Flow Chart Box\_4

Start Application

Read Instruction (refer annexure 2)

Filling the Application

(refer annexure 6)

No

If applicant is CEB

No

If applicant is a company

If applicant is a Local Authority

Once all parts of the application are finished by the applicant, show the preview of the filled application to the applicant and ask to view and confirm it. And once it is confirmed, send an email notification to Director Licensing and other responsible officer in LIC division

Yes

No

Yes

Yes

Load

Schedule A/PART I /Section D

And

Part 11

(refer Annexure 17 for more information)

Load

Schedule A/PART I /Section B

And

Part 11

(refer Annexure 15 for more information)

Load

Schedule A/PART I /Section C

And

Part 11

(refer Annexure 16 for more information)

Load

Schedule A/PART I /Section A

And

Part II

(refer Annexure 14 for more information)

PUC officer needs to view the application along with attachments through the system and system itself should provide facility to comment for each answers of the filled application if there is any issue. Once all comments are given related to the whole application by the PUC officer, those comments shall be sent to the applicant by an email with a copy to Director Licensing

Review by the PUCSL officer

If the application is in line with the regulation

No

Insert necessary comments and send a mail to applicant to refill it

If provided answers and documents for application is accepted, then write data in to Master Database.

Yes

Accept by the PUC officer and send mail to applicant