

CHAPTER 6: DISCONNECTION & RECONNECTION

6.1 Disconnection on non-payment of the Licensee's Dues

- (1) The bill issued by the Licensee to the consumer shall be treated as Bill-cum-Disconnection Notice. By Bill-cum-Disconnection Notice, it is meant that the Licensee shall give a due date of atleast 15 days for payment of dues from the bill date and subsequent to the due date, the Licensee shall give further 15 days for disconnection as per Section 56 of the Act. Thereafter, the Licensee may temporarily disconnect the consumer's installation on expiry of the said notice period by disconnecting service line/connection from distributing mains. If the consumer does not clear all the dues including arrears within 6 months of the date of temporary disconnection, such connections shall be disconnected permanently by removing meter and other equipment as the case may be, installed at the consumer's premises for connection. Final amount due to the consumer shall be adjusted against the Security Deposit including interest on the same and balance recoverable amount shall be recovered through the applicable laws of Revenue Recovery.

Provided that the supply of electricity shall not be cut off if such person deposits, under protest-

- (a) An amount equal to sum claimed from him, or
- (b) The electricity charges due from him for each month calculated on the basis of average charges for electricity paid by him during the preceding six months,

Whichever is less, pending disposal of any dispute between him and Licensee.

Provided that where the security given by any person has become invalid or insufficient the distribution Licensee may, by notice, require that person, within 30 days after the service of notice, to give him reasonable security which may become due and if the person fails to give such security, the distribution Licensee, may, if he thinks fit, discontinue/disconnect the supply of electricity for the period during which the failure continues.

- (2) The Licensee may take steps to prevent unauthorised reconnection of such consumers disconnected in the manner as mentioned above. Wherever Licensee discovers that connection has been re-connected unauthorisedly, Licensee may initiate action as per provisions of Section 126 & 138 of the Act. Further in case Licensee discovers that the supply to such premises has been restored through another live connection, notice to the consumer of such live connection be given to stop such unauthorised supply to the disconnected premises immediately, failing which all the pending dues of the said disconnected connection shall be transferred to such live connection's account and non-payment of such transferred dues may be treated as per regulation 6.1 (1).

The Licensee may also take appropriate action, against the consumer providing such connection, under Section 126 of the Act.

6.2 Permanent Disconnection on Consumer's request

- (1) In case consumer desires his connection to be disconnected permanently, he shall give an advance written notice of minimum one (1) month to distribution Licensee, and apply for disconnection in the format specified at Annexure-X of the Regulations seven (7) days in advance of the proposed date of permanent disconnection within which the Licensee shall ensure permanent disconnection.
- (2) The Licensee shall carryout a special reading and issue final bill to the consumer. On payment of final bill based on special reading, the Licensee shall issue receipt with 'Final Bill' stamped on it. This receipt shall be treated as 'No Dues Certificate'.
- (3) Thereafter, the Licensee shall not have any right to recover any charge(s) for any period prior to this date of billing.
- (4) The balance amount due to any consumption between the special reading and the permanent disconnection, if any, shall be adjusted against the security amount (along with interest, if any) with the distribution Licensee. The remaining security deposit shall be refunded to the consumer within 30 days of permanent disconnection.
- (5) Licensee shall not raise any bill after disconnection. In case bills are raised even after permanent disconnection, compensation as specified in the UERC (Standards

- of Performance) Regulations, 2007 as amended from time to time shall be paid by the Licensee to the affected person.
- (6) In the event of any default or confirmation of un-lawful occupancy of the premises by the court of law or non-compliance of statutory provisions by the consumer or in the event of a legally binding directive by Statutory Authority(s)/District Magistrate, the Licensee shall disconnect the service connection of the consumer for giving effect to such an order. This shall be without prejudice to any other rights of Licensee including that of getting its payment as on the date of disconnection.

6.3 Reconnection

- (1) In case consumer requests for reconnection within a period of six months after disconnection or before permanent disconnection whichever is later, the Licensee shall reconnect the consumer's installation within 5 days of payment of past dues and reconnection charges.
- (2) However, in case consumer requests for reconnection after six months of disconnection or after permanent disconnection whichever is later, the connections would be reconnected only after all the formalities as required in the case of release of new connection under these Regulations are complied with by the consumer including payment of pending dues, service line charges, security deposit etc., as applicable, for that Category of Consumer.

CHAPTER 7: UNAUTHORISED USE AND THEFT OF ELECTRICITY

7.1 Unauthorised Use of Electricity (UUE)

- (1) The Licensee shall publish the list of Assessing Officers of various districts/divisions in accordance with Section 126 of the Act prominently in all the Division Offices and the Photo ID Card issued to such officers shall indicate so.
- (2) While conducting inspection of any place or premises, the inspection team/Assessing Officer of the Licensee shall carry along with them their Photo Identity Cards. Photo ID card should be shown to the consumer before entering the premises.
- (3) Wherever possible the entire inspection of site shall be photographed and/or video-graphed and shall be used as evidence.

7.1.1 Procedure for assessment of Unauthorised Use of Electricity

- (1) If on an inspection of any place or premises or after inspection of the equipment, gadgets, machines, devices found connected or used, or after inspection of records maintained by any person, the inspection team (headed by an officer of the Licensee not below the rank of Assistant Engineer/Sub-divisional Officer) comes to the conclusion that such person is indulging in unauthorized use of electricity, the inspection team shall prepare a report on the basis of site inspection giving details such as connected load, condition of seals, working of meter and mention any irregularity noticed (such as, artificial means adopted for UUE) as per format given in Annexure-XI.
- (2) The report shall clearly indicate whether sufficient evidence substantiating the fact that UUE was found or not. The details of such evidence should be recorded in the report.
- (3) The report shall be signed by each member of the inspection team and a copy of the same shall be handed over to the consumer or his/her representative at site immediately under proper receipt. In case of refusal by the consumer or his/her representative to either accept or give a receipt, a copy of inspection report shall

- be pasted at a conspicuous place in/outside the premises and photographed. Simultaneously the report shall be sent to the consumer under registered post/speed post/courier/e-mail or any other electronic mode.
- (4) The inspection team shall submit a copy of the report to the Assessing Officer within one working day.
- (5) If the Assessing Officer suspects that the unauthorized use of electricity has taken place, he shall serve a provisional assessment order as per the Rules prescribed by the State Government within 7 days of date of inspection by hand/registered post /speed post/courier/e-mail or any other electronic mode. The provisional assessment order shall contain details of Assessing officer to whom the reply/objections should be addressed and also time, date & place at which the hearing on the objections of the consumer, if any, is to be held.
- (6) Any person served with the order of provisional assessment, may:
- accept such assessment and deposit the assessed amount with the Licensee within seven days of service of such provisional assessment order, or
 - submit a written objection on the date of hearing before the Assessing Officer; or
 - submit a written objection alongwith relevant records with a request to the Assessing Officer for conducting second inspection of site alongwith an inspection fee of Rs. 500, within 7 working days from the date of receipt of provisional assessment order.
- (7) The Assessing Officer shall conduct second inspection of the consumer's premises on the request of the consumer provided he has deposited the inspection fee within 7 working days from the date of request.
- (8) The Assessing Officer, after carefully considering all the documents, submissions of the consumer, facts on record and the second inspection on consumer's request, shall pass, within thirty days from the date of provisional assessment order, a final speaking order as to whether the case of UUE is established or not.

- (9) In case UUE is not established, further proceedings shall be discontinued and case of UUE shall be dropped immediately.
- (10) Where it is established that there is a case of UUE, the Licensee shall immediately take appropriate action for rectifying the cause of UUE and assess the energy consumption as per the assessment formula given in Annexure-XII for the entire period during which such unauthorised use of electricity has taken place and if, however, the period during which such unauthorised use of electricity has taken place cannot be ascertained, such period shall be limited to a period of twelve months immediately preceding the date of inspection and prepare final assessment bill on two times the rates as per applicable tariff and serve on the consumer alongwith the final speaking order under proper receipt by hand/registered post/speed post/courier/e-mail or any other electronic mode. The consumer shall make the payment against the final assessment bill within 7 working days of its receipt. The Licensee may, taking into consideration the financial position and other conditions of the consumer, extend the last date of payment or approve the payment to be made in installments. The amount, the extended last date and/or time schedule of payment/installments should be clearly stated in the final speaking order. A copy of the final speaking order shall also be given to the consumer under proper receipt by hand/registered post/speed post/courier/e-mail or any other electronic mode.

Provided that, where it is established that there is a case of unauthorised use of electricity by way of usage of electricity for the purpose other than for which the use of electricity was authorised, the Licensee shall for the purpose of preparing the assessment bill take into consideration the actual amount of consumption recorded by the correct meter for the entire period during which such unauthorised use of electricity has taken place, and where such period cannot be ascertained, such period shall be limited to a period of twelve months immediately preceding the date of inspection. The above energy consumption shall be considered only in case if metering system is healthy, else the energy consumption shall be calculated on the basis of the formula given in Annexure-XII.

- (11) Final speaking order shall also contain the brief of inspection report, submissions made by consumer in his written reply and oral submissions during personal hearing, if any and reasons for acceptance or rejections of the same.

7.1.2 Miscellaneous

- (1) The imposition of charges on account of UUE shall continue till the cause of UUE is removed and verified by the Licensee as per procedure laid down above.
- (2) In case if the consumer is aggrieved by the final decision of the Licensee he may appeal to an Appellate Authority, under provisions of Section 127 of the Act as per the procedure specified in UERC (Appeal to the Appellate Authority) Regulations, 2014 amended from time to time.
- (3) In case of default in payment of the assessed amount, the Licensee shall, after giving a 15 days notice in writing disconnect the supply of electricity, remove the meter and service line.

7.2 Theft of Electricity

- (1) The Licensee shall publish the list of the Authorized Officers of various divisions, in accordance with Section 135 of the Act prominently display in all the Divisional Offices and the Photo ID Card issued to such officers shall indicate so.

7.2.1 Procedure for booking a case for Theft of Electricity

- (1) An Authorized Officer under Section 135 of the Act, *suo-moto* or on receipt of reliable information regarding theft of electricity shall promptly conduct inspection of such premises.
- (2) The inspection team of the Licensee, headed by such Authorised Officer shall carry along with them their Photo Identity Cards. Photo ID card should be shown to the consumer before entering the premises. Photo ID card of the Authorised Officer shall clearly indicate that he has been nominated as Authorized officer as per provisions of Section 135 of the Act.
- (3) The occupant of the place of search or any person on his behalf shall remain present during the search and a list of all things seized in the course of such search shall be prepared and delivered to such occupant or person who shall sign the list.

- Provided that no inspection, search and seizure of any domestic places or domestic premises shall be carried out between sunset and sunrise except in the presence of an adult male member occupying such premises.
- (4) Wherever possible the process of inspection shall be photographed and video-graphed and shall be used as evidence.
 - (5) The Authorised Officer shall prepare a report giving details such as connected load, condition of meter seals, working of meter and mention any irregularity noticed (such as tampered meter, current reversing transformer, artificial means adopted for theft of energy) as per format given in Annexure-XI.
 - (6) The report shall clearly indicate whether sufficient evidence substantiating the fact that theft of energy was found or not. The details of such evidence should be recorded in the report.
 - (7) The report shall be signed by the Authorized Officer and each member of the inspection team and the copy of the same must be handed over to the consumer or his/her representative/agent at site immediately under proper receipt. In case of refusal by the consumer or his/her representative/agent to either accept or give a receipt, a copy of inspection report must be pasted at a conspicuous place in/outside the premises. Simultaneously, the report shall be sent to the consumer under Registered Post.
 - (8) No case for theft shall be lodged only on account of first seal on the meter missing or tampered or first instance of breakage of glass window, unless corroborated by consumption pattern of consumer and such other evidence as may be available. However, any subsequent missing or tampering of seal or breakage of glass window shall be construed as suspected case of theft of energy.
 - (9) In case sufficient evidence is found to establish direct theft of energy, such officer of the Licensee, as authorised for the purpose by the Commission or any other officer of the Licensee, as the case may be, of the rank higher than the rank so authorised may, upon detection of such theft of electricity, immediately disconnect the supply of electricity and seize all material evidence including wires/cables, meter, service line etc., from the premises and such officer of the

Licensee shall lodge a complaint in writing relating to the commission of such offence in police station having jurisdiction within twenty-four hours from the time of such disconnection.

- (10) The Licensee shall conduct assessment in accordance with Clause (10) of Sub-regulation 7.1.1 dealing in un-authorized use of electricity (UUE) and serve on the consumer under proper receipt.
- (11) The Licensee, on deposit or payment of the assessed amount or electricity charges in accordance with Clause (10) above, shall without prejudice to the obligation to lodge the complaint as referred to in the Clause (9) above, restore the supply line of electricity within forty-eight hours of such deposit or payment.

7.2.2 In case of Suspected Theft

- (1) The Authorised Officer shall restore the supply through a new meter of appropriate rating. In such cases, the Licensee shall check the connected load at the premises, affix a numbered distinctive seal on the tampered meter and shall also record the particulars of the same in the report. The Authorised Officer shall record reasons of suspected theft in the premises in his report. The tampered meter shall be removed and packed for testing in the laboratory in tamper proof special meter sealing kit bag to be arranged by the Licensee. A copy of meter particular sheet of old and new meters shall be handed over to consumer or his representative.
- (2) In case of suspected theft, if consumption pattern for last one year is reasonably uniform and is not less than 75% of the consumption assessed on the basis of connected load and normative consumption as indicated for provisional billing in the tariff order, no further proceedings shall be taken and the decision shall be communicated to the consumer under proper receipt within 3 days.
- (3) If the consumption pattern for last one year is less than 75 % assessed consumption as per Clause (2) above a prima-facie case of theft is made out against the consumer. The Licensee shall, within fifteen days of inspection, serve on the consumer a show cause notice, as to why a case of theft should not be booked against such consumer giving full details for arriving at such decision.

The notice should clearly state the time and date which shall not be less than 7 days and place at which the reply has to be submitted and the designation of the person to whom it should be addressed.

7.2.3 Personal hearing in case of Suspected Theft

- (1) Within 7 working days from the date of submission of consumers' reply, the Licensee shall arrange a personal hearing, if requested by the consumer and shall serve the notice for hearing clearly stating time and date of hearing. At the request of the consumer, the hearing may be arranged for a future date but not later than 10 (ten) days from the date of filing of the objections by the consumer. In case, the consumer does not submit its reply to the notice or fails to appear on the appointed date and time, the Licensee may proceed with the matter ex-parte.
- (2) The Licensee shall give due consideration to the facts submitted by the consumer and pass, within 3 days, a speaking order as to whether the case of theft is established or not. Speaking Order shall contain the brief of inspection report, submissions made by consumer in his written reply and oral submissions during personal hearing and reasons for acceptance or rejection of the same.
- (3) In case of the decision that the case of theft is not established, no further proceedings shall be required and connection shall be restored.
- (4) Where it is established that there is a case of theft of energy, such officer of the Licensee, as authorised for the purpose by the Commission or any other officer of the Licensee, as the case may be, of the rank higher than the rank so authorised may, upon detection of such theft of electricity, immediately disconnect the supply of electricity and seize all material evidence including wires/cables, meter, service line etc., from the premises and such officer of the Licensee shall lodge a complaint in writing relating to the commission of such offence in police station having jurisdiction within twenty-four hours from the time of such disconnection.
- (5) The Licensee shall also conduct assessment in accordance with Clause (10) of Sub-regulation 7.1.1 dealing in unauthorised use of electricity (UUE) and serve on the consumer under proper receipt. The consumer shall be required to make the payment within 7 working days of its proper receipt.

- (6) The Licensee shall on deposit or payment of the assessed amount or electricity charges in accordance with Clause (5) above, the Licensee shall, without prejudice to the obligation to lodge the complaint as referred to in the Clause (4) above, restore the supply line of electricity within forty-eight hours of such deposit or payment.
- (7) On receipt of payment of assessed amount and re-connection/new connection charges as applicable, Licensee may re-energize the consumer's connection.

7.3 While making the assessment bill, the Licensee shall adjust the payments already made by the consumer for the period of the assessment bill for UUE cases only. The bill shall clearly indicate the timing, days and place where it is to be deposited. All such payment shall be made only by way of Cash/Demand Draft/Bank Pay Orders/Electronic Mode of Payment. Cheques and Promissory notes shall not be accepted.

CHAPTER 8: SAVINGS

(1) Nothing in these Regulations shall, expressly or impliedly, bar the Commission dealing with any matter or exercising any power under the Act for which no regulations have been framed, and the Commission may deal with such matters, powers and functions in a manner, as it considers just and appropriate.

(2) Powers to Remove Difficulties

If any difficulty arises in giving effect to these regulations, the Commission may, of its own motion or otherwise, by an order and after giving reasonable opportunity to those likely to be affected by such order, make such provisions, not inconsistent with these regulations, as may appear to be necessary for removing the difficulty.

(3) Powers to Relax

The Commission, for reasons to be recorded in writing, may relax or vary any of the provisions of these regulations on its own motion or on an application made before it by an interested person.

**Forms/Annexures of UERC (The
Electricity Supply Code, Release of
New Connections and Related
Matters) Regulations, 2020**

Annexure - I

(ref. regulation 3.2)

Application Form for Temporary LT/HT/EHT Connection

(Distribution Licensee.....)

Electricity Distribution Division: _____ Sub-Division: _____

To be filled by the Distribution Licensee:

Load applied (kW/kVA/HP) _____ Applicable Tariff Category _____

Registration-Cum-Processing Fee + Tatkal Sewa Fee (if applicable) deposited by the applicant:-

Registration No.: _____ Date of receipt: _____

To be filled by the Applicant:

Whether applying for Tatkal Sewa as per clause (5) of Sub-regulation 3.2.1 - Yes/No (Tick whichever applicable)

A. GENERAL PARTICULARS

1) Name of Individual/Organisation in whose name connection is required :

For individual:

Mr./Ms./Mrs. _____
(First Name) (Middle Name) (Last Name)

For Organisation/Others:

Company's Name _____

Name of Owner/Director/Proprietor (with Contact Details):

Mr./Ms./Mrs. _____
(First Name) (Middle Name) (Last Name)Affix passport size Photograph
(4.5 cm x 3.5 cm in white
background) of Applicant
(owner/ occupier)/ Authorised
person of Applicant namely
Director/ Proprietor etc.

2) Address: _____

Tel No.: _____ Fax No: _____

Email ID: _____ Mobile No.: _____

3) Father / Husband's / Organization's Authorized Signatory's Name:

Mr./Ms. _____
(First Name) (Middle Name) (Last Name)

4) Full Address of Location (where connection is required/provided):

Tel No.: _____ Fax No: _____

Email ID: _____ Landmark: _____

5) Billing Address (where bill is to be sent):

 Same as Serial No.2 above Same as Serial No. 4 above If different: _____

_____ Tel No.: _____ Fax No: _____

Email ID: _____

6) Load applied for temporary connection (kW/kVA/HP) _____

7) Purpose of Connection (Tick whichever applicable):

- Construction: Please specify - Residential/Non-Residential/Industrial
 Marriage/function Thresher touring cinemas/theatres/circus
 fairs/exhibitions/congregations others, specify _____

8) Specify the period for connection

From date (DD/MM/YY)		To date (DD/MM/YY)	
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B. LIST OF DOCUMENTS ATTACHED

9) Identity Proof (Copy of anyone of the following), Tick attached one:

(a) Aadhar Card	(f) Photo identity card issued by Government Agency
(b) Electoral identity card	(g) Certificate from village Pradhan or any village level Govt. functionary like Patawari/Lekhpal /Primary school teacher/in-charge of primary health center etc.
(c) Passport	
(d) Driving licence	
(e) Photo ration card	

If the applicant is a company, firm, trust, school/college, government department etc., certified copy of relevant resolution/authority letter of the company/institution concerned etc., and the authorized signatory shall also submit copy of any of the identity proofs mentioned above at (a) to (f) above.

10) In case Temporary connection is required for construction purposes, the ownership proof or NOC from the owner.

11) In case the supply is required at a premise/place owned by the local authority, No Objection Certificate (NOC) from the local authority.

12) Whether any electricity connection is existing at the premises: - Yes/No;

If yes, Connection No. : _____, Account No : _____
 (copy of the latest paid bill is to be provided)

13) Whether applicant is seeking temporary connection for construction purposes and desiring a permanent Connection for load upto 75 kW on expiry of Temporary Connection or after completion of such construction:-

Yes/No (Tick whichever applicable)

If Yes, Load required _____ kW

C. FEE/PAYMENT PARTICULARS (REGISTRATION-CUM-PROCESSING FEE AND TATKAL SEWA FEE)

14) Fees Particulars:

Non-refundable Registration-Cum-Processing Fee LT- Rs. 1,000/-, HT- Rs. 20,000/-, EHT- Rs. 30,000/-	Tatkal Sewa Fee (Non-refundable and non-adjustable) For 1 kW to 4 kW- Rs. 1,000/-, For above 4 kW upto 10 kW- Rs. 3,000/-
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15) Payment Mode Particulars:

Demand Draft/ Pay Order/ Electronic transfer/ Cash	Issuing Bank _____ Reference number of DD/Pay Order/ Electronic Transfer (NEFT/RTGS/IMPS etc.) _____ Dated: _____ Amount: Rs. _____ (in words Rs. _____)
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Date: ____/____/____

Place: _____

Signature of the Applicant:

Name:

Designation:

Seal of Company/Organisation, (if applicable):

Acknowledgement

Received Application for Temporary LT/HT/EHT connection for electricity as per details given below:

1) Name of Applicant _____

2) Address where connection is required _____

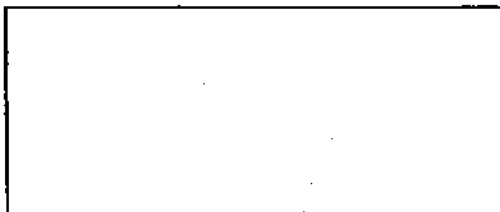
3) Load Applied for _____ (kW/kVA/HP)

4) For Tatkal Sewa (connection to be released within one (1) working day i.e. latest by

5) Applicant is seeking temporary connection for construction purposes and desiring a permanent Connection for load upto 75 kW on expiry of Temporary Connection or after completion of such construction:- Yes/No (Tick whichever applicable)

If Yes, Load required (after completion of construction) _____ kW

Stamp



Signature of Distribution Licensee's Representative

Name and Designation

Annexure - I (A)

(ref. regulation 3.2, regulation 3.3)

Test Result Report**(Refer regulation 31 & 33 of CEA Safety Regulations, 2010)**

(To be filled by representative of the Licensee)

Electricity Distribution Division: _____ Sub-Division: _____

Load applied (kW/kVA/HP) _____ Registration/Unique Application No.: _____

Nearest landmark Pole No./Feeder Pillar No. _____

Result of Insulation Resistance (to be measured on applying a pressure of 500 volts for one minute between phase conductor and earth) -

(i) Between Phase and Earth Phase-1 & Earth Phase-2 & Earth Phase-3 & Earth**Caution:** Insulation Resistance between phase and neutral or between phases shall not be measured when any of consumer's appliances, such as fans, tubes, bulbs, etc. is in circuit as results of such test would give resistance of appliance and not the insulation resistance of installation.

Certified that an Earth Terminal as required under Regulation 16 of CEA Safety Regulations, 2010 has been provided by UPCL and this terminal has been connected with UPCL's earthing system.

Following deficiencies have been found in your Electrical installation. You are requested to remove them within 15 days i.e. by _____ and inform UPCL, failing which your request for new connection would lapse:

1- _____

2- _____

Date: _____

Signature of Licensee representative

Name and Designation

(To be filled by Applicant)

The testing of the premises has been carried out by Licensee in my presence and

*I am satisfied with the testing

*I am not satisfied with the testing and may file an appeal with Electrical Inspector

It is also certified that UPCL has*/has not* provided an Earth Terminal as per Regulation 16 of CEA Safety Regulations, 2010 at the premises and this earth terminal has*/has not* been connected to UPCL's earthing system.

Date _____

Signature of Applicant

* Strike out which is not applicable

Annexure - II

(ref. regulation 3.3)

Application Form for New LT Connection**(Distribution Licensee)**

Electricity Distribution Division: _____ Sub-Division: _____

To be filled by the Distribution Licensee: _____

Load applied (kW/kVA/HP) _____ Applicable Tariff Category _____

Unique Application No.: _____ Date of Receipt: _____

CONSUMER No.: _____ Nearest landmark Pole No./Feeder Pillar No. _____

To be filled by the Applicant:**A. GENERAL PARTICULARS**

1) Name of Individual/Organisation in whose name connection is required:

For individual:

Mr./Ms./Mrs. _____

(First Name)

(Middle Name)

(Last Name)

For Organisation/ Others:

Company's Name _____

Name of Owner/Director/Proprietor (with Contact Details):

Mr./Ms./Mrs. _____

(First Name)

(Middle Name)

(Last Name)

Address: _____

Tel. No.: _____ Fax No: _____ Email ID: _____

Mobile No.: _____ web site: _____

2) Father / Husband's / Organization's Authorized Signatory's Name:

Mr./Ms./Mrs./Dr./Prof. _____

(First Name)

(Middle Name)

(Last Name)

3) Full Address of Location (where connection is required/provided):

Tel./Mob. No.: _____ Fax No: _____ Email ID: _____

4) Address of Owner of property (If Applicant is tenant or occupier) _____

5) Whether any electricity connection is existing at the premises: - Yes/No;

If yes, Connection No.: _____ Account No. : _____

6) Date of Birth/Date of Incorporation: _____

Affix passport size
Photograph (4.5 cm x 3.5
cm in white background) of
Applicant (owner/
occupier)/ Authorized
person of Applicant
namely Director/
Proprietor etc.

- 7) Plot size and built up area in sq. feet (For Residential/ Non-Residential/ Multiplex/ Malls/Townships/etc. - Refer regulation 3.6 _____)

B. PARTICULARS FOR NEW CONNECTION

- 8) Load applied for(kW/kVA/HP) _____
- 9) Whether applicant desires pre-paid meter connection (applicable for load upto 25 kW): - Yes/No
- 10) Voltage at which supply is required: - 230 V/415 V
- 11) Category of Connection:
- Domestic Non-domestic Govt. Public Utilities (Pl. specify) _____
- Private Tube wells LT Industry Others, specify _____
- 12) For Non-domestic Load:
- (a) Type
- Educational Institution Hospital Charitable Institutions
- Hotel/Restaurant Guest house/Lodge Amusement Park
- Shopping Complex/Mall Religious place Office
- Cinema Hall/Multiplex Mobile Tower Others, specify _____
- 13) For Industry Load:
- (a) Type of Industry: _____

C. LIST OF DOCUMENTS ATTACHED

- 14) Identity/Address Proof:
- (i) For individual Applicant (copy of anyone of the following), please tick attached one:
- (a) Aadhar Card
- (b) Electoral identity card
- (c) Passport
- (d) Driving license
- (e) Photo ration card
- (f) Photo identity card issued by Government Agency
- (ii) If the applicant is a company, firm, trust, school/college, government department etc., application along with certified copy of relevant resolution/ authority letter of the company/institution concerned etc., and the authorized signatory shall also submit copy of any of the identity proofs mentioned above at (i).
- 15) Proof of Ownership/Occupancy:
- (i) Self-attested copy of any one of the following documents as proof of ownership or occupancy over premises for which the connection is required (please tick attached one):
- (a) Sale deed or lease deed (with latest rent receipt issued within three months prior to the date of application) or khasra or khatauri (inclusion of Applicant's name in the khasra or khatauri shall be sufficient for this purpose).