

TAMIL NADU GENERATION AND DISTRIBUTION CORPORATION LTD.
Technical Branch

144, Anna Salai,
Chennai – 2.

Memo No.CE/Coml/SE/EE3/AEE3/F.Test Report/FLM-CM/323/2020, dt. 04.01.2021

Sub:-Electricity – Reformatting the Original Test Report (OTR) – Instruction
issued - Reg

Ref:- CMD/TANGEDCO's Note approval dated 22-12-2020 in FLM-CM/323/2020

In continuation to the introduction of online application filing for all categories of service connections except hut and agriculture, it is decided to reformat the Test Report under ease of doing business (EoDB) so as to simplify the process of effecting service connections to the applicants. As per the simplified format, Test Report has the following forms:

- a. **Self Declaration Form** – The format is enclosed in Annexure-I. The applicant of the service connection has to furnish the duly filled-in form while applying for new service connection through online. The Aadhar based sign in facility shall be made available for signing this form by the applicant. There shall be additional options to download, sign, scan and upload the documents and the consumers who do not have printer to take printout, have the option to scan their signature and upload.
- b. **Test Certificate Form** – The format is enclosed in Annexure-II. This form has to be filled by the Licensed Electrical contractor having valid license issued by Licensing Authority, Government of Tamil Nadu. The Test Certificate form has to be kept with the applicant permanently and the same has to be produced as and when required by the Licensee at any stage.
- c. **Service Report Form** – The format is enclosed in Annexure-III. This form has to be filled by the section officer concerned in the Application Tracking Software while effecting service connections. The filled-in details by the TANGEDCO official shall be made available as downloadable form to the consumer concerned as per the provision in the Regulation 31(1) of the TNE Distribution Code.

2. The Self Declaration and the Test Certificate Forms shall be made available in the website as downloadable form (online application filing software) for filling the required details by the applicant and the licensed electrical contractor respectively.

3. The existing practice of sending the Test Report Forms to the Revenue branch through AEE concerned need not be followed since the forms viz. Self Declaration and Service Report can be viewed online by all the officials concerned to crosscheck the details of the service connection, payments made by the consumers, etc.

4. The above instructions shall be scrupulously followed by all the field officials of the TANGEDCO without any deviation.

(By order of the CMD/TANGEDCO)

Sd/- dated 04-01-2021

Director (Distribution)

Encl:- As above.

To

All the Chief Engineers/ Distribution.

Copy to all the Superintending Engineers/EDCs.

Copy to the Chief Engineer/IT with a request to make necessary changes in the online application filing software.

Copy to the Chief Financial Controller/Revenue

Copy to the CIAO/Chennai – 2

Copy to the Superintending Engineer/Enforcement/Chennai – 2

Copy to the Legal Advisor/Chennai – 2

Copy to the Executive Assistant to CMD/TANGEDCO

Copy to the Personal Assistant to the DGP (Vigilance)/TANGEDCO/Chennai – 2.

Copy to the Executive Assistant to Director (Distribution).

Annexure – I

Self Declaration Form (to be filled by the applicant)

1. I/We..... (Name of the applicant(s)) S/o apply for* Service connection at (address of the premises where service connection is sought) hereby agree and undertake that to the best of knowledge, all electrical work done within the premises are as per Central Electricity Authority (Measuring relating to Safety and Electric Supply) Regulations, 2010 as amended from time to time and tested by the licensed wiring contractor (who is having valid license issued by Licensing Authority, Government of Tamil Nadu). Further the Test certificate issued by the licensed wiring contractor as per the TANGEDCO format is available with me and the same can be produced as may be required by the TANGEDCO at any stage.
2. Further, I/We state that the safety norms stipulated in the Electricity Act, 2003, Central Electricity Authority (Measures relating the safety and electric supply) Regulations, 2010 and other instructions regarding safety has been followed in the above premises and I am fully responsible for any lapses regarding electrical safety in the above said premises. I/We inform that installation in the above premises owned byand occupied byis ready for test.
3. I/We abide by the provisions of the Electricity Act, 2003, all applicable laws, TNE Supply and Distribution Codes, Tariff orders and other orders issued by the Hon'ble TNERC from time to time.
4. I/We undertake that i/we are solely and exclusively responsible for the genuineness and correctness of the document(s) submitted along with the application. In case any such document(s) are found to be fraudulent and/or fake and/or forged and/or incorrect and/or invalid/incomplete, then the /we shall be solely and exclusively responsible for the criminal proceedings and/or any court proceedings initiated and/or any dispute which arises any time in future.
5. I/We undertake to abide the following terms and conditions for the applicant/consumer's installation beyond the point of supply of the TANGEDCO:\
 - a. The applicant/consumer must install appropriately rated MCB with enclosure near the start of the electricity supply and shall not install DP switch,
 - b. The applicant/consumer, if having voltage exceeding 250 volts, shall provide his own earthing system for installation,
 - c. The applicant/consumer, if having sanctioned load above 2kW, shall install earth leakage protective device.
6. I/We agree that the TANGEDCO shall have full rights to optimally utilize its assets (sub-station/pillars) in the applicant/consumer's premises and shall not object to lay any outgoing (HT/LT) feeders from their premises.
7. I/We request that installation may kindly be connected to your mains.

Date:

Station:

Signature of the applicant

Note:-

* - Residential / Commercial / Industrial / etc.

Annexure – II

Test Certificate Form (to be filled by the licensed electrical contractor)

I hereby declare that –

- (a) I (Name of Licensed Electrical Contractor) have class license valid till and the license number is
- (b) I have completed this work for Mr/Mrs/Ms. For his building at..... The work was carried out under the supervision of (Name of the supervisor wireman) whose certificate number is He is responsible for the work carried out during the period from toThe installation specifications adhere to all the safety provisions stipulated in the Electricity Act, 2003, Central Electricity Authority (Measures relating the safety and electric supply) Regulations, 2010 and other instructions regarding safety.
- (c) Testing of consumer's installation has been done as per the Regulation 31 of Central Electricity Authority (Measures relating the safety and electric supply) Regulations, 2010.
- (d) As per the Regulation 33 of Central Electricity Authority (Measures relating the safety and electric supply) Regulations, 2010, all the equipments have the insulation Resistance value as stipulated in the relevant Indian Standards. i.e. more than 1 Mega Ohm as per clause 12.3.5 of IS 732-1989.
- (e) The insulation resistance between the exposed conductive parts and all live parts of the equipments are measured separately and certified that the value is not less than 0.5 Mega Ohm.

Date:

Signature of the licensed contractor
with seal

Details of departure, if any, from Regulations:

Annexure – III

Service Report Form (to be filled by the TANGEDCO)

1. Name of the consumer:
2. Address of the consumer:
3. Service Connection No. and Tariff:
4. Particulars of Meter:

Make	Sl.No.	Phase	Capacity	Connected CT Ratio	MF	Initial Reading

5. Particulars of seal fixed to the meter:

Location	No. of seals	Impression of seal	Type of seal	Sl.No. of seal
a) Meter Cover				
b) Terminal Cover				
c) Meter Box				

(Note:- Seals applicable shall be fixed before effecting service connection without fail)

6. Total Connected Load assessed by the Distribution Licensee: kW.
7. Service effected by (Name of the official along with the designation)