



TATAPOWER-DDL

**CONNECTION SERVICE(S) FORM**

Please fill the form in CAPITAL LETTERS (please ✓ on the appropriate box)

<b>CONNECTION SERVICE(S) REQUIRED</b>		Form Serial No. CAE	
<b>New Connection</b> <input type="radio"/> Permanent Connection <input type="radio"/> Temporary Connection (Regular supply / Connection) <input type="radio"/> Temporary Connection (Short term Functions)	<b>Connection Particular Changes for Existing Connections</b> <input type="radio"/> Un-metered to Metered <input type="radio"/> Reconnection (Dormant Supply) <input type="radio"/> Prepaid <input type="radio"/> Post Paid	Reference No. _____ K. No. _____	

**A | GENERAL PARTICULARS**

**For Individual Applicants only**

Title   ☐ Mr.   ☐ Ms.   ☐ Dr.   ☐ Prof.   ☐ Others   Age   Years   Date of Birth

Name

Father's/Husband's Name   Mr.

Mother's Maiden Name   Ms.

(This Information is required for caller's identification)

**For Organisation/Corporate Applicants only**

Name of the Organisation

Name of the Authorised Signatory

Designation of the Authorised Signatory

Type of Organisation   ☐ Partnership   ☐ Propriety   ☐ Private Limited   ☐ Public Limited

Complete address of location where connection is to be provided/has been provided

Type of Accommodation   ☐ Owned   ☐ Rented/Lease   ☐ Company Provided   ☐ Government Provided

House No./Flat No./Shop No.   Plot No./Khasra No.

Portion   Floor   Street Name

Area/Location   City

Pin   Phone No.   Mobile

Landmark

E-mail

Name of Premises (if any)

Complete billing address (where bill is to be sent/is being sent)

☐ Same as above   ☐ if different, please specify below

House No./Flat No./Shop No.   Plot No./Khasra No.

Portion   Floor   Street Name

Area/Location   City

Pin   Phone No.   Mobile

Landmark

E-mail

Permanent Address / Registered Office Address (in case of Company)

☐ Same as connection address   ☐ Same as billing address   ☐ If different, please specify below

House No./Flat No./Shop No.   Plot No./Khasra No.

Portion   Floor   Street Name

Area/Location   City

Pin   Phone No.   Mobile

Landmark

E-mail



TATAPOWER-DDL


**TATAPOWER-DDL**
**CONNECTION SERVICE(S) FORM (Contd.)**

Please fill the form in CAPITAL LETTERS (please ✓ on the appropriate box)

Proprietor/Landlord Address (in case of Organisation/Tenant) :																								
Name																								
House No./Flat No./Shop No.										Plot No./Khasra No.														
Portion					Floor					Street Name														
Area/Location										City														
Pin					Phone No.										Mobile									
Landmark																								

<b>B. GENERAL PARTICULARS</b>																								
Type of Establishment																								
Desired Category <input type="radio"/> Domestic <input type="radio"/> Non-Domestic <input type="radio"/> Industrial <input type="radio"/> Agricultural <input type="radio"/> Others																								
Desired load (KW)										Plot area of the premises where connection is required										(1 sq. metre = 10.76 sq. ft.)				
Meter Type <input type="radio"/> TPDDL Provided <input type="radio"/> Consumer Provided																								
PAN number (if available)																								
GIR/Identification/Voter ID Card number (if available)																								

<b>C. PARTICULARS OF TEMPORARY CONNECTION</b>																								
Purpose										Proposed Supply Commencement Date										Time				
In case of temporary connection of regular supply construction K.No. of the Guarantor																								
Name of Guarantor Mr./Ms.															Proposed Duration									
Guarantor Phone No.															Mobile									

*Guarantor Applicable only in case of temporary connection																								
"I										son/daughter/wife of														
resident of																								
hereby declare that I am consumer of TPDDL having KNO. At the above mentioned address, undertakes to pay outstanding amount which may remain unpaid against the Temporary connection applied by Sh vide this application."																								
Date										Guarantor's Signature														

<b>D. PARTICULARS OF CHARGES / DEPOSITS</b>																								
Consumption Deposit (Rs.)										Service Line Charge (Rs.)														
Development Charges (Rs.)										Token Amount (Rs.)														
Reconnection Charges (Rs.)										Others (Rs.)														
Total Amount (Rs.)										Total Amount in words Rupees														

<b>E. PAYMENT PARTICULARS</b>																								
Cash Receipt No./DD/Cheque No.																				Date				
Bank																								
Branch																								
<input type="radio"/> Credit Card - I here by authorise to debit my Visa <input type="radio"/> Master Card <input type="radio"/> Diners <input type="radio"/> American Express																								
Card No.										Valid thru										for Rs.				
Signature as on the Card										Total Amount in words Rupees														


**TATAPOWER-DDL**



**TATAPOWER-DDL**  
**DECLARATION**

## CONNECTION SERVICE(S) FORM (Contd.)

I _____ son/daughter/wife _____ resident of _____ (hereinafter referred to as "Applicant") do hereby swear and declare as under or the _____ company incorporated under the provisions of the Companies Act, 1956 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 That the Applicant is a lawful occupant of the above mentioned premises in support of which the Applicant has enclosed as proof of occupancy. That the Applicant has requested TPDDL to provide a service connection at the above mentioned premises in the Applicant's name for the purpose mentioned in the Application form. That in furnishing the Declaration, the Applicant has clearly understood that should the above statements prove to be false or incorrect at any later stage, TPDDL shall have every right to disconnect supply to the Applicant without any notice and have right to adjust all due against the Consumption Deposit. That the Applicant hereby agrees and undertakes:	
1. To indemnify TPDDL against all proceedings, claims, demand, costs, damages, expenses that TPDDL may incur by reason of a fresh service connection given to the Applicant. 2. That all the electrical work done within its /their premises is as per Indian Electricity Rules 1956, Indian Electricity Act, 2003 and DERC statutory norms and indemnify TPDDL against any loss accrued to the applicant on this account. 3. That the wiring within its/their premises has been certified by an authorized electrical contractor and the necessary test reports as per extant rules is attached. Further that the lift installed (if applicable) has been inspected & certified by the Lift Inspector and all fire safety norms have been complied within and the necessary fire clearance certificate (if applicable) has been issued by the competent authority. The Applicant indemnify TPDDL against all proceedings, claims, demands, casts damages and expenses that TPDDL may incur by reason of violation of the above regulations. If the wiring in Applicant's premises is not found appropriate at the time of installation and energisation of the meter, Tata Power Delhi Distribution Limited (TPDDL) shall have right of refusal of connection at its sole discretion and Applicant shall keep TPDDL indemnified against any losses, claim and damages arising out of this refusal. 4. To pay the electricity consumption bills and all other charges at the rates set out in TPDDL Tariff schedule and Miscellaneous Charges for Supply (Supply Code) as may be in force from time to time, regularly as and when the same becomes due for payment. 5. To pay any sum which may be found to become payable to TPDDL with regards to all liabilities personally as well as by means of movable and immovable properties. 6. To abide by all norms & rules laid down by TPDDL, DERC and Statutory norms from time to time with respect to service connection granted to the Applicant. 7. That every charge of electricity/any other sum* other than such charge for electricity due and payable to TPDDL which remained unpaid by erstwhile owner/occupier of the premises/land shall be recoverable from me as a charge on the premises by TPDDL. On my failure, inability to satisfy such claim of TPDDL towards the charges mentioned above, TPDDL shall be within its right to : (I) transfer the said dues to any other service connection (s) existing in my name and recover the same from the respective consumption deposit tendered against those service connections : and /or (II) disconnect the electricity connection under relevant provisions of the Act, Rules as applicable from time to time. [*The said any other sum would also include any bill raised towards direct theft/dishonest abstraction of energy/misuse charges] 8. That, I shall not provide any unauthorized connection/extension of connection or reconnection to any premises/land where any outstanding dues or sums due and payable to TPDDL exist. In case my connection is found servicing or benefitting any such unauthorized or disconnected connection, I shall be held liable for the same resulting in transfer of the outstanding dues/amount of that other connection to my electricity connection and initiation of appropriate proceeding against me under the Act, Rules, Regulations in force at that time including disconnection of my electricity connection 9. That I shall comply with the obligations cast on registered consumer of electricity by applicable laws rules and regulations in force from time to time regarding change in consumer's name, transfer of existing connection to legal heirs/others to facilitate regular updation of the record of TPDDL pertaining to Registered consumers. 10. That I shall not hold TPDDL responsible for any claim, demand, cost, damage, expenses which arise as a result of letting out the above premises to any tenant/third party and TPDDL shall be at liberty to provide service connection to the said third party on an application being made in that regard. 11. I/We shall not indulge in any activity from the above premises, which has been declared illegal by any Court, Quasi Judicial, Statutory Authority, or is in violation of any applicable laws, rules, regulations in effect from time to time. Obligation to obtain all consents, permissions required for running any permissible activity from the said premises shall be completed by me/us. I authorize TPDDL to disconnect the supply without notice if any fraudulent fact, forged documents/non compliance with the above stated rules, regulations etc. are found having been made by me and further I/we undertake to indemnify TPDDL towards any loss/damages/expenses/suffered due to such aforesaid act. 12. That TPDDL shall be at liberty to adjust the electricity consumption charges along with any other charges against the Consumption Deposit paid by the Applicant in the event of termination of the agreement prior to expiry of the contracted period or in case of any contractual default. 13. To be responsible for safe custody of Meters, CTs Cables etc. provided by TPDDL and in case, there is any damage to these equipment due to the reasons attributable to 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 rule of TPDDL. 14. To allow clear and unencumbered, access to the meters for the purpose of meter reading and its checking etc. 15. That the Applicant would let TPDDL disconnect the Service Connection under reference in the event of any default, non-compliance of Statutory provisions and in the event of a legally binding directive by Statutory Authorities to affect such an order. This shall be without prejudice to any other right of TPDDL including that of getting its payments on the date of disconnection. 16. The TPDDL shall not be held responsible for any interruption of diminution of supply of Electricity. 17. I hereby undertake to install Earth Leakage Protective Device (ELCB) of an appropriate rating before getting the meter installed (if not already installed), failure whereof, shall be construed as violation of Rule 61A of Indian Electricity Rules, 1956 (for low voltage installations of 5KW and above) and TPDDL shall have absolute right to refuse installation of the meter applied for, till the time ELCB has been installed by me. 18. I declare that the height of the building / premises where I am seeking new connection in compliance to the building by-laws and the height of the said building / premise is less than 15 meters. 19. All the above declaration given by the Applicant shall be construed to be an Agreement between TPDDL and the Applicant.	

Affix Recent Passport Size Photograph	Name																														
	Name/Seal of Organization																														
	(in case of organization/corporate applicants only)																														
	Dated																														
Signed and Delivered in presence of witness		Please sign with in box below																													
Witness Name		Signature										Date																			
Address												City										Pin									



**TATAPOWER-DDL**



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### 1. AREA MAP/LOCATION MAP

Print required for MMG

☐ Yes

☐ No

(TRY TO SHOW PREMISE IN RESPECT TO NEAREST LANDMARK)

### 2. PREMISE PLAN

#### 2.1 PLOT

Premise

- { 1. Write Plot no. of Premise in the shaded area  
2. Write adjacent Plot no./k.nos. as applicable }

#### 2.2 FLOOR

(Write Floor in the shaded area and strike off not applicable)


#### 2.3 PORTION

Left

Back

Front

Right

Please ✓ as applicable


### 3. FSE OBSERVATIONS

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**TATA POWER-DDL**


**TATAPOWER-DDL**
**CONNECTION SERVICE(S) FORM (Contd.)**
*(Please ✓ on the appropriate box)*
**FIELD SERVICE EXECUTIVE'S CHECK LIST**

Zone		District	
a. Applicable Tariff Category			
<input type="radio"/> Domestic	<input type="radio"/> Defense	<input type="radio"/> Staff (S1/S2/S3)	<input type="radio"/> Farm House
<input type="radio"/> TPDDL Building	<input type="radio"/> Non-Domestic	<input type="radio"/> Government Hospital	<input type="radio"/> Place of Workshop
<input type="radio"/> Industrial	<input type="radio"/> Franchise	<input type="radio"/> DMRC Traction	<input type="radio"/> Railway Traction
<input type="radio"/> Agriculture	<input type="radio"/> Mushroom Cultivation	<input type="radio"/> Domestic CGHS	<input type="radio"/> Non-Domestic NDLT-I
b. Adjoining K. No. and Meter No. (Adjoining means when the wall is touching or partition but not across the road.)			
Description	K.No.	Meter No.	Meter No.
Same Premises	1		2
Left of Premises	1		2
Right of Premises	1		2
c. Area			
<input type="radio"/> Electrified	<input type="radio"/> Unelectrified		
d. Type of Meters			
<input type="radio"/> Single Phase	<input type="radio"/> Three Phase Whole Current		<input type="radio"/> Three Phase CT operated
e. Connection through			
<input type="radio"/> Bus Bar Connection	<input type="radio"/> Overhead Service Line		<input type="radio"/> Underground Service Line
f. In case of Bus Bar Connection			
<input type="radio"/> Type	<input type="radio"/> Bus Bar No.		
g. Connection from Feeder Pillar No. & Distance			
Feeder Pillar No.	Distance		
h. Connection from Pole No. & Distance (In case of 50 KW & above distance from nearest HT Pole to be taken)			
Pole No.	Distance		
i. Industrial Connections			
Declared Industrial Area	<input type="radio"/> Yes <input type="radio"/> No		
Type of Operations	<input type="radio"/> Continuous <input type="radio"/> Intermittent <input type="radio"/> Seasonal <input type="radio"/> No. of shifts		
j. Proposed Location of Meter Installation			
1. Is the area adequate & good for installation?	<input type="radio"/> Yes <input type="radio"/> No	2. Is the approach to Location OK?	<input type="radio"/> Yes <input type="radio"/> No
3. Is the height between 2' & 7' ?	<input type="radio"/> Yes <input type="radio"/> No	4. Availability of Natural Light?	<input type="radio"/> Yes <input type="radio"/> No
5. Is Building height > 15m?	<input type="radio"/> Yes <input type="radio"/> No	6. is Network augmentation required?	<input type="radio"/> Yes <input type="radio"/> No
k. In case of consumer provided meter, please specify			
a) Make of Meter	b) Meter Rating		
c) Available of Manufacturer's Test Certificate			
l. Is any temporary connection presently in use at subject premise			
<input type="radio"/> Yes <input type="radio"/> No	If yes specify K. No.		Meter No.
M. Type of Construction	<input type="radio"/> Old <input type="radio"/> New <input type="radio"/> Reconstructed		
N. Separate Dwelling Unit <input type="radio"/> Yes <input type="radio"/> No.			

Declaration : I confirm that all the facts & statements noted above, including dues statement are correct & to the best of knowledge & has been checked by me personally. In case any of the above statement is found to be malafied/misrepresented, I am liable to be proceeded with section 138 & under criminal PC and appropriate action can be proceeded as per law of land.

(Signature of Executive)

(Name of Executive)

Date .....


**TATA POWER-DDL**

LIST OF DOCUMENTS ATTACHED

**CONNECTION SERVICE(S) FORM (Contd.)**

(Please ✓ on the appropriate box)

S.No.	Document Description	No. Of Sheets Enclosed	Verified from Originals	
			FSE	Appraisal Desk
1.				
2.				
3.				
4.				
5.				
6.				

**APPRAISAL SHEET TO BE USED BY APPRAISAL DESK OF BACK OFFICE**

1.	Completed Application-cum-declaration Form	<input type="radio"/> Yes	<input type="radio"/> No
2.	Submitted Proof of Occupancy	<input type="radio"/> Yes	<input type="radio"/> No
3.	Electrical Contractor Certificate for Internal Wiring	<input type="radio"/> Yes	<input type="radio"/> No
4.	Field Service Executive Check List	<input type="radio"/> Yes	<input type="radio"/> No
5.	Scheme Preparation Required (In case the Scheme required, date of intimation to concerned Zone/District/Projects)	<input type="radio"/> Yes	<input type="radio"/> No
6.	No-Dues Clearance	<input type="radio"/> Yes	<input type="radio"/> No
7.	Cheque Clearance for Fees if paid through cheques	<input type="radio"/> Yes	<input type="radio"/> No
8.	Recommended for New Connection/Attribute Change (In case of No. Please specify the reasons)	<input type="radio"/> Yes	<input type="radio"/> No

FSE Signature & Date	Appraisal Desk Signature & Date	Approved By
Employee Code	Employee Code	Employee Code

Notes :


**TATA POWER-DDL**


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## INSTALLATION TEST NOTICE

Form

Wiring Contractor

A.I.S No. \_\_\_\_\_

K. No. \_\_\_\_\_

To,

**TATA POWER DELHI DISTRIBUTION LIMITED**

Dear Sir,

We hereby inform you that Electrical installation at the premises bearing no. \_\_\_\_\_

Situated on \_\_\_\_\_ Road/Street occupied by \_\_\_\_\_

has been completed by us and is ready for your engineer to test and connect up with your mains. The installation was tested by us on \_\_\_\_\_

\_\_\_\_\_ and the installation resistance was \_\_\_\_\_ megaohms. The

Installation comprises the following:

No. of circuits left to right on Distribution	Size of Conductor	Lamps		Fans		Plugs 5 amp		Plugs 15 amp		Other appliance	Domestic	Total KW
		No.	Watt	No.	Watt	No.	Watt	No.	Watt	Descriptions	Watt	
Circuit NO. 1												
Circuit NO. 2												
Circuit NO. 3												
Circuit NO. 4												
Circuit NO. 5												
Circuit NO. 6												
											Total	

The size of connecting wires between the main-board and distribution board is \_\_\_\_\_

"I hereby inform that in line with Rule 61 A of India Electricity Rule 1956 (for low voltage installations of 5KW and above); an Earth Leakage Protective Device (ELCB) has been installed at the said premises"

Acceptance letter no. issued by Tata Power Delhi Distribution Limited \_\_\_\_\_

Signature of Concerned Offices

1. Licensed wiring Contractor

License No.

Date

Address

City

Pin

Signature of Licensed wiring Contractor

2. Licensed wiring Foreman

License No.

Date

Address

City

Pin

Signature of Licensed wiring Foreman

Applicant's Name

S/o, W/o or D/o

Signature of Applicant

Date


**TATAPOWER-DDL**



**TATA POWER-DDL**  
**INSPECTION REPORT**

S. No.	Points	Answers
1.	Is the size of conductors in each circuit correct?	
2.	Is the number of points shown in the test report correct?	
3.	Whether the wires passing through the walls protected with pipes or not?	
4.	Are all points made through proper junction boxes?	
5.	Are the sizes of cut-outs and switches used correct?	
6.	Is the place of installation same as the given overleaf?	
7.	Are the joints in the earth wire, if any, in the consumer installation satisfactory?	
8.	Have you examined every part of the installation or were some rooms opened for your inspection?	
9.	What is the general condition of workmanship?	
10.	Insulation test result by Megger : a. Across the line wire b. Between the line wire and the earth wire	
11.	Is the workmanship of the service line satisfactory? If no, what are the defects?	
12.	Is the earthed terminal, provided by Tata Power Delhi Distribution Limited at the consumer's premises for use by the consumer efficient and satisfactory?	
13.	Whether the general condition of the installation conform to the requirements of Indian Electricity Act, 2003 and can this be joined with supply mains?	

Licensed Wiring Contractor's No.

Licensed Foreman's No.

Ref. No.

K. No.

DT No.

**Particulars of the meter installed**

	Meter No.	Amp	Volt	Type	MF	AC single/three phase	Installation & Connection Date	Initial Reading	Final Reading	Date of Seal Fixing & Condition
New										
Old										

Purpose for which connection is used for

Signature of Inspector

Signature of TPDDL Representative

Signature of Commercial Officer

Name of TPDDL inspector

Designation of TPDDL Representative

Note :

Final reading require in case of meter replacement only.

Above information is to be filled by inspector only and the forwarding office must ensure this.

