

NOIDA POWER COMPANY LIMITED

Commercial Complex, H-Block, Alpha-II Sector, Greater Noida City – 201 308
Distt. – Gautam Budh Nagar

APPLICATION FORM FOR REQUISITION OF TEMPORARY SUPPLY OF ENERGY

1. Name of the Applicant : _____

2. Occupation : _____

3. Address of the Applicant : _____

4. Address where connection is required : _____

Nearest lamp Post No./Feeder Pillar No: _____

Also Indicate land marks to identify the location

5. Total Connected Load : _____

6. Purpose of Supply :

- Industrial (Opting supply during restricted hours / Not opting supply during restricted hours)
 Commercial Domestic Others (.....)
(for others please give details)

7. (a) Date from which supply is required : _____

(b) Duration for which supply is required : _____

8. Details of Fee :
- (a) Amount _____ :
 - (b) Mode _____ Cheque/Draft/Cash
 - (i) No. _____ Date _____
 - (ii) Bank Name _____

DECLARATION

I/We, _____, solemnly assure and undertake that

- a. I/We also agree to be bound by the Licensee Distribution Code as approved by the commission including any modifications thereof and the provision of Indian Electricity Act, 1910 together with the Rules framed thereunder and Electricity (Supply) Act, 1948, in so far as they are applicable.
- b. I/We also declare that in the event of my/our failure to comply with the relevant provisions of the Code, it shall be lawful for the Licensee to discontinue the supply.
- c. I/We further declare that the Licensee shall not be held responsible for any interruption/diminution of supply for reasons beyond its control.
- d. I/We further agree that this declaration given by me/us shall be construed as an Agreement with the Licensee to the above effect.
- e. I/We declare that all details furnished in the Requisition form are true to my/our knowledge. If any information is found incorrect at a later date, then the Licensee shall have the right to withhold/disconnect supply, as the case may be.

Date : _____ Applicant's Signature _____

Place: _____
(To Be Filled By The Licensee)

- 1. Date of application received _____ :
- 2. Contracted Load Sanction _____ :
- 3. Date of Commencement of Supply _____ :
- 4. Reference No. _____ :

ACKNOWLEDGEMENT

Application form of Sh./Smt. _____ complete in all respect, for requisition of temporary supply is hereby received on _____. In this connection, the applicant is given a reference no. _____ to be used in all future correspondence.

Signature of Representative of the Licensee

Compliances

The following are to be complied with prior to making payment towards service charges and other stipulated deposits/charges:

- | | | | | |
|---|--|------------------------------|-----------------------------|------------------------------|
| 1 | The civil work to accommodate the Company's service apparatus is ready.(the meter board back wall will be 10" (250 mm.) thick brick construction with plaster) | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 2 | Service Line permission as per prescribed format | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 3 | Main switch installed at the point of commencement of supply | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 4 | Pucca room constructed in case of Private tube well connection | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 5 | Earthing connection terminal provided from your end at the meter board position. | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 6 | Way leave permission
(If yes, Letter to be enclosed) | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |

Signature _____

Service Line Permission – Noida Power Company Limited
(Please sign wherever applicable)

With reference to premises No. _____

1. I/we being owner(s) of the building have no objection to supply being given to _____ and hereby grant permission for:
- a) Installation of a Service Line, Cut-out and Meter Board
 - b) Alteration to the existing Service Line, Cut-out and Meter Board and/or
 - c) Use of existing spare Loops

Signature _____

2. I/we being owners of the land at the above premises hereby grant permission for a Service line to be laid or altered through or over my/our land at the said premises.

Signature _____

3. I/we being occupier(s) of that portion of the above premises where the Meter Board is fixed allow that the additional space be occupied by the Licensee's Meter Board.

Signature _____

Note: It shall not be incumbent on the company to ascertain the validity or adequacy of any way leave or sanction from the consumer

HOW YOUR REQUISITION FORM IS PROCESSED

- Please fill up the form as directed and submit at the Reception of our Head Office at Commercial Complex, H-Block, Alpha – II Sector, Greater Noida City – 201 308 along with the necessary documents. In case you need help, the persons manning the Reception will be glad to be of assistance to you.
- You will receive an acknowledgement of receipt of the form from the Reception.
- In case installation or alteration of service is necessary, an inspection will be carried out at site and a verification done regarding previous outstanding dues, if any.
- Please ensure that you or your accredited representative is present at site during the inspection to be undertaken to ascertain the work involvement.
- A Provisional Offer-cum-Bill, mentioning the terms and conditions for acceptance of your application and details of the charges involved, will be issued from Head Office
- Payment of the charges may be made at the Head Office of NPCL.
- After all necessary terms and conditions are complied with, installation/alteration of connection will be carried out, where required.

PLEASE NOTE:

- Supply of electricity will be governed by the provisions of the “Electricity Supply Code – 2002” passed by the Uttar Pradesh Electricity Regulatory commission vide its ordre dated 7th June 2002.
- For low voltage and medium voltage supplies, service will be installed and supply commenced only after requisite fees for inspection by the Directorate of Electrical Safety, Government of Uttar Pradesh, are deposited at the local Branch of State Bank of India and an original challan submitted to us. Challans for the purpose are available at the Reception of our Head Office. In case of bulk/high voltage installation, supply will be energized upon receipt of the approval of the Directorate of Electrical Safety, Government of Uttar Pradesh.
- The service will be installed only at the ground floor. You will be required to provide space for the Meter Board or the Metering Cubicle in a Pucca Shed or a designated part of a Pucca construction, as indicated during the inspection, at a convenient

position nearest to NPCL's existing main line, and on road frontage as far as possible. Where a Meter Board has to be fixed on a wall, the wall should be of 10" thick brick construction with plaster.

- In case of bulk/high voltage supplies, which will be decided depending upon your load requirement and nature of usage, you will be required to install your own transformer and switching apparatus. You will be required to provide suitable accommodation for installation of our high tension metering panel in a room and the floor of the meter room must be above the maximum flood water level.
- In case the load requisitioned is more than 25 kW, you will be required to enter into an agreement with the Company prior to energisation of supply. The agreement will be available at the Company's Head Office upon payment of the Provisional Offer-cum-Bill.
- In your interest, please ensure permanent disconnection of your electric supply before vacating the premises.

A FEW WORDS OF ADVICE

- As you become, through this process, a part of the large fraternity of consumers of the Company, the responsibility of safe custody of the service apparatus and metering installations provided at your premises passes onto you. Please ensure that the Company's seals on the Meter and Meter Board/Metering Cubicle are intact and tally with the details in your copy of the latest Meter Sealing Certificate. In case of any departure from the same, please inform us in writing at Head Office at the earliest.
- Get installation of your wiring and electrical fittings/equipment done by a Licensed Electrical Contractor. Loose or unsupported wiring installation is to be avoided. Also metallic supports should not be used for wiring installations.
- If your premises does not have an existing service, you will have to construct an Earth pit by inserting a 3 m. long GI. (Galvanised Iron) Pipe upto a depth of 6 m. into the ground and have an Earth terminal available at the Meter Board position. The Earthing arrangement should comply with the relevant provisions of the Indian Electricity Rules, 1956, and should be tested by a Licensed Electrical Contractor. The connected load in your premises should be in conformity with the details given in the Requisition Form and the work completion certificate. The connected load must not be increased without prior sanction from the Company.
- Ensure that fans, switch-boards and other electrical equipment/appliances are properly earthed. When in doubt, have your installation checked by a Licensed Electrical Contractor. Even otherwise, a complete check-up is recommended once every three years.
- Ensure that fuses of proper ratings are installed. This is important for safety of the installation and the user.
- Do not touch switch or plug point, or use electrical appliances with wet hands.
- Before rushing off to rescue a person in contact with an electrically 'live' appliance, switch the appliance off or, if necessary, stop the supply of electricity from the cut-out or the main switch. If that is not possible, try to separate the affected person with the help of a dry piece of wood or any other insulating material. If the clothes of the affected person are dry, you may pull away by holding the clothes. If possible, stand on a dry wooden plank or stool when pulling the affected person away.

Address : Commercial Complex,
H – Block, Alpha – II Sector
Greater Noida City – 201 308
Distt. – Gautam Budh Nagar

Phone No. : 0120 - 2326559
0120 - 2326560
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