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Format for transfer of connection / mutation of name

To,

Dated:

The Executive Engineer

A Connection No. _____ for contracted load of _____ exists in name of _____ at _____ (address).

It is requested that above referred connection may please be transferred in name of _____ at same address due to following reasons:

Following documents for transfer of above connection is enclosed herewith.

1. Receipt of deposition of processing fee.
2. Registered deed / succession certificate / _____.
3. Fresh application form duly filled in
4. No objection from the existing consumer if available / possible.

Thanking you.

Name, Signature, Address, Phone No of the Applicant

Acknowledgement

Application of Sh. / Smt. _____ is, complete in all respect / has following shortcomings, for transfer of connection / mutation of name against connection No. _____ in name of _____ is hereby received on _____.

In this connection, the applicant is given a reference No. _____ to be used in all future correspondence.

Signature of Representative of the Licensee

CHAPTER 2

PROCESSING FEE

S. No	Description	Processing Fee Per connection (Rs.)
1	Load up to 1 kW for BPL category Consumers only	10
2	Load up to 1 kW for other than BPL Consumers only	50
3	Load above 1 kW and less than 25 kW	100
4	Load 25 kW or more up to 50 kW / 56 kVA	1000
5	Load above 56 kVA up to 500 kVA	5000
6	Load above 500 kVA up to 3000 kVA	10000
7	Load above 3000 kVA up to 10000 kVA	15000
8	Load above 10000 kVA	25000

NOTE:

1. The processing fee shall be non-refundable and non-adjustable.
2. The processing fee under S.No.1 shall be applicable only on those consumers who have BPL Card.
3. This fee shall be applicable for new connection, tatkal temporary connection, temporary connection, reduction and enhancement of load (depending on the final load), mutation of names and shifting of connection.
4. This shall be applicable for all the categories of prospective / existing consumer.



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