



Guidelines to be followed while applying for the services online through unified software SURAKSHA

1. The user/applicant shall register in the SURAKSHA unified software first before applying for any service.
2. A valid email id shall be provided while registering since the validation link for the user will be sent to the registered email id.
3. The user has to validate the registered account by clicking on the profile activation link sent to his registered email id. The profile activation link will be valid for 24 hours, if the applicant fails to activate his profile within the said time, he has to perform the user registration process again.
4. Once the Registered user has successfully activated the profile, the registered user has to sign in and choose the services for online application.
5. Presently two methods of payment are available in SURAKSHA – Online and Offline modes. Registered user can use the online payment method. The offline payment method will be active only for an initial period.
6. After completing the entry of all details, and final submission of the application online, the registered user shall take a printout of the CAF (Composite Application Form). The registered user has to submit the hard copy of the application form generated along with the schematic drawing to the office for further processing.
7. All other documents shall be submitted through online means only, by uploading the same at the provisions provided in SURAKSHA.
8. The maximum size of the schematic drawing on a single upload is limited to a maximum of 10 MB. Provision for adding multiple documents shall be used if the size exceeds the 10 MB limit.
9. The processing status of the application will be displayed at the registered user's dashboard at every stage.
10. All completion reports, compliance reports etc. shall be submitted through online means only.
11. The defect report after inspection will be sent online to the applicant preferably within 48 Hrs.
12. All approvals, sanction for energisation and certificates will be digitally signed using QR code and will be available in the registered user's dashboard.
13. The hard copies of approvals, sanction orders, certificates and reports generated through SURAKSHA shall be taken and the copy shall be kept in stock file.
14. The equipments cannot be changed once the scheme is approved. If any change in equipment is there, fresh approval has to be taken.
15. Consumers applying through the Ease of Doing Business Platform K-SWIFT shall register in the same platform and apply. The approval/sanction for energisation/certificates generated shall be made available in the K-SWIFT platform dashboard.

Sd/-

Chief Electrical Inspector