

(a) Proof of Ownership or Occupancy

- (i) The Applicant shall submit self attested copy of any one of the following documents as proof of ownership or occupancy over premises for which the connection is required :
- a) Sale deed or lease deed (with latest rent receipt issued within three months prior to the date of application) or khasra or khatauni (inclusion of Applicant's name in the khasra or khatauni shall be sufficient for this purpose).
 - b) Registered General Power of attorney.
 - c) Municipal tax receipt or Demand notice or any other related document.
 - d) Letter of allotment.
 - e) An Applicant who is not an owner but an occupier of the premises shall along with any one of the documents listed at a) to d) above also furnish a no objection certificate from owner of the premises.

(b) Statutory Permissions/Registrations

- (i) Proof of making application for approval/permission/NOC of the competent authority such as Pollution Control Board, Director of Industries etc., if required under any law/statute.
- (ii) In case of a partnership firm, partnership deed and list of Partners alongwith their certified addresses.
- (iii) In case of a Limited Company, Memorandum of Association, Articles of Association, Certificate of Incorporation and list of Directors alongwith their certified addresses.

(c) Identity Proof

- (i) If the Applicant is an individual, copy of any one of following documents shall be furnished as identity proof:
 - a) Aadhar Card

- b) Electoral identity card
 - c) Passport
 - d) Driving license
 - e) Photo ration card
 - f) Photo identity card issued by Government Agency
- (ii) If the applicant is a company, firm, trust, school/college, government department etc., application shall be signed by competent authority like Director, Proprietor, Partner, Branch Manager, Principal, Executive Engineer along with certified copy of relevant resolution/authority letter of the company/institution concerned etc. Such person shall also submit copy of any of the identity proofs mentioned above at (i).
- (d) Undertaking for tentative date on which applicant's works would be completed and ready for energisation.

3.4.3. Processing of Application and execution of work by Distribution Licensee

- (1) On receipt of duly filled Application Form, the authorized officer of the distribution Licensee shall check the Application Form and deficiencies, if any, observed in the application shall be got rectified from the applicant immediately. The authorized officer of the distribution Licensee shall register the application with Unique Application Number/Registration Number and issue a dated acknowledgement of the receipt of application.
- (2) In case of online application, the officer of the Licensee shall check the online application form and if any deficiency is observed, the Licensee shall intimate the same to the Applicant within 2 working days of filing of the application via email & SMS. Thereafter, the consumer shall remove the deficiency within next 3 working days, failing which the application shall stand lapse. On receipt of duly filled online application form the Licensee shall issue an online acknowledgement immediately.
- (3) Subsequent to issuance of acknowledgement, Distribution Licensee shall ascertain whether any dues are outstanding on the premises and, if so, the distribution