

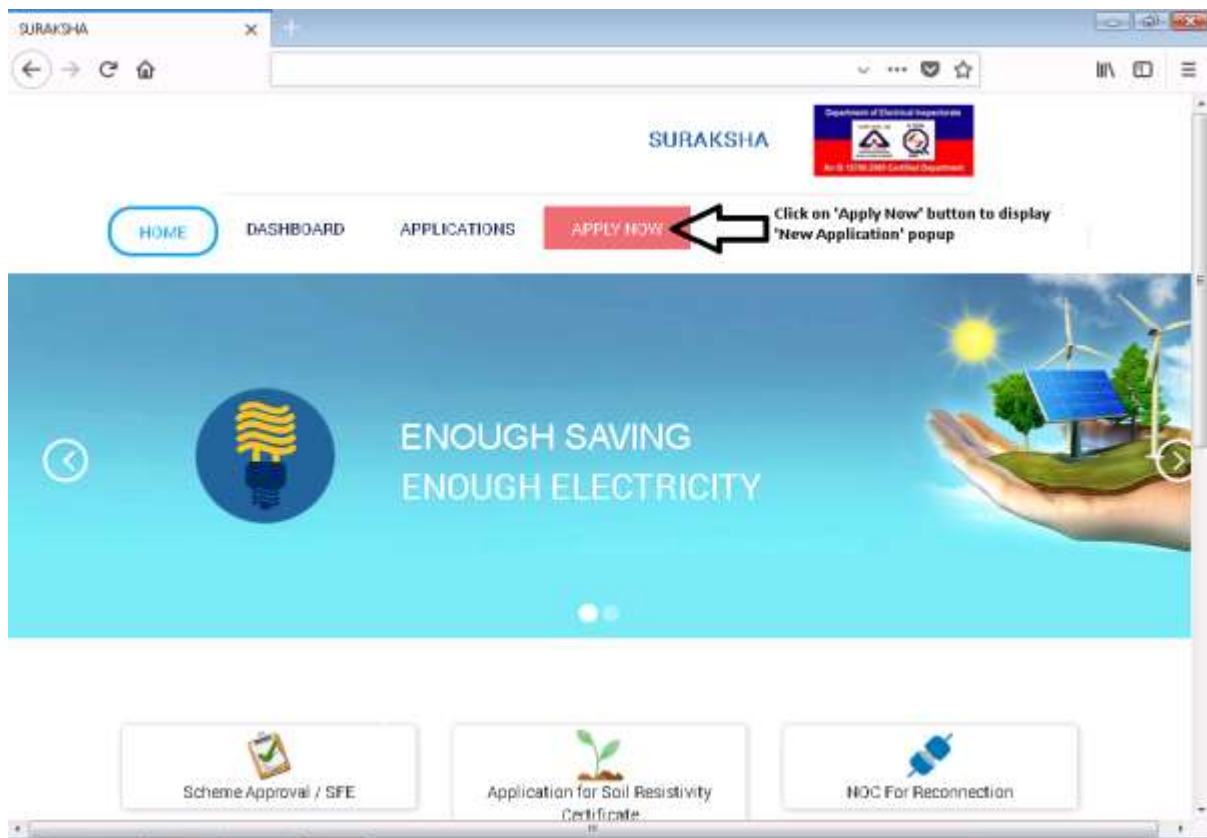
# SURAKSHA – Scheme Application / SFE

Department of Electrical Inspectorate, Government of Kerala

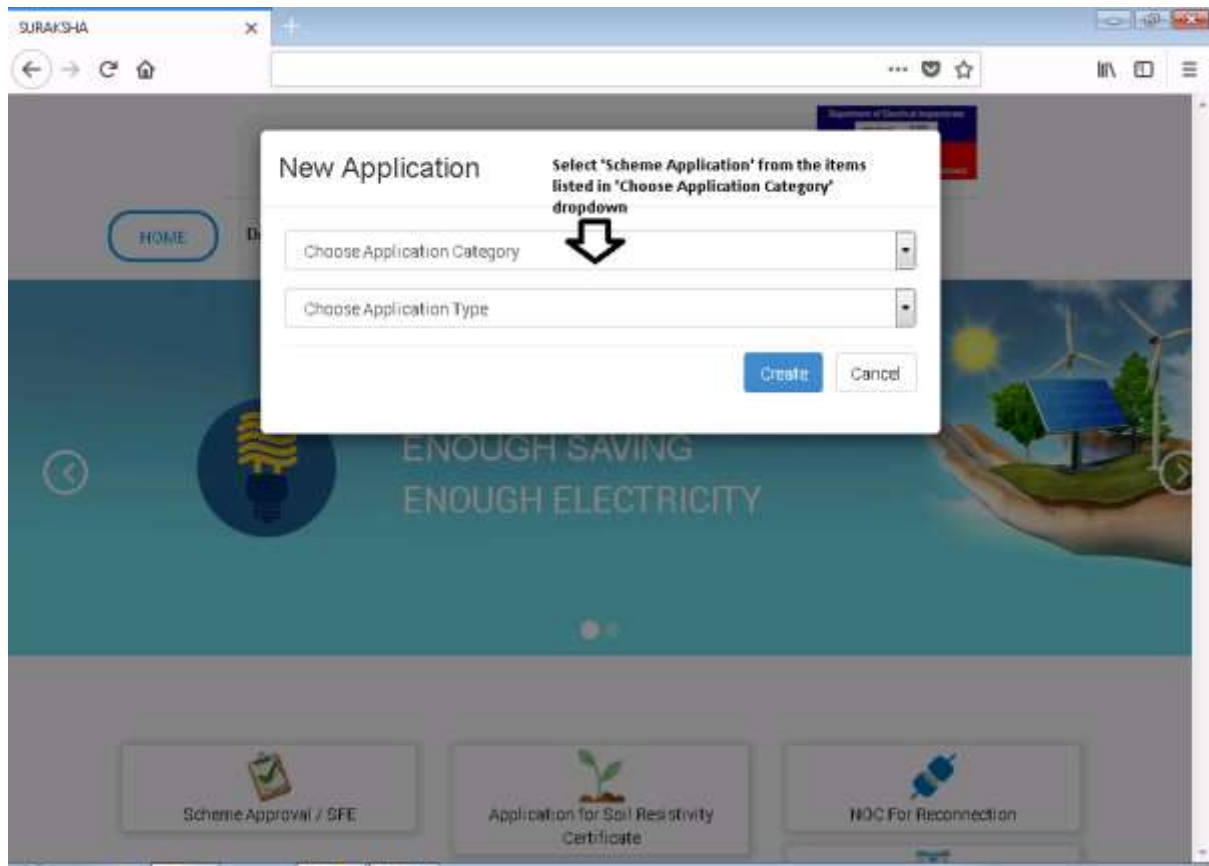
1. Once logged in to the **Suraksha** application, Click on '**Scheme Approval/SFE**' button in the home page to navigate to **Scheme/Application** page



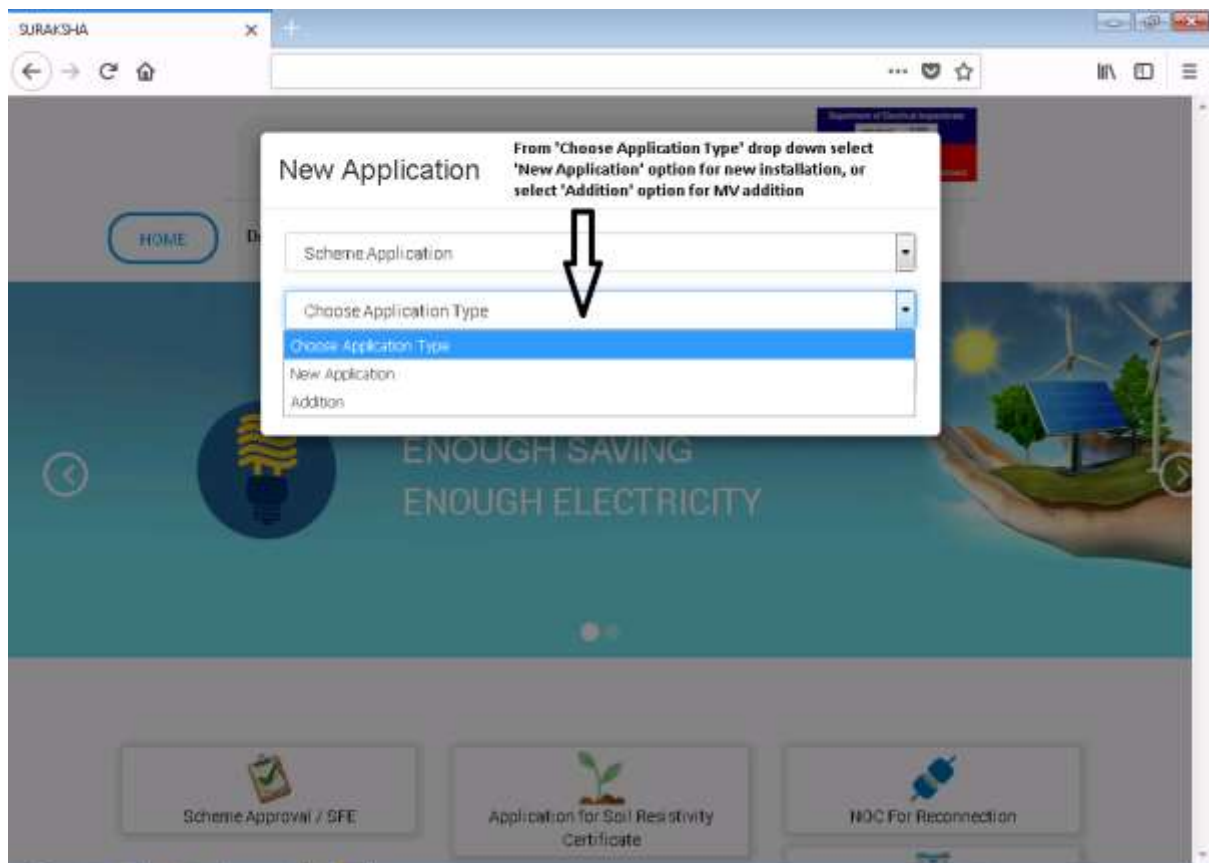
2.a) In addition to that, from the Home page, user can also navigate to the **Scheme/Application** page by clicking on the '**Apply Now**' button



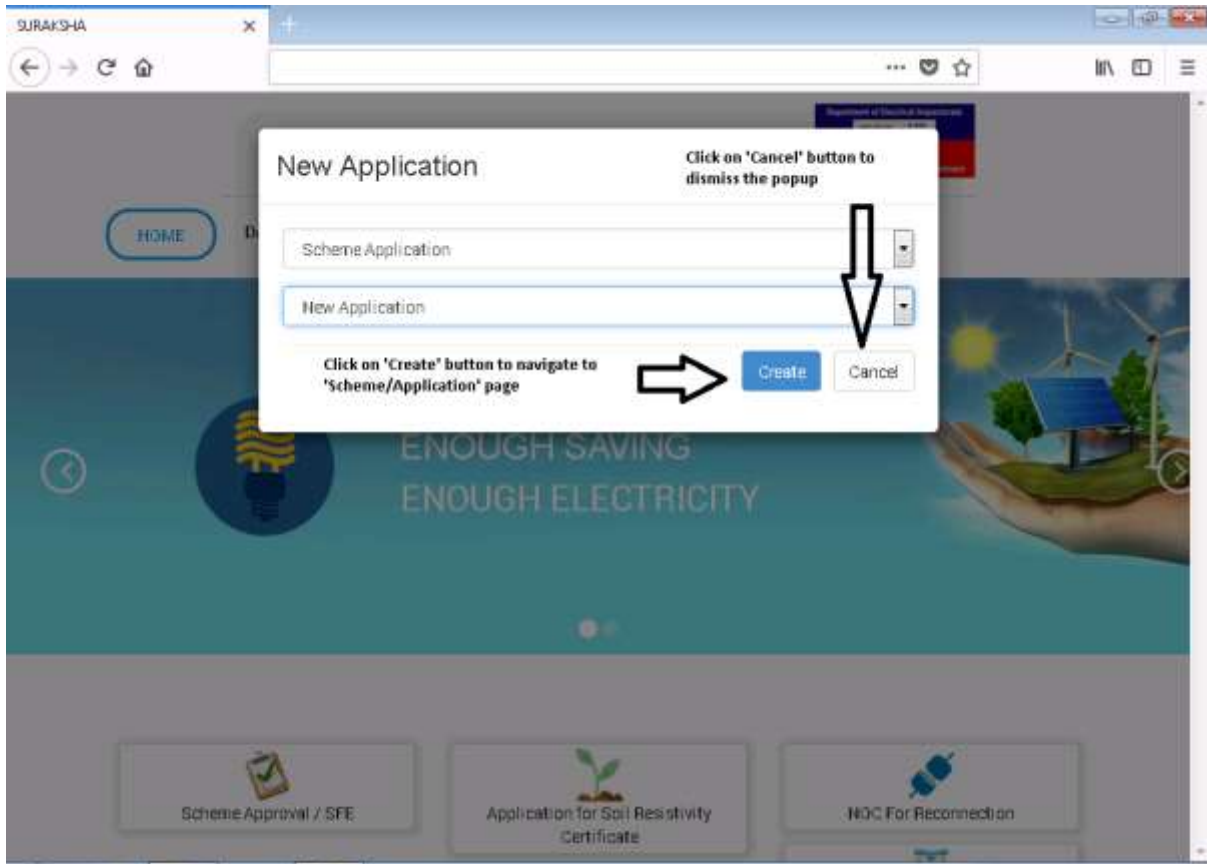
2.b) On Clicking the '**Apply Now**' button, the '**New Application**' popup will be displayed. From the '**Choose Application Category**' dropdown, select '**Scheme Application**' from the list



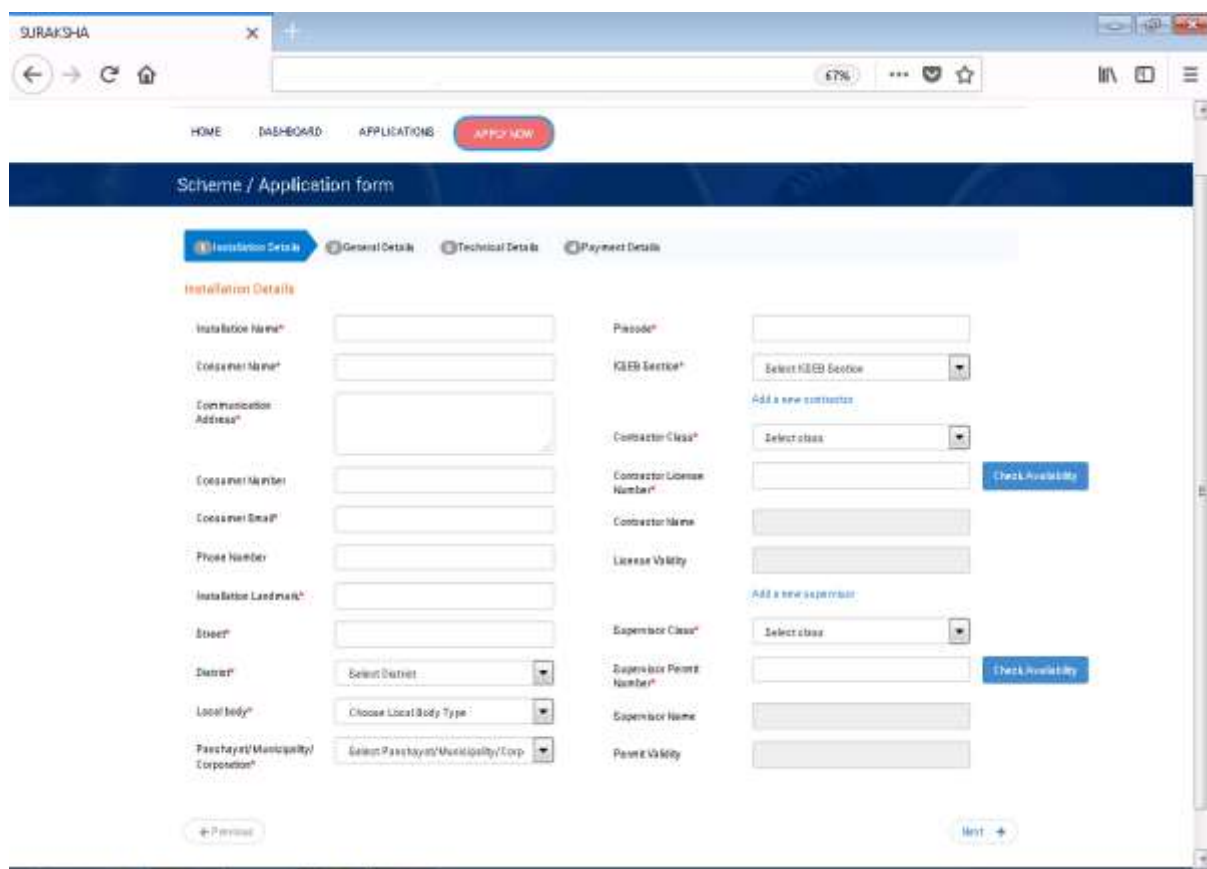
2.c) From the '**Choose Application Type**' dropdown, select between '**New Application**' or '**Addition**', depending on whether the scheme to be submitted is '**New**' or an '**MV Addition**'



2.d) Click on 'Create' button to navigate to **Scheme/Application** page



3. Once the user perform Step 1 or Step 2.a-2.d, the **Scheme/Application** page will be displayed



4. . In 'Scheme/ Application' page, under 'Installation Details' tab, fill in the fields with appropriate values. All mandatory fields has to filled in, they are marked with red asterisk symbol.

The screenshot shows the 'Scheme / Application form' with the 'Installation Details' tab active. The form is divided into several sections:

- Consumer Information:** Installation Name\*, Consumer Name\*, Communication Address\*, Consumer Number, Consumer Email\*, Phone Number, Installation Landmark\*, Street\*, District\* (with instruction: 'Choose an appropriate District from the drop down list'), Local body\* (with instruction: 'Choose an appropriate Local Body Type from the drop down list'), Panchayat/Municipality/ Corporation\* (with instruction: 'Choose an appropriate option from the drop down list').
- Contractor Information:** KSEB Section\* (with instruction: 'Choose the appropriate Electrical Section from the dropdown, choices will be as per the District selected'), Contractor Class\* (with instruction: 'Click on Add a new contractor button to display Contractor Details popup'), Contractor License Number\*, Contractor Name, License Validity, Supervisor Class\* (with instruction: 'Click on Add a new supervisor button to display Supervisor Details popup'), Supervisor Permit Number\*, Supervisor Name, Permit Validity.

Red annotations include: 'This field accepts all characters' for several text boxes; 'This field accepts only numbers' for Permit Number and License Validity; and 'Click on Add a new contractor button to display Contractor Details popup' and 'Click on Add a new supervisor button to display Supervisor Details popup' pointing to the respective buttons.

5. . On Clicking the 'Add Contractor' button, the 'Contractor Details' popup will be displayed

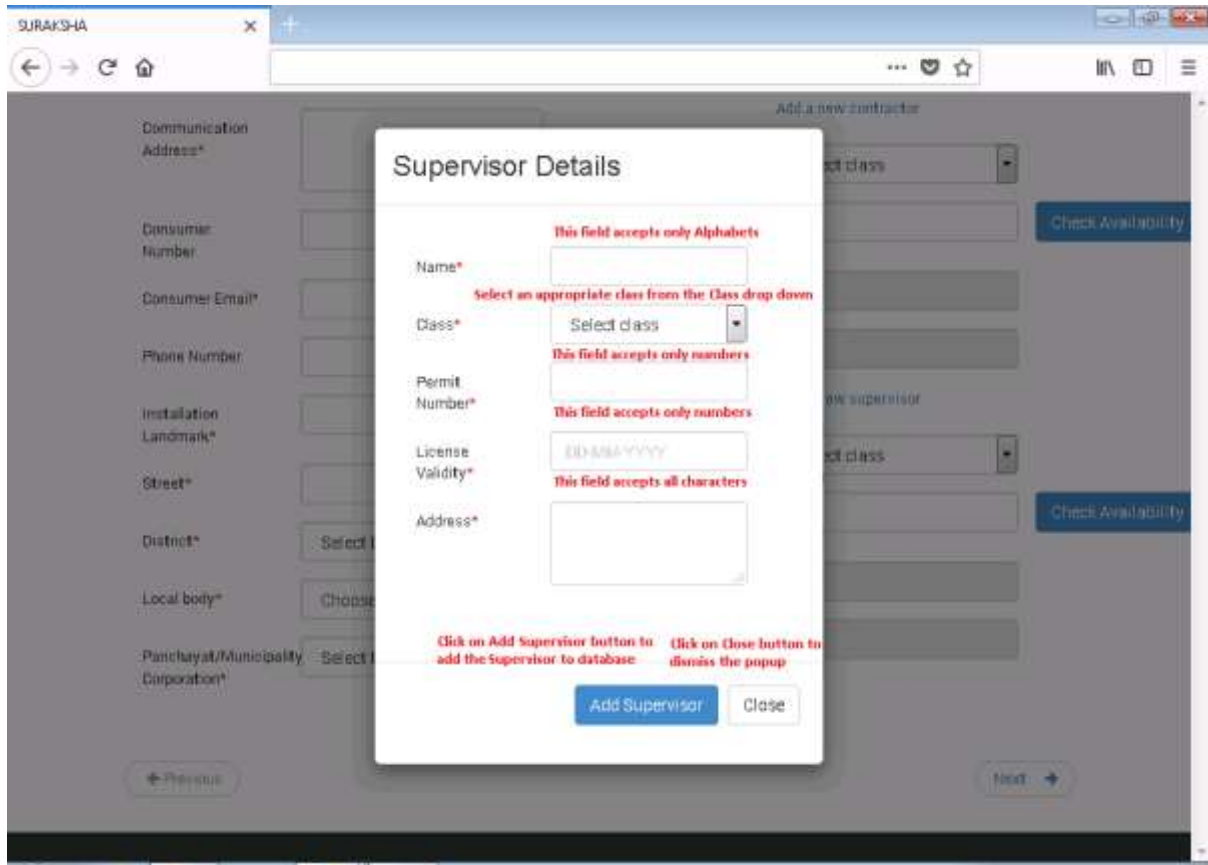
The screenshot shows the 'Contractor Details' popup form. The fields and instructions are:

- Name\*:** This field accepts only Alphabets.
- Class\*:** Select an appropriate class from the Class drop down.
- Permit Number\*:** This field accepts only numbers.
- License Validity\*:** This field accepts only numbers.
- Address\*:** This field accepts all characters.

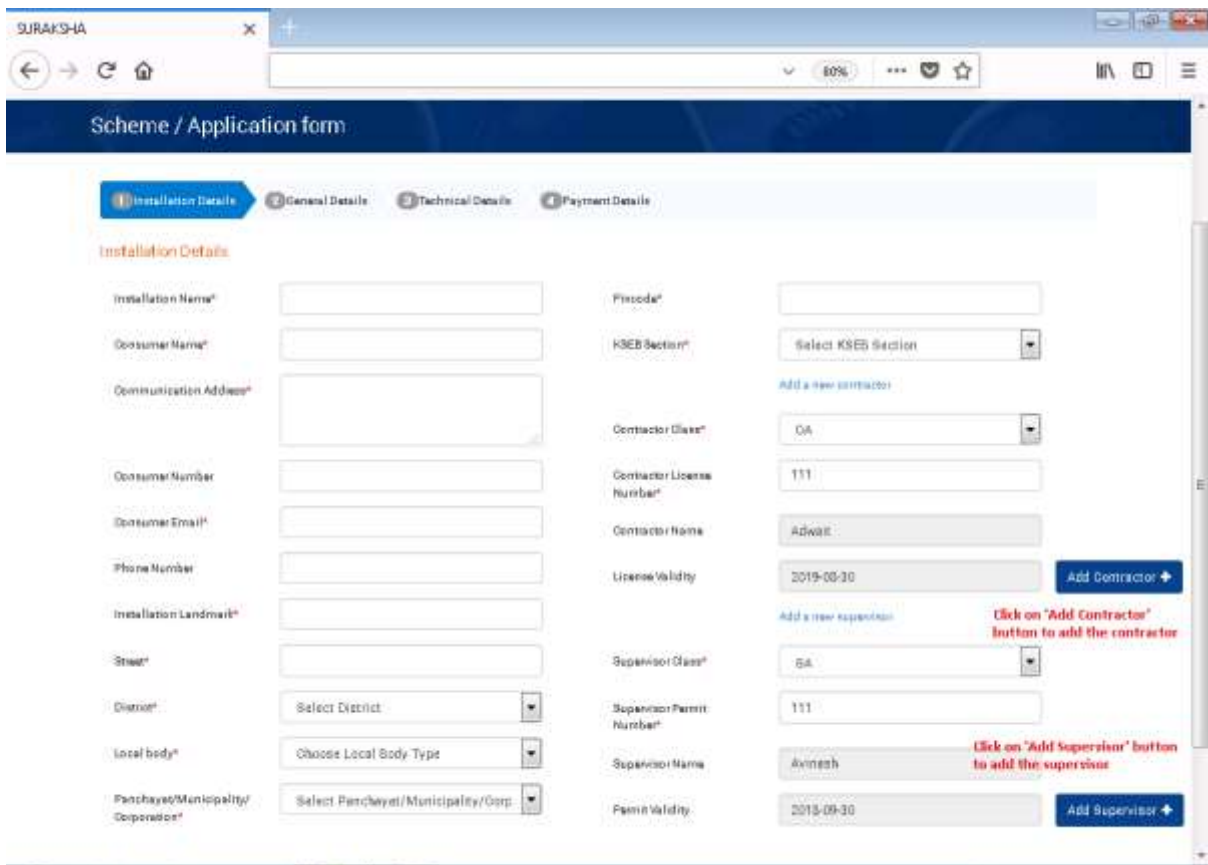
At the bottom of the popup, there are two buttons: 'Add Contractor' and 'Close'. Red annotations include: 'Click on Add Contractor button to add the contractor to database' and 'Click on Close button to dismiss the popup'.



6. On Clicking the 'Add Supervisor' button, the 'Supervisor Details' popup will be displayed



7. Click on **Add Contractor** and **Add supervisor** buttons to add the contractor and the supervisor.



8. Upon adding the contractor and supervisor the page will look like this and the contractor and supervisor details will be added to the bottom of the page

Contractors

Name	License Number	Validity Date	Class	Address	Action
Adwait	111	30-06-2019	CA		

Supervisors

Name	Permit Number	Validity Date	Class	Address	Action
Avinash	111	30-09-2019	SA		

Click on this trash icon to delete the contractor details from the page

Click on this trash icon to delete the supervisor details from the page

9. a) If the contractor details are already saved at earlier stage, Select a 'Class' from class drop down enter 'License Number' in the license number field and click on 'Check Availability' button

Installation Details

Contractor Class: CA

Contractor License Number: 111

Check Availability

Click on Check Availability button to retrieve Name and license validity

9. b) The Contractor Name and License Validity will be populated in the respective fields

The screenshot shows the 'Installation Details' form in the SURAKSHA application. The form is divided into two columns. The left column contains fields for Installation Name, Consumer Name, Communication Address, Consumer Number, Consumer Email, Phone Number, Installation Landmark, Street, District, Local Body, and Panchayat/Municipality/Corporation. The right column contains fields for Pincode, KSEB Section, Contractor Class, Contractor License Number, Contractor Name, License Validity, Supervisor Class, Supervisor Permit Number, Supervisor Name, and Permit Validity. The 'Contractor Name' field is populated with 'Adwait' and the 'License Validity' field is populated with '2019-08-30'. A red callout points to the 'Add Contractor' button. There are also 'Add a new contractor' and 'Add a new supervisor' links. A 'Check Availability' button is visible at the bottom right of the form.

9. c) Click on **Add Contractor** button, to add the contractor details and the same will be displayed at the bottom of the page

The screenshot shows the 'Installation Details' form in the SURAKSHA application. The form is divided into two columns. The left column contains fields for Consumer Name, Communication Address, Consumer Number, Consumer Email, Phone Number, Installation Landmark, Street, District, Local Body, and Panchayat/Municipality/Corporation. The right column contains fields for KSEB Section, Contractor Class, Contractor License Number, Contractor Name, License Validity, Supervisor Class, Supervisor Permit Number, Supervisor Name, and Permit Validity. The 'Contractor Name' field is populated with 'Adwait' and the 'License Validity' field is populated with '2019-08-30'. A red callout points to the 'Add Contractor' button. There are also 'Add a new contractor' and 'Add a new supervisor' links. A 'Check Availability' button is visible at the bottom right of the form. At the bottom of the page, there is a table titled 'Contractors' with the following data:

Name	License Number	Validity Date	Class	Address	Action
Adwait	111	30-08-2019	CA		

A red callout points to the trash icon with the text 'Click on this trash icon to remove the contractor details'.



10. a) If the supervisor details are already saved at earlier stage, Select a 'Class' from class drop down enter 'License Number' in the license number field and click on 'Check Availability' button

The screenshot shows the 'Installation Details' form in the SURAKSHA application. The form is divided into two columns. The left column contains fields for Installation Name, Consumer Name, Communication Address, Consumer Number, Consumer Email, Phone Number, Installation Landmark, Street, District, Local Body, and Panchayat/Municipality/Corporation. The right column contains fields for Pincode, KSEB Section, Contractor Class, Contractor License Number, Contractor Name, License Validity, Supervisor Class, Supervisor Permit Number, Supervisor Name, and Permit Validity. The 'Supervisor Class' dropdown is set to 'SA' and the 'Supervisor Permit Number' field contains '111'. A red box highlights these two fields. A red text annotation says 'Click on Check Availability button to retrieve the details'. A 'Check Availability' button is visible next to the permit number field. The form also includes 'Previous' and 'Next' buttons at the bottom.

10. b) The Supervisor Name and License Validity will be populated in the respective fields

The screenshot shows the 'Installation Details' form in the SURAKSHA application. The form is divided into two columns. The left column contains fields for Installation Name, Consumer Name, Communication Address, Consumer Number, Consumer Email, Phone Number, Installation Landmark, Street, District, Local Body, and Panchayat/Municipality/Corporation. The right column contains fields for Pincode, KSEB Section, Contractor Class, Contractor License Number, Contractor Name, License Validity, Supervisor Class, Supervisor Permit Number, Supervisor Name, and Permit Validity. The 'Supervisor Name' field is populated with 'Avinish' and the 'Permit Validity' field is populated with '2018-09-30'. A red text annotation says 'Click on Add Supervisor button to add the supervisor'. An 'Add Supervisor' button is visible at the bottom right. The form also includes 'Previous' and 'Next' buttons at the bottom.

10. c) Click on **Add Supervisor** button, to add the supervisor details and the same will be displayed at the bottom of the page

The screenshot displays the 'Installation Details' form in the SURAKSHA application. The form is organized into several sections:

- Installation Details:** Fields for Installation Name, Consumer Name, Communication Address, Consumer Member, Consumer Email, Phone Number, Installation Landmark, Street, District, Local Body, and Franchisee/ Municipality/ Corporation.
- Contractor Details:** Fields for Pincode, KSEB Section, Contractor Class, Contractor License Number (with a 'Check Availability' button), Contractor Name, License Validity, and an 'Add a new contractor' link.
- Supervisor Details:** Fields for Supervisor Class, Supervisor Permit Number (with a 'Check Availability' button), Supervisor Name, and Permit Validity, along with an 'Add a new supervisor' link.
- Contractors Table:**

Name	License Number	Validity Date	Class	Address	Action
Adwait	111	30-06-2019	DA		
- Supervisors Table:**

Name	Permit Number	Validity Date	Class	Address	Action
Avinash	111	30-09-2018	SA		

A red text annotation at the bottom right of the form states: "Click on Next button to navigate to General Details tab".

11. Upon entering all the appropriate fields, on selecting all drop downs and upon adding the contractor and supervisor, click on **Next** button to navigate to '**General Details**' tab

12(a). In the General details tab, first the type of installation has to be selected (EHT/HT/MV)

**Scheme / Application form**

1 Installation Details 2 **General Details** 3 Technical Details 4 Payment Details

**General Details**

Type Of Installation

EHT  HT  MV

Own Property?  Yes  No

Any other details required for scrutiny

Sub Station

Fault Level Calculation\*  No file chosen

Earthing Calculation\*  No file chosen

Busduct Design  No file chosen

Declaration Form\*  No file chosen

Ownership Certificate\*  No file chosen

Voltage Drop Calculation  No file chosen

**Schematic Diagram**

Name  Attachment file  No file chosen

#	Attachment Name	Attachment File	Actions
No Records Found			

[← Previous](#) [Next →](#)

12 (b) Then, all the relevant documents has to be uploaded in the spaces provided, including the Schematic diagram, and click 'Next' to navigate to the 'Technical Details' subtab.

**Scheme / Application form**

1 Installation Details 2 **General Details** 3 Technical Details 4 Payment Details

**General Details**

Type Of Installation

HT

Whether Soil Resistivity Certificate Obtained?  Yes  No

[Apply for Soil Resistivity Certificate](#)

Own Property?  Yes  No

Any other details required for scrutiny

Sub Station

Fault Level Calculation\*  No file chosen

Earthing Calculation\*  No file chosen

Busduct Design  No file chosen

Declaration Form\*  No file chosen

Ownership Certificate\*  No file chosen

Voltage Drop Calculation  No file chosen

**Schematic Diagram**

Name  Attachment file  No file chosen

#	Attachment Name	Attachment File	Actions
No Records Found			

[← Previous](#) [Next →](#)

13(a). Under technical details, the details of equipments proposed in the schematic has to be entered, viz. Transformers, Generators, Panels, Load, etc. by clicking on the 'Add Equipment' button.

Scheme / Application form

1 Installation Details 2 General Details 3 Technical Details 4 Payment Details

Technical Details

Equipment Details

#	Category	Fee	Total (Rs)	Action
No Records Found				

TOTAL : 0/-

Total Inspection Fee: 0/-

Scrutiny fee to be paid (75% of the total fee): 0/-

Add Equipment + Print

Reference Number

Equipments

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

b) Do all equipments satisfy condition of the suppliers? Choose

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

Previous Next

13(b). Once the equipments are added, the system will calculate the total inspection fee and scrutiny fee to be paid.

13 (c). After selecting the choice options for the questionnaire listed under the 'Equipment details' table, click next

14(a) Upon clicking next, it will be navigated to 'Payment details' sub tab, under which the office to which the application is going to be submitted, the scrutiny fee calculated details etc. will be displayed.

Scheme / Application form

1 Installation Details 2 General Details 3 Technical Details 4 Payment Details

Office Details

Application going to submit Office of the Deputy Chief Electrical Inspector ( Eranakulam )

Fee Details

Total Inspection Fee: 1,680/-

Scrutiny fee to be paid (75% of the total fee): 1,260/-

Total Scrutiny fee paid: 0/-

Balance Amount: 1,260/-

Payment Details

Payment Mode Offline Online

Previous Finish

14 (b).The applicant can choose to opt for online as well as offline payment, by selecting the 'Payment mode'.

Scheme / Application form

1 Installation Details 2 General Details 3 Technical Details 4 Payment Details

**Office Details**  
Application going to submit Office of the Deputy Chief Electrical Inspector ( Eranakulam )

**Fee Details**  
Total Inspection Fee: 1,680/-  
Scrutiny fee to be paid (75% of the total fee): 1,260/-  
Total Scrutiny fee paid: 0/-  
Balance Amount: 1,260/-

**Payment Details**

Payment Mode  Offline  Online

[← Previous](#) [Finish](#)

14(c).Once 'Online payment' is selected, the page will be redirected to e-treasury's payment portal, at which the full Scrutiny fee calculated by the system has to be paid.

14(d).If the applicant selects 'offline' mode, the details of the JSK chalan or Treasury chalan can be entered and added using 'Add Chalan' button. Multiple chalans can be added in this manner.

Scheme / Application form

1 Installation Details 2 General Details 3 Technical Details 4 Payment Details

**Office Details**  
Application going to submit Office of the Deputy Chief Electrical Inspector ( Eranakulam )

**Fee Details**  
Total Inspection Fee: 1,680/-  
Scrutiny fee to be paid (75% of the total fee): 1,260/-  
Total Scrutiny fee paid: 0/-  
Balance Amount: 1,260/-

**Payment Details**

Payment Mode  Offline  Online

Payment through

Head of Account

Account Number

Treasury District

Treasury / JSK Name

Treasury / JSK Address

Challan / Receipt Number\*

Amount\*

Payment Date\*

[← Previous](#) [Finish](#)

[Add Chalan +](#)



15 (a). Once the payment details are added, click on 'Finish', upon which the 'Common Application form' will be displayed.

### Common Application Form

Name Of Installation	test	Postal Address For Communication	
Email ID	a@b.c	test address	
Phone Number	8744990993		
Type Of Ownership			
District	Eranakulam	Consumer Number	
Name Of Electrical Section	Amballoor	Specimen Signature Of Authorised Person	
Name Of Contractor , No & Validity		Vivek , 12345 , 12-12-2019	
Name Of Supervisor ,Permit No & Validity		AAA , 12345 , 05-06-2020	
Whether The Installation Is New		Yes	
If The Proposal Is For Addition Or Alteration To The Existing Installation a). Whether Copy of the existing approved drawing submitted along with the proposal b). Whether Copy of the existing sanction order submitted along with the scheme			
Transformer Capacity (If applicable)		320 kVA	
Generator Capacity (If applicable)			
Total Connected Load			

### Equipments


Category	Equipment	Capacity	Unit	Quantity	Fee / Quantity	Total (Rs)
Equipment	Transformer-HT	320	kVA	1	5.25	1680.00/-

Payment Details						
Head of Account	District	Treasury / JSK Name	Treasury / JSK Address	Challan / Receipt Number	Amount(Rs)	Payment Date
Fees for scheme approval and inspections under CEA Regulations	Wayanad	aaaaaaaa	aaaa	2323	1000.00	15-03-2019
Total Fee Paid					1000	

Submit
Cancel

15 (b). Click on 'Submit' to submit the application in SURAKSHA. Once submitted, a receipt will be generated, which contains the 'Application No' and other basic details related to the scheme application.

Government of Kerala  
 Department of Electrical Inspectorate  
 Office of the Deputy Chief Electrical Inspector  
 Vyttila, Janatha Junction, Kochi, Ernakulam,  
 Ernakulam 682019  
 Phone: 04842307309  
 Email: dyceiek@ceikerala.gov.in  
 Website: www.ceikerala.gov.in

Name	test	
Application No	0820025032019	
Consumer Name	test	
Address	test address	
Email	a@b.c	
Mobile	8744990993	
Land Phone		
Submitted To	Office of the Deputy Chief Electrical Inspector	
Purpose	Scheme / Application	
Amount	1000/-	


16. The applicant can view the applied application and its status by clicking Applications > Applied.

HOME    DASHBOARD    **APPLICATIONS**    APPLY NOW    Vipin V

Applied

Drafts    **Applied**    Approved    Sanctioned    Periodical    Defect Reported

**Applied Application List**

Application Type	Application Number/File Number	Date of submission	Installation Name	Office	Status	Action
Scheme Application	0820025032019	20-03-2019	test	Office of the Deputy Chief Electrical Inspector (Ernakulam)	Submitted	

17. The print out of CAF (Common application form) can be taken by clicking the PDF link shown against each application. The consumer has to take print out of CAF, and submit only the signed schematic drawing and chalsans if any in original, and shall be submitted to the office mentioned in CAF/Receipt, receiving upon which the processing will start from office side..