

## **Guidelines to prepare a Mahazar**

A detailed site mahazar shall be prepared in the event of detection of unauthorized use under Section 126 or theft of electricity under Section 135 of Electricity Act 2003. The mahazar should be prepared by the Assessing Officer under S-126 and Authorised officer under S-135 as notified by GoK. Copy of the site mahazar shall be served to the consumer with due acknowledgment.

**Details to be included in the site mahazar are mentioned below :-**

1.
  - a) Date and Time of inspection
  - b) Consumer No, Name of Electrical Section.
  - c) Name and designation of the authority recording the site mahazar
  - d) Name and address of witness present at the time of inspection
2. Description of premises, nature of service connection (1 ph/3ph/HT etc), purpose, nature of premises, geographical location, other salient features- whether the premises is secured with compound wall etc).
3. Description of Meter (location, particulars of meter & associated equipments, meter reading at the time of inspection, condition of meter seals, whether the meter is reading true consumption or not).
4. Description regarding the tests conducted on the meter/metering equipments to ascertain its accuracy.
5.
  - a) Describe details of irregularity (modus operandi adopted, purpose, details of the premises wherein the supply is extended etc)
  - b) Details of load actually connected at the time of inspection.
  - c) Clear description of corroborative evidences (physical and circumstantial)
6. Description of materials and records seized (the evidences shall be sealed and seized and record the details in site mahazar)
  - a) Energy meter, Magnets, Remote Control Units, means for by passing etc.
  - b) Production Data.
  - c) Attendance Register/Muster Roll/Shift Duty schedule.
7. Conclusion
8. Witnesses: Two witnesses other than the consumer.