

Tamil Nadu Electrical Inspectorate: Procedure for issue of safety certificate

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| 1 | Competent Authority | Tamil Nadu Electrical Inspectorate (TNEI) |
| 2 | Stage | Pre – Operation |
| 3 | Approving Authority | Upto 630 kVA – Electrical Inspector Above 630 – 2500 kVA – Senior Electrical Inspector Above 2500 kVA – Chief Electrical Inspector to the Government |
| 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. Letter requesting issue of Safety Certificate (on Applicant's Letter Head) 2. Contractor's work completion report as per IS 732: 1989 3. Copy of appointment order of Supervisory Competency Certificate (SCC) holder 4. Copy of consent letter from SCC holder 5. Item wise compliance report as stipulated in the drawing scrutiny report, if any. • Applicant to make the necessary online payment and submit form on the Single Window Portal. • Applicant to submit following original documents, if applicable, along with the application reference number to the respective TNEI Office by Speed Post/ Courier: <ol style="list-style-type: none"> 1 Test certificate of E.H.V / H.V / cable / equipment manufacturer. 2 Invoice of H.T. cable. 3 Document (if any) raised in the drawing scrutiny report. • Applicant shall enter Speed Post/ Courier details on the portal for the application to be tracked. • TNEI Officer shall communicate queries, if any, to the applicant within 3 days of receiving documents. • Notice for Inspection along with inspection date and time will be communicated via e-mail and SMS to the applicant. • TNEI officer will inspect applicant's premise and issue a Defect Report, if applicable to the applicant online. • Applicant shall address defects and upload a Rectification Report, if applicable online addressing all the defects mentioned. • TNEI officer shall review the Rectification Report and issue the Safety Certificate online on the Single Window portal. |
| 5 | Processing Time* | 7 working days |
| 6 | Processing 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