



**BANGALORE ELECTRICITY SUPPLY COMPANY LIMITED**  
(Wholly owned Government of Karnataka Undertaking)

No: BESCOM/CGM (OP)/DGM (OP3)/2022-23/ 45-07  
E-Mail Id: cgm.op.work@gmail.com

Corporate Office  
K. R. Circle,  
Bangalore - 560 001.  
Date:

- 8 APR 2022

**CIRCULAR**

**Sub:** Simplification of procedures & fixing of timeline at each office for sanctioning of HT power supply to the prospective consumers & checklist to be ensured before submitting proposal of arranging power supply to corporate office - **regarding.**

**Ref:** Note approved by MD BESCOM for draft flow charts & checklist  
Dated: 31.03.2022

**Preamble:**

This is to inform that, Corporate office is receiving complaints by the Industrial consumers/public, stating that the process of sanctioning of power supply to HT applications at various offices of BESCOM are taking undue delay, due to which the prospective consumers/applicants are failing to avail power supply at their required time. In this regard, MD, BESCOM directed to fix the timelines & procedures for processing the power supply applications at each office in the form of flow chart and also to prepare a checklist to be ensured before submitting the proposal of arranging power supply to corporate office.

Hence, this circular,

**No.: BESCOM/CGM (OP)/DGM (OP3)/2022-23/ 45-07**

- 8 APR 2022  
Dated:

The flowcharts duly fixing the timeline & procedures, to be followed for processing the HT power supply applications at each C, O & M offices and a checklist to be ensured before submitting the proposal of arranging power supply to corporate office is herewith enclosed & same shall be followed while processing the power supply applications at each office.

  
**Chief General Manager (Ele)**  
**Operations BESCOM**

**Copy to, for information & needful action:**

1. The Chief Engineer, Elec., (C, O&M), Zone, BMAZ (North)/ BMAZ (South)/BRAZ/CTAZ, BESCOM.
2. The General Manager (Ele.), ICT & MIS/Revenue, Corporate Office, BESCOM.
3. The Superintending Engineer (Ele.), East/West/North/South/BRC/ Ramanagar/Kolar/Tumkur/Davanagere Circle, BESCOM.
4. All the Executive Engineer (Ele.), C, O & M Divisions/MT Divisions, BESCOM.
5. All the Assistant Executive Engineer (Ele.), C, O&M Sub Division, BESCOM.
6. MF.

**Copy to, for information:**

The PS to MD/DT with a request to place the same before MD/DT, BESCOM.



**Check List for Arranging Power supply to New connection/Additional Load/ Reduction of Load/Issue of NOC to the proposed Building/Layout  
(Which are to be eligible to obtain the approval of corporate office)**

Sl.No	Particulars	Yes/No/Not Applicable	Name of the documents enclosed	Remarks
1	Power supply Registration form (as per CoS clause 4.02(ii))			
2	Application Fee Paid (as per CoS clause 4.02(ii))			
3	Documents produced by applicant			
I)	<b>For New connection</b>			
i)	Proof of ID (Self attested/notarized document) with mobile number			
	Aadhar card/EPIC (Voter ID) card/ Driving License/ Passport/ PAN card/ Ration Card			
ii)	Proof of ownership of the premises/Proof of Occupancy with consent of Owner/ In the absence of such consent, indemnity bond as per Annex-8 (as per CoS clause 4.02(ii)) (Self attested/notarized document) (Latest Property tax paid receipt shall be enclosed along with ownership proof)			
iii)	Partnership deed in case of partnership firm/Memorandum of Association and Articles of Association and Certificate of incorporation, in the case of a Limited Company/Limited Liability Partnership firm. (as per CoS clause 4.02(ii)) (Self attested/notarized document)			
iv)	Valid licence to carry on any trade/business or profession provided under any law as per clause 4.02 (Self attested/notarized document)			
	<b>For MS Building (Clause 9)/ HT/EHT Installations (Clause 8)/Layouts (Clause 10)</b>			
v)	Sanctioned Plan of the building/Complex/ Layout plan of the premises (Clause 8.03,9.01,10.01) (Self attested/notarized document)			
vi)	Occupancy Certificate (to be furnished before availing service to the installation) (Clause 8.11, 9.07(4)) (Self attested/notarized document)			
vii)	NOC issued by BESCOM to obtain plan sanction (If applicable) (As per clause 30.11)			
viii)	An Undertaking by applicant for lifetime maintainance of Dry type transformer (If applicable)			
ix)	NOC from KPTCL if any EHT line is passing over the premises			
x)	Approval letter of corporate office for layout installing 250kVA & above Distribution transformers (If applicable)			
ix)	Applicant undertaking for providing required land for establishing new substation (for above 7500kVA requested load)			
II)	<b>For Additional Load</b>			
i)	Consumer Request letter along with self certification stating that there is no extension of building/additional floors to the existing building with certification of field officer.			
ii)	Architect Plan of the building for existing installations without additional floors /builtup area(If the sanctioned plan is not available) (Clause 9.01 Note(i))			



Sl.No	Particulars	Yes/No/Not Applicable	Name of the documents enclosed	Remarks
iii)	Sanctioned plan of the building for additional floors/builtup area (Clause 9.01 Note(ii)) <b>(Self attested/notarized document)</b>			
iv)	If, with new proposal load along with existing load crosses 7500kVA/20,000kVA the sanction plan/ Architecture plan shall consists of land earmarked in the plan for establishing substation.			
v)	Occupancy Certificate (for additional floors/builtup area) (Clause 8.11, 9.07(4)) <b>(Self attested/notarized document)</b>			
vi)	Previous power sanction letter/s, 6 month consumption pattern/peak demand			
vii)	CEIG safety certificate issued for the existing installations			
<b>III)</b>	<b>For Reduction of Load</b>			
i)	Applicant Request letter			
ii)	Previous power sanction letter			
iii)	CEIG safety certificate issued for the existing installations			
<b>IV)</b>	<b>For issue of NOC for the purpose of building/Layout plan sanction by Local authorities (As per Clause 30.11)</b>			
i)	Applicant Request letter			
ii)	Processing Fee paid			
iii)	Proof of ID/ownership with Latest Property tax paid receipt <b>(Self attested/notarized documents)</b>			
iv)	Proof of valid document of conversion of land <b>(Self attested/notarized documents)</b>			
v)	Undertaking for providing required land if the proposed load requirement is more than 7500kVA.			
vi)	Architect Plan with location of metering point/metering system.			
<b>4</b>	<b>Documents to be enclosed by Subdivision Officer</b>			
i)	Prescribed MS Buiding/NOC/HT/EHT Formats or proforma for New connection/Additional Load/Reduction of Load /NOC along with counter signature of submitting & forwarding officer.			
ii)	Details of existing installations along with revenue report RR No. wise (there shall not be any outstanding arrears) certified by sudivision officer along with counter signature of submitting & forwarding officer.			
iii)	Technical feasibility report of BESCOM & KPTCL (wherever applicable) along with counter signature of submitting & forwarding officer duly mentioning the power supply arrangement i.e. a) Regular source / Alternate source details as per power sanction letter for existing installation/s. b) Regular source / Alternate source details as per actual arrangement for existing or Newly proposed installations c) Existing Meter/Metering system reports (In case of Additional Load/ Reduction of load applications)			

Sl.No	Particulars	Yes/No/Not Applicable	Name of the documents enclosed	Remarks
	<p>Note:</p> <p>i) Above 2000kVA &amp; below 3000kVA- Existing 11kV feeder proposal may be given with regular &amp; alternate source details. If not feasible then new feeder proposal shall be given.</p> <p>ii) For 3000kVA &amp; above and upto 7500kVA new 11kV feeder proposal shall be given with regular &amp; alternate source details</p> <p>iii) For above 7500kVA &amp; upto 20000kVA new 66/11kV station proposal shall be given with regular &amp; alternate source details.</p> <p>iv) For above 20000kVA new 220/ 66/11kV station proposal shall be given with regular &amp; alternate source details.</p> <p>v) Certified copy of Single Line Diagram( for sl.no.i,ii,iii,iv)</p> <p>vi) Details of land proposal for construction of substation &amp; the space shall be earmarked in approved plan &amp; SLD (for sl.No.iii &amp; iv).</p> <p>vii) The plan shall consists of total number of buildings/Layouts &amp; the requisition/Assessed load shall be based on the as per the approved plan (for sl.No.iii,iv)</p>			
iv)	Indication of providing space for installing DTs, extension of electrical line & allied equipments in sanctioned plan along with counter signature of submitting & forwarding officer.			
v)	Estimate for creating Electrical Infrastructure as per the norms along with counter signature of submitting & forwarding officer.			
5	Additional Information/Details, if any			

**Note:** The file shall be forwarded along with covering Letter of Submitting & forwarding office/officer with brief Introduction, facts in the file, suggestion/opinion, final requirement, Proforma format, Check list along with official seal.

Chief Engineer(Electy.)

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Zone, BESCOM