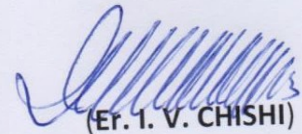


Format for inspection of new electrical installations

SL No	Procedures	Check List	Time	Remarks
1	Inspections shall be carried out by the Electrical Inspector after receiving the application from the concern department/ contractors on completion and Installation of the works.	Submission of application	Within 30 days of completion Installation.	
2	The concern department /Contractors shall collect the inspection forms and duly filled test result should submit the Electrical Inspectorate.	Collection of Inspection forms and Submission of test results	Within 7 days	
3	Electrical Inspectorate has standard fees for the inspection as per the Govt. Notification of Schedule of Inspection fee.	Preparation of inspection fee	Within 3 days	
4	The party concern shall remit the inspection fee in the form of treasury Challan under the Head of Account 0043-duties and Taxes on Electricity.	Submission of fee remitted through Treasury challan	2 to 4 days	
5	After receiving the paid treasury challan, the Electrical Inspector and concern party will fix the inspection date.	Inspection of the site	Within 7 days	
6	After the inspection of the Electrical Installations by the Electrical Inspector if finds it satisfactory, the Chief Electrical Inspector will issue the clearance for commissioning the Lines, Sub-stations, Generator set etc. If the Electrical Inspector finds that the work was not executed as per specification and standard as specified in the test result, then the Electrical Inspector shall give direction to the party concern to rectify the same and inform the Electrical Inspectorate for further Inspection.	Approval for commissioning the Electrical Installations	After 4 days of the joint inspection	


(I. V. CHISHI)

Chief Electrical Inspector
Electrical Inspectorate
Nagaland, Kohima