

Management of construction and installations deliverable services**Service heading Electricity branch delivery****Management Name: Hamed Khoshalhan****Addressee type: conductors- stand holders****The form of designing the service processes for respecting the customer in accordance with paragraph A of third article of promoting the safe administrative system and in opposition to corruption**

processes	Activity Description	Timing for doing the activity	Names of the Unit and the person in charge	The location of residency and Tel. No.	Required records
1	Written request of conductor for hall delivery to management of construction and Installation	10 days before fair inauguration by conductor	Office of electricity and mechanic- Seid Mohammad Mohammadi	21914193 21912722	Having the form of halls delivery and evolution Bm-fr-311-02
2	Halls maps and fair yard delivery by the conductor	10 days before fair inauguration by conductor	Office of electricity and mechanic- Reza Saber Sheikh	21912722	Maps are prepared and delivered by conductor
3	Introducing the hall complete electrician in charge by the conductor	One week prior to fair inauguration by conductor	Office of electricity and mechanic Reza Saber Sheikh	21912722 21912688	Required technical and engineering expertise of the introduced person in charge
4	enquiry of electricity branch authorization of exhibition stand holders from exhibition	One week prior to exhibition	Office of electricity and mechanic Reza Saber Sheikh and Ali Tavakoli	21912722 21912688	Request form of electricity branching Bm-fr-191-01
5	Providing required materials prior to calling the leader of weak pressure electricity power	Four days before exhibition	The office of electricity and mechanic installations/ leader of weak power pressure (contractor)	21912793 21912792	Request form of power branching Bm-fr-91-01
6	Investigating the total costs and losses and in cases of ambiguity questioning the	~	The office of electricity and mechanic installations/ Ali Tavakoli/ Mohammadi	21912722 21912688	Request form of power branching Bm-fr-70-01

	office of electricity and mechanic installations				
7	Attaining the main power branching before covering the hall	~	The office of electricity and mechanic installations/ Ali Tavakoli/ Mohammad	21912722 21912688	
8	Filling up the form for demining the cost and sending to respectful management of finance	~	The office of electricity and mechanic installations/Reza Saber Sheikh	21912722	Based on tariff- filling up the form of Bm-fa-516-01
9	Picking all the equipments and cleaning the space with cooperation with sunder the surveillance of weak power pressure	Two days after fair ending ceremony	The office of electricity and mechanic installations	21912792 21812793	
10	Determination of incurred losses to halls	Two days after fair termination	The office of electricity and mechanic installations/ Mohammadi	21912722	In the case of inspecting any looses based on the determined form with conductor