

**ANNEXURE-A  
PROCEDURE FOR SETTING UP SOLAR ROOFTOP PV PROJECT (SRTPV)**

Sr. No.	Activity	Sub Activity	Duration (in days)
1	Registration at GEDA	GEDA shall issue Registration Certificate.	5 days from receipt of duly completed application
2	Approval from Chief Electrical Inspector	CEI approve Single Line Diagram, Earthing Diagram and Wiring Diagram	10 days from receipt of duly completed application

3	Application to Discom	<p>Applicant shall submit application form in prescribed format and submit following compliance &amp; documents to DISCOM</p> <ul style="list-style-type: none"> <li>• Capacity of Solar Rooftop to be installed (Maximum shall be 50% of the Consumer's sanctioned load)</li> <li>• Copy of registration at GEDA</li> <li>• Documents related to legal possession of roof-top /NOC of co-owners, in case of joint ownership.</li> <li>• Approval of Chief Electrical Inspector (CEI) for Single Line Diagram, Earthing Diagram and Wiring Diagram</li> </ul>	
4	Technical Report (TFR) Feasibility	On Registration with Discom, letter to concerned Circle/Division for TFR and informing applicant regarding specifications of CTPT, meter.	5 days from receipt of duly completed application

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Sr. No.	Activity	Sub Activity	Duration (in days)
5	TFR from field	<p>TFR to include following:</p> <ol style="list-style-type: none"> <li>Name of Consumer.</li> <li>Load details of the building where roof-top is to be installed as per as under: Name of Division, Sub-Division, Consumer Name, Consumer No., Address, Tariff, Contract Demand/Load Connected Load</li> <li>Name of 11 KV feeder, Transformer capacity, Solar Rooftop capacity already connected as well as approved/sanctioned on this transformer including this proposed Solar Rooftop capacity whether total Rooftop solar capacity is within the rated capacity of transformer.</li> <li>Maximum demand recorded during last one year.</li> <li>No dues certificate.</li> <li>No legal disputes pending certificate.</li> <li>Detailed estimate to be recovered from applicant for strengthening of DISCOM's system for the work to be carried out for providing connectivity &amp; evacuation facility of surplus power to be injected by the applicant.</li> </ol> <p><b>Note:-</b> solar installation to be restricted up to T/C capacity, if required it is to be strengthened at the cost of solar rooftop generator.</p>	10 days from the letter of Head Office
6	Post TFR	<p>On receipt of TFR from field, Head Office shall issue letter to applicant regarding</p> <p>In-principle consent for connectivity, payment of Connectivity Charges and execution of Connectivity Agreement within 15 days.</p> <p>OR</p> <p>Issuing estimate to applicant for system strengthening (if required) to be paid within 30 days, payment of Connectivity Charges and execution of Connectivity Agreement.</p>	5 days from receipt of TFR from field office
7	Signing of Connectivity Agreement and issuance of letter to applicant for completion of project work	<p>Case-1 (No system Strengthening required)</p> <p>On payment of Connectivity Charges and execution of Connectivity Agreement within 15 days of consent. Letter to applicant to complete the project work within 6 months</p>	5 days from execution of agreement

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Sr. No.	Activity	Sub Activity	Duration (in days)
		Case-2 (If system Strengthening required)  On payment of Connectivity Charges and execution of Connectivity Agreement within 30 days along with payment of estimate. Letter to applicant to complete the project work within 6 months.	5 days from execution of agreement
8	System Strengthening by Discom	Discom to complete the work of system strengthening on payment of estimate.	45 days in parallel to project installation
9	Notice to applicant for commissioning	Issuance of two month notice to applicant for commissioning of the project on expiry of 6 months project completion period.	Within 5 days on expiry of 6 months
10	In case of non-completion of work by applicant	If no intimation received from applicant on expiry of 2 months notice period, application shall be cancelled informing the applicant within 30 days forfeiting all charges paid for Solar Rooftop Project.  Intimation to applicant to submit following documents within 5 days: (If not submitted along with intimation of commissioning by applicant)	Within 5 days on expiry of 2 months
11	On Completion of work by applicant	<ol style="list-style-type: none"> <li>1. Ownership of Solar PV system</li> <li>2. Installation charging approval of Chief Electrical Inspector (CEI)</li> <li>3. Meter/CTPT testing certificate from High-tech lab and ERDA.</li> <li>4. All equipment should comply with IEC Standards. Applicant to submit relevant IEC certificate/test reports for all equipments i.e. for modules / SPV/ inverters/ cables/ junction box /Transformer/RMU/ CTPT /meter etc.</li> <li>5. Installation of proper protection system (inverter shall have anti-islanding feature) along-with second line of protection such as no-volt relay, applicant has to pay connectivity charges &amp; execute connectivity agreement with DISCOM</li> </ol> <p><b>Note:</b> If applicant is not submitting above documents within 5 days, application shall be cancelled forfeiting all charges paid for Solar Rooftop Project.</p>	5 days from receipt of completion letter from applicant

Sr. No.	Activity	Sub Activity	Duration (in days)
12	Intimation to field office	On receipt of documents from the applicant, intimation to field office/sub-division for installation of meter (Solar meter – to record total generation & bidirectional/ABT meter for net metering).	5 days from receipt of documents from the applicant
13	Report from field/sub-division	Installation of meter (Solar meter – to record total generation & bidirectional/ABT meter for net metering) and intimate to applicant and report to HO	7 days from receipt of letter from HO
14	Intimation to GEDA	Discom shall intimate to GEDA for issuing commissioning certificate	5 days from receipt of letter from Discom
15	Issuance of Commissioning Certificate from GEDA	GEDA shall visit the site in consultation with Discom and applicant and issue Commissioning Certificate	5 days from the receipt of intimation from applicant

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