

UTTAR HARYANA BIJLI VITRAN NIGAM**Sales Circular No. U-02 /2016**

From

The Chief General Manager/Commercial,
UHBVN, Panchkula

To

All CEs/(OP)/SEs(OP)Xens/SDOs/op,
JEs-I, Incharge in UHBVN

Memo No.Ch- 08 /RG-350/Billing/Loose//CGM/C-I

Dated: 20.01.2016


Subject: Simplified application form for new connection, extension of load, reduction of load and change of name.

Please refer to S.I. No. U-33/2014 dated 30.12.2014 vide which A&A form was circulated. Now, as the issue of simplification of forms and procedure for new connections has been deliberated from time to time keeping in view the policy directions from State and Central Governments for providing hassle free citizen services and enabling ease of business environment. Accordingly, to achieve the above objectives, the application form for new connection, extension of load, reduction of load and change of name has been simplified and is attached as Annexure-I. Further for the registration of application for the above services, the applicant is required to submit only 2 nos. documents as given in Annexure-II. The existing application form and document requirements are hereby superseded with the new application form and document requirement information.

It is further clarified here that for the above mentioned services, the field offices should not demand any other document like affidavit, agreement, surety, or any other document of their own from the applicants.

SI No. U-33/2014 is superseded.

The above instructions should be brought to the notice of all concerned for careful and meticulous compliance please.

DA/As above.
General Manager/Comml.,
for Chief General Manager/Comml.,
UHBVN, Panchkula



UTTAR HARYANA BIJLI VITRAN NIGAM

APPLICATION FORM FOR Electricity CONNECTION

Annexure - I

Photograph

(1) Office Details [To be filled by office or system generated based Area input] :

Operation Sub-division	Application Number	Date of Application

(2) Application For:
[New Connection / Extension of Load / Reduction of Load/ Change of Name / Reconnection]

(3) Category of Supply:
[Domestic/Non-Domestic/LT Industrial /HT Industrial/Public Water Works/ Lift irrigation/Street Light/Bulk Supply/Railway Traction/Agriculture etc.]

(4) Type of Supply:.....
[Permanent /Temporary] If temporary specify period - From:To

(5) Applicant Particulars:

(a) Type of Applicant:
[Individual/Govt. Department or Institution/Private Institution or establishment]

(b) Name of the Applicant [person/firm/Company/trust]:

(c) Name & Designation of Authorized Signatory in case of Companies

(d) Name of Father/ Husband/Director/Partner/Trustee:

(e) Identity Proof of the Applicant :-.....

Premise Details where connection is required	
Plot /House/Kila/Flat No.	
Sector/Colony/Street	
Village/Town/City	
Landmark/neighbor	
Pin no.	
Authorized Area [Y/N]	

Communication Details	
Plot /House/Kila/Flat No.	
Sector/Colony/Street	
Village/Town/City	
Telephone Number	
Mobile Number	
E-Mail	
Aadhar Number	

(6) Applied Load Details:

Connected Load [KW]	Contract Demand [KVA]* for HT Industry Only	Purpose of Supply

(7) Details of Connection on the same premise/property/other connections in the name of Applicant

Account Holder	Account Number	Address	Category	Connected Load [KW]	Contract Demand [KVA]

(8) Option of Consumer to Supply Meter & Metering Equipment [Yes/No]

(9) Declaration by Consumer : I/We hereby declare that

- The information provided in this application is true to my knowledge.
- I/We agree to abide by all the Rules & Regulations of the Nigam & HERC.
- I/We will deposit electricity dues and old dues if any , as per the applicable electricity tariff and other charges failing which the supply of electricity will be liable to be disconnected.
- I/We will own the responsibility of security and safety of the meter, cut-out and the installation
- I/We am/are the owner(s) / legal occupier of the premises in which supply of electricity is hereby requisitioned for which true copies of documents are submitted.

Dated: - DD/MM/YYYY

Place:-

Signature of Applicant

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Annexure - II**Documents Required to be submitted along with the Application:**

- (i) **Proof of Ownership / Legal occupation of the premises.** This may be any one of the following :
- (a) Copy of sale deed/allotment letter or lease deed or rent deed in the name of the applicant
 - (b) Property tax receipt or tax demand notice as proof of ownership and rent deed or any other legal proof of being a tenant and paying rent as proof of occupancy.
 - (c) For agriculture supply connection- a copy of Khasra Girdawari/Jamabandi in the name of applicant.
- (ii) **Proof of identity:-**
- (a) Where the applicant is an individual (any one of the documents given below).
 - Electoral identity card.
 - Passport
 - Driving license
 - Ration card
 - Photo identity card issued by a Govt. Agency
 - Pan card
 - Aadhar card
 - (b) Where the applicant is a Company, Trust, Educational Institution, Govt. Deptt., the application form shall be signed by an authorized person along with a relevant resolution/authority letter of the company/institution concerned. In case of a registered company all the Directors shall be jointly and severally liable.