

**BOOKLET FOR NEW CONNECTION  
UNDER  
WBSEDCL PROCEDURES-A(2010)**



**West Bengal State Electricity Distribution Company Ltd.**

**(A Government of West Bengal Enterprise)**

## WBSEDCL PROCEDURES-A(2010)

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## Procedure for effecting new connection

### Step-1:

1. Please see technical requirement for effecting new connection.
2. The intending consumer shall submit filled up application as per form in **WBSEDCL-1 (Annexure-A)** with the following documents and requisite Earnest Money as follows:
  - a) In-principle clearances for establishment from the Pollution Control Board concerned where applicable .(At present on the date of issue of this order it is applicable to premises used by industrial consumers and residential / residential-cum-commercial premises of more than 100 flats and/or 60,000 sqft. Floor area);
  - b) the detailed list of electrical equipments with number and corresponding wattages as per 'Annexure-A1'
  - c) self- certification as per Annexure-A2 for electrical installation of the premises of the consumer for which new connection is being applied for or the test results duly signed by the licensed Electrical Contractor;
  - d) self certification of installation of capacitor at incoming side of service connection but after the meter of LV&MV industrial consumers, public water works consumers, commercial consumers having contract demand of 10 kVA or above;
  - e) requisite Earnest Money as follows:
    - Purpose of supply
    - i. Industrial load -Rs.2,000/-
    - ii. For commercial purpose of contract - Rs 1,000/-  
demand of 10 KVA and above
    - iii. Earnest money shall also be taken from a State / Central Government department /office, State / Central Government hospital, non-profit making educational and research institutions including public libraries owned and run by either State Government or Central Government.
    - iv. For purpose other than (i) & (ii) above - Rs 200/-
  - f) Document(s) of bonafide occupation or ownership of a premises through any one of the documents such as Passport / Voter Identity Card / Rent Bill / Rent Control Challan / Telephone Bill / Municipal or any other Tax Bill / Ration Card / Certificate from Panchayat / any other documents issued by any Ministry or Department of Government showing his occupancy of the premises applied for etc.

- g) For LV & MV consumers, a sketch of new line required for service connection showing the premises from existing LV & MV line is required to be submitted by the intending consumer.
- 3) The intending consumer shall receive the signed and dated receipt with office seal for Earnest Money and application.

**Step-2**

On receiving application as per **WBSEDCL-1 (Annexure-A)**, WBSEDCL shall either

1. issue a quotation, or
2. issue a letter to the consumer informing WBSEDCL's inability to provide supply due to any specific non-compliance by the consumer or any other reasons.

**Step-3**

1. On receiving the quotation the intending consumer shall submit the quotation amount and application-cum-agreement form in **WBSEDCL-1 (Annexure-B)** along with other necessary documents (such as **Annexure-B1** and **Annexure-B2**)
2. The intending consumer shall receive the signed and dated receipt with office seal for Quotation Money and application-cum- agreement form.

**Step-4**

Consumer or his representative shall have to submit the signed documents on confirmation for effecting service connection and receiving of power supply along with initial meter reading.

## **Technical requirements for effecting new connection**

### **1) Space required for installation of single phase meter for providing power supply to Low and Medium Voltage intending consumers having connected load upto 6 KW**

- a) Space required for installation of meter should be provided at an easily accessible location of the premises which should be free from any hindrances.
- b) It should be properly illuminated for taking meter reading.
- c) The intending consumer is to provide a space of size 2.5 ft length and height 5.5 ft for installation of meter, main switch, cutouts, earth bars etc on 10 inches concrete wall. In case of Kaccha house, a separate meter room of size 3ft(length) x 4ft(breath) x 6.5ft(height) is to be provided.
- d) Earthing arrangement should be provided near the meter by the intending consumers as per IE rules.

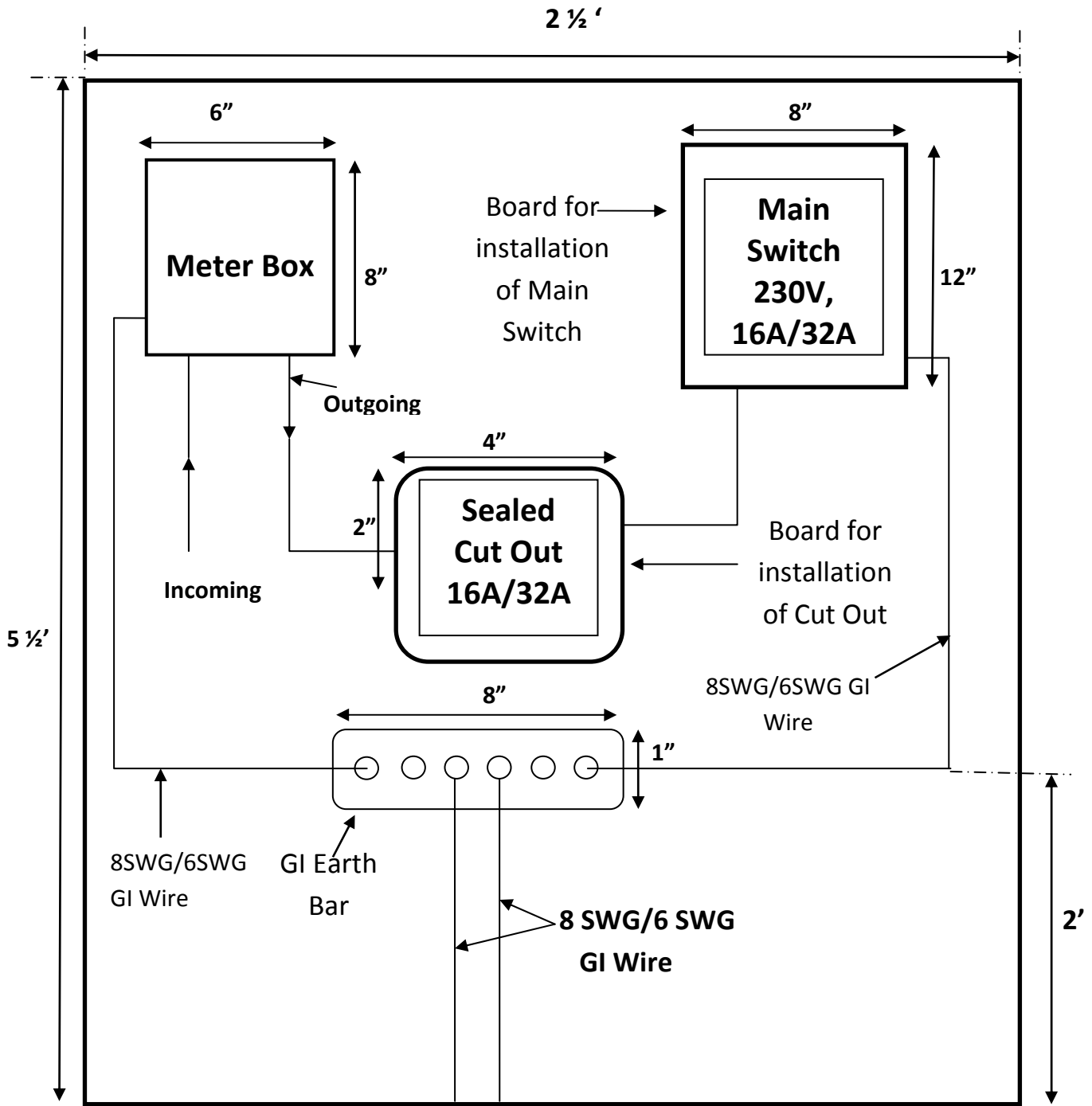
### **2) Space required for installation of three phase meter for providing power supply to Low and Medium Voltage intending consumers having connected load less than 50 KVA**

- a) Space required for installation of meter should be provided at an easily accessible location of the premises which should be free from any hindrances.
- b) It should be properly illuminated for taking meter reading.
- c) The intending consumer is to provide a space of size 4 ft length and height 5.5 ft for installation of meter, main switch, cutouts, earth bars etc.
- d) Earthing arrangement should be provided near the meter by the intending consumers as per IE rules.

### **3) Space required for installation of meter along with accessories for providing power supply to Low and Medium Voltage intending Consumers having contract demand of 50 KVA and above and upto 125 KVA**

- a) The intending consumer has to provide a space for installation of metering kiosk having size 5.6 ft(Height) x 4 ft(length) x 3 ft(breath) at easily accessible location preferably within a distance of 10 meters from the entrance. It should preferably be installed inside a room of adequate size (with proper ventilation and illumination) which should be provided by the intending consumer for installation of the metering kiosk.

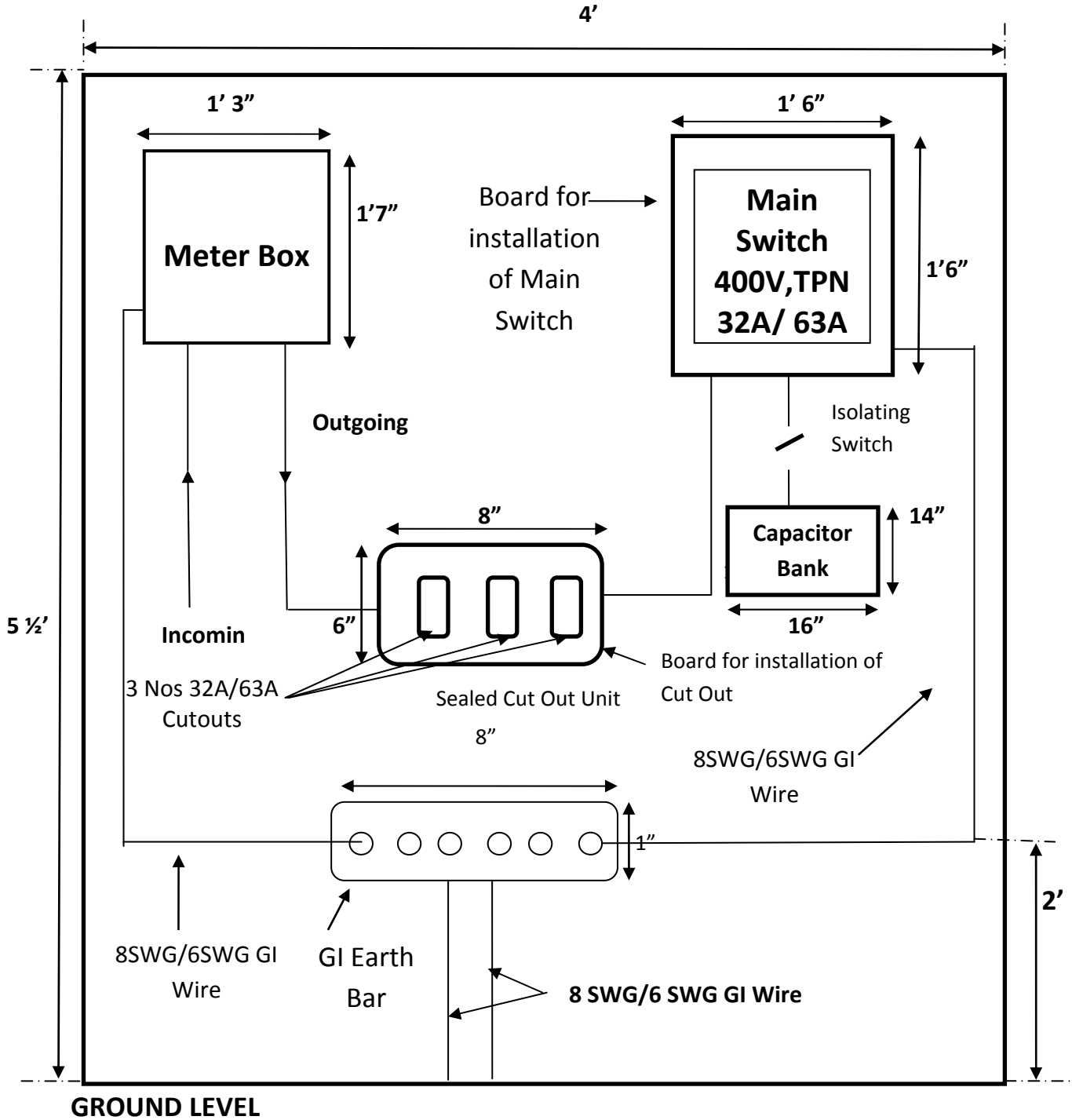
## Space required for Installation of single phase meter for consumers having load upto 6KW



### GROUND LEVEL

- Meter space should be provided on pacca wall
- The dimensions provided is tentative only

**Space required for Installation of three phase meter for power supplying less than 50 KVA and above 6 KW**



- Meter space should be provided on pacca wall
- The dimensions provided is tentative only
- Capacitor bank would be installed only at L.T. Industries, LT Public Water Works and LT Commercial establishment having contract demand 10 KVA and above.

West Bengal State Electricity Distribution Company Limited

Group Electric Supply

**Application form to be used by an intending consumer / a consumer in LV& MV requesting the licensee for an inspection of his premises and preparation of estimate of expenditure to be borne by the intending consumer / consumer for new connection/ extension of load.**

To:

\_\_\_\_\_ (WBSEDCL)

\_\_\_\_\_ (Address of respective supply office of WBSEDCL)

Sir,

I / We hereby request for an inspection of my / our premises address of which is given below by your authorised representative, and preparation as also supply of a quotation by you to me / us, giving in requisite expenditures to be borne by me / us in terms of section 46 of the Electricity Act, 2003 and Regulations made there under, together with the deposit(s) to be made by me / us in terms of the applicable Regulations and as per TABLE - I to this annexure for the purpose of getting new connection for supply of electricity at my/ our premises at MV/LV having an expected connected load of ..... KW/HP for domestic / commercial/ industrial/ .....(other purpose to be mentioned in accordance with the class of consumers as mentioned in annexure A-3) purpose/ extension of load of the existing service at my / our premises having Consumer No. .... from ..... KW/HP to ..... KW/HP as estimated by my / our licensed electrical contractor as indicated in the attached hand drawn sketch (attach hand drawn sketch if required) at my / our premises having Consumer No. .... Such Supply may be given in single / three phase (strike out which is not required) [Single Phase supply shall be given for the connected load upto 6KW, if not required otherwise for which reasons may be given.]

I / We am / are depositing herewith an earnest money of Rs. .... Please adjust the earnest money with the amount that will be determined to be recoverable from me / us as reasonable expenditure for providing new connection(s) under section 46 of the Electricity Act, 2003, / expenditure for extension of load and requisite deposit(s) to be made by me / us under the applicable Regulations. After making such adjustments, if any amount still remains outstanding, the same may be adjusted with my / our electricity consumption bill(s) or refunded to me / us.

I / We hereby inform you that I / we am / are the owner(s) / occupier(s) of the premises and I / we enclose copy of documents establishing sufficient proof of my / our bonafide occupation of the premises (viz., Passport / Voter Identity Card / Rent Bill / Rent Control Challan / Telephone Bill / Municipal or any other Tax Bill etc.)/ ownership of the premises/ any other documents issued by any Ministry or Department of Government showing his occupancy of the premises applied for etc.



I / We hereby inform you that I / we intend to take meter on rental basis or by purchasing the meter through depositing the cost of the meter in one instalment or in \_\_\_\_ no. instalments to WBSEDCL.

I / We hereby further declare that there is no other service connection / line disconnected given/ was given by you in my / our name(s) in the premises for which the new service connection is being applied for.

I / We hereby further declare that I/we have service connection in my / our name(s) in the premises at ..... (address of the premises) where electricity is supplied by you and that there is no outstanding dues in respect of that service connection.

I / We hereby further declare that no restriction in relation to supply of power to the premises is imposed by any Court of Law.

The full address of my / our premises, which will be inspected by you for the aforesaid purpose, Telephone No./ important land mark (if any) and nearest pole no. (if available) are given below.

I/We enclose hereby the self certified connected load declaration as per format in **Annexure-A1** of these procedures.

I/We enclose hereby the self certification as per format in **Annexure-A2** of these procedures.

I / We also enclose the recent passport size photograph attested by witness.

Address: -

Important Land Mark: -

\_\_\_\_\_  
\_\_\_\_\_

Nearest Pole No. (if available) .....

Telephone No. ....

Yours faithfully,

\_\_\_\_\_

(Signature of the applicant(s) with date)

Full Name \_\_\_\_\_

(In Block letters)

Full Address: \_\_\_\_\_

(In Block letters) \_\_\_\_\_

Telephone No(s), if any \_\_\_\_\_

Witness (1)

Witness (2)

Signature with date \_\_\_\_\_

Signature with date \_\_\_\_\_

WBSUEDCL-1

Annexure-A

Full Name	_____	Full Name	_____
Address	_____	Address	_____

- Note: 1) Please strike out inapplicable items.
- 2) The printed list of purpose of supply as approved by the Commission from time to time will be available from the licensee.
- 3) Please mention and describe important landmarks in the vicinity, if any, to facilitate easy identification of the premises.
- 4) Please attach, if possible, a small sketch (not to scale) indicating the location of the premises.
- 5) Earnest money to be deposited along with the application for new connection:-

Purpose of supply

- (i) Industrial load - Rs.2,000/-
  - (ii) For commercial purpose of contract - Rs 1,000/-  
demand of 10 KVA and above
  - (iii) Earnest money shall be taken from a State / Central Government department /office, State / Central Government hospital, non-profit making educational and research institutions including public libraries owned and run by either State Government or Central Government.
  - (iv) For purpose other than (i) & (ii) above - Rs 200/-
- 6) Applicable service connection charges

**TABLE-I**

Connected load ( C ) in KW	Service connection charge in Rs
Up to 0.2 KW	200
Above 0.2 KW but up to 0.6 KW	400
Above 0.6 KW but up to 1 KW	1000
Above 1 KW but up to 2 KW	2000
Above 2 but upto to 3 KW	3000
Above 3 but upto to 4 KW	4000
Above 4 KW but up to 5 KW	8000
Above 5 KW but up to 6 KW	10000
Above 6 KW	10000 + 2500x( C-6)



**West Bengal State Electricity Distribution Company Limited**

**Group Electric Supply**

**Self Certification of Connected Load Declaration By The Applicant**

It is certified that the following equipment & electrical fittings are fixed in my premises at ..... on .....

Sl No	Name of equipment & electrical fittings	No of equipment & electrical fittings	Wattage per equipment & electrical fittings	Total wattage
1	Lamp Incandescent			
2	Lamp CFL			
3	Lamp Fluorescent			
4	Lamp LED			
5	Exhaust Fan .....			
6	Fridge .....			
7	AC .....			
8	Water motor .....			
9	TV .....			
10	Ceiling Fan			
11	Table Fan .....			
12	Iron			
13	Washing machine			
14	Mixing/grinding machine			
15	Microwave oven			
16	Table lamp			
17	Electric Audio/ video system			
18	Other .....(+)			
19	<b>Total connected load in Watts ( X ) =</b>			
20	<b>Contract Demand in KVA= X / (0.85x1000)=</b>			

\* Please extend the list as requirement after sl no 18.

(+) Plug point shall not be considered. Only electrical equipment are to be considered.

Address of the premises:

Permanent address of the applicant/authorized signatory:

\_\_\_\_\_  
Signature of the applicant/authorized signatory

Name of the applicant/authorized signatory

**Annexure-A2**

West Bengal State Electricity Distribution Company Limited  
Group Electric Supply

**Self Certification by the Applicant**

It is certified that:

1. The electrical wiring has been got done with standard/ISI marked material through an experienced electrical contractor licensed in this behalf by the Government of West Bengal and under the direct supervision of a person of holding a certificate of competency and holding the concerned permit from the Government of West Bengal.
2. Wiring has been tested by the said contractor to my satisfaction.
3. I shall be fully responsible for any leakage in electric current, short circuiting or failure/leakage of earthing in my electric wiring.
4. The earthing has been provided by contractor for effective functioning to my satisfaction.
5. I will not extend the wiring and connected load that is being applied for now without prior approval of WBSEDCL.
6. I have calculated my load as per **Annexure-A1**.
7. The facts and statement given above is true to my best of knowledge. Any mis information or wrongful statement is found to be given by me at any point of time, I shall be held responsible for that.

Address of the premises :

Permanent address of the applicant/authorized signatory:

\_\_\_\_\_  
Signature of the applicant/authorized signatory

\_\_\_\_\_  
Name of the applicant/authorized signatory

West Bengal State Electricity Distribution Company Limited

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**DIFFERENT CLASSES OF CONSUMERS**

<b>Applicable Class of Consumers</b>	
(i)	Domestic (Rural)
(ii)	Domestic (Urban)
(iii)	Commercial (Rural)
(iv)	Commercial (Urban)
(v)	Irrigation
(vi)	Commercial Plantation.
(vii)	Short Term Irrigation Supply
(viii)	Short Term supply for Commercial Plantation
(ix)	Short-term supply
(x)	Public Utility / Specified Institutions / Public Bodies, as applicable.
	a) In Municipal area
	b) In Non-Municipal area
(xi)	Cottage Industry / Artisan / Weavers / Small production oriented establishment not run by electricity as motive power
(xii)	Poultry, Duckery, Horticulture, Tissue culture Floriculture, Herbal – Medicinal – Bio-diesel Plant Farming, Food Processing Unit
(xiii)	Public Water Works & Sewerage System
(xiv)	Industries
	a) Rural
	b) Urban
(xv)	Street Lighting
(xvi)	Private Educational Institutions & Hospitals
(xvii)	Emergency
(xviii)	Construction Power
(xix)	Bulk supply at single point, inter-alia, to Co-operative Group Housing Society for providing power to its members or person, for providing power to its employees in a single premises
(xx)	Common Services of Industrial Estate

**Note :**

- i) In case there is any change in class of consumer that is to be substituted in the above table as per tariff order or concerned regulations.
- ii) Public bodies means State and Central Government establishments for whom public bodies tariffs are applicable under existing tariff structure as per the order of the Commission for 2006 - 2007.

- iii) Common Services of Industrial Estates includes Street Lighting, Estate Office Establishment, Water Service, Effluent Treatment, Pump House for Sewerage and Storm Water Drainage under the authority of the Industrial Estate.
- iv) Specified Institutions means such class of consumers who are falling under the following categories:
  - (a) All non-profit making educational and research institutions including public libraries, owned or aided by the State / Central Government;
  - (b) All State / Central Government hospitals; and
  - (c) Charitable dispensaries, maternity homes, hospitals, old age homes and social welfare establishments owned and run by either State Government or Central Government or by any charitable organisation either public or private.

In order to be treated as Specified Institutions, such classes of consumers are to satisfy the following conditions:

- (a) The electricity supply at their premises shall be either at 230 V single phase or 400 V three phase.
- (b) The educational and research institutions aided by the State / Central Government shall furnish necessary documents to indicate that they have been receiving from the State / Central Government such aid, which must be at least 50% of their total annual income for the last three years consecutively.
- (c) The educational and research institutions aided by State / Central Government and the hospitals, maternity homes, charitable dispensaries, old age homes and social welfare establishments owned and run by “Charitable Organisations” shall be required to submit their audited accounts of the last three years.
- (d) All consumers shall be required to furnish an undertaking stating that the power supply to their institutions / organisations shall be used and shall continue to be used exclusively for the purpose for which the supply has been proposed to be taken.
- (e) Libraries owned by the State Government shall be eligible to be treated as the Specified Institutions, if their applications are duly recommended by the Director of Libraries / District Library Officer concerned.
- (f) Libraries receiving grants from State Government for a continuous period of at least three years shall also qualify to be treated as Specified Institutions subject to submission of their audited accounts of the last three years along with a certificate

from the Director of Libraries / District Library Officer concerned about their eligibility.

Provided that the quantum of grant received from the State Government must be at least 50% of their total annual income for the last three years consecutively.

In addition, the following conditions are also required to be complied with for becoming eligible for treating to be a Specified Institution.

(a) Certificate from concerned Corporation / Municipality / Panchayat regarding clearance of dues, if applicable, should be furnished by the consumer.

(b) WBSEDCL shall satisfy itself about the veracity of the claim of the consumer.

Provided that the status of Specified Institution shall not be allowed to any class of consumer(s) who is / are defaulter in regard to payment of electricity bills. Further, such status shall stand automatically withdrawn if it defaults in payment of electricity bills during the period for which such status of Specified Institution has been allowed.

The aforesaid status shall be given effect prospectively from the date on which WBSEDCL takes decision for such status and that date should not be more than three months from the date on which the applicant-institution has complied with all formalities.

- v) Short-term supply includes events, festivals and marriage ceremony. For such short-term supply, the fixed / demand charge shall be the fixed / demand charge under non-TOD tariff applicable to that particular category of consumer to which the applicant seeking such supply belongs. Such short-term supply shall not have any load factor rebate and power factor rebate. However, other charges for such short-term supply shall be the same as are applicable to that particular category of consumer to which the applicant seeking such short-term supply belongs. For such short-term supply, consumer shall apply to the licensee at least 10 days in advance for LV and MV consumers and at least 20 days in advance for HV consumer. For EHV category, there shall be no short-term supply.
- vi) Domestic consumer having monthly consumption of 25 units in case of monthly billing or having quarterly consumption of 75 units in case of the quarterly billing and contract demand not more than 0.3 KW shall be treated as Life Line Domestic Consumer.
- vii) Temporary supply is to be governed by the West Bengal Electricity Regulatory Commission (Recovery of Expenditure for Providing New Connections) Regulation 2005.



**West Bengal State Electricity Distribution Company Limited**

**Group Electric Supply**

Application form to be used by an intending consumer/ a consumer requesting the licensee for new connection / extension of load.

\*(Please strike out inapplicable items)

(TO BE SUBMITTED IN DUPLICATE)

**To:**

\_\_\_\_\_  
**(Name of Licensee)**

\_\_\_\_\_  
**(Address of respective supply office of WBSSEDCL)**

\_\_\_\_\_  
\_\_\_\_\_

Sir,

1. I / We hereby apply for supply of electricity in my / our favour at the premises having the following address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. This is an application for new service / extension of load under existing service and the expected connected load (in KW/HP) will be as follows for domestic / commercial / industrial / .....(other purpose to be mentioned) purpose.

(A) FOR NEW CONNECTION IN LV & MV :

i) Connected Load.....KW

ii) Contract Demand .....KVA

( As obtained from **Annexure-A2**)

(B) FOR EXTENSION OF LOAD UNDER EXISTING SERVICE:

(i) Consumer No.

(ii) Present sanctioned Load –

(a) Connected Load .....KW

(b) Contract Demand .....KVA

(c) Present Voltage \_\_\_\_\_

(iii) Extended Load required (including present load) -

(a) Connected Load .....KW

(b) Contract Demand .....KVA

(As per total value obtained from **Annexure-A1**)

(c) Proposed Voltage .....

3. I / We hereby declare that I / we shall abide by all provisions of the Electricity Act, 2003 and the Rules / Regulations / Orders / Statutory Notifications made under the Act, as amended from time to time.

4. I / We have already paid / I/we hereby tender an amount of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) only as the amount recoverable from me / us under Section 46 of the Electricity Act, 2003 and the Regulations made thereunder and as per the cost estimate prepared by you and sent to me / us from your end vide your letter no. \_\_\_\_\_ dated \_\_\_\_\_.

5. I / We have also tendered / I/we hereby tender an amount of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) only as my / our security deposit determined by you in terms of Section 47 of the Act and the Regulations made thereunder and as per estimate prepared by you and sent to me / us from your end vide your letter no. \_\_\_\_\_ dated \_\_\_\_\_.

6. I / We undertake to replenish any shortfall in security deposit if and when required and for the value of meter(s) and other apparatus installed / to be installed at my / our premises.

7. I / We also enclose a Way Leave permission as per **Annexure-B1** for erection and fixing of necessary apparatus on or within the premises.

8. I / We also enclose copies of documents showing in-principle clearance for establishment from the West Bengal Pollution Control Board concerned where applicable.

9. I / We also enclose copy / copies of

(i) ..... ) Any other documents of which compliances

(ii) ..... ) are called for

(iii) ..... )

10. Please provide me / us with the service as requested.

11. After effecting service connection as per this application the construction supply provided in the same premises shall / shall not be disconnected .

Yours faithfully,

Enclosed: As stated.

\_\_\_\_\_  
(Signature of the applicant(s) with date)

Full Name \_\_\_\_\_

(In Block letters)

Full Address: \_\_\_\_\_  
(In Block \_\_\_\_\_  
letters) \_\_\_\_\_

Telephone No(s), \_\_\_\_\_  
if any.

Witness (1)

Signature with date \_\_\_\_\_

Full Name \_\_\_\_\_

Address \_\_\_\_\_

Witness (2)

Signature with date \_\_\_\_\_

Full Name \_\_\_\_\_

Address \_\_\_\_\_

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For use of the licensee / supplier

(To be filled up by the licensee/supplier on receipt of the application-cum-agreement form submitted by the intending consumer and the duplicate is to be handed over to the latter)

Accepted for and on

Behalf of the licensee/supplier

---

(Signature with date of the accepting official under the stamp/office seal of the licensee/supplier)

Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

West Bengal State Electricity Distribution Company Limited

Group Electric Supply

**Form-1**

**Way Leave Permission**

**To**

..... (Name of the Licensee)

.....

..... (Address of the Licensee)

**Sir,**

i) I / We have no objection to allow the fixing and erection of the necessary apparatus on or within the premises at ..... owned by me / us, for effecting service connection to the premises at ..... owned / occupied by Sri/ Smt./ M/s. .... son / daughter / wife of .....

ii) I / We have no objection if the service line passes over / along / across / under premises at ..... owned by me / us for effecting service connection to the premises at ..... owned / occupied by Sri / Smt./ M/s. .... son / daughter / wife of .....

Yours faithfully,

Signature .....

( Name in full )

Address .....

.....  
.....

**Date :**