

**GOVERNMENT OF GOA  
ELECTRICITY DEPARTMENT  
OFFICE OF THE CHIEF ELECTRICAL ENGINEER**

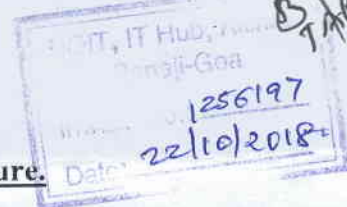
Head Office, 3<sup>rd</sup> Floor, Vidyut Bhavan, Tiswadi, GOA 403001 Tel:2234155,2224680/EBAPX:2426421,2422353,2426022|| Fax:2426986, 2222354||; Email::cee-elec.goa@nic.in; website:: http://www.goaelectricity.gov.in/http://59.90.104.90

**No. 51(3)/CEE/Tech/PLG/2018-19/1163**

**Dated: - 17/10/2018**

## CIRCULAR

**Sub: Procedure standardizing & simplifying change of name procedure.**



It has come to the notice that different procedures are adopted by different Division Offices for effecting the change of name in the connection details. In order to standardize and streamline/ simplify the procedures for effecting the change of name in the connection details, it is enjoined upon all the Division Engineers to adhere to the provision of Supply Code and Electricity Act 2003. The following guidelines should be adopted:--

- a) The applicant shall apply requesting change of name in the prescribed format along with photo ID proof.
- b) The applicant shall furnish proof of no arrears on account of electricity charges on that connection.
- c) The applicant shall submit any one of the following document to prove the ownership status in terms of the Electricity Act 2003:
  - a. Proof of ownership of the premises, such as registered sale deed or partition deed or succession or heir certificate or Will of the owner
  - b. Proof of occupancy such as power of attorney or latest rent receipt or lease deed or rent agreement or copy of allotment order issued by the owner of the property.
  - c. In case of a partnership firm, partnership deed, authorization in the name of the applicant for signing the requisition form and agreement
  - d. In case of a Public or Private Limited Company, Memorandum of Articles of Association and Certificate of incorporation together with an Authorization in the name of the applicant for signing the requisition form and agreement along with proof of permanent address
  - e. In case any applicant seeks change of name after the death of the owner in whose name the connection stood and unable to produce any of the above documents immediately, the applicant shall submit copy of the death certificate of the earlier owner and self declared Affidavit in the prescribed format.


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All documents furnished should duly be attested by a Gazetted Officer/ Notary.

The concerned Division officers shall accordingly, direct their subordinates to adhere and strictly adopt the above guidelines with immediate effect for any future requisition for change of name.

This will come in force with immediate effect.

  
(N. N. Reddy)  
Chief Electrical Engineer

Encl as above – copy of self affidavit proforma

To,

1. Superintending Engineer, Circle I/II, Margao/Panaji.
2. Executive Engineer, Div I, Panaji/III(EHV), Ponda/IV, Margao/V, Bicholim/VI, Mapusa/VII, Curchorem/IX(EHV), Tivim/X(EHV), Ponda/XI, Vasco/XII(EHV), Xeldem/XIII(EHV), Kadamba/XIV(EHV), Verna/XVI, Margao/ XVII, Mapusa

Copy for information to,

1. Secretary (Power), Govt of Goa, 3<sup>rd</sup> Floor, Secretariat, Porvorim
2. Secretary (Urban Development), Govt of Goa, 3<sup>rd</sup> floor, Secretariat, Porvorim
3. Superintending Engineer (Planning), O/o CEE, 3<sup>rd</sup> Floor, Vidut Bhavan, Elect Dept, Govt of Goa, Panaji.
4. Directorate of Information Techology, IT Hub, Althinho, Panaji, Goa
5. Director of Industries, Trade & Commerce, office of the Directorate of Industries, Trade & Commerce, Govt of Goa, Udyog Bhavan, 1<sup>st</sup> Floor, Panaji Goa – 403 001 – wrt to his letter no. DITC/DEV-II/EODB/2017-18/VOL-III.461 dt. 11/07/2018 regarding representation by Shri. Damodar V. Prabhu
6. Executive Engineer(Commercial), Office of CEE, Panaji .. along with the copy of the above letter received from the DITC to keep a strict vigil on the Divisions from time to time so that such issues are not repeated and guideline followed.
7. Executive Engineer(Commercial)/ Executive Engineer(Planning)/ Executive Engineer (EHV)/ Executive Engineer (IPM)/ Executive Engineer(Training & RTI)/ Executive Engineer(Energy Monitoring)/ Executive Engineer (Vigilance)/ Executive Engineer (CVC)/ Executive Engineer (CSC)/ Executive Engineer(QC&S)/ Commercial/ Planning/ IPM/CVC/CSC, Office of CEE, Panaji
8. Master file

SELF AFFIDAVIT ON 50/- STAMP PAPER

I, \_\_\_\_\_ major, married/unmarried, Indian National, residing at \_\_\_\_\_, do hereby on solemn affirmation state as under:-

- 1) I say that I have applied for change of name of the electricity consumer No. bearing \_\_\_\_\_ and installation bearing No. \_\_\_\_\_ presently in the name of \_\_\_\_\_ since deceased. I say that I am the sole owner of the above mentioned Flat/House.
- 2) I shall not hold the Electricity Department or its official responsible, if any litigation arises due to the said change of name.
- 3) In case of any dispute or litigation which arises due to the said changes in name, I fully authorize the Electricity Department to summarily disconnect the connection.
- 4) I further state we indemnify the Assistant Engineer, Electricity Department against any loss/claim/cost charge of expenses which are incurred by or trade against them in respect of the change of name of the said electrical connection by any other person whosoever hereinafter making claim in respect of the said Electrical Connection.

DEPONENT