



**D.3 Standard Operating Procedure  
For  
Electricity Connection**



### D 3-1. Approval of Plans, Drawings and Specifications for Electrical Installation Works (NOC)

Required Documents	<ol style="list-style-type: none"> <li>1. Application Form (FORM-EC-01).</li> <li>2. Letter of Allotment (LoA) issued by BEZA/Zone Developer.</li> <li>3. Transformer capacity &amp; its specification.</li> <li>4. Specifications of HT&amp; LT Switchgears, PFI Plant and Lightning Arrestor.</li> <li>5. Single line diagram of substation.</li> <li>6. CT and PT specification for metering and protection.</li> <li>7. Layout Plan of high-tension incoming power cable from tapping point to substation.</li> <li>8. Layout Plan of low-tension distribution line from transformer secondary to Main Distribution Board (MDB) and Sub Distribution Board (SDB).</li> <li>9. Layout plan showing locations of substation, electrical room and generator room following BNBC (Bangladesh National Building Code).</li> <li>10. Detailed drawings of switchgear panel with its specification.</li> <li>11. Technical specification of over current and earth fault relay.</li> <li>12. Calculation and Analysis of Harmonics and Voltage Flicker.</li> <li>13. Schedule of installation works including power energizing date.</li> </ol>
Legal Basis	<ol style="list-style-type: none"> <li>1. The Electricity Act 2018.</li> <li>2. The Electricity Rules 1937 and subsequent amendments (Section-62).</li> <li>3. The Electricity Regulations 1961 (Regulations made under Section-48(1) of the Electricity Rules 1937) and subsequent amendments.</li> </ol>
Actual Procedures	<ol style="list-style-type: none"> <li>1. The Applicant visits BEZA-OSS website and downloads prescribed Application Form.</li> <li>2. The Applicant submits the filled-in Application Form along with required documents to BEZA OSS Center.</li> <li>3. BEZA OSS Center checks the application and forwards to the Office of the Chief Electric Inspector (OCEI).</li> <li>4. The assigned Inspector reviews the documents and recommends issuance of No Objection Certificate (NOC) for Plans, Drawings and Specifications for Electrical Installation Works if the other documents are in order.</li> <li>5. OCEI issues NOC and forwards to BEZA OSS Center.</li> <li>6. Upon receiving BEZA OSS Center handovers it to the Applicant.</li> </ol>
Required Processing Time	7(seven) working days
Application Fee	Nil
Remarks	If the EZ Developer has its own internal "Regulations for Electrical Installation Works", the Applicant shall obtain an evidence of confirmation of the Electricity Installation Plan and attach to the application.

### D 3-2. Inspection of Electrical Installation and Approval for Electric Connection

Required Documents	<ol style="list-style-type: none"> <li>1. Application Form (FORM-EC-02)</li> <li>2. Documents related to substation:             <ol style="list-style-type: none"> <li>i. Single line diagram of electrical substation (4 copies).</li> <li>ii. Layout drawing with dimensions of electrical substation.</li> <li>iii. Transformer manufacturer's test certificate.</li> <li>iv. Manufacturer's specification of HT &amp; LT Switchgears, PFI plant, Dropout Fuse &amp; Lightning Arrester.</li> <li>v. Drawing of substation earthing system.</li> <li>vi. Transformer oil test report (test should be performed by an authorized entity/laboratory).</li> <li>vii. Insulation and earth test report of substation.</li> </ol> </li> <li>3. Documents related to Inspection of Internal Wiring             <ol style="list-style-type: none"> <li>i. List of equipment.</li> <li>ii. Drawing of machine layout.</li> <li>iii. Complete single line wiring diagram.</li> <li>iv. Drawing of internal wiring earthing system.</li> <li>v. Insulation and earth test report of internal wiring.</li> </ol> </li> <li>4. Document related to Inspection of Generator             <ol style="list-style-type: none"> <li>i. Layout drawing.</li> <li>ii. Generator specification.</li> <li>iii. Generator control system specification and drawings.</li> </ol> </li> <li>5. Declaration of Electrical Supervisor and Electrical Contractor stating that all electrical works has been done and all tests has been performed complying with the essential requirements of the relevant electrical rules and regulations.</li> </ol>
Legal Basis	<ol style="list-style-type: none"> <li>1. The Electricity Act 2018.</li> <li>2. The Electricity Rules 1937 &amp; subsequent amendments (Section-62).</li> <li>3. The Electricity Regulations 1961 (Regulations made under Section 48(1) of the Electricity Rules 1937) and subsequent amendments.</li> </ol>
Actual Procedures	<ol style="list-style-type: none"> <li>1. The Applicant visits BEZA OSS website and downloads prescribed Application Form for <b><i>Inspection of Electrical Installation for Approval of Electrical Connection</i></b>.</li> <li>2. The Applicant submits the filled-in Application Form along with required documents to BEZA OSS Center.</li> <li>3. BEZA OSS Center checks the application and forwards to the Office of the Chief Electric Inspector (OCEI)</li> <li>4. After reviewing the documents, OCEI assigns an Inspector who fixes the date of inspection and informs the list of items to be inspected.</li> <li>5. BEZA OSS Center informs the scheduled time and required items to be inspected to the Applicant as well as the Zone Developer (if applicable).</li> <li>6. The Inspector conducts the electric inspection on the scheduled date in presence of the Electrical Contractor and the Applicant or his Assignee.</li> </ol>

	<ol style="list-style-type: none"> <li>7. Then the Inspector prepares the Electrical Inspection Report and submit it to the Chief Electric Inspector.</li> <li>8. If everything found satisfactory the Chief Electric Inspector issues “Approval Letter for Electrical Connection” and forwards it to BEZA OSS Center.</li> <li>9. If any remedial or corrective measures are required, the Inspector issues letter to the Applicant on behalf of the Chief Electrical Inspector.</li> <li>10. After remedial or corrective measures done, the Inspector further inspects and prepares the Electrical Inspection Report and submits to the Chief Electrical Inspector for issuance of approval letter for electrical connection.</li> <li>11. Receiving the “<b>Approval Letter of Electrical Connection</b>”, BEZA OSS Center handovers it to the Applicant</li> </ol>
Required Processing Time	14 working days if no objection is raised during inspection.
Application Fee	As fixed by the Electricity Rules 1937 and subsequent amendments.
Remarks	All electrical works to be done by authorized Electrician/ Supervisor/Contractor licensed under the Electricity Licensing Board in compliance with the Electricity Rules 1937 and subsequent amendments.

**D 3-3. Renewal of *Electrical Safety Certificate***

Required Documents	<ol style="list-style-type: none"> <li>1. Filled-in Application Form (FORM-EC-04).</li> <li>2. Other items such as the Periodical Monitoring Report (PMR) for electricity prepared by the Applicant.</li> <li>3. Other documents and drawings required by BEZA-OSS.</li> </ol>
Legal Basis	<ol style="list-style-type: none"> <li>1. The Electricity Act 2018</li> <li>2. The Electricity Rules 1937 and subsequent amendments (Section 62)</li> <li>3. The Electricity Regulations 1961 (Regulations made under Section 48(1) of the Electricity Rules 1937) and subsequent amendments.</li> </ol>
Actual Procedures	<ol style="list-style-type: none"> <li>1. The Applicant visits BEZA OSS website and downloads prescribed Application Form for <b><i>Renewal of Electrical Safety Certificate</i></b>.</li> <li>2. The Applicant submits the filled-in Application Form along with required documents to BEZA OSS Center.  <b><u>If the Electrical Inspection is necessary</u></b></li> <li>3. BEZA OSS Center checks the application and forwards it to the Office of the Chief Electric Inspector.</li> <li>4. After reviewing the documents, OCEI assigns Inspector who fixes the date of inspection and informs the list of items to be inspected.</li> <li>5. BEZA OSS Center informs the scheduled time and required items to be inspected to the Applicant as well as the Zone Developer (if applicable).</li> </ol>

	<p>6. The Inspector conducts the Electrical Inspection on the scheduled date in presence of electrical contractor and the applicant or his Assignee.</p> <p>7. Then the Inspector prepares the Electrical Inspection Report (FORM-EC-03) with comments and suggestions.</p> <p>8. Once the Electrical Inspection Report is passed, then the authorized Inspector issues “<b><i>Renewal of Electrical Safety Certificate</i></b>” and forwards to BEZA OSS Center.</p> <p>9. Receiving the “<b><i>Renewal of Electrical Safety Certificate</i></b>”, BEZA OSS Center handovers it to the Applicant.</p> <p style="text-align: center;"><b><u>If the Electrical Inspection is not necessary</u></b></p> <p>1. OCEI issues “Renewal of Electrical Safety Certificate” and sends it to BEZA OSS Center.</p> <p>2. BEZA OSS Center handovers it to the Applicant.</p>
Required Processing Time	14 working days
Application Fee	As fixed by the Electrical Rules 1937 and subsequent amendments.
Remarks	

**List of FORMS**

FORM-EC-01	Application for Electrical Installation Plan
FORM-EC-02	Application for Electrical Inspection
FORM-EC-03	Record of Electrical Inspection
FORM-EC-04	Application for Renewal of Electrical Safety Certificate

**FORM-EC-01**

**Application for Electrical Installation Plan**

1. Name of firm/enterprise:.....

2. Present Address:.....

.....

.....

3. Location of the factory where  
Power supply is needed. Plot no.....Sector.....

4. Type of Machineries/Appliances etc. requiring Electric Power.

a) Particular of machines to be installed in the factory with load demand.

Sl no	Particular of motors/machines	Rated capacity in KW/HP	Rated voltage	Rated power factor	No. of motors/ machines	Total load required in KW

(A) Sub-total=

b) Other loads like Boiler, Welding m/c, Air Conditioner, Refrigerator, Computer, Heater including light & fans

Sl no	Particulars of loads	Rated capacity in KW/HP	Rated voltage	Rated power factor	No. of loads	Total load required in KW
1	2	3	4	5	6	7

(B) Sub-total=



4. Total load immediately required(A+B)..... KW
5. Total ultimate load requirement .....KW
6. Yearly energy consumption (Estimated)..... KWH
7. Name and address of the contractor who will do the electrical work (The Contractor must have valid electrical contractor license from Electricity Licensing Board, Bangladesh) (if contractor already selected)
- a) Particular of the License of the Contractor:
- i) Place of registration:.....
  - ii) License No:.....
  - iii) Type of License:.....

I/We undertake to abide by all rules and regulations and other conditions as embodied in this form and as imposed by BEZA from time to time in respect of electrical service connection. I/We further undertake to accept electricity tariff as decided by BEZA to pay the electricity charge as per bill.

Date

Seal and Signature of the Authorized  
Representative of the Enterprise

Enclosure:

- i)
- ii)
- iii)
- iv)
- v)
- vi)

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**FORM-EC-02**

**Application for Electrical Inspection**

1. Name of the firm/enterprise:
2. Address & Phone Number:
3. Project Name:
  
4. Approval No. of Building Permit:
  
5. Inspection requested: (\*Make a check in appropriate inspection)
  - 1) Inspection for Electrical Power Connection
  - 2) Inspection for Internal Wiring Safety
  - 3) Inspection for Generator Electrical Safety
  
6. Probable Date and Time of Inspection:

I/We under take the responsibility for any delayed approval due to wrong information or shortage of documents.

Date.....

Attachment:.....Pages

Name of the Applicant, Signature and seal

.....  
**Applicant's Copy**

Serial no.....

Date.....

Date of Inspection.....

Name of the Inspector..... Phone number.....

Name, Signature and Position of the Receiver of Application

**FORM-EC-03**

**Electrical Inspection Report**

1. Project Name:
2. Inspection for New Electrical Connection Renewal of Electrical Safety Certificate
3. Items Inspected:  
Transformer Electrical Safety Internal Wiring System Generator Electrical Safety
4. Date and Time of Inspection:
5. Attendants of the Inspection:

	Name	Position
1)		
2)		
3)		
4)		
5)		
6)		

6. Comments and/or Instruction by the Inspector:

	Issues	Comments and/or Instructions

\_\_\_\_\_  
Name of Inspector:

\_\_\_\_\_  
Name of Inspectors:

**FORM-EC-04**

**Application for Renewal of Electrical Certificate**

Date:

Reference No.:

Attention: Head of Industry Section

One Stop Service Center

We hereby submit Application for Renewal of Electrical Safety Certificate in 2 sets with required documents.

1. Company Name:

2. Electrical Safety Certificate No.:

3. Date of Expiry of the Electrical Safety Certificate:

4. Any change of the electrical system permitted by the existing Electrical Certificate

Yes

No

*Note: If the answer is "Yes", please submit documents and drawings of Electrical System before and after the change with this application form to Industry Section of One Stop Service Center. After checking the documents and drawings submitted, Industry Section will inform you that whether the Electrical Inspection is required or not for the changed Electrical System.*



Applicant

Signature \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_