

FAQs on (Electrical Act)

1. What is the procedure to obtain permission for erection of a lift?

The owner of the place/ building where the lift is proposed to be installed may apply as follows to seek erection permission

1. Application in Form-A
2. Drawings of the lift installation
3. Self declaration by the owner/s of the place in the prescribed format.

On receipt of application, the contents will be verified as per the provisions of the Bombay Lift Act, 1939 and the Delhi Lifts Rules, 1942 and on being satisfied permission to erect the lift/deficiencies letter will be issued within three days.

2. How to obtain a license for working of a lift?

The owner/s of the place who has been granted permission to erect a lift shall report of completion of erection work in Form-B alongwith challan of fees, as prescribed below, paid into the treasury at Old Sectt. Branch of SBI.

1. Lift speed upto 1.00 mps Rs. 520/-
2. Lift speed above 1.00 mps upto 1.50 mps Rs. 770/-
3. Lift speed above 1.50 mps Rs. 1020/-

On receipt of application in Form-B an inspection of the lift will be carried out by the Inspector of Lifts. On being satisfied regarding compliance of the provisions of the Act and Rules, a licence to work the lift will be issued within 15 days. In case of any deficiency observed, a communication will be issued to remove the same.

3. What is the procedure to obtain periodical inspection certificate?

The licence issued to work a lift, under the provisions of the Bombay Lift Act, 1939 and Rules made there under, is perpetual in nature until and unless it is revoke for non compliance of the safety provisions. The licensee of the lift, however, may apply for a periodical inspection of the lift to verify the compliance of safety provisions. For this one should make a request giving details of the licence held an inspection fees as mentioned below:

1. Lift speed upto 1.00 mps Rs. 515/-

2. Lift speed above 1.00 mps upto 1.50 mps Rs. 765/-

3. Lift speed above 1.50 mps Rs. 1015/-

4. What is the process for depositing the inspection fee of Electrical Installation, Lift Installation, installations of Cinemas, places of the Casual performances?

Triplicate copies of the “GAR-7” treasury challan, with details filled in, are required to be stamped for head of account and to bear a unique number from the Electrical Branch at any of the distt. offices of the Labour Department before depositing the fees at Old Sectt. Branch of the SBI.

5. What is the procedure for intimation of accident in lifts?

When accident occurs during the operation of a lift which have resulted in injury/death to any person, the owner of the lift shall give information with full details of the accident to Inspector of Lift. The said lift installation should not be disturbed or interfered with before investigation/ inspection is completed .

6. How to apply for NOC for the High Voltage/ Extra High Voltage Sub-stations, Overhead Lines and underground H.T. Cables etc?

Since 04.01.2017 the Govt. of Delhi had notified in the official gazette that the electrical installations of voltage level upto 33KV can be self certified through Electrical Safety Engineers authorized in this behalf by the Govt. of Delhi.

The installation having voltage level of above 33KV are only required to inspected by the Electrical Inspector. For which the applicants may submit a request on plain paper along with the following documents:

1. Inspection fee as prescribed in the fee schedule marked as ANNEXURE-A
2. Manufacturer’s Test Reports of the equipment/ apparatus.
3. Lay-out Plan of the sub-station.
4. Single Line Wiring Diagram.
5. Test Report from Licenced electrical Contractor who has carried out the installation work, giving the details of the tests carried out on such installation i.e. insulation resistance, earth resistance, working and testing of protection relays, insulating oil test results etc.

7. How to obtain approval for commissioning of Generating Plant?

The applicants may submit a request on plain paper along with the following documents:

1. Inspection fee as prescribed in the fee schedule marked as ANNEXURE-B
2. Manufacturer's Test Reports of the equipment/ apparatus.
3. Lay-out Plan of the Generating station.
4. Single Line Wiring Diagram.
5. Test Report from Licenced Electrical Contractor who has carried out the installation work, giving the details of the tests carried out on such installation i.e. insulation resistance, earth resistance, working and testing of protection relays etc.

8. What is the process to intimate about the accident occurred due to or with the electrical installation?

When any accident occurs due to or with the electrical installation which results or is likely to result in injury/ death to any human being, animal the intimation about the said accident should be given with full details given within 24 hours on telephonically and in 48 hours in writing to the office of the Electrical Inspector.

9. Who is eligible for obtaining Certificate of Competency Class-I (Electrical Supervisor)?

1. Any candidate who possess a Degree/ Diploma or its equivalent qualification in Electrical Engineering/ Electrical and Electronics Engineering/ Power Engineering (Electrical) from any Technical Institute/ Polytechnic/ College or University recognized by the All India Council for Technical Education or University Grant Commission with one year/ three years experience in the field of erection, operation, maintenance or testing of electrical installations after passing Degree or Diploma respectively shall be eligible for grant of Certificate of Competency Class-I (Electrical Supervisor). 2. The candidate shall be a resident of National Capital Territory of Delhi.

10. Who is eligible for obtaining Certificate of Competency Class-II (Electrician)?

A person (i) who have attained the age of 18 years, and (ii) have passed ITI from any recognized Institute of National Capital Territory of Delhi in the trade of Electrician or Wireman or have completed three years Apprenticeship Course through Apprenticeship Advisor, Government of National Capital Territory of Delhi in the trade of Lineman or Wireman or Electrician or multiskill courses under craftsmen training scheme (one year broad based training course in the Electrical sector of excellence with specialized modular courses of six month duration each in 2nd year) from ITIs, shall be deemed to be a holder of Certificate of Competency Class – II

(Electrician). (iii) Validity of the certificate: upto 65 years of age.

11. Who is eligible for grant of Electrical Contractor's Licence?

An Electrical Contractor License shall be granted to a person or firm or a company who meets the following requirements:-

1. The applicant should be a resident of Delhi and having office premises/ shop address in Delhi.
 2. The applicant will submit an undertaking stating that:
 - a. He will employ/ engage persons having Certificate of Competency Class-I (Electrical Supervisor) and holder or deemed to be holder of Certificate of Competency Class –II (Electrician) for executing the electrical works.
 - b. He will possess necessary testing instruments required for executing/ testing the work of electrical installation.
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12. How to apply for grant of Electrical Contractor's Licence?

Any person or a firm or company intending to obtain a license for carrying out the business as an Electrical Contractor shall submit the application duly filled in the prescribed Form-A alongwith the following documents:-

1. Proof of resident of Delhi i.e. Driving License/ Voter Card/ Aadhaar Card/ Passport or passbook issued by Bank/ Post office.
 2. Undertaking to employ/ engage persons having Certificate of Competency Class-I (Electrical Supervisor) and holder or deemed to be holder of Certificate of Competency Class –II (Electrician) for executing the electrical works and necessary testing instruments required for execution/ testing the work of electrical installation.
 3. Authorization letter in case of partnership firm/ company.
 4. Original copy of treasury challan receipt showing the deposit of the prescribed fee of Rs. 5000/- / receipt of online payment fee.
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13. What is the validity of the Electrical Contractor Licence?

The licence to Electrical Contractor shall be issued initially for a period of 25 years.

14. What is the procedure for renewal of Electrical Contractor's Licence?

The Electrical Contractor License shall be renewed thereafter for a period of every ten years. A fee of Rs. 2,500/- (Rs. Two thousand five hundred only) shall be paid by an Electrical Contractor through treasury challan

in the designated bank/ online e-payment for renewal of his license.

15. What is the time period for issuance of Electrical Contractor Licence?

If all the documents submitted by the applicant found in order, the licence to Electrical Contractor shall be issued within 07 days.

16. What is the validity of the Certificate of Competency Class –I (Electrical Supervisor)?

The Certificate of Competency Class-I (Electrical Supervisor) shall be valid upto the applicant's age of 65 years.

17. What is the time period for issuance of Certificate of Competency Class –I (Electrical Supervisor)?

The Certificate of Competency Class –I (Electrical Supervisor) shall be issued within 07 days after receipt of application alongwith documents and prescribed fee.

18. Where is the nearest office in my area?

S.No.	District	Address	Areas Covered
1	West	Labour Welfare Centre Karam Pura, New Delhi	Tilak Nagar, Janak Puri, Vikas Puri, PatelNagar, Anand Parbat, Moti Nagar, Kirti Nagar, Punjabi Bagh, Paschim Vihar, Nangloi
2	Central	Employment Exchange Building Pusa Road, New Delhi-110012	Darya Ganj, Chandni Mahal, Jama Masjid,Kamla Market, Hauz Qazi, I.P. Estate, Pahar Ganj, Nabi Karim, D.B.Gupta Road, Karol Bagh, Prasad Nagar, Rajinder Nagar
3	New Delhi	Delhi Employment Exchange Building, 1, Canning Lane, K.G. Marg, New Delhi.	Parliament Street, Mandir Marg, Chanakya Puri,Tuglak Road, Connaught Place, Tilak Marg.

4	North-East	Labour Welfare Centre Vishwakarma Nagar, Shahdara	Nagar, Shahdara Seelam Pur, Yamuna Vihar, Bhajan Pura, Shahdara, Welcome, Mansarover Park, Seema Puri, Nand Nagari.
5	East	-do-	Gandhi Nagar, Geeta Colony, Shakarpur, Vivek Vihar, Anand Vihar, Krishna Park, Preet Vihar, Trilok , Puri, Kalyan Puri
6	North	Labour Welfare Centre, Nimri Colony, Delhi-110052	Civil Lines, Timarpur, Delhi University, Roshanara Road, Subzi mandi, Pratap Nagar, Sarai Rohilla, Sadar Bazar, Kashmere Gate, Bara Hindu Rao.
7	North-West	Labour Welfare Centre, Nimri Colony, Delhi-110052	Saraswati Vihar, Kanjhawala, Mangolpuri, SultanPuri, Narela, Samaipur, Badli, Alipur, Kingsway Camp, Adarsh Nagar, Ashok Vihar, Shalimar Bagh, Keshav Puram (Lawrence Road).
8	South	Electrical Branch, D-Block, 5-Sham Nath Marg, New Delhi	Lajpat Nagar, Hazrat Nizamuddin, Srinivas Puri, Defence Colony, Greater Kailash, Chit-ranjan Park, Kalkaji, Badarpur, Okhla Indl.Area, Hauz Khas, Ambedkar Nagar, MalviyaNagar, Mehrauli
9	South-West	Labour Welfare Centre Karam Pura, New Delhi	Vasant Vihar, Vasant Kunj, R.K. Puram, Delhi Cantt., Lodhi Colony, Kotla Mubarakpur, Vinay Nagar, Inderpuri, Mayapuri, Najafgarh, Dabri, Zafarpur Kalan.