

Do's

1. Always, install safety Equipments like Earth leakage / overload & short circuit protection (circuit breakers / switches) near point of supply.
2. Ensure healthy earthing is installed at your premises.
3. Ensure only ISI marked cables of proper capacity are used for your installation and get the wiring done through only licensed Electrical Contractors.
4. Pay the energy bills regularly at E&PD's authorized cash collection centers and within due date to avoid inconvenience due to disconnection.
5. Use electricity only when needed; switch off the supply when not required.
6. Always use proper capacity fuse wire in main switches.
7. Use only ISI marked electrical Equipments.
8. Ensure safety of energy meter and metering Equipments in your premises. Provide weather Proof enclosures to meters and metering Equipments.
9. For rectification of faults in your installations, call licensed electrical contractors only.
10. For any difficulty related to electricity supply, always contact E&PD authorities at their offices.
11. If energy meter provided is found stopped / faulty, please bring the facts to the notice of E&PD authorities immediately.
12. Apply for your service connection for Electricity in the prescribed form obtainable free of cost from the Section Office.
13. Enter all the particulars required in the application form.
14. Produce proper documents/records to prove the legal ownership of the premises for which electricity supply is required. In case you are a tenant, produce evidence for lawful occupation of the premises.
15. Either deliver the application to the Section Office in person and obtain proper acknowledgement or send it to the section officer by registered post acknowledgement due Either deliver the application to the Section Office in person and obtain proper acknowledgement or send it to the section officer by registered post acknowledgement due.
16. Pay security deposit and service connection charges before the specified date to avoid cancellation of the application.
17. Provide space for fixing the meter at a convenient place in the ground floor for easy accessibility to the Assessor for taking meter reading.

18. In all storied buildings, irrespective of the number of floors, provide space for fixing meter, cut -out etc., in the ground floor only.
19. Use electricity only for purpose for which the service connection has been given (i.e. domestic).
20. Safeguard the meter and other Equipments of the E & PD Dept. in your premises.
21. Construct your building with proper clearance from the existing High Tension/Low Tension lines as per the Indian Electricity Rules 1956. (Vide rule 79 & 80).
22. Get your supply converted from single-phase to three-phase if the total connected load exceeds 4000 watts.
23. Observe safety precautions to avoid electrical accidents.
24. Replace promptly defective electrical fittings and appliances.
25. Pay electricity consumption bills and additional security deposit promptly at authorized cash counters only.
26. Pay the electricity consumption charges at the beginning of the month to avoid rush on the last date.
27. If your service connection has been disconnected for non-payment, you may pay the amount due and the reconnection charges and intimate the Revenue Section, E &PD and avail reconnection.
28. If the meter is found to be defective and not running, bring the matter to the notice of the Section Officer in writing for replacement by a healthy meter.
29. Get the internal wiring checked up periodically not only to avoid leakage of electricity but also to safeguard the lives of the inmates in the premises.

Don'ts

1. Do not connect multiple Equipments to a single point outlet to avoid excess loading.
2. Do not use bare wires for extending supply from one point to other or from one premise to other premises. It is hazardous and causes accidents.
3. Avoid loose connections and joints.
4. Avoid theft of electrical energy, It is cognizable offence and attracts penal charges and / or imprisonment.
5. Do not tamper with energy meters, meter seals or metering Equipments, it is an offence.
6. Do not pay your bill amounts to unauthorized persons. Pay only at E&PD / Authorized cash collections centre and obtain receipts.
7. Do not plant trees below the overhead power lines.
8. Do not meddle with live wires/points. It may cost your life.
9. Don't get the wiring works done by unauthorized persons, which is an offence under the Indian Electricity Rules 1956.
10. Don't use substandard wires and wiring accessories. Don't install fittings and appliances of poor quality.
11. Don't construct your building underneath a High Tension or Low-Tension line without proper clearance.