

Tamil Nadu Electrical Inspectorate: Procedure for Drawing Approval

1	Competent Authority	Tamil Nadu Electrical Inspectorate (TNEI)
2	Stage	Pre – Establishment
3	Approving Authority	Up to 630 kVA – Electrical Inspector Above 630 – 2500 kVA – Senior Electrical Inspector Above 2500 kVA – Chief Electrical Inspector
4	Procedure & Documents Required	<ul style="list-style-type: none"> • Applicant to fill the online form on the Single Window Portal and upload the following documents: <ol style="list-style-type: none"> 1 Copy of Memorandum and Articles of Association of the Company 2 Brief details of proposal for setting up new enterprise or expansion of existing enterprise • Applicant to make the necessary online payment and submit the form on the Single Window Portal. • Applicant shall submit (by Speed Post/ Courier) 4 copies of documents (mentioned below) to the concerned TNEI office (Single Window portal shall provide details of the concerned TNEI office): <ol style="list-style-type: none"> 1. Site plan showing point of supply, H.T. installation routes of main (Over Head & Under Ground) & Topo plan. 2. Plan and elevation of substation with clearance to nearby buildings or structures. 3. Schematic layout of the equipments. 4. Sectional elevation of switch gears with erection details. 5. Earthing arrangements. 6. If the building height exceeds 15m, Details of planning permit and drawing approval obtained from the DTCP / CMDA Authority. 7. If the installation is having Ground +3 floors and above, Elevation drawing indicating the total height of the building. • Applicant shall enter Speed Post/ Courier details on the portal for the application to be tracked. • TNEI officer confirms receipt of hard copies by speed post/ courier. • TNEI officer shall communicate queries, if any, to the applicant within 3 days of receiving documents. • TNEI officer validates payment details and shall raise clarification on payment, if any. • TNEI officer shall issue the Drawing Approval online on the Single Window portal. • Applicant can download the Drawing Approval letter from the Single Window portal.
5	Process Time*	5 working days
6	Process Fees	Based on Equipment

*** Note:** The starting date with respect to the processing of applications shall be considered as the later of:

- a) The date on which the completed application form along with appropriate enclosures and processing fee was received by the competent authority; or
- b) The date on which any additional information or clarification or documents requested as part of application processing was received by the Competent Authority