

APPLICATION FORM

**New Service Connection / Load enhancement/ Load reduction/ Reconnection /Change of Name/
Shifting/ Temporary Supply/ Conversion of Service/ Change of consumer category**
(FOR DOMESTIC & GENERAL PURPOSE OTHER THAN BULK DOMESTIC SUPPLY CATEGORY)

To

The Junior Engineer/ Sub-Divisional Engineer,
(Name of the Sub Division)
(Name of the Distribution Licensee)

Affix photograph of
the Applicant here

Sir,

1. I/We hereby request you for a new service connection to supply electrical energy to the premises owned / occupied by me/ us and hereinafter described. I/We am/are the owner/lawful occupier of the premises at in which supply of electrical energy is now required.
2. I/We agree to take supply for TWO YEARS to utilise the energy for General Purpose/Domestic purposes only for my/our use. Thereafter Agreement shall so continue unless terminated by either of the parties after giving one month's notice.
3. I/We agree to pay for the service connection and other dues including the security as may be payable and shall also pay the charges, surcharges, electricity duty in accordance with the OERC Distribution (Conditions of Supply) Code, 2019 provided that annual sum payable individually by me/us under the proviso Section 45 of the Electricity Act, 2003 shall not be deemed to be part of the minimum monthly charges or demand charges, if any, payable under the OERC Distribution (Conditions of Supply) Code, 2019.
4. I/We have obtained and perused a copy of OERC Distribution (Conditions of Supply) Code, 2019 and understood its contents and hereby undertake to observe and comply with the terms and conditions stipulated therein to the extent they are applicable to me/us.
5. I/We further require you to supply me/us with the necessary meter/meters on hire in terms of Section 55 of the Electricity Act, 2003. I/We agree to give you such security [as per Section 47(1) (b) of the Electricity Act, 2003] as may be required for the price of the meter/meters, whenever called upon to do so. (Strike out if meter to be supplied by the consumer).

6. Details of Applicant & Premises (where power supply is required):

a. Consumer Details:

Sl. No	Particulars			
1	Application For:			
	New connection	<input type="checkbox"/>	Shifting of meter	<input type="checkbox"/>
	Load Enhancement	<input type="checkbox"/>	Temporary Supply	<input type="checkbox"/>
	Load Reduction	<input type="checkbox"/>	Conversion of services	<input type="checkbox"/>
	Reconnection	<input type="checkbox"/>	Change of consumer category/classification	<input type="checkbox"/>
	Change of Name/Transfer of service connection	<input type="checkbox"/>		
2	Name of the Applicant/ Organization: (In Capital Letters)			

3	Name of father/ husband/ Director/Partner/Trustee: (In Capital Letters)			
4	Consumer No. (If application is not for New Connection)			
5	Purpose of power supply (Tick mark only one of the appropriate option) :			
	Residential	<input type="checkbox"/>	Agriculture	<input type="checkbox"/>
	General Purpose	<input type="checkbox"/>	Waterworks	<input type="checkbox"/>
	Industrial	<input type="checkbox"/>	Street Lights	<input type="checkbox"/>
	Institutional	<input type="checkbox"/>	Others (Please Specify)	<input type="checkbox"/>
6	Category of supply:			
7	Type of Supply (Tick mark only one of the option) :			
	Permanent	<input type="checkbox"/>	Temporary	<input type="checkbox"/>
	If Temporary supply, specify period of requirement:	From Date: (dd/mm/yyyy)		
		To Date (dd/mm/yyyy)		
8	Legal status of applicant:			
	Owner	<input type="checkbox"/>	Tenant	<input type="checkbox"/>
9	Nearest Connection No:			
10	Written permission of the landlord/owner including legal heirs tendered:	Yes <input type="checkbox"/>	Applicable <input type="checkbox"/>	Not Applicable <input type="checkbox"/>
11	Written Permission of Way Leave (Furnish if required):			
	{Refer to Regulation 15 of the OERC Distribution (Conditions of Supply) Code, 2019}			
12	Address Details of the premises for which new service connection is applied for / existing connection is required to be shifted			
	Name of Applicant (In Capital Letters):			
	First Name:			
	Middle Name (If any):			
	Surname:			
	House/Flat No:		Plot/Holding No. :	
	Village/Town/Street:		Ward No:	
	Nearest Landmark:			
	District:		Pin code:	
13	Postal Address Details for Communication:			
	Name of Applicant (In Capital Letters):			
	House/Flat No:		Plot/Holding No. :	
	Village/Town/Street:		Ward No:	
	Nearest Landmark:			
	District:		Pin code:	
	Phone/Mobile No:			
	Email Id:			

b. The following are my/our electrical installation to be fixed in the premises:

Item (1)	Load per Item (Watts) (2)	No. of Items (3)	Load (4)=(2) X (3)
Tube light	40W		
LED Tube light/Lamp	18/12 W		
Incandescent lamp	60W		
Table Fan / Ceiling Fan (36")	60 W		
Air Circulator	180 W		
Ceiling Fan (48")	60 W		
Ceiling Fan (56")	70 W		
Exhaust Fan	75W		
Music system	40 W		
Television (Portable)	65 W		
Television	125 W		
Mixie/Grinder	500 W		
Electric Iron	450 W		
Fridge (Single door)	1/8 HP (100 W)		
Fridge (Double door)	1/6 HP (125W)		
Cooler	170 W		
Heater (for cooking) - according to physical availability	1000/1500 W		
Heater (for water heating)	1000/1500 W		
Microwave oven	600/900 W		
Washing machine	340 W		
Kitchen Exhaust Chimney	45 W		
Aqua guard filter m/c	30 W		
Air conditioner (1 Ton)	1000W		
Air conditioner (1.5Ton)	1500W		
Geyser	1500 W		
Geyser (Instant)	2000W		
Pump Set	375 W		
Personal Computer with Monitor	120 W		
Printer	100 W		
Each light point as	60 W unless otherwise declared by the consumer, which will be final		

The Total Load applied for (in kW):_____.

Note :

- Addition or omissions to the connected load/contract demand to be notified to the licensee and permission obtained before effecting such changes.
- In case of non-availability of rated capacity of any item, the load shown above shall be considered for Domestic and General Purpose category of consumers.
- The consumer shall have the option to procure meter by himself /herself from the approved vendors of the licensee.

c. List of Documents required:

Identity Proof submitted along with this application form:	
- If Applicant is a person(Tick any one)	(i) Adhar Card (ii)Electoral identity card; (iii) Passport; (iv) Driving license; (v) Ration card; (vi) PAN card;
If Applicant is an organization(Tick any one)	Signature of competent authority (e.g. Branch Manager, Executive Engineer, etc) along with relevant resolution/authority letter of the institution concerned/Head of the Institution
Proof of ownership of occupancy of premises for which electricity connection is required (Tick any one)	(i) Copy of sale deed or lease deed or Record of Right (RoR) (ii) Registered General Power of Attorney; (iii) Municipal tax receipt or Demand notice or other related document; (iv) Letter of allotment. (v) An applicant who is not an owner but an occupier of the premises shall along with any one of the documents listed at (i) to (iv) above also furnish a no objection certificate from owner of the premises(owner includes legal heirs)
Proof of current address (Tick any one)	(i) Adhar Card (ii) Electoral identity card; (iii) Passport; (iv) Driving license; (v) Ration card; (vi) Statement of running Bank Account; (vii) Water / Telephone / Electricity / Gas connection Bill; (viii) PAN Card
Any other document as applicable (Please specify)	

7. Any electricity dues outstanding in licensee's area of operation in consumer's name : **Yes/ No**
8. Any electricity dues outstanding for the premises for which connection applied for : **Yes/ No**
9. Any electricity dues outstanding with the licensee against any firm with which the consumer is associated as an Owner, Partner, Director or Managing Director: **Yes/ No**
(For questions 7, 8 & 9 if the answer is 'Yes' in any case please provide details on a separate sheet)
10. Report of the Electrical Inspector/Licensed Contractor, as the case may be.
- I/ We hereby declare that:
- (a) The information provided in this application is true to my knowledge.

- (b) I/ We have read the OERC Distribution (Conditions of Supply) Code, 2019 and agree to abide by the conditions mentioned therein.
- (c) I/ We will deposit electricity dues, every month, as per the applicable electricity tariff and other charges.
- (d) I/ We will own the responsibility of security and safety of the meter, cut-out and the installation thereafter.
- (e) I/ We have no outstanding dues payable to the present distribution licensee or any other distribution licensee within the state of Odisha incidental to the use of electricity.

Date: _____ Signature of the consumer/ Authorised Signatory/ Joint
signature in case of tenant applying for power supply

Place: _____ Name: (i) Owner : _____
(ii) Tenant : _____

Note: Apart from documents for identity proof, proof of ownership/occupancy of premises and proof of current address, the following documents shall be attached with the application form:

1. In case of a partnership firm – The applicant shall furnish the partnership deed and an authorization in the name of the applicant for signing the requisition form and agreement;
2. In case of Public and/or Private limited Company – The applicant shall furnish a Memorandum and Articles of Association and Certificate of Incorporation along with an authorization in the name of the applicant for signing the requisition form and agreement;
3. Other documents applicable only for select consumer categories:
 - (a) Industrial consumers: Valid Industrial License, if applicable
 - (b) Agricultural consumers: No Objection Certificate from competent government for tube wells, if required. Also an undertaking for use of electricity supply for agricultural purpose only.
 - (c) Non-Domestic Temporary Structure: No Objection Certificate for temporary structure from the Municipality/NAC /Gram Panchayat /land development authority / land owning agency, as the case may be.