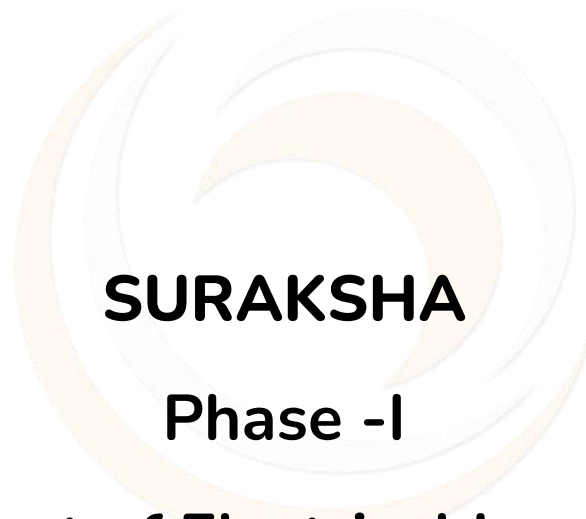


USER MANUAL

For



SURAKSHA

Phase -I

Department of Electrical Inspectorate

Version 1.0

DATE: 01/07/2024

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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

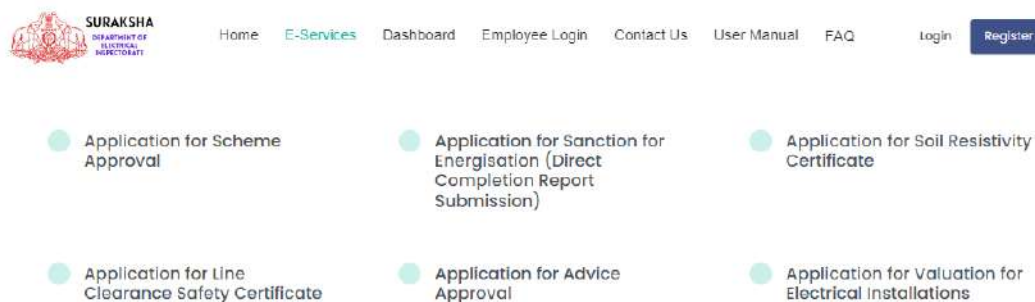
Software Users

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

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.

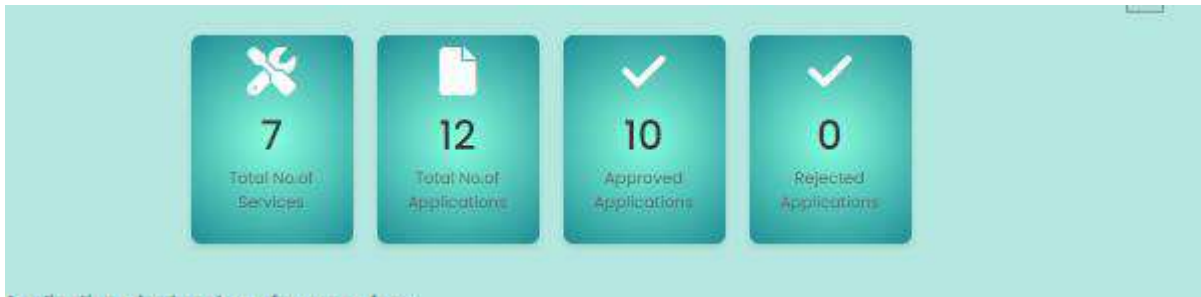


The menu bar includes links to Home, e-Services, Dashboard, Staff Login, Contact Us, User Manual, FAQ, Sign In, and Sign Up. Moving on to the second

The screenshot shows the Dashboard with a table titled "Details of process of obtaining approval". The table has columns for S/N, Name of Services, Statutory Fee/Average Fees, Time Limit as per Karala RTE Act, 2012 (in working days), Total Number of Applications Received, and Total Number of Applications Approved. The table contains 7 rows of data.

S/N	Name of Services	Statutory Fee/Average Fees	Time Limit as per Karala RTE Act, 2012 (in working days)	Total Number of Applications Received	Total Number of Applications Approved
1	Application for Scheme Approval	Varies With Installation	20	3	2
2	Application for Sanction for Energisation (Direct Completion Report Submission)	Varies With Installation	10	1	1
3	Application for Soil Resistivity Certificate	1,105.00	15	1	1
4	Application for Line Clearance Safety Certificate	1,105.00	15	1	1
5	Application for Advice Approval	Varies With Installation	20	1	1
6	Application for Valuation for Electrical Installations	2,205.00	30	1	1
7	Application for Sanction for Energisation (after receiving Scheme Approval)	Varies With Installation	10	4	3

section, it displays the quantity of applications processed in each application category.



Currently two dashboards are there. On the first one detailing the process of obtaining approval in all applications

Application wise breakup of average fees

Show 10 entries Search:

Sl No.	Application Number	Applicant Information	Application Date	Approval Date	Details of Fees	Total Fees Charged
1	012400014	test@t.in	01/07/2024	----	Scrutiny Fee: 555.00	555.00
2	042400012	Jishnu	01/07/2024	01/07/2024	Application Fee: 2205.00	2205.00
3	032400011	Vidhya	01/07/2024	01/07/2024	Scrutiny Fee: 10380.00	10380.00
4	082400010	M Krishnan	01/07/2024	01/07/2024	Application Fee: 1105.00	1105.00
5	172400009	Jishnu	01/07/2024	01/07/2024	Application Fee: 1105.00	1105.00
6	022400008	Manu	01/07/2024	----	Inspection Fee: 940.00	940.00
7	012400007	Manu	01/07/2024	01/07/2024	Scrutiny Fee: 705.00	705.00
8	182400006	Abdul	01/07/2024	01/07/2024	Scrutiny Fee: 1944.00	1944.00
9	022400005	Abdul Test	01/07/2024	01/07/2024	Inspection Fee: 2985.00	2985.00
10	022400004	Abdul Test	01/07/2024	01/07/2024	Inspection Fee: 585.00	585.00

Showing 1 to 10 of 12 entries Previous 1 2 Next

On the second one shows application wise fee breakups details.

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: 04712334159	Kollam Electrical Inspectorate, Ravi Chambers, Opp. Beninger 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 Kunnei 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

Sign up

This platform is designed for the public. Here, individuals or organizations can register their details. The user can choose the type of registration.



Department of Electrical Inspectorate

15 15700

FORGED BY INDIAN STANDARDS

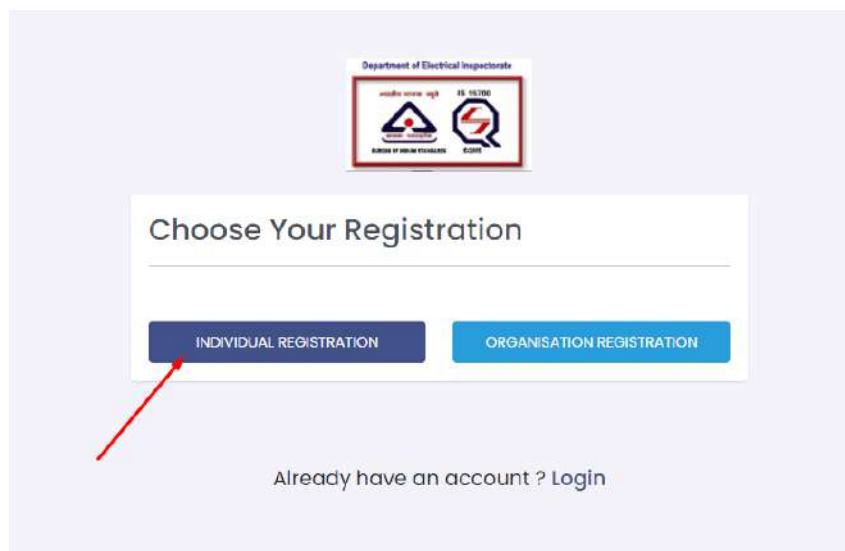
Choose Your Registration

INDIVIDUAL REGISTRATION

ORGANISATION REGISTRATION

Already have an account ? [Login](#)

- **Individual Registration**



For registration individually, click on the individual registration. A new window opens labeled as individual registration

INDIVIDUAL REGISTRATION

Name*

Enter your Name

Email *

9995495800

Consumer phone number*

Enter Phone Number

Password*

Confirm Password*

Confirm password

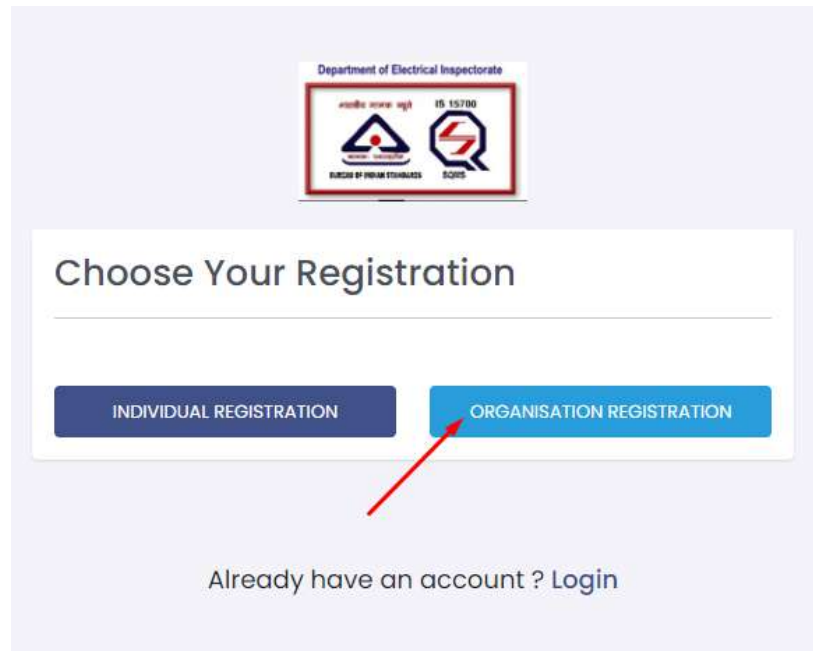
Show Password

9 3 8 3

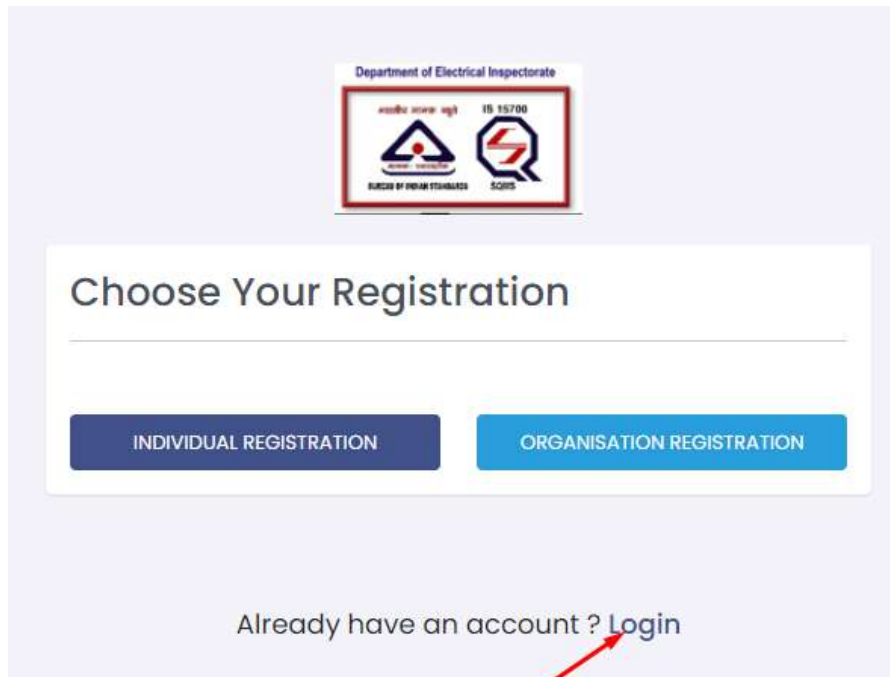
Enter Captcha

Register

- **Organizational Registration**

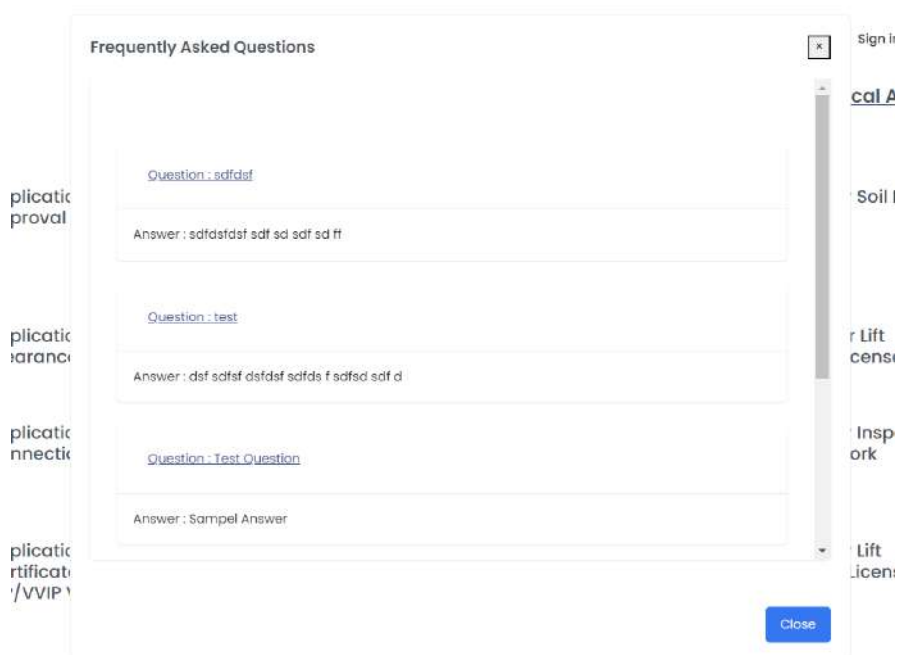


If registering for an organization, click on the organization registration. A new window opens labeled as organization registration



If the user is already registered in the software, can login through the login link. On click the link it leads to the home page of the software

FAQ



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

Sign In

Home E-Service Sign In

Phone Number
Enter Phone Number

Password
Enter password

Show Password

6 4 2 8
Enter Captcha

Sign In

Forgot Password

FAQ sign in

Report Electrical Accidents

Application for Scheme Approval

Application for Soil Resistance Certificate

Application for Line Clearance Safety Certificate

Application For Lift Inspection & License

Application for Temporary Connections

Application for Inspection of Cable TV network

Application for Valuation for

Application for Lift

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

Public Dashboard

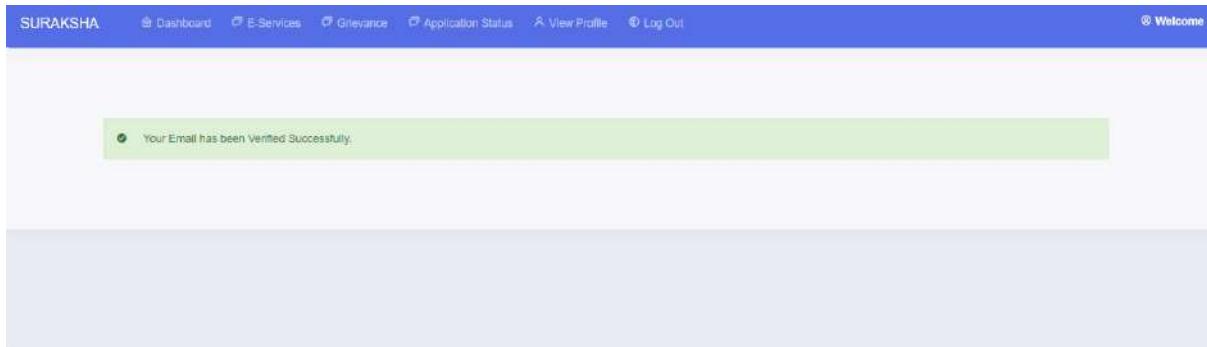
Public dashboard contains a link for email verification.

SURAKSHA Dashboard Services Application Status View Profile Log Out Welcome

Your Email Verification is Pending, Please verify. Click Here

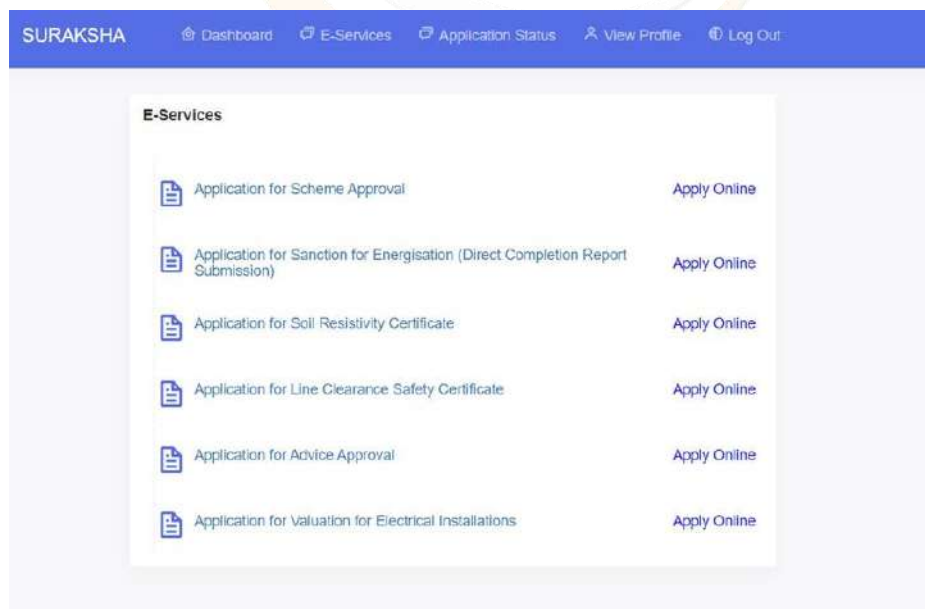
SURAKSHA © 2024 - Created with NoBroker. DEPARTMENT OF ELECTRICAL INSPECTORATE

In this public dashboard, users can verify their email addresses by clicking on the notification that says "Your email verification is pending. Please click here." Upon clicking this link, an email will be sent to the user's registered email address. The user must then click the activation link provided in the email. Once the activation link is clicked, the dashboard will update to show that the email has been successfully verified.




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 periodic 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*
<input type="text" value="Choose.."/>	<input type="text" value="Choose.."/>	<input type="text" value="Choose.."/>
KSEB Section*		
<input type="text" value="Choose.."/>		
Contractor License No* (CA-XXXXX, CB-XXXXX)	<input type="text" value="Search Licence"/>	Contractor Name*
		<input type="text"/>
Supervisor Permit No*		License Validity*
<input type="text" value="None selected ▾"/>		<input type="text"/>

General Details

Type of Installation *
 EHT HT Cable TV Line Clearance Lift Escalator Transformer Inspection

Own Property
 Yes No

Sub station *

Any other details required for scrutiny

Schematic diagram *

Earthing Calculation
 Allowed file types : .pdf
 Max. file size : 512 kb

Busduct Design
 Allowed file types : .pdf
 Max. file size : 512 kb

Declaration Form *
 Allowed file types : .pdf
 Max. file size : 512 kb

Ownership Certificate
 Allowed file types : .pdf
 Max. file size : 512 kb

Consent from Owner (if Not Own Property)
 Allowed file types : .pdf
 Max. file size : 512 kb

Voltage Drop Calculation
 Allowed file types : .pdf
 Max. file size : 512 kb

Proforma/Questionnaire of Electrical Installation *
 Allowed file types : .pdf
 Max. file size : 512 kb

Soil Resistivity Certificate
 Allowed file types : .pdf
 Max. file size : 512 kb

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

Dashboard | E-Services | Grievance | Application Status | View Profile | Log Out

Progress bar: 1, 2, 3, 4. Step 2 is active.

Technical Details

Category	Unit Price (Rs)	Capacity	Quantity	Sub Total (Rs)	Action
					<input type="button" value="Add Equipment"/> <input type="button" value="Print"/>

When clicks on the add equipment button, for non- switch items, The form is like this.

The image shows a software dialog box titled "Add Equipments". It contains the following fields and values:

- Select category:** Bus duct
- Length:** 1
- Select Unit:** Amps
- Amperes:** 2

At the bottom right of the dialog, there are two buttons: "Close" and "Save changes".

For switch related items, additional details also need to be filled in the form.

The screenshot shows a web form titled "Add Equipments" with the following fields and controls:

- Select category:** A text input field containing "Switch Board".
- Select Sub category:** A text input field containing "MSB".
- Panel Name:** An empty text input field.
- HT Panel:** A checkbox labeled "HT Panel" with "Yes" next to it, which is currently unchecked.
- Switch:** A dropdown menu with "Choose.." selected.
- Quantity:** An empty text input field.
- Rating:** An empty text input field.
- Select Unit:** A dropdown menu with "Amps" selected.
- Radio buttons:** Three radio buttons labeled "Incomer" (selected), "Outgoing", and "Bus Coupler".
- Buttons:** "Add Switch" (blue), "Close" (grey), and "Save changes" (blue).

Red arrows in the image point to the "MSB" field, the "Panel Name" field, the "Switch" dropdown, the "Incomer" radio button, and the "Add Switch" button.

- User should enter panel name
- Select switch from the provided drop down
- Quantity, Rating and unit should enter
- Can select incomer, Outgoing & bus copier options

After entering the details click on the “Add switch” that will be adding to the grid.

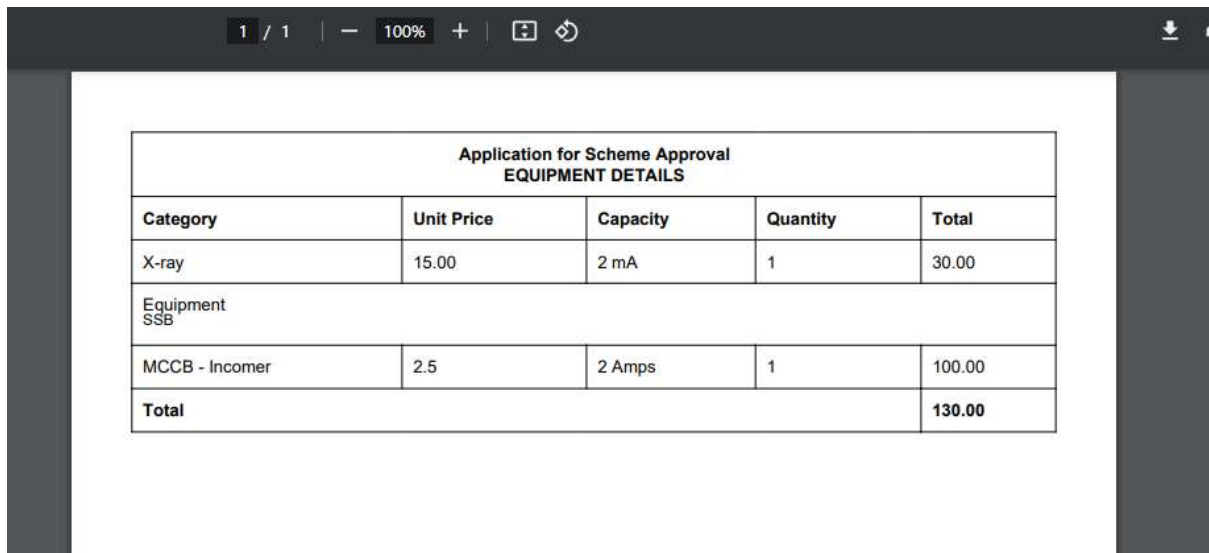
Delete option is provided to delete the added switches

After adding switches, the user should click on the save changes button to save the details.

Category	Unit Price (Rs)	Capacity	Quantity	Sub Total (Rs)	Action
Equipment SSB qwerty				100.00	Delete View
X-ray	15.00	2 mA	1	30.00	Delete

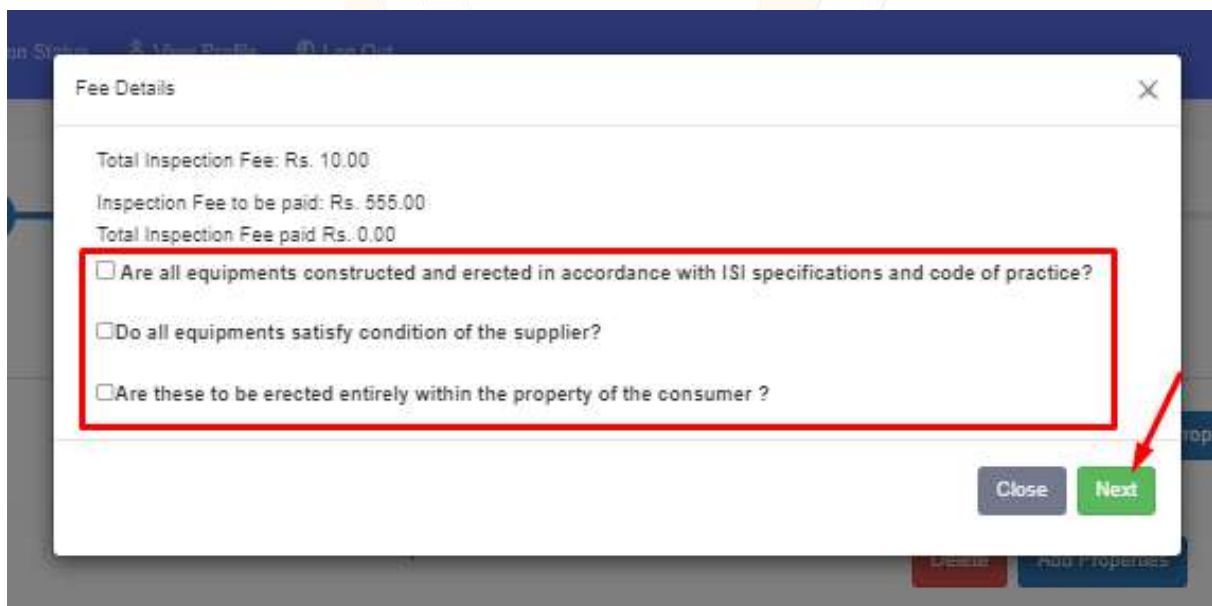
If the user wants to edit the details of switches, can click on the “**view**” button. Will opens the added equipment modal.

When clicks on the “**Print**” button, the pdf of the printed documents will display.



Application for Scheme Approval EQUIPMENT DETAILS				
Category	Unit Price	Capacity	Quantity	Total
X-ray	15.00	2 mA	1	30.00
Equipment SSB				
MCCB - Incomer	2.5	2 Amps	1	100.00
Total				130.00

After enter all the details, when clicks on the “**Next**” button, Fee details modal



Fee Details

Total Inspection Fee: Rs. 10.00
Inspection Fee to be paid: Rs. 555.00
Total Inspection Fee paid Rs. 0.00

Are all equipments constructed and erected in accordance with ISI specifications and code of practice?
 Do all equipments satisfy condition of the supplier?
 Are these to be erected entirely within the property of the consumer ?

Close Next

will display. To continue the process, after checking the conditions listed in the modal the user can click on the “**Next button**” .

1 — 2 — 3 — 4

Payment Details

Office Details
Application going to submit at Office of the Deputy Chief Electrical Inspector Thiruvananthapuram

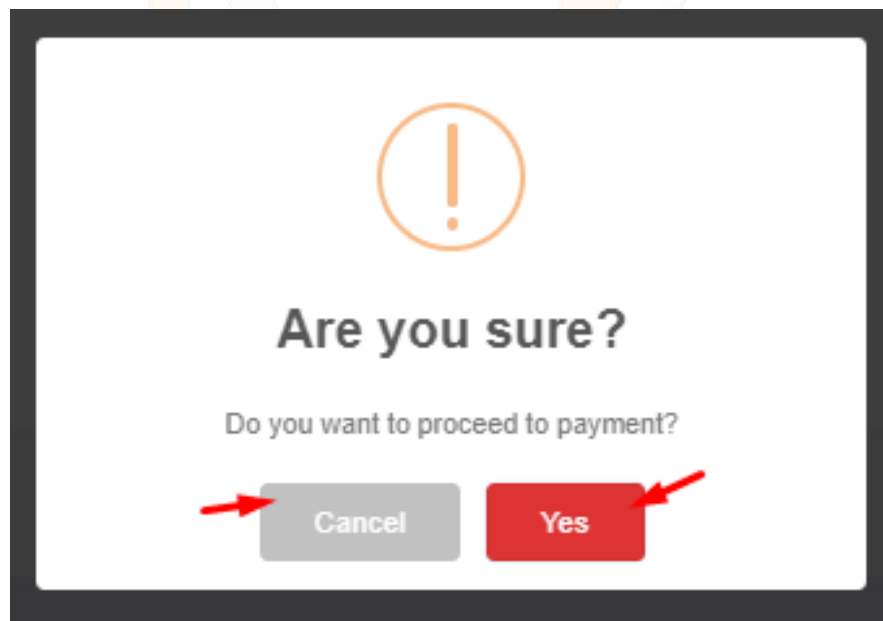
Fee Details
Total Inspection Fee: Rs. 10.00
Inspection Fee to be paid: Rs. 555
Total Inspection Fee paid Rs. 0.00
Balance Amount : Rs. 555.00

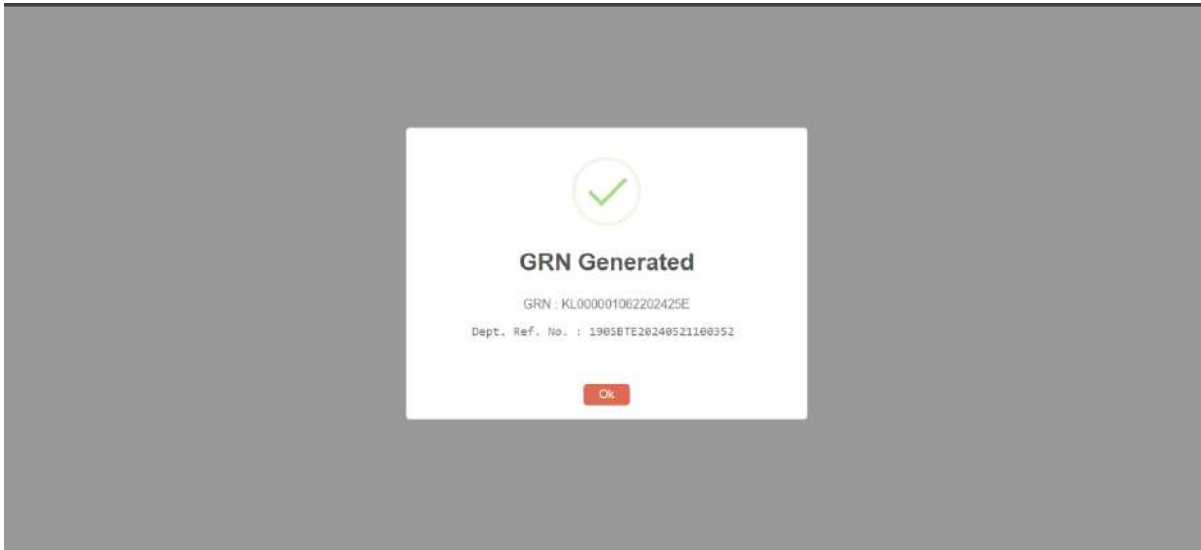
Previous Pay Fee

Payment details page is the final page.

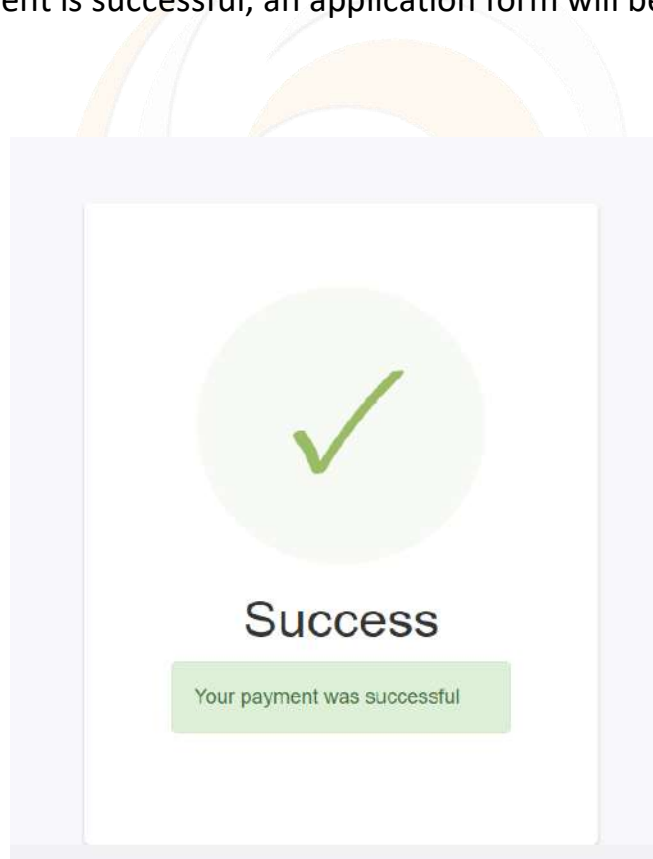
On click **“Pay Fee”** an alert popup will display. If the user clicks on **“Yes”** The page will redirect to the payment gateway.

The user can cancel the procedure by clicking on the **“Cancel”** button.



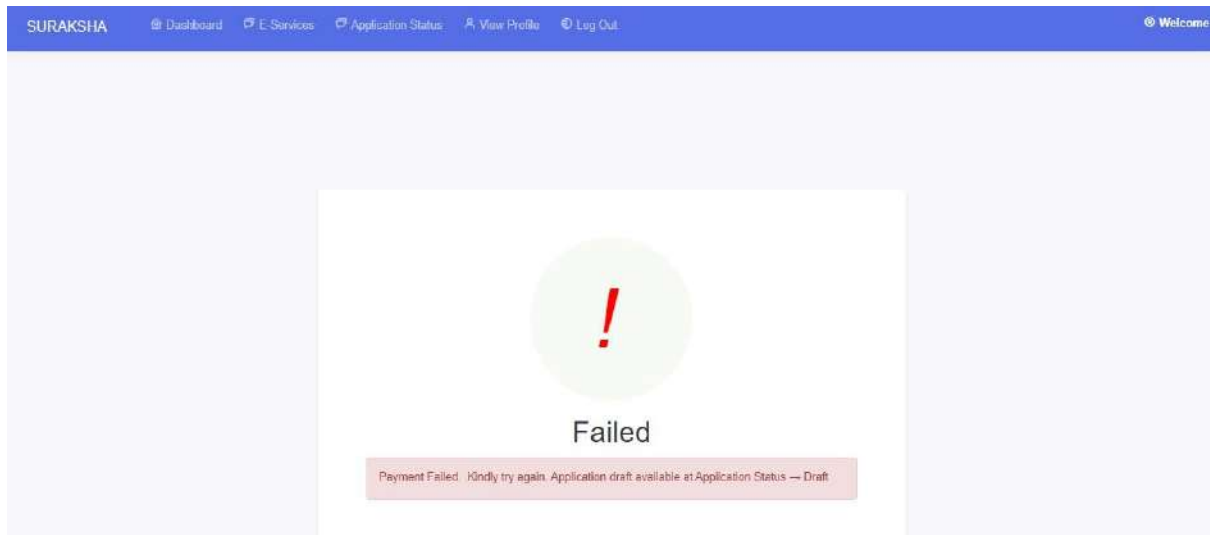


If the payment is successful, an application form will be generated.

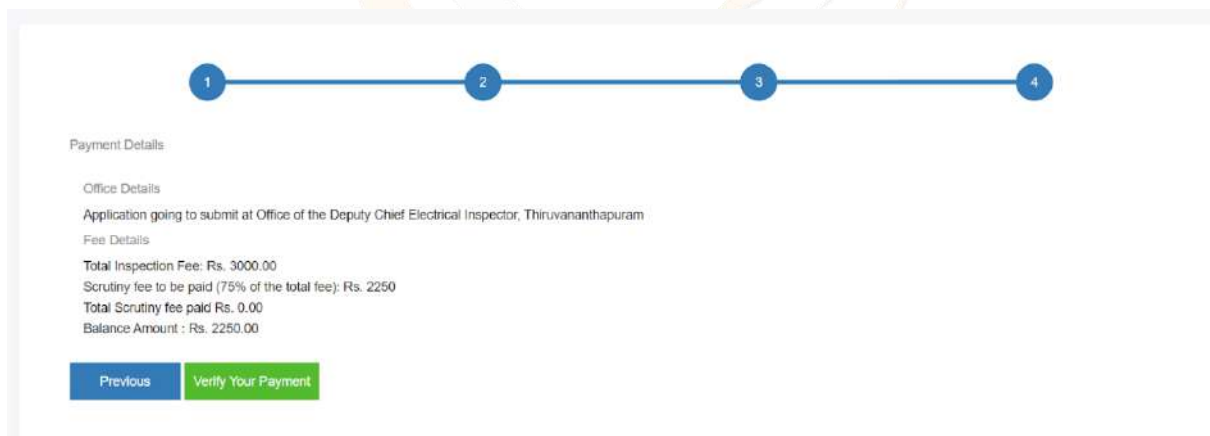


After the payment is successfully processed, the application details printout will be automatically downloaded to the user's system. This allows the applicant to conveniently save or print a copy of the details for their reference.

If the payment is a failure. It will show the screen as payment is failure



If this screen will not appear. The status of payment can be checked only after 10 min after payment is initiated.



Click on the 'Verify Your Payment' button. Payment status will be displayed.

For making payment again, this application will be available at the draft tab of the application status.

To complete the procedure, click on the edit button and follow the steps taken previously.

After successfully completing the payment, the fees will be automatically calculated and displayed in the grid. A pdf will be generated.

When you select the 'Applied' tab in the application status menu, you'll find a 'track it' option. Clicking on 'track it' will lead you to the Application details page. From there, you can download the generated PDF from the 'Documents and History' tab. You'll also see a view button to open and review the PDF, which includes comprehensive details about the application, like its number and the office it was submitted to.

Application for Sanction for Energization (Direct Completion Report)

Unlike scheme approval, the public can directly apply for sanction for energization through this link (Application for sanction for energization). When clicks on the link. The application form page opens so the user can input the details

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 periodical intimation)
Consumer phone number*

Installation Landmark*
Street*
Pincode*

District*
Choose...
Local body*
Choose...
Panchayath / Municipality / Corporation*
Choose...

KSEB Section*
Choose...

Contractor License No
(CA-XXXXX, CB-XXXXX) Search Licence
Contractor Name
License Validity

Scope
License Status
Add Another Contractor

Supervisor Permit No
None selected -

Next

Own Property Yes No

Sub station *

Any other details required for scrutiny

Schematic diagram *

Fault Level Calculation, if applicable
Allowed file types : .pdf
Max. file size : 512 kb

Earthing Calculation, if applicable
Allowed file types : .pdf
Max. file size : 512 kb

Busduct Design, if applicable
Allowed file types : .pdf
Max. file size : 512 kb

Declaration Form
Allowed file types : .pdf
Max. file size : 512 kb

Ownership Certificate, if applicable
Allowed file types : .pdf
Max. file size : 512 kb

Consent from Owner (If Not Own Property)
Allowed file types : .pdf
Max. file size : 512 kb

Voltage Drop Calculation, if applicable
Allowed file types : .pdf
Max. file size : 512 kb

Test Reports
Allowed file types : .pdf
Max. file size : 1024 kb

Any Other Supporting Documents
Allowed file types :
.jpeg, .jpg, .doc, .docx, .png, .pdf, .xls, .xlsx
Max. file size : 512 kb

Completion Report *
Allowed file types : .pdf
Max. file size : 512 kb

Adding equipment and fee detailing pages are all the same.

1 — 2 — 3 — 4

Technical Details

Category	Unit Price (Rs)	Capacity	Quantity	Sub Total (Rs)	Action
<input type="button" value="Add Equipment"/> <input type="button" value="Print"/>					
<input type="button" value="Previous"/> <input type="button" value="Next"/>					

When clicks on the add equipment button, for non- switch items, The form is like this.

The screenshot shows a dialog box titled "Add Equipments" with the following fields and values:

- Select category: Bus duct
- Length: 1
- Select Unit: Amps
- Amperes: 2

Buttons at the bottom: Close, Save changes

For switch related items, additional details also need to be filled in the form.

The screenshot shows a dialog box titled "Add Equipments" for a switch board. Red arrows point to the following fields:

- Select category: Switch Board
- Select Sub category: MSB
- Panel Name: (empty)
- HT Panel Yes
- Switch: Choose..
- Quantity: (empty)
- Rating: (empty)
- Select Unit: Amps
- Incomer
- Outgoing
- Bus Coupler
- Add Switch

Buttons at the bottom: Close, Save changes

- User should enter panel name

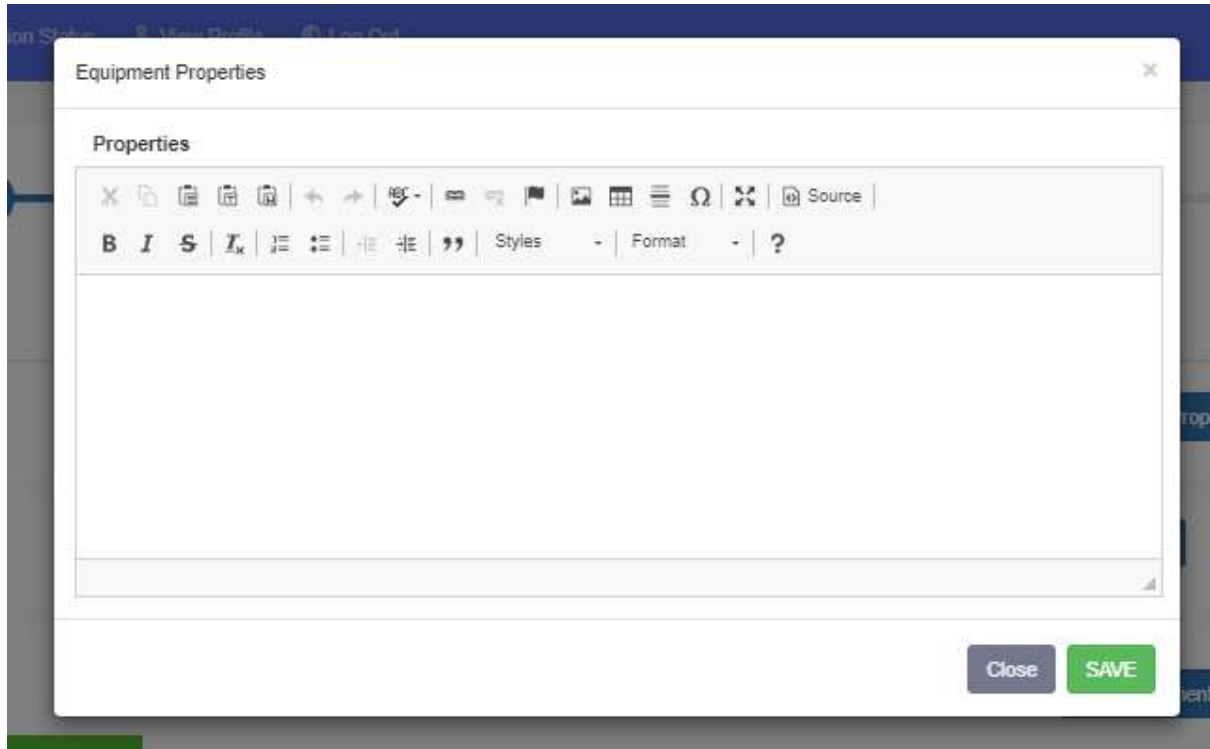
- Select switch from the provided drop down
- Quantity, Rating and unit should enter
- Can select incomer, Outgoing & bus copier options

After entering the details click on the “Add switch” that will be adding to the grid.

Delete option is provided to delete the added switches

Category	Unit Price (Rs)	Capacity	Quantity	Sub Total (Rs)	Action
Equipment				100.00	Delete View Add Properties
X-ray	15.00	2 mA	1	30.00	Delete Add Properties

In direct sanction, an additional option is there for adding properties. On click “**Add properties**” button, a text editor will open. The user can add properties there.



After adding switches, the user should click on the save changes button to save the details.

If the user wants to edit the details of switches, can click on the “**view**” button. Will opens the added equipment modal.

When clicks on the “**Print**” button, the pdf of the printed documents will display.

Application for Scheme Approval EQUIPMENT DETAILS				
Category	Unit Price	Capacity	Quantity	Total
X-ray	15.00	2 mA	1	30.00
Equipment SSB				
MCCB - Incomer	2.5	2 Amps	1	100.00
Total				130.00

After enter all the details, when clicks on the **“Next”** button, Fee details modal

Fee Details

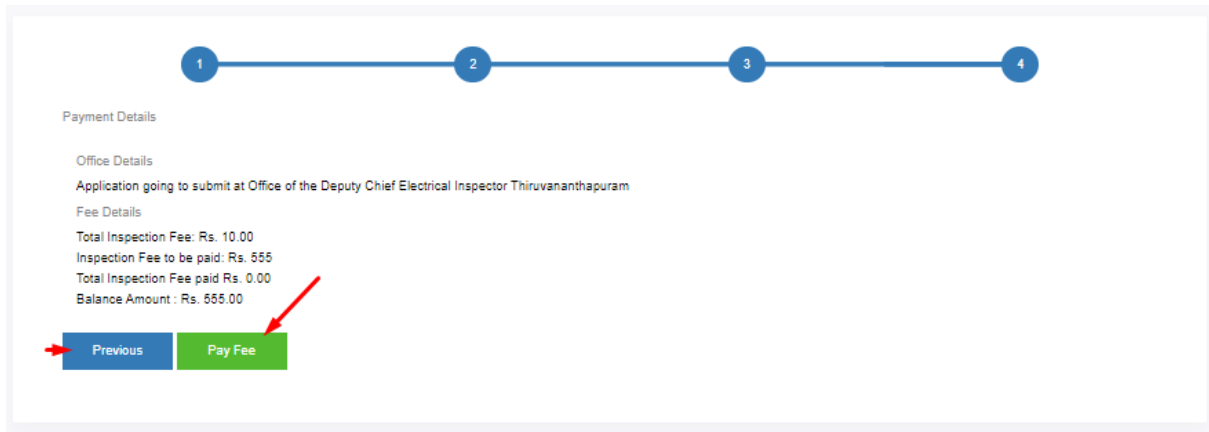
Total Inspection Fee: Rs. 10.00
 Inspection Fee to be paid: Rs. 555.00
 Total Inspection Fee paid Rs. 0.00

Are all equipments constructed and erected in accordance with ISI specifications and code of practice?

Do all equipments satisfy condition of the supplier?

Are these to be erected entirely within the property of the consumer ?

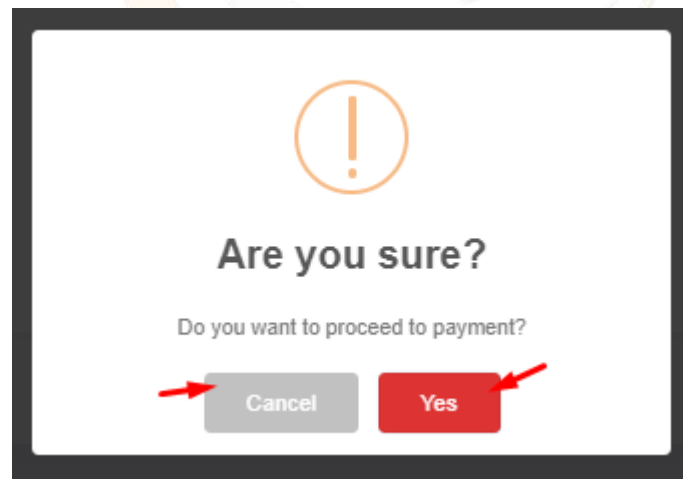
will display. To continue the process, after checking the conditions listed in the modal the user can click on the **“Next button”**.

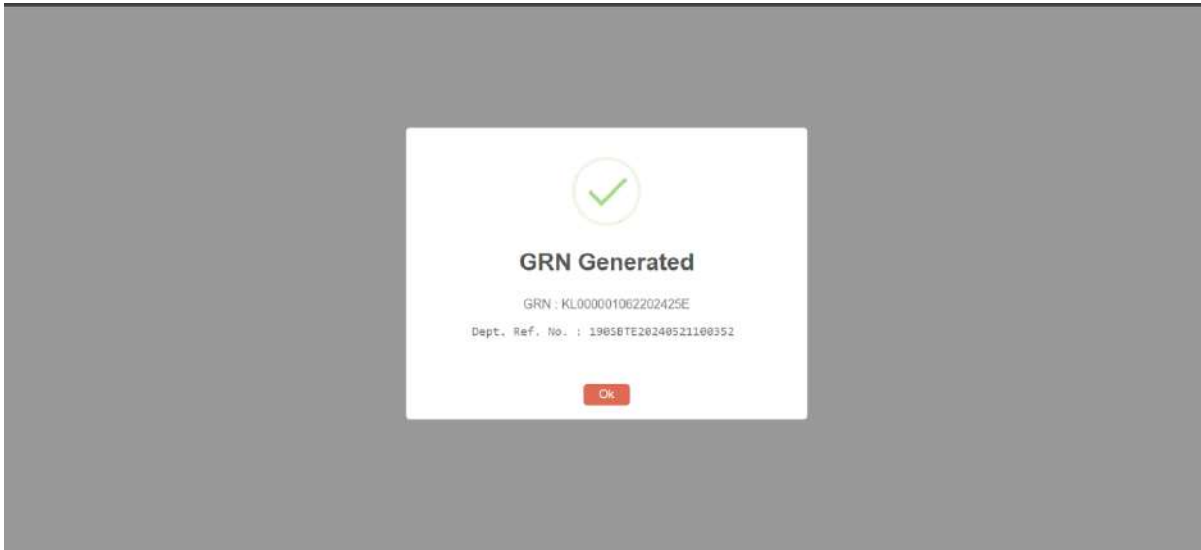


Payment details page is the final page.

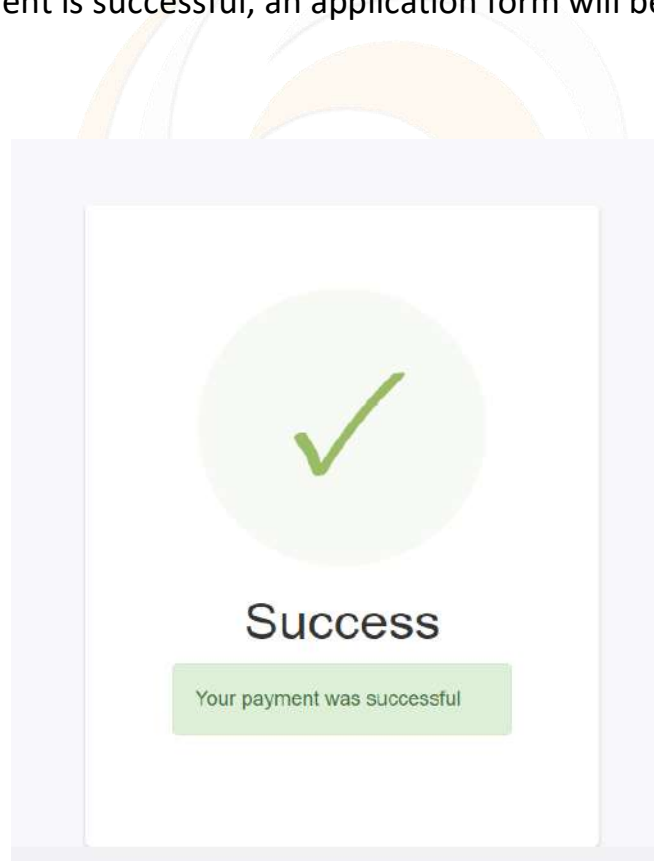
On click **“Pay Fee”** an alert popup will display. If the user clicks on **“Yes”** The page will redirect to the payment gateway.

The user can cancel the procedure by clicking on the **“Cancel”** button.

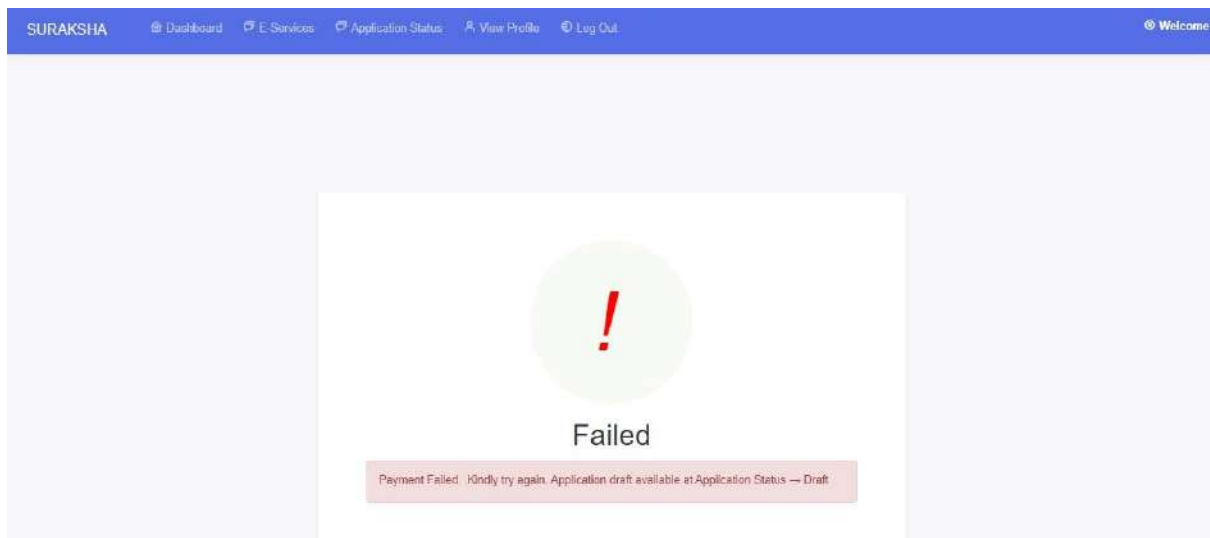




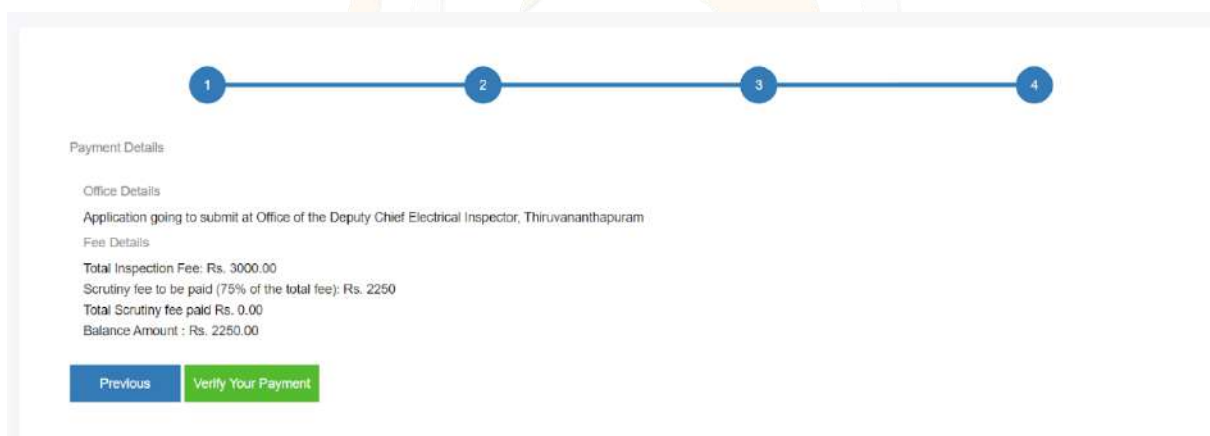
If the payment is successful, an application form will be generated.



After the payment is successfully processed, the application details printout will be automatically downloaded to the user's system. This allows the applicant to conveniently save or print a copy of the details for their reference.



If this screen will not appear. The status of payment can be checked only after 10 min after payment is initiated.



Click on the 'Verify Your Payment' button. Payment status will be displayed.

For making payment again, this application will be available at the draft tab of the application status.

To complete the procedure, click on the edit button and follow the steps taken previously.

After successfully completing the payment, the fees will be automatically calculated and displayed in the grid. A pdf will be generated.

When you select the 'Applied' tab in the application status menu, you'll find a 'track it' option. Clicking on 'track it' will lead you to the Application details page. From there, you can download the generated PDF from the 'Documents and History' tab. You'll also see a view button to open and review the PDF, which includes comprehensive details about the application, like its number and the office it was submitted to.

Application for Soil Resistivity Certificate

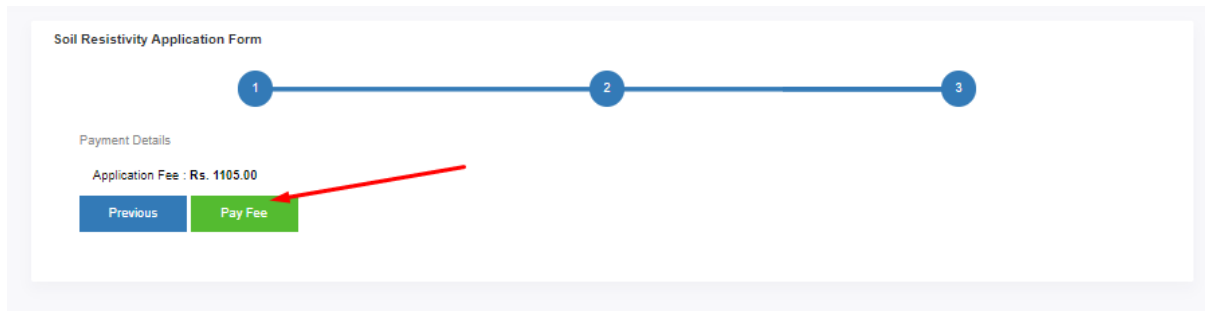
Soil Resistivity Application Form

The screenshot shows the first step of a three-step application process. A progress bar at the top has three circles, with the first circle (1) highlighted in blue. Below the progress bar, the form is titled "Installation Details". It contains several input fields: "Installation Name*", "Consumer Name*", "Installation Address*", "Consumer Mobile Number", "Consumer Email", "Location", "House or Building Name / No.", "Street*", "City*", "Pincode*", "District*" (with a "Choose..." dropdown), "KSEB Section*" (with a "Choose..." dropdown), "Licensee" (with a "Choose..." dropdown), "Contractor License No" (with a dropdown showing "(CA-XXXXX, CB-XXXXX)" and a "Search Licence" button), "Contractor Name", "License Validity", and "Supervisor Permit No" (with a dropdown showing "None selected").

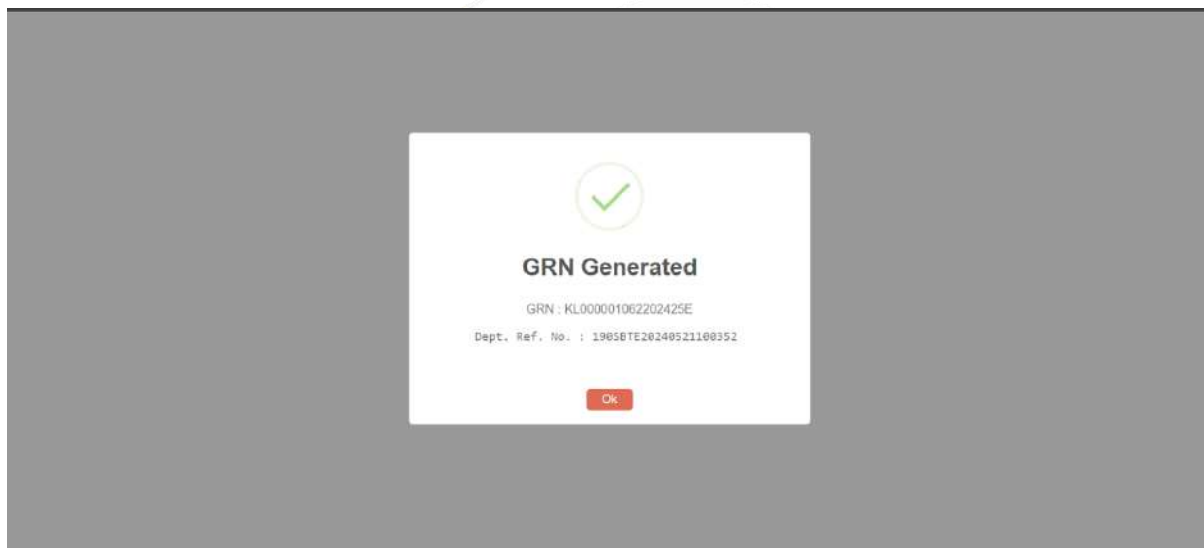
Soil Resistivity Application Form

The screenshot shows the second step of the application process. The progress bar at the top has three circles, with the second circle (2) highlighted in blue. Below the progress bar, the form is titled "General Details". It contains three file upload sections: "Location Sketch (512 KB) (.pdf)", "Possession Certificate (512 KB) (.pdf)", and "Any Other Supporting Documents (512 KB) (.jpeg, .png, .doc, .docx, .png, .pdf, .xls, .xlsx)". Each section has a "Choose file" button and a "No file chosen" status. At the bottom, there are two buttons: "Previous" (blue) and "Next" (green).

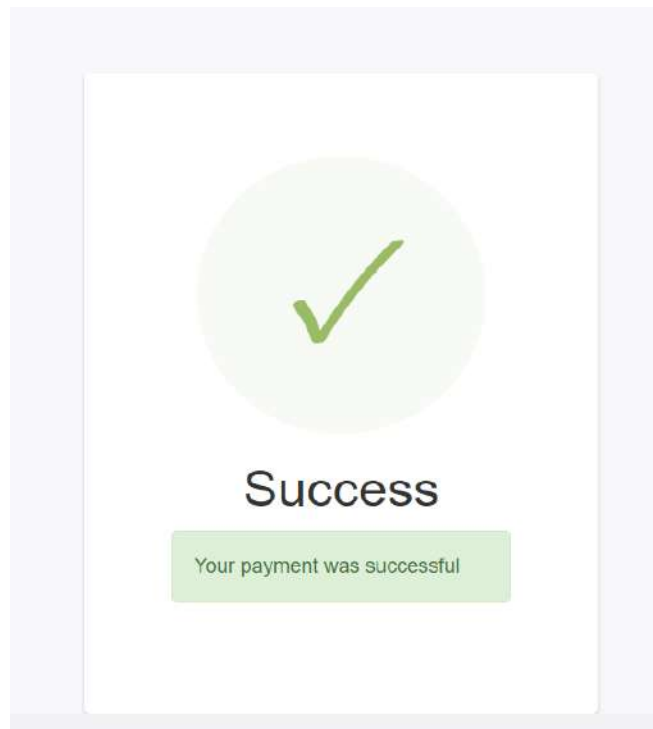
Only a few documents need to be uploaded here.



Payment details page will open when clicks on the “**Next**” button here.
Onclick “**Pay Fee**” button, the page will redirect to the payment gateway

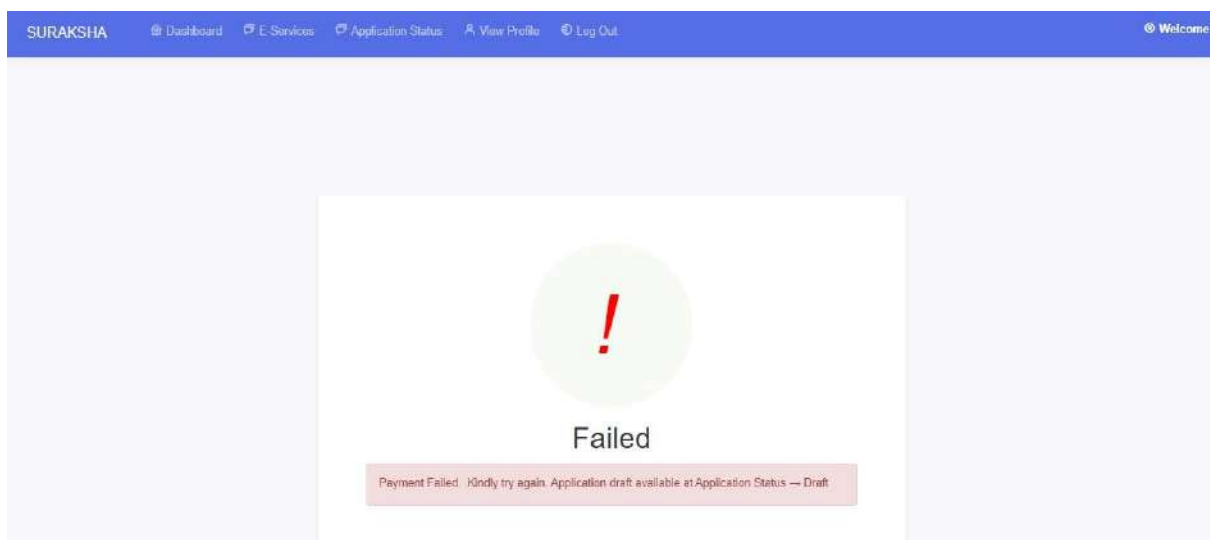


If the payment is successful, an application form will be generated.

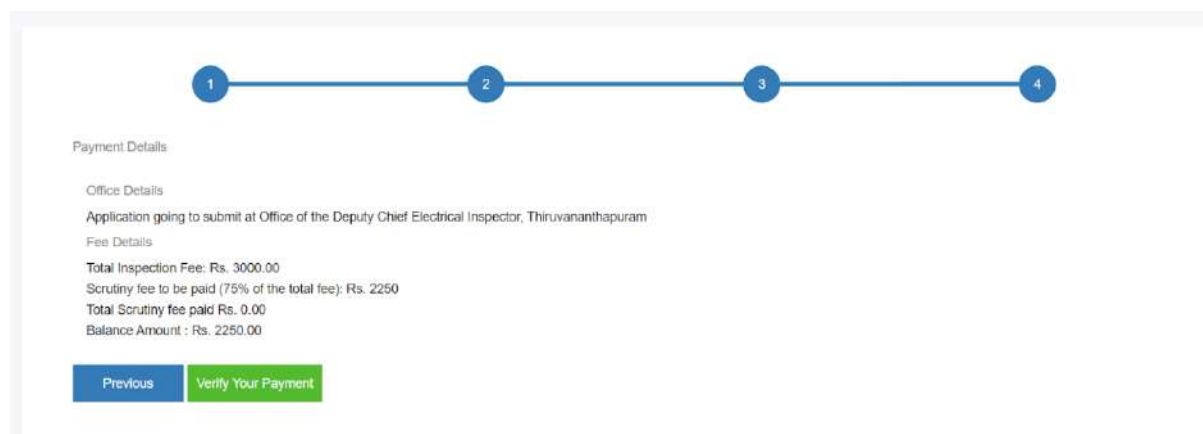


After the payment is successfully processed, the application details printout will be automatically downloaded to the user's system. This allows the applicant to conveniently save or print a copy of the details for their reference.

If the payment is a failure. It will show the screen as payment is failure



If this screen will not appear. The status of payment can be checked only after 10 min after payment is initiated.



Click on the 'Verify Your Payment' button. Payment status will be displayed.

For making payment again, this application will be available at the draft tab of the application status.

To complete the procedure, click on the edit button and follow the steps taken previously.


After successfully completing the payment, the fees will be automatically calculated and displayed in the grid. A pdf will be generated.

When you select the 'Applied' tab in the application status menu, you'll find a 'track it' option. Clicking on 'track it' will lead you to the Application details page. From there, you can download the generated PDF from the 'Documents and History' tab. You'll also see a view button to open and review the PDF, which includes comprehensive details about the application, like its number and the office it was submitted to.

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

Line Clearance Application Form



General Details

Type of Building* Choose..	Line Position Choose..	Name of Feeder Choose..
Between Locations Location From Location To	Authority Choose..	Local Authority address
Survey Number	Land Tax Receipt No	Applicant Category* <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> Choose file 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> Choose file No file chosen	

[Previous](#) [Next](#)



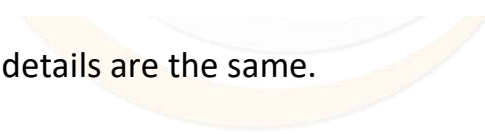
Line Clearance Application Form



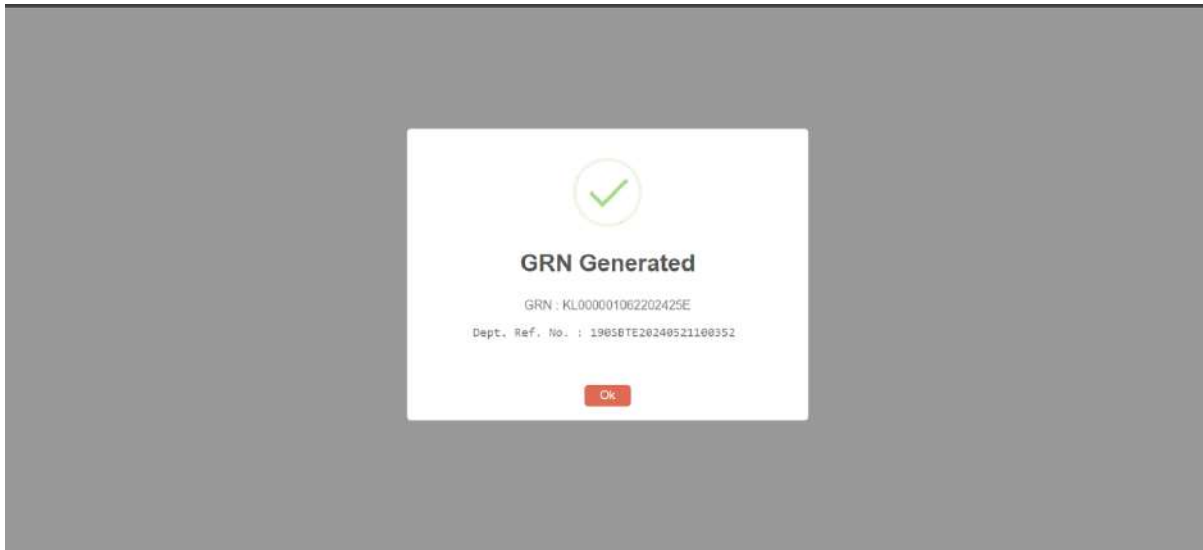
Payment Details

Application Fee : **Rs. 1105.00**

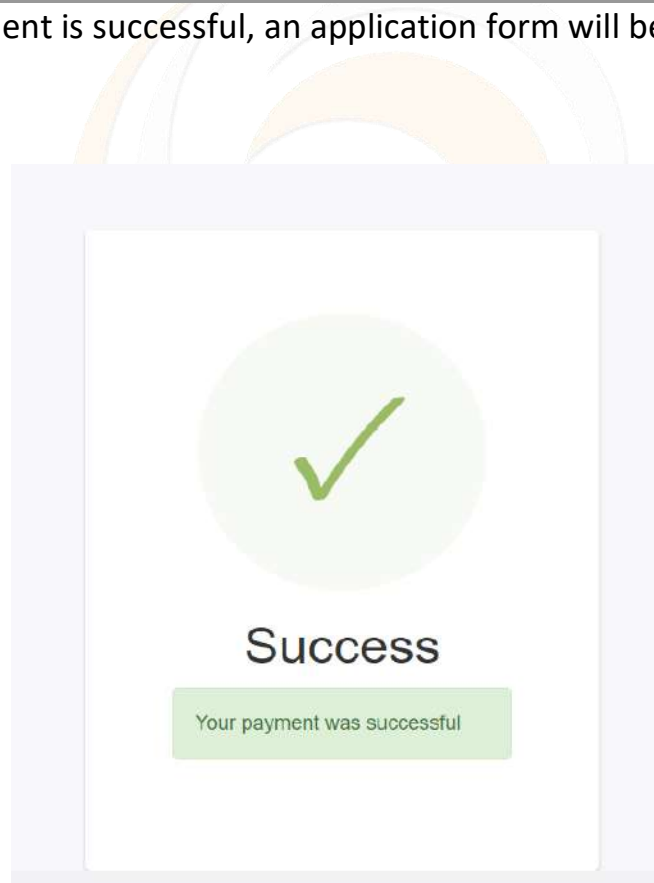
[Previous](#) [Pay Fee](#)



Here also the payment details are the same.

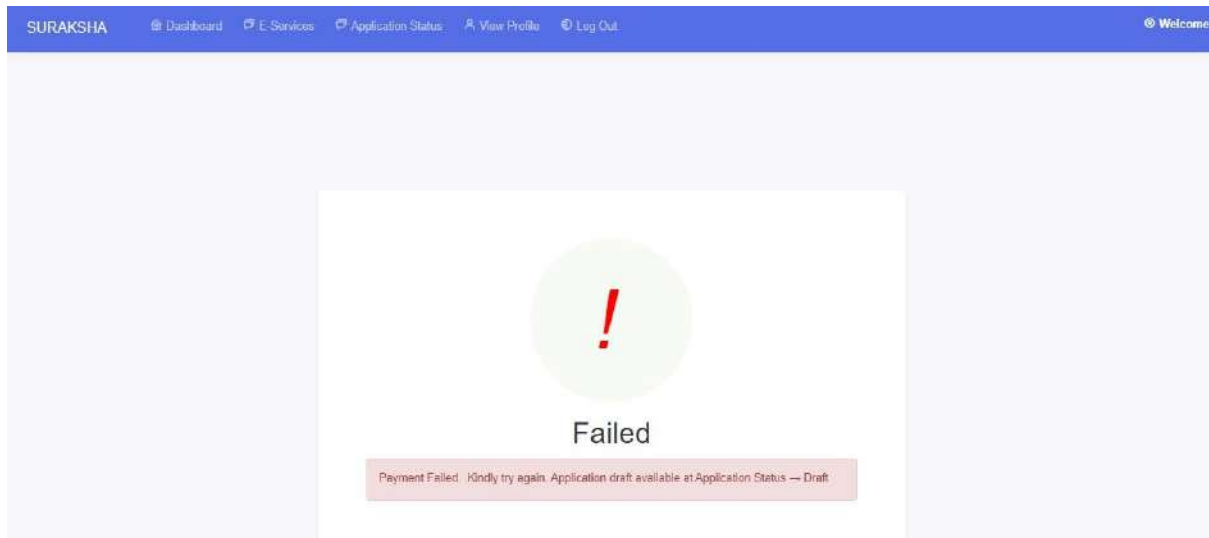


If the payment is successful, an application form will be generated.

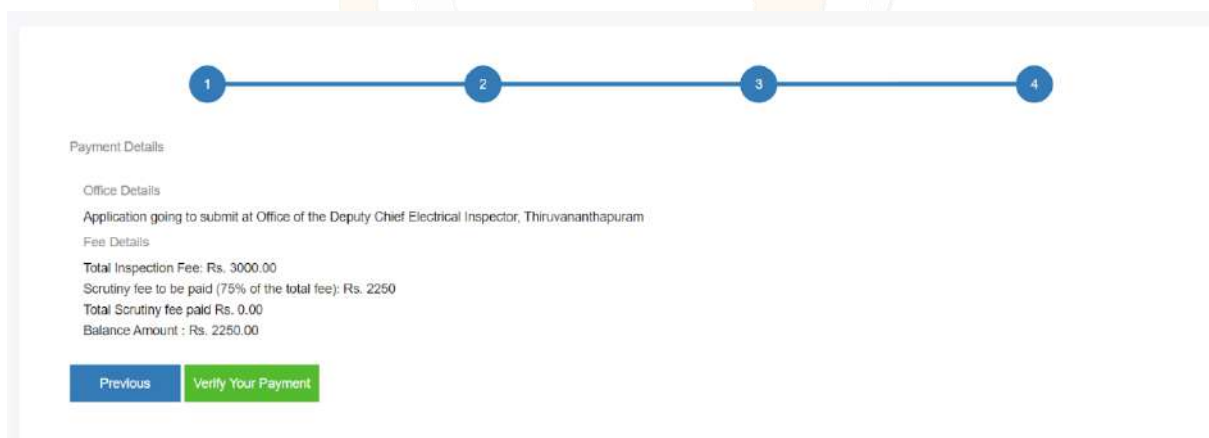


After the payment is successfully processed, the application details printout will be automatically downloaded to the user's system. This allows the applicant to conveniently save or print a copy of the details for their reference.

If the payment is a failure. It will show the screen as payment is failure



If this screen will not appear. The status of payment can be checked only after 10 min after payment is initiated.



Click on the 'Verify Your Payment' button. Payment status will be displayed.

For making payment again, this application will be available at the draft tab of the application status.

To complete the procedure, click on the edit button and follow the steps taken previously.

After successfully completing the payment, the fees will be automatically calculated and displayed in the grid. A pdf will be generated.

When you select the 'Applied' tab in the application status menu, you'll find a 'track it' option. Clicking on 'track it' will lead you to the Application details page. From there, you can download the generated PDF from the 'Documents and History' tab. You'll also see a view button to open and review the PDF, which includes comprehensive details about the application, like its number and the office it was submitted to.

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.

1 2 3 4

Installation Details

Installation Name*
Consumer Name*
Installation Address*

Consumer Number
Consumer Email*
Consumer phone number*

Installation Landmark*
Street*
Pincode*

District*
Choose...
Local body*
Choose...
Panchayath / Municipality / Corporation*
Choose...

KSEB Section*
Choose...

Contractor License No.
ICA-XXXXXX, CB-XXXXX [Search License](#)
Contractor Name
License Validity

Scope
License Status [Add Another Contractor](#)

Supervisor Permit No.
None selected +

[Next](#)

1 — 2 — 3 — 4

General Details

Type of Installation *

EHT HT Cable TV Line Clearance Lift Escalator Transformer Inspection

Own Property

Yes No

Sub station

Any other details required for scrutiny

Schematic diagram *

Allowed file types : .pdf
Max. file size : 5120 KB(5 MB)

Choose File | No file chosen

Soil Resistivity Certificate, if applicable

Allowed file types : .pdf
Max. file size : 512 kb

Choose File | No file chosen

Fault Level Calculation, if applicable

Allowed file types : .pdf
Max. file size : 512 kb

Choose File | No file chosen

Earthing Calculation, if applicable

Allowed file types : .pdf
Max. file size : 512 kb

Choose File | No file chosen

Busduct Design, if applicable

Allowed file types : .pdf
Max. file size : 512 kb

Choose File | No file chosen

Voltage Drop Calculation, if applicable

Allowed file types : .pdf
Max. file size : 512 kb

Choose File | No file chosen

Proforma/Questionnaire of Electrical Installation

Allowed file types : .pdf
Max. file size : 512 kb

Choose File | No file chosen

Any Other Supporting Documents

Allowed file types :
.jpeg, .jpg, .doc, .docx, .png, .pdf, .xls, .xlsx
Max. file size : 512 kb

Choose File | No file chosen

Previous Next

Adding equipment and fee detailing pages are all the same.

1 — 2 — 3 — 4

Technical Details

Category	Unit Price (Rs)	Capacity	Quantity	Sub Total (Rs)	Action
<input type="button" value="Add Equipment"/> <input type="button" value="Print"/>					

Previous Next

When clicks on the add equipment button, for non- switch items, The form is like this.

The image shows a software dialog box titled "Add Equipments". It contains the following fields and values:

- Select category:** Bus duct
- Length:** 1
- Select Unit:** Amps
- Amperes:** 2

At the bottom right of the dialog are two buttons: "Close" and "Save changes".

For switch related items, additional details also need to be filled in the form.

The screenshot shows the 'Add Equipments' form with the following fields and options:

- Select category: Switch Board
- Select Sub category: MSB
- Panel Name: (empty)
- HT Panel: Yes
- Switch: Choose..
- Quantity: (empty)
- Rating: (empty)
- Select Unit: Amps
- Incomer
- Outgoing
- Bus Coupler
- Add Switch
- Close
- Save changes

- User should enter panel name
- Select switch from the provided drop down
- Quantity, Rating and unit should enter
- Can select incomer, Outgoing & bus copier options

After entering the details click on the “Add switch” that will be adding to the grid.

The screenshot shows the 'Add Equipments' form with the 'Add Switch' button highlighted. Below the form, a table displays the added equipment:

#	Switch	Quantity	Rating	Type	Action
1	MCCB	1	2	Outgoing	Delete

Buttons: Close, Save changes

Delete option is provided to delete the added switches

After adding switches, the user should click on the save changes button to save the details.

Technical Details

Category	Unit Price (Rs)	Capacity	Quantity	Sub Total (Rs)	Action
Equipment SSB qwerty				100.00	Delete View
X-ray	15.00	2 mA	1	30.00	Delete

Add Equipment Print

Previous Next

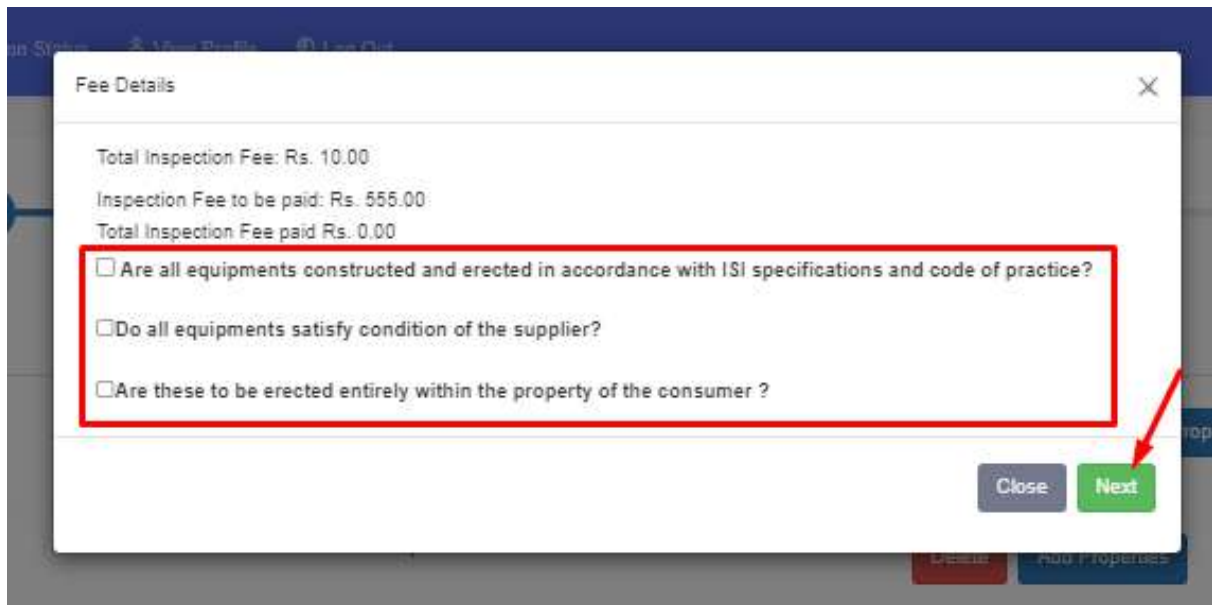
If the user wants to edit the details of switches, can click on the “**view**” button. Will opens the added equipment modal.

When clicks on the “**Print**” button, the pdf of the printed documents will display.

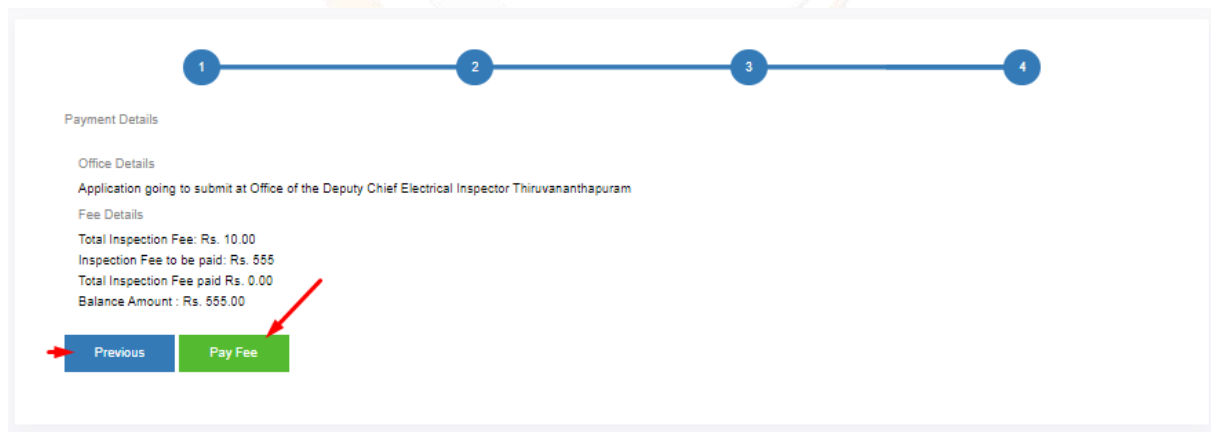
Application for Scheme Approval
EQUIPMENT DETAILS

Category	Unit Price	Capacity	Quantity	Total
X-ray	15.00	2 mA	1	30.00
Equipment SSB				
MCCB - Incomer	2.5	2 Amps	1	100.00
Total				130.00

After enter all the details, when clicks on the **“Next”** button, Fee details modal



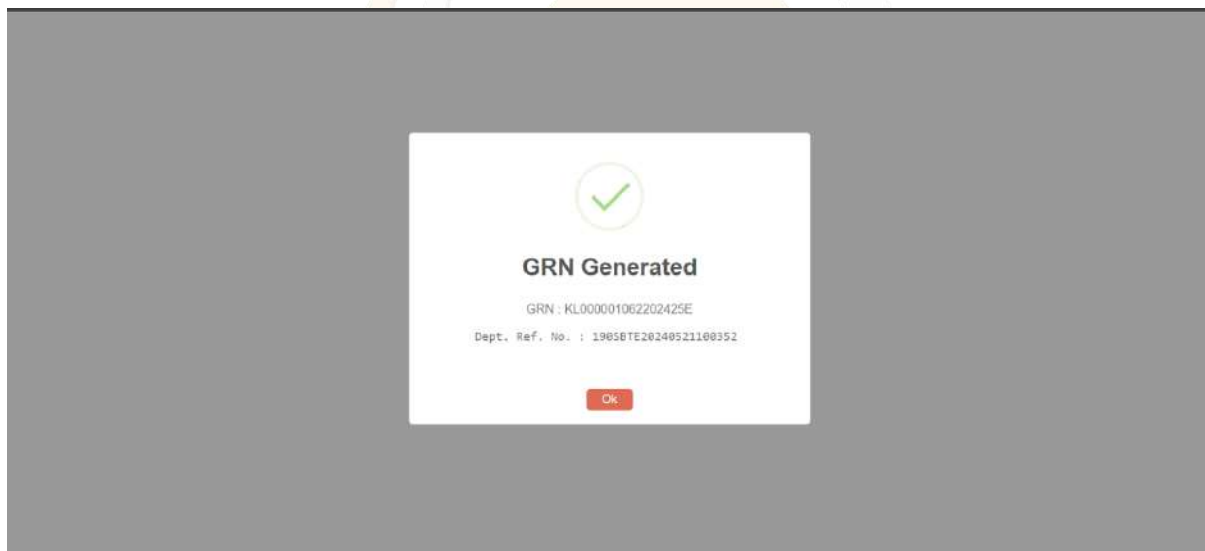
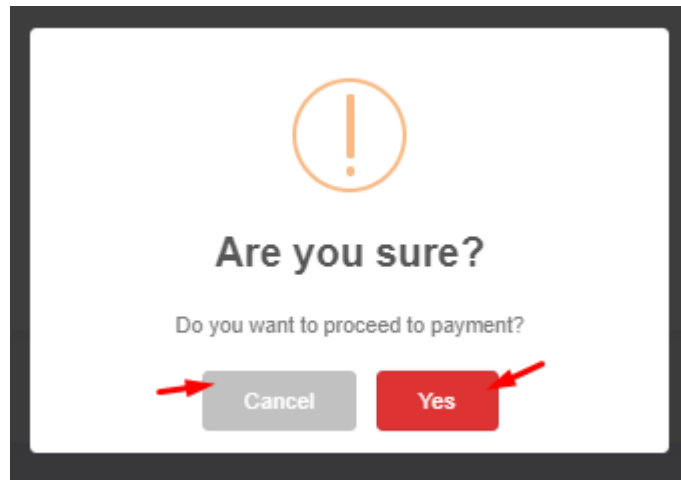
will display. To continue the process, after checking the conditions listed in the modal the user can click on the **“Next button”**.



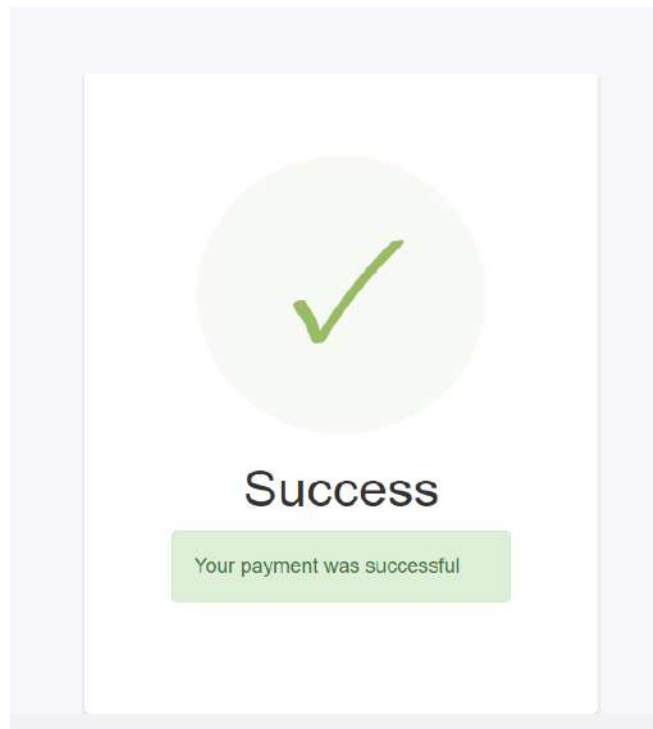
Payment details page is the final page.

Onclick **“Pay Fee”** an alert popup will display. If the user clicks on **“Yes”** The page will redirect to the payment gateway.

The user can cancel the procedure by clicking on the **“Cancel”** button.

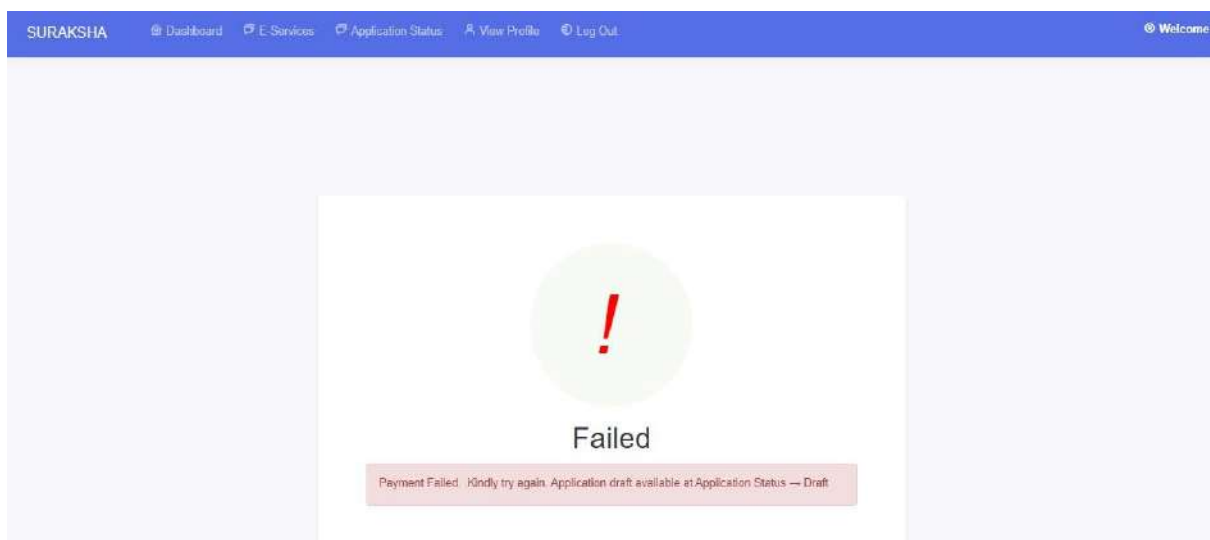


If the payment is successful, an application form will be generated.

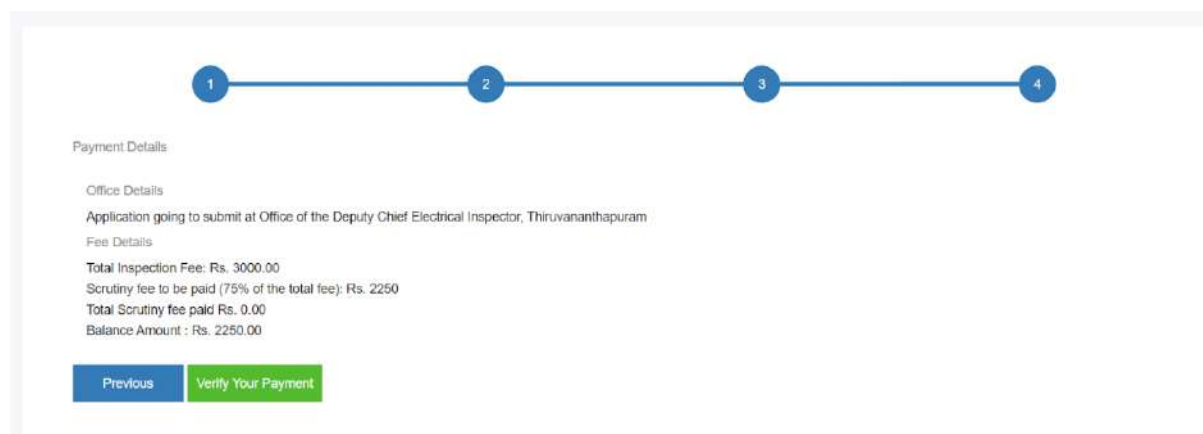


After the payment is successfully processed, the application details printout will be automatically downloaded to the user's system. This allows the applicant to conveniently save or print a copy of the details for their reference.

If the payment is a failure. It will show the screen as payment is failure



If this screen will not appear. The status of payment can be checked only after 10 min after payment is initiated.



Click on the 'Verify Your Payment' button. Payment status will be displayed.

For making payment again, this application will be available at the draft tab of the application status.

To complete the procedure, click on the edit button and follow the steps taken previously.

After successfully completing the payment, the fees will be automatically calculated and displayed in the grid. A pdf will be generated.

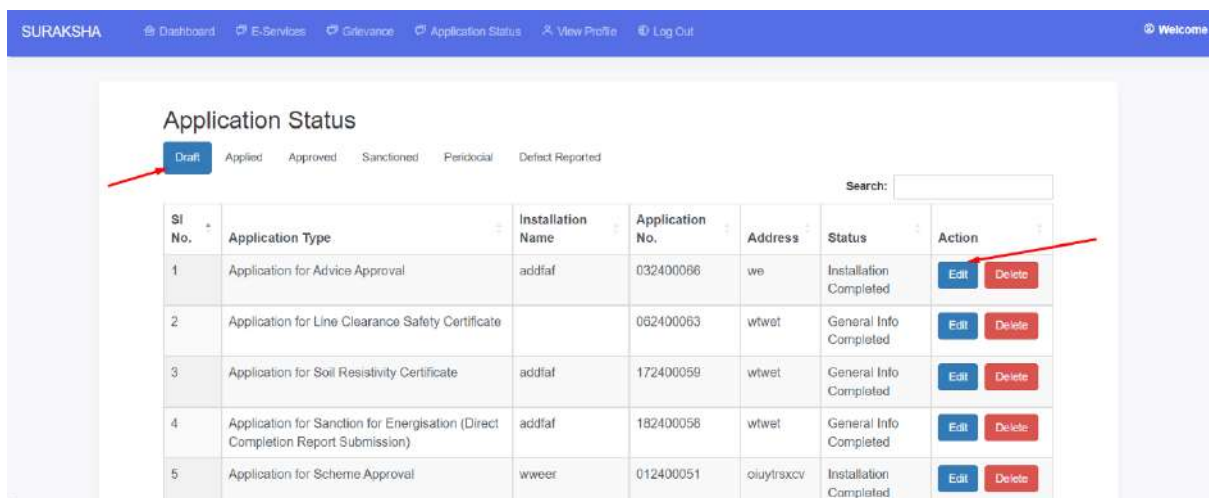
When you select the 'Applied' tab in the application status menu, you'll find a 'track it' option. Clicking on 'track it' will lead you to the Application details page. From there, you can download the generated PDF from the 'Documents and History' tab. You'll also see a view button to open and review the PDF, which includes comprehensive details about the application, like its number and the office it was submitted to.

office it was submitted to.

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.

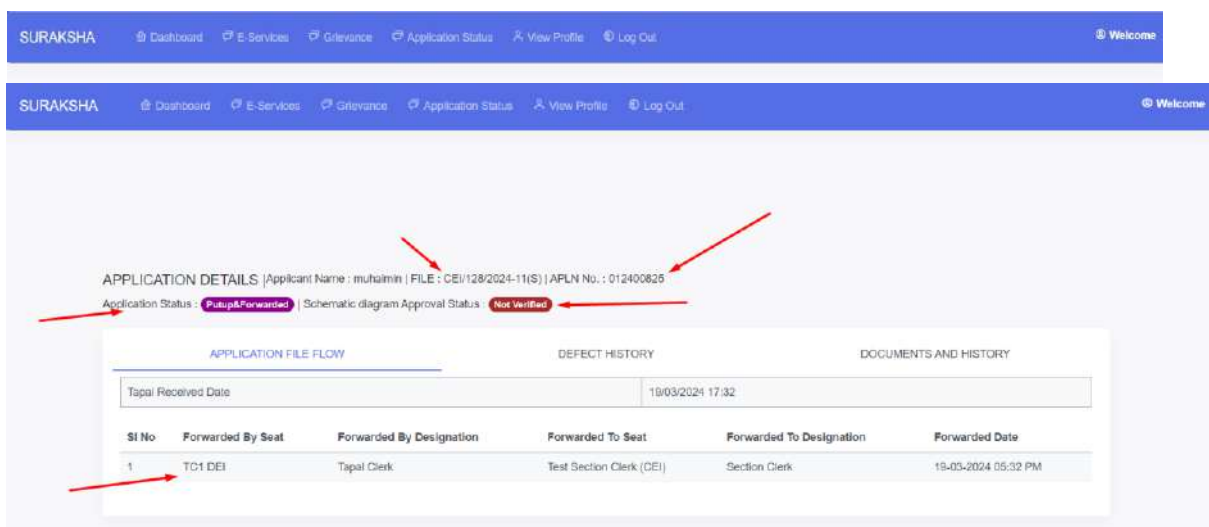


The screenshot shows the SURAKSHA Application Status page. The 'Draft' tab is selected and highlighted with a red arrow. The table below lists five applications, each with an 'Action' column containing 'Edit' and 'Delete' buttons. A red arrow points to the 'Delete' button in the first row.

SI No.	Application Type	Installation Name	Application No.	Address	Status	Action
1	Application for Advice Approval	addfaf	032400086	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	oiuytrxcv	Installation Completed	Edit Delete

Delete button – To delete the application

- Applied



The screenshot shows the SURAKSHA Application Details page for an 'Applied' application. The 'Putup&Forwarded' status is highlighted with a red arrow. The 'Not Verified' status is also highlighted with a red arrow. The 'APPLICATION FILE FLOW' table shows the application was forwarded by TC1 DE1 on 19-05-2024 05:32 PM.

APPLICATION DETAILS | Applicant Name : muhammad | FILE : CEI/128/2024-11(S) | APLN No. : 012400825

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

SI No	Forwarded By Seat	Forwarded By Designation	Forwarded To Seat	Forwarded To Designation	Forwarded Date
1	TC1 DE1	Tapal Clerk	Test Section Clerk (DEI)	Section Clerk	19-05-2024 05:32 PM

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

Three tabs are here

- **Application File Flow**

APPLICATION DETAILS | Applicant Name : mike tyson | FILE : EIT/129/2024-1605(S) | APLN No. : 012401205

Application Status : **Applied** | Schematic diagram Approval Status : **Not Verified** | Defect Status : **Compliance Submitted**

Reload

APPLICATION FILE FLOW DEFECT HISTORY DOCUMENTS AND HISTORY

Tapal Received Date	10/06/2024 11:09				
Sl No	Forwarded By Seat	Forwarded By Designation	Forwarded To Seat	Forwarded To Designation	Forwarded Date
1	Test Tapal Clerk DyCEI TVM <small>Office of the Deputy Chief Electrical Inspector Thiruvananthapuram</small>	Tapal Clerk	Test Section Clerk DyCEI Tvm <small>Office of the Deputy Chief Electrical Inspector Thiruvananthapuram</small>	Section Clerk	10-06-2024 10:58 AM
2	Test Tapal Clerk DyCEI TVM <small>Office of the Deputy Chief Electrical Inspector Thiruvananthapuram</small>	Tapal Clerk	Test Section Clerk DyCEI Tvm <small>Office of the Deputy Chief Electrical Inspector Thiruvananthapuram</small>	Section Clerk	10-06-2024 10:34 AM
3	Test Tapal Clerk DyCEI TVM <small>Office of the Deputy Chief Electrical Inspector Thiruvananthapuram</small>	Tapal Clerk	Test Section Clerk DyCEI Tvm <small>Office of the Deputy Chief Electrical Inspector Thiruvananthapuram</small>	Section Clerk	10-06-2024 10:34 AM

- **Defect History**

APPLICATION DETAILS | Applicant Name : mike tyson | FILE : EIT/129/2024-1605(S) | APLN No. : 012401205

Application Status : **Applied** | Schematic diagram Approval Status : **Not Verified** | Defect Status : **Compliance Submitted**

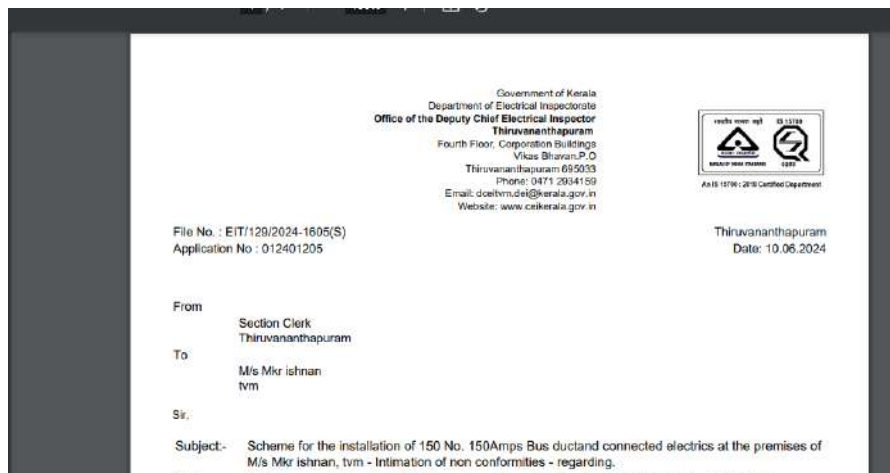
Reload

APPLICATION FILE FLOW DEFECT HISTORY DOCUMENTS AND HISTORY

1	10-06-2024	View Defect Letter
Sl No	Defect Reported	Compliance Submitted
1	lestr	done
2	10-06-2024	View Defect Letter
Sl No	Defect Reported	Compliance Submitted
1	mkm	done

Defect communication history lists here with defect letter

On click “View Defect Letter” the letter opens



If compliance submitted against the defect, it will also show here.

- Documents and History

APPLICATION FILE FLOW		DEFECT HISTORY	DOCUMENTS AND HISTORY
Sl No	Document Type	Generated Date	View
1	Application	10-06-2024	View
2	Application	10-06-2024	View
3	Application	10-06-2024	View

Uploaded Documents			
Sl No	Document Name	Status	View
1	Proforma/Questionnaire of Electrical Installation	Active	View
2	Declaration Form	Active	View

Schematic Diagram		View
Document Name	Schematic Document	View

Approved Documents		View
Document Name		View

On click view button the documents will open and can be downloaded.





- 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.

Application Status

Draft Applied **Approved** Sanctioned Periodical Defect Reported

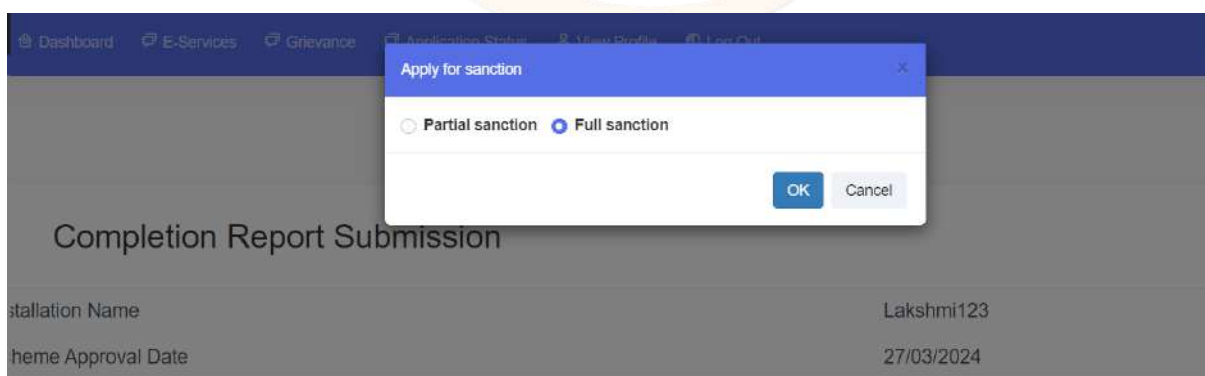
Search:

Sl No.	Application Type	Installation Name	Application No.	Address	Status	Action
1	Application for Scheme Approval	Saran	012401213	kerala	Approved	Scheme approval Submit CR 
2	Application for Scheme Approval	Riyas	012401206	kerala	Approved	Scheme approval Submit CR 
3	Application for Scheme Approval	Riyas	012401199	kerala	Approved	Scheme approval 
4	Application for Scheme Approval	Abdul	012401195	kerala	Approved	Scheme approval 

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

CR Submission

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.



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:

Sl 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	38630	Install

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

Install Equipment
✕

Capacity







Quantity

Close
Save & Install

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

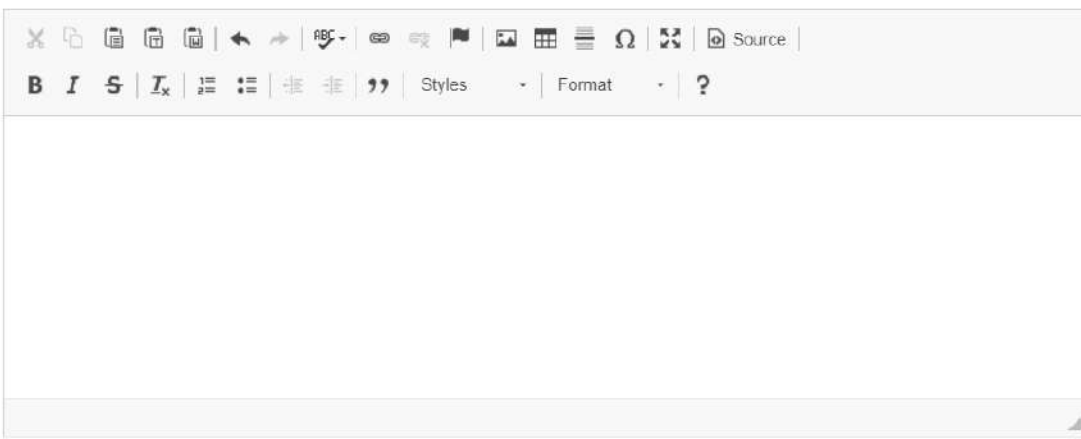
Installed equipment will lists here. Here additional options provided.

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

Equipment Properties

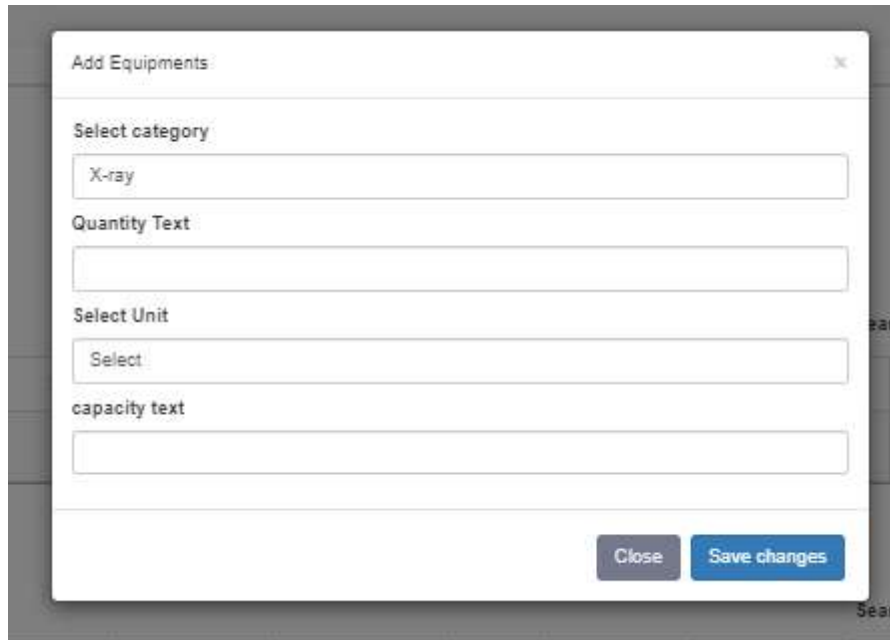
Properties



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.

For non-switch items, equipment adding options will be limited



The image shows a screenshot of a web application window titled "Add Equipments". The window contains the following fields and controls:

- Select category:** A dropdown menu with "X-ray" selected.
- Quantity Text:** An empty text input field.
- Select Unit:** A dropdown menu with "Select" selected.
- capacity text:** An empty text input field.
- Buttons:** "Close" and "Save changes" buttons are located at the bottom right of the form.

In case switch related items, additional options will be there.

#	Switch	Quantity	Rating	Type	Action
1	MCCB	2	2	Incomer	Delete

- Panel Name

should specify

- Choose switch from the drop-down list and quantity rating and unit should specify

Three additional options

- Incomer
- Outgoing
- Bus coupler

These are radio buttons, so user should select an option

After adding the switches, the added ones displaying in the grid below

A **“Delete”** button provided to delete the added switch

Then clicks on the **“Save changes”** button to save the data

Equipment Details (Approved)

Search:

SI No.	Category	Panel Name	Sub Category	Capacity	Unit	Quantity	Unit Fee	Total(Rs)	Action
1	Equipment		Transformer-EHT	750	kVA	7	5.55	29137.5	Installed

Showing 1 to 1 of 1 entries

Previous Next

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		Transformer-EHT	750	750	kVA	7	7	5.55	29137.5	+ 🗑 👁
2	Equipment	qwsd	SSB							350	+ 🗑 👁

Showing 1 to 2 of 2 entries

Previous Next

As fitted drawing No file chosen

While clicking on the install button it will change to **“Installed”** and the installed items displays on the grid below.

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

Technical Details 1 Other Equipment Details 2 Print CR 3 Payment Details 4

Insulation Test Values as applicable
Allowed file types : pdf
Max. file size : 512 kb
 No file chosen

Any Other Supporting Documents if applicable
Allowed file types : pdf
Max. file size : 512 kb
 No file chosen

Details of authorized persons as per Regulation
Allowed file types : pdf
Max. file size : 512 kb
 No file chosen

Test Reports incl. Relay CT Breakers Transformer Generator etc as applicable
Allowed file types : pdf
Max. file size : 2048 kb
 No file chosen

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.

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'

After One Partial Sanction

If user select partial sanction initially and submitted remaining equipment is able to install the next partial sanction.

SI No.	Category	Panel Name	Sub Category	Capacity	Unit	Quantity	Unit Fee	Total(Rs)	Action
1	Earth Mat			20	sq.m		5.25	105	Installed
2	Mammography					1	1000	1000	Installed
3	Bus duct			200	Amps	20	2.5	500	Install
4	Equipment		Generator-HT	250	kVA	4	5.55	5550	Install

Showing 1 to 4 of 4 entries

Serial	Panel	Sub	Installed	Approved	Installed	Approved
--------	-------	-----	-----------	----------	-----------	----------

After approval of the first partial sanction user is able to apply remaining equipment via partial/full CR submission.

Apply for sanction

Partial sanction Full sanction

OK Cancel

Completion Report Submission

Installation Name: Abdul

Scheme Approval Date: 06/06/2024

CR Submission Last Date: 05/06/2026

Submit CR

SURAKSHA © 2024 - Crafted with Netroxie DEPARTMENT OF ELECTRICAL INSPECTORATE

In second partial sanction time it shows first sanctioned equipment status as changed to 'Sanctioned' and others will show as 'Install'.

1

2

3

4

Equipment Details (Approved)

Search:

SI No.	Category	Panel Name	Sub Category	Capacity	Unit	Quantity	Unit Fee	Total(Rs)	Action
1	Earth Mat			20	sq.m		5.25	105	Sanctioned
2	Mammography					1	1000	1000	Sanctioned
3	Bus duct			200	Amps	20	2.5	500	Install
4	Equipment		Generator-HT	250	kVA	4	5.55	5550	Install

Showing 1 to 4 of 4 entries

Previous Next

Equipment Details (Installed)

Search:

Serial	Panel	Sub	Installed	Approved	Installed	Approved
--------	-------	-----	-----------	----------	-----------	----------

An equipment can be also be partially sanctioned

SI No.	Category	Panel Name	Sub Category	Capacity	Unit	Quantity	Unit Fee	Total(Rs)	Action
1	Stabilizer			750	kVA	4	11	33000	Install
2	LT Meters					12	280	3360	Install
3	Mammography					9	1000	9000	Installed
4	Equipment		Transformer-EHT	850	kVA	8	5.55	37740	Install

Showing 1 to 4 of 4 entries

Previous Next

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	Mammography						9	9	1000	9000	+ - 👁

Showing 1 to 1 of 1 entries

Previous Next

As fitted drawing

 No file chosen[Add Equipment +](#)[Print](#)

Sl No.	Category	Panel Name	Sub Category	Capacity	Unit	Quantity	Unit Fee	Total(Rs)	Action
1	Stabilizer			750	kVA	4	11	33000	Install
2	LT Meters					12	280	3360	Install
3	Mammography					9	1000	9000	Install
4	Equipment		Transformer-EHT	850	kVA	0	5.55	37740	Installed

Showing 1 to 4 of 4 entries

Previous **1** Next

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		Transformer-EHT	850	850	kVA	4	8	5.55	18870	+ - 🗑️

Showing 1 to 1 of 1 entries

Previous **1** Next

As fitted drawing Choose File No file chosen

[Add Equipment +](#) [Print 🖨️](#)

In second partial sanction time it shows first sanctioned equipment status as changed to 'Partially sanctioned' and others will show as 'Install'.

1 2 3 4

Equipment Details (Approved)

Search:

Sl No.	Category	Panel Name	Sub Category	Capacity	Unit	Quantity	Unit Fee	Total(Rs)	Action
1	Equipment		Transformer-EHT	850	kVA	4	5.55	18870	Install
2	Stabilizer			750	kVA	4	11	33000	Install
3	LT Meters					12	280	3360	Install
4	Mammography					9	1000	9000	Install
5	Equipment		Transformer-EHT	850	kVA	8	5.55	37740	Partially Sanctioned

Showing 1 to 5 of 5 entries

Previous **1** Next

Equipment Details (Installed)

The upload option for fitting drawings will be mandatory in case new equipment is added and if any change from approved quantity/capacity. Otherwise, it is not mandatory. Also, Voltage and System of Supply can also be added by applicant

Advanced Inspection Fee

If the user paid more amount than the actual price that will be shown in advanced inspection fee section

Technical Details Other Equipment Details Print CR **Payment Details**

1 2 3 4

Fee Details

Total Inspection Fee : Rs. 555 /-
*Advance Inspection Fee Paid : Rs. 0 /-
As-fitted drawing fee: Rs. 0 /-
Total fee paid Rs. 0 /-
Balance fee to be paid : Rs. 555 /-

Office Details

Application going to submit Office of the Chief Electrical Inspector

Link of First CR Application

The link to the first CR application is shown in general details tab

SURAKSHA DEPARTMENT OF ELECTRICAL INSPECTORATE User Manual 10092

Multi-storeyed Building with height more than 15m

Sub Station: kpm

Any other details required for scrutiny:

As-fitted Drawing

Documents

Details of authorized persons as per Regulation	Any Other Supporting Documents if applicable	Test Reports incl. Relay CT Breakers Transformer Generator etc as applicable	Insulation Test Values as applicable
---	--	--	--------------------------------------

[View Scheme Approval Details](#)

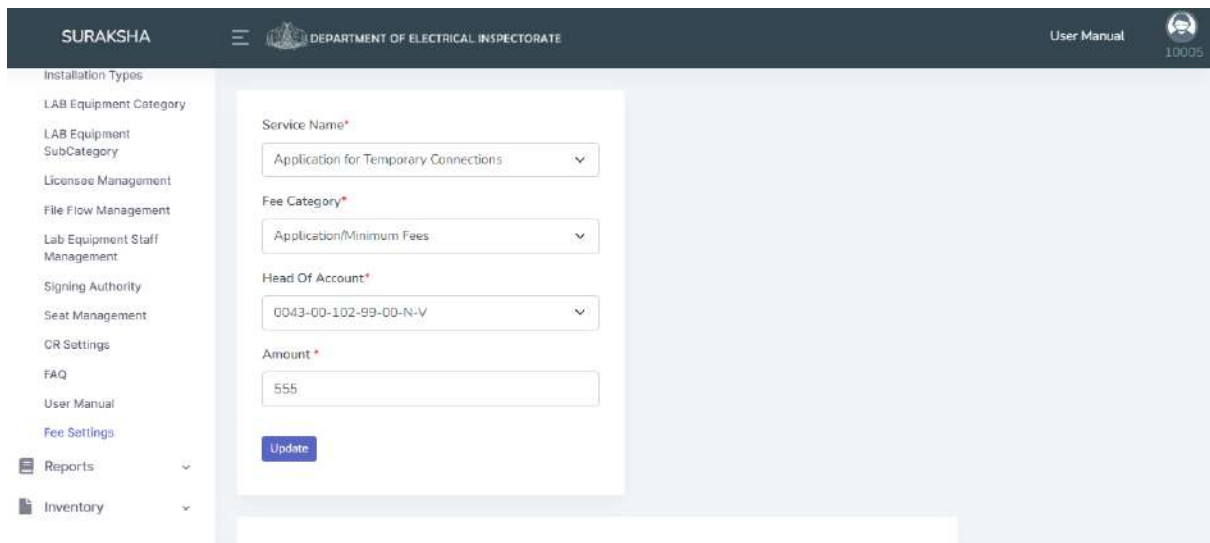
Fee Print

The fee details print form is available in both public and office end.

On issuing SFE, intimation is given to the applicant, contractor and KSEB through SMS and email. And copy of SFE is including in email

Fee Settings

Some application has multiple head account eg: temporary connection

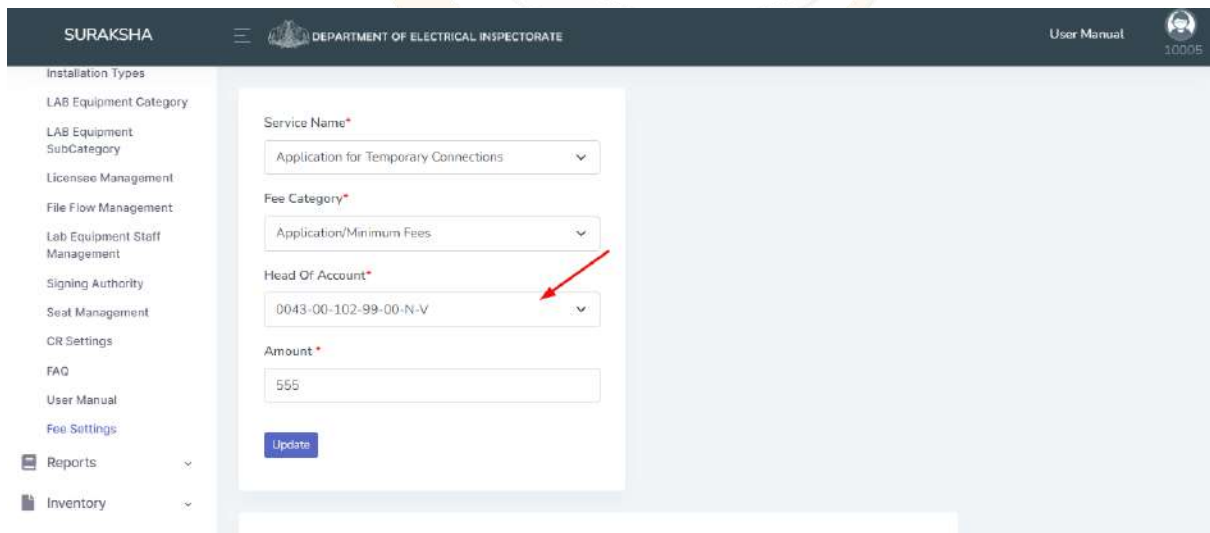


The screenshot shows the SURAKSHA web application interface. The header includes the logo, 'DEPARTMENT OF ELECTRICAL INSPECTORATE', and 'User Manual 10005'. The left sidebar lists various menu items, with 'Fee Settings' highlighted. The main content area displays a form for 'Fee Settings' with the following fields:

- Service Name*: Application for Temporary Connections (dropdown)
- Fee Category*: Application/Minimum Fees (dropdown)
- Head Of Account*: 0043-00-102-99-00-N-V (dropdown)
- Amount*: 555 (text input)

An 'Update' button is located at the bottom of the form.

User is able to select head account from the dropdown list



This screenshot is identical to the one above, but a red arrow points to the 'Head Of Account*' dropdown menu, highlighting the selection option.

In line clearance applications an additional field is available, they are APL/BPL options. It's option available to enter amount APL/BPL separately

SURAKSHA DEPARTMENT OF ELECTRICAL INSPECTORATE User Manual 10005

Installation Types

LAB Equipment Category

LAB Equipment SubCategory

Licensee Management

File Flow Management

Lab Equipment Staff Management

Signing Authority

Seat Management

CR Settings

FAQ

User Manual

Fee Settings

Reports

Inventory

Service Name*

Application for Line Clearance Safety Certificate

Fee Category*

Application/Minimum Fees

Head Of Account*

0043-00-102-99-00-N-V

APL Fee *

1105

BPL Fee *

115

Update

In fee settings edit, delete, copy and print options are available

SURAKSHA DEPARTMENT OF ELECTRICAL INSPECTORATE User Manual 10005

Installation Types

LAB Equipment Category

LAB Equipment SubCategory

Licensee Management

File Flow Management

Lab Equipment Staff Management

Signing Authority

Seat Management

CR Settings

FAQ

User Manual

Fee Settings

Reports

Inventory

Copy Excel CSV PDF Print

Search:

Sl No.	Service Name	Fee Category	Head Of Account	Application / Minimum Fee	Action
1	Application For Lift Inspection & License	Application/Minimum Fees	0043-00-102-99-00-N-V	2205	Edit Delete
2	Application for Line Clearance Safety Certificate	Application/Minimum Fees	0043-00-102-99-00-N-V	APL: 1105 / BPL: 115	Edit Delete
3	Application for Lift Manufacturer License	Application/Minimum Fees	0043-00-102-99-00-N-V	16540	Edit Delete

District wise Filtering

It has option to filter district wise

SURAKSHA DEPARTMENT OF ELECTRICAL INSPECTORATE User Manual 10005

ALL APPLICATION

File Number Application Number Mobile Number Email Office Name: Select All Category Select All Search

Copy Excel CSV PDF Print Search:

Application Type	Installation Name	Applicant	Application No	File No.	Application Status	Submitted date	Current Seat
CR SUBMISSION-SCHEME	Abdul	ABDUL	022401521	CEI/033/2024-600(S)	---	06/06/2024	Test Section Clerk (CEI)
CR SUBMISSION-	Abdul	ABDUL	022401520	CEI/033/2024-	---	06/06/2024	Test Section

And able to search within the listed table using search bar

SURAKSHA DEPARTMENT OF ELECTRICAL INSPECTORATE User Manual 10005

Copy Excel CSV PDF Print Search:

Application Type	Installation Name	Applicant	Application No	File No.	Application Status	Submitted date	Current Seat
CR SUBMISSION-SCHEME	Abdul	ABDUL	022401521	CEI/033/2024-600(S)	---	06/06/2024	Test Section Clerk (CEI)
CR SUBMISSION-SCHEME	Abdul	ABDUL	022401520	CEI/033/2024-600(S)	---	06/06/2024	Test Section Clerk (CEI)
CR SUBMISSION-SCHEME	Abdul	ABDUL	022401519	CEI/033/2024-600(S)	---	06/06/2024	Test Section Clerk (CEI)
Application for Scheme Approval	Abdul	ABDUL	012401518	CEI/032/2024-J100(S)	---	06/06/2024	Test Section Clerk (CEI)
CR SUBMISSION-SCHEME	Riyas	ABDUL	022401517	CEI/031/2024-522(S)	---	30/04/2024	
CR SUBMISSION-SCHEME	Riyas	ABDUL	022401516	CEI/031/2024-522(S)	---	05/06/2024	Test Section Clerk (CEI)

Registers - district/head office listing

On the registers listed in officewise. that is district/head office wise. The district office only lists the corresponding district details. The head office register shows all the district lists.

SURAKSHA DEPARTMENT OF ELECTRICAL INSPECTORATE User Manual 20002

Valuation of Electrical Installations
 Lift Manufacturer License
 Administration
 Reports

From Date: 06-04-2024 To Date: 06-06-2024 Category: All Office Name: Office of the Deputy Chief EI

Search

CSV Excel PDF Search:

Office Name	File Number	App. Number	Category Name	Applicant Name	File Received on date	File Processed on	Current Status
Office of the Deputy Chief Electrical Inspector, Thiruvananthapuram	EIT/040/2024-B1(S)	022401497	CR SUBMISSION-SCHEME	Test consumer	28/05/2024	28/05/2024	Open
Office of the Deputy Chief Electrical Inspector, Thiruvananthapuram	EIT/036/2024-B1(S)	012401479	Application for Scheme	test	06/05/2024	06/05/2024	Open

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-Services | Grievance | Application Status | **View Profile** | Log Out | Welcome

Personal Details | Reset Password

Name * TEST TRAINING

Email tester@netrox.com

Contact Number * 9995222048

Update

SURAKSHA | Dashboard | E-Services | Grievance | Application Status | View Profile | Log Out | Welcome

Personal Details | **Reset Password**

New Password New Password

Confirm Password Confirm Password

Reset

- 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
- Password must contain a special character

STAFF END

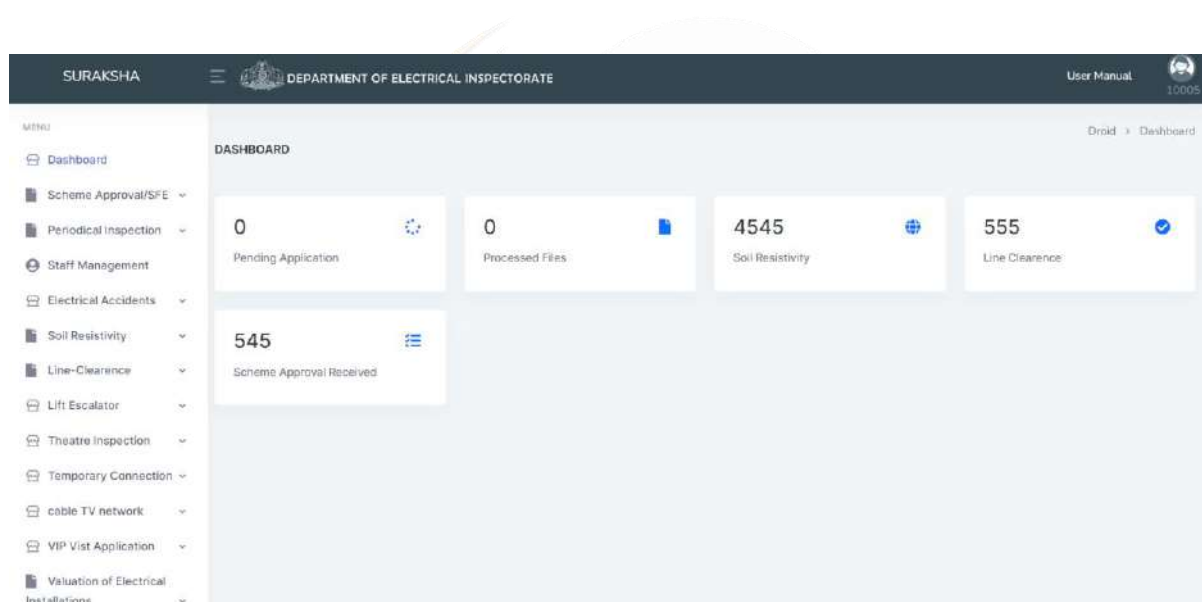
Staff login

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.

Staff End Dashboard

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



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

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

SURAKSHA DEPARTMENT OF ELECTRICAL INSPECTORATE

Dashboard > Applications

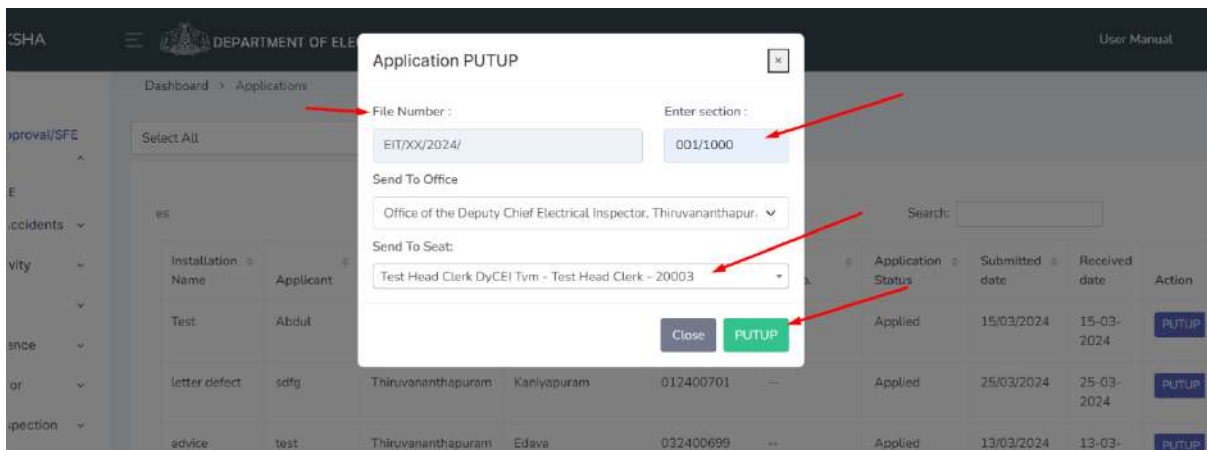
Select All

- Select All
- Scheme Approval
- Direct Completion Report for SFE
- Advice Approval
- Sanction for Energisation

Show 10 entries

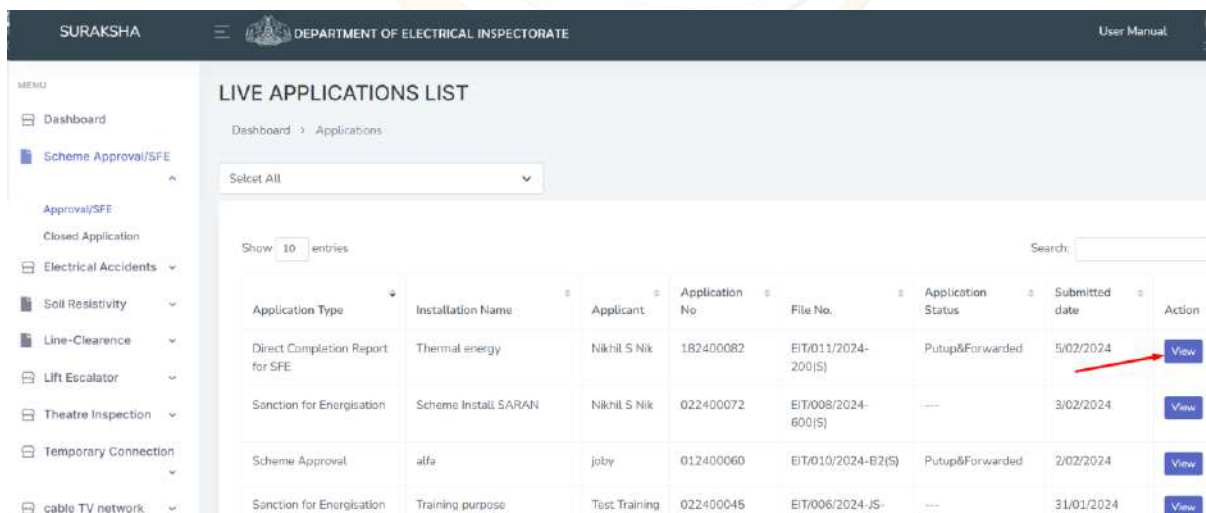
Application Type	Installation Name	Applicant	Installation District	KSEB Section	Application No	File No	Application Status	Submitted date	Received date	Action
Scheme Approval	test pay 3-06/03	test	Thiruvananthapuram	Kallara	012400888	--	Putup & Forwarded	28/03/2024	28-03-2024	PUTUP
Scheme Approval	pay test 3	test	Thiruvananthapuram	Kinyakulangara	012400887	--	Applied	26/03/2024	28-03-2024	PUTUP
Direct Completion Report for SFE	test chief	aaaa	Thiruvananthapuram	Kallyoor	182400876	--	Applied	27/03/2024	27-03-2024	PUTUP
Advice Approval	Abdul	jbkb	Thiruvananthapuram	Aryanaad	032400866	--	Applied	26/03/2024	26-03-2024	PUTUP

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

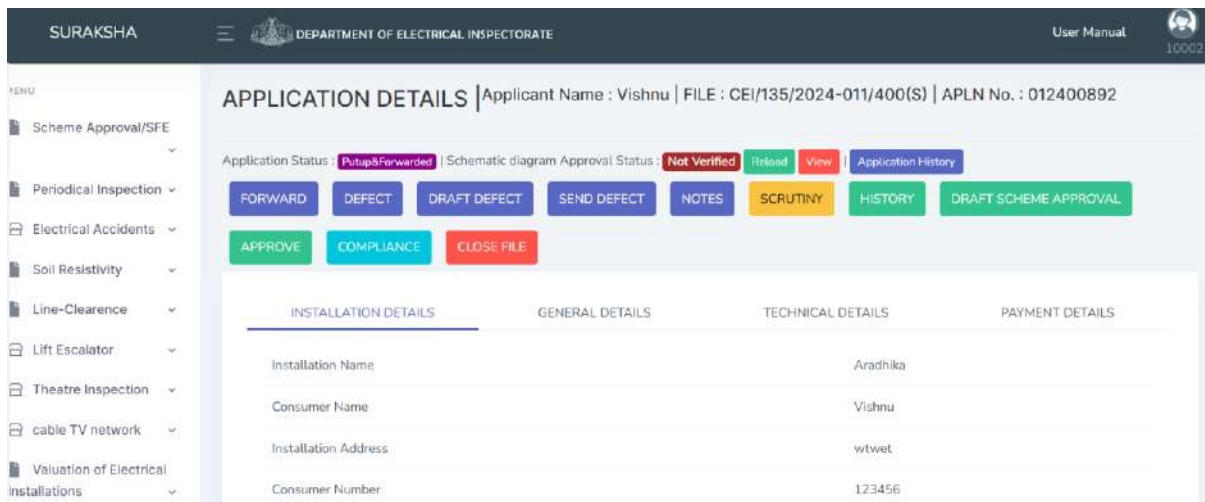


The file number is automatically generated in the tapal section during putup. The tapal clerk has the option to manually enter the section and select the seat to send the application from the dropdown menu. No additional steps will be carried out in the tapal section after a file has been Put-up.

File flow

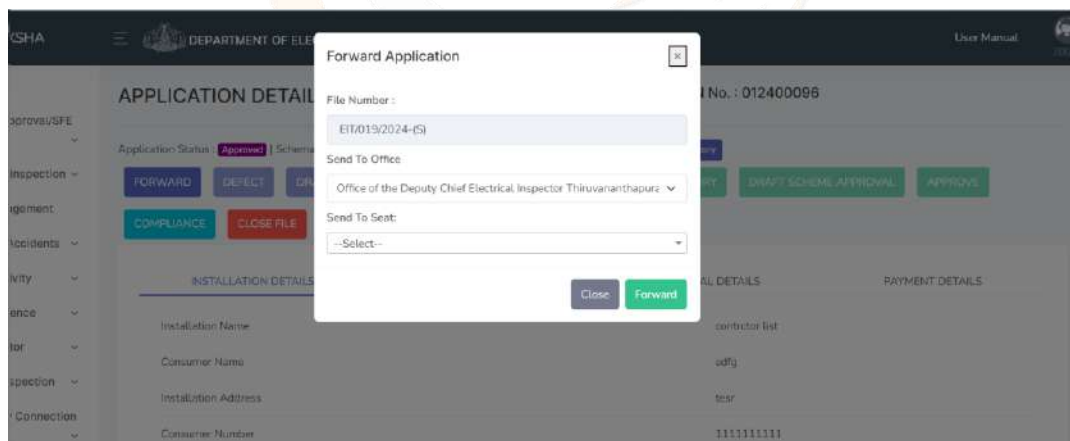


Within other sections, the comprehensive list of all applications includes a "View" button. Clicking on this button opens a new window with additional options.



- **Forward**

Forward button is for forwarding the file to the next officer



The user can select an officer from the dropdown menu.

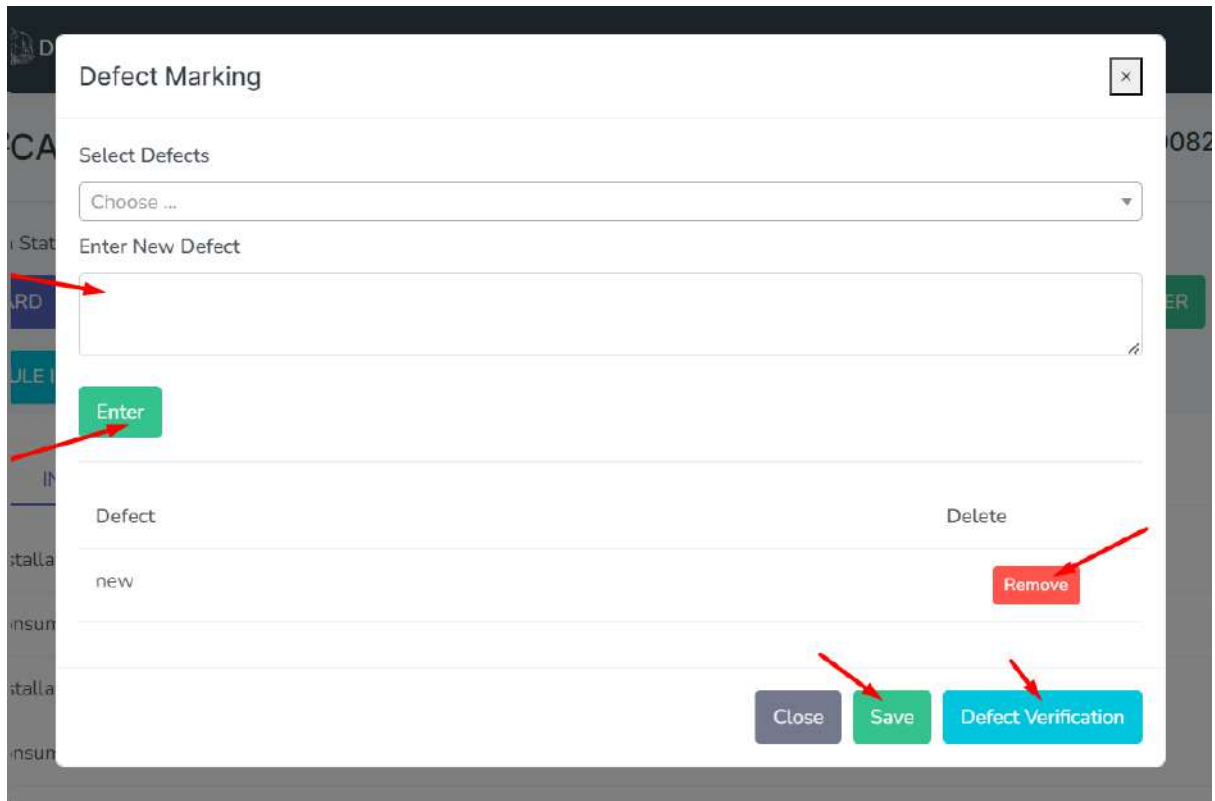
- **Defect**

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

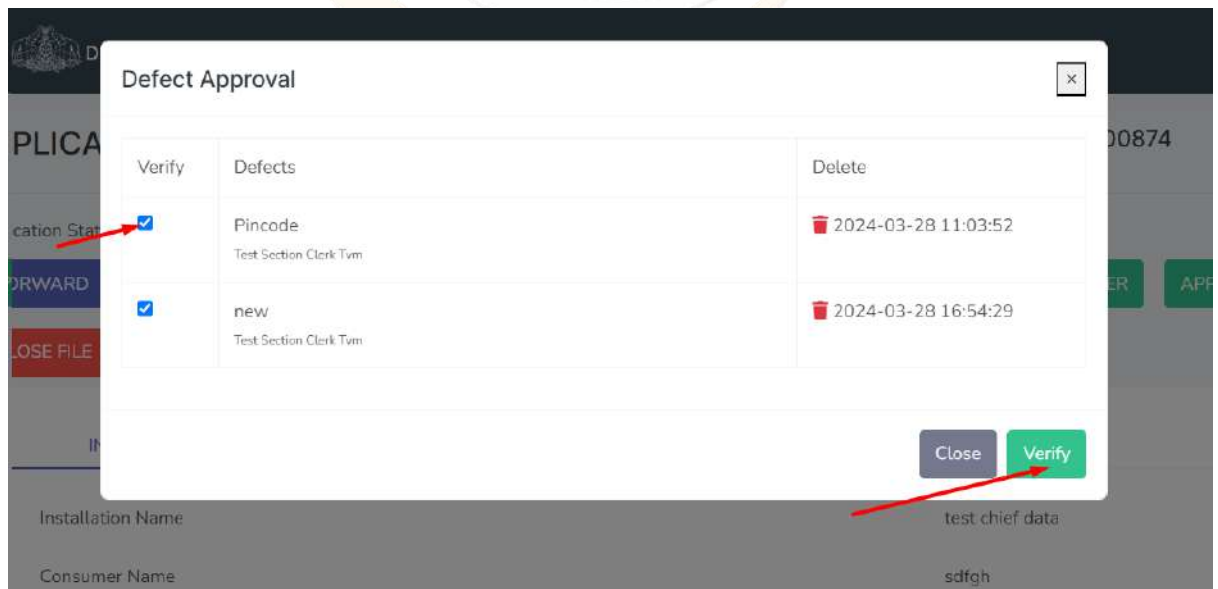
A predefined list of common defects will display in the drop -down box of select defect. If the reason for defect is not in the list ,then the user can create new defect.

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”
- Then the specified will be listing



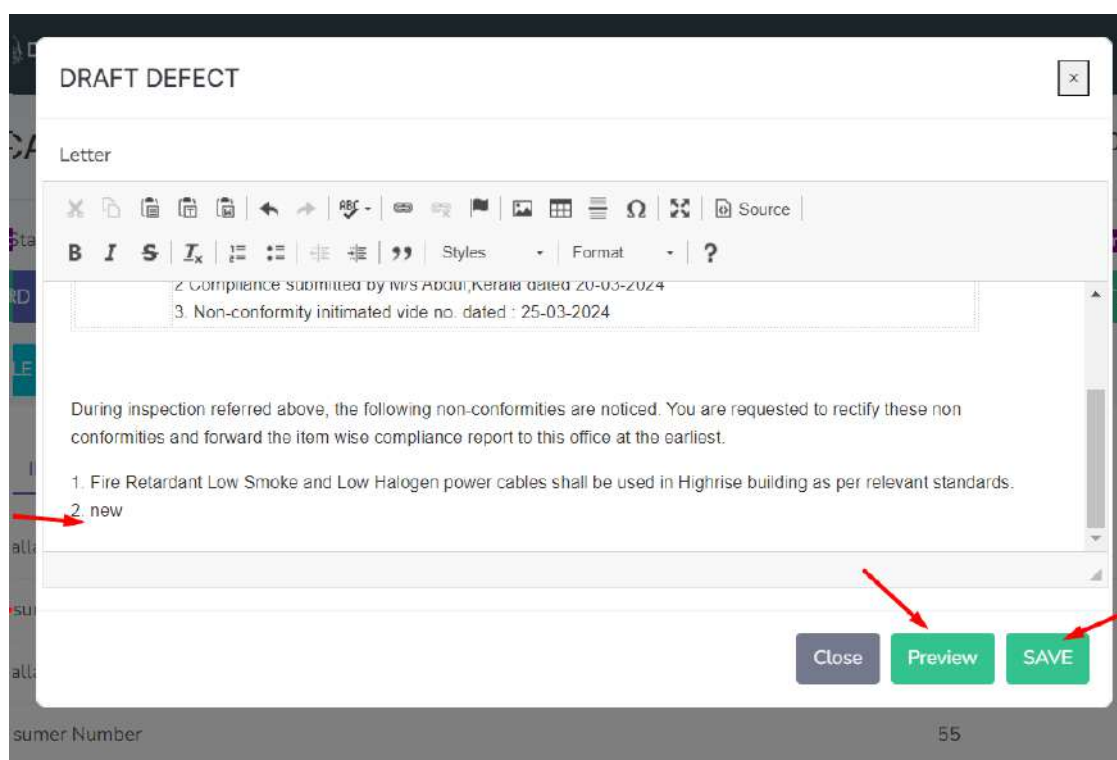
Entered defects will lists below. If any defects we want to remove, it can be deleted by clicking on delete button.



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

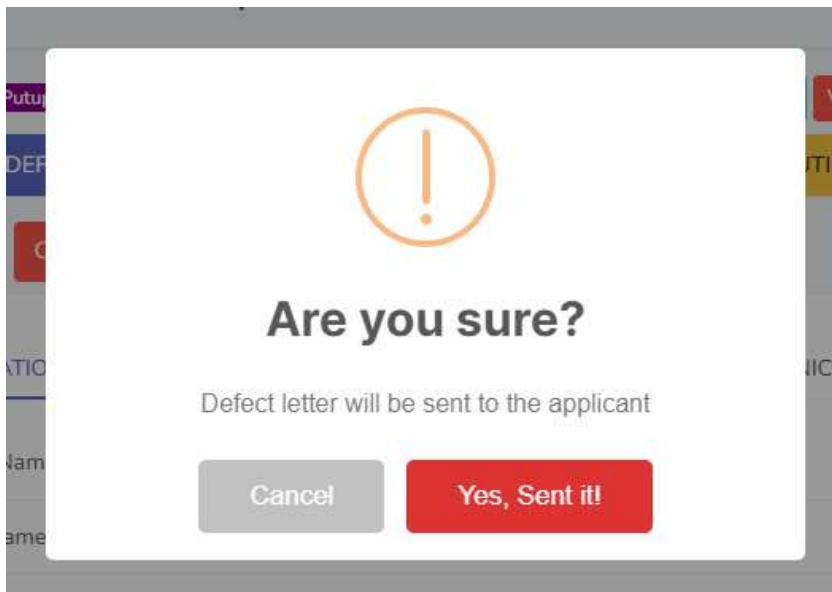
After verification of defect, Click on the Draft defect button. Here we can see the create defect will be in the letter draft. This draft is sending to the public end. This is in a letter format.



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

- **Send Defect**

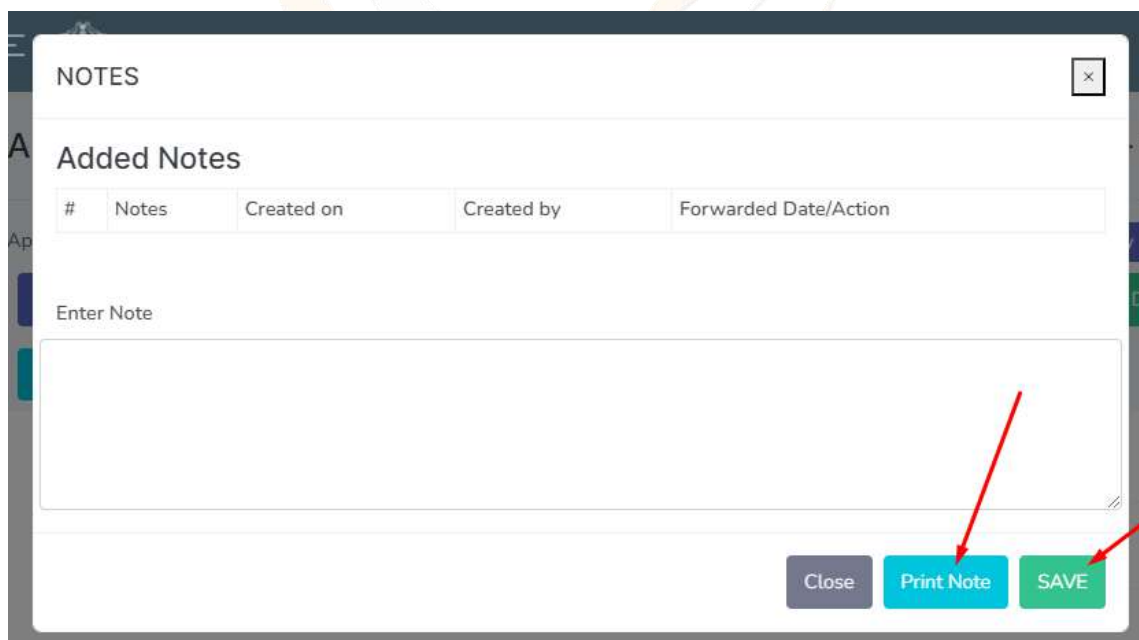
Selecting the "Send Defect" option will transmit verified defects to the public interface. The applicant can then view the identified defect and make necessary corrections. These defects sending from office to public will displays in the Defect tab of application status. After rectifying all the defects public will send the compliance in return.



The defect will be sent

- **Notes**

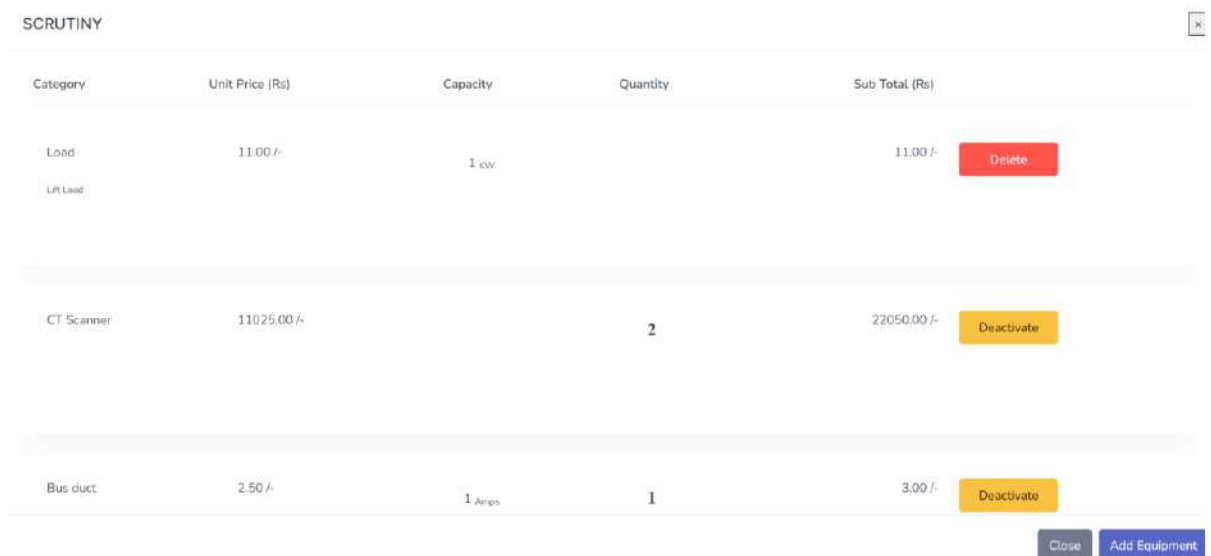
Users can store any additional notes regarding the application here. These notes will be accessible to the next officer to whom it is forwarded.



Notes entering field is here. Here the user can print the note and save it.

- **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		11.00 /-	Delete
Lift Load					
CT Scanner	11025.00 /-		2	22050.00 /-	Deactivate
Bus duct	2.50 /-	1 Amps	1	3.00 /-	Deactivate

[Close](#) [Add Equipment](#)

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.



Add Equipments

Select category

[Close](#) [Save changes](#)

Equipment adding flow is same as explained in the scheme approval (Refer page no. 13)

- **History**

APPLICATION HISTORY | Applicant Name : baiju | FILE : CEI/016/2024-93(S) | APLN No. : 032400995

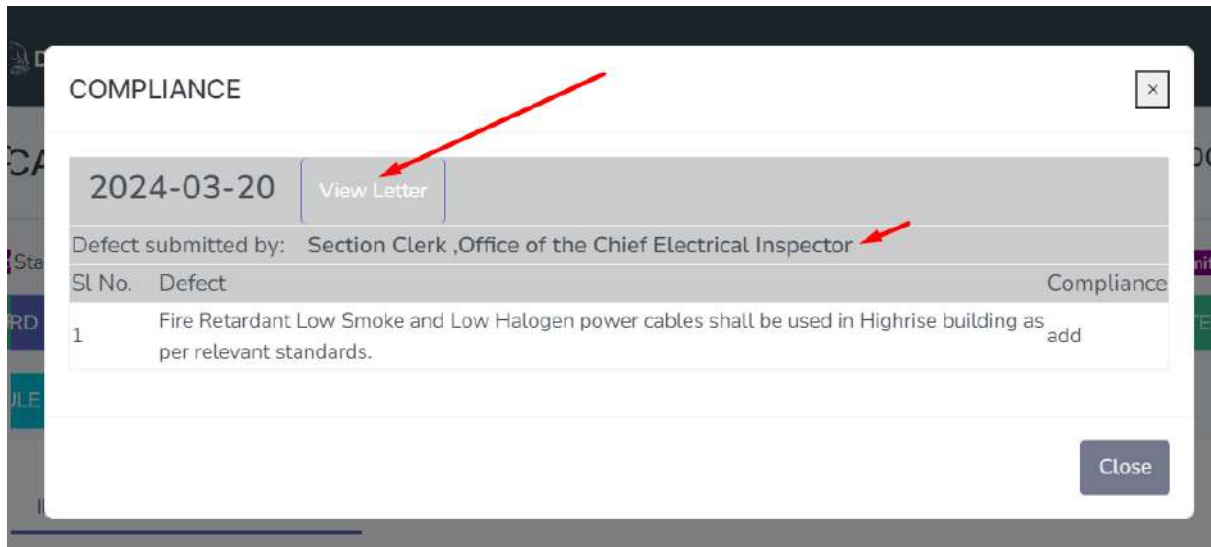
Copy Excel CSV PDF Print Search:

Date	User type	Type	Description
10/05/2024 04:19:32 PM	Public	Save	Application Approval , Application step 1 submitted
10/05/2024 04:23:22 PM	Public	Save	Application Approval General Details saved, FILE UPLOAD
10/05/2024 04:23:36 PM	Public	Save	Application Approval , Save Equipments
10/05/2024 04:23:36 PM	Public	Save	Application Approval , Save Equipments
10/05/2024 04:23:43 PM	Public	Save	Application Approval Technical Details saved,FILES
10/05/2024 04:24:40 PM	Staff	Update	Application Approval , Forward Application

Presented below is the complete process history of the application.

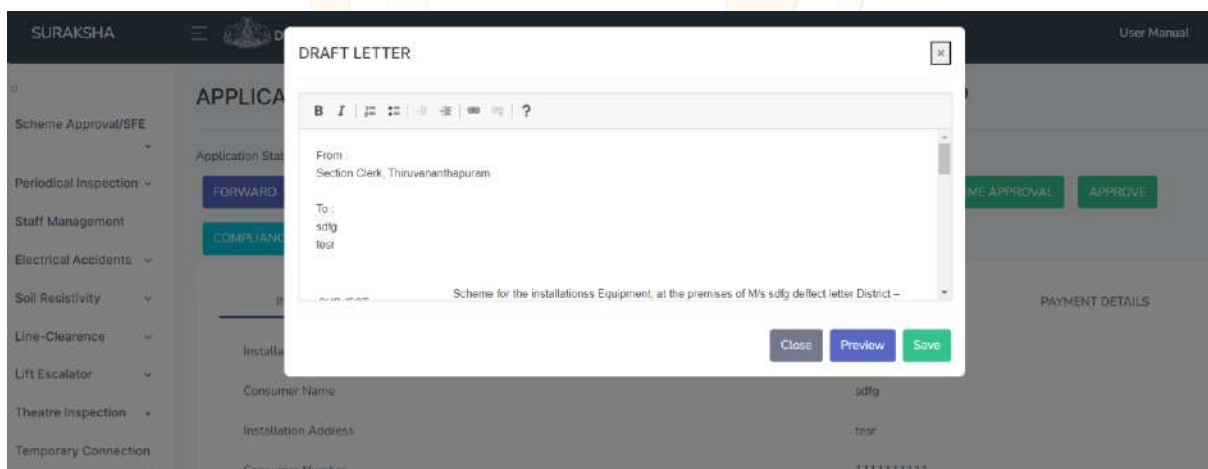
- **Compliance**

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



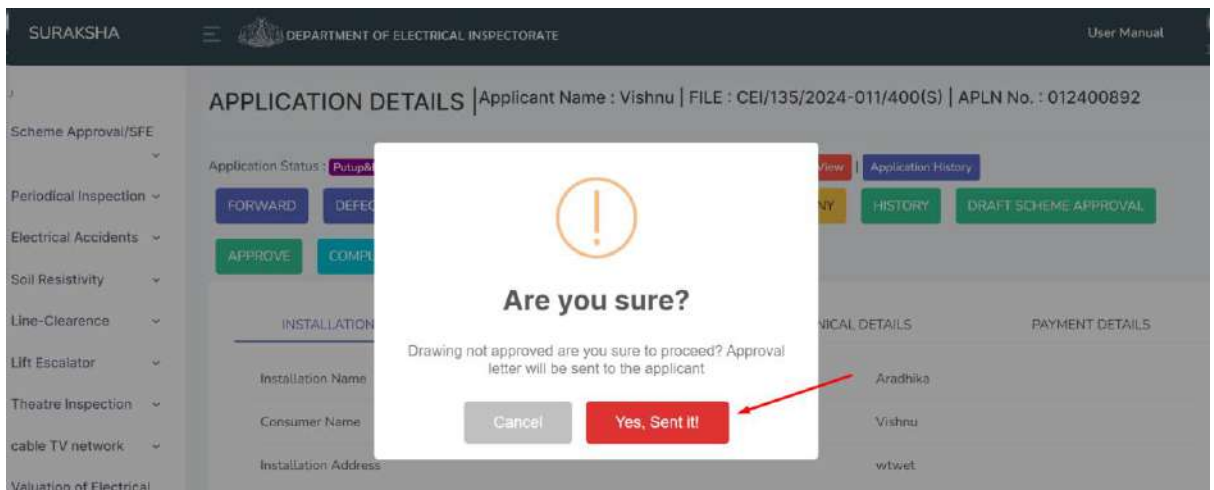
By clicking the "View Letter" button, the current officer can access the defect letter sent to the public, along with the details of the officer who submitted the defect.

- **Draft Scheme approval**

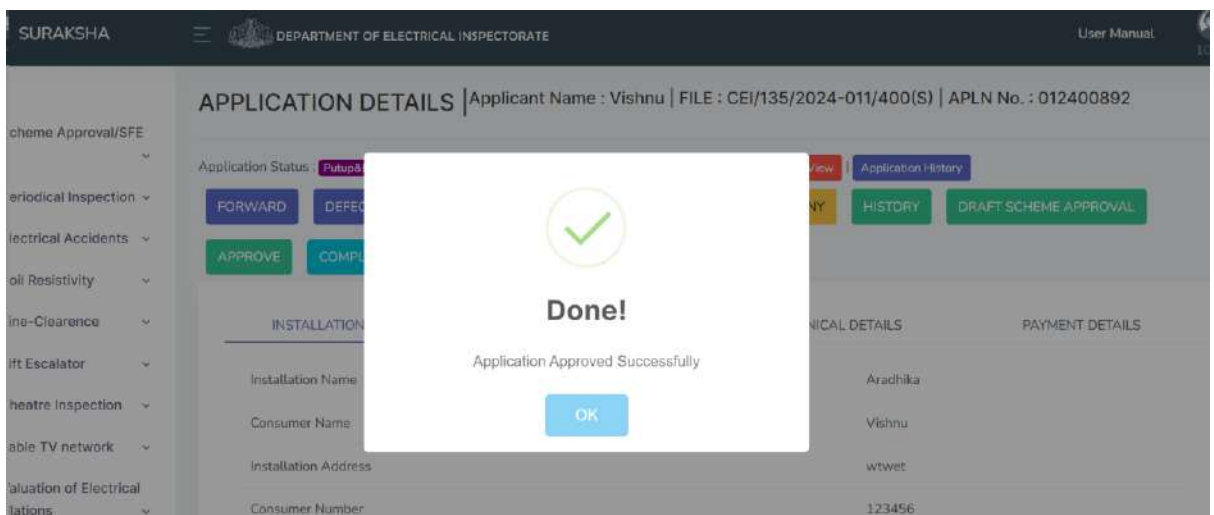


This letter is the approval notice received by the public subsequent to the officer's approval of their application.

- **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.

If the applicant submitted for a partial sanction, it can changeable to full sanction from the office end

Changing Installation Basic Details

The edit and update button is available for change/update name, email and contact number details.

SURAKSHA DEPARTMENT OF ELECTRICAL INSPECTORATE User Manual 20002

Phone Number	9037468189
Installation Landmark	bank
Street	tvm
Pincode	695023
District	Thiruvananthapuram
Local body	Corporation
Panchayath / Municipality /Corporation	Thiruvananthapuram
KSEB Section	Fort, Trivandrum
Sanction Type	Partial Sanction Change to Full Sanction
Contractors	Supervisors

[Edit](#) [Update](#)

When you click the edit button the corresponding field change the editable mode

SURAKSHA DEPARTMENT OF ELECTRICAL INSPECTORATE User Manual 20002

INSTALLATION DETAILS GENERAL DETAILS TECHNICAL DETAILS PAYMENT DETAILS

Installation Name	Muthu Krishnan S
Consumer Name	Abdul muhaimin
Installation Address	Tvm
Consumer Number	as789
Consumer Email	mkrishnan0902@gmail.com
Phone Number	9037468189
Installation Landmark	bank
Street	tvm
Pincode	695023

Changing to Partial to Full

In CR submission users is option to switch the application to full sanction. There is a button called 'Change to Full Sanction'.

SURAKSHA DEPARTMENT OF ELECTRICAL INSPECTORATE User Manual 20002

Pincode: 695023

District: Thiruvananthapuram

Local body: Corporation

Panchayath / Municipality / Corporation: Thiruvananthapuram

KSEB Section: Fort, Trivandrum

Sanction Type: Partial Sanction **Change to Full Sanction**

Edit Update

Contractors					Supervisors				
Sl No.	License No.	Name	Validity	Scope	Sl No.	License No.	Name	Validity	Scope
				All LT/MV installation Up to and					All LT/MV installation up to and including

While clicking the change to full sanction button a confirmation pop-up will be displaying.

SURAKSHA DEPARTMENT OF ELECTRICAL INSPECTORATE User Manual 20002

Pincode: 695023

District: Thiruvananthapuram

Local body: Corporation

Panchayath / Municipality / Corporation: Thiruvananthapuram

KSEB Section: Fort, Trivandrum

Sanction Type: Partial Sanction **Change to Full Sanction**

Edit Update

Are you sure ??

Are you Sure ? Application going to change as Full Completion Report. It is not possible to revert this status to Partial Completion once changed. Do you want to proceed?

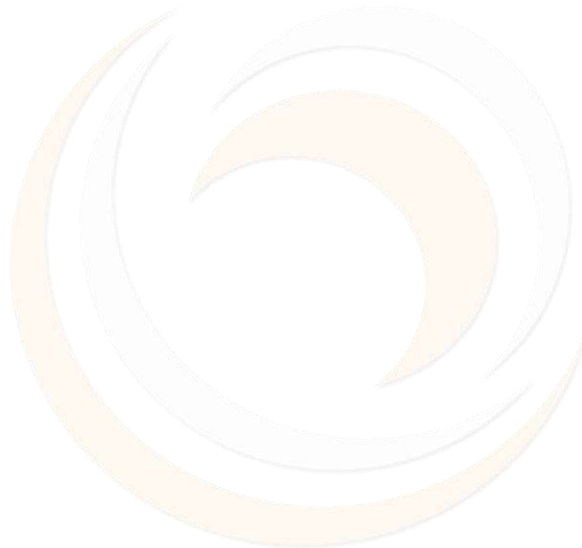
Contractors					Supervisors				
Sl No.	License No.	Name	Validity	Scope	Sl No.	License No.	Name	Validity	Scope
				All LT/MV installation Up to and					All LT/MV installation up to and including

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

The screenshot displays the SURAKSHA web application interface. The header includes the logo and name 'SURAKSHA DEPARTMENT OF ELECTRICAL INSPECTORATE', a 'User Manual' link, and a user profile icon with the ID '10002'. The main content area is titled 'APPLICATION DETAILS' and shows the following information:

- Applicant Name : Vishnu | FILE : CEI/137/2024-001/1000(S) | APLN No. : 022400902
- Application Status : **Partly Forwarded** | Schematic diagram Approval Status : **Not Verified** | **Reload** | **Application History**
- Buttons: FORWARD, DEFECT, DRAFT DEFECT, SEND DEFECT, NOTES, SCRUTINY, HISTORY, DRAFT SANCTION FOR ENERGISATION, SANCTION FOR ENERGISATION, COMPLIANCE, SCHEDULE INSPECTION, INSPECTION DETAILS, CLOSE FILE
- Details Table:

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



- **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

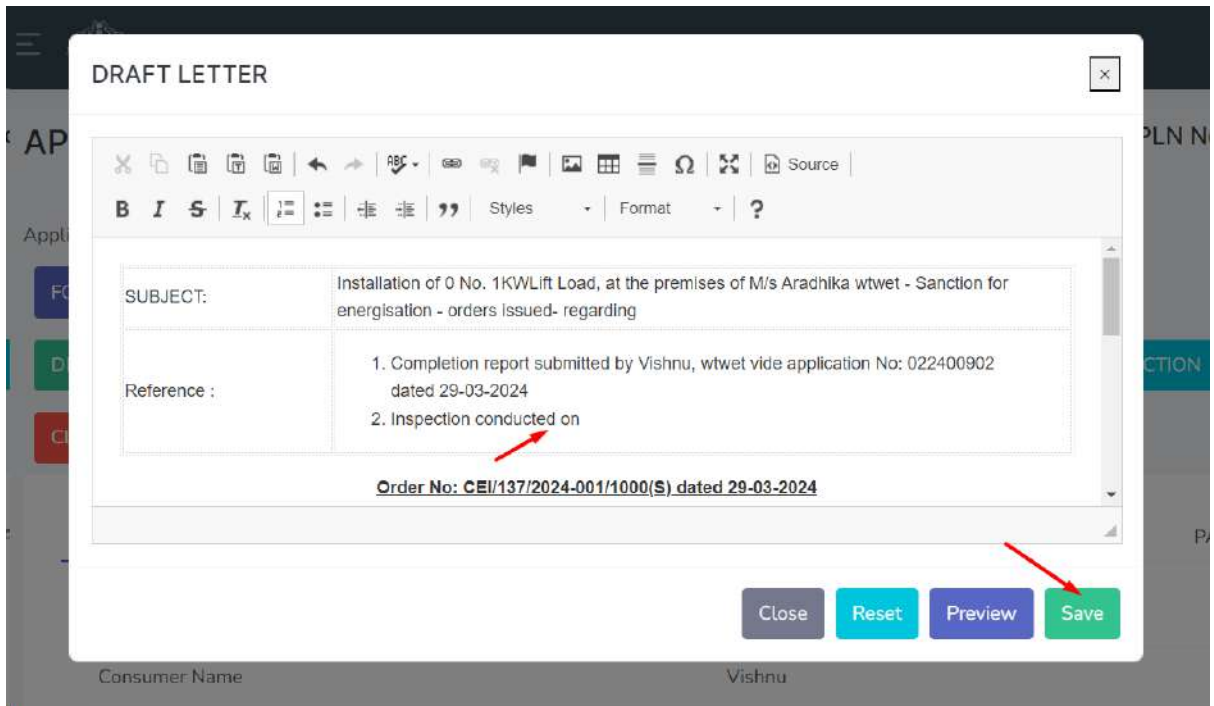
Close
Update

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

After Inspection next step will be energization sanction.

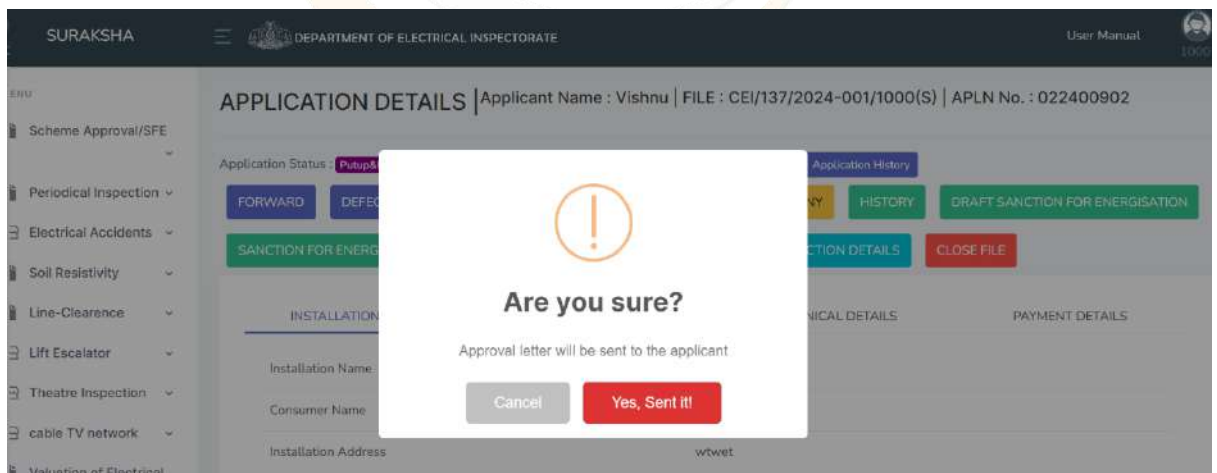
- **Draft Sanction for Energization**

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



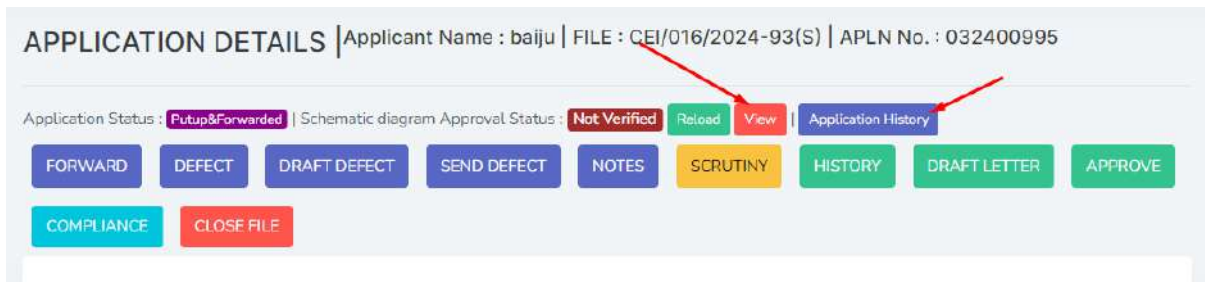
applicant simply by clicking on the sanction for energization button.

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

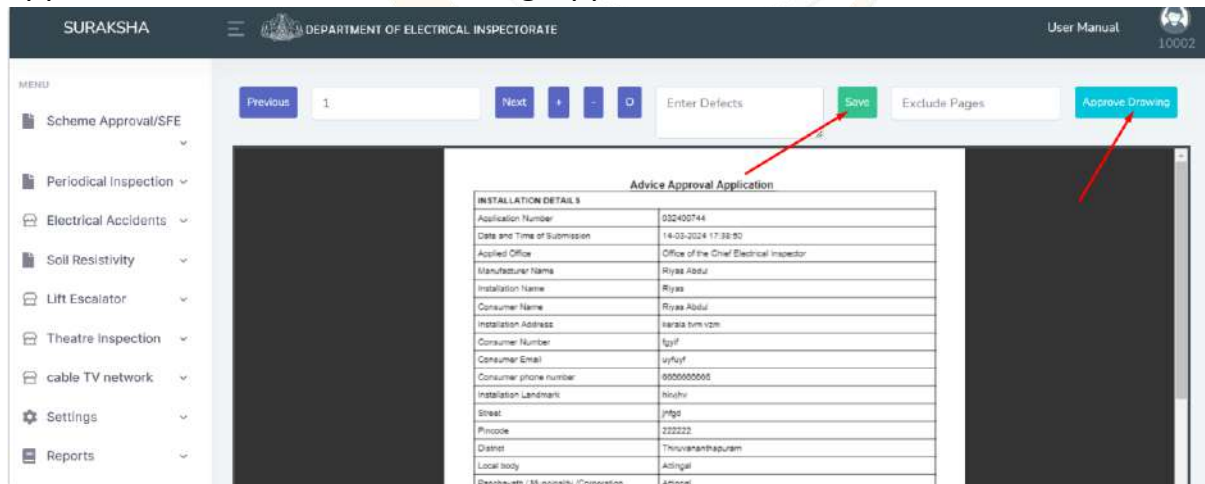
On the top of the page a **“View”** button provided.



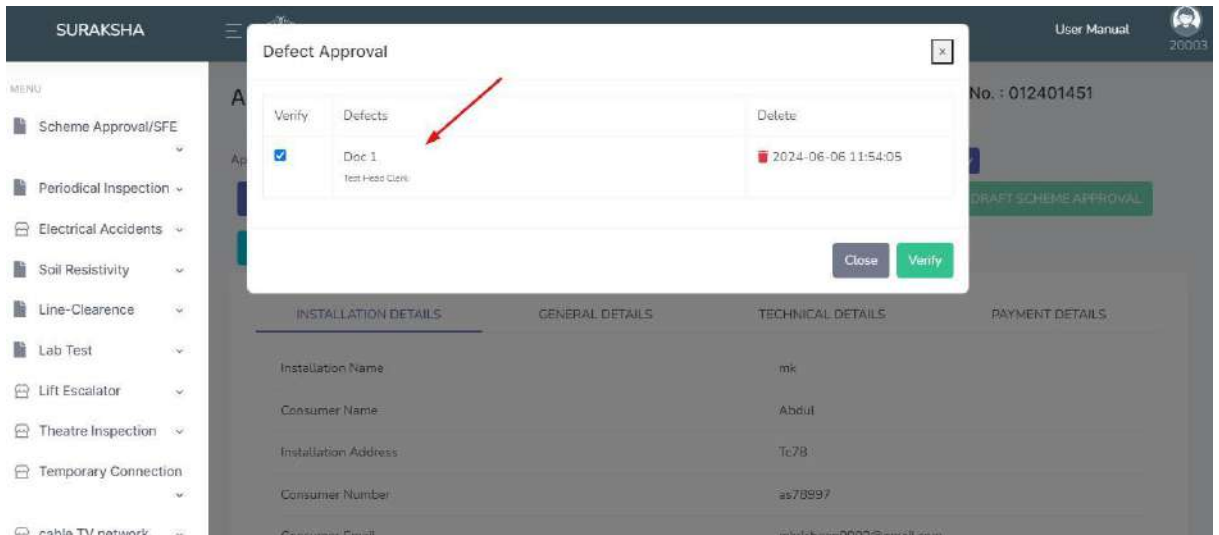
On click the view button **“Drawing Verification”** page will open.

Drawing verification

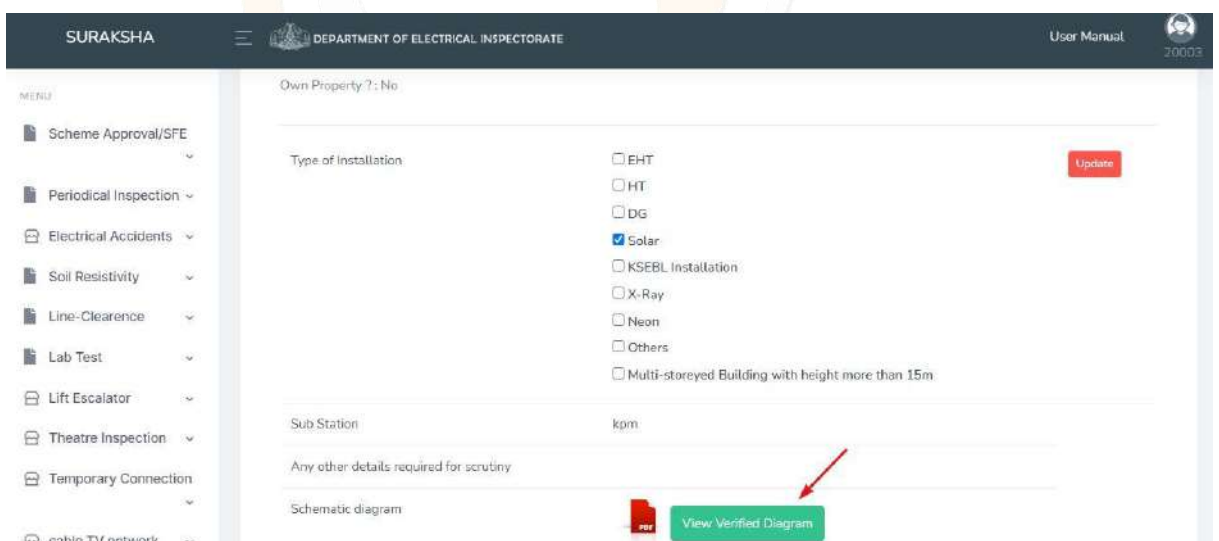
Users can verify uploaded drawings within the application. They have the option to report defects and exclude specific pages if necessary. Once a drawing is approved, a watermark indicating approval will be added to the document.



Added defect is shown in defect verification page

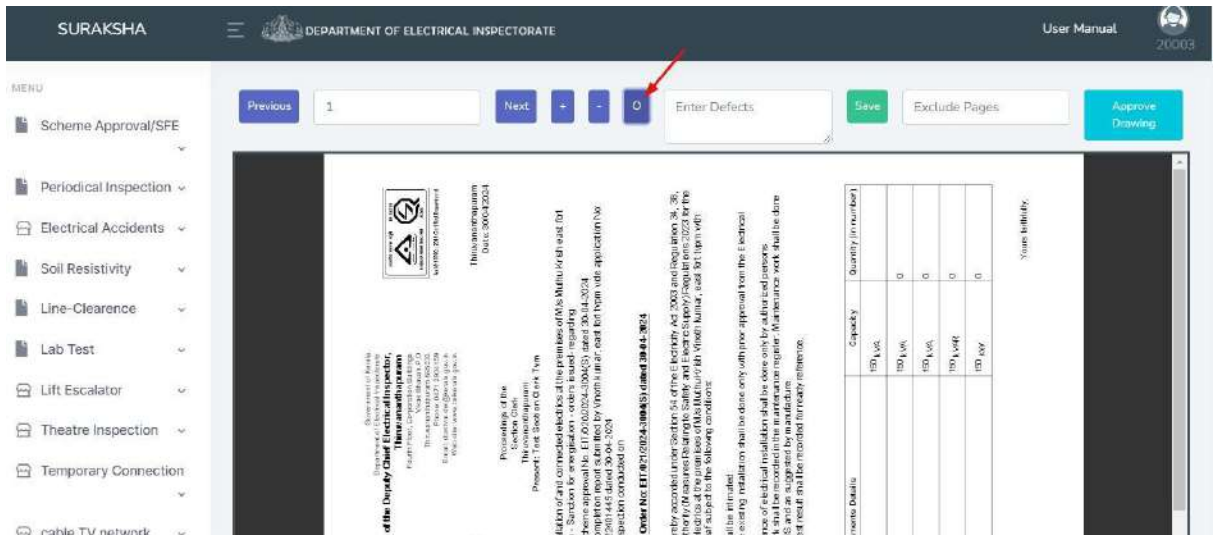


After scheme approval able to verify the drawing from general details tab.



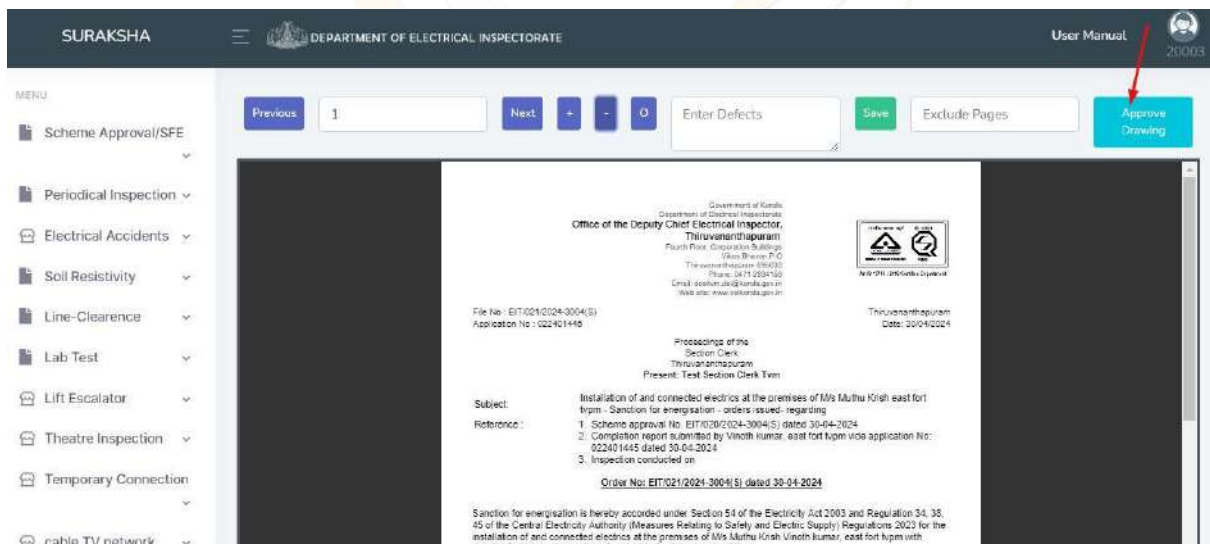
Zoom in/Out, rotate

Users can rotate the drawing using rotation button.



Option to zoom in/out using + and - button.

Who have privilege to approve drawing click the approval drawing button to approve.



Application History

Three tabs are here

- **Application File Flow**

[Reload](#)

APPLICATION DETAILS | Applicant Name : mike tyson | FILE : EIT/129/2024-1605(S) | APLN No. : 012401205
Application Status : **Applied** | Schematic diagram Approval Status : **Not Verified** | Defect Status : **Compliance Submitted**

APPLICATION FILE FLOW DEFECT HISTORY DOCUMENTS AND HISTORY

SI No	Forwarded By Seat	Forwarded By Designation	Forwarded To Seat	Forwarded To Designation	Forwarded Date
1	Test Tapal Clerk DyCEI TVM <small>Office of the Deputy Chief Electrical Inspector Thiruvananthapuram</small>	Tapal Clerk	Test Section Clerk DyCEI Tvm <small>Office of the Deputy Chief Electrical Inspector Thiruvananthapuram</small>	Section Clerk	10-06-2024 10:58 AM
2	Test Tapal Clerk DyCEI TVM <small>Office of the Deputy Chief Electrical Inspector Thiruvananthapuram</small>	Tapal Clerk	Test Section Clerk DyCEI Tvm <small>Office of the Deputy Chief Electrical Inspector Thiruvananthapuram</small>	Section Clerk	10-06-2024 10:34 AM
3	Test Tapal Clerk DyCEI TVM <small>Office of the Deputy Chief Electrical Inspector Thiruvananthapuram</small>	Tapal Clerk	Test Section Clerk DyCEI Tvm <small>Office of the Deputy Chief Electrical Inspector Thiruvananthapuram</small>	Section Clerk	10-06-2024 10:34 AM

- **Defect History**

[Reload](#)

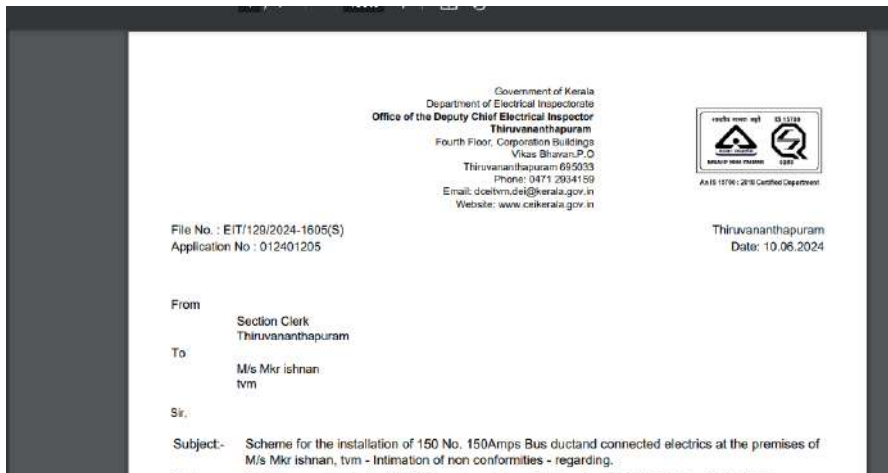
APPLICATION DETAILS | Applicant Name : mike tyson | FILE : EIT/129/2024-1605(S) | APLN No. : 012401205
Application Status : **Applied** | Schematic diagram Approval Status : **Not Verified** | Defect Status : **Compliance Submitted**

APPLICATION FILE FLOW DEFECT HISTORY DOCUMENTS AND HISTORY

1	10-06-2024	View Defect Letter
SI No	Defect Reported	Compliance Submitted
1	testr	done
2	10-06-2024	View Defect Letter
SI No	Defect Reported	Compliance Submitted
1	mkn	done

Defect communication history lists here with defect letter

On click "View Defect Letter" the letter opens



If compliance submitted against the defect, it will also show here.

- Documents and History

APPLICATION FILE FLOW		DEFECT HISTORY	DOCUMENTS AND HISTORY
Sl No	Document Type	Generated Date	View
1	Application	10-06-2024	View
2	Application	10-06-2024	View
3	Application	10-06-2024	View

Uploaded Documents

Sl No	Document Name	Status	View
1	Proforma/Questionnaire of Electrical Installation	Active	View
2	Declaration Form	Active	View

Schematic Diagram

Document Name	View
Schematic Document	View

Approved Documents

Document Name	View
---------------	------

On click view button the documents will open and can be downloaded.

In the payment details tab, There is an additional option for “Deface” and “Add Challan”

APPLICATION DETAILS | Applicant Name : P chend | FILE : CEI/047/2024-SAN 6(S) | APLN No. : 022401214

Application Status : **Put up & Forwarded** | Schematic diagram Approval Status : **Not Verified** | **Release** | 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	
Payment Mode	Amount Paid	Date of Payment	GRN/Challan Number	Department Reference No.	Remarks	Action	
Online	Rs.2000	01-Jan-1970		16DSBTE20240610122228		Deface	
Total Inspection Fee: Rs. 140545/-				As-fitted drawing fee: Rs. 0/-			
Total Fee: Rs. 140545/-				Advance Inspection Fee Paid: Rs. 0/-			
Total Fee Paid: Rs. 2000/-				Balance Fee to be paid: Rs. 138545/-		Add Challan	

By clicking on the deface button against the payment details, the user can deface the corresponding transaction

If the payment is offline, add challan option is available for record the details in account

Escalate Application

To "escalate" an application means to move it to a higher level of authority or priority for further attention or decision-making if current officer is absent or anything else. This could involve forwarding it to another officer for review or action.

SURAKSHA DEPARTMENT OF ELECTRICAL INSPECTORATE User Manual 2002

Search:

Copy Excel CSV PDF Print

Application Type	Installation Name	Applicant	Application No	File No.	Application Status	Submitted date	Current Seat	Action
CR SUBMISSION-SCHEME	nikhil	ABDUL	022401515	--	---	02/05/2024		Escalate
CR SUBMISSION-SCHEME	nikhil	ABDUL	022401514	--	---	02/05/2024		Escalate
CR SUBMISSION-SCHEME	Test installation name	RAKESH	022401497	EIT/040/2024-B1(S)	Putup&Forwarded	28/05/2024	Test DyCEI Tvm	Escalate
Application for	Test	RAKESH	012401496	EIT/039/2024-	---	28/05/2024	Test	Escalate

click the escalate button and a pop-up will displaying and option to select officer/seat and click the forward button.

SURAKSHA DEPARTMENT OF ELECTRICAL INSPECTORATE User Manual 2002

Search:

Copy Excel CSV PDF Print

Forward Application

File Number :
EIT/040/2024-B1(S)

Send To Office:
Office of the Deputy Chief Electrical Inspector, Thiruvananthapur

Send To Seat:
Test Section Clerk DyCEI Tvm - Test Section Clerk Tvm - 20002

Close Forward

Application Type	Installation Name	Applicant	Application No	File No.	Application Status	Submitted date	Current Seat	Action
CR SUBMISSION-SCHEME	nikhil	ABDUL	022401515	--	---	02/05/2024		Escalate
CR SUBMISSION-SCHEME	nikhil	ABDUL	022401514	--	---	02/05/2024		Escalate
CR SUBMISSION-SCHEME	Test installation name	RAKESH	022401497	EIT/040/2024-B1(S)	Putup&Forwarded	28/05/2024	Test DyCEI Tvm	Escalate
Application for	Test	RAKESH	012401496	EIT/039/2024-	---	28/05/2024	Test DyCEI Tvm	Escalate
Application for	Test	RAKESH	012401479	EIT/036/2024-	Putup&Forwarded	06/05/2024	Test	Escalate

The escalated application is getting in forwarded officer seat. And that officer has privilege to take further processes.

SURAKSHA DEPARTMENT OF ELECTRICAL INSPECTORATE User Manual 20003

MENU

- Scheme Approval/SFE
 - Approval/SFE
 - Closed Application
- Periodical Inspection
- Electrical Accidents
- Soil Resistivity
- Lab Test
- Line-Clearance
- Lift Escalator
- Theatre Inspection
- Temporary Connection

LIVE APPLICATIONS LIST

Dashboard > Applications

Select All:

Search: 022401497

Applicant	Installation District	KSEB Section	Application No	File No.	Application Status	Submitted date	Received date	Action
Test consumer	Thiruvananthapuram	Avanavanchery	022401497	EIT/040/2024-B1(S)	Putup & Forwarded	28/05/2024	07-06-2024	View

from 24 total entries) Previous 1 Next

Closed Application

There is a separate menu provided for closed applications. That's available under each application menu.

SURAKSHA DEPARTMENT OF ELECTRICAL INSPECTORATE User Manual 20002

MENU

- Scheme Approval/SFE
 - Approval/SFE
 - Closed Application
- Periodical Inspection
- Electrical Accidents
- Soil Resistivity
- Line-Clearance
- Lab Test
- Lift Escalator
- Theatre Inspection
- Temporary Connection

CLOSED APPLICATION LIST

Dashboard > Closed Applications

Office of the Deputy Chief Electrical Inspector, Thiruvananth

Search:

KSEB Section	Application No	File No.	Application Status	Submitted date	Closed By	Closed Seat	closed Reason	C
uram Fort, Trivandrum	032401096	EIT/169/2024-1096(S)	---	10/04/2024	Test Section Clerk Tvm	Test Section Clerk DyCEI Tvm	tets	1
uram Cantonment, TVM	032400502	EIT/069/2024-321(S)	---	1/03/2024	Test Section	Test Section	kjjj	1

While opening the closed application tab applications will be listed.

CLOSED APPLICATION LIST

Dashboard > Closed Applications

Office of the Deputy Chief Electrical Inspector, Thiruvananthapuram

Show 10 entries

Application Type	Installation Name	Applicant	Installation District	KSEB Section	Application No	File No.	Application Status	Submitted date
Application for Advice Approval	Muthu	MUTHU TEST	Thiruvananthapuram	Fort, Trivandrum	032401096	EIT/169/2024-1096(S)	---	10/04/2024
Application for Advice	Riyas advice		Thiruvananthapuram	Cantonment, TVM	032400502	EIT/069/2024-321(S)	---	1/03/2024

The closed applications list shows the basic details about the application. That includes closed by, closed seat, closed reason, closed date, etc

SURAKSHA DEPARTMENT OF ELECTRICAL INSPECTORATE

User Manual

Dashboard > Closed Applications

Office of the Deputy Chief Electrical Inspector, Thiruvananthapuram

Search:

KSEB Section	Application No	File No.	Application Status	Submitted date	Closed By	Closed Seat	closed Reason	Closed Date	Action
uram Fort, Trivandrum	032401096	EIT/169/2024-1096(S)	---	10/04/2024	Test Section Clerk Tvm	Test Section Clerk DyCEI Tvm	tets	15/04/2024	View
uram Cantonment, TVM	032400502	EIT/069/2024-321(S)	---	1/03/2024	Test Section Clerk Tvm	Test Section Clerk DyCEI Tvm	kjij	1/03/2024	View

While clicking the view button it opens the application details page

SURAKSHA DEPARTMENT OF ELECTRICAL INSPECTORATE User Manual 20002

Dashboard > Closed Applications

Office of the Deputy Chief Electrical Inspector, Thiruvananthapuram

Search:

KSEB Section	Application No	File No.	Application Status	Submitted date	Closed By	Closed Seat	closed Reason	Closed Date	Action
uram Fort, Trivandrum	032401096	EIT/169/2024-1096(S)	---	10/04/2024	Test Section Clerk Tvm	Test Section Clerk DyCEI Tvm	tets	15/04/2024	View
uram Cantonment, TVM	032400502	EIT/069/2024-321(S)	---	1/03/2024	Test Section Clerk Tvm	Test Section Clerk DyCEI Tvm	klj	1/03/2024	View

In the application details page, It shows the details of application. Some buttons are enabled they are just for view options only. They are notes, history, and view history.

SURAKSHA DEPARTMENT OF ELECTRICAL INSPECTORATE User Manual 20002

MENU

- Scheme Approval/SFE
- Periodical Inspection
- Electrical Accidents
- Soil Resistivity
- Line-Clearance
- Lab Test
- Lift Escalator
- Theatre Inspection
- Temporary Connection
- cable TV network

APPLICATION DETAILS | Applicant Name : Baiju | FILE : EIT/033/2024-90(S) | APLN No. : 012401475

Application Status : **Approved And File Closed** | Schematic diagram Approval Status : **Approved** | [Application History](#)

[NOTES](#) [HISTORY](#)

INSTALLATION DETAILS	GENERAL DETAILS	TECHNICAL DETAILS	PAYMENT DETAILS
Installation Name		Ajay	
Consumer Name		Baiju	
Installation Address		trivandrum	
Consumer Number		99	
Consumer Email		tester@netrox.com	
Phone Number		9633936898	

Once application is closed that not revert back.

Soil Resistivity

SURAKSHA DEPARTMENT OF ELECTRICAL INSPECTORATE User Manual 10003

APPLICATION DETAILS | Applicant Name : mk | FILE : CEI/064/2024-11(S) | APLN No. : 172401207

Application Status: **Purup&Forwarded** | Application History

FORWARD NOTES DRAFT LETTER APPROVE SCHEDULE INSPECTION INSPECTION DETAILS RESISTIVITY VALUE CLOSE FILES HISTORY

INSTALLATION DETAILS	GENERAL DETAILS	PAYMENT DETAILS
Installation Name	mk	
Consumer Name	mk	
Installation Address	mk	
Consumer Email	mk@test.com	

Soil resistivity file flow also same as scheme approval. Forwarding, Notes, Defect sending Inspection options all are similar to scheme approval. (Refer page no.69)

Here an additional option is soil resistivity is Resistivity value.

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

RESISTIVITY CALCULATION



Resistivity Value($\rho=2\pi r s$)

SUBMIT

Sl No

Resistivity Value

Action

Mean Value =

+

Correcting factor in percentage

CALCULATE RESISTIVITY

Resistivity =

Close

Save

Line Clearance

Line clearance application is almost similar to scheme approval (Refer page no.69).

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	

Advice Approval

SURAKSHA | DEPARTMENT OF ELECTRICAL INSPECTORATE | User Manual

LIVE APPLICATIONS LIST

Dashboard > Applications

Advice Approval

Show 10 entries

Application Type	Installation Name	Applicant	Installation District	KSEB Section	Application No	File No.	Application Status	Submitted date	Received date	Action
Advice Approval	Abdul	jkjb	Thiruvananthapuram	Aryanaid	032400866	CEI/137/2024-1111/10000(S)	Putup & Forwarded	26/03/2024	29-03-2024	<a>View
Advice Approval	Nihil	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	Karmana	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 (Refer pageno. 69).

Reports/Registers

- **Inward Register**

The screenshot shows the 'Inward Register' interface. At the top, there are filter fields for 'From Date' (01-05-2024), 'To Date' (01-07-2024), 'Category' (All), and 'Office Name' (Office of the Chief Electrical Inspector). A 'Search' button is located to the right. Below the filters, there are three buttons for 'CSV', 'Excel', and 'PDF', each with a red arrow pointing to it. A search bar is also present. The main table has the following data:

Office Name	File Number	App. Number	Category Name	Applicant Name	File Received on date	File Processed on	Current Status
Office of the Chief Electrical Inspector	CEI/061/2024-12(S)	242401282	Application for Scheme Approval and O Certificate of Cinema Theatres	rtt	27/06/2024	27/06/2024	Open
Office of the Chief Electrical Inspector	BIT/159/2024-66(S)	022401274	CR SUBMISSION- SCHEME	submitted date	24/06/2024	24/06/2024	Open

This register is used to record all applications received at the office. Users can utilize the provided filters to generate customized reports. These reports can be downloaded in CSV, Excel, and PDF formats as required.

- **Personal Register**

The screenshot shows the 'Personal Register' interface. At the top, there are filter fields for 'From Date' (01-07-2024), 'To Date' (01-07-2024), and 'Category' (Application for Advice Approval). A 'Search' button is located to the right. Below the filters, there are three buttons for 'CSV', 'Excel', and 'PDF'. A search bar is also present. The main table has the following headers:

File Number	Application Number	Category Name	Applicant Name	File Received on date	File Processed on	Current Status	File Closed Date	View Notes
No data available in table								

Showing 0 to 0 of 0 entries

Previous Next

This is an in person register to review and refer the details of the applications. Users can utilize the provided filters to generate customized reports. These reports can be downloaded in CSV, Excel, and PDF formats as required.

- Invoice Register

Invoice Register

From Date: 01-07-2024 To Date: 01-07-2024 Category: Select All Office Name: Office of the Chief Electrical Inspector

Type Payment: Choose Head Account: Select All

[Search](#)

CSV Excel PDF Search:

Application No.	Category Name	Applicant Name	Fees Type	Head of Account	Amount	Date of Payment
	Application for Scheme Approval	KEERTHI DAS	Application/Minimum Fees	0043-00-101-99-00-N-V	1	08-03-2024
012400101	Application for Scheme Approval	VIDYA K	Application/Minimum Fees	0043-00-101-99-00-N-V	100	09-03-2024
012400285	Application for Scheme Approval	KEERTHI DAS	Application/Minimum Fees	0043-00-101-99-00-N-V	1	07-03-2024

Invoice related details records in this register. Users can utilize the provided filters to generate customized reports. These reports can be downloaded in CSV, Excel, and PDF formats as required.

- Challan Register

Challan Register

From Date: 01-07-2024 To Date: 01-07-2024 Category: Select All Office Name: Office of the Chief Electrical Inspector

Type Payment: All Head Account: Select All

[Search](#)

CSV Excel PDF Search:

Application No.	Category Name	Applicant Name	Fees Type	Head of Account	Amount	Date of Payment	GRN No.	Dept Ref No	Payment Mode	Deface Date
No data available in table										

Showing 0 to 0 of 0 entries

[Previous](#) [Next](#)

Payment related details are showing here. Payment received mode and deface details extra are records in this register. Users can utilize the provided filters to

generate customized reports. These reports can be downloaded in CSV, Excel, and PDF formats as required.

- **User Profile Register**

User Profile Report

From Date: To Date: Search

Search:

Applicant Name	Contact Number	Email Address	Email Verified or not ?	Last Login	User Status
12233	1222335564	wtrtruyri@gmail.com	No		Active
345678o9y0u	0000123456	wetruiio@gmail.com	No		Inactive
Admin	0112233449	aljasctghgtjx@gmail.com	No		Active
dfgdfsth	0123854897	rtruyio@gmail.com	No		Inactive

All user's last login, basic profile details and current status details are showing here. Users can utilize the provided filters to generate customized reports. These reports can be downloaded in CSV, Excel, and PDF formats as required.

- **Consolidated Report**

Consolidated Report

From Date: To Date: Office: Search

Search:

Office Name	No Of New Applications	No Of Ongoing Applications	No Of Defect Communicated (Pending with Applicant)	No Of Completed Applications
No data available in table				

Showing 0 to 0 of 0 entries

Consolidated report of all the applications can be taken from here. Total number of new applications, Ongoing applications & completed. Users can utilize the

provided filters to generate customized reports. These reports can be downloaded in CSV, Excel, and PDF formats as required.

- **Consolidated Payment Report**

Consolidated Payment Report

From Date:

To Date:

Office Name:

Application Category:

[Search](#)

Search:

Office Name	Head of Account	Total Amount Received Online	Total Amount Received Offline
Invoice	30	66	test

Showing 1 to 1 of 1 entries

[Previous](#) [1](#) [Next](#)

Consolidated report of payment received through online, offline and head of account all lists here. Users can utilize the provided filters to generate customized reports. These reports can be downloaded in CSV, Excel, and PDF formats as required.

- **Scheme Approval Register**

Scheme Approval Register

Approval From Date:

Approval To Date:

Office Name:

File Status:

Installation Type:

[Search](#)

Search:

Office Name	Appn. No.	File No.	Installation Name	Installation Type	Date of Appn. Submission	Date of Scheme Approval	File Status
No data available in table							

Showing 0 to 0 of 0 entries

[Previous](#) [Next](#)

The details regarding scheme approval applications are records here. By using the provided filters users can create customized reports and download it in provided document formats (CSV, Excel & PDF).

- **Advice Approval Register**

Advice Approval Register

Office Name: Office of the Chief Electrical Inspector | Approval From Date: 01-07-2024 | Approval To Date: 01-07-2024 | Installation Type: Choose

File Status: Select All

Search

CSV | Excel | PDF

Search:

Office Name	Appl. No.	File No.	Installation Name	Installation Type	Date of Appl. Submission	Date of Advice Approval	File Status
No data available in table							

Showing 0 to 0 of 0 entries

Previous | Next

The details regarding advice approval applications are records here. By using the provided filters users can create customized reports and download it in provided document formats (CSV, Excel & PDF).

- **Sanction for Energization Register (IIR)**

Sanction for Energisation Register (IIR)

Sanction From Date: 01-05-2024 | Sanction To Date: 01-07-2024 | Office Name: Office of the Chief Electrical Inspector | Installation Type: All

Category of CR: All | Type of CR: All | Installation Category: All | File Status: All

Search

CSV | Excel | PDF

Search:

Office Name	Appl. No.	File No.	Installation Name	Installation Type	Date of Completion Report Submission	Category of CR	Type of CR	Installation Category	Date of Inspection	Date of Sanction	File Status
Office of the Chief Electrical Inspector	022401196	CEI/044/2024-300(S)	Abdul	EHT	08/06/2024	Full	After Scheme Approval	Public		08/06/2024	Open
Office of the	033601197	CEI/044/2024-	Abdul	EHT	08/06/2024	Partial	After	Public		08/06/2024	Open

The details regarding sanctions for energization applications are recorded here. Users can generate reports to determine the number of partial sanctions and full sanctions received. By using the provided filters users can create customized reports and download it in provided document formats (CSV, Excel & PDF).

- **Line Clearance Approval Report**

Line Clearance Approval Report

Approval From Date: 01-07-2024 Approval To Date: 01-07-2024 File Status: Select All

Search

CSV Excel PDF Search: _____

Office	Application Number	File Number	Applicant Name	Date of Application Submission	Date of Approval	File Status
No data available in Table						

Showing 0 to 0 of 0 entries

Previous Next

The details regarding Line clearance approval applications are records here. By using the provided filters users can create customized reports and download it in provided document formats (CSV, Excel & PDF).

- **Soil Resistivity Approval Report**

Soil Resistivity Approval Report

Approval From Date: 01-07-2024 Approval To Date: 01-07-2024 File Status: All

Submit

CSV Excel PDF Search: _____

Office	Application Number	File Number	Installation Name	Date of Application Submission	Date of Approval	File Status
No data available in table						

Showing 0 to 0 of 0 entries

Previous Next

The details regarding soil resistivity approval applications are records here. By using the provided filters users can create customized reports and download it in provided document formats (CSV, Excel & PDF).

- **Scheme Approval Renewal Register**

Office Name	Appn. No.	File No.	Installation Name	Installation Type	Date of Appn. Submission	Date of Scheme Approval	File Status
Chief Electrical Inspector	1	CE01/001	Installation of 11kV substation	Line Clearance	02-01-2024	02-01-2024	Active

The details regarding scheme approval renewal applications are records here. By using the provided filters users can create customized reports and download it in provided document formats (CSV, Excel & PDF).

Admin

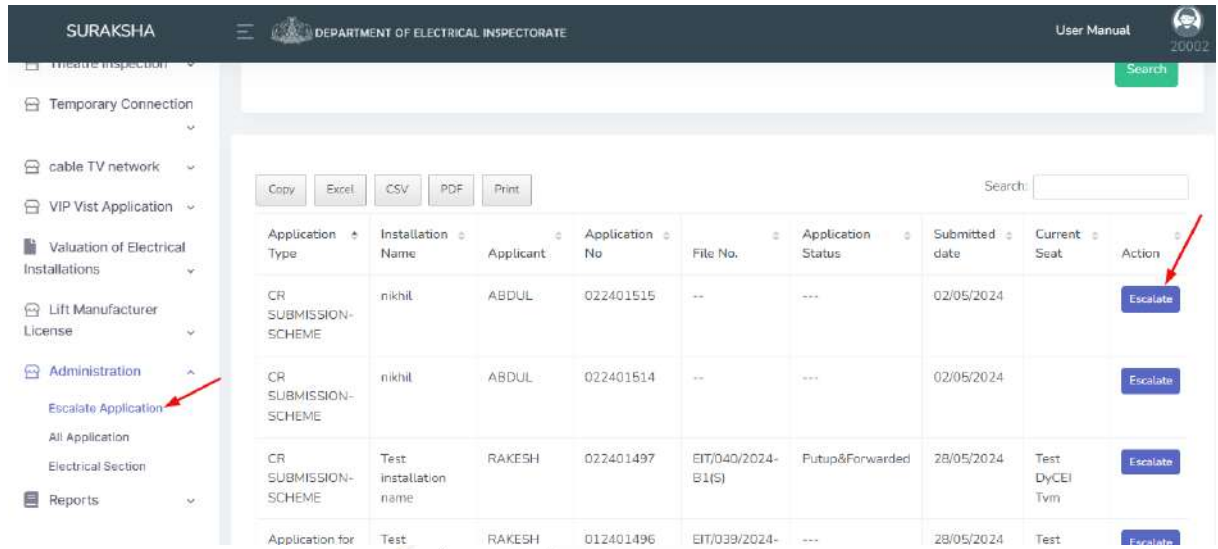
Admin privileged user has more menu access.

Administration

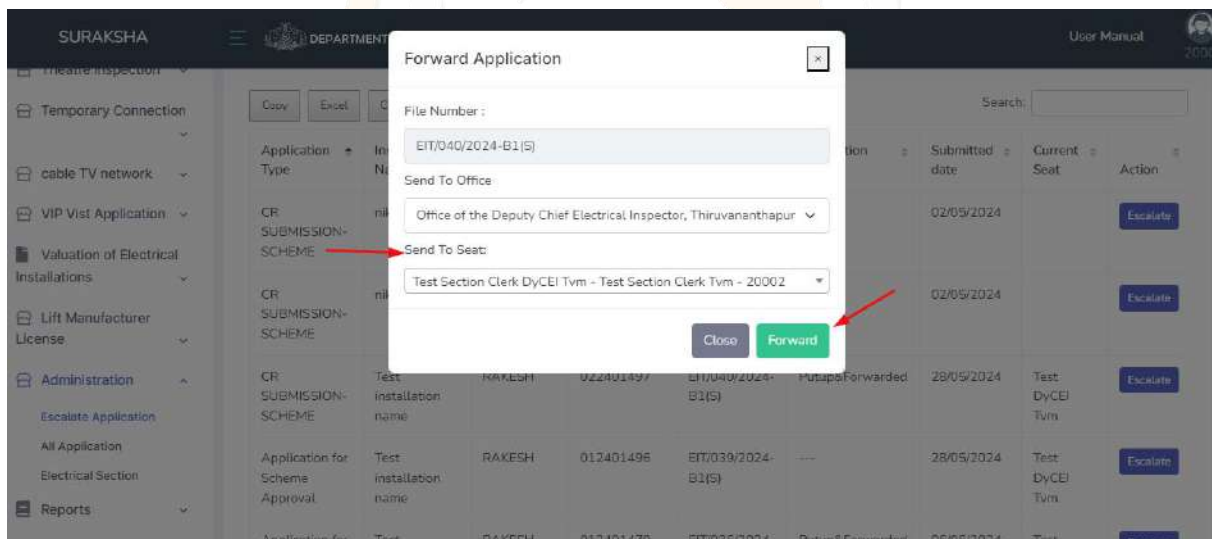
1. Escalate Application

To "escalate" an application means to move it to a higher level of authority or priority for further attention or decision-making if current officer is absent

or anything else. This could involve forwarding it to another officer for review or action.



click the escalate button and a pop-up will displaying and option to select officer/seat and click the forward button.



The escalated application is getting in forwarded officer seat. And that officer has privilege to take further processes.

SURAKSHA DEPARTMENT OF ELECTRICAL INSPECTORATE User Manual 20003

LIVE APPLICATIONS LIST

Dashboard > Applications

Select All

Search: 022401497

Applicant	Installation District	KSEB Section	Application No	File No.	Application Status	Submitted date	Received date	Action
Test consumer	Thiruvananthapuram	Avanavanchery	022401497	EIT/040/2024-B1(S)	Putup & Forwarded	28/05/2024	07-06-2024	View

om 24 total entries) Previous 1 Next

2. Public User Management

DEPARTMENT OF ELECTRICAL INSPECTORATE User Manual

Public User Management

Dashboard > Public User Management

From Date: 01-01-2024 To Date: 01-07-2024 Mobile Number: Search

Show 10 entries Search:

Sl.No	User Name	Mobile Number	Email	Created At	Status	Action
1	John Doe,	9446480846	shebasaj1996@gmail.com	14/06/2024	Active	Change Password
2	wqwqw	9963002589	qwqw@lin	11/06/2024	Not Active	Change Password
3	kswift Test	9799451665	rejlsomaraj@gmail.com	07/06/2024	Active	Change Password
4	Arunima	9895350831	Arunimaaa@gmail.com	07/06/2024	Active	Change Password

Here the admin can manage the public users. Hereby change the passwords. Status of the users also showing here, currently they are active or not.

When clicks on the change password

This modal will appear. Here admin can change the password.

3. All Application

All applications that are communicated through the software is listing here. Some filters are provided here.

Application Type	Installation Name	Applicant	Application No	File No.	Application Status	Submitted date	Current Seat
CR SUBMISSION SCHEME	Riyas	Muhammad	022401297	--	---	10/06/2024	
Application for Sanction for Energisation (Direct Completion Report Submission)	qwetr	testing	182401294	--	Applied	30/06/2024	
Application for Safety Certificate associated with VIP/VVIP Visit	Tin	Muhammad	202401293	EIT/163/2024 (S)	Putup&Forwarded	27/06/2024	Test Head Clerk DyCEI Tum

4. Electrical Section

ADD ELECTRICAL SECTION

District:

Section Name:

Section Code:

Email Address:

Contact Number:

Display Status

Search:

Sl No.	Section Name	Section Code	District	Email	Contact Number	Status	Action
1	test	sec01	Thiruvananthapuram	ammu@gmail.com	7934614303	Active	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
2	Thrikedithanam Pathanamthitta		Pathanamthitta			Active	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
3	Udumbenchola		Idukki			Active	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
4	Smart City		Eranakulam			Active	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
5	Koottattukulam (KTYM)		Kottayam			Active	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
6	Intopark		Eranakulam			Active	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

New electrical sections can be added from here. **Edit and delete** buttons also provided here.

Settings

1. Office Management

SURAKSHA DEPARTMENT OF ELECTRICAL INSPECTORATE User Manual 10005

Valuation of Electrical Installations

Lift Manufacturer

Administration

Settings

Office Management

Master Defects

Equipment Category

Equipment Sub Category

Documents Management

Installation Types

AB Equipment Category

Office Type:

Office Name:

Office Code:

Tressury Code:

DDO Code:

Put Up Code:

Phone Number:

Email:

Building Name:

street:

City:

Pincode:

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

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

Sl No.	Designation	User Group Name	Office Name	Status	Created On	Action
1	Helpdesk M DEI	Section Clerk (CEI)	Office of the Chief Electrical Inspector	Active	14/11/2023	Edit Delete Permission
2	Test District Admin EI KLM	Admin	Office of the Electrical Inspector, Kollam	Active	25/10/2023	Edit Delete Permission
3	Test EI KLM	Electrical Inspector (DI)	Office of the Electrical Inspector, Kollam	Active	25/10/2023	Edit Delete Permission
4	Test Section Clerk EI KLM	Section Clerk (CI)	Office of the Electrical Inspector, Kollam	Active	25/10/2023	Edit Delete Permission

When the user clicks on **permission** button this will redirect to the seat management section in the settings. Admin can set the privileges of the user group from there.

2. Master Defects

The screenshot displays the 'Master Defects' configuration page in the SURAKSHA system. On the left, a sidebar lists various administrative functions, with 'Settings' and 'Master Defects' highlighted. The main area features a form to create a new master defect, including a 'Service Name' dropdown, a text input for the 'Master Defect', and a 'Display Status' checkbox. A 'Save' button is positioned below the form. Below the form, a table lists existing master defects. The table has columns for 'Sl No.', 'Service Name', 'Master Defect', 'Status', and 'Action'. A single entry is shown with 'Sl No.' 1, 'Service Name' 'Application for Safety Certificate', 'Master Defect' 'test defect', and 'Status' 'Active'. The 'Action' column for this entry contains 'Edit' and 'Delete' buttons. Above the table are buttons for 'Copy', 'Excel', 'CSV', 'PDF', and 'Print', along with a search field.

Here the admin creates the possible and common defects in all services. These created master defects are showing in the defect's options of all applications.

Edit and delete options provided

3. Equipment category

ADD CATEGORY

Category Name* Category Code

Display Order

Need to show in letter?

Fee Calculation required for this category?

Copy Excel CSV PDF Print Search:

Sl No.	Category Name	Category Code	Action
1	Load 34	856	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
2	test	teat012	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
3	UG CABLE	UGC	<input type="button" value="Upload Type"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
4	test category	test code	<input type="button" value="Upload Type"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>

Here the admin adding category of the equipments by providing relevant details.

Two additional check boxes provided for

- **Need to show in letter?**

This category will show in letter, when select the box.

- **Fee calculation required for this category?**

The screenshot shows a web form titled "Fee Calculation required for this category?". It contains several checkboxes: "Is Min fees", "Is Max fees", "Is Divident", and "Is Roundoff". Below these are input fields for "Fee Calculation Type*" (set to "Unit Based"), "Capacity Alias" (with "Enter Alias" placeholder), "Unit" (set to "kVA"), and "Fess / Capacity" (set to "0"). There are also "Select Unit" and "Enter Fees" fields. At the bottom are "Submit" and "Reset" buttons. Two red arrows point to "+Unit" buttons, one on the right and one below the "Enter Fees" field.

If check the fee calculation check box additional fields will appear to fill. These fields are based on selection of **“Fee calculation type”**

Three types of fee calculation are there

- Quantity based
- Unit based
- Both

All the details will be reset when clicks on **“Reset”** button

In the grid

- Edit
- Delete
- Upload type (A new text editor will display) to enter the upload type details

4. Equipment Sub category

ADD CATEGORY

Select Category* Sub Category Name*

Choose...

Sub Category Code* Display Order

Enter Category Code

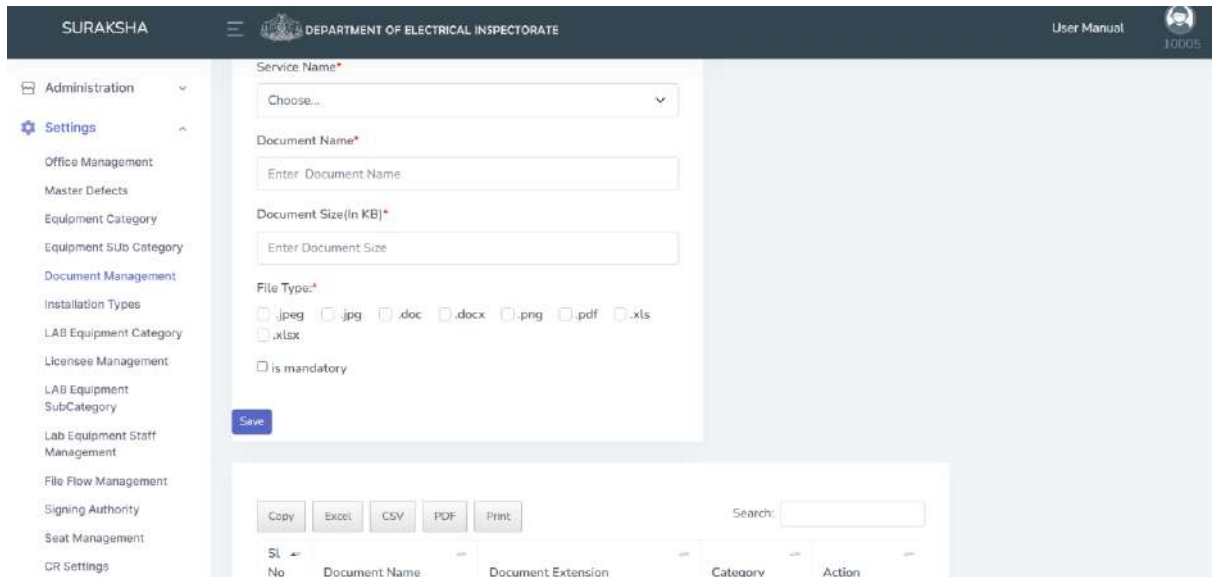
Need to show in letter?

Copy Excel CSV PDF Print Search:

Sl No.	Category Name	SubCategory Name	SubCategory Code	Action
1	Equipment	test 1	test	<input type="button" value="Upload Type"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
2	Load	data 1	data2	<input type="button" value="Upload Type"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
3	Load	test 1	test1	<input type="button" value="Upload Type"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>

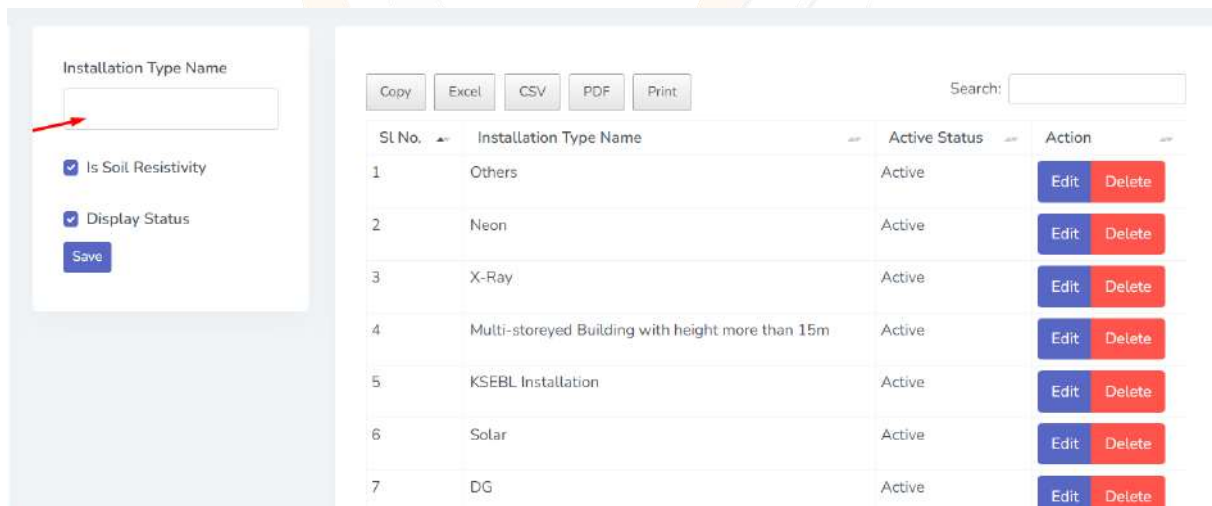
Here the options are same as equipment category
 The categories created in the equipment category will lists in the select category dropdown.

5. Document Management



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

6. Installation Types



Installation types are managing from here.

7. File flow management

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

Select Item Category *

Select item

Select Sub Category

Select item

Select Flow

Head Office

Select Minimum Capacity

Save

Show 10 entries Search:

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

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

8. 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

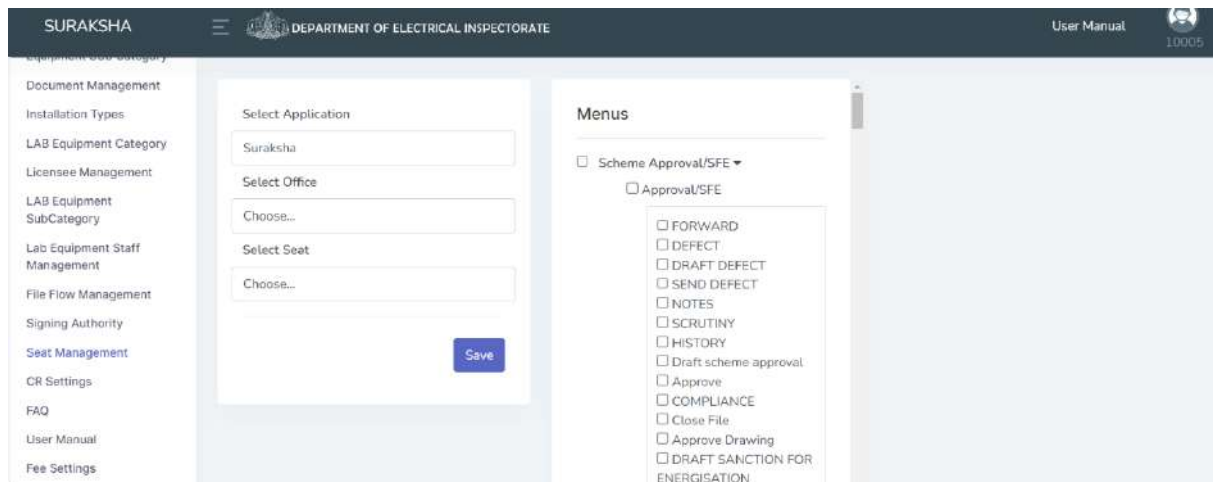
Save

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	

Licensee management from here. Creation, Deletion and updating

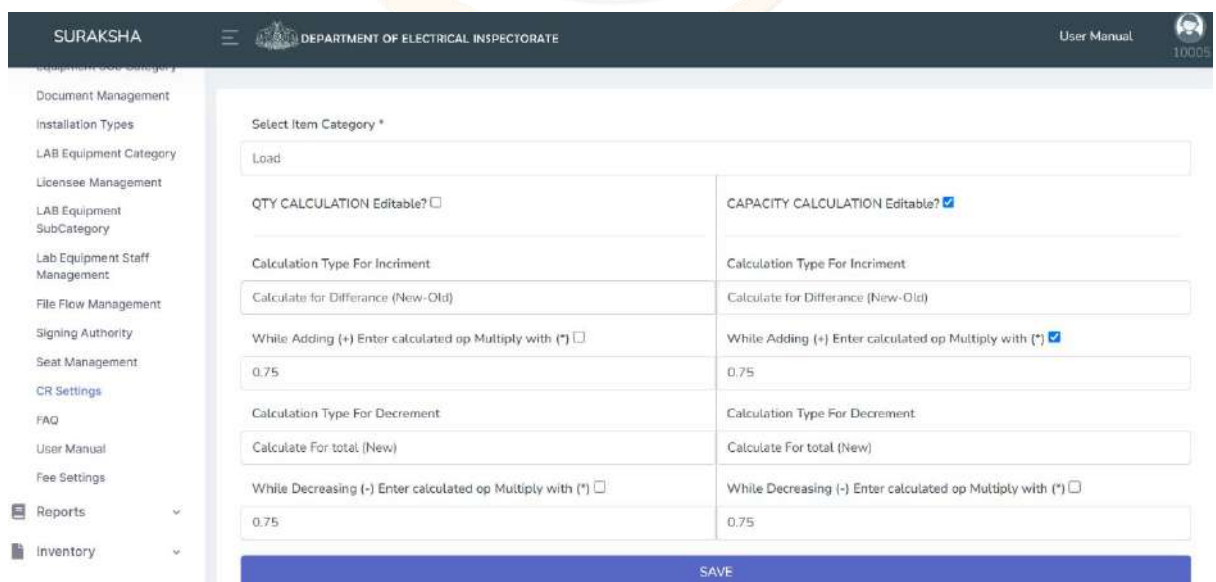
9. Seat Management



Here the admin manages the privileges of the officers, that who can view and manage which applications.

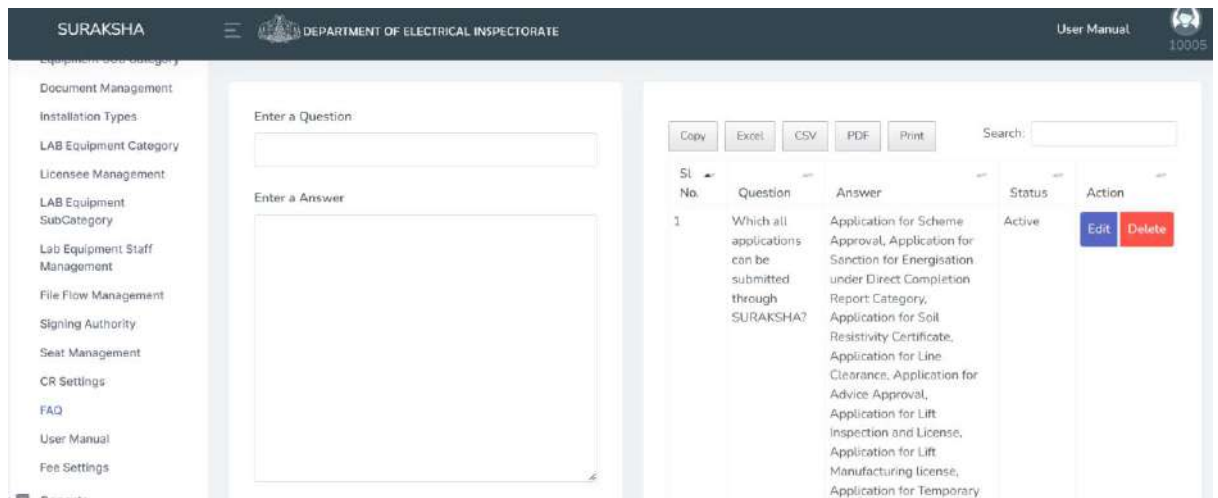
Here Samraksha and Suraksha applications are using the same link to operate this function, so the user need to select the application from the first dropdown before managing the seat.

10. CR Settings



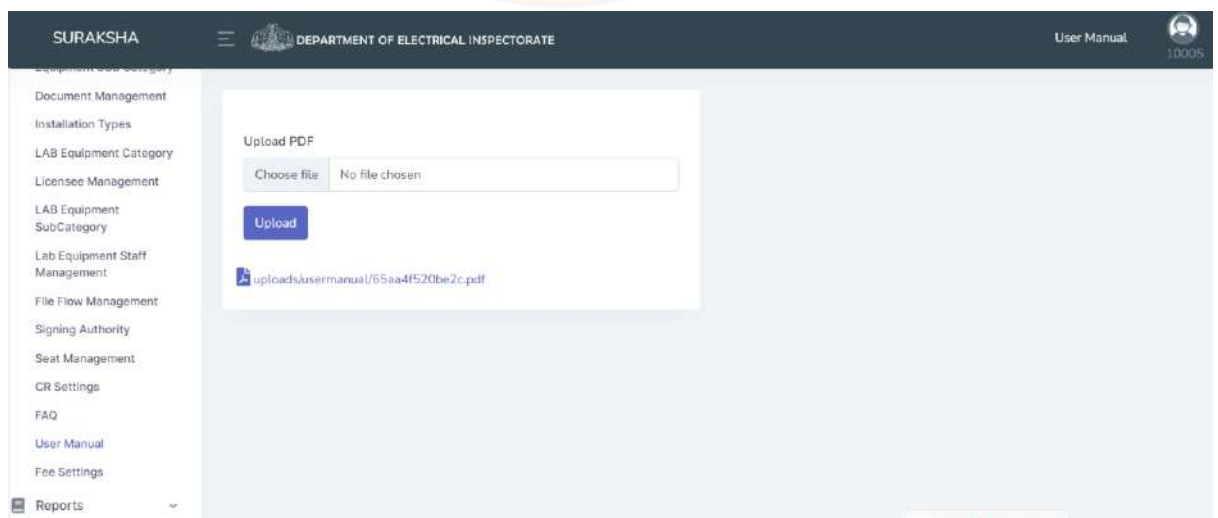
Completion report calculations are listing here. The user can select the category and can change or update the calculation details

11. FAQ



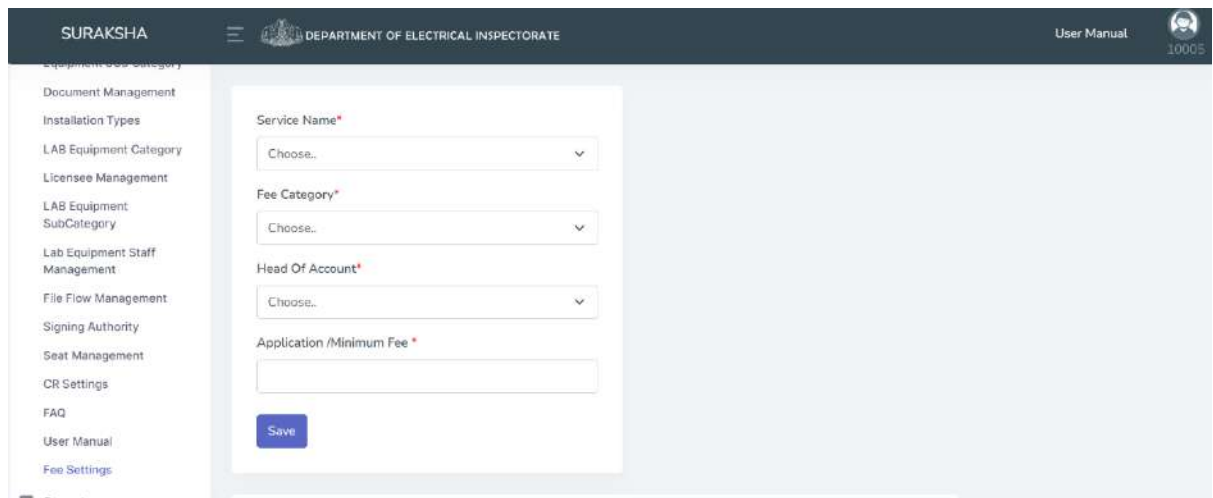
Commonly asking doubts by public can be manage here. These questions and answers will appear on the home page of the software. This can be accessible to Public without login.

12. User Manual



User manual is a pdf document. This can be uploaded from here. This will appear next to the FAQ in the home page. This is also accessible to the public without login.

13. Fee Settings



Here the user can choose and manage the fee for required services.

14. Service Time Settings

Service Name*

Application for Advice Approval

Total Working Days *

[Save](#)

[Copy](#)
[Excel](#)
[CSV](#)
[PDF](#)
[Print](#)

Search:

Sl No.	Service Name	Total Days	Action
1	Report Unauthorized Connection	4	Edit Delete
2	Application for Scheme Approval and D Certificate of Cinema Theatres	4	Edit Delete
3	Application for Inspection of Cable TV network	2	Edit Delete

As per the Kerala RTI Act 2012, each processing of an application has a specified time limit, which is calculated in working days. These time limits can be configured and managed within the service time settings of this software. Updates regarding these details will be displayed on the software dashboard, ensuring that the public is informed about these timelines.