

# Government of Tamilnadu

## THE ELECTRICAL LICENSING BOARD

Thiru.Vi.Ka. Industrial Estate, Guindy, Chennai - 600 032.

### FORM `A`

Application for Electrical Contractor's Licence-Grade `A`

(To be filled in English)

(Read the Instructions overleaf before filling the form)

1. Name in which Electrical Contractor's licence is applied for :

2. Business address :

3. (i) Full name and house address of proprietor or partners or Directors :

(If it is partnership concern partnership deed should be enclosed) :

(ii) Age and qualification along with evidence :

(iii) Father/Husband's name :

(iv) Present business of the applicant. :

(v) Whether holding a competency certificate and if so the number and validity of the competency certificate :

(vi) Whether he is presently employed anywhere, If so the name and address of the employer.

If not details of the Present business. :

(vii) If holding a competency certificate, details of previous experience with period. If the applicant has worked under a contractor, licensed by this Licensing Board, the name address and licence No. of the contractor.

(Note : Details should be furnished for each partner/Director)

4. Name and designation of authorised signatory if any in the case of limited company.

5. Whether any application for Contractor's licence was made previously? If so, details thereof.

6. Details of Staff appointed on full time basis:

S.No.	Name of Person	Qualification	Competency Certificate Number and validity
1.			
2.			
3.			
4.			

(Note : In the case of H.T. Consumer, a list of authorised person under Rule 3 of Indian Electricity Rules, 1956 appointed for maintenance of electrical installation to be attached)

7. Demand Draft	Demand Draft No.	Date	Value Rs.
8. Bank Solvency Certificate details :	Name of the Bank and Address	Validity Period	Amount Rs.
9. Has the applicant or any of his/her staff referred to under item 6, been at any time convicted in any court of law or punished by any other authority for criminal offences.	:		
10. (i) Whether consent letter, of the competency certificate holder are enclosed. (including for self)	:		
(ii) Whether original booklet of competency certificate holders are enclosed? (including for self)	:		
11 (i) Whether purchase bill for all the instruments are enclosed in Original.			
(ii) Whether the test reports for instruments and deeds for possess of the instruments are enclosed in original?	:		
12. (i) Whether specimen signature of the Proprietor or of the authorised signatory (in case of limited company in triplicate is enclosed)	:		
(ii) The name of the person/persons whom the applicant has authorised to sign if any, on his/ their behalf in case of Proprietor or Partnership concern.	:		
(iii) Whether the applicant enclosed the specimen signature of the above person/ persons in triplicate in a separate sheet of paper	:		

I/We hereby declare that the particulars stated above are correct to the best of my/our knowledge and belief.

I/We hereby declare that I/We have in my/our possession a latest copy of the Indian Electricity Rules, 1956 and that I/We fully understand the terms and conditions under which an Electrical Contractor's licence is granted, breach of which will render the licence liable for cancellation.

**Date :**

**Signature of the applicant**

**Place :**

**“CONSENT – CUM – DECLARATION LETTER FROM SUPERVISOR / WIREMEN.**

From

To

The Secretary,  
Electrical Licensing Board,  
Thiru.Vi.Ka.indl.Estate,  
Guindy, Chennai – 5600 032.

I, .....holding Supervisor / Wireman Competency  
Certificate No.....Valid till .....issued by the  
Electrical Licensing Board, Chennai-600 032.

- [1] I am working under .....  
as a full time employee from .....
- [2] have applied for Contractor's licence EA / ESA in the name of .....
- [3] I am holding EA / ESA No.

I declare that based on my Competency Certificate , I have not obtained any contractor's licence. I am not working under, any other contractor or Organisation.

I further assure that when I leave the services of the present employer, I will intimate to the fact immediately to the Secretary, Electrical Licensing Board, Chennai-32.

I attach herewith my original Competency Certificate for Verification and return.

Encl : Booklet in Original.

Signature of the Supervisor /  
Wireman Competency Certificate holder.

Address :

Date:

Signature of the Electrical Contractor.

## INSTRUCTIONS :

1. (i) Issue Fees for 'EA' Contractor licence from 01.01.2011 onward . . . . **Rs.12,000/-**  
(ii) Mode of Payment : Fees should be sent in favour of the **Secretary, Electrical Licensing Board, Chennai** by Bank Demand Draft obtained from any Scheduled Bank or Co-operative Bank payable at Chennai. **Remittance of fees by any other method will not be accepted.**
2. The Proprietor or the Managing Partner/ Director should have attained the age of 25 years and should have passed a minimum educational qualification of VIII Standard.
3. Establishment : The applicant shall employ the following minimum staff on full time basis solely for the purpose of Contract works.
  - (i) One Supervisor holding Supervisor Competency Certificate granted by the Board with a minimum Technical Educational qualification of Diploma in electrical Engineering or holding Supervisor Competency Certificate granted by the Board based on the certificate of Competency issued by the Board of Examiners, Directorate of Technical Education, Chennai and having installation experience for a period of not less than two years and completion of atleast five numbers of High Voltage works involving Transformer erection.
  - (ii) Two Wiremen holding valid Wiremen Competency Certificate granted by this Electrical Licensing Board.

Applicants holding self-certificate can be taken into account for the above purpose.

Consent letters obtained from the employees including for self should be furnished in the prescribed form.

Detailed experience certificate of Supervisor appointed is to be enclosed in original along with attested copy clearly indicating the works carried out.

The original Competency Certificates of the staff including self should be sent.
4. Instruments : The applicant should possess the following instruments

<ol style="list-style-type: none"><li>(i) One Number Earth Resistance Tester</li><li>(ii) One Number 500 Volts Insulation Tester</li><li>(iii) One Number 1000 Volts Insulation Tester</li><li>(iv) One Number Phase Sequence Indicator</li><li>(v) One Number Tong Type Ammeter</li><li>(vi) One Number Live Line Tester</li><li>(vii) One Number Portable Voltmeter</li></ol>		Hand Operated.
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- These instruments should be got tested in Government Electrical Standards Laboratory attached to the office of the Chief Electrical Inspector to Government, Chennai-32 or in the MRT Laboratory of TNEB within 3 months prior to the date of application and test reports sent along with application.
5. Specimen signature of the contractor and his authorised person should be sent in triplicate in a separate sheet.
6. All the columns should be answered in words and figures and no columns should be left blank.
7. Grade 'EA' Contractors can undertake High Voltage installation and all medium voltage and low voltage electrical installation works.

8. In case of applicants, who apply from outside Tamilnadu should have their branch office in Tamilnadu and all correspondences will be made to that address only.

9. Financial Status :

The applicant shall produce Bank solvency Certificate for Rs. **50,000/- (Rupees fifty thousand only)** in Form 'G' valid for a minimum period of three years obtained from a Scheduled Bank or Co-operative Bank operating in this State mentioning the full name and address of the contractor as mentioned in Column 1 and 2 of the application obtained in the Bank's letter-head with Bank's seal.

Specimen form for furnishing Bank Solvency Certificate.

### FORM 'G'

Certified that Thiru / Thiruvallargal .....  
..... is/ are solvent upto  
Rs. **50,000/- (Rupees fifty thousand only)** This guarantee is valid for the period from .....  
to .....

Date .....	Signature	:
Place.....	Designation	:
Bank's Seal. :	Name of the Bank	: