

DAKSHIN HARYANA BIJLI VITRAN NIGAM

Sales Instruction No. 13/2014

From

CE/Commercial,
DHBVN, Hisar.

To

All CEs/SEs/XENs/SDOs/OP,
JEs-I, Incharge Sub office, in DHBVN.

Memo No.Ch-13/GM/C/R-17/332/2014

Dated: 23/5/2014

Sub:- Application & Agreement form in respect of new connection, reconnection, extension/reduction of load & change of name.

The copy of redesigned Application & Agreement form (4 pages) in respect of new connection, reconnection, extension/reduction of load & change of name is enclosed herewith for compliance.

This supersedes the earlier issued A&A formats.

The above instructions should be brought to the notice of all concerned for careful and meticulous compliance.

DA/As above

CE/Commercial,
DHBVN, Hisar

	APPLICATION & AGREEMENT FORM IN RESPECT OF NEW CONNECTION, RECONNECTION, EXTENSION/REDUCTION OF LOAD & CHANGE OF NAME
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(For office use only)

Name of the Sub-Division		Applied for self <input type="checkbox"/> Govt. Org. <input type="checkbox"/>
Application No.		Semi Govt. Org <input type="checkbox"/> Private Org. <input type="checkbox"/>
Date of Receipt		If Govt. Org. than Name <input style="width:100%;" type="text"/>

To be filled up by applicant in Block letters in blue or black ink; strike out whichever is not applicable)

1.	Applicant's Name (In Capital) Mr. <input type="checkbox"/> Ms. <input type="checkbox"/>							
2.	Father's/Husband's Name							
3.	Full Address of the premises at which supply is required	House/Flat /Floor No.						
		Street Name						
		Colony/Locality						
		City	PIN Code No.					
4.	Telephone No (with STD Code)							
	Mobile No.	+ 9 1 -						
	E-mail address							
5.	Permanent Address	House/Flat (Floor) No.						
		Street Name						
		Colony/Locality						
		City	PIN Code No.					
6.	Profession	Government Employee <input type="checkbox"/>	Other <input type="checkbox"/>					
	(If Govt. employee) than Name of Department.							
	(If Govt. employee) Connection In the name	Self <input type="checkbox"/>	Wife <input type="checkbox"/>	Guardian <input type="checkbox"/>	Son <input type="checkbox"/> Daughter <input type="checkbox"/>			
7.	Bank Account No. (If any) With Name IFSC Code & Address of Bank							
8.	ID Proof (Any One)	Ration Card <input type="checkbox"/>	Voter Identity Card <input type="checkbox"/>	Driving License <input type="checkbox"/>	Receipt of House Tax <input type="checkbox"/>			
		Chulla Tax <input type="checkbox"/>	Aadhar Card <input type="checkbox"/>					
9.	Details of any other connection in the name of applicant (If any)	Category	Account No.					
		Address :						
10.	If any other connection in the same premises	Category	Account No.					
11.	If Tenant, Landlord's Name & Address	Name						
		House/Flat (Floor) No.						
		Street Name						
		Colony/Locality						
		City	PIN Code No.					
12.	Category of Connection	DS	Residence <input type="checkbox"/>	Worship Place <input type="checkbox"/>	Village Chaupal <input type="checkbox"/>	If Others than Name <input type="text"/>		
		NDS	Shop <input type="checkbox"/>	Business House <input type="checkbox"/>	Educational Institution <input type="checkbox"/>	Hospital Clinics <input type="checkbox"/>	Cinema <input type="checkbox"/>	Street Light HUDA & Anaj Mandi (not handed over to MC) <input type="checkbox"/>
			Malls <input type="checkbox"/>	Hotel <input type="checkbox"/>	Petrol Pump <input type="checkbox"/>	If Others than Name <input type="text"/>		
		AP	Irrigation Pump <input type="checkbox"/>	Fisheries <input type="checkbox"/>	Horticulture <input type="checkbox"/>	Tube Well <input type="checkbox"/>	MITC <input type="checkbox"/>	Lift Irrigation <input type="checkbox"/>
		Other	HT <input type="checkbox"/> LT <input type="checkbox"/>	Bulk Supply Domestic <input type="checkbox"/> Other <input type="checkbox"/>	Railway Traction Railway DMRC <input type="checkbox"/> <input type="checkbox"/>	Independent Hording <input type="checkbox"/>	Decorative Light <input type="checkbox"/>	If other Category Than Name <input type="text"/>
				Street Light <input type="checkbox"/>	PWW <input type="checkbox"/>			
13.	Type of Connection :	Permanent <input type="checkbox"/>	Temporary <input type="checkbox"/>					
14.	Connected Load / Contract Demand, applied for (in KW / KVA) (BHP in case of AP) (Furnish details in table at page 4)	Load declared by Consumer	KVA	KW	Load found at the time of site verification	KVA	KW	
15.	Whether, New Connection <input type="checkbox"/>	Reconnection <input type="checkbox"/>	Extension of Load <input type="checkbox"/>	Reduction of Load <input type="checkbox"/>	Change of Name <input type="checkbox"/>			
16.	Existing Account No. (If any)	Category	Account No.					
17.	Installation test report issued by Licensed Electrical wiring contractor is required to be attached except DS & NDS connection having load less than 20 KW					Attached	Yes <input type="checkbox"/> Not <input type="checkbox"/>	
18.	Tick the relevant category :	General <input type="checkbox"/>	SBC <input type="checkbox"/>	BC <input type="checkbox"/>	OBC <input type="checkbox"/>	SC <input type="checkbox"/>	ST <input type="checkbox"/>	
19.	In case of BPL (Below Poverty line). Copy of Ration Card Attached					Yes <input type="checkbox"/>	Not attached <input type="checkbox"/>	

Date : _____ Signature of Applicant _____

PAYMENT MADE WITH APPLICATION

Received on behalf of Dakshin Haryana Bijli Vitran Nigam an amount of Rs. _____ as a processing charge for connected load of _____ KW at _____ Voltage level for a _____ category connection.

Received Rs. _____ (Rupees _____)

Vide Receipt No. _____ Dated _____

Signature of Cashier _____

CERTIFICATE OF SITE VERIFICATION

Certified that I have personally verified the premises of the prospective consumer as detailed below : -

1.	Name of 11 KV Feeder	
2.	14 Digit Feeder Code as per Indexing	
3.	Name of Distribution T/F (SOP)	
4.	Capacity of Distribution T/F (KVA)	KVA 4 Digit Distribution T/F code as per indexing
5.	18 Digit CIN No. (14 Digit Feeder code + 4 Digit DT code)	
6.	Property Situated in which Area (fill the relevant box)	Authorized <input type="checkbox"/> If Unauthorized, than Area with Sq. yards <input type="checkbox"/>
7.	Detail of any other connection and defaulting amount with A/C no. existing in the premises or in the name of applicant at any place if any otherwise fill NIL	
8.	LL-1 No. if any, otherwise write NIL	
9.	Concerned LDC,give the detail of amount due against the account No. & Name mentioned at Sr. No. 7 with dated signature, if any otherwise fill nill.	
10.	If, Extension/Augmentation of Distribution system is required, than mentioned the estimate No. otherwise fill Nil.	Estimate No. <input type="text"/> Nil <input type="checkbox"/>
11.	Ledger/Binder code of other consumers on the above mentioned DT/Area	
12.	Any other remarks:	
13.	Checked by Line Staff Signature : Name: Designation : Date:	Counter signed by JE

AUTHORISATION FOR CONNECTION (For Office Use Only)

Accepted & Approved on behalf of the Dakshin Haryana Bijli Vitran Nigam for connected load of _____KW at _____ Voltage level for _____ category connection.

Detail of load sanctioning authority :

Name of Sanctioning Authority	Designation	Signature with Date

The above mentioned estimate has been approved vide estimate No. _____ dated _____

Name of Sanctioning Authority	Designation	Signature with Date

PAYMENT MADE IN COMPLIANCE OF DEMAND NOTICE

Accepted on behalf of Dakshin Haryana Bijli Vitran Nigam for connected load of _____KW at _____ Voltage level for a _____ category connection

Cashier to accept on account of the following:

Date _____ Signature _____

No.	Item	Amount
1.	Advance Consumption Deposit (ACD)	
2.	Meter Security/Meter Cost	
3.	Service Connection Charges	
4.	Other Charges	
	Total	

Name _____ Designation _____ Signature _____

Received Rs. _____ (Rupees _____)

Vide Receipt No. _____ Dated _____

The Account Number allotted to applicant is _____

The Service connection order number is _____

Name _____ Signature _____ Date _____

DECLARATION

I [-----], son/daughter/wife of [-----], resident of [-----]
[-----], (hereinafter referred to as the "Applicant", which term shall mean and include executors, administrators, heirs, successors and assigns), do hereby swear and declare as under:

OR

The [-----], a company incorporated under the provisions of the companies Act – 1956, a sole proprietorship, a partnership, a partnership having its registered office at [-----] (hereinafter referred to as "Applicant", which expression shall unless repugnant to the context or meaning thereof, include its successors and assigns), do hereby swear and declare as under:

1. THAT the applicant is a legal occupant / owner / landlord of the premises at [-----] in support of which the applicant has enclosed a proof of occupancy / owner ship. And,
2. THAT In case of tenant:
 - (i) The Written consent of the Landlord of the Applicant's taking of the said supply is enclosed herewith. Or
 - (ii) The applicant is the lawful occupier of the premises, but has not been possible to obtain consent of landlord and the applicant hereby agrees to keep the supplier indemnified and harmless against all claims made and actions and proceedings initiated by the landlord or any person claiming through or under him by reason of the giving of electric connection by the supplier to the applicant. Indemnity bond duly executed on court paper of Rs. 15/- is attached. And,
3. THAT the applicant has requested the Dakshin Haryana Bijli Vitran Nigam Ltd (DHBVNL)(hereinafter referred to as the "Supplier") to provide a service connection in the above-mentioned premises in the Applicant's name for the purpose mentioned in the application & agreement form. And,
4. THAT the Applicant hereby further agrees and undertakes:
 - (i) The applicant desires to have and agrees to take Electrical supply for the purpose stated in the Application and Agreement form, from the supplier at the premises stated, not exceeding the sanctioned load of the installation. And,
 - (ii) To indemnify the supplier against all proceedings, claims, demands, costs, damages, expenses that supplier may incur by reason of a fresh service connection to the Applicant. And,
 - (iii) That all the electrical work done within its / their premises are as per the Indian Electricity Rules-1956, and indemnify supplier against any loss to the applicant accrued on this account. Further, applicant agrees that if there is any harm / loss to the property of supplier, due to the fault of the electrical network within the premises of the Applicant, all the liabilities shall have to be borne by the applicant. Further, that the lift installed (if applicable) has been inspected and certified by the Lift Inspector and the all the fire safety norms have been complied with and the necessary fire clearance certificate (if applicable) has been issued by the competent authority. The applicant indemnifies the supplier against all proceedings, claims, demands, costs, damages, and expenses that supplier may incur by violation of the above regulations. And,
 - (iv) To accept and abide by all norms, Conditions of Supply, including Schedules of Tariffs, Schedule of General and Miscellaneous Charges, as per the provisions of The Electricity Act-2003 and other applicable laws in force, Rules / Regulations / Orders / Directives / Notification issued and enforced under applicable laws by HERC / CEA / Govt. of India / Govt. of Haryana and any other instructions / circulars issued by supplier / Nigam from time to time, and as amended from time to time, for equitable and efficient distribution of electric energy. And,
 - (v) To pay for the said supply in accordance with the relevant applicable Schedule of tariffs and also to pay all such other proper charges (including MMC, if applicable), as may become due, to the supplier, from time to time at rates laid down in the Standard Schedule of General & Miscellaneous Charges prescribed by the supplier. And,
 - (vi) To pay taxes / duties, as may be levied on the sale of electricity to the applicant by the supplier. And,
 - (vii) Require the supplier to supply with the necessary meter/meters on hire in terms of the section-55of the Electricity Act-2003. The applicant agrees to give the Supplier such Meter Security and Monthly Meter service Charges, as may be required for the price of the meter/meters, whenever called upon to do so. In case, meter is not readily available, the applicant may be permitted to arrange own meter of standard specification as approved by the supplier. And,
 - (viii) To be responsible for the safe custody of the meters, CTs, PTs, Cables etc provided by supplier and in case there is any damage to these equipments due to reasons attributable to the applicant, the same shall be chargeable to the Applicant. Further all repercussions, on account of breakage of seals of meters etc, Direct / dishonest/ abstraction of energy shall be to the account of applicant as per the extant rules of supplier. And,
 - (ix) To allow clear and un-encumbered access to the meters for the purpose of meter reading and it's checking. And,
 - (x) That the applicant shall have no objection at any time to the rights of the supplier to supply energy to any other consumer from the service line or apparatus installed on the applicants premises. And,
 - (xi) That the supplier shall not be held responsible for any interruption / diminution of supply beyond its control. And,
 - (xii) That the supply shall be used for the purpose that it has been sanctioned by the supplier and shall not be misused in any way to serve any other purpose.
 - (xiii) That the supply shall not be extended/sublet to any other premises. And,
 - (xiv) That the Applicant's industry/trade has not been declared to be obnoxious, hazardous/ pollutant by any Government agency and that no court orders are being infringed by grant of applied electricity connection at the Applicant's premises. And,
 - (xv) That grant of electricity connection will not confer any legal right for regularization of building/ land use in respect to the electricity connection provided at the Applicant's premises.
 - (xvi) That the supplier shall be at liberty to adjust the electricity consumption charges along with any other charges against the security deposits paid by the Applicant, in the event of termination of agreement or in case of any contractual default.
 - (xvii) To pay any sum which may be found to become payable to Supplier with regards to all liabilities personally as well as by means of both movable and immovable properties. And,
 - (xviii) To deposit additional consumption security / ACD as revised by DHBVNL from time to time as per the prevailing regulations of HERC. And,
 - (xix) That the supplier shall be at liberty to transfer the dues remaining unpaid by the applicant to other service connection (s) that may stand in the Applicants name and recover the same against the Consumption security / ACD. And,
 - (xx) That the applicant would let supplier to disconnect the service connection under reference, in the event of any default, non-compliance of statutory provisions and in the event of legally binding directive by a statutory authority(s)to effect such an order. This shall be without prejudiced to any other rights of supplier including that of getting its payment as on the date of connection. And,
 - (xxi) The applicant is not a defaulter under the jurisdiction of UHBVN and DHBVN. And,
 - (xxii) There is no outstanding defaulting amount against the premises on which the connection is being sought. And,
 - (xxiii) To pay any sum which may be found to become payable to supplier with regards to past dues of supplier of the above premises. And,
 - (xxiv) That the applicant shall abide by the power cut, restricted/peak load hour's restrictions imposed by the Supplier from time to time. And,
 - (xxv) All details furnished in this Application and Agreement forms are true to the Applicant's knowledge. If any information is found incorrect / concealed at a later stage, then the supplier will have the right to withhold / disconnect supply without any notice, as the case may be and forfeit the securities deposited with the supplier and the supplier will have right to adjust all dues against the security deposits. And,

The Applicant further agrees that this declaration given by him will be construed as an agreement with the (DHBVNL) / Supplier to the above effect.

Witness Name _____

Father's name _____

Account Number _____

Signature _____

Signature of the Applicant _____

Name of the applicant _____

Applicable in case of company

Acknowledgement

Applicant's Name	Category of supply	Receipt No.	Date of Receipt

(Signature of authorized officer)

DETAILS OF CALCULATION OF LOAD TO BE FILLED BY APPLICANT (Norms liable to revise from time to time)

Sr. No	Particulars	No. of points	Total Load (In KW)	For office use only
1	Light Points (40 watt each)			
2	Fan Points (60 watt each)			
3	Wall socket (5 Amp) (6 sockets or part thereof=40 watts)			
4	Wall Socket (15 A) (6 sockets or part thereof =1KW)			
5	Rose Outlets for light Point (i) For DS: - 1 to 5 rose outlets (40 watts); 6 to 10 rose outlets (2 x 40 watts) (ii) For NDS: - 40 watt for each rose outlet			
6	Air Conditioners through wall socket (take actual load as per capacity)			
7	Geysers through wall socket (take actual load as per capacity)			
8	Any other load of fractional H.P. (Not required)			
Total				

Details of the any other load, i.e. Industrial/AP/Bulk/PWW etc.

Sr. No.	Details of Motors / Equipment	BHP	Load in KW	Remarks, if any

List of documents to be attached with A&A Form (if required, Specimen of indemnity bond and resolution is available at SDO office)

1.	Copy of registration deed/ Municipal or Panchayat House – Tax Assessment Notice/ Allotment letter by HUDA/HSIDC/Housing Board/ Group Housing Societies/ Lease Deed/ Receipt of rent paid (Any one of the revenue document).
2.	Consent of landlord or Indemnity Bond, if consent of landlord not available, in case of tenant seeking connection
3.	General power of attorney in favor of signatory, in case of joint ownership & partnership firms; Certified true copy of the resolution, authorizing the signatory to deal with the DHBVNL, passed by the Board of Directors, in case of companies (As & if applicable)
4.	Self attested photocopy of the partnership deed in case of partnership firms / Memorandum & Article of association in case of companies (As & if applicable)
5.	Copy of layout plan of the factory premises showing proposed location of meter & metering equipment i.e. meter & metering equipment should be located in separate room at the main entrance of the factory premises having direct access from the main road.
6.	No objection certificate from Haryana water & Air pollution Control Board (if applicable).
7.	Attested copy of any one of documents listed in Sr. No. (8) of page-1 of the Form.