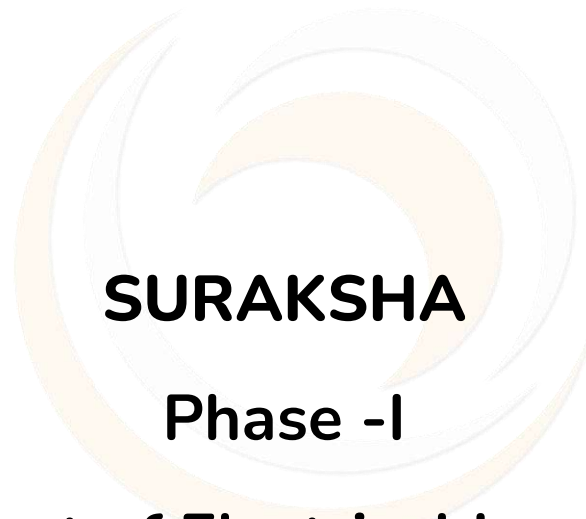


USER MANUAL

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

Dashboard

Details of process of obtaining approval

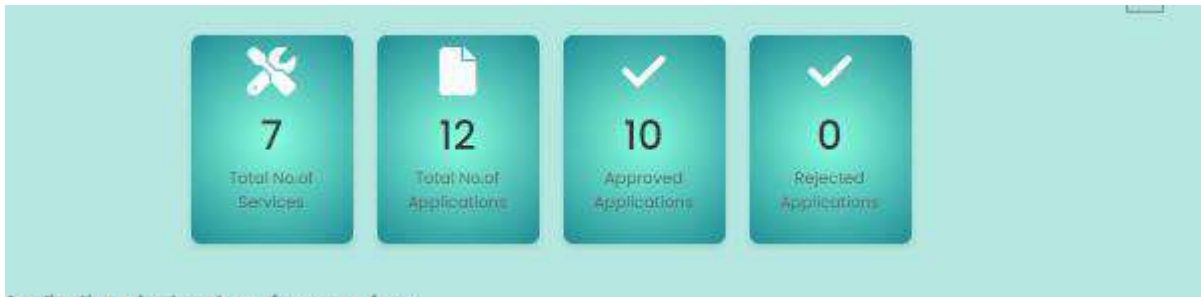
Status: 11 ▼ Active Search:

Sr. No.	Service of Services	Category (No. of Service)	Total Number of Applications Submitted	Total Number of Applications Approved
1	Application for Scheme Approval	Votes With Installation	20	7
2	Application for Sanction for Energisation (Direct Completion Report Submission)	Votes With Installation	12	1
3	Application for Soil Resistivity Certificate	1000.00	18	1
4	Application for Line Clearance Safety Certificate	1000.00	18	1
5	Application for Advice Approval	Votes With Installation	28	1
6	Application for valuation for Electrical installations	1000.00	26	1
7	Application for sanction for Energisation (after receiving scheme Approval)	Votes With Installation	12	2

Showing 7 of 7 Total Services

Approved Hide

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.

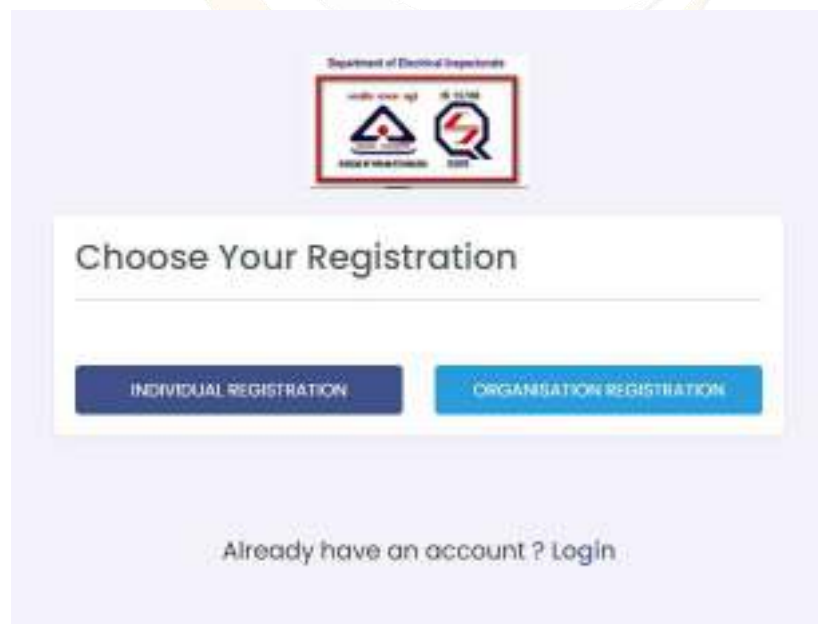
The third section is dedicated to our offices, providing the addresses and contact numbers for all Electrical Inspector offices in Kerala.



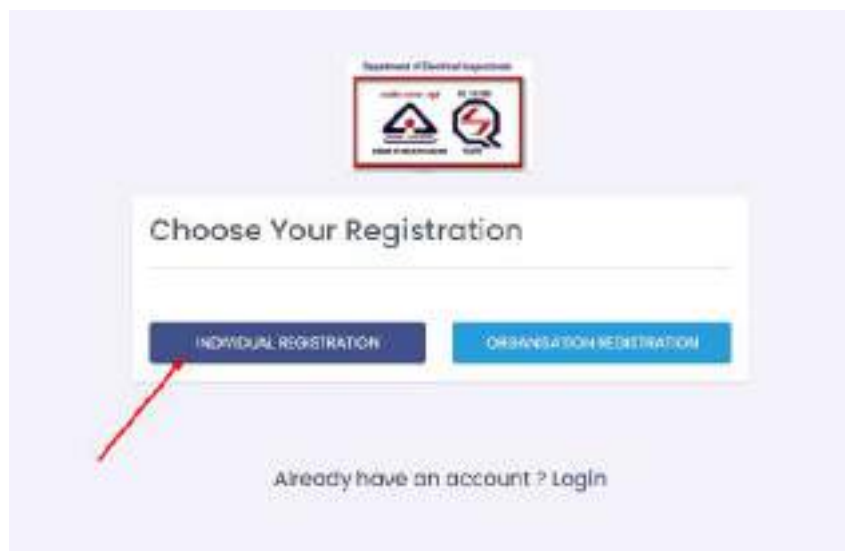
PUBLIC END

Sign up

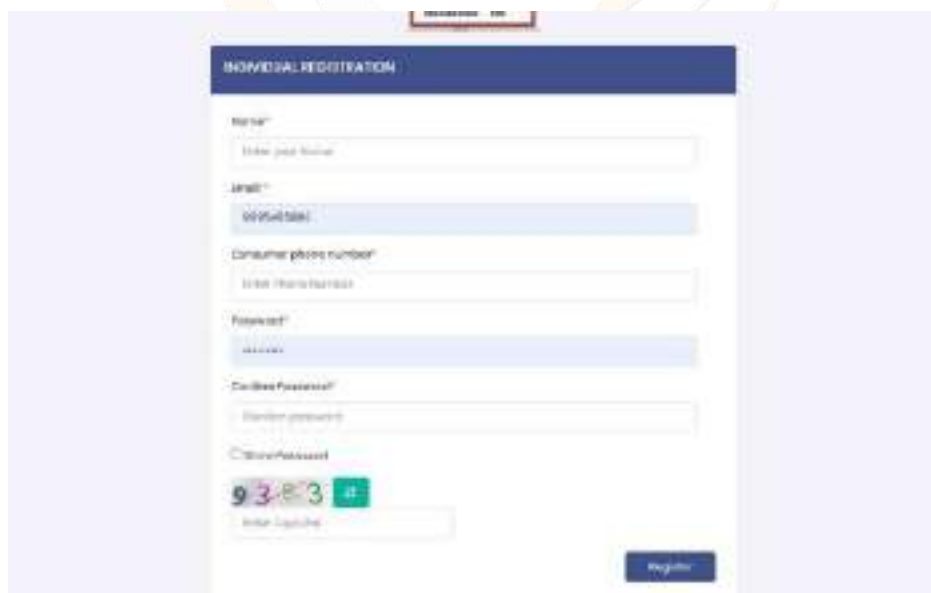
This platform is designed for the public. Here, individuals or organizations can register their details. The user can choose the type of registration.



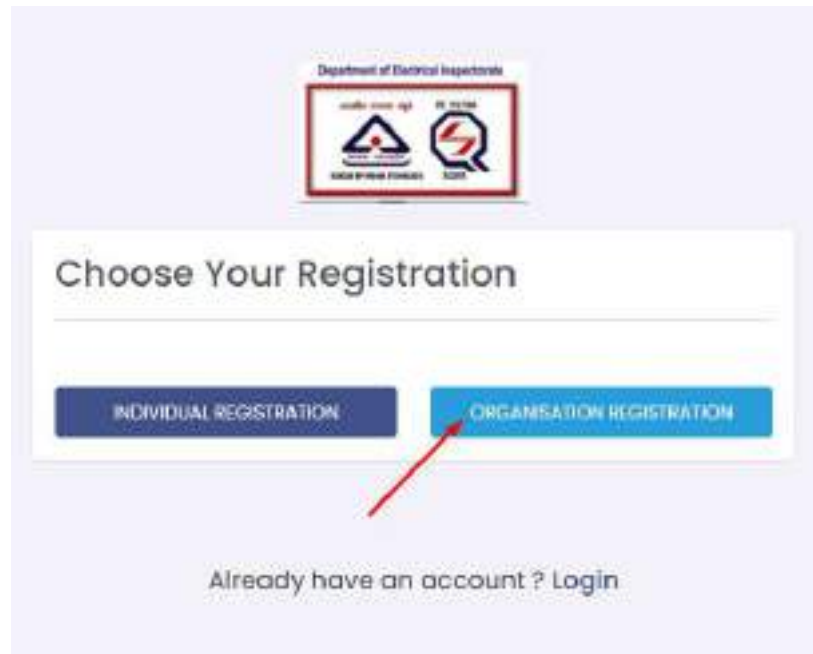
- **Individual Registration**



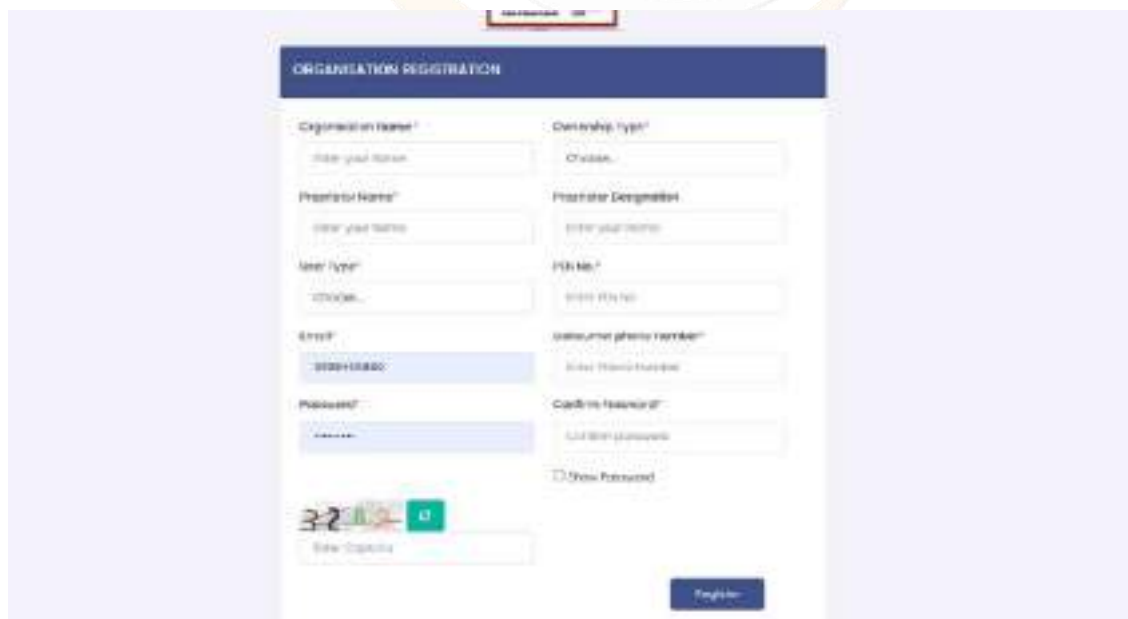
For registration individually, click on the individual registration. A new window opens labeled as individual registration

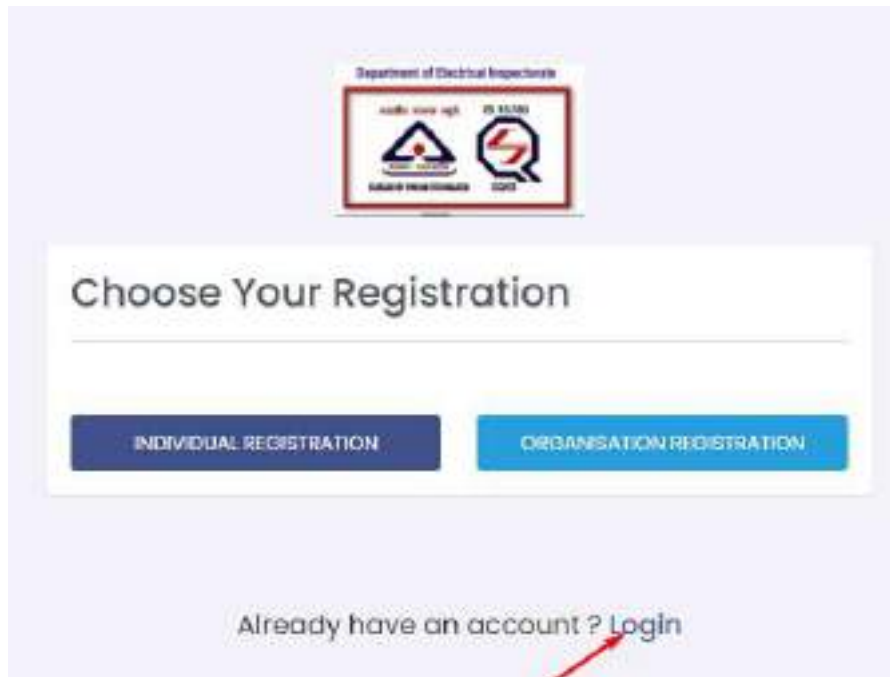


- **Organizational Registration**



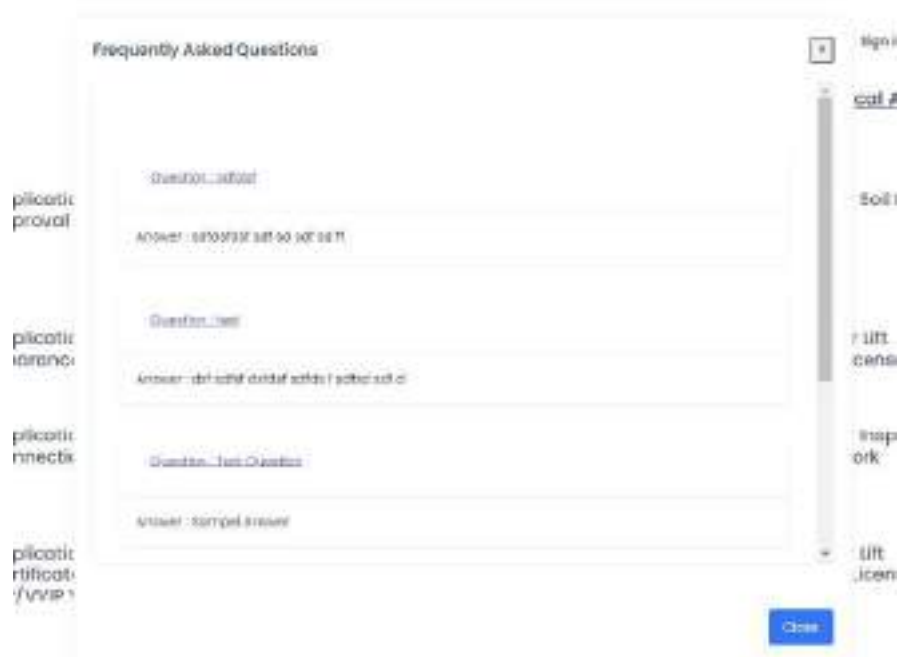
If registering for an organization, click on the organization registration. A new window opens labeled as organization registration





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

The screenshot shows the 'Sign In' page of the SURAKSHA portal. The main form includes the following fields and elements:

- Phone Number:** A text input field with the placeholder 'Enter Phone Number'.
- Password:** A text input field with the placeholder 'Enter password'.
- Show Password:** A toggle switch to show or hide the password.
- Enter Captcha:** A field containing a CAPTCHA image with the numbers 5, 4, 2, 8 and a green arrow.
- Sign In:** A prominent blue button.
- Forgot Password:** A link below the sign-in button.

Navigation and service links include:

- Home, E-Service, Sign In, and FAQ in the top header.
- Report Electrical Accidents, Application for Sell B Certificate, Application For Lift Inspection & License, and Application for inspection of Cable TV network in the right sidebar.
- Application for Valuation for and Application for Lift at the bottom of the page.

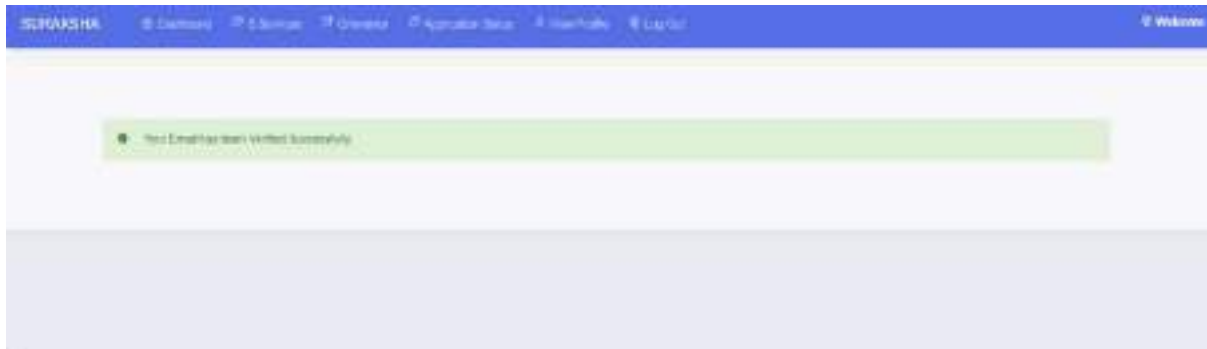
After completing registration, public can login to the software using the credentials (mobile number and password)

Public Dashboard

Public dashboard contains a link for email verification.

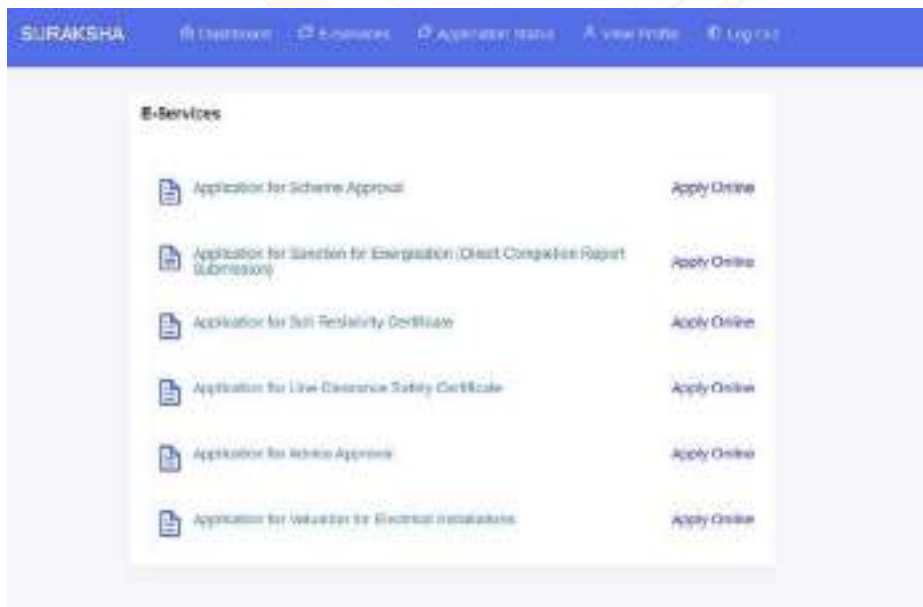


In this public dashboard, users can verify their email addresses by clicking on the notification that says "Your email verification is pending. Please click here." Upon clicking this link, an email will be sent to the user's registered email address. The user must then click the activation link provided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

The form is titled "Installation Details" and is part of a four-step process, with the first step highlighted. It contains the following fields:

- Installer Name*** (Text input)
- Consumer Name*** (Text input)
- Installation Address*** (Text input)
- Consumer Number*** (Text input)
- Consumer Email*** (Consumer Email and phone number is required for activation) (Text input)
- Consumer phone number*** (Text input)
- Installer License*** (Text input)
- State*** (Text input)
- PIN code*** (Text input)
- District*** (Choice dropdown)
- Local body*** (Choice dropdown)
- Parishad / Municipality Code*** (Choice dropdown)
- KSER Sector*** (Choice dropdown)
- Contractor License No*** (Text input with example: 123456789, 123456789) and a **Search License** button
- Contractor Name*** (Text input)
- License Validity*** (Text input)
- Region/Pradesh list*** (Dropdown menu with "None selected" selected)
- Next** (Green button)

General Details

Type of Installation *
 DHT HT Cable TV Line Overhead LHT Cables Transformer Inspection

Own Property
 Yes No

Sub station *

Any other details required for scrutiny

Schematic diagram *
 Choose file | No file chosen

Earthing Calculation
 Allowed file types: .pdf
 Max. file size: 512 kb
 Choose file | No file chosen

Burden Design
 Allowed file types: .pdf
 Max. file size: 512 kb
 Choose file | No file chosen

Declaration Form *
 Allowed file types: .pdf
 Max. file size: 512 kb
 Choose file | No file chosen

Ownership Certificate
 Allowed file types: .pdf
 Max. file size: 512 kb
 Choose file | No file chosen

Consent from Owner of Non-Own Property
 Allowed file types: .pdf
 Max. file size: 512 kb
 Choose file | No file chosen

Voltage Drop Calculation
 Allowed file types: .pdf
 Max. file size: 512 kb
 Choose file | No file chosen

Performance Questionnaire of Electrical Installation *
 Allowed file types: .pdf
 Max. file size: 512 kb
 Choose file | No file chosen

Soil Resistivity Certificate
 Allowed file types: .pdf
 Max. file size: 512 kb
 Choose file | No file chosen

Previous Next

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

Dashboard | My Account | My Profile | Application Status | My Profile | Log Out

1 2 3 4

Category	Unit Price (Rs)	Capacity	Quantity	Sub Total (Rs)	Action
Add Equipment Print					

Previous Next

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

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 "Yes".
- 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.

Add Equipments

Select category
Switch Board

Select Sub category
MCCB

Panel Name

HT Panel C/Volt

Switch: Choose... Quantity: Rating: Select Unit: Amps

Incomer Outgoing Bus Coupler Add Switch

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

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				180.00	Delete View
X-ray	15.00	2 mA	1	30.00	Delete

Previous Next Add Equipment Print

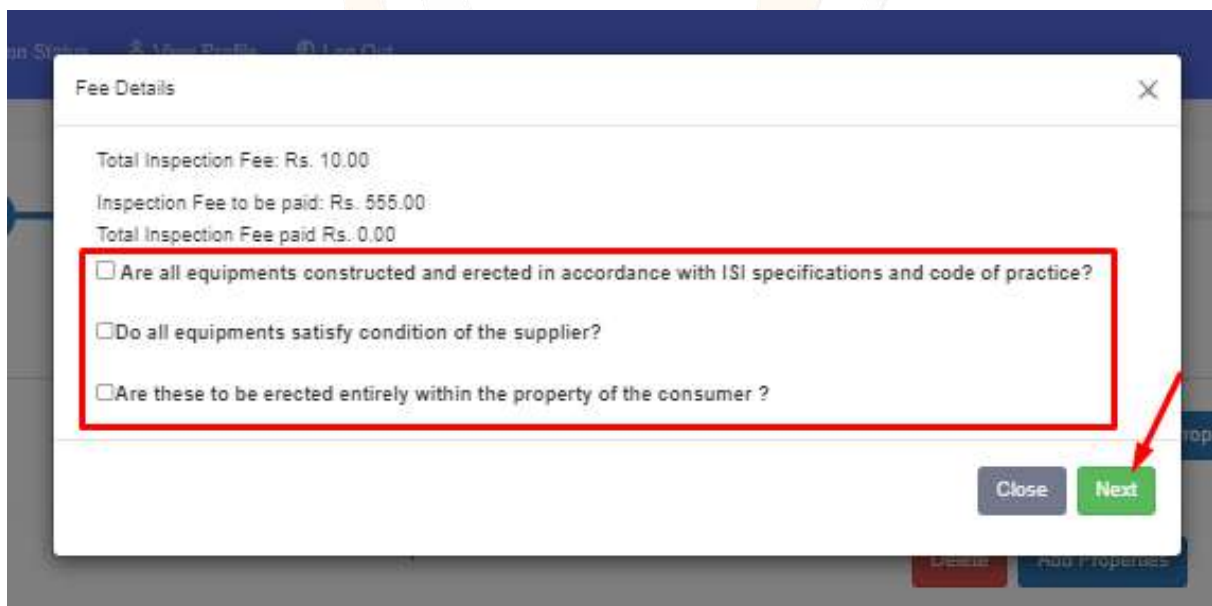
If the user wants to edit the details of switches, can click on the “**view**” button. Will opens the added equipment modal.

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 - Incoming	2.5	2 Amps	1	100.00
Total				130.00

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



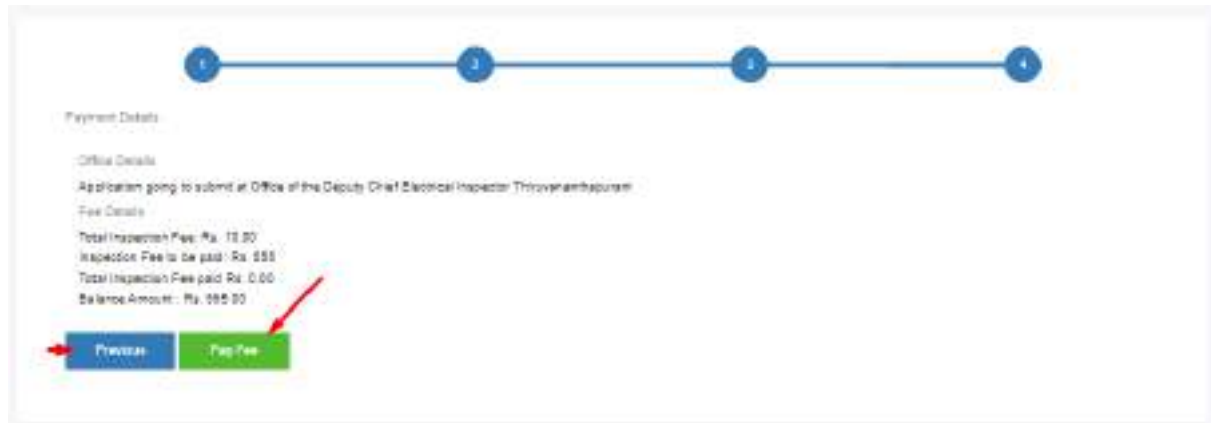
Fee Details

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

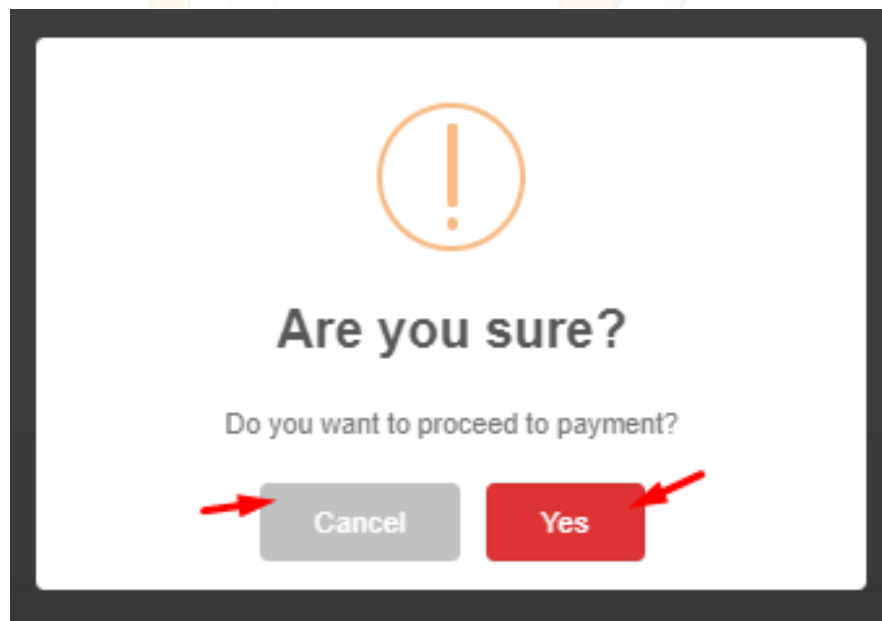
will display. To continue the process, after checking the conditions listed in the modal the user can click on the “**Next button**” .



Payment details page is the final page.

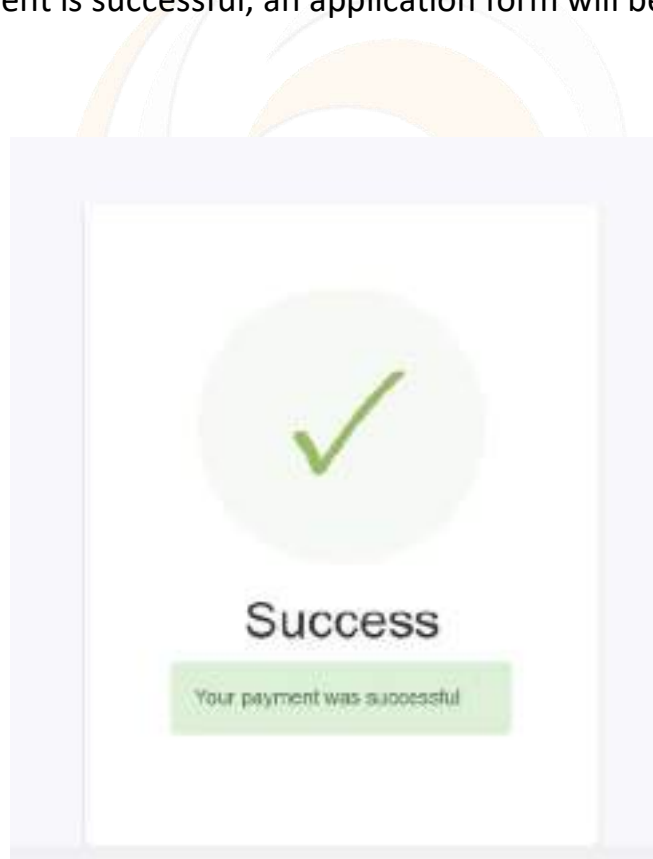
On click **“Pay Fee”** an alert popup will display. If the user clicks on **“Yes”** The page will redirect to the payment gateway.

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



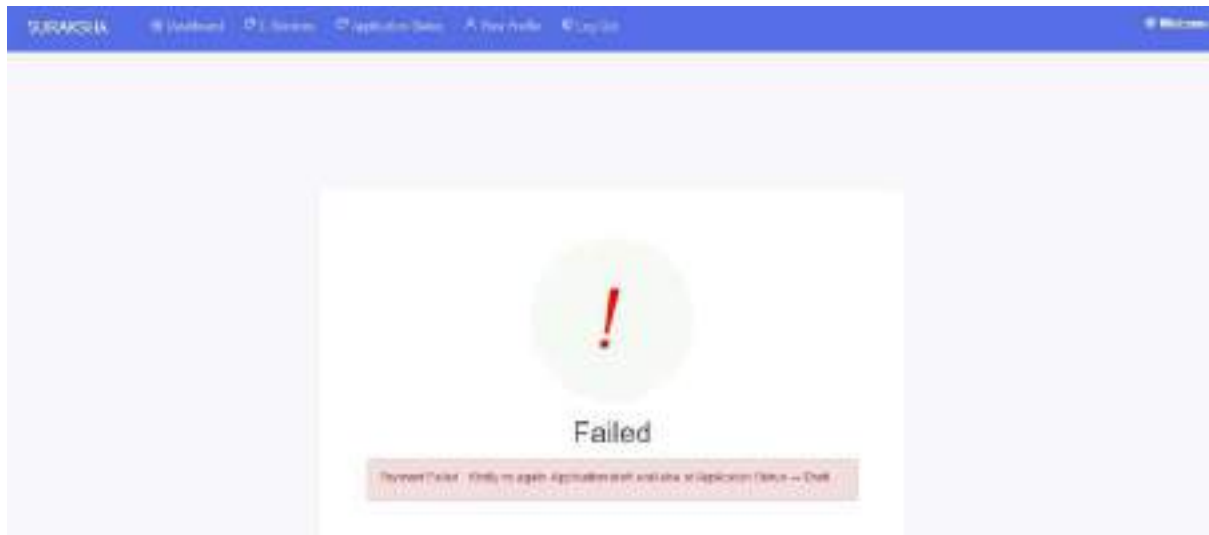


If the payment is successful, an application form will be generated.



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

The screenshot shows a web application form for 'Application for Sanction for Energization'. At the top, there is a progress indicator with four steps, the first of which is active. The form is organized into several sections:

- Installation Details:** Includes fields for Installation Name, Consumer Name, Installation Address, Consumer Number, Consumer Email, Consumer phone number, Installation Location, Area, and Pincode.
- Location Selection:** Includes dropdown menus for District, Local body, and Panchayat/Municipality/Cooperation.
- License Information:** Includes a field for License No. with a 'Search License' button, License Validity, and License Status.
- Additional Fields:** Includes a 'Scope' text area, a 'Supervisor Panel No.' dropdown menu, and an 'Add Another Consumer' button.
- Navigation:** A green 'Next' button is located at the bottom left of the form.

The screenshot shows a form with several sections, each with a 'Choose file' and 'No file chosen' button:

- Own Property:** Radio buttons for 'Yes' and 'No'.
- Sub station:** A text input field.
- Any other details required for country:** A text input field.
- Schematic diagram:** File upload section.
- Fault Level Calculation, if applicable:** File upload section.
- Earthing Calculation, if applicable:** File upload section.
- Busbar Design, if applicable:** File upload section.
- Declaration Form:** File upload section.
- Declaration Certificate, if applicable:** File upload section.
- Element Form Details (if not Own Property):** File upload section.
- Voltage Drop Calculation, if applicable:** File upload section.
- Test Reports:** File upload section.
- Any Other Supporting Documents:** File upload section.
- Completion Report:** File upload section.

Adding equipment and fee detailing pages are all the same.

The screenshot shows a table with a progress bar at the top. The progress bar has four steps, with the first three being active. Below the progress bar is a table with the following columns: 'Category', 'Unit Price (Rs)', 'Capacity', 'Quantity', 'Sub Total (Rs)', and 'Action'. At the bottom right of the table, there are two buttons: 'Add Equipment' and 'Fees'. A red arrow points to the 'Add Equipment' button. At the bottom left, there are 'Previous' and 'Next' buttons.

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" with the following fields and values:

- 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

Red arrows point to the following fields: MSB, Panel Name, Choose.., Incomer, and Add Switch.

- User should enter panel name

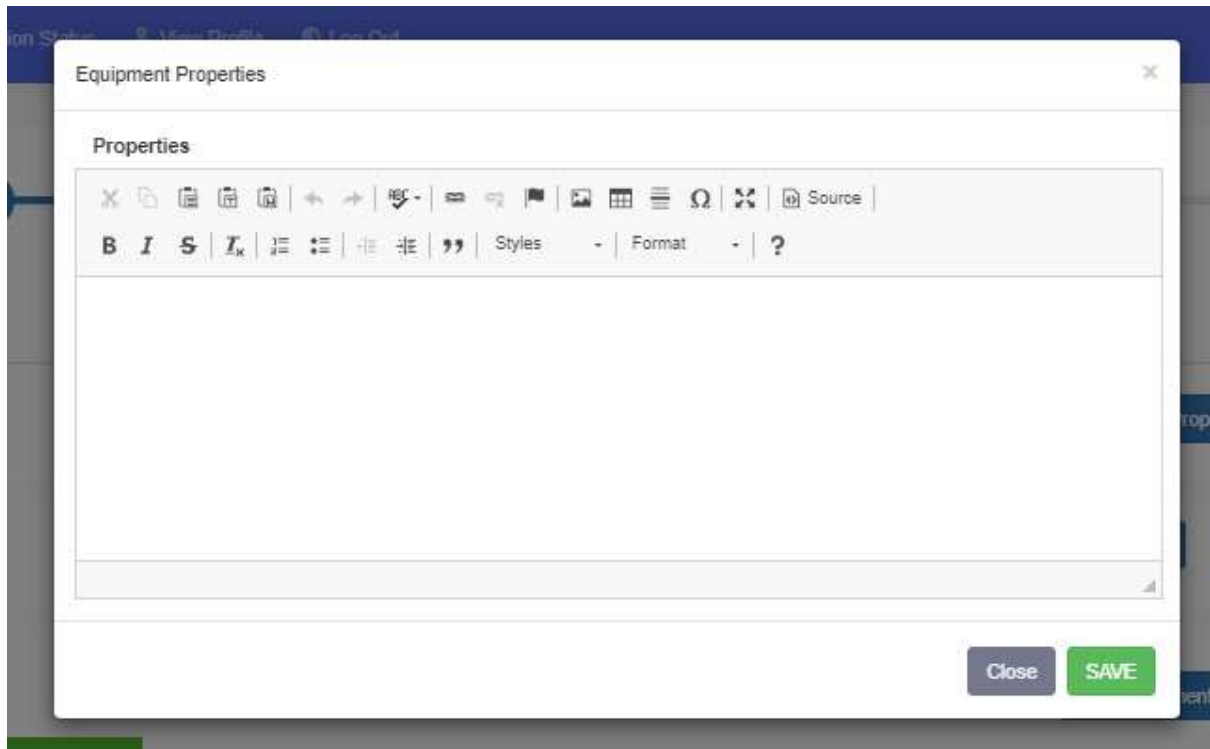
- Select switch from the provided drop down
- Quantity, Rating and unit should enter
- Can select incomer, Outgoing & bus copier options

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	1800	100	1	1800	Delete View Add Properties
A-DB	300	10A	1	300	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

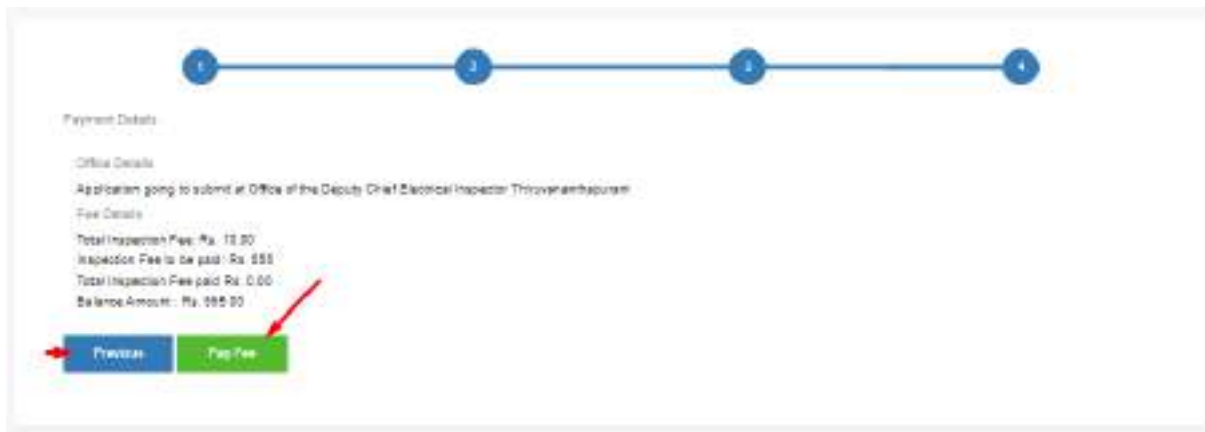
Are all equipments constructed and erected in accordance with ISI specifications and code of practice?

Do all equipments satisfy condition of the supplier?

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

Close
Next

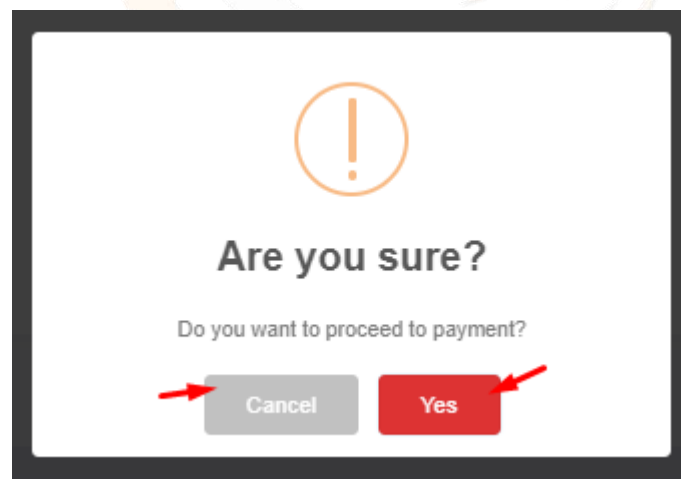
will display. To continue the process, after checking the conditions listed in the modal the user can click on the **“Next button”**.



Payment details page is the final page.

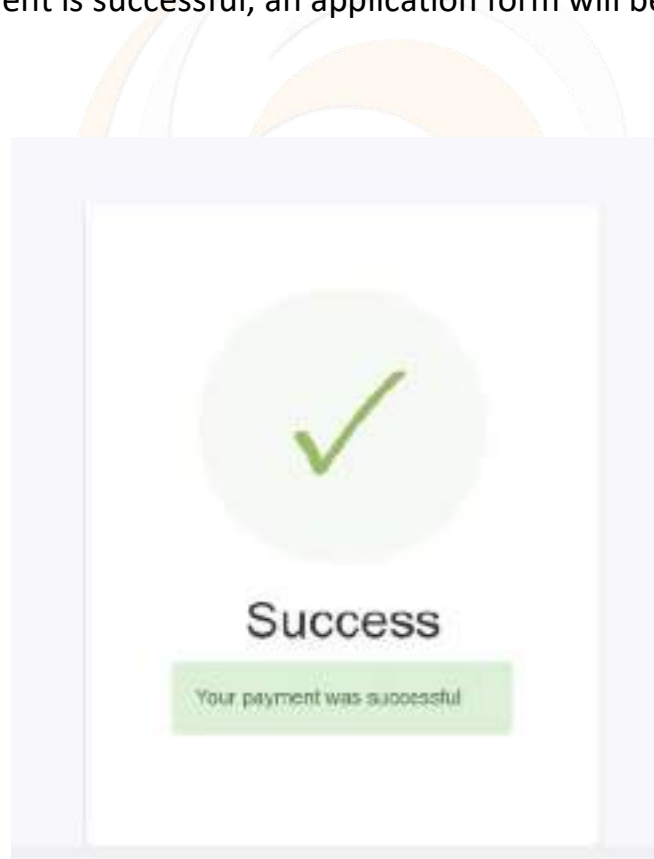
On click **“Pay Fee”** an alert popup will display. If the user clicks on **“Yes”** The page will redirect to the payment gateway.

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

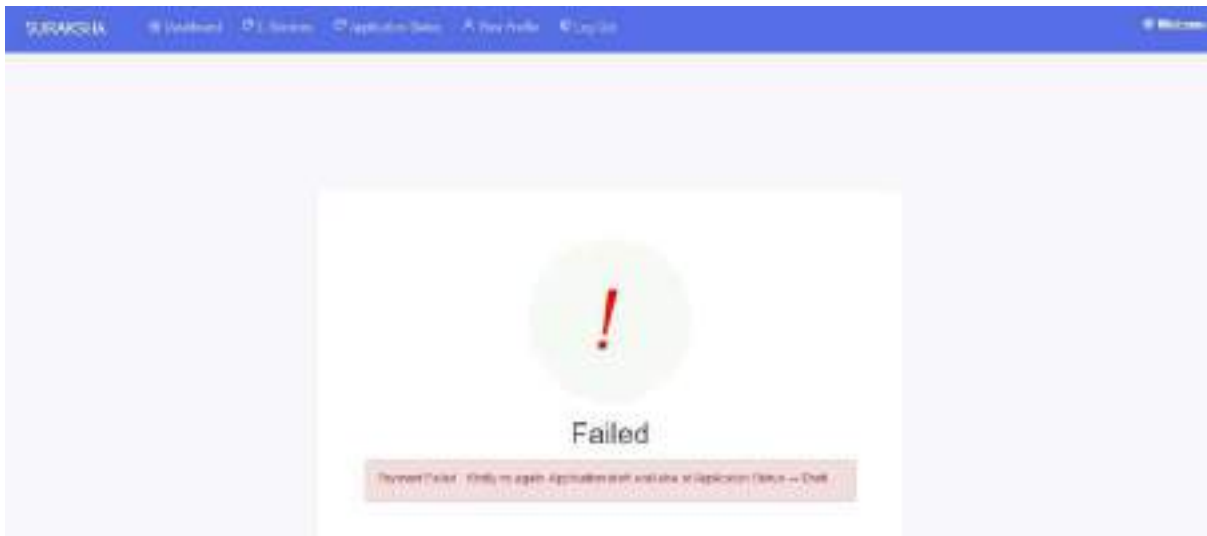




If the payment is successful, an application form will be generated.



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

1 2 3

Installation Details

Installation Name*	Consumer Name*	Installation Address*
<input type="text"/>	<input type="text"/>	<input type="text"/>
Consumer Mobile Number	Consumer Email	Location
<input type="text"/>	<input type="text"/>	<input type="text"/>
House or Building Name / No.	Dist*	City*
<input type="text"/>	<input type="text"/>	<input type="text"/>
Pincode*	District*	WRED Section*
<input type="text"/>	<input type="text"/>	<input type="text"/>
License		
<input type="text"/>		
Contractor License No. (GA-XXXXXX, CB-XXXXX)	Contractor Name	License Validity
<input type="text"/>	<input type="text"/>	<input type="text"/>
Supervisor Pincode No. (GA-XXXXXX, CB-XXXXX)		
<input type="text"/>		

Search License

Soil Resistivity Application Form

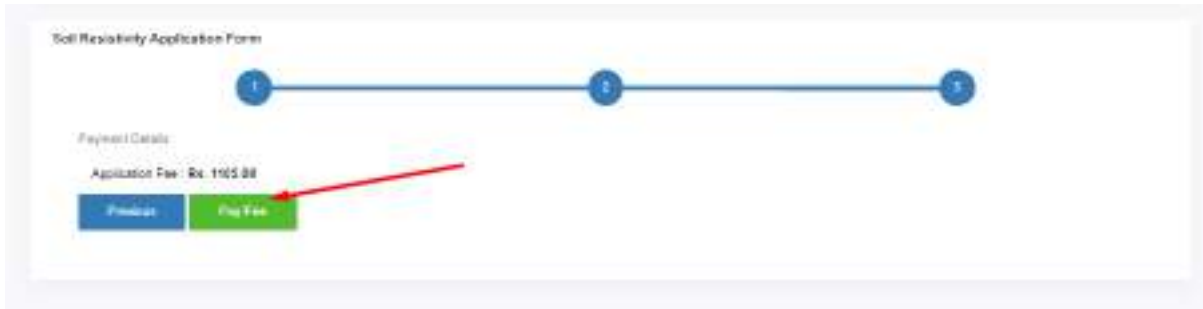
1 2 3

General Details

Location Sketch (jpg, png, pdf) <input type="text"/>	Possession Certificate (pdf, xls, xml) <input type="text"/>	Any Other Supporting Documents (pdf, xls, xml, doc, docx, ppt, pptx) <input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Previous Next

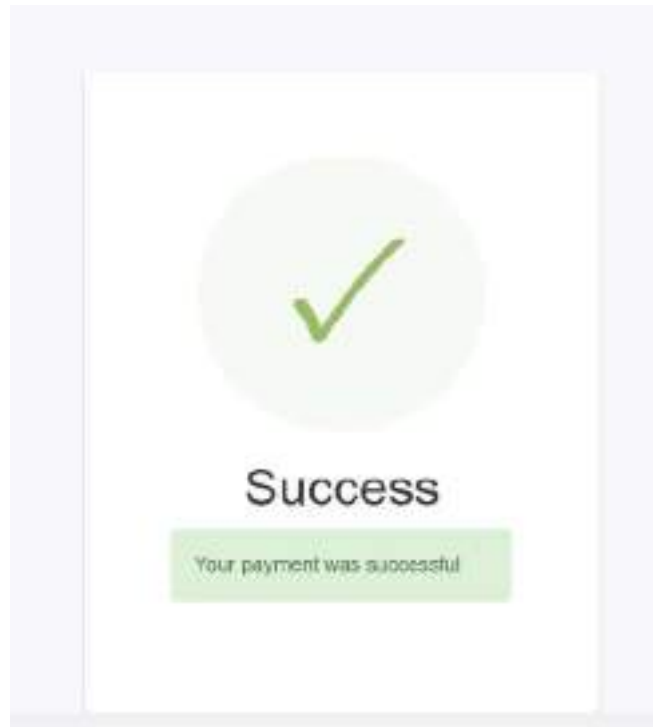
Only a few documents need to be uploaded here.



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

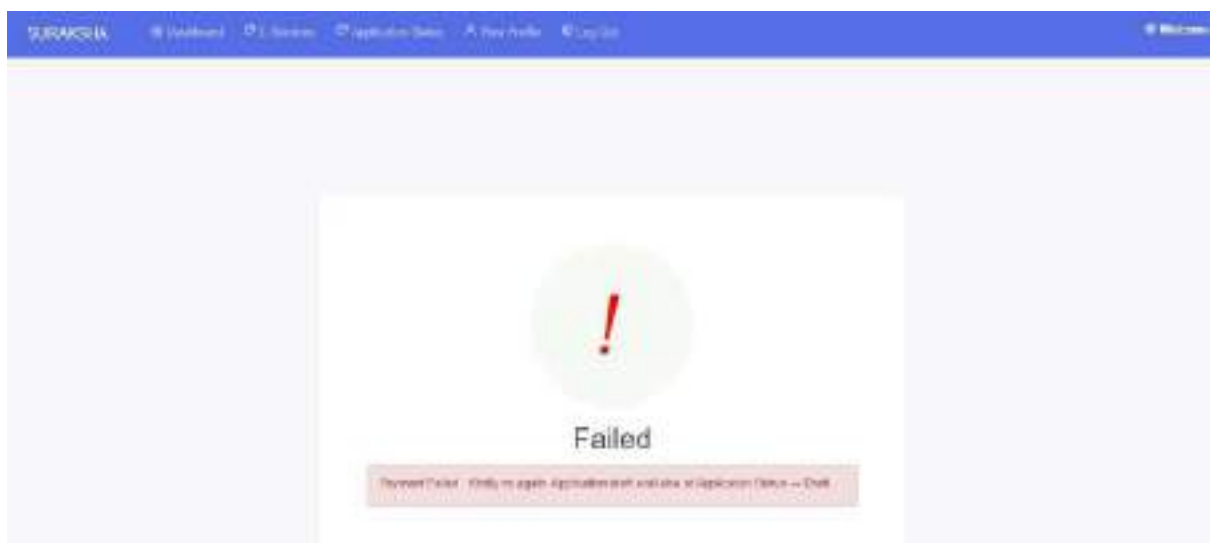


If the payment is successful, an application form will be generated.

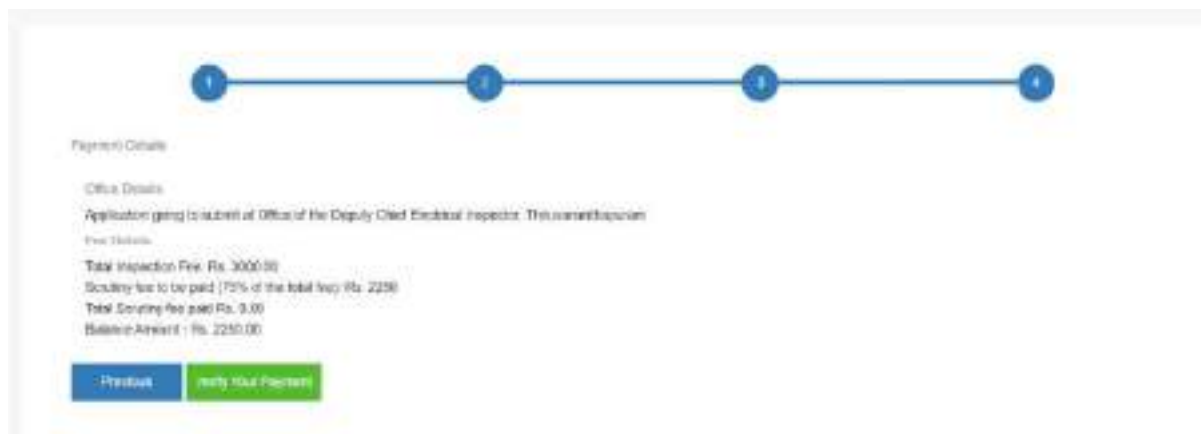


After the payment is successfully processed, the application details printout will be automatically downloaded to the user's system. This allows the applicant to conveniently save or print a copy of the details for their reference.

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.

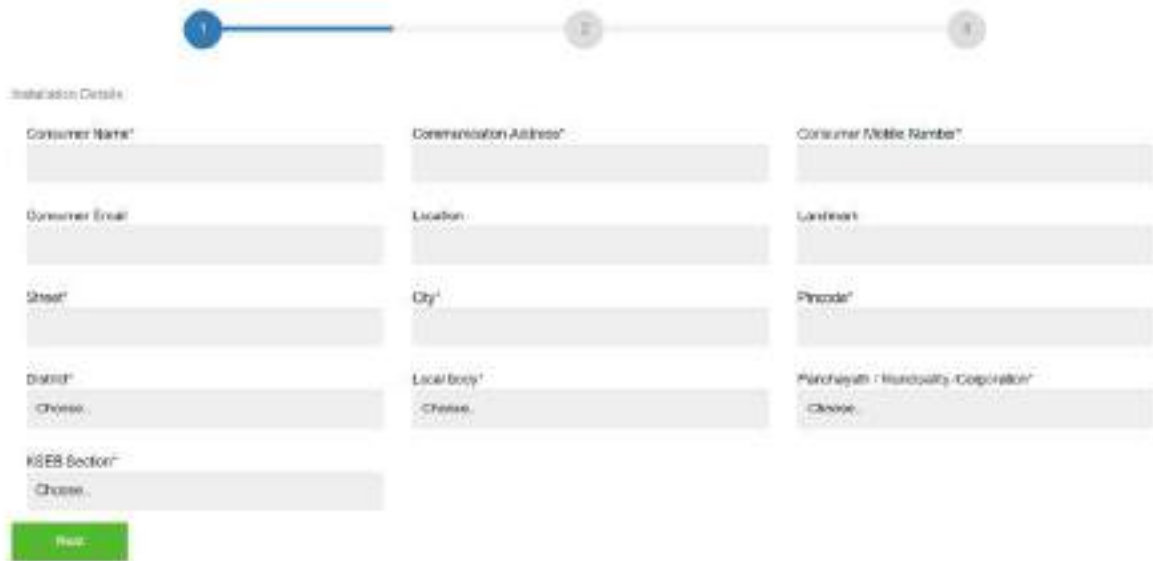
After successfully completing the payment, the fees will be automatically calculated and displayed in the grid. A pdf will be generated.

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




The form is titled "Line Clearance Application Form" and features a progress indicator at the top with three steps. Step 1 is highlighted in blue. Below the progress bar, the form is titled "Installation Details" and contains the following fields:

Field Name	Field Name	Field Name
Consumer Name*	Communication Address*	Consumer Mobile Number*
Consumer Email	Location	Landmark
Street*	City*	Pincode*
District*	Local body*	Mandals/Block / Municipality / Corporation*
KSEB Sector*		

Each field is represented by a grey input box. The "District*", "Local body*", and "Mandals/Block / Municipality / Corporation*" fields include a "Choose..." dropdown menu. A green "Next" button is located at the bottom left of the form.

Use Clearance Application Form



General Details

Type of Building* Choose...	Use Position Choose...	Name of Poojar Choose...
Between Locations Location From: Location To:	Authority Choose...	Local Authority address
Survey Number	Land Tax Receipt No.	Applicant Category* <input checked="" type="radio"/> RPL <input type="radio"/> EPL
Clearance Letter from CBRR/Localiser Max file size - 500 kb Max file count - 10 Choose file No file chosen	Any Other Supporting Documents Max file size - 500 kb Max file count - 10 Choose file No file chosen	

Use Clearance Application Form

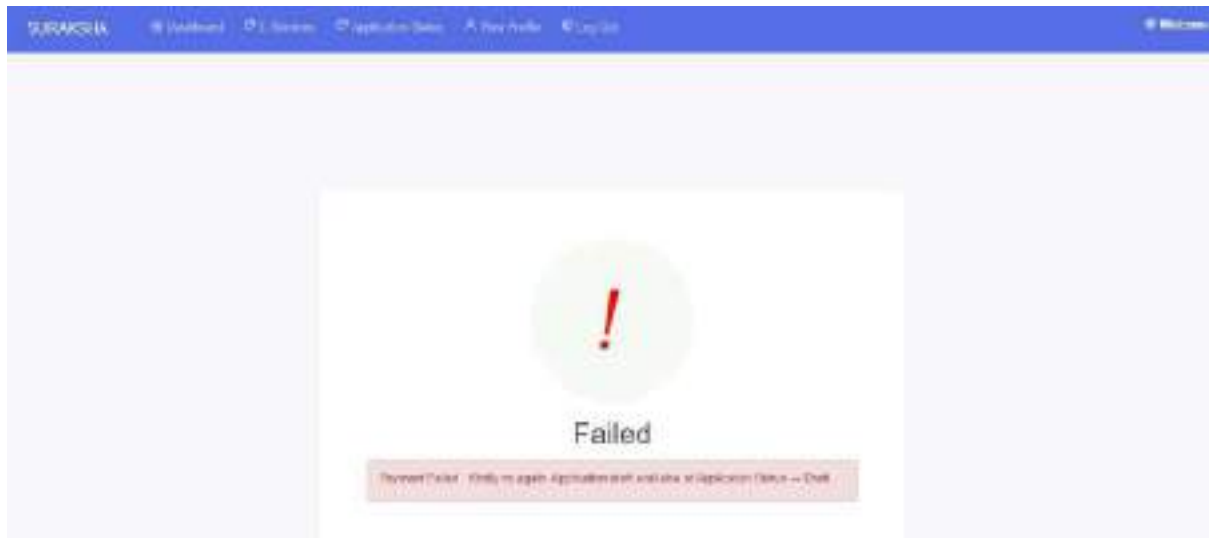


Payment Details

Application Fee - **Rs. 118500**

Here also the payment details are the same.

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*

Local body*

Panchayath / Municipality / Corporation*

Choose...

Choose...

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

Adding equipment and fee detailing pages are all the same.

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

Buttons at the bottom right: Close, 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

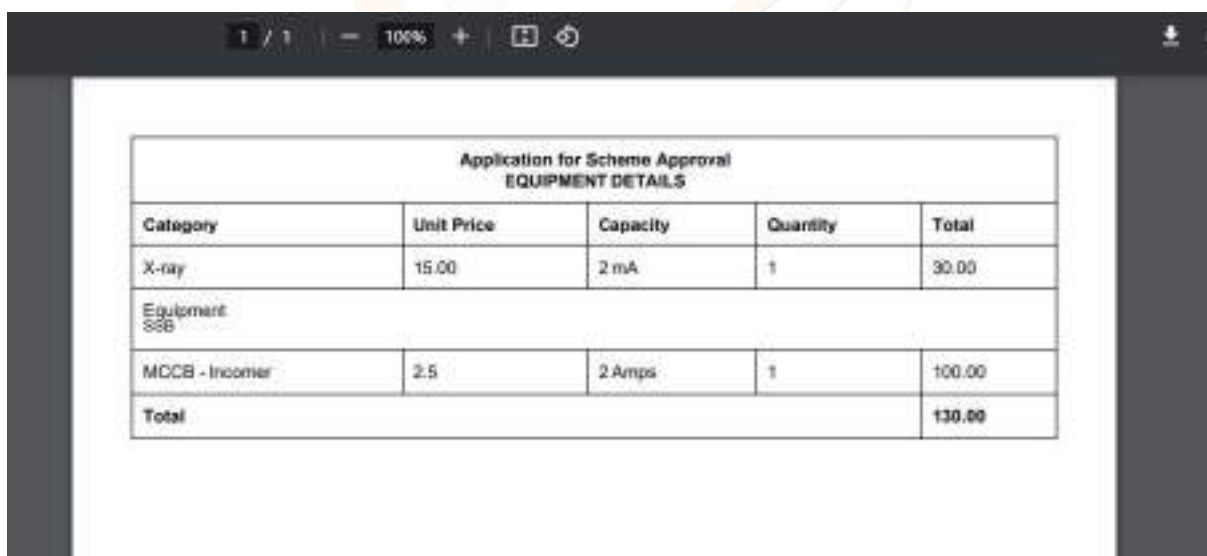
Delete option is provided to delete the added switches

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

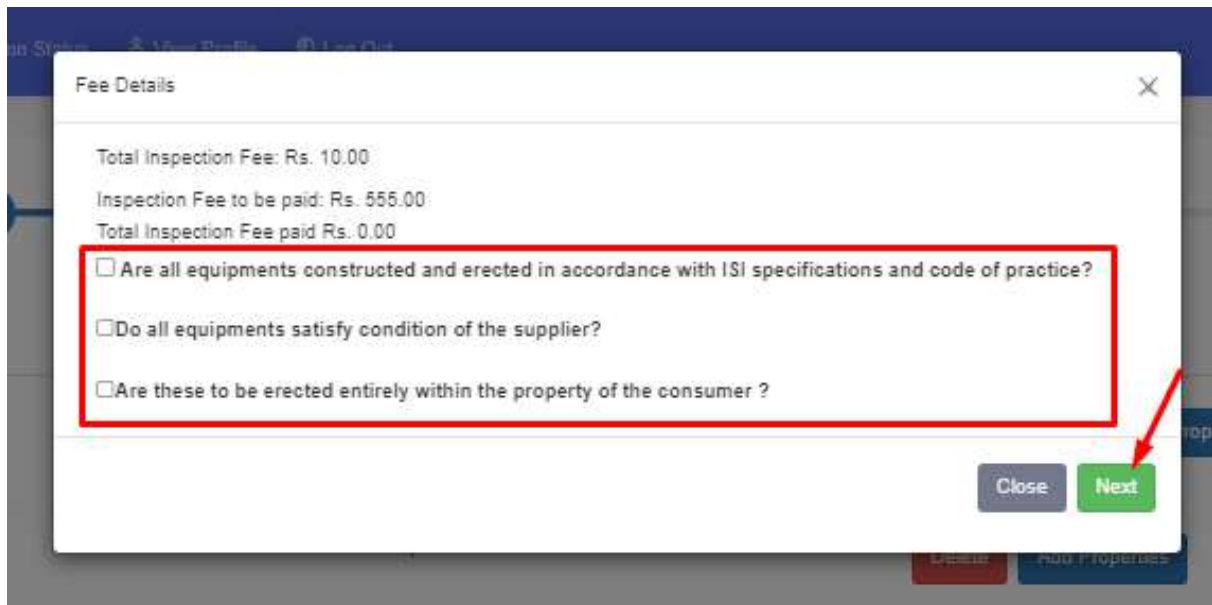


If the user wants to edit the details of switches, can click on the “**view**” button. Will opens the added equipment modal.

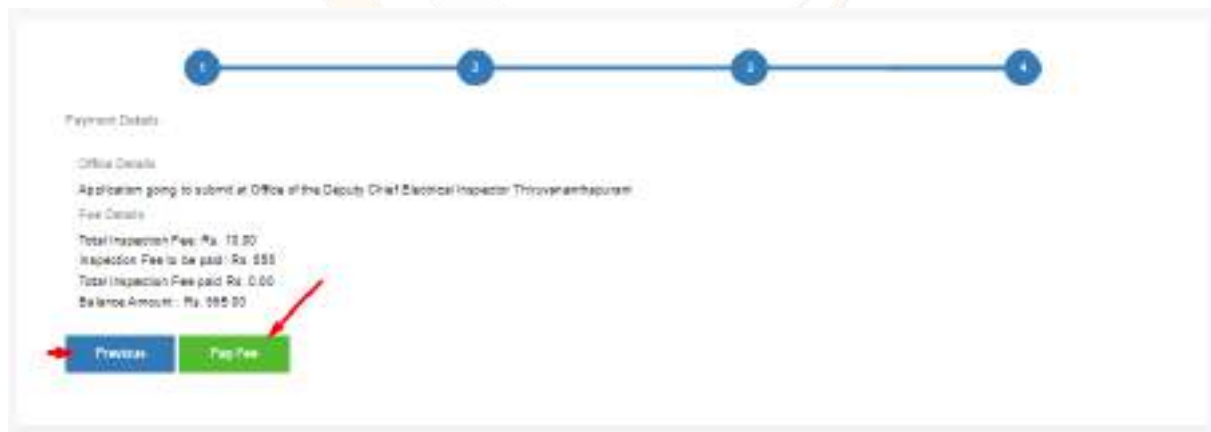
When clicks on the “**Print**” button, the pdf of the printed documents will display.



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



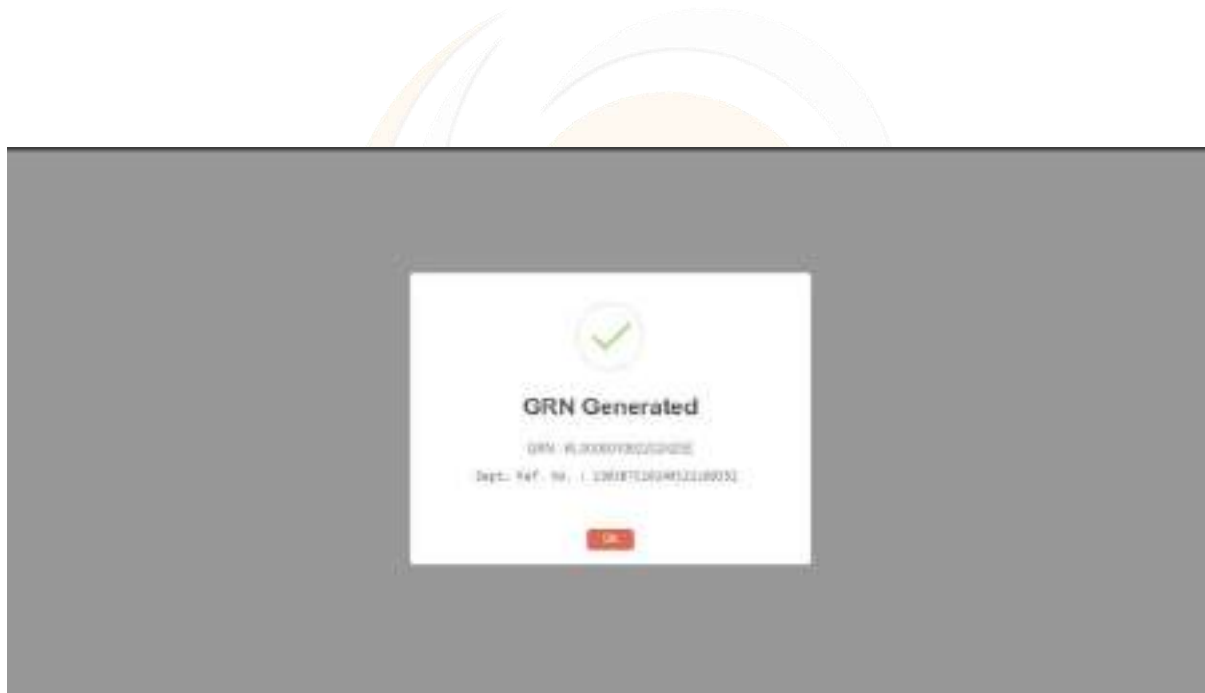
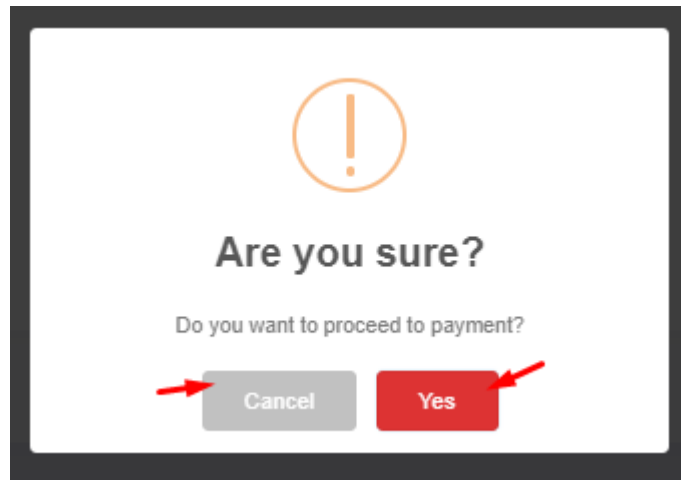
will display. To continue the process, after checking the conditions listed in the modal the user can click on the **“Next button”**.



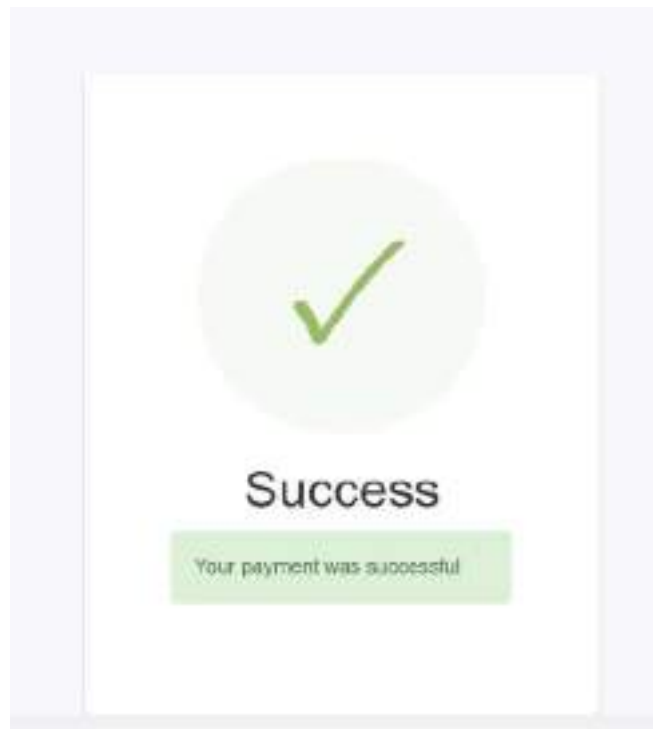
Payment details page is the final page.

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.

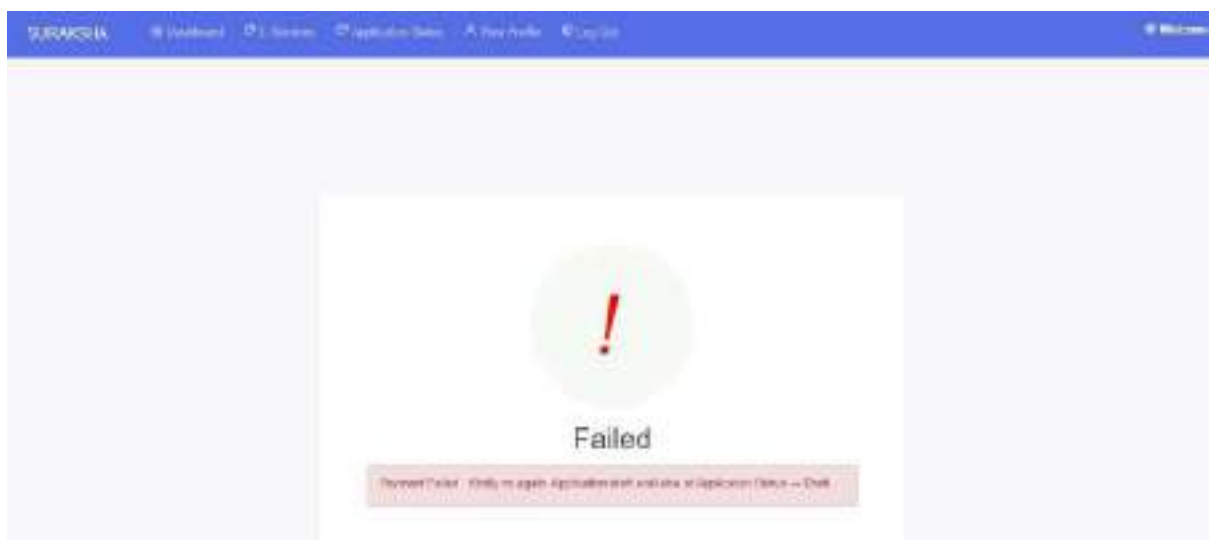


If the payment is successful, an application form will be generated.



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.

SI No.	Application Type	Institute Name	Application No.	Address	Status	Action
1	Application for Advance Approval	WIPAC	10240000	WIPAC	Institute Completed	Edit Delete
2	Application for Line Clearance Safety Certificate	WIPAC	10240001	WIPAC	General Info Completed	Edit Delete
3	Application for 300 Permissible Certificate	WIPAC	10240002	WIPAC	General Info Completed	Edit Delete
4	Application for Sanction for Investigation (Direct Completion Report Submission)	WIPAC	10240003	WIPAC	General Info Completed	Edit Delete
5	Application for Scheme Approval	WIPAC	10240004	WIPAC	Institute Completed	Edit Delete

Delete button – To delete the application

- Applied

APPLICATION DETAILS (Applicant Name: Institute: ILE: (CE) (28222) (NS) (APL) No.: 21240000)

Application Status: **Applied/Forwarded** Institute/Agency Approval Status: **Not Applied**

SI No.	Forwarded By User	Forwarded By Designation	Forwarded To User	Forwarded To Designation	Forwarded Date
1	ICE (CE)	Digit Clerk	Sub-Inspector (Civil) (CE)	Digitary Clerk	15.02.2024 10:52 AM

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: | File: | APPL No: |

Application Status: **Applied** | Scheme Diagram Approval Status: **Not Yet** | Defect Status: **Compliance Submitted**

APPLICATION FILE FLOW | DEFECT HISTORY | DOCUMENTS AND HISTORY

S/No	Forwarded By	Designation	Forwarded To	Designation	Forwarded Date
1	Test Team Clerk	Test Team Clerk	Section Clerk	Section Clerk	18-06-2024 10:08 AM
2	Test Team Clerk	Test Team Clerk	Section Clerk	Section Clerk	18-06-2024 10:04 AM
3	Test Team Clerk	Test Team Clerk	Section Clerk	Section Clerk	18-06-2024 10:04 AM

- **Defect History**

APPLICATION DETAILS | Applicant Name: | File: | APPL No: |

Application Status: **Applied** | Scheme Diagram Approval Status: **Not Yet** | Defect Status: **Compliance Submitted**

APPLICATION FILE FLOW | DEFECT HISTORY | DOCUMENTS AND HISTORY

S/No	Defect Reported	Compliance Submitted
1	18-06-2024	18-06-2024
2	18-06-2024	18-06-2024

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	
Document Name	

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** Selected Pending Defect Reported

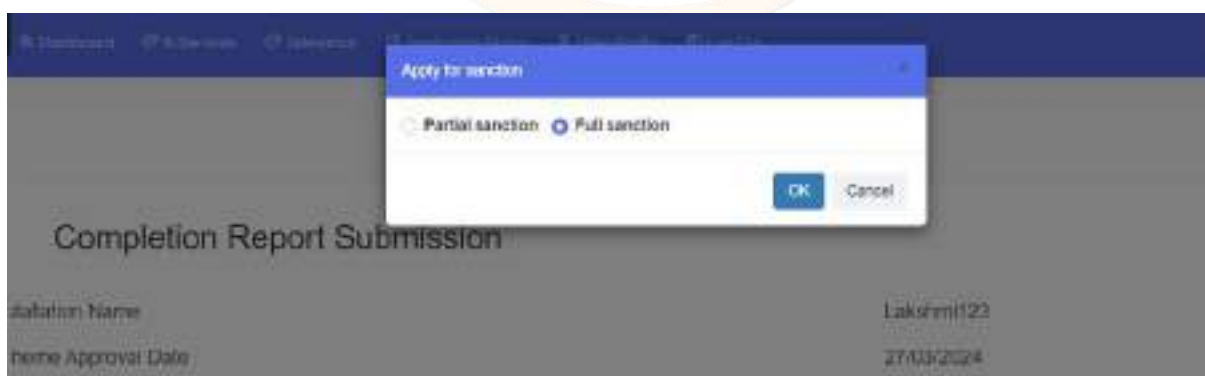
Search:

Sl No.	Application Type	Installation Name	Application No.	Address	Status	Action
1	Application for Scheme Approval	Sajan	012401213	Kerala	Approved	Scheme approval Submit CR 
2	Application for Scheme Approval	Riyas	012401205	Kerala	Approved	Scheme approval Submit CR 
3	Application for Scheme Approval	Riyas	012401189	Kerala	Approved	Scheme approval 
4	Application for Scheme Approval	Abdul	012401155	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.

ST No.	Category	Panel Name	Sub-Category	Capacity	Unit	Quantity	Unit Fee	Total (Rs)	Action
1	Equipment		Generator/MV	1110	kVA	1	11	1110	Install
2	Load		118 Load	400	kW		11	4400	Install
3	Sub Inverter			200	kVA	2	11	2200	Install
4	X-ray			180	mA	6	15	9000	Install
5	Equipment		Transformer-DHT	1100	kVA	3	3.50	3900	Install

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

Install Equipment X

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	Per	Total(Rs)	Action
1	Equipment		Generator-MV	1010	1010	kVA	1	1	11	11110	  
2	UPS			1	0	kVA	2	0	11	365	  

Showing 1 to 2 of 2 entries

Process: 1 | Refresh

As filed drawing: No file chosen

Voltage and System of Supply:

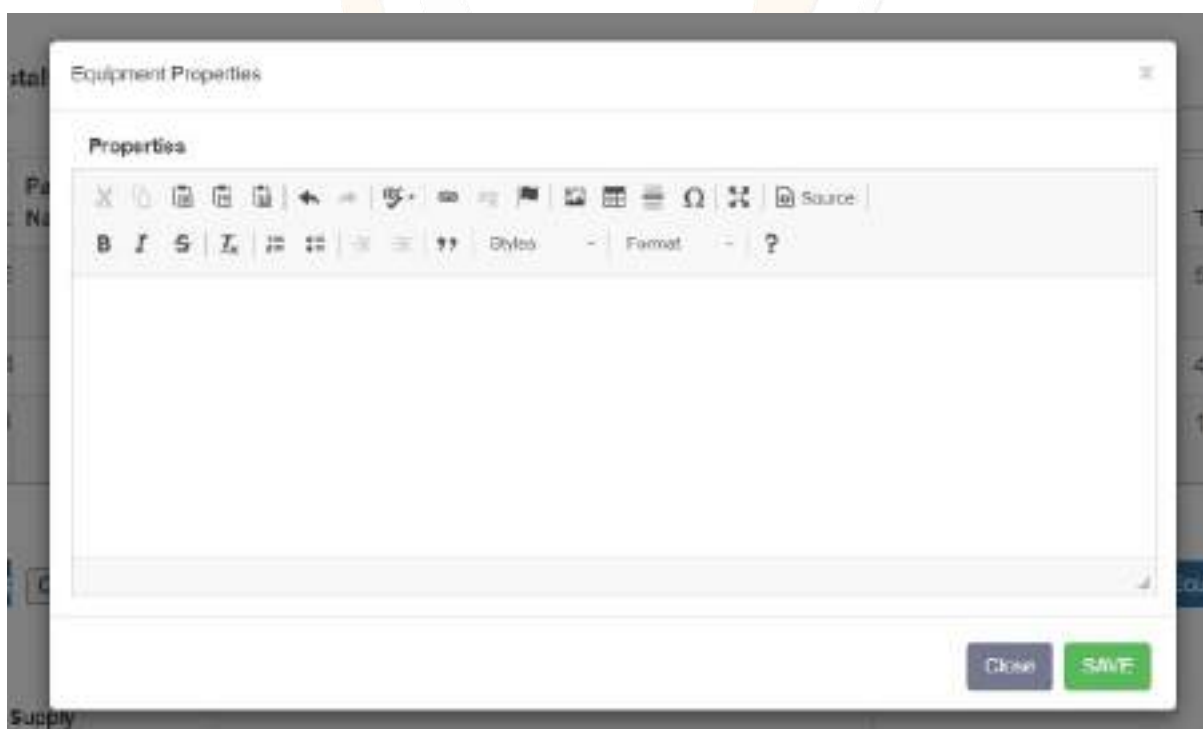
[All Equipment +](#) [Print](#)

[Download excel file](#)

Installed equipment will lists here. Here additional options provided.

Provided additional options are:

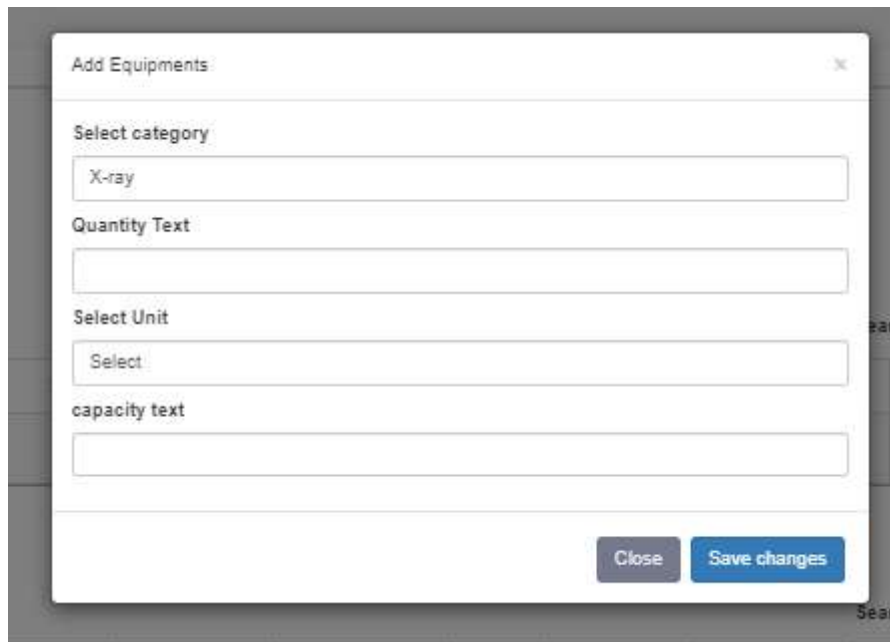
- By clicking on the '+' icon, a new modal appears, there the applicant can change the equipment properties.
- By clicking on the eye icon, an editor modal opens. There the applicant can fill the mentioned details of the equipment



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.

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

- Select category:** A dropdown menu with "Equipment" selected.
- Select Sub category:** A dropdown menu with "SCB" selected.
- Panel Name:** A text input field containing "quad".
- HT Panel:** A checkbox labeled "HT Panel" which is unchecked.
- Switch:** A dropdown menu with "Choose..." selected.
- Quantity:** A text input field.
- Rating:** A 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), "Delete" (red), "Close" (grey), and "Save changes" (blue).

A table below the form displays the added switch:

#	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)

Showing 1 to 1 of 1 entries

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

Showing 1 to 1 of 1 entries

Equipment Details (Installed)

Showing 1 to 2 of 2 entries

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	1	1	5.55	29137.5	  
2	Equipment	qmsd	SSB							350	  

Showing 1 to 2 of 2 entries

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 Other Equipment Details Asset DR Payment Details

1 2 3 4

Insulation Test Values as applicable
Allowed file types: .pdf
Max file size: 102 kb
 No file chosen

Any Other Supporting Documents if applicable
Allowed file types: .pdf
Max file size: 102 kb
 No file chosen

Details of authorized persons as per Regulation
Allowed file types: .pdf
Max file size: 102 kb
 No file chosen

Test Reports Incl. Relay CT Breakers Transformer Generator etc as applicable
Allowed file types: .pdf
Max file size: 102 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		0.25	100	Install
2	Manningory					1	1000	1000	Install
3	Bur chad			200	Amps	20	0.5	100	Install
4	Equipment		Generator-RT	250	kVA	4	0.15	1550	Install

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: 42du

Scheme Approval Date: 01/01/2016

CR Submission Last Date: 01/01/2016

Submit

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:

Sl No.	Category	Panel Name	Sub Category	Capacity	Unit	Quantity	Unit Fee	Total(Fee)	Action
1	Earth Mat.			20	sqm		5.25	105	Sanction
2	Mammography					1	1000	1000	Sanction
3	Rat duct			200	Anges	20	2.5	100	View
4	Equipment		Transformer-DIT	250	KVA	4	5.55	2220	View

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(Fee)	Action
1	Mammography						8	8	1300	8800	View Print Share

Showing 1 to 1 of 1 entries

Previous 1 Next

As installed

[Job Logsheet](#) [Print](#)

An equipment can be also be partially sanctioned

Sl No.	Category	Panel Name	Sub Category	Capacity	Unit	Quantity	Unit Fee	Total(Fee)	Action
1	Substation			750	KVA	4	11	33000	View
2	LT Meters					12	288	3456	View
3	Mammography					11	1000	9000	Sanction
4	Equipment		Transformer-DIT	850	KVA	3	5.55	16650	View

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(Fee)	Action
1	Mammography						8	8	1300	8800	View Print Share

Showing 1 to 1 of 1 entries

Previous 1 Next

As installed

[Job Logsheet](#) [Print](#)

Sl No.	Category	Panel Name	Sub Category	Capacity	Unit	Quantity	Unit Fee	Total(Rs)	Action
1	Structure			750	KVA	4	11	33000	Install
2	LT Meters					12	250	3000	Install
3	Metrology					9	1000	9000	Install
4	Equipment		Transformer-EHT	850	KVA	8	5.55	37740	Install

Showing 1 to 4 of 4 entries

Equipment Details (Installed)

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	8	8	5.55	12570	Edit Delete

Showing 1 to 1 of 1 entries

As fitted drawing *

[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)

Sl No.	Category	Panel Name	Sub Category	Capacity	Unit	Quantity	Unit Fee	Total(Rs)	Action
1	Equipment		Transformer-EHT	850	KVA	4	5.55	12570	Install
2	Structure			750	KVA	4	11	33000	Install
3	LT Meters					12	250	3000	Install
4	Metrology					9	1000	9000	Install
5	Equipment		Transformer-EHT	850	KVA	8	5.55	37740	Install/Partially Sanction

Showing 1 to 5 of 5 entries

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 **CR Details** **PRICE** **Period Entry**

1 2 3 4

Fee Details

Total inspection fee (Rs. 500/-)
Advance inspection fee paid (Rs. 0/-)
No-Work waiting fee (Rs. 0/-)
Total fee paid (Rs. 0/-)
Balance fee to be paid (Rs. 500/-)

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 INSPECTANTS User Manual

U. Mallamysri Building with Registration No. 25a

Sub Station: SWY

Any other details entered for creating

Inspected On/By

Documents

General of electrical system regulation Any Other Supporting Documents if available Test reports incl. Relay CT Breakers, Transformer, Generator etc as applicable Protection Test. Values as applicable

[View Scheme Approval Details](#)

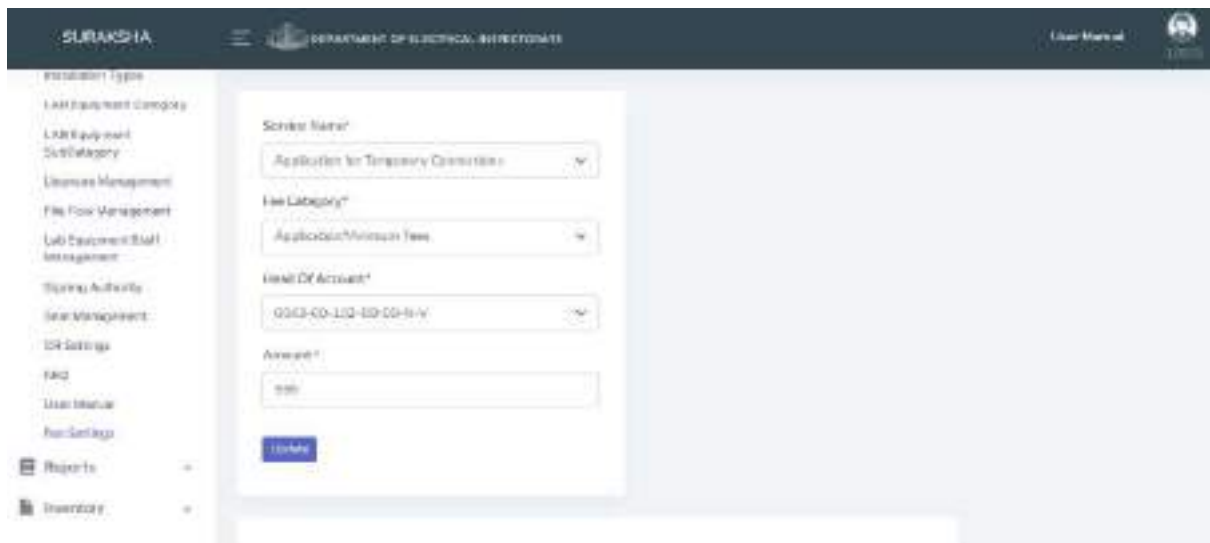
Fee Print

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

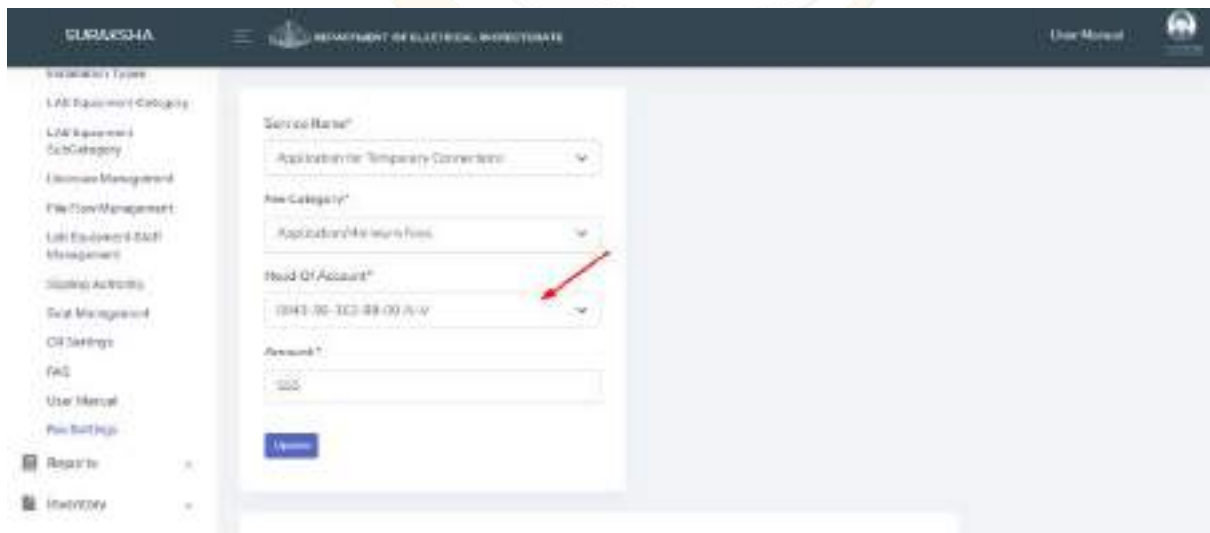
Fee Settings

Some application has multiple head account eg: temporary connection



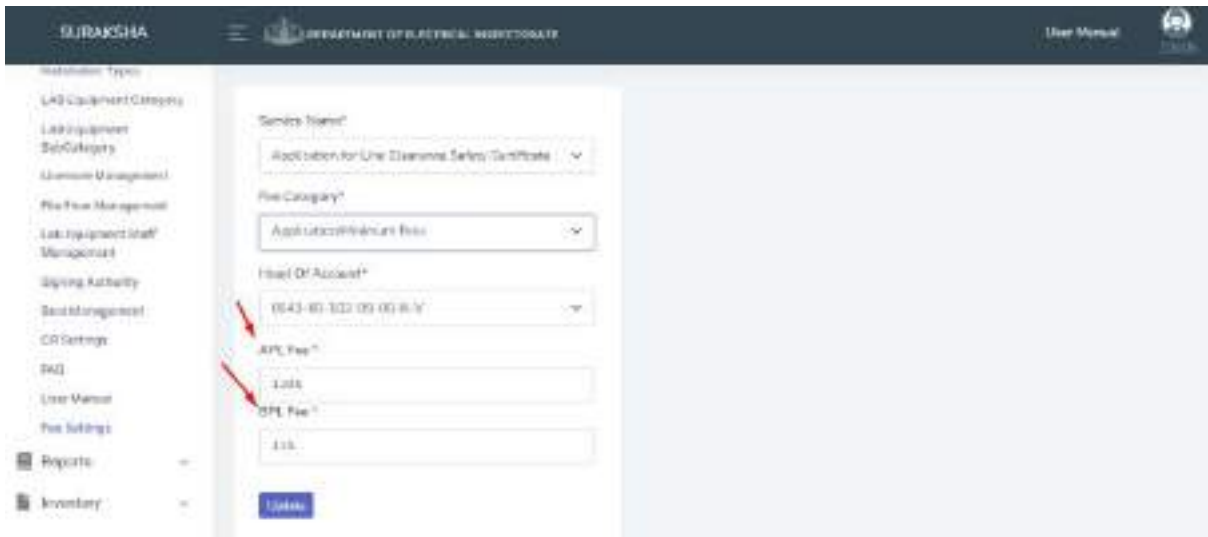
The screenshot shows the SURAKSHA web application interface. The header includes the logo and 'DEPARTMENT OF ELECTRICAL INFRASTRUCTURE'. The left sidebar contains a navigation menu with options like 'LAD Equipment Category', 'LAD Equipment SubCategory', 'License Management', 'File Flow Management', 'LAD Equipment SFE Management', 'Billing Activity', 'SFE Management', 'CR Settings', 'FAQ', 'User Manual', 'Fee Settings', 'Reports', and 'Inventory'. The main content area displays the 'Fee Settings' form for 'Application for Temporary Connection'. The form includes fields for 'Fee Category*' (Application/Minimum Fee), 'Head Of Account*' (0003-CO-100-00-00-0-V), and 'Amount*' (500). A 'Update' button is visible at the bottom of the form.

User is able to select head account from the dropdown list

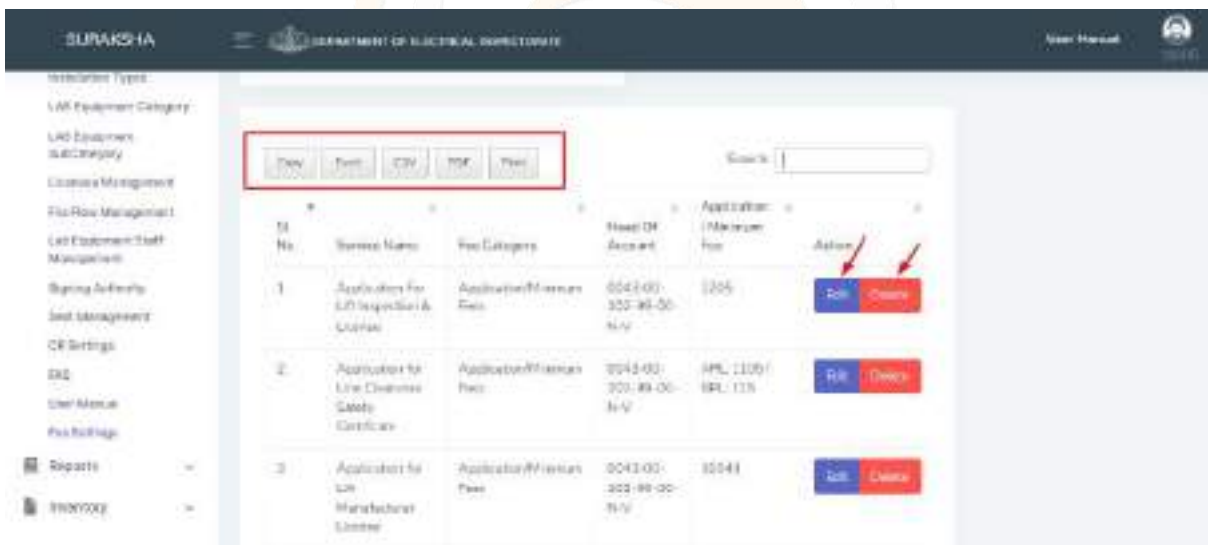


This screenshot is similar to the previous one, showing the 'Fee Settings' form for 'Application for Temporary Connection'. A red arrow points to the 'Head Of Account*' dropdown menu, which is currently displaying '0003-CO-100-00-00-0-V'. The 'Amount*' field contains '500' and the 'Update' button is at the bottom.

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

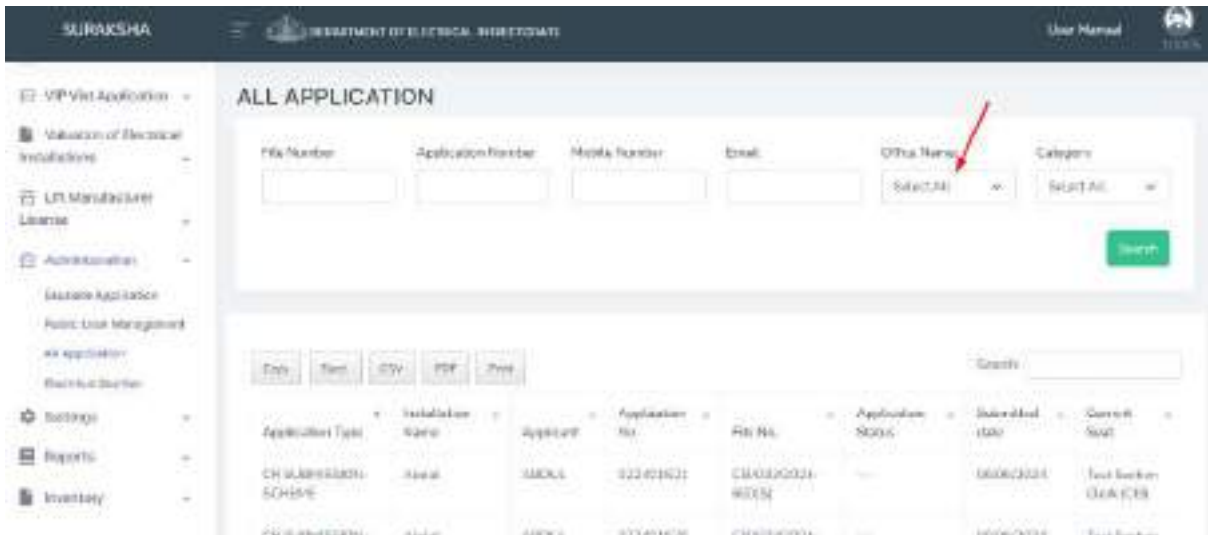


In fee settings edit, delete, copy and print options are available

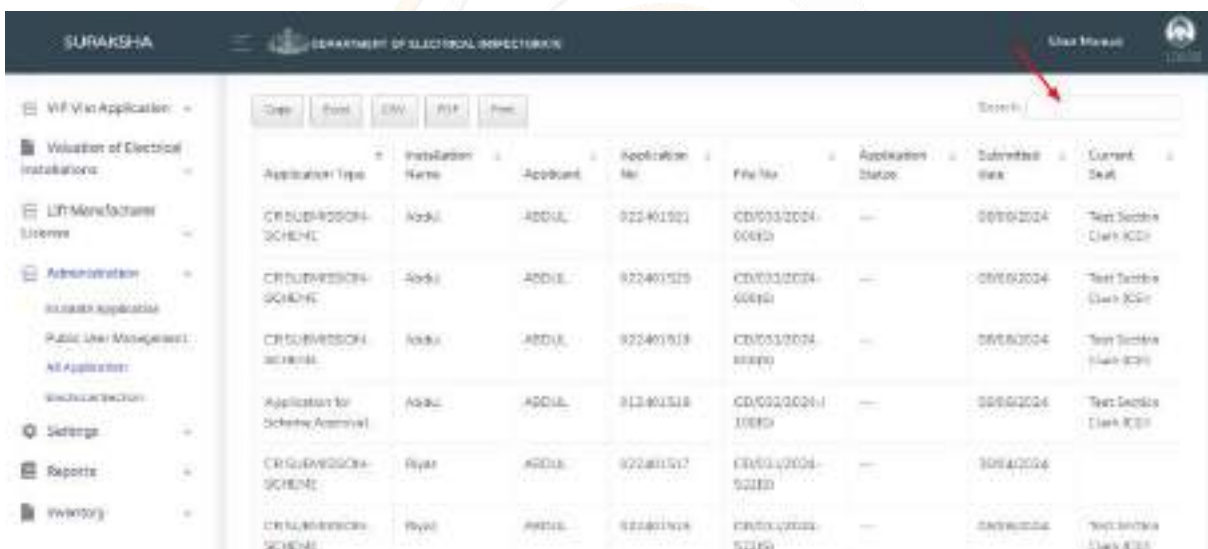


District wise Filtering

It has option to filter district wise



And able to search within the listed table using search bar



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.

The screenshot shows the SURAKSHA web application interface. The header includes the logo, 'DEPARTMENT OF ELECTRICAL INSPECTORATE', and 'User Name'. The left sidebar contains navigation options like 'Validation of Electrical Installation', 'Lift/Marble/Concrete License', 'Administrative', and 'Reports'. The main area has search filters for 'From Date', 'To Date', 'Category', and 'Office Name'. A table below displays search results with columns for Office Name, File Number, App. Number, Category Name, Applicant Name, File Received on date, File Processed on, and Current Status.

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, Tiruvallur	010480004-0102	003401407	CE 00040000H-0040H	Test conductor	06/05/2024	06/05/2024	Open
Office of the Deputy Chief Electrical Inspector	010000000-0100	003401179	Application for License	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.

Person Details Social Password

Name * TEXT (REQUIRED)

Email Email (REQUIRED)

Contact Number * NUMBER

Social Password

Save

Person Details Social Password

New Password New Password

Confirm Password Confirm Password

- Password must be at least 8 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

Save

STAFF END

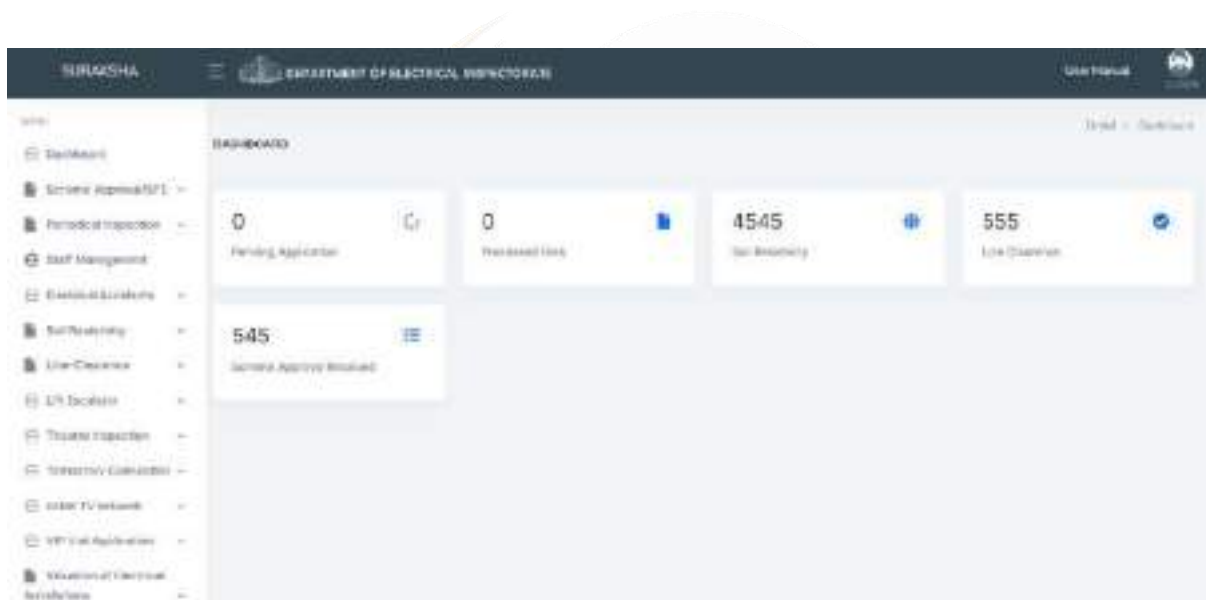
Staff login

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.

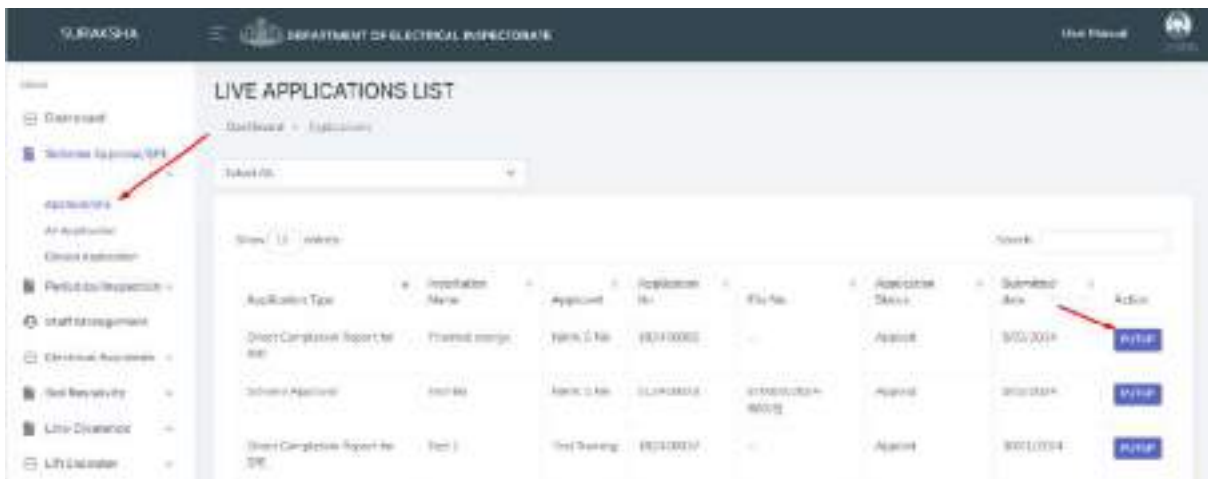
Staff End Dashboard

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

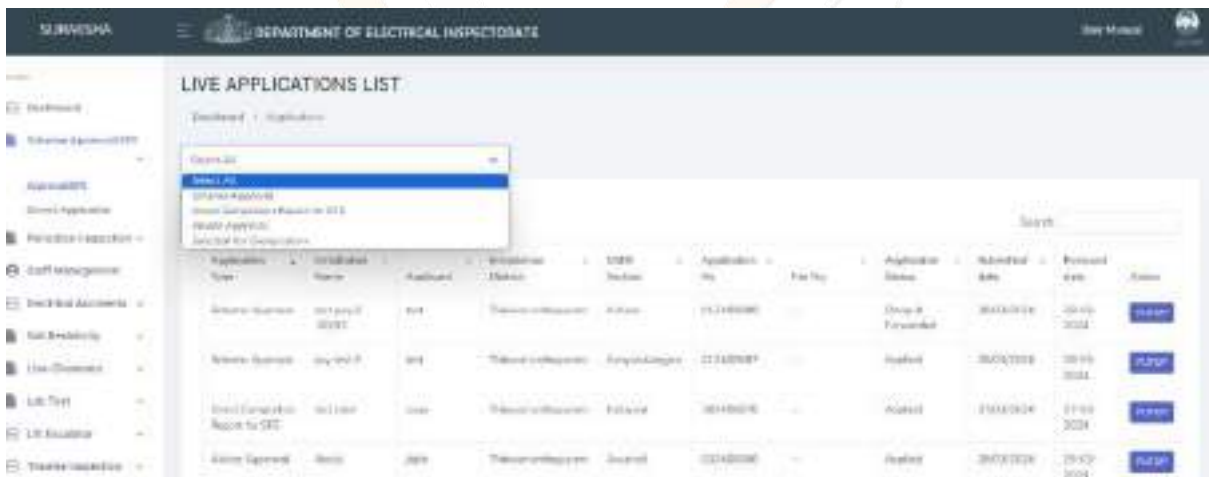


Scheme Approval/SFE

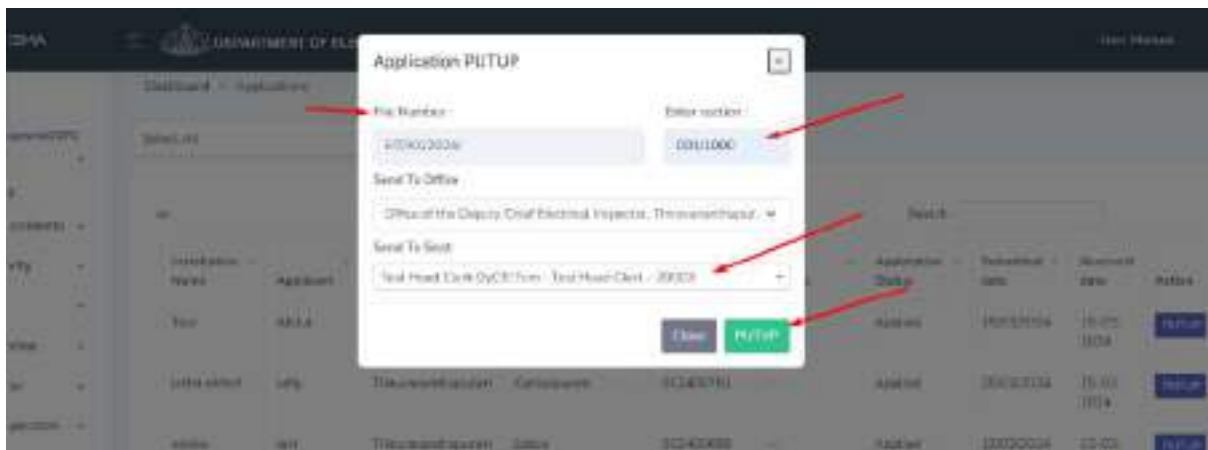
All submissions from the public will be initially received at the tapal section. Subsequently, these applications are forwarded from the tapal section to the designated officer by clicking on the putup button.



In the application listing, A dropdown is provided for scheme related all applications

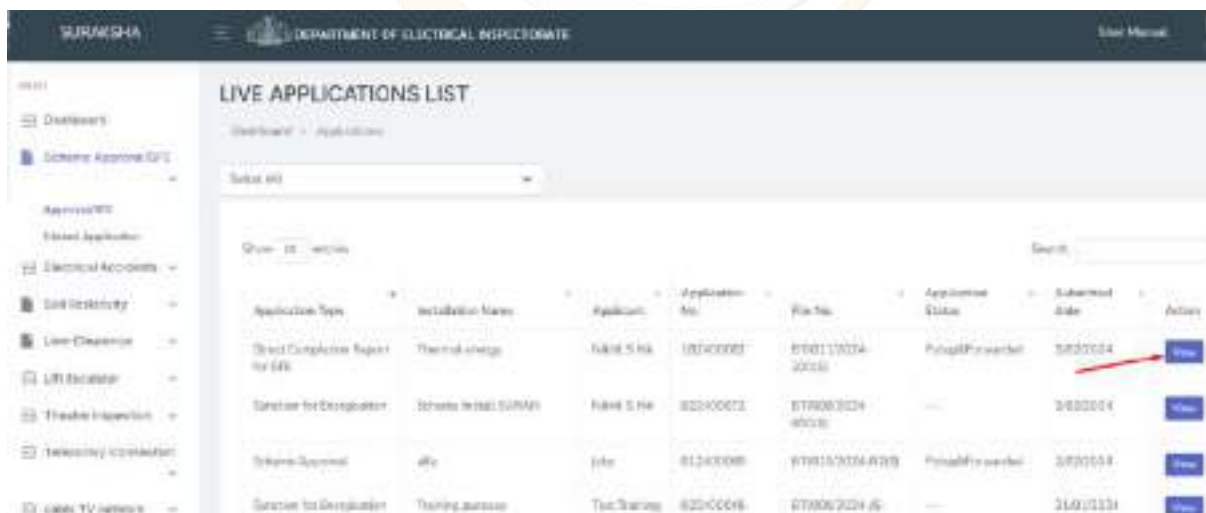


This dropdown option is provided in scheme section of office end logins

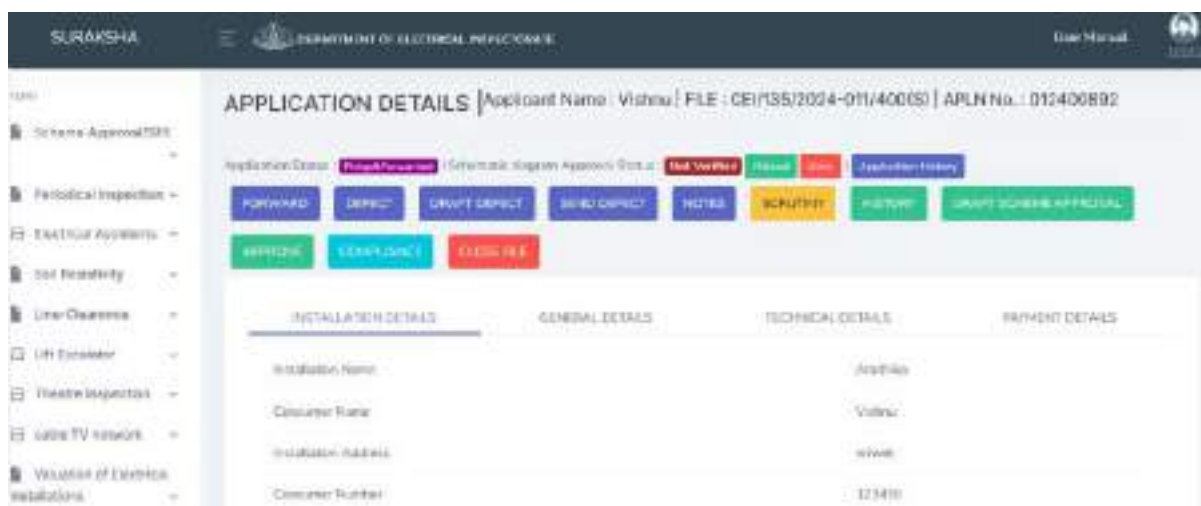


The file number is automatically generated in the tapal section during putup. The tapal clerk has the option to manually enter the section and select the seat to send the application from the dropdown menu. No additional steps will be carried out in the tapal section after a file has been Put-up.

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**

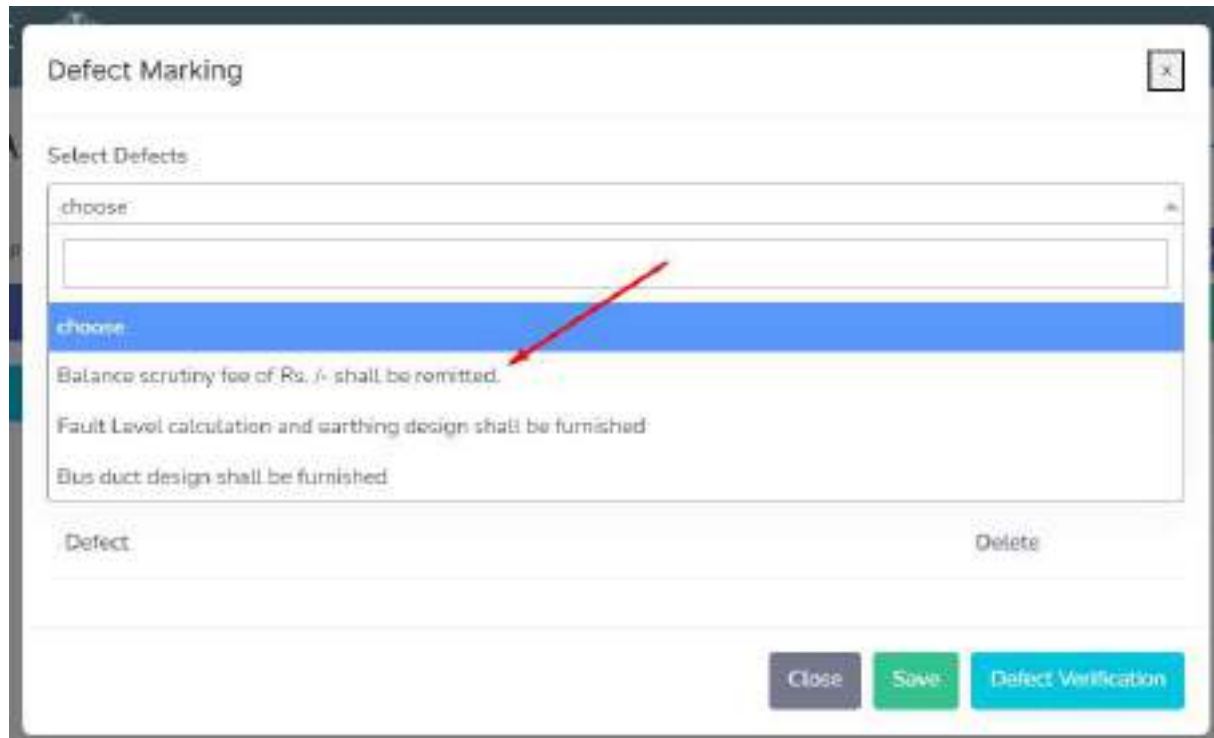
Forward button is for forwarding the file to the next officer



The user can select an officer from the dropdown menu.

- **Defect**

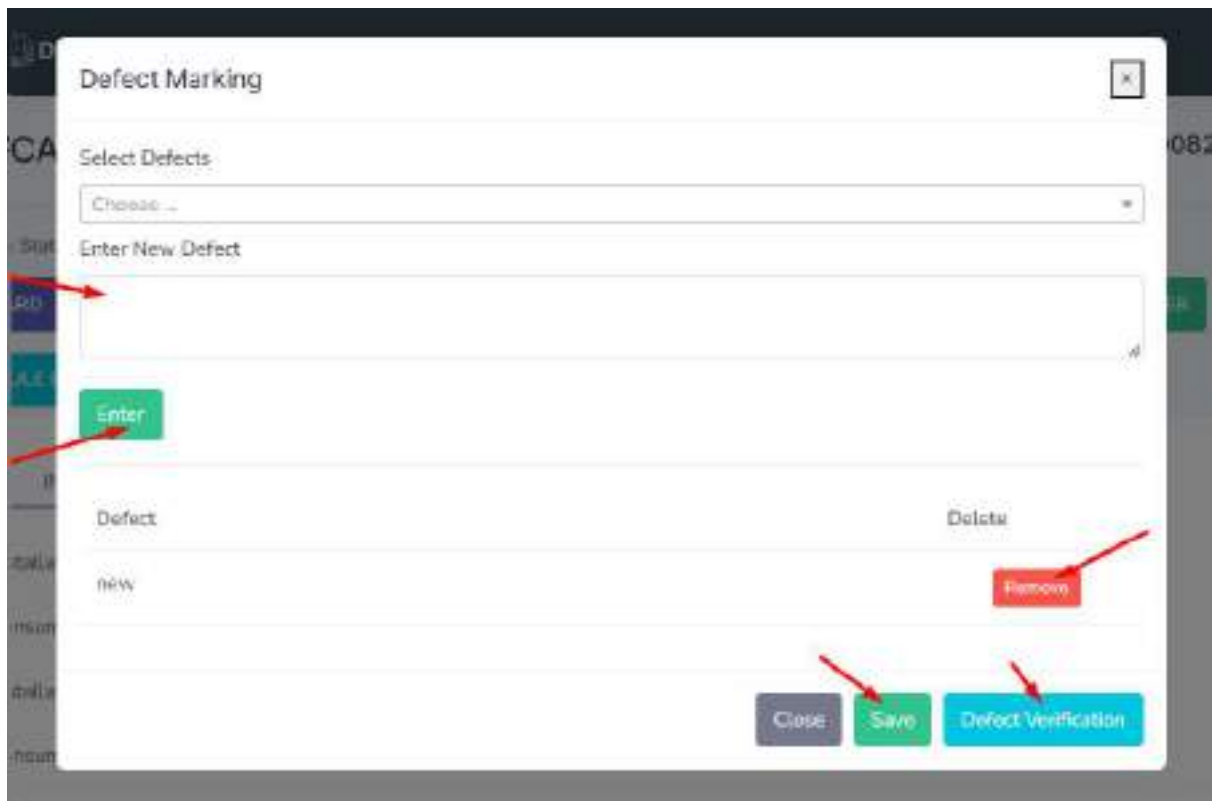
If any defects are identified during the document verification process, the user has the option to take note of and save them here.



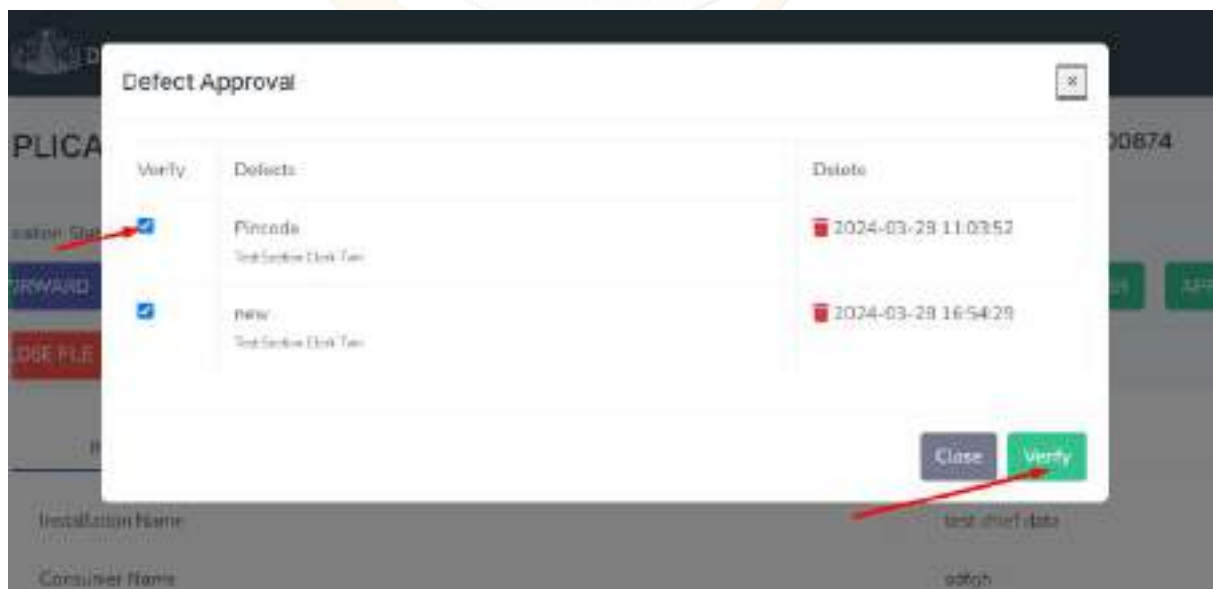
A predefined list of common defects will display in the drop -down box of select defect. If the reason for defect is not in the list ,then the user can create new defect.

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



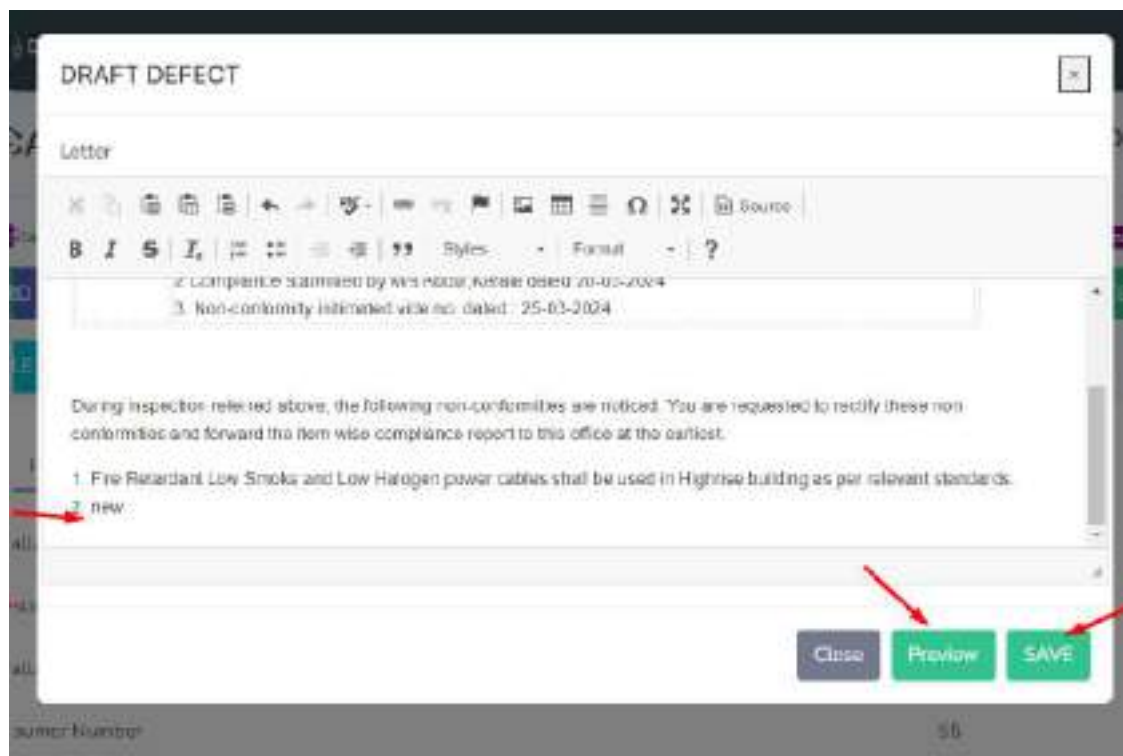
Entered defects will lists below. If any defects we want to remove, it can be deleted by clicking on delete button.



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

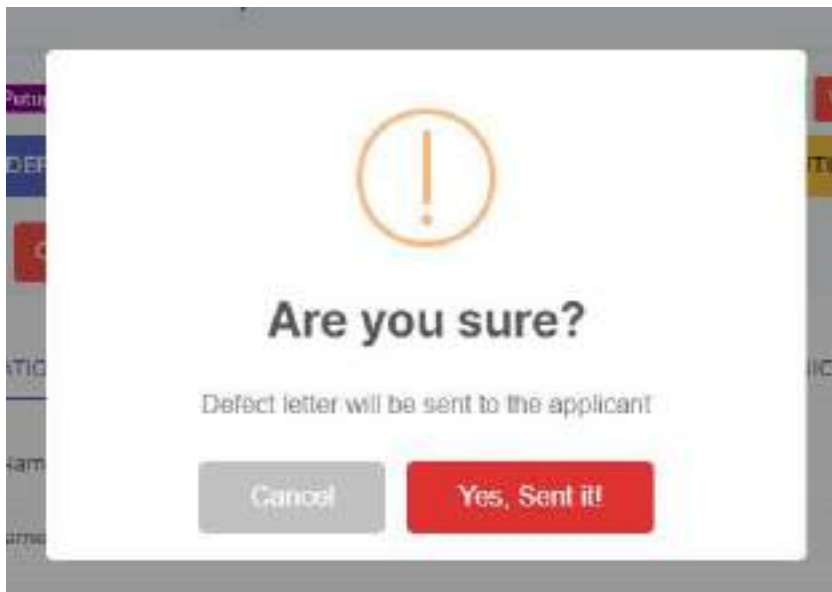
After verification of defect, Click on the Draft defect button. Here we can see the create defect will be in the letter draft. This draft is sending to the public end. This is in a letter format.



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

- **Send Defect**

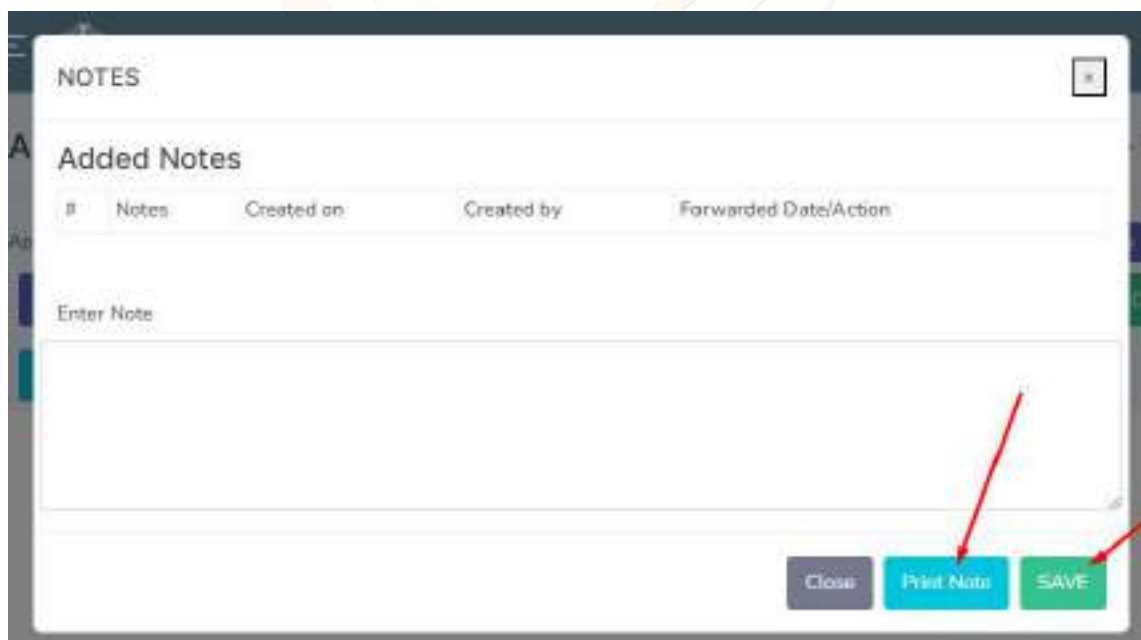
Selecting the "Send Defect" option will transmit verified defects to the public interface. The applicant can then view the identified defect and make necessary corrections. These defects sending from office to public will displays in the Defect tab of application status. After rectifying all the defects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



The defect will be sent

- **Notes**

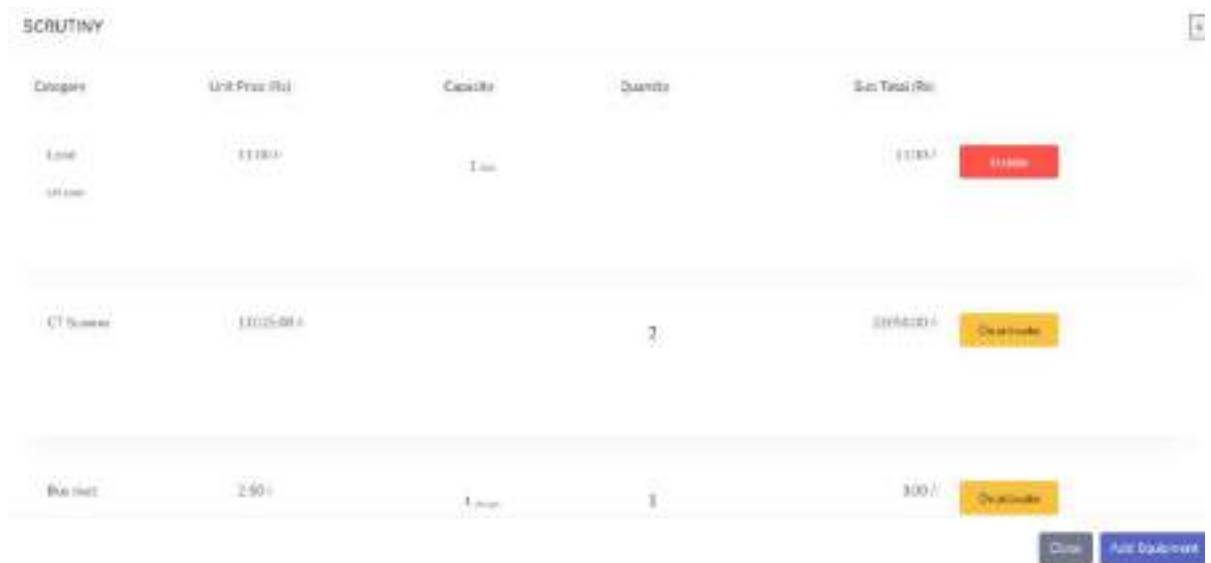
Users can store any additional notes regarding the application here. These notes will be accessible to the next officer to whom it is forwarded.



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)	
Line	11100	1.00		11100	Delete
CT Scanner	11025000		2	22050000	Deactivate
Basinet	250	1.00	1	250	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

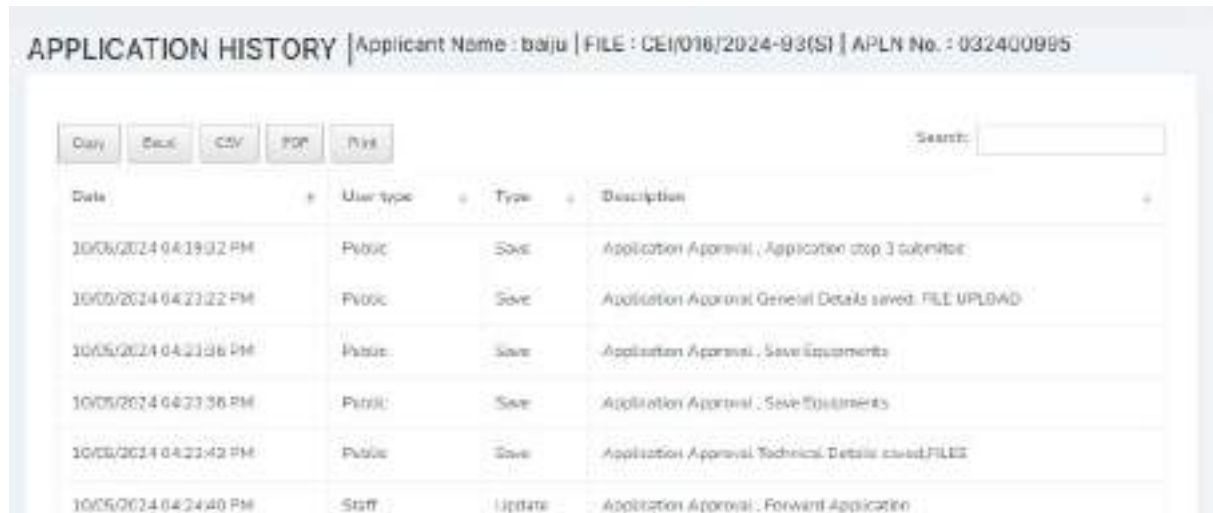
Select category

Choose...

Close **Save changes**

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

- **History**



The screenshot displays the 'APPLICATION HISTORY' interface for Applicant Name: bajju, FILE: CEI/016/2024-93(SI), and APLN No.: 032400995. It features a table with columns for Date, User type, Type, and Description. The table contains six rows of application history entries.

Date	User type	Type	Description
10/05/2024 04:19:32 PM	Public	Save	Application Approval : Application step 3 completed
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 04:23:42 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.



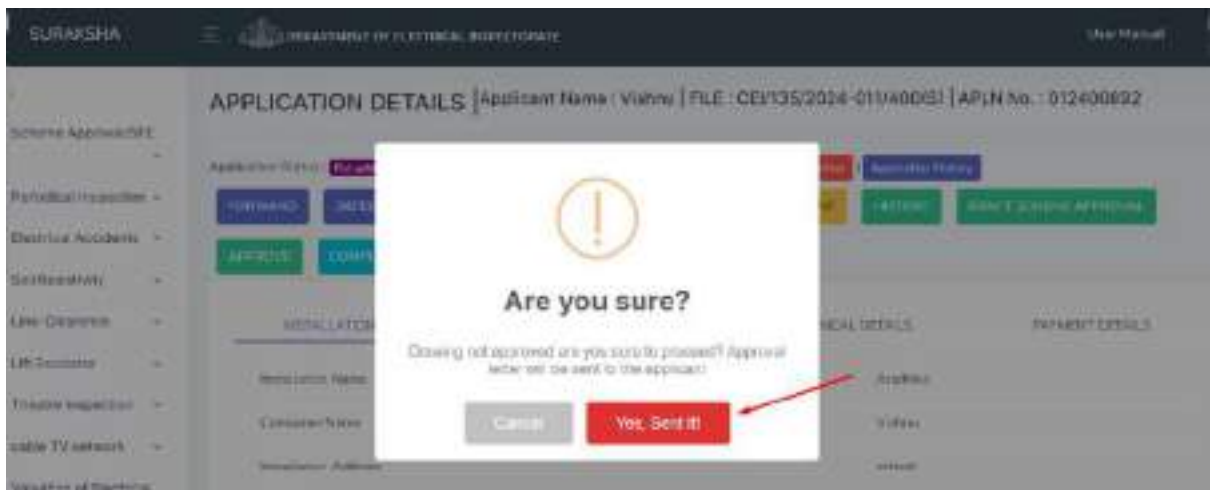
By clicking the "View Letter" button, the current officer can access the defect letter sent to the public, along with the details of the officer who submitted the defect.

- **Draft Scheme approval**

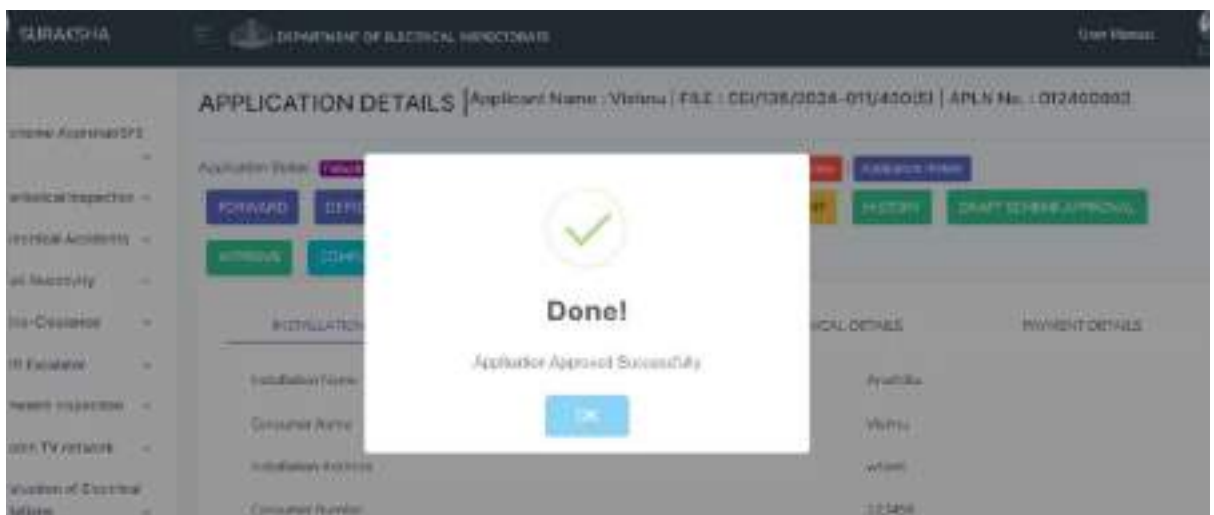


This letter is the approval notice received by the public subsequent to the officer's approval of their application.

- **Approve**



Approval of the scheme can be carried out by the officer here.



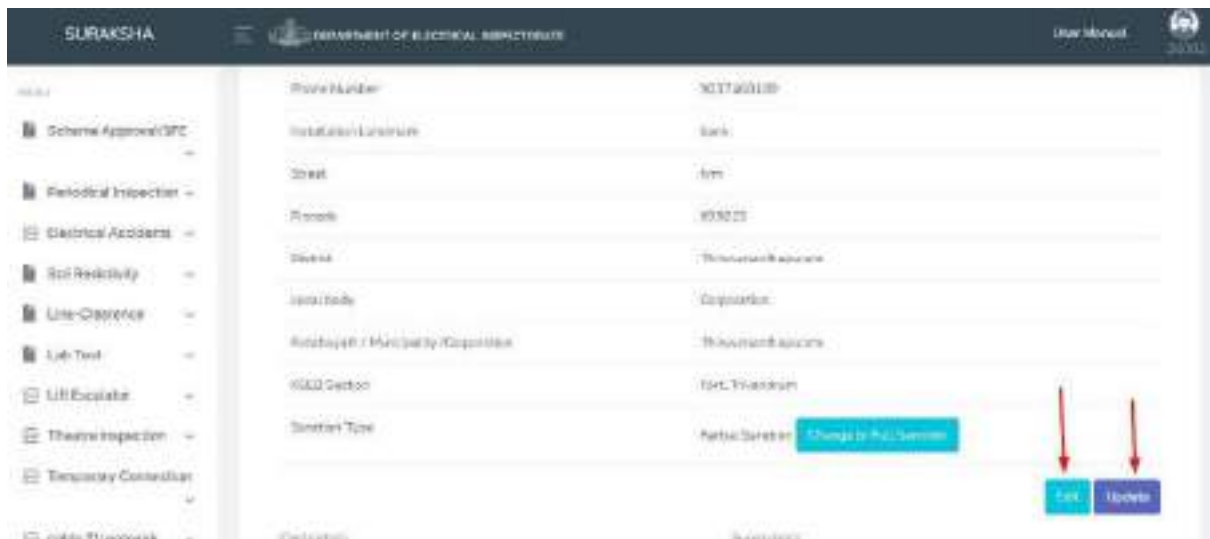
This will be the final stage of first step.

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.

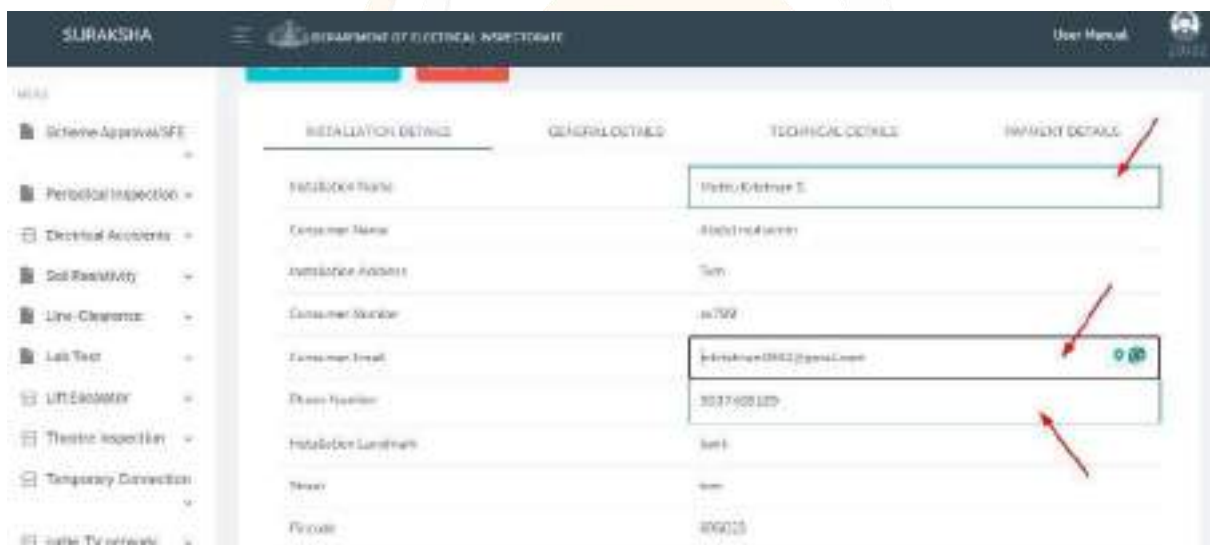
If the applicant submitted for a partial sanction, it can changeable to full sanction from the office end

Changing Installation Basic Details

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

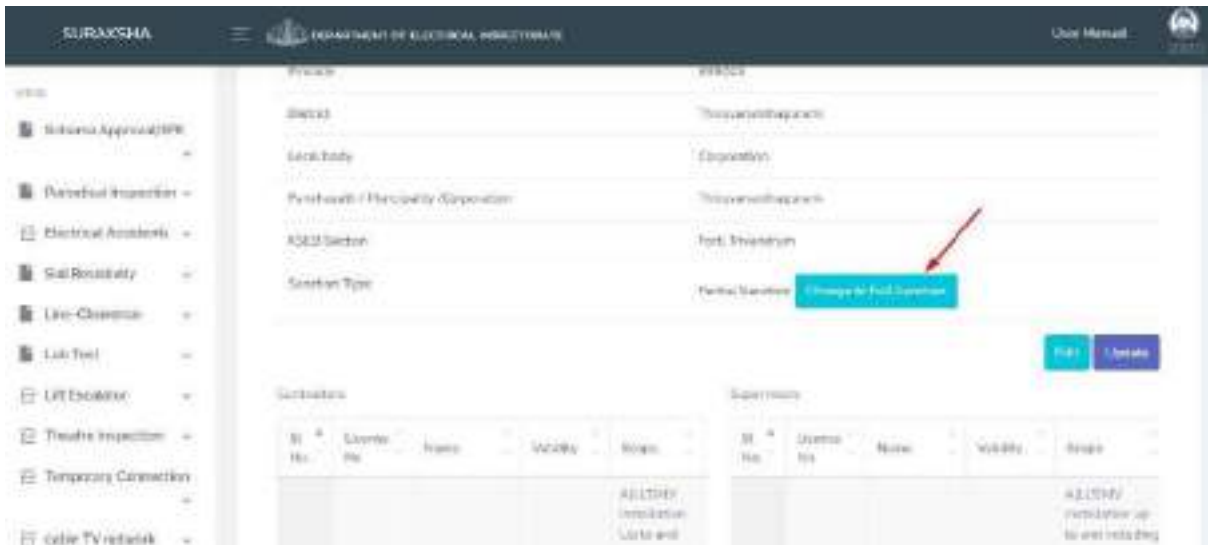


When you click the edit button the corresponding field change the editable mode

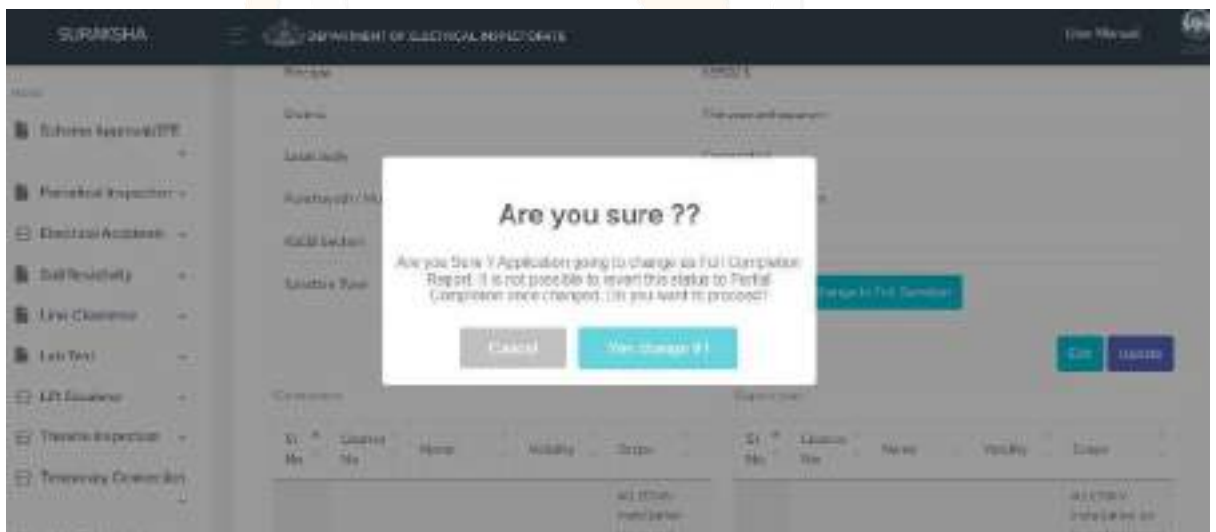


Changing to Partial to Full

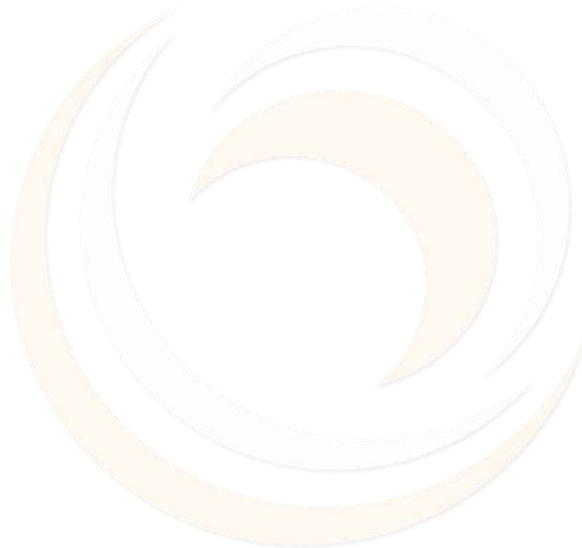
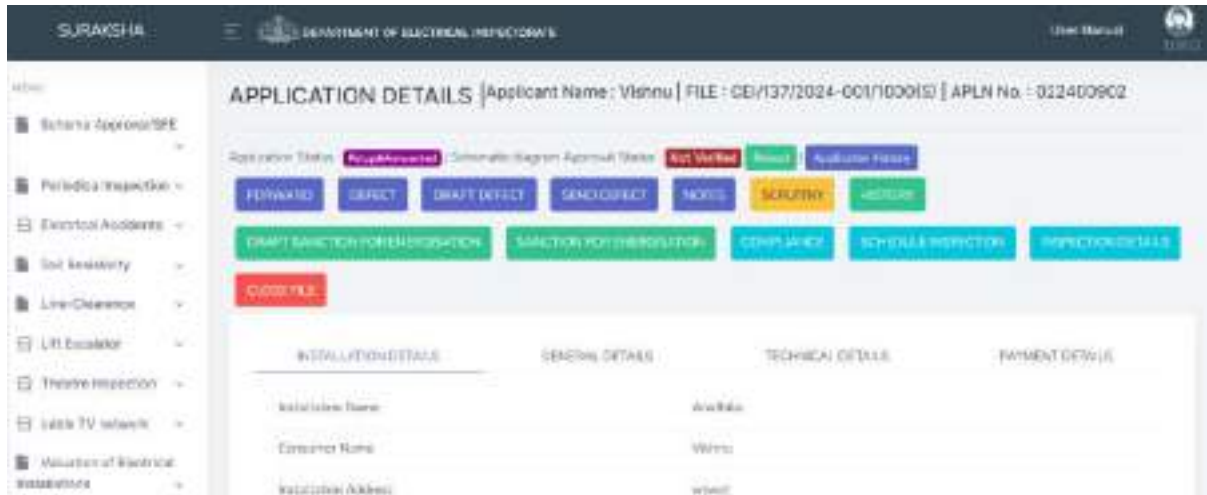
In CR submission users is option to switch the application to full sanction. There is a button called 'Change to Full Sanction'.



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



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



- **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

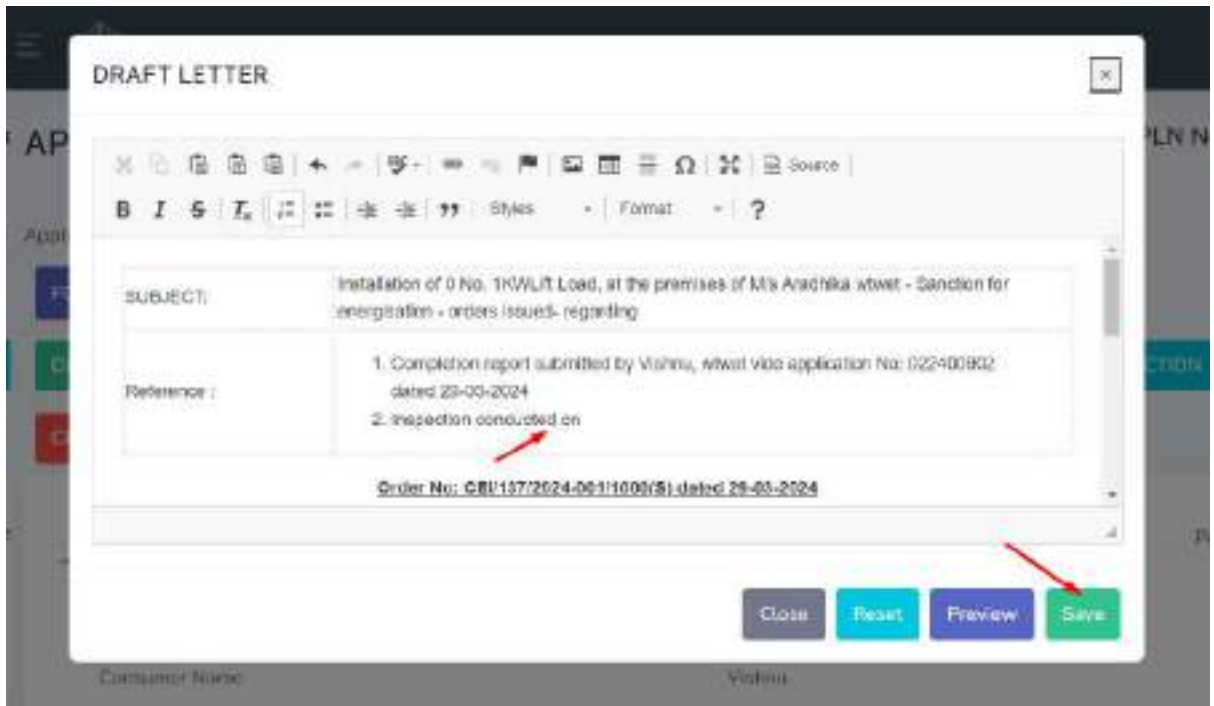
Close Update

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

After Inspection next step will be energization sanction.

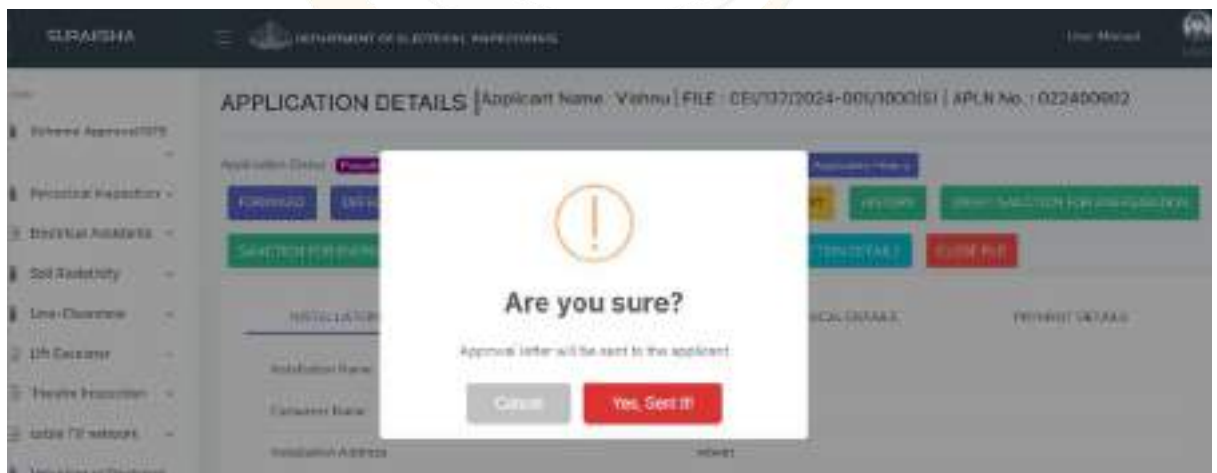
- **Draft Sanction for Energization**

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



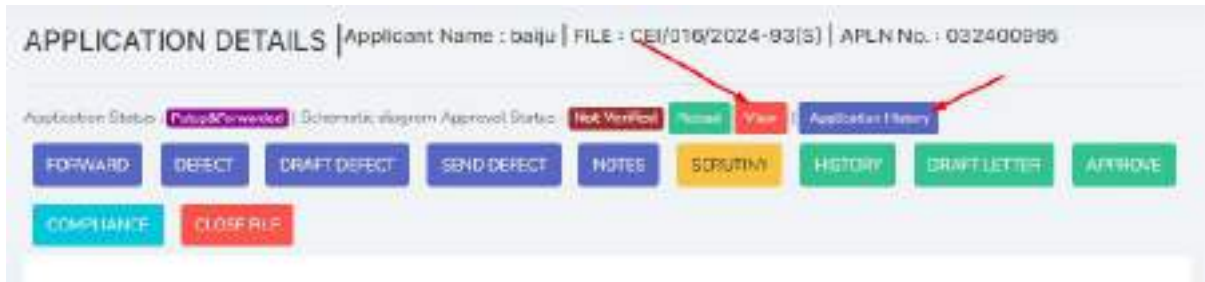
applicant simply by clicking on the sanction for energization button.

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

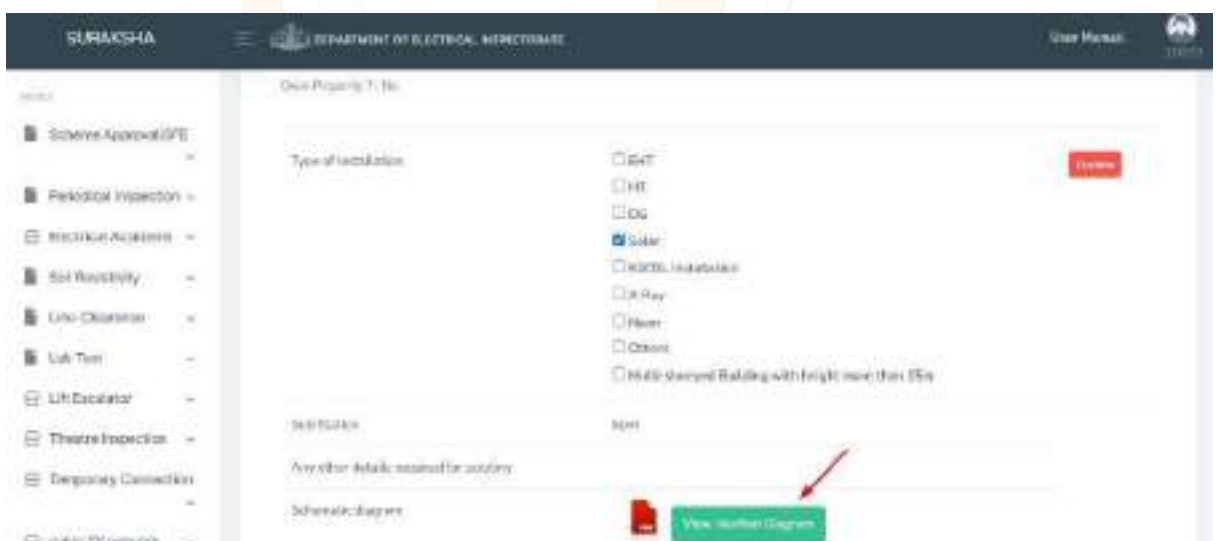
Users can verify uploaded drawings within the application. They have the option to report defects and exclude specific pages if necessary. Once a drawing is approved, a watermark indicating approval will be added to the document.



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**

APPLICATION DETAILS | Applicant Name: nika tyson | FILE: EIT120024-16885 | APLN No.: 012401205

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

APPLICATION FILE FLOW		DEFECT HISTORY		DOCUMENTS AND HISTORY	
Defect Reported Date		10/06/2024 11:09			
Sl No	Forwarded By Seat	Forwarded By Designation	Forwarded To Seat	Forwarded To Designation	Forwarded Date
1	Test_Tapsi Clerk Dy/CEI Tykr <small>(Role of the Design Chief Electrical Inspector-Thrissur)</small>	Tapsi Clerk	Test Section Clerk Dy/CEI Tykr <small>(Role of the Design Chief Electrical Inspector-Thrissur)</small>	Section Clerk	18-06-2024 10:00 AM
2	Test_Tapsi Clerk Dy/CEI Tykr <small>(Role of the Design Chief Electrical Inspector-Thrissur)</small>	Tapsi Clerk	Test Section Clerk Dy/CEI Tykr <small>(Role of the Design Chief Electrical Inspector-Thrissur)</small>	Section Clerk	18-06-2024 10:04 AM
3	Test_Tapsi Clerk Dy/CEI Tykr <small>(Role of the Design Chief Electrical Inspector-Thrissur)</small>	Tapsi Clerk	Test Section Clerk Dy/CEI Tykr <small>(Role of the Design Chief Electrical Inspector-Thrissur)</small>	Section Clerk	18-06-2024 10:04 AM

- **Defect History**

APPLICATION DETAILS | Applicant Name: nika tyson | FILE: EIT120024-16885 | 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			
Sl No	Defect Reported	Compliance Submitted			
1	10-06-2024	Done			
2	18-06-2024	View Defect Letter			
Sl No	Defect Reported	Compliance Submitted			
1	18-06-2024	Done			

Defect communication history lists here with defect letter

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



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

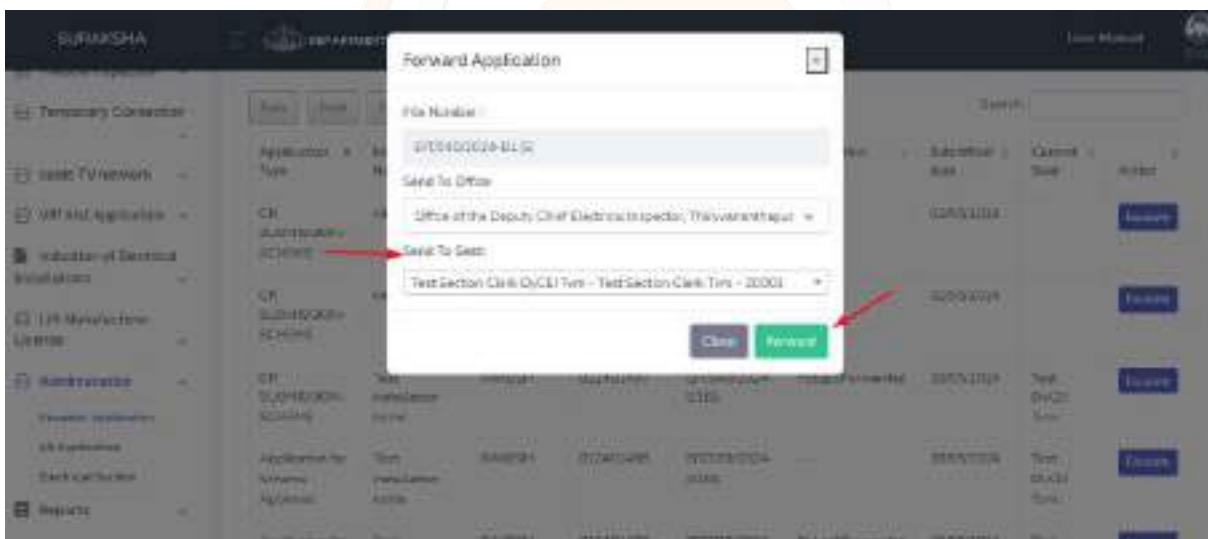
If the payment is offline, add challan option is available for record the details in account

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.

Application Type	Installation Name	Applicant	Application No	File No	Application Status	Submitted date	Current Seat	Action
CR SUBHGSKO-EDHVC	4464	ADDA	022402515	---	---	02/09/2024		Escalate
CR SUBHGSKO-SCHMC	4464	ADDA	022402514	---	---	02/09/2024		Escalate
CR SUBHGSKO-SCHMC	Test Installation 4464	RAJESH	022401487	020742/2024-0183	Public Forwarded	05/09/2024	Test DyCDI Tm	Escalate
Application for Test	Test	RAJESH	022401486	020732/2024-	---	05/09/2024	Test	Escalate

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 INSPECTORS

Live Status

LIVE APPLICATIONS LIST

Dashboard > Applications

Search: 0201004

Applicant	Inspector District	ICER Section	Application No	File No	Application Status	Submitted date	Received date	Action
Test consultant	Thiruvananthapuram	Accumulators	020403407	020403004-010	Filed & Forwarded	28/05/2024	07-06-2024	View

10/24 total entries

Closed Application

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

SURAKSHA DEPARTMENT OF ELECTRICAL INSPECTORS

Live Status

CLOSED APPLICATION LIST

Dashboard > Closed Applications

Office of the Deputy Chief Electrical Inspector, Thiruvananthapuram

Search:

ICER Section	Application No	File No	Application Status	Submitted date	Closed By	Closed Date	Open Reason	
Test, Electrical	020403003	020403004-00005	---	02/04/2024	Test Section Clerk	Test Section Clerk	---	1
Test, Conductor, T&E	020405002	020405003-02005	---	1/03/2023	Test Section	Test Section	---	1

While opening the closed application tab applications will be listed.

SURAKSHA DEPARTMENT OF ELECTRICAL INSPECTORATE

User Name: 3000

CLOSED APPLICATION LIST

Dashboard > Closed Applications

Office of the Deputy Chief Electrical Inspector, Tirunelveli Region

Show 10 entries

Application Type	Installation Name	Application No.	Installation District	MSB Section	Application No.	File No.	Application Status	Submitted Date
Application for Service Approval	Public	0011141201	Tirunelveli District	Fac. Transformer	022401090	0771002001-10990	---	10/09/2024
Application for Service	Business		Tirunelveli District	Customer, T/M	03240090	00660001-1110	---	10/09/2024

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 Name: 3000

CLOSED APPLICATION LIST

Dashboard > Closed Applications

Office of the Deputy Chief Electrical Inspector, Tirunelveli Region

Show 10 entries

MSB Section	Application No.	File No.	Application Status	Submitted Date	Closed By	Closed Seat	Closed Reason	Closed Date	Action
Fac. Transformer	032401090	0702682024-10990	---	10/09/2024	Test Section Clerk Test	Test Section Clerk DyCD Test	MS	10/09/2024	View
Customer, T/M	03240090	0700692024-1110	---	10/09/2024	Test Section Clerk Test	Test Section Clerk DyCD Test	MS	10/09/2024	View

While clicking the view button it opens the application details page

SURAKSHA DEPARTMENT OF ELECTRICAL INSPECTORATE

Office of the Deputy Chief Electrical Inspector, Thiruvananthapuram

APL No	Application No	File No	Application Status	Submitted Date	Closed By	Closed Date	closed Reason	Closed Date	Action
10001	Perf. Workorder	0117085/2024-0865(3)	---	10/04/2024	Test Section Clerk Tya	Test Section Clerk Dy(EE) Tya	Info	10/24/2024	View
10001	Carbament TWA	011885/2024-111(5)	---	10/03/2024	Test Section Clerk Tya	Test Section Clerk Dy(EE) Tya	Info	10/03/2024	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

APPLICATION DETAILS | Applicant Name : Saiju | FILE - ET/033/2024-90158 | APLN No. : 012401475

Application Status: **Approved And Pto Closed** | Information Regarding Approved Status: **Approved** | **Application History**

NOTES | HISTORY

INSTALLATION DETAILS	GENERAL DETAILS	TECHNICAL DETAILS	PAYMENT DETAILS
Installation Name:		Appl	
Discerner Name:		Saiju	
Installation Address:		Thiruvananthapuram	
Conductor Number:		00	
Discerner Email:		saiju@netrox.com	
Phone Number:		9000038296	

Once application is closed that not revert back.

Soil Resistivity



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
✕

Sl No	Resistivity Value	Action
Mean Value =		

Resistivity =

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 | CB/033/2024-SI | APLN No. : 082460722]

Application Status: Proposed Approval History

FORWARD ADVIS DISPECT DRAFT DISPECT SEND DISPECT DRAFT LETTER APPROVAL COMPLIANCE SCHEDULE INSPECTION INSPECTION DETAILS GOOD FILE

REGISTRATION DETAILS	GENERAL DETAILS	FINANCIAL DETAILS
Circular Name	Abdul	
Communication Address	Wharose	
Circular Hobby Number	8021480389	
Consumer Email	abdul@gmail.com	
Installation Location	De House	
Level	Two	

Advice Approval

SURAKSHA DEPARTMENT OF ELECTRICAL INSPECTORATE User Menu

LIVE APPLICATIONS LIST

Dashboard > Applications

Apply Approval

Show 20 records

Application Type	Installation Name	Applicant	Installation Date	ADSR Status	Application No.	File No.	Application Status	Submitted Date	Received Date	Action
Advice Approval	Abdul	Abdul	2024-03-20	Approved	0040866	021075024-1121209026	Final & Forwarded	18/03/2024	29-03-2024	View
Advice Approval	Abdul	Abdul	2024-03-20	Approved	0040866	021075024-2195	Approved	18/03/2024	18-03-2024	View
Advice Approval	Abdul	Abdul	2024-03-20	Approved	0040878	021075024-4883	Final & Forwarded	18/03/2024	18-03-2024	View
Advice Approval	Abdul	Abdul	2024-03-20	Approved	0040878	021075024-1288	Final & Forwarded	18/03/2024	18-03-2024	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

Office Name	File Number	ACE Number	Category Name	Applicant Name	File Received on date	File Processed on	Current Status
Office of the Chief Electoral Officer	1429002401-0001	142900240	Application for Service Register and Oath Commission (General Category)	101	14/01/2024	14/01/2024	Open
Office of the Chief Electoral Officer	071340204-0001	04200204	2024MISSEION SCHOOL	Subodh Kumar	24/07/2024	24/08/2024	Open

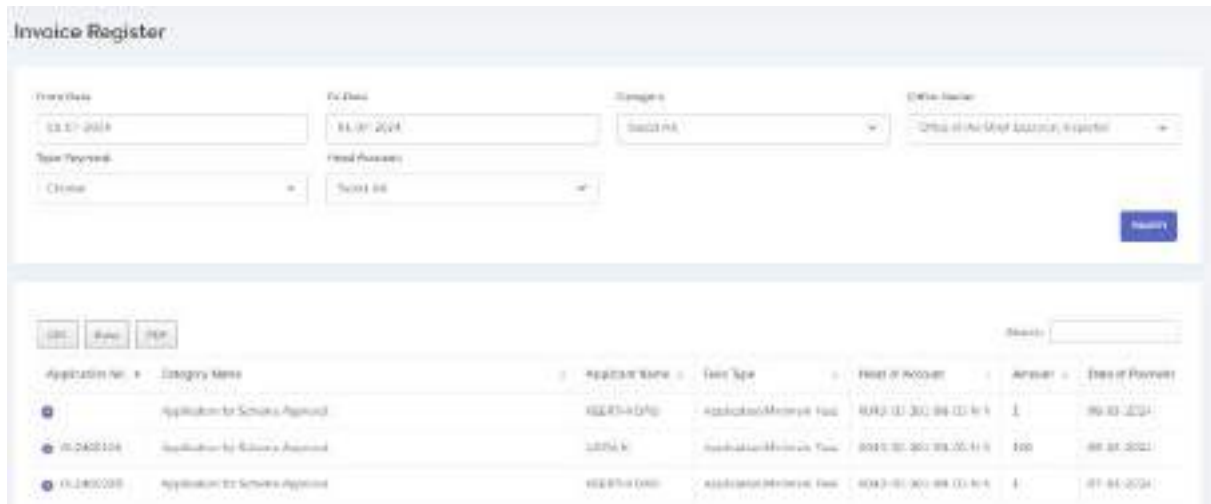
This register is used to record all applications received at the office. Users can utilize the provided filters to generate customized reports. These reports can be downloaded in CSV, Excel, and PDF formats as required.

- Personal Register

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								

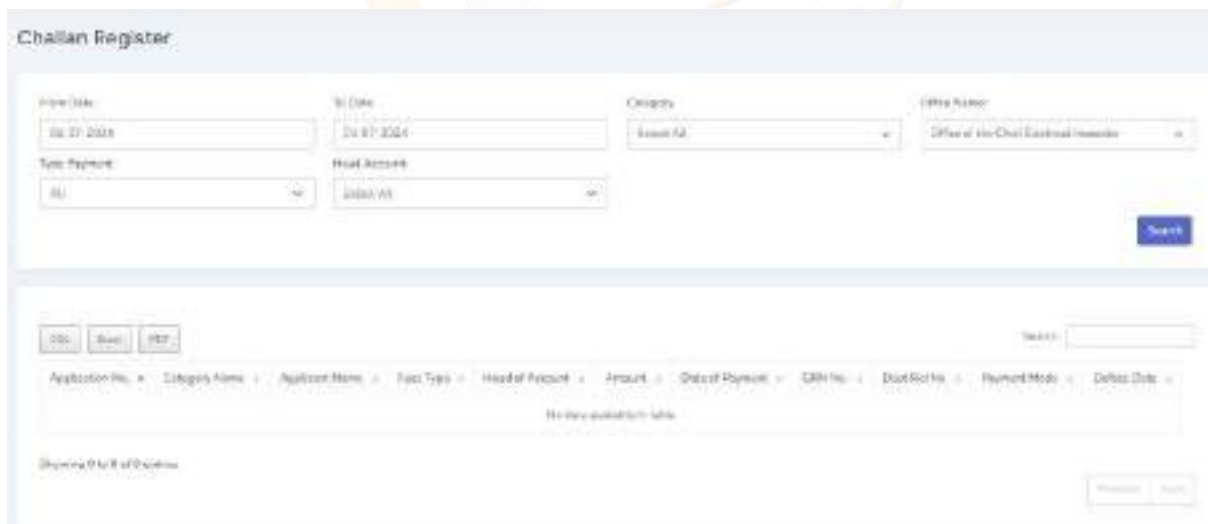
This is an in person register to review and refer the details of the applications. Users can utilize the provided filters to generate customized reports. These reports can be downloaded in CSV, Excel, and PDF formats as required.

- Invoice Register



Invoice 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



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**

Application Name	Contact Number	Email Address	Email Verified or not?	Last Login	User Status
12345	9876543210	john.doe@company.com	Yes	13-07-2024	Active
67890	1098765432	jane.smith@company.com	No	12-07-2024	Inactive
11111	222223333	alex.nguyen@gmail.com	Yes	11-07-2024	Active
44444	555556666	emma@pro.com	No	10-07-2024	Pending

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**

Office Name	No. Of New Applications	No. Of Ongoing Applications	No. Of Defect Completed (Per Project/Account)	No. Of Completed Applications
Office A	10	5	20	15
Office B	8	3	15	12
Office C	12	7	25	18
Office D	6	4	18	10

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 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**

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**

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)**

Office Name	Appn. No.	Name	Installation Name	Installation Type	Date of Completion/Work Submission	Category of CR	Type of CR	Installation Category	Date of Request	Date of Sanction	File Status
Office of the Chief Electrical Inspector	020801196	20/9497524/3000	4402	CR	03052024	SA	Adv Scheme Approval	RAU		08/01/2024	Done

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:

Approved From Date: 01-07-2024 Approved To Date: 31-07-2024 File Status: Approved

[CSV] [Excel] [PDF] Search: _____

Sl No. Application Number File Number Applicant Name Date of Application Submission Date of Approval File Status

Showing 0 of 0 records

[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

Approved From Date: 31-07-2024 Approved To Date: 31-07-2024 File Status: AL

[CSV] [Excel] [PDF] Search: _____

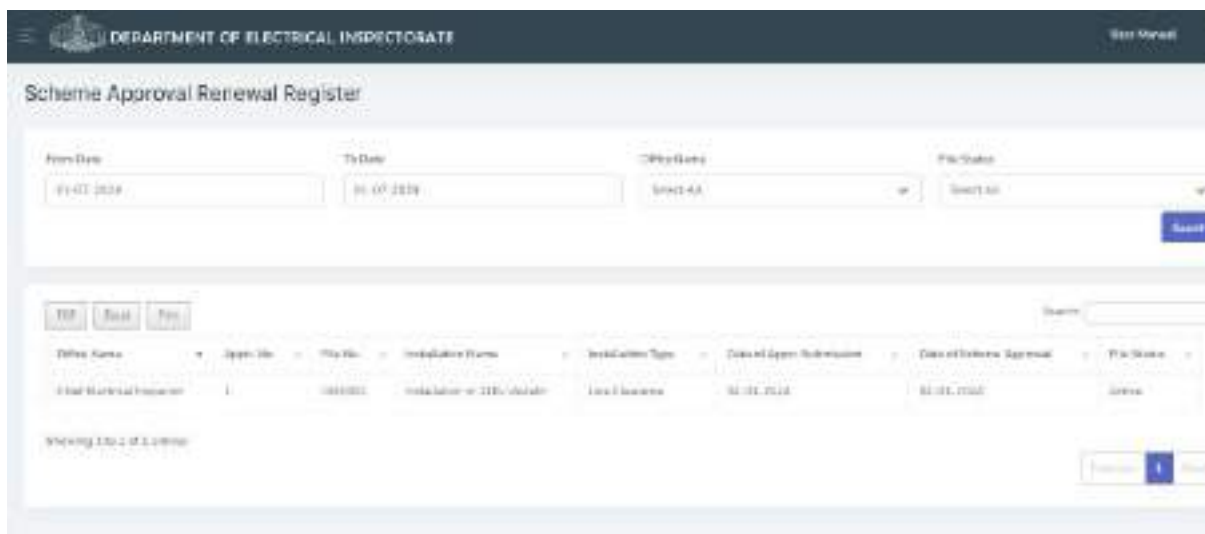
Sl No. Application Number File Number Insulation Resist Date of Application Submission Date of Approval File Status

Showing 0 of 0 records

[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**



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

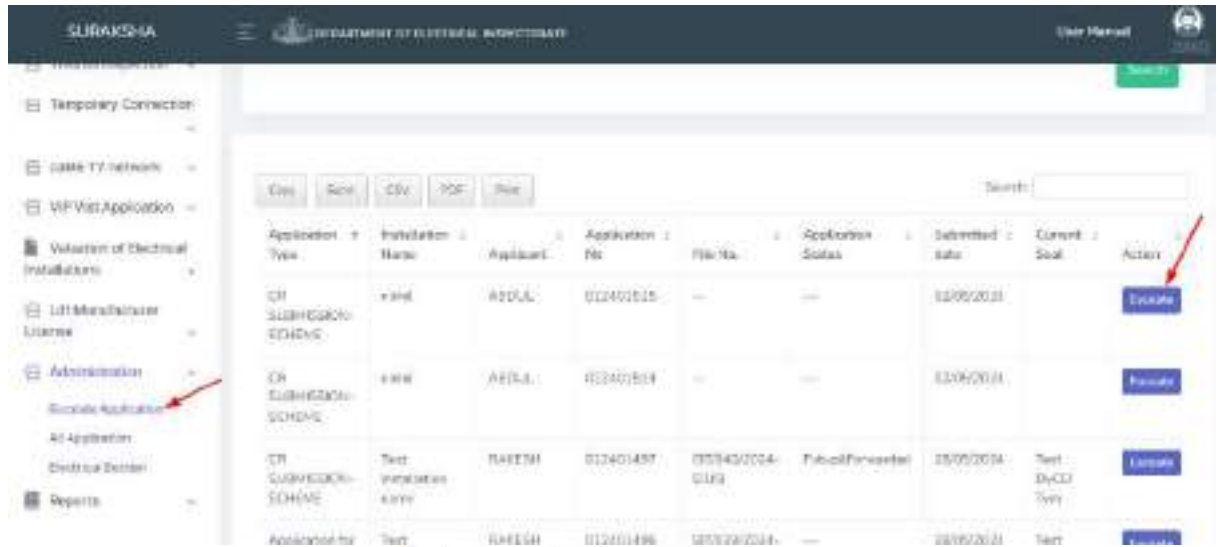
Admin privileged user has more menu access.

Administration

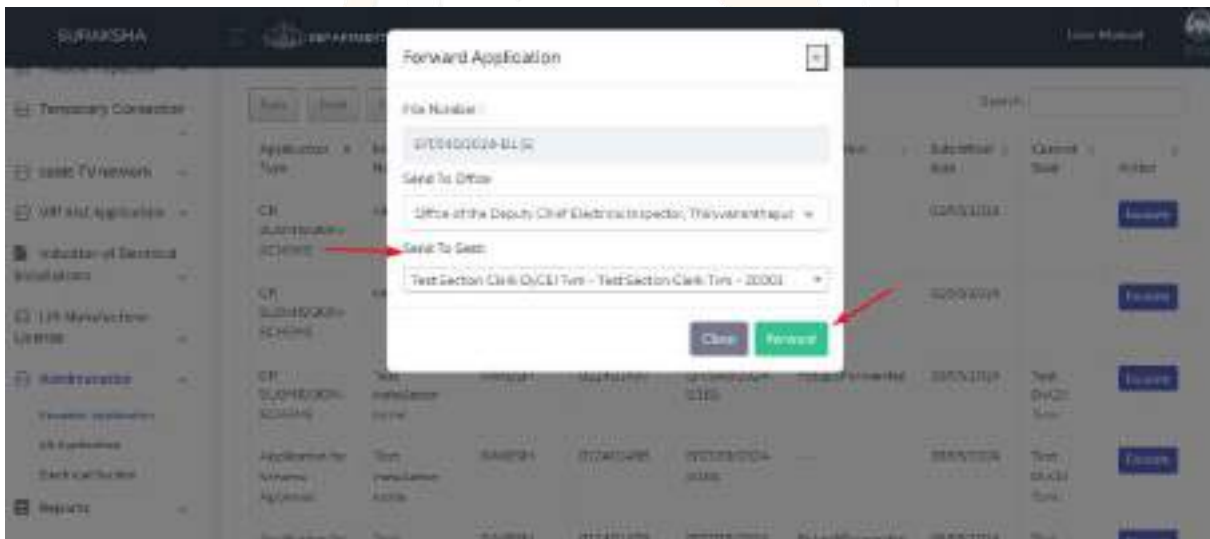
1. Escalate Application

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

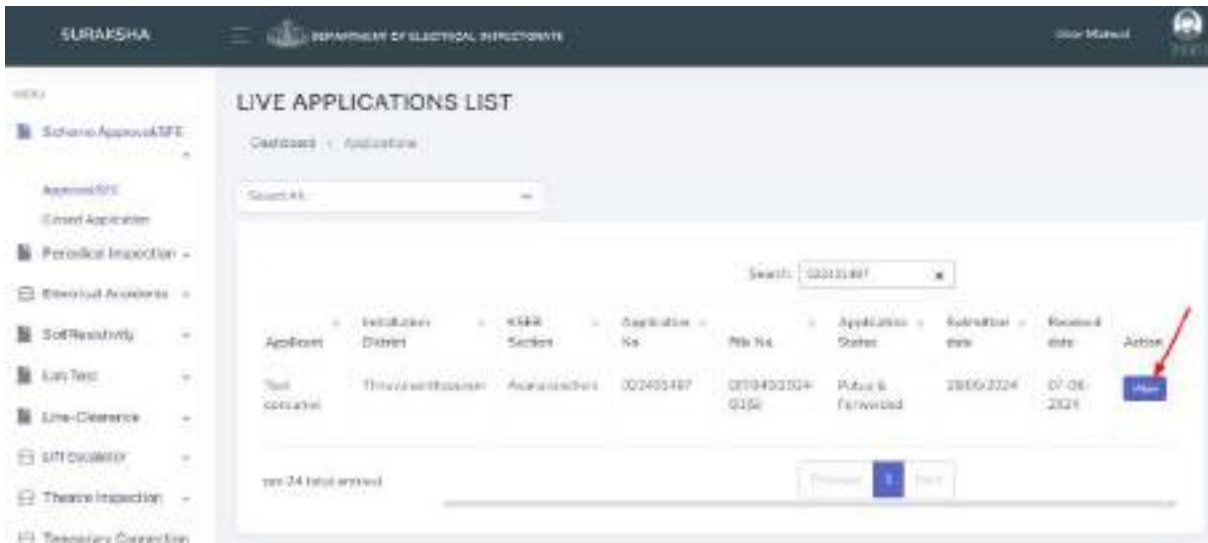
or anything else. This could involve forwarding it to another officer for review or action.



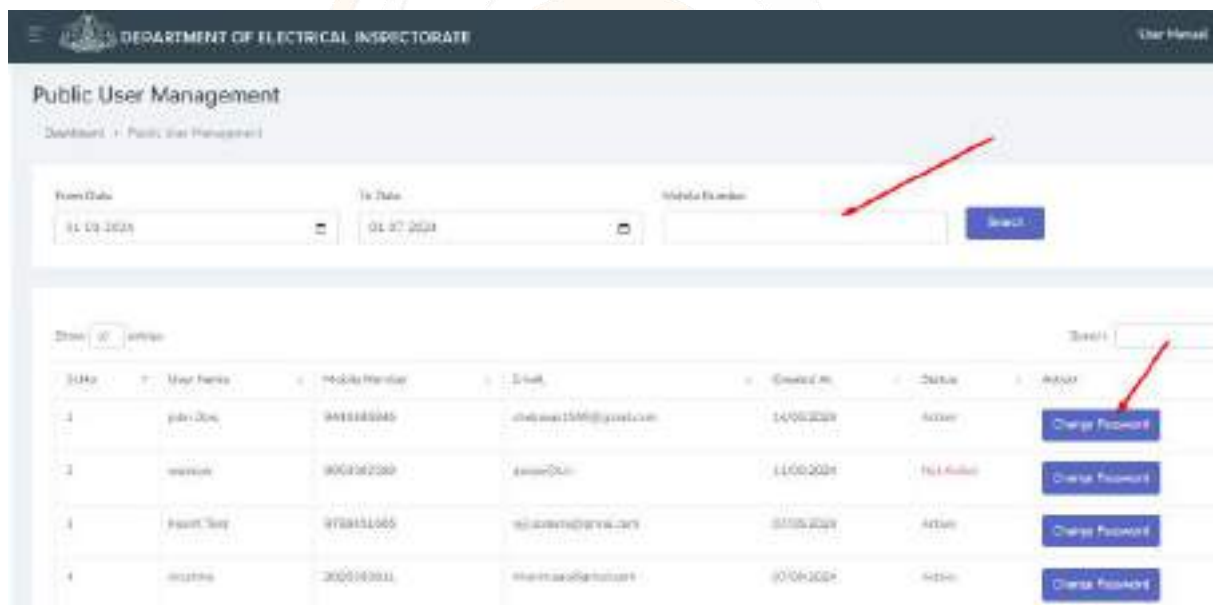
click the escalate button and a pop-up will displaying and option to select officer/seat and click the forward button.



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



2. Public User Management



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 Title	Submitter Name	Applicant	Application No.	File No.	Application Status	Submitted Date	Current Status
DISCOMMISSION SCHEME	Power	Muzum	02140029	---	---	18/05/2024	
Application for sanction for Installation Direct Connection (Rajan Sureshbabu)	power	power	08165626	---	Applied	08/05/2024	
Application for Safety Certificate assessment with VPP/CP/2024	Ta	Muzum	02105246	6/3/18/2024 (N)	Possible for needed	27/02/2024	Two Head Direct Entry Fee

4. Electrical Section

S. No.	Section Name	Section Code	Office	Dist.	Contact Number	Status	Action
1	net	net	Thiruvananthapuram	Thiruvananthapuram	734614333	Active	Edit Delete
2	Thiruvananthapuram		Thiruvananthapuram			Active	Edit Delete
3	Thiruvananthapuram		Thiruvananthapuram			Active	Edit Delete
4	Thiruvananthapuram		Thiruvananthapuram			Active	Edit Delete
5	Thiruvananthapuram		Thiruvananthapuram			Active	Edit Delete
6	Thiruvananthapuram		Thiruvananthapuram			Active	Edit Delete

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

Settings

1. Office Management

Office Management Form Fields:

- Office Type
- Office Name
- Office Code
- Treasury Code
- DDG Code
- (P/W) Code
- Phone Number
- Dist.
- Building Name
- Street
- City

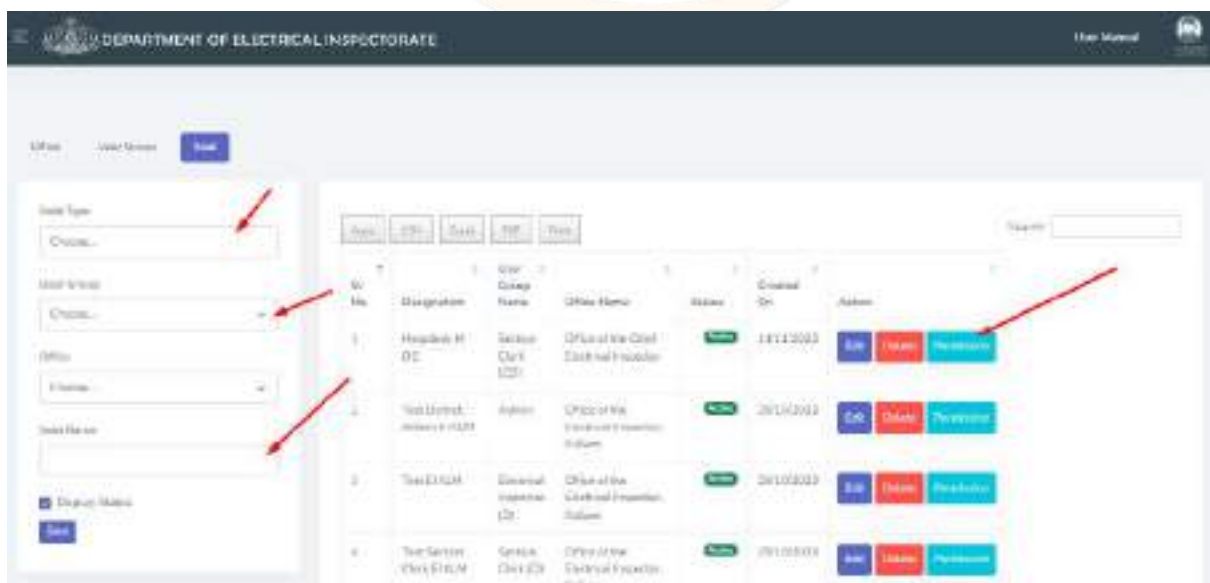
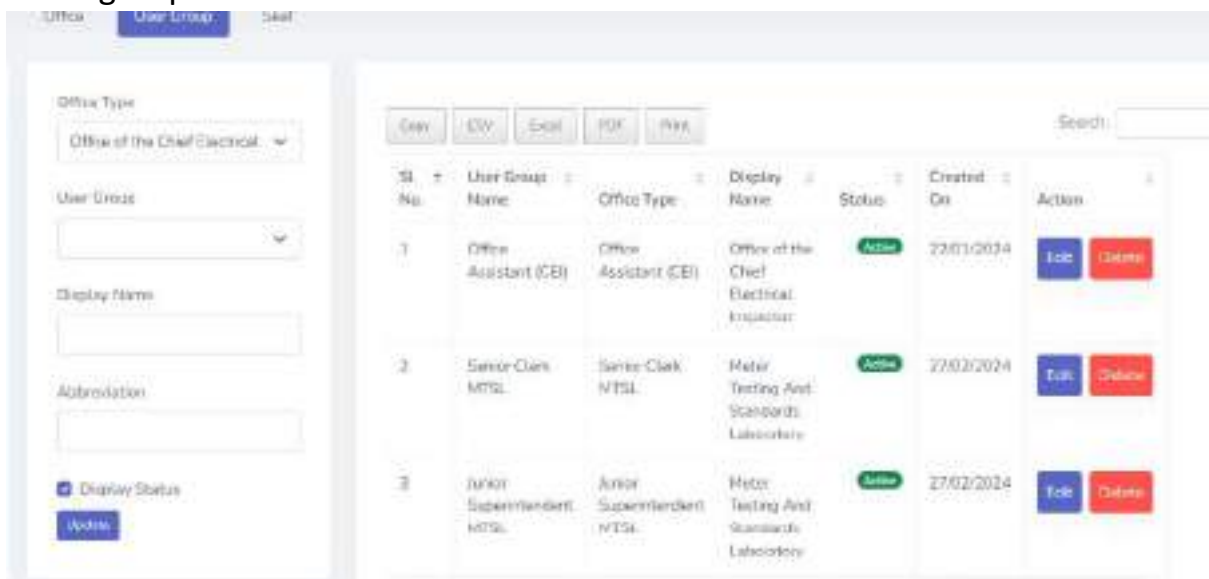
In office management there are three tabs - Office, User group and Seat Admin can enter office details in the office tab.

Here office type is in four categories, they are

- Office of the chief electrical inspectorate
- Electrical Inspectorate
- Meter testing and standards laboratory
- Power department

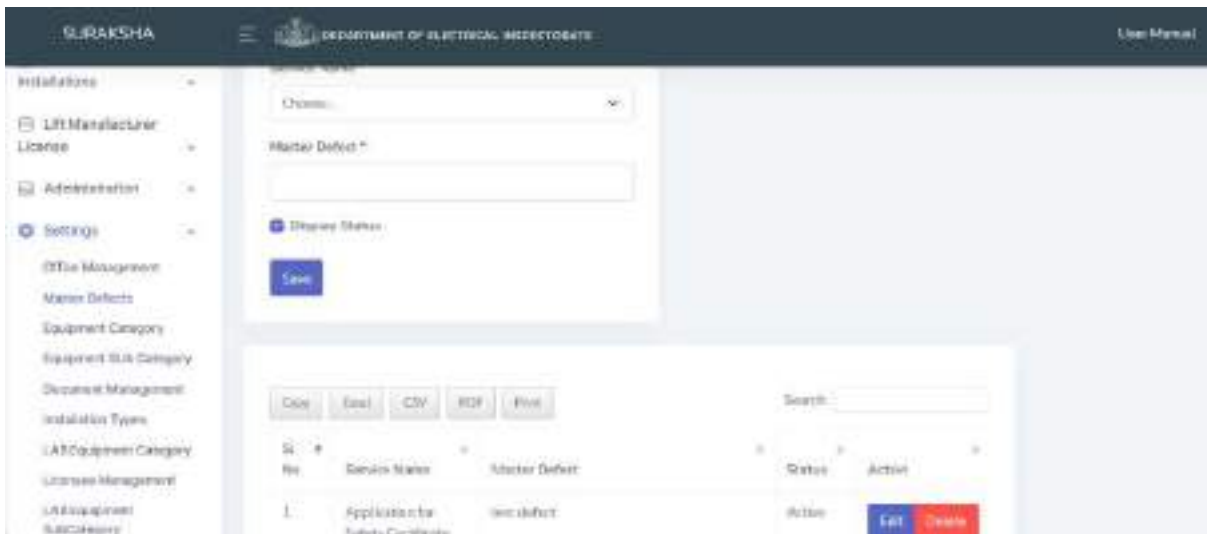
Based on these four office types user can create offices.

After saving the office details. The user can create user groups in user group tab



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



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?

Sl No.	Category Name	Category Code	Action
1	Load 34	856	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
2	test	test012	<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?**

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...

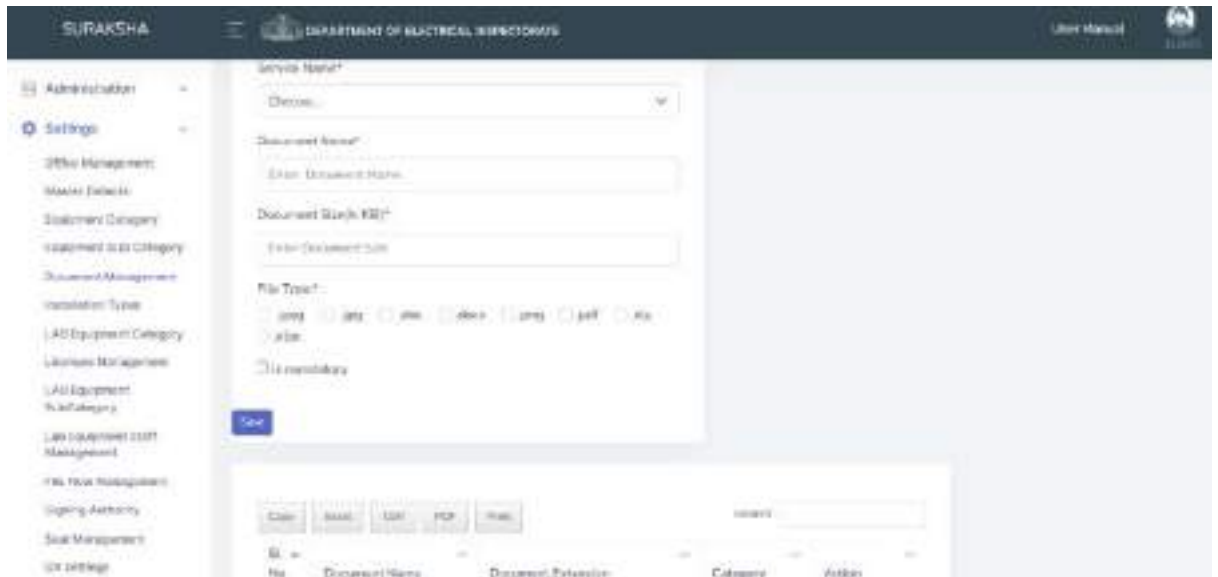
Sub Category Code* Display Order

Need to show in table?

Sl No.	Category Name	SubCategory Name	SubCategory Code	Action
1	Equipment	test 1	test	<input type="button" value="Update Type"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
2	Lock	test 2	test2	<input type="button" value="Update 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



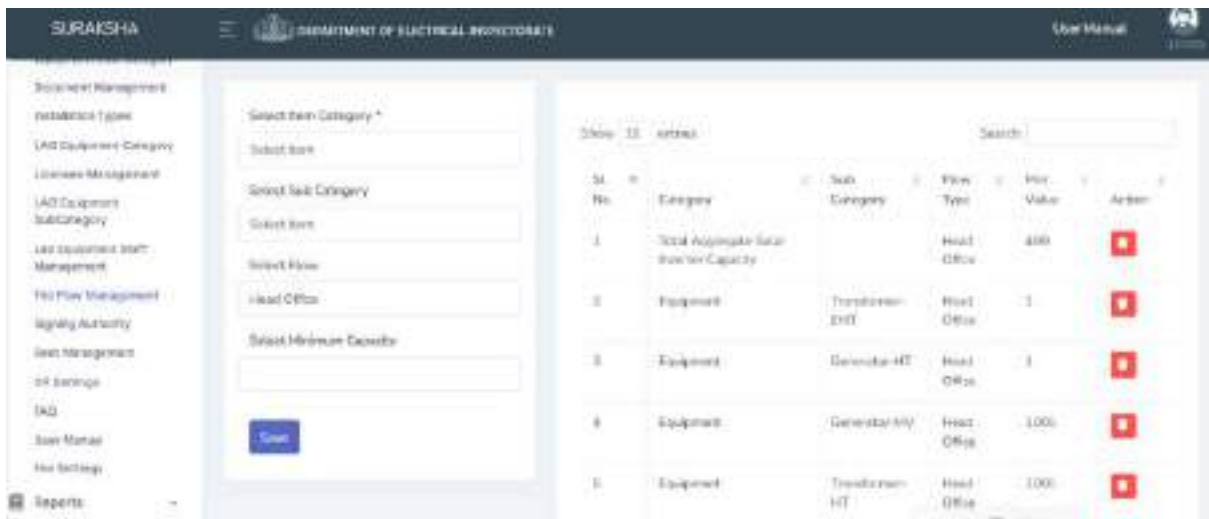
Here, the administrator has the authority to decide which documents need to be uploaded for each application.

6. Installation Types



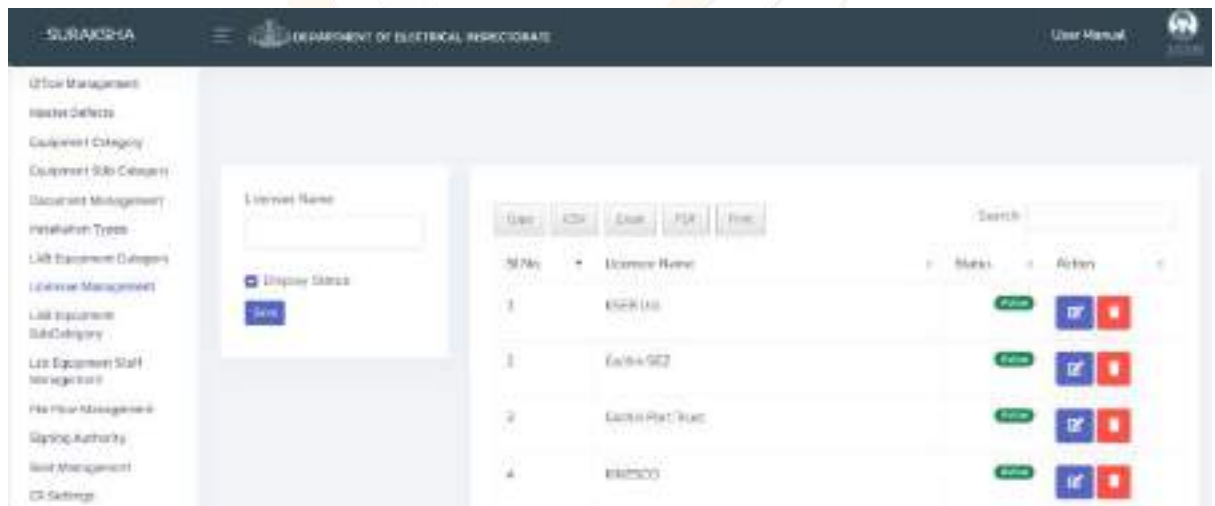
Installation types are managing from here.

7. File flow management



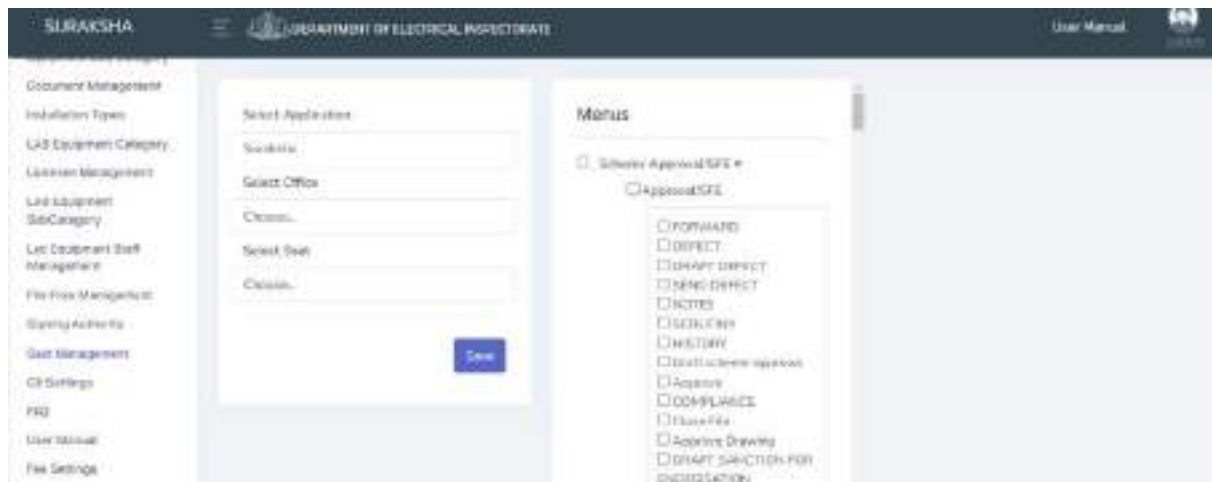
Here, the admin has the ability to determine which equipment and the capacity of equipment is assigned to which officers.

8. Licensee Management



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.

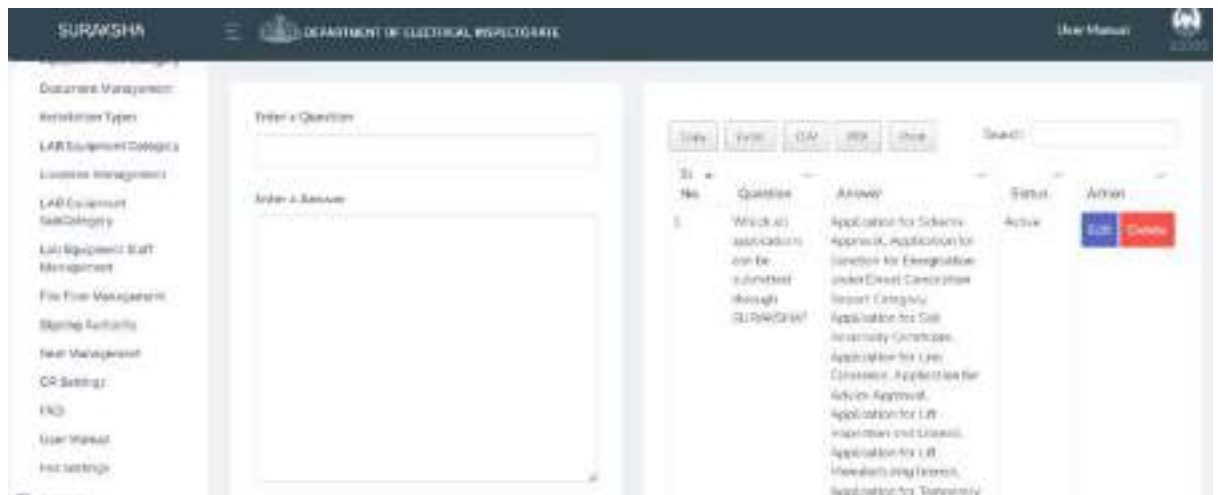
Here Samraksha and Suraksha applications are using the same link to operate this function, so the user need to select the application from the first dropdown before managing the seat.

10. CR Settings



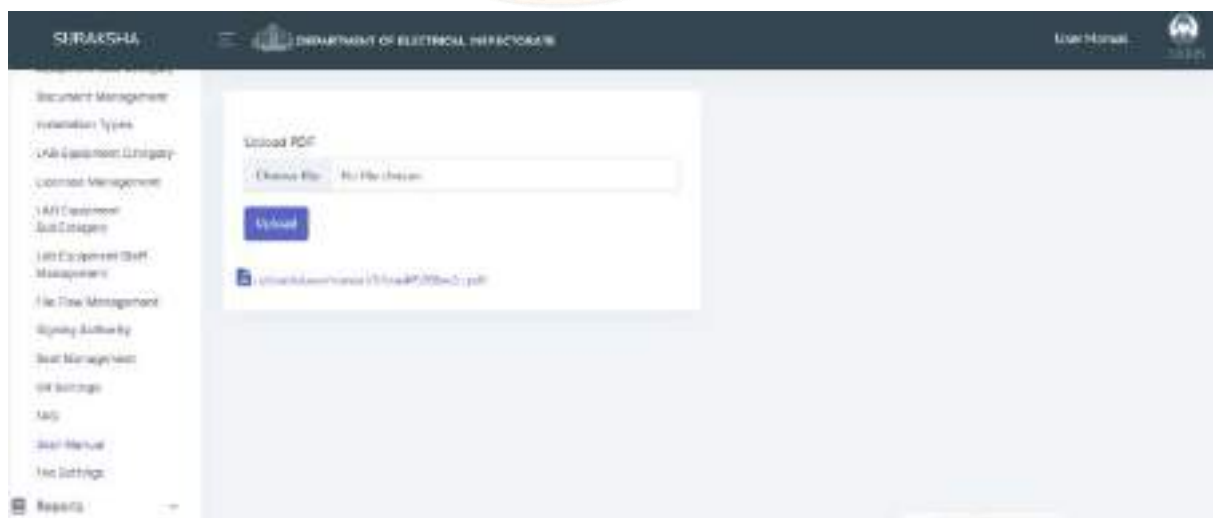
Completion report calculations are listing here. The user can select the category and can change or update the calculation details

11. FAQ



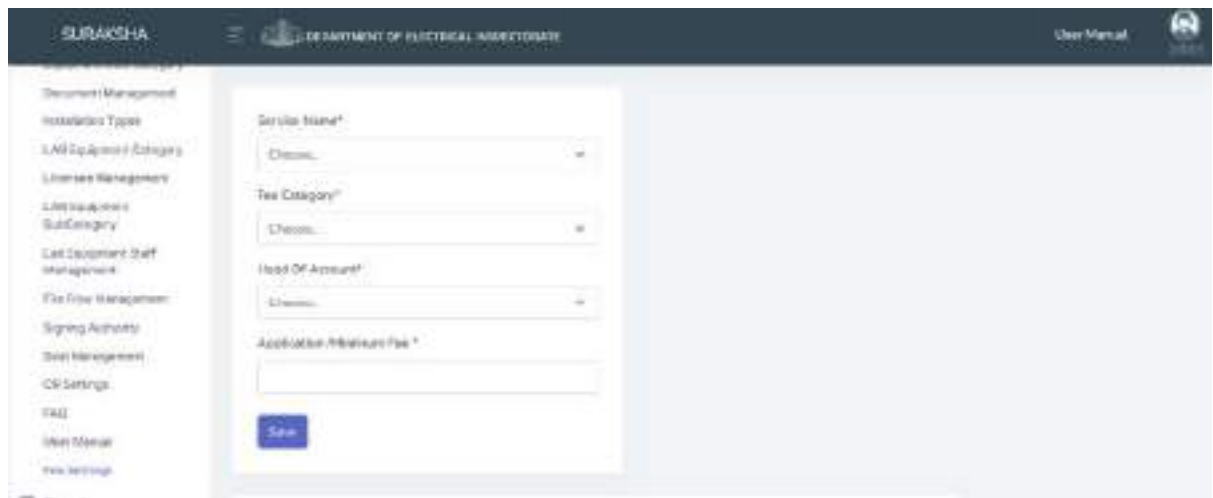
Commonly asking doubts by public can be manage here. These questions and answers will appear on the home page of the software. This can be accessible to Public without login.

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 Admire Approval

Total Working Days*

Search:

Sl No.	Service Name	Total Days	Action
1	Request Shared/Shared Connection	4	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
2	Application for Scheme Approval and D-Certificate of Cinema Theatres	4	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
3	Application for Possession of Cable TV network	2	<input type="button" value="Edit"/> <input type="button" value="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.