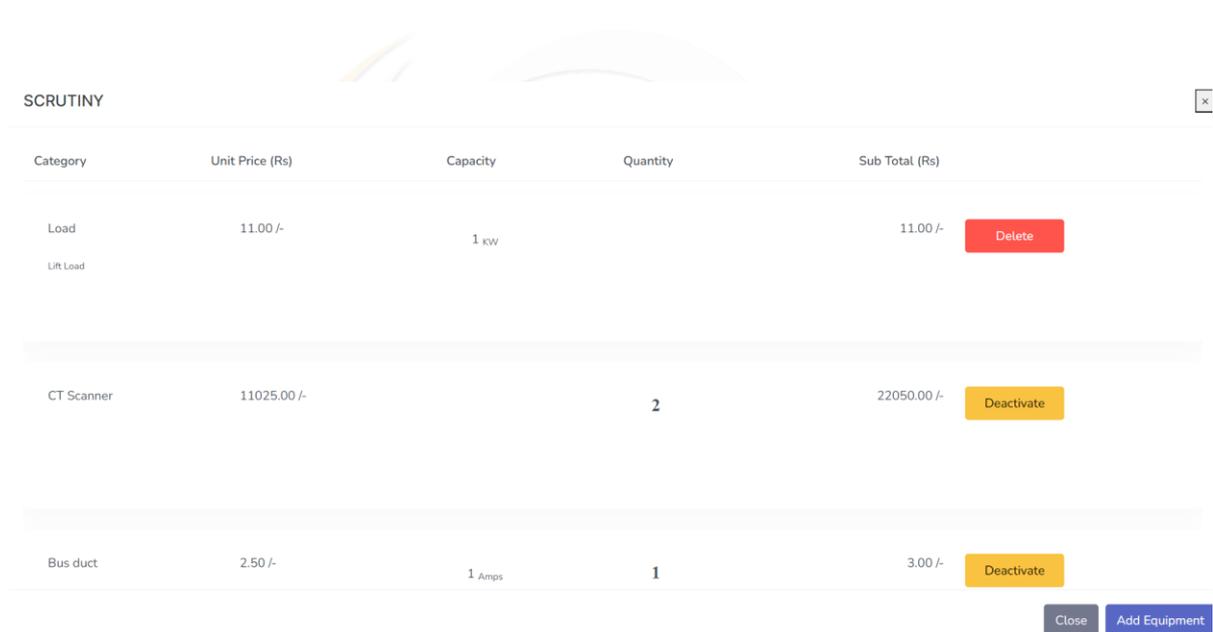
will displays in the Defect tab of application status. After rectifying all the defects public will send the compliance in return.

- **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**

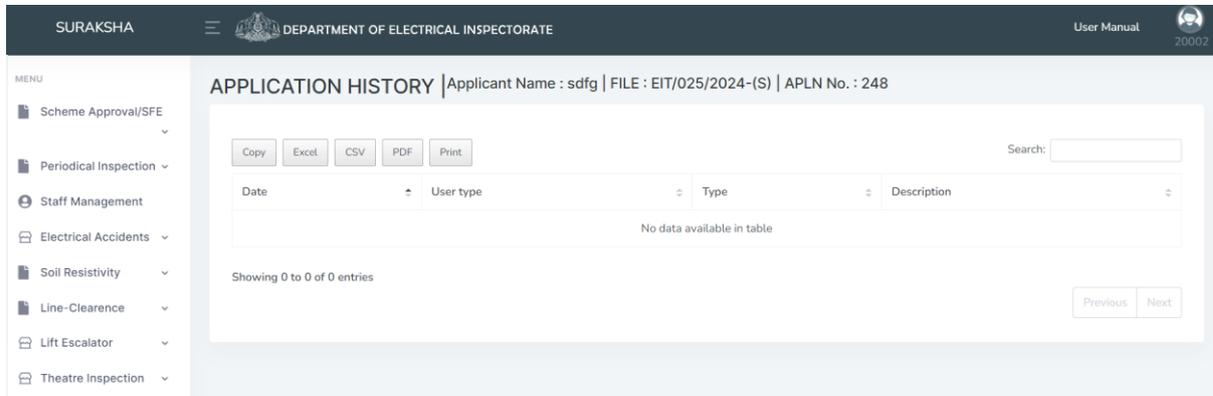
Here, the public's added equipment undergoes scrutiny. The verifying officer can append extra equipment here. Deactivation is possible for public-added equipment, while officers have the option to delete their additions.



Category	Unit Price (Rs)	Capacity	Quantity	Sub Total (Rs)	
Load	11.00 /-	1 kw	1	11.00 /-	Delete
CT Scanner	11025.00 /-		2	22050.00 /-	Deactivate
Bus duct	2.50 /-	1 Amps	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.

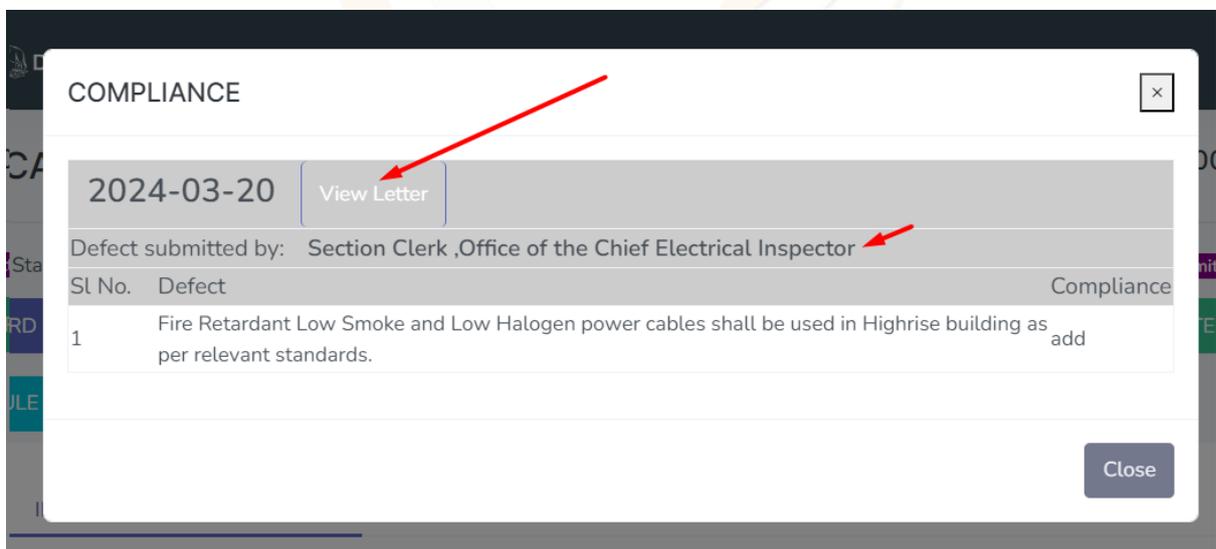
- **History**



Presented below is the complete process history of the application.

- **Compliance**

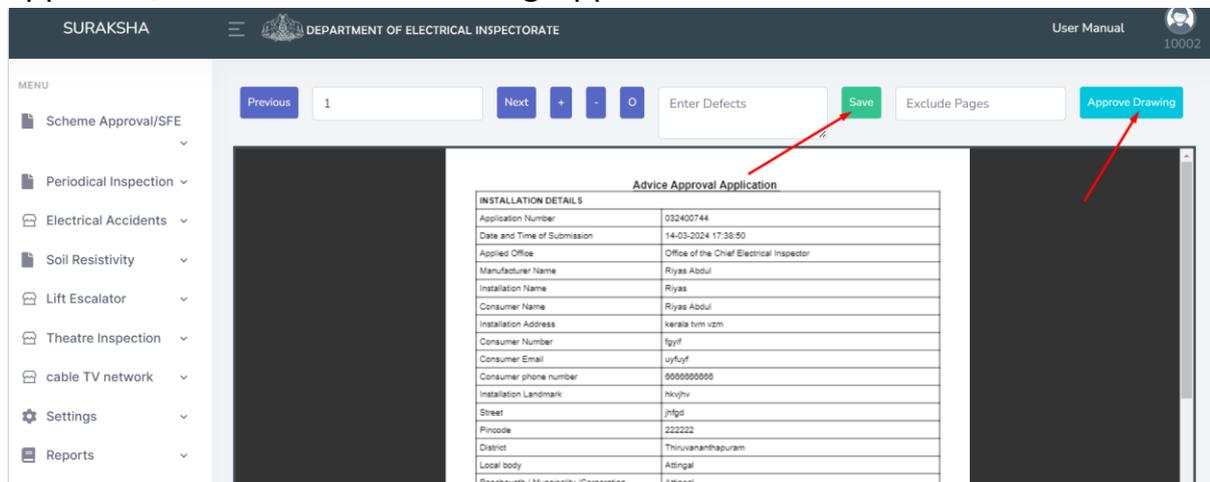
The rectified details of defects, as communicated by officers to the public, are displayed at this location.



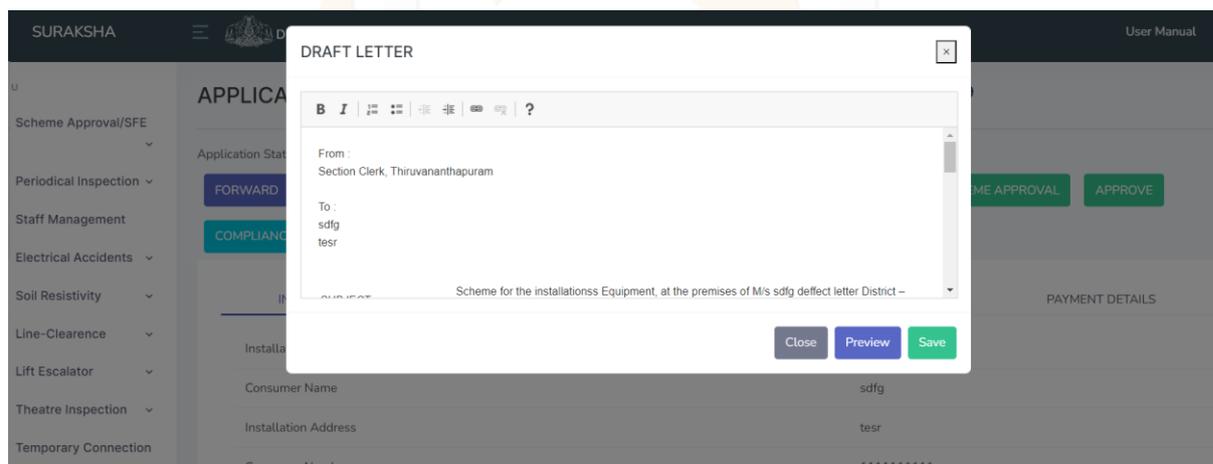
By clicking the "View Letter" button, the current officer can access the defect letter sent to the public, along with the details of the officer who submitted the defect.

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.

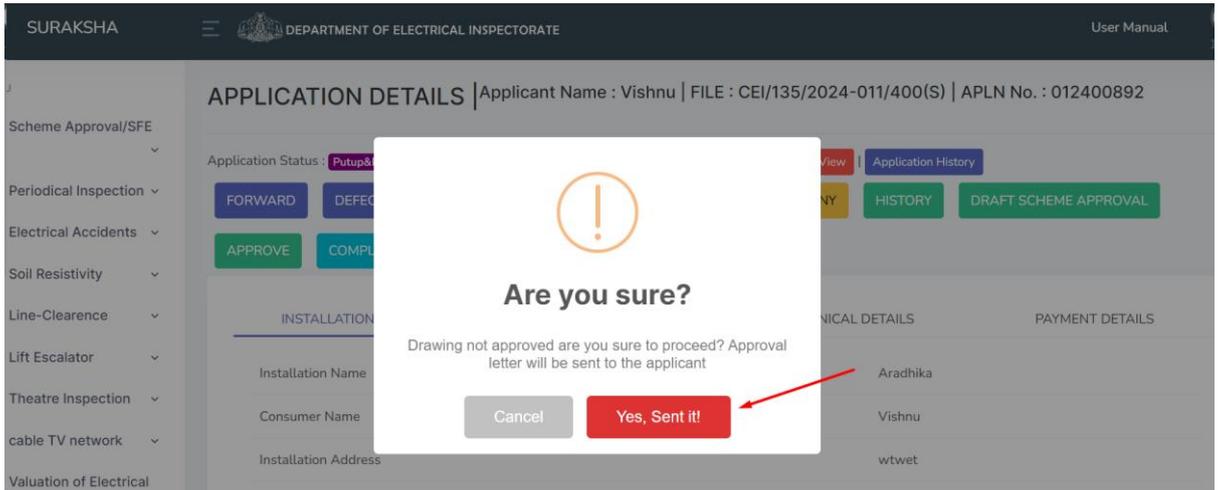


- **Draft Scheme approval**

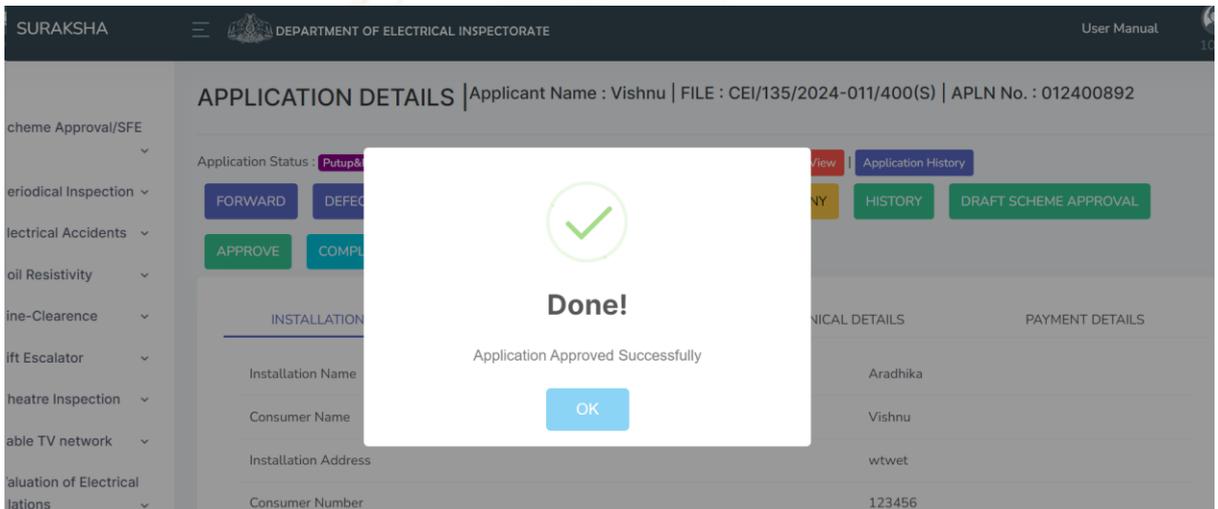


This letter is the approval notice received by the public subsequent to the officer's approval of their application.

- **Approve**



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



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.

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APPLICATION DETAILS | Applicant Name : Vishnu | FILE : CEI/137/2024-001/1000(S) | APLN No. : 022400902

Application Status : Putup&Forwarded | Schematic diagram Approval Status : Not Verified | Reload | Application History

FORWARD DEFECT DRAFT DEFECT SEND DEFECT NOTES SCRUTINY HISTORY

DRAFT SANCTION FOR ENERGISATION SANCTION FOR ENERGISATION COMPLIANCE SCHEDULE INSPECTION INSPECTION DETAILS

CLOSE FILE

INSTALLATION DETAILS	GENERAL DETAILS	TECHNICAL DETAILS	PAYMENT DETAILS
Installation Name	Aradhika		
Consumer Name	Vishnu		
Installation Address	wtwet		

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

- **Schedule Inspection**

INSPECTION SCHEDULES

Inspection Date

dd-mm-yyyy

Details / Notes

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 Inspection Date

Choose

Inspection Report

Upload Document

Choose file No file chosen

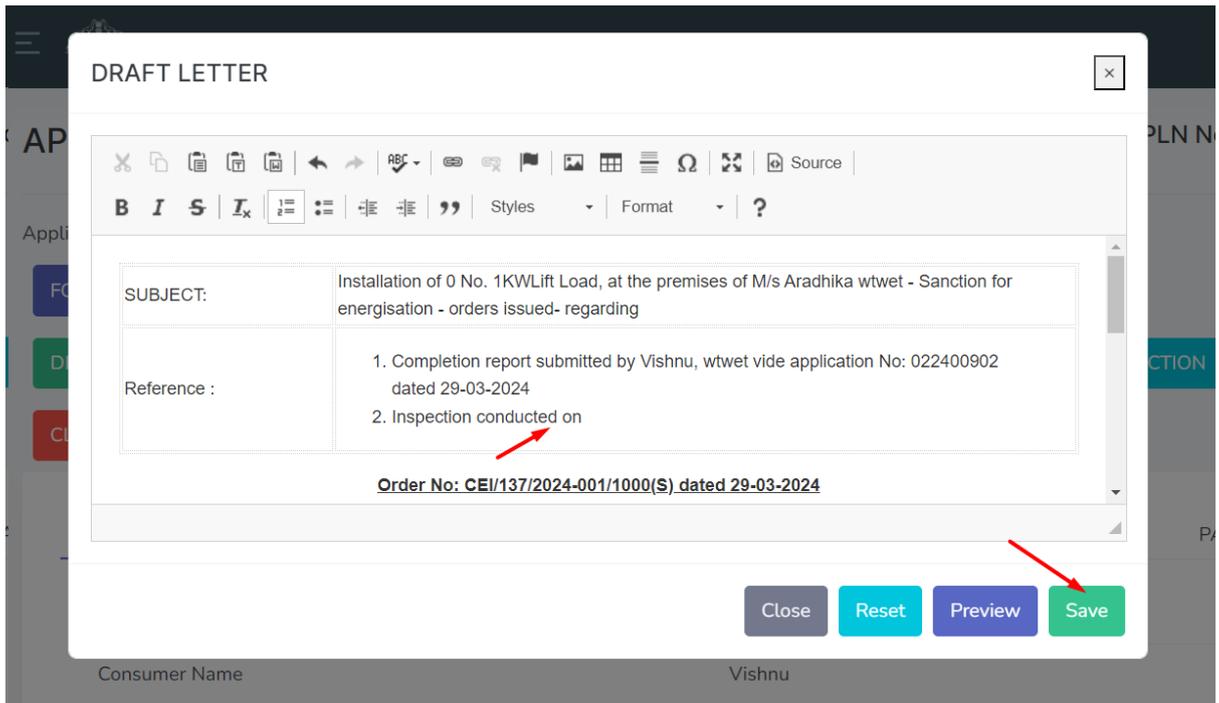
Close Update

SL No	Date	Inspection Details	report	Document
1	2024-03-30	test	Edit	

After Inspection next step will be energization sanction.

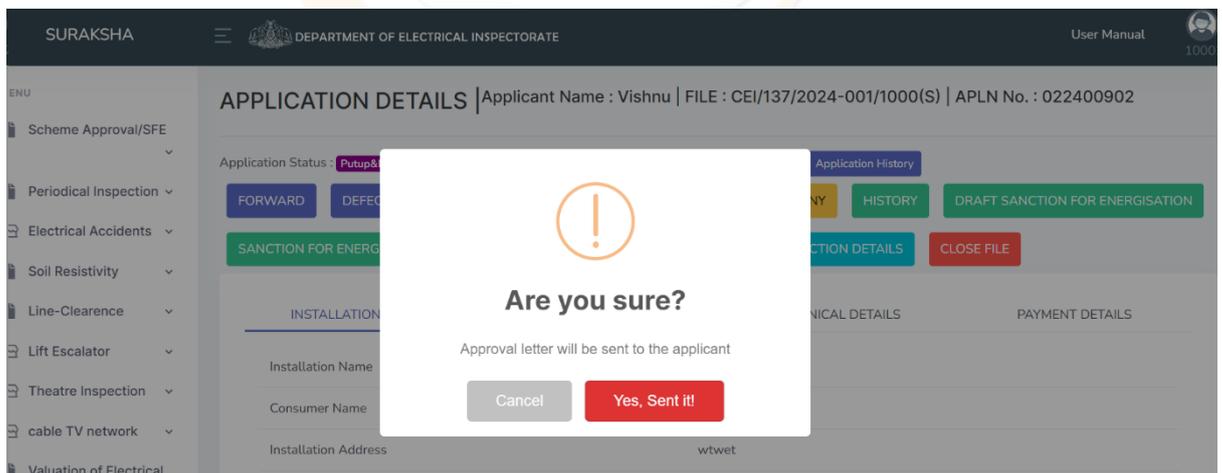
- **Draft Sanction for Energization**

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.



- **Sanction for Energization**

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



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

The screenshot shows the SURAKSHA application interface. The header includes 'SURAKSHA', 'DEPARTMENT OF ELECTRICAL INSPECTORATE', 'User Manual', and '10002'. The main title is 'APPLICATION DETAILS | Applicant Name : sdf | FILE : CEI/032/2024-111/12(S) | APLN No. : 172400541'. The application status is 'Putup&Forwarded'. A row of action buttons includes 'FORWARD', 'NOTES', 'DRAFT LETTER', 'APPROVE', 'SCHEDULE INSPECTION', 'INSPECTION DETAILS', 'RESISTIVITY VALUE', and 'CLOSE FILES'. Below this, there are three tabs: 'INSTALLATION DETAILS', 'GENERAL DETAILS', and 'PAYMENT DETAILS'. The 'INSTALLATION DETAILS' tab is active, showing a table with the following data:

Field	Value
Installation Name	aaa
Consumer Name	sdf
Installation Address	tesr
Consumer Email	ammu@gmail.com
Phone Number	3425345645

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



Sl No	Resistivity Value	Action
Mean Value =		

Resistivity =

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.

APPLICATION DETAILS | Applicant Name : Abdul | FILE : CEI/032/2024-(S) | APLN No. : 062400722

23 Application Status : Putup&Forwarded Application History

FORWARD NOTES DEFECT DRAFT DEFECT SEND DEFECT DRAFT LETTER APPROVE COMPLIANCE SCHEDULE INSPECTION INSPECTION DETAILS CLOSE FILE

INSTALLATION DETAILS

GENERAL DETAILS

PAYMENT DETAILS

Consumer Name	Abdul
Communication Address	Vizhinjam
Consumer Mobile Number	9037468189
Consumer Email	abdul@gmail.com
Installation Landmark	Nr theatre
Street	TVm

6.3 Advice Approval

The screenshot shows the SURAKSHA application management interface. The top navigation bar includes 'SURAKSHA', 'DEPARTMENT OF ELECTRICAL INSPECTORATE', and 'User Manual'. A left sidebar menu lists various application types, with 'Approval/SFE' highlighted. The main content area is titled 'LIVE APPLICATIONS LIST' and features a dropdown filter set to 'Advice Approval'. Below the filter is a table of application entries.

Application Type	Installation Name	Applicant	Installation District	KSEB Section	Application No	File No.	Application Status	Submitted date	Received date	Action
Advice Approval	Abdul	ibjkb	Thiruvananthapuram	Aryanad	032400866	CEI/137/2024-1111/10000(S)	Putup & Forwarded	26/03/2024	29-03-2024	<a>View
Advice Approval	Nikhil	Cons no	Thiruvananthapuram	Fort, Trivandrum	032400783	CEI/126/2024-20(S)	Approved	16/03/2024	16-03-2024	<a>View
Advice Approval	Abdul	Muhamin	Thiruvananthapuram	Beach, Thiruvananthapuram	032400778	CEI/123/2024-400(S)	Putup & Forwarded	16/03/2024	16-03-2024	<a>View
Advice Approval	Riyas	Riyas Abdul	Thiruvananthapuram	Karamana	032400744	CEI/119/2024-12(S)	Putup & Forwarded	14/03/2024	14-03-2024	<a>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.

The screenshot shows the SURAKSHA web application interface. The header includes 'SURAKSHA' and 'DEPARTMENT OF ELECTRICAL INSPECTORATE'. The sidebar menu lists various settings categories, with 'Settings' expanded to show 'Office Management'. The main content area displays the 'Office Management' form, which is divided into three tabs: 'Office', 'User Group', and 'Seat'. The 'Office' tab is active, showing a form with the following fields: Office Type (dropdown), Office Name, Office Code, Tressury Code, DDO Code, Put Up Code, Phone Number, Email, Building Name, street, City, and Pincode. There is also a 'Display Status' checkbox and a 'Save' button.

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 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 **User Group** Seat

Office Type
Office of the Chief Electrical

User Group

Display Name

Abbreviation

Display Status

Update

Copy CSV Excel PDF Print

Search:

Sl No.	User Group Name	Office Type	Display Name	Status	Created On	Action
1	Office Assistant (CEI)	Office Assistant (CEI)	Office of the Chief Electrical Inspector	Active	22/01/2024	Edit Delete
2	Senior Clerk MTSL	Senior Clerk MTSL	Meter Testing And Standards Laboratory	Active	27/02/2024	Edit Delete
3	Junior Superintendent MTSL	Junior Superintendent MTSL	Meter Testing And Standards Laboratory	Active	27/02/2024	Edit Delete

Upon this user groups the user can

2. Master Defects

SURAKSHA DEPARTMENT OF ELECTRICAL INSPECTORATE User Manual

- Installations
- Lift Manufacturer License
- Administration
- Settings**
- Office Management
- Master Defects**
- Equipment Category
- Equipment SUB Category
- Document Management
- Installation Types
- LAB Equipment Category
- Licensee Management
- LAB Equipment SubCategory

Service Name

Choose...

Master Defect *

Display Status

Save

Copy Excel CSV PDF Print

Search:

Sl No.	Service Name	Master Defect	Status	Action
1	Application for Safetv Certificate	test defect	Active	Edit Delete

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

3. Equipment category

The screenshot displays the 'ADD CATEGORY' form in the SURAKSHA web application. The form includes fields for 'Category Name*' and 'Category Code', both with placeholder text 'Enter Category Name' and 'Enter Category Code'. There are two checkboxes: 'Need to show in letter?' and 'Fee Calculation required for this category?'. Below the form are 'Submit' and 'Reset' buttons. A table below the form shows existing categories:

Sl No.	Category Name	Category Code	Action
1	UG Cable 11KV and above	UGC	Upload Type Edit Delete

4. Document Management

The screenshot displays the 'Document Management' form in the SURAKSHA web application. The form includes a 'Service Name*' dropdown menu, a 'Document Name*' text field, and a 'Document Size(In KB)*' text field. There is a 'File Type*' section with checkboxes for .jpeg, .jpg, .doc, .docx, .png, .pdf, .xls, and .xlsx. A checkbox 'is mandatory' is also present. Below the form is a 'Save' button. A table below the form shows existing documents:

Sl No	Document Name	Document Extension	Category	Action
-------	---------------	--------------------	----------	--------

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

5. Installation Types

Sl No.	Installation Type Name	Active Status	Action
1	Others	Active	Edit Delete
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

Sl No.	Category	Sub Category	Flow Type	Min Value	Action
1	Total Aggregate Solar Inverter Capacity		Head Office	499	Delete
2	Equipment	Transformer-EHT	Head Office	1	Delete
3	Equipment	Generator-HT	Head Office	1	Delete
4	Equipment	Generator-MV	Head Office	1001	Delete
5	Equipment	Transformer-HT	Head Office	1001	Delete

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

7. Licensee Management

SURAKSHA DEPARTMENT OF ELECTRICAL INSPECTORATE User Manual 10005

Office Management
Master Defects
Equipment Category
Equipment Sub Category
Document Management
Installation Types
LAB Equipment Category
Licensee Management
LAB Equipment SubCategory
Lab Equipment Staff Management
File Flow Management
Signing Authority
Seat Management
CR Settings

Licensee Name

Display Status

Copy CSV Excel PDF Print Search:

Sl No.	Licensee Name	Status	Action
1	KSEB Ltd.	Active	
2	Cochin SEZ	Active	
3	Cochin Port Trust	Active	
4	KINESCO	Active	

8. Signing Authority

SURAKSHA DEPARTMENT OF ELECTRICAL INSPECTORATE User Manual 1000

Equipment Sub Category
Document Management
Installation Types
LAB Equipment Category
Licensee Management
LAB Equipment SubCategory
Lab Equipment Staff Management
File Flow Management
Signing Authority
Seat Management
CR Settings
FAQ
User Manual
Fee Settings

Sign Type *

License Type *

Signing Authority-1 Office

Signing Authority-1 *

Signing Authority 1 Name *

Show 10 entries Search:

Sl No.	Sign Type	License Type	Signing Authority-1	Signing Authority-1 Name	Signing Authority-2	Signing Authority-2 Name	Action
1	License /Permit	Wireman Institute	DyCEI DEI	Secretary	DyCEI DEI	Secretary	
2	Competency Certificate	Cinema Operator	ACEI DEI	Secretary	CEI DEI	Chairman	
3	Competency Certificate	Wireman Examination Category	DyCEI DEI	Secretary	CEI DEI	Chairman Sub Committee	
4	Competency Certificate	Wireman Exemption Category	DyCEI DEI	Secretary	CEI DEI	Chairman Sub Committee	
5	Competency Certificate	Supervisor Mines Examination Category	DyCEI DEI	Secretary	CEI DEI	Chairman Sub Committee	
6	Competency Certificate	Supervisor Mines Exemption Category	DyCEI DEI	Secretary	CEI DEI	Chairman Sub Committee	

9. Seat Management

10. CR Settings

11. FAQ

SURAKSHA DEPARTMENT OF ELECTRICAL INSPECTORATE User Manual 10005

Equipment Sub-Category

Document Management

Installation Types

LAB Equipment Category

Licensee Management

LAB Equipment SubCategory

Lab Equipment Staff Management

File Flow Management

Signing Authority

Seat Management

CR Settings

FAQ

User Manual

Fee Settings

Enter a Question

Enter a Answer

Copy Excel CSV PDF Print Search:

Sl No.	Question	Answer	Status	Action
1	Which all applications can be submitted through SURAKSHA?	Application for Scheme Approval, Application for Sanction for Energisation under Direct Completion Report Category, Application for Soil Resistivity Certificate, Application for Line Clearance, Application for Advice Approval, Application for Lift Inspection and License, Application for Lift Manufacturing license, Application for Temporary	Active	Edit Delete

12. User Manual

SURAKSHA DEPARTMENT OF ELECTRICAL INSPECTORATE User Manual 10005

Equipment Sub-Category

Document Management

Installation Types

LAB Equipment Category

Licensee Management

LAB Equipment SubCategory

Lab Equipment Staff Management

File Flow Management

Signing Authority

Seat Management

CR Settings

FAQ

User Manual

Fee Settings

Reports

Upload PDF

Choose file No file chosen

Upload

uploads/usermanual/65aa4f520be2c.pdf

13. Fee Settings

The screenshot displays the 'Fee Settings' interface within the SURAKSHA system. The header includes the system name 'SURAKSHA' and the department 'DEPARTMENT OF ELECTRICAL INSPECTORATE'. The sidebar on the left contains a list of navigation options, with 'Fee Settings' selected. The main form area includes the following fields:

- Service Name***: A dropdown menu with 'Choose..' selected.
- Fee Category***: A dropdown menu with 'Choose..' selected.
- Head Of Account***: A dropdown menu with 'Choose..' selected.
- Application /Minimum Fee ***: A text input field.

A blue 'Save' button is located at the bottom of the form.

Here the user can choose the fee for required services.