

# **Government of Tamilnadu**

## **THE ELECTRICAL LICENSING BOARD**

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

### **FORM 'SA'**

#### **Application for Electrical Contractor's licence - Grade 'Super A'**

**(To be filled in English)**

**(Read the Instructions overleaf before filling up 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

ii Age and qualification along :  
with evidence

iii Father/ Husband's Name :  
:

4. i. Whether holding a competency certificate and if so the number and validity of the competency certificate :  
:  
ii If holding a competency certificate, details of **previous experience** :

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

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

7.. Details of Staff appointed on full time basis:

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

b. Details of qualified draughtsman appointed:

8. Indian Postal order/D.D details:	Postal Order No.	Date	Value Rs.
-------------------------------------	------------------	------	-----------

9. Bank Solvency Certificate details :	Name of the Bank and Address	Validity Period	Amount Rs.
10. (i) Whether consent letter, of the competency certificate holders employed, are enclosed? (including for self)	:		
(ii) Whether original booklet of competency certificate holders are enclosed? (including for self)	:		
11. (i) 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 :**  
**application**

**Signature of the**

**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) Fees for the issue of 'ESA' Contractor licence from 01.01.2024 onwards      **Rs.50,000/-**  
(ii) Mode of payment: fees should be sent in the form of Crossed Indian Postal Order or Demand Draft obtained from any Scheduled Bank or Co-operative Bank payable at Madras. in favour of the **Secretary, Electrical Licensing Board,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) Two persons holding a valid Supervisor Competency Certificate granted by this Electrical Licensing Board one of whom should be a graduate Engineer or Diploma Engineer with an experience of not less than 5 years in the case of former and 10 years in the case of latter in the execution of atleast 5 Nos. H.V.works and 2 Nos. E.H.V. works involving transformer erection producing satisfactory evidence.
  - (ii) One qualified draughtsman with a certificate in draughtsmanship or a diploma in Electrical Engineering producing evidence.
  - (iii) Two Wiremen holding valid Wiremen Competency Certificate granted by this Electrical Licensing Board.
- Consent letters obtained from the employees (including for self) should be furnished in the prescribed form.  
Applicants holding self-certificate can be taken into account for the above purpose.  
Detailed experience certificate of Supervisor appointed in original along with attested xerox copy is to be enclosed, 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
  - (i) One Number Earth Resistance Tester
  - (ii) One Number 500 Volts Insulation Tester
  - (iii) One Number 1000 Volts Insulation Tester
  - (iv) One Number 2500 Volts Insulation Tester
  - (v) One Number Phase Sequence Indicator
  - (vi) One Number Tong Type Ammeter
  - (vii) One Number Portable Voltmeter
  - (viii) One Number Live Line Tester

Hand Operated.

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. Grade 'Super A' (ESA) Contractors can undertake all type of Electrical works with no limitation in Voltage or capacity.

- 7.. 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.
8. Financial Status :  
The applicant shall produce Bank solvency Certificate for Rs.1,00,000/- (Rupees One lakh only) in Form 'G' 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 / Thiruvalargal .....  
..... is/ are solvent upto  
Rs.1,00,000/- (Rupees One lakh only). This guarantee is valid for the period from .....  
to .....

Date.....: ..... Signature : .....

Place. ....: ..... Designation : .....

Bank's Seal....: ..... Name of the Bank : .....