

# Electricity Supply Instruction Manual



*(updated till 30.06.2018)*  
*Punjab State Power Corporation Limited,*  
*Head Office, Patiala.*

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**PRELIMINARY**

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<b>ABBREVIATIONS</b>	
Act	Electricity Act, 2003
A&A form	Application and Agreement Form
AAE	Additional Assistant Engineer
AE	Assistant Engineer
AEE	Assistant Executive Engineer
AO	Accounts Officer
AP	Agriculture Pumping Supply
ARA	Assistant Revenue Accountant
ASE	Additional Superintending Engineer
BIFR	Board for Industrial and Financial Reconstruction
BS	Bulk Supply
CA	Chief Auditor
CAO	Chief Accounts Officer
CD	Contract Demand
CE	Chief Engineer
CEI	Chief Electrical Inspector
CH/PWD	Charitable Hospitals for persons with disability
CL	Connected Load
CP/WMP	Compost Plants/ Waste Management plants of Municipalities/ Local Bodies
CT	Current Transformer
DG	Diesel Generator
DS	Domestic Supply
DSC	Dispute Settlement Committee
Dy.CE	Deputy Chief Engineer
EHT	Extra High Tension (66,132 and 220 KV)
IERules	The Indian Electricity Rules, 1956/2005
Er-in-C	Engineer-in-Chief
FCI	Food Corporation of India
GM	General Manager
HP	Horse Power
HT	High Tension (11 - 33 KV)
JE	Junior Engineer
kV	Kilovolt
kVA	Kilovolt Ampere
kVAh	Kilovolt Ampere Hour
kW	Kilowatt
kWh	Kilowatt Hour (Unit of electricity)
LD	Local Distribution
LS	Large Supply
LT	Low Tension ( 400 volt / single phase 230 volts)
ME	Metering Equipment
MCB	Meter Cup Board
MCO	Meter Change Order
MDI	Maximum Demand Indicator
ME Lab	Metering Equipment Laboratory
MMC	Monthly Minimum Charges
MMTS	Mobile Meter Testing Squad
MS	Medium Supply
MSR	Meter Sealing Register
MTC	Meter Terminal Cover
MW	Mega Watt.

NOC	No Objection Certificate
NRI	Non Resident Indian
NRS	Non Residential Supply
PDCO	Permanent Disconnection Order.
PP&R	Power Purchase & Regulations
PPCB	Punjab Pollution Control Board
PSPCL	Punjab State Power Corporation Limited
PSTCL	Punjab State Transmission Corporation Limited
PSIEC	Punjab State Industrial and Export Corporation.
PSTC	Punjab State Tube well Corporation
PSERC	Punjab State Electricity Regulatory Commission
PT	Potential Transformer.
PUDA	Punjab Urban Development Authority
RA	Revenue Accountant
RT	Railway Traction
SCO	Service Connection Order
SE	Superintending Engineer
SL	Street Light
SOP	Sale of Power
SP	Small Power Industrial
SPS	Single Point Supply
SUP	Start Up Power
Reg.	Regulations
Sr. Xen	Senior Executive Engineer
TDCO	Temporary Disconnection Order
TG	Turbo Generator
TR	Test Report
UDC	Upper Division Clerk
UUE	Unauthorized Use of Electricity
XEN	Executive Engineer

# ELECTRICITY SUPPLY INSTRUCTION MANUAL

## PRELIMINARY

### 1. SHORT TITLE

These instructions shall be called "Electricity Supply Instructions Manual" for regulating Electricity Supply in the State of Punjab in accordance with the provisions of Punjab State Electricity Regulatory Commission (Electricity Supply Code & Related Matters) Regulations, 2014 read with Electricity Act-2003 and subsequent amendments there to if any. **In the event of inconsistency in the Instructions contained in "ELECTRICITY SUPPLY INSTRUCTION MANUAL", the provisions of PSERC (Electricity Supply Code & Related Matters) Regulations, 2014 (as amended from time to time) and Electricity Act-2003 will prevail in that order.**

### 2. DEFINITIONS:

In these Instructions, unless context otherwise requires, words, expressions and phrases shall have the meanings respectively assigned to them in The Electricity Act, 2003, Indian Electricity Rules, 1956 & 2005 or Regulations notified by CEA under Section 53 & 55 of the Act and Supply Code-2014 notified by the Commission.

In these Regulations, unless the context otherwise requires:-

- a. **"Act"** means the Electricity Act, 2003 as amended from time to time;
- b. **"Agreement"** means an agreement executed by the applicant/ consumer with the Distribution Licensee (PSPCL) at the time of obtaining a new connection, increase or reduction of load/demand;
- c. **"Applicant"** means an owner or occupier of any premises who makes an application for supply of electricity, increase or reduction in sanctioned load/contract demand, change in title, shifting of meter/connection /line/ distribution transformer etc., disconnection or restoration of supply or termination of agreement, as the case may be, in accordance with the provisions of the Act and the Rules & Regulations made there under;
- d. **"A & A form"** means the Application & Agreement form prescribed by the distribution licensee under Regulation 5 of the Supply Code;
- e. **"Appropriate Government"** means:
  - a) the Central Government –
    - i. in respect of a generating company wholly or partly owned by it;
    - ii. in relation to any inter-State generation, transmission, trading or supply of electricity and with respect to any mines, oil-fields, railways, national highways, airports, telegraphs, broadcasting stations and any works of defence, dockyard, nuclear power installations;
    - iii. in respect of National Load Despatch Centre and Regional Load Despatch Centre;
    - iv. in relation to any works or electric installation belonging to it or under its control ;
  - b) in any other case, the State Government, having jurisdiction under the Act;
- f. **"Area of Supply"** means the area within which a Distribution Licensee (PSPCL) is authorised by its licence to supply electricity;
- g. **"Assessing Officer"** means an Officer of the State Govt. or licensee designated as such by the State Government under Section 126 of the Act;

- h. **“Authorized Officer”** means an Officer of the licensee or supplier, as the case may be, authorized by the State Government or the Commission under Section 135 or 152 of the Act;
- i. **“Billing Cycle or Billing period”** means the period for which electricity bills are issued by the Distribution Licensee (PSPCL) to different categories of consumers;
- j. **“Circuit Breaker”** means a device, capable of making and breaking the circuit under all conditions, and unless otherwise specified, so designed as to break the current automatically under abnormal conditions;
- k. **“Commission”** means the Punjab State Electricity Regulatory Commission;
- l. **“Conductor”** means any wire, cable, bar, tube, rail or plate used for conducting electrical energy and so arranged as to be electrically connected to a system;
- m. **“Connected load”** means the sum of the manufacturer’s rated capacities of all the energy consuming devices in a consumer’s premises connected with Distribution Licensee’s (PSPCL’s) service line and determined as per procedure laid down in these Regulations. This shall not include the standby or spare energy consuming apparatus installed through a changeover-switch;
- n. **“Connection”** means provision for supply of electricity to an applicant;
- o. **“Consumer”** means any person who is supplied with electricity for his own use by a Distribution Licensee (PSPCL) or the Government or by any other person engaged in the business of supplying electricity to the public under the Act or any other law for the time being in force and includes any person whose premises are for the time being connected for the purpose of receiving electricity with the works of a licensee, the Government or such other person, as the case may be;
- p. **“Consumption”** means utilization of electricity in kilowatt-hours (units) or kilo volt ampere hours;
- q. **“Contract Demand”** means the maximum demand in kVA sanctioned to the consumer and computed in the manner as approved by the Commission;
- r. **“Default”** means non-compliance or violation of Supply Code and/or agreement entered between the consumer and Distribution Licensee (PSPCL);
- s. **“Demand Charge”** shall mean the amount chargeable per month in respect of PSPCL’s readiness to serve the consumer irrespective whether the consumer consumes any energy or not, and is based upon either connected load or the maximum demand or contract demand as the case may be and as prescribed in the relevant Schedules of Tariff.
- t. **“Distribution Licensee”** means a licensee authorized to operate and maintain a distribution system for supplying electricity to consumers in its area of supply;
- u. **“Distribution main”** means the portion of any main with which a service line is, or is intended to be, immediately connected;
- v. **“Distribution System”** means the system of wires and associated facilities between the delivery points on the transmission lines or the generating station connection and the point of connection to the installation of the consumers. It shall also include electric line, substation and electrical plant that are primarily maintained for the purpose of distributing electricity in the area of supply of such distribution licensee notwithstanding that such line, sub-station or electrical plant are high pressure cables or overhead lines or associated with such high pressure cables or overhead lines; or used incidentally for the purposes of transmitting electricity for others;
- w. **“Earthing system”** means an electrical system in which all the conductors and appliances are earthed;
- x. **“EDM”** means Energy Data Management system.



- y. **“Electrical Contractor”** means a person who has been granted a license by the State Government under Rule 45 of the Indian Electricity Rules, 1956 or the Regulations as notified by Central Electricity Authority under Section 53 of the Act, to carry out electrical installation work in a premises;
- z. **“Electric line”** means any line which is used for carrying electricity for any purpose and includes-
- i. any support for any such line, that is to say, any structure, tower, pole or other thing in, on, by or from which any such line is or may be, supported, carried or suspended; and
  - ii. any apparatus connected to any such line for the purpose of carrying electricity;
- za. **“Employer”** means a person having control over the employment of persons and the payment of their wages;
- zb. **“Energy charges”** means the charges for quantity of electricity actually supplied to the consumer in terms of kWh/kVAh in any billing period as approved by the Commission in the Tariff Order for the relevant year ;
- zc. **“Engineer”** means Engineer-in-Chief (EIC), Chief Engineer (CE), Dy. Chief Engineer (DCE), Superintendent Engineer (SE), Addl. Superintending Engineer (ASE), Sr.Executive Engineer (Sr.XEN) Executive Engineer (XEN), Asstt. Executive Engineer (AEE), Asstt. Engineer (AE), Addl. Asstt. Engineer (AAE), Junior Engineer (JE), Addl.JE(AJE) or other Engineers of the equivalent rank;
- zd. **“Essential Services”** means the services which affect the general public at large and shall interalia include Hospitals, Railway Stations/Installations, Railway Traction, Defence & Military Installations, Radio / TV/ News Service Installations, Water Supply & Sewerage Installations, Postal & Telegraph / Telecom Installations/Telephone Exchanges/Installations;
- ze. **“Extra High Tension (EHT) Consumer”** means a consumer who is supplied electricity at a voltage exceeding 33000 volts;
- zf. **“Feeder”** means a LT, HT or EHT distributor, emanating from a sub-station, to which distribution sub-stations or LT or HT or EHT consumers are connected and may be categorised as under:-
- Category 1 Feeder** means urban/Industrial feeder feeding mixed load of domestic, commercial, industrial consumers;
  - Category 2 Feeder** means all mixed industrial feeders having sanctioned industrial load of 90% or more and include separate/independent feeders of consumers not declared as continuous process/ essential industries;
  - Category 3 Feeder** means independent feeders catering to Arc/Induction Furnace consumers;
  - Category 4 Feeder** means independent feeder feeding Continuous Process/ Essential Industries;
  - Category 5 Feeder** means three phase three wire feeder erected to give urban pattern supply to villages;
- Rural Feeder** means feeder catering to pure AP load or to rural mixed load on Urban Pattern Supply (category V);
- zg. **“Fixed Charges”** for a billing period means the charges payable by the consumer on the basis of his sanctioned load/contract demand as approved by the Commission in the Tariff Order for the relevant year ;

- zh. **“Forum”** means the Forum constituted by the distribution licensee for redressal of grievances of the consumers under sub-section (5) of Section 42 of the Act read with Regulation 2 of the PSERC (Forum & Ombudsman) Regulations, 2016;
- zi. **“Franchisee”** means a person authorised by a distribution licensee to distribute electricity on its behalf in a particular area within his area of supply;
- zj. **“General Conditions of Tariff”** and **“Schedules of Tariff”** means the General Conditions of Tariff and Schedules of Tariff as approved by the Commission for the relevant year;
- zk. **“GIS”** means Geographical Information System
- zl. **“Harmonic”** means a component of a periodic wave having a frequency that is an integral multiple of the fundamental power system frequency of 50 Hz;
- zm. **“Housing Society”** means a Co-operative Group Housing Society registered with the Registrar Co-operative Societies Punjab;
- zn. **“High Tension (HT) consumer”** means a consumer who is supplied electricity at a voltage higher than 650 volts but not exceeding 33000 volts;
- zo. **“Independent feeder”** means 11 kV feeder erected at the cost of a consumer or a group of similar type of consumers to supply electricity only to that consumer or group of consumers;
- zp. **“Industrial supply”** means supply of electricity for Industrial and pumping purposes (excluding Agricultural Pump sets) ;
- zq. **“Installation”** means any composite electrical unit used for the purpose of generating, transforming, transmitting, converting, distributing or utilizing electricity;
- zr. **“Low Tension (LT) consumer”** means a consumer who is supplied electricity at a voltage not exceeding 650 volts;
- zs. **“Main”** means any electric supply-line through which electricity is, or is intended to be, supplied;
- zt. **“MBC”** means Metering, Billing & Collection.
- zu. **“MDAS”** means Meter Data Acquisition System.
- zv. **“Meter”** means a device suitable for measuring, indicating and recording consumption of electricity or any other quantity related with electrical system and shall include, wherever applicable, other equipments such as Current Transformer, Voltage Transformer with necessary wiring & accessories or Capacitor Voltage Transformer necessary for such purpose;
- zw. **“Monthly Average Power Factor”** means the ratio of watt hours to the volt ampere hours drawn during a billing month;
- zx. **“Month”** shall mean a calendar month or billing month as the case may be.
- zy. **“Notified Office”** means an office notified by the distribution licensee to provide different services to the consumers related to supply of electricity;
- zz. **“Occupier”** means the owner or person in lawful occupation of the premises where energy is used or proposed to be used;
- zza. **“Ombudsman”** means an authority appointed or designated by the Commission under sub-section (6) of Section 42 of the Act read with Regulation 3 of the PSERC (Forum and Ombudsman) Regulations 2016;
- zzb. **“Person”** means any person/persons or occupier or possessor of a premises or place who may or may not be a consumer and shall include any company or body corporate or association or body of individuals, whether incorporated or not, or an artificial juridical person;
- zzc. **“Power Factor”** means the cosine of the electrical angle between the voltage & current vectors in an AC electrical circuit.

- zzd. **“Premises”** includes any land, building or structure.
- zze. **“PSPCL”** means Punjab State Power Corporation Limited notified by the Govt. of Punjab under Electricity Act-2003.
- zzf. **“Requisition form”** means the form prescribed by the distribution licensee for obtaining feasibility clearance.
- zzg. **“Service Line”** means any electric supply line through which electricity is, or is intended to be, supplied –
- i. to a single consumer either from a distributing main or immediately from the distribution licensee’s premises; or
  - ii. from a distributing main to a group of consumers on the same premises or on contiguous premises supplied from the same point of the distributing main;
- zzh. **“Service Connection Charges”** means per kW/kVA/BHP charges and variable charges, wherever applicable, as per Standard Cost Data approved by the Commission;
- zzi. **“State”** means the State of Punjab;
- zzj. **“State Government”** means the Government of Punjab;
- zzk. **“Supply”**, in relation to electricity, means the sale of electricity to a licensee or consumer;
- zzl. **“Supply Code”** means the Punjab State Electricity Regulatory Commission (Electricity Supply Code and Related Matters) Regulations, 2014;
- zzm. **“Temporary Connection”** means an electricity connection required by a person for meeting with his temporary needs such as-
- i. for construction of residential, commercial and industrial complexes including pumps for dewatering;
  - ii. for illumination during festivals/family functions;
  - iii. for threshers or other such machinery excluding AP pump sets;
  - iv. for touring cinemas / theatres / circuses / fairs / exhibitions / melas /congregations;
- zzn. **“Theft of Electricity”** has the meaning assigned to it under Section 135 of the Act;
- zzo. **“Transmission lines”** means all high pressure cables and overhead lines (not being an essential part of the distribution system of a licensee) transmitting electricity from a generating station to another generating station or a sub-station, together with any step-up and step-down transformers, switch-gear and other works necessary to and used for the control of such cables or overhead lines, and such buildings or part thereof as may be required to accommodate such transformers, switch-gear and other works
- zzp. **“Unauthorized use of Electricity”** has the meaning assigned to it under Section 126 of the Act;
- zzq. Words and expressions used herein and not specifically defined shall have the meanings assigned to them in the Act.

**(SECTION-II)**  
**RELEASE OF ELECTRIC CONNECTIONS**

**3. APPLICATION FOR SUPPLY OF ELECTRICITY**

The applicants requiring new electricity connections or additional supply shall be governed as per Regulation 5 and 6 of the Supply Code-2014 for registration of applications under various categories of tariff.

**3.1 Registration of application for loads upto 100 kW/kVA:**

All categories of applications for new connections or additional supply of electricity by (LT Supply) applicants / consumers (except domestic supply upto 20 kW and AP supply) shall be made alongwith deposit of processing fee, security (consumption) and security (meter) on composite Application & Agreement (A&A) form **(PCL-LT/Annexure-1)** available free of cost from the concerned sub division/sub office or can be downloaded from the web-site ([www.pspcl.in](http://www.pspcl.in)). In case of DS category of loads upto 20 kW, the application shall be made in A&A form PCL-LT **(DS upto 20kW) / Annexure-1A)** and for AP supply in A&A form **PCL-LT(AP)/ Annexure-1 B**. PSPCL shall entertain such prospective consumers only who are ready to take permanent connection and not those who have started construction of their premises. For Loads up to 7kW Single Phase connections and for loads above 7kW, three phase connections shall be released.

**3.2 Online registration of applications.**

**3.2.1 Online submission of the application for new connections/ extension for loads upto 100 kW**

Online Single Window System (SWS) available for load/contract demand of more than 500 KVA was extended for submission of application and release of connections for loads more than 100 kW and upto 500 kW. After implementation of R-APDRP Part-A Scheme in 47 towns of Punjab and implementation of SAP, provision for acceptance of applications online for loads upto 100 kW has also been made available through PSPCL website as per the following procedure & links:

**A) NEW CONSUMERS:**

- i. Consumer Services → Single Window System for 47 towns → PSPCL Web Self Services → Registration of new connection

**OR**

- ii. Pay your bill → Consumer Services → My account → PSPCL Web Self Services → Registration of new connection

<https://wss.pspcl.in:56301/webdynpro/dispatcher/pspcl.com/WssHomePage/WssApplications>

**B) EXTENSION OF LOAD FOR EXISTING CONSUMERS**

- i. Consumer Services → Single Window System for 47 towns → PSPCL Web Self Services → Raise request → Order type (load extension)

**OR**

- ii. Pay your bill → Consumer Services → My account → PSPCL Web Self Services → Raise request → Order type (load extension)

[\[https://wss.pspcl.in:56301/webdynpro/dispatcher/pspcl.com/WssHomePage/WssApplications\]](https://wss.pspcl.in:56301/webdynpro/dispatcher/pspcl.com/WssHomePage/WssApplications)

User manual for new connection application is available on PSPCL website. The snapshots indicating the online procedure is enclosed with CC No. 37/2016

dt. 19/8/16. The facility of online submission of applications upto 100 kW can be utilized by the applicants and field officers should make the consumers aware about these facilities.

**3.2.2 For loads exceeding 100 kW/kVA upto 500 kW/kVA:** The application for new connection / additional load/demand above 100 kW/100 kVA and upto 500 kW / kVA shall be registered in the A&A forms (**PCL-HT/EHT/ Annexure-2**) alongwith the requisite documents and processing fee, security (consumption) & security (meter) online through single window system (SWS). Also for permission/ approval for CPP/TG Sets, application shall be registered online through SWS. After processing by the Nodal Officer in the commercial office, the same shall be forwarded to concerned Sr.Xen/ ASE/ Tech. who shall work as Nodal Officer so as to monitor the system more effectively. He would coordinate with the applicant for submitting / uploading documents, payment of fee etc. required to complete the application. The applicant shall fill A&A form generated electronically so as to expedite the process and shall also submit a hard copy of the same duly signed in the concerned S/Divn. within 7 days of registration of application through registered post/personally. **A&A form as well as processing fee, security (consumption) & security (meter) will not be accepted manually.** The whole process including online payment of processing fee/security (consumption) & security (meter) will be governed as per Reg-6.2 of Supply Code-2014 for online registration of applications.

**3.2.3 Single window system for loads exceeding 500 kW/kVA**

- a. The applicant will register for feasibility clearance through online requisition form (**Annexure-5**) complete in all respects alongwith requisite documents and payment of Earnest Money Deposit (EMD) @ 5% of Security (consumption) as per Reg- 6.3 of Supply Code-2014. The Payment shall be accepted online through different modes as available.
- b. After verification of requisition form and documents of the applicant, the Nodal Officer will accept requisition form online. Thereafter, the case file will be processed online through an automated process as per the schedule given below:-

Sr. No.	Officers	Time allowed (in working days)
1.	Reconciliation of payment by Accounts Officer	1 day
2.	Nodal Officer (Verification of documents)	7 days
3.	DY.CE/ SE/DS concerned(Submission of proposals)	15 days
4.	EIC/CE/DS concerned (vetting of proposal along with his recommendation)	3 days
5.	EIC/CE/Planning(where applicable)	3 days
6.	Agenda by Nodal Officer	5 days
7.	FCC Meeting	2 meetings each month
8.	Time for Nodal Officer to prepare minutes	2 days
9.	Clearance of Minutes by CMD Office	2 days
10.	Issue of FCC letters	5 days

- c. The file will be marked online to concerned SE/Dy.CE (DS) by Nodal Officer for submitting the requisite proposal online complete in all respects alongwith requisite documents with his recommendations.

- d. Feasibility clearance for all categories of consumers including power intensive industries such as Arc/Induction furnace, billet heaters/surface hardening machines and chloro alkalis units having demand exceeding 500 kVA and upto 1MVA shall be issued by SE/Dy.CE (DS) concerned at his own level. If the load of a new connection or after extension exceeds 1 MVA, the feasibility clearance upto 2MVA shall be issued by SE/Dy.CE (DS) after obtaining concurrence of EIC/CE/Planning with regard to adequacy of transmission system / feeding sub-station. While granting feasibility clearance intimation to EIC/CE/Commercial and Planning shall be sent by SE/ Dy.CE (DS) alongwith complete proposal and copy of feasibility clearance.
- e. If the total contract demand after taking into consideration the increase in demand exceeds 2 MVA, the case shall be referred by SE/Dy.CE (DS) to EIC/CE/Commercial with a copy to EIC/CE/Planning. Copy of the proposal shall also be sent to EIC/CE/TS where load is to be fed at 33/66/132/220 kV.
- f. The feasibility clearance for 33/66 KV connections shall be given from the nearest 33/66/132/220 KV Sub-Station wherever technically feasible.
- g. In between tapping of existing transmission line emanating from mother station (132 / 220 KV) is permissible for new connection/extension in load subject to following conditions.
  - i. The facility of solid tapping will be available only if the length of line from the T- off point to the consumer premises is upto 2 kilometres. The number of consumers on any 33/66 KV line shall not exceed 5 irrespective of size of conductor so as to ensure proper energy audit, control of theft of electricity and fault clearance.
  - ii. The consumer shall submit an undertaking that he / she / they shall have no claim for failure of supply irrespective of duration of failure as the solid tapping shall result into longer time period for identification / segregation of fault.
  - iii. For all prospective consumers not covered in (i) above and where supply is to be given at 33 kV and above, the principle of (LILO) shall be made applicable i.e. loop in-loop out arrangement shall be made at consumer's substation for which the expenditure will be borne by the consumer.
- h. The concerned CE/EIC (DS) will finally review the proposal submitted by SE/Dy.CE (DS). After satisfying himself CE/EIC (DS) will submit the same to EIC/CE/Commercial with his recommendations.
- i. The CE/EIC (Commercial) will decide the Date of Feasibility Clearance Committee (FCC) Meeting and generate agenda for circulation to the members of the FCC through online process.
- j. CE/EIC(Commercial) will communicate the decision of FCC with regard to approval/disapproval/deferment of cases listed in the agenda.
- k. The system will enable all Stakeholders viz. EIC/CE/Planning, EIC/CE (TS) and CE/EIC (TS), PSTCL to review proposal submitted by Dy.CE/SE(DS), comments from EIC/CE(DS),agenda note, minutes of Meeting of FCC, Feasibility Clearance Letter etc. However, the prospective consumer can only view the status of his application from time to time up to the release of his connection.
- l. PSPCL officials will also be able to login the system to update the Status of A&A form, Demand Notice and Release of connection in all the cases of industrial connections above 100 kW/kVA and regarding approval of CPP/TG sets.
- m. The system will also enable configuration to manage the Registration of officials, FCC Members etc.through online system.
- n. The system will also send automated SMS to the consumer, Nodal Officer/ PSPCL, EIC/CE/ Dy.CE/SE (DS), EIC/CE/ Commercial, EIC/CE/Planning, EIC/CE/TS and EIC/CE/TL (PSTCL).

**3.2.4 Grant of NOC and approval of electrical schemes to promoters/ developers of residential colonies /building complexes, shopping malls, commercial complexes:**

The applications for grant of NOC and approval of electrical schemes by the promoters / developers shall be submitted online by the applicants through single window system. Details of the online registration of applications are as under:-

- a) The applicant (colonizer/ developer) will be able to file his requisition form online at PSPCL [website.www.pspcl.in](http://www.pspcl.in) complete in all respects alongwith processing fee and requisite documents for issue of NOC / approval of electrical scheme of the Residential colony/ Building Complex/ Shopping Mall/ Commercial Complex.
- b) After verification of requisite form and documents of the applicant, Nodal Officer/ Commercial will accept Requisition Form submitted by the applicant online. Thereafter, the case will be processed through an automated process in a time bound manner.
- c) File will be marked automatically by Nodal Officer to SE/Dy.CE (DS) and he will be able to review the requisition form/ documents of the case and submit comments/ clearance online through his administrative login and password.
- d) Nodal officer/ Commercial will review the requisition form and comments/ clearance submitted by SE/Dy.CE (DS) and add his comments.
- e) Chief Engineer/ Commercial will be able to login and review the comments / clearance submitted by the SE/Dy.CE (DS) and comments of Nodal Officer/ Commercial and will be able to approve/ disapprove each case.
- f) Director/ Commercial will also be able to see the status of each case online.
- g) Chief Engineer/ Commercial will be able to generate NOC/ approval of electrical scheme from this online system.
- h) The system will enable all stakeholders including applicant to review requisition form, proposal submitted by DY.CE/ SE(DS), comments of Nodal Officer/ Commercial and NOC/ approval granted to applicant etc. However, the prospective applicant can only view the status of his application from time to time upto the issue of NOC/ approval of electrical scheme.
- i) The system will also enable configuration to manage the registration of officials, applicant etc.
- j) This system will send automated SMS/ email reminders to the applicant, Nodal Officer/ Commercial, SE/Dy.CE (DS) and Chief Engineer/EIC/ Commercial.
- k) In case an applicant wants to withdraw his online requisition, he can give his request for cancellation to Commercial office but his processing fees shall not be refunded in any case.

**3.2.5** The representative of the PSPCL (SE/Dy.CE) with Punjab Bureau of Investment Promotion (PBIP) is authorized as under:-

- 1) To issue NOC for the following projects in view of the notification dt. 22.07.2015 issued by the Department of Housing & Urban Development (Housing Branch) and memo No.5684 dt. 26.10.2014 of Addl. Chief Executive Officer, Pb. Bureau of Investment Promotion:-

<b>Sr. No.</b>	<b>Project Category</b>	<b>Maximum Area</b>
1.	Residential Plotted/Group Housing Projects	upto 25 acres
2.	Institutional Projects	upto 25 acres
3.	Industrial Projects	upto 25 acres
4.	Commercial Projects	upto 02 acres

- 2) To accord feasibility clearance for release of electric connection to the New Investment Proposals covered under the Package of Fiscal Incentives as per Industrial Policy of Govt. of Punjab, as per following procedure:
  - a. Receipt of application along with proposed commissioning schedule by applicant.
  - b. Verification of documents.
  - c. Clearances from other departments i.e. C.E.I., PUDA, Forest etc. shall be arranged by officers deputed by respective departments in the Bureau itself.
  - d. Getting site examination and necessary assessment for the expenditure involved in release of connection from the concerned field office.
  - e. Feasibility Clearance shall be given from the nearest 33/66/ 132/220 kV Sub-station after carrying out a detailed study of service line to be erected, loading conditions of feeding sub-station/mother sub-station and backup/common line up to feeding Sub-station including bay, if any.
  - f. On the spot signing of A&A form (Application-cum-Agreement form), sanctioning of load and receipt of charges on account of assessment i.e. security (consumption), meter security, security (works), CEI fee etc. for various electrical installations.
  - g. Over-riding priority shall be given to such consumers.

**NOTE:**

1. ***Conditions involved in granting feasibility clearance as intimated by PBIP regarding up-gradation of PSPCL / PSTCL system shall be binding on PSTCL/ PSPCL for up-gradation well in time.***
2. ***All projects under new Industrial Investment Policy shall be covered under above process.***

**3.2.6** The representative of the PSPCL (SE/Dy.CE) with Punjab Bureau of Investment Promotion (PBIP) is also authorized to act as Nodal Officers for granting clearance/NOC and approval of layout plans of City Gas Distribution (CGD) Network Projects in the State of Punjab by PSPCL as under:-

- I. Dy. CE/SE, PSPCL posted at Punjab Bureau of Investment Promotion (PBIP) is hereby authorized to issue NOC/ Clearance to the City Gas Distribution Network Projects.
- II. SEs/HQ. attached with all CEs/DS and CE/TS are hereby designated Nodal Officers for granting approval to layout plans for laying gas distribution network in their respective jurisdiction areas and forwarding the complete case along with their recommendations to Nodal Officer in PBIP.

The details regarding submission of documents, processing fee, time lines and other terms & conditions for granting Clearance/ NOC by PSPCL to City Gas Distribution (CGD) Network/Projects in the State of Punjab have been issued vide CC No. 15/2017 dt. 19/4/17 as amended from time to time.

**3.3 Conditions for Registration of Applications:**

**3.3.1** The proof of identity, ownership / occupancy and submission of NOC shall be governed by the provisions of Reg- 6.4.3 of the Supply Code-2014 as given below:-

- (a) **"Identity proof:** Application (A&A form) for new connection shall be accompanied with a photograph and identity proof of the applicant. Any of the following documents shall be considered as acceptable proof of identity if the applicant is an individual:-
  - i. Voter identity card;
  - ii. Passport;
  - iii. Driving license;



- iv. Ration card;
  - v. Photo identity card issued by Government agency/PSU;
  - vi. Certificate of identity having photo issued by Gazetted officer/Tehsildar on letter head;
  - vii. PAN card; and
  - viii. Aadhaar Card.
- (b) **Proof of Ownership/Occupancy of Premises:** The applicant shall submit proof of ownership/ occupation of the premises for which the connection is applied. Any of the following documents shall be acceptable as proof of ownership or occupancy of premises:-
- i. Copy of sale deed or lease deed or rent deed and in the case of agricultural connections a copy of khasra / girdawari / jamabandi / fard of the land;
  - ii. Certificate from panchayat showing ownership of premises within phirni/lal lakir of village for DS/NRS connection;
  - iii. Registered General Power of Attorney;
  - iv. Municipal tax receipt or demand notice or any other related document;
  - v. Letter of allotment with possession letter.

Provided that where an applicant, who is lawful occupier of the premises, is a tenant or a leaseholder and is unable to produce the consent of the owner/ land lord for obtaining a connection, a separate Indemnity Bond shall be executed in favour of PSPCL in the prescribed form.

**NOTE: The submission of proof of ownership by domestic supply consumers having load upto 20 kW is dispensed with.**

- (c) **NOC for release of electricity connections for domestic, industrial and commercial use:**

As per provisions of Regulation 6.4.3 (c) of Supply Code-2014 as amended from time to time for release of new connection/additional load/demand an applicant shall submit No Objection Certificate (NOC) from the competent authority in case it is required as per any State/Central government law/notified policy or Regulations framed under the Electricity Act, 2003 or specific order of any court issued from time to time restraining release of connections in any particular area/premises. The Distribution Licensee (PSPCL) shall circulate the list of cases where NOC is required, as per applicable law/policy, with the approval of the Commission.

As per the order of Govt. dt. 16/4/17 circulated vide CC No. 19/2017 dt. 22/5/17, no NOC/CLU is required for release of electricity connection/ extension of load/demand for Domestic, Industrial & Commercial Category anywhere in the State of Punjab subject to the condition that in case, any Central /State Authority directs for disconnection of any such connection, the same shall be disconnected. However, if there are any specific orders of any court restraining the release of connection or extension of load, the same shall prevail.

Hence, no NOC/CLU is required for release of electricity connection/ extension of load/ demand for domestic/ Industrial/ Commercial use within or outside the Municipal Limits and Lal Lakir of villages. Exemption of NOC/CLU shall be applicable in the areas falling under Master Plans also. However, for release of connections in Chandigarh Periphery Area, clarifications issued vide memo No.687 dated 16.7.15 in view of orders of Punjab & Haryana High Court shall continue to be operative.

- 3.3.2 For Tube-well connections:** An applicant for a Tube well connection under general category who has taken the land on lease or patta for a period of 20 years (minimum) shall be required to furnish the indemnity bond. He shall also submit attested copy of the registered lease/patta of land in support of his being lawful occupier.

For release of tube well connection under General or Priority categories minimum land holding of one acre shall be pre-requisite except in case of priorities mentioned in instruction-13.2 (b, c, g, i, r, s & t). In case the applicant is having joint ownership / Mushtarka Khata land in his possession as per revenue record where the connection is to be released or shifted, his application should be accepted on furnishing of indemnity bond. However, if the applicant having joint ownership is not in possession of land where connection is to be released, NOC of other members of the family /relatives shall be necessary for release / shifting of the connection. Minimum land holding condition in case of AP Hi-Tech priority category consumers shall be 2000 Sq. metres (app. 4 Kanals). Release of tube-well connections on priority shall be allowed to the prospective consumers in the State for Drip/Micro Sprinkler Irrigation System installed on a minimum area of 2 (two) hectares for fruit crops or 1 (one) hectare for Vegetables and non horticulture crops.

**NOTE: i) In the case of joint ownership/mushtarka khata cases, tube-well connections can be released in the name of applicant even if he is holding less than 1 acre of land in his name but the total area to be covered for irrigation by the tube-well is more than 1 acre. However indemnity bond / NOC of other members of the family shall be obtained. Further, this relaxation is not applicable for priorities mentioned in instruction -13.2 (b, c, g, i, r, s & t).**

**ii) The concerned officers of the PSPCL shall ensure from the fard etc. at the time of registration of application, issue of demand notice and release of connection that the applicant is having land holding of one acre or as applicable in the relevant case.**

**3.3.3 Connection in Temporary Structures:** Applicants requiring connections in the temporary structures such as wooden Stalls, Khokhas and Booths etc. shall be required to furnish a certificate from the Local Authority certifying that the said structure has been authorized by the Local Authority under its bye-laws. The security (consumption) shall be recovered at three times the normal security (consumption) rate and security (meter) at double the normal rate shall be payable in such cases.

**3.3.4 NOC from PPCB:** As per new policy of the Punjab Pollution Control Board (PPCB) consent certificate/NOC/ clearance certificate to operate shall not be pre-requisite for release of electricity connections /additional load/ demand to the industries in the State.

The applicants intending to establish / operate industries falling under "Red/Orange" Categories shall obtain NOC/ clearance at their own level from PPCB as may be applicable.

In the event of contravention of any of the bye-laws /rules of the PPCB, PSPCL shall follow the directions of PPCB for continuation of supply in such cases. The list of Red, Orange and Green/ exempted categories of industries is given in **Annexure-35, 36 and 37** of the Appendix-II. The format for submission of affidavit in case of Green Industries is given in **Annexure-38**.

**3.3.5 Release of DS/NRS/Industrial/Bulk Supply connections (including extensions) in Chandigarh periphery area.**

- a) No connection / extension in load to the above categories of consumers within the periphery area of capital city Chandigarh (list of villages given in **Annexure-40**) is to be released without obtaining NOC from PUDA / GMADA or any other authority notified by the State Govt. However in the following cases NOC need not to be obtained:-
  - i. Industrial Units located within the Industrial focal points set up by the Deptt. of Industries/PSIDC.
  - ii. Industrial Units located in villages which fall entirely within Free Entrepreneur Zone (list of villages given below).

- iii. Reconnection orders where there is no increase in load.
- iv. Agricultural power supply connections.
- v. Connections for residential purposes within the Lal lakir or phirni of a village subject to the report of Patwari concerned.

**Note: Regular domestic supply connection on temporary basis under normal DS tariff may be released to an applicant falling in the Chandigarh periphery area subject to furnishing of undertaking that connection will be disconnected, if the premises is declared illegal by the State Government. Such applicants shall be required to pay the dismantlement charges on actual basis in case of termination of agreement.**

- b) For electric connections in the Municipal areas of Kharar, Dera Bassi, Banur and NAC of Zirakpur, NOC will be issued by the Executive Officer of the concerned Municipal Council / NAC and not PUDA/GMADA.

**LIST OF VILLAGES FALLING IN THE FREE ENTERPRISE ZONE (FEZ)**

Sr.No.	Name of village	Hadbast No.
1.	Morthikari	366
2.	Pandwala	359
3.	Sudran	363
4.	Akbarpur	350
5.	Daparpur	360
6.	Kheri	362
7.	Behra	198
8.	Bhagwanpur	199
9.	Rampur Sadrian	200
10.	Nimbniya	1
11.	Bahadurgarh	2
12.	Haripur Hinduan	3
13.	Kurranwala	4
14.	Mahiwala	5
15.	Dadralla	8
16.	Saidpura	10
17.	Souda Majra	12

**3.3.6 Wood Based Industry**

No connection shall be released for wood based industry in the state unless the applicant of such industry furnishes certificate of registration as Small Scale Industry issued by concerned General Manager / District Industries Centre.

**3.3.7 Release of Connection/Additional load to a person involved in theft of electricity/UUE & Defaulting Consumers: (unauthorized load, overhauling of account on the basis of MMTS/ENF. testing and re-assessment by audit etc.)**

- a) An applicant/consumer or their associates applying for a new connection/ extension in load shall give an undertaking that he / she/ they or his/her/ their associates are neither involved in any case of theft of power/UUE anywhere in the state and nor any case for recovery of defaulting amount charged against him/ her or their associates is pending and subsequently during processing of application if some amount becomes due or undertaking is found to be contrary to the facts then his/ her/their application shall not be processed and action shall be initiated as per prevailing Regulation of Hon'ble PSERC/Indian Electricity Act-2003 till such time 100% of outstanding dues are recovered.
- b) For the applicant/consumer or their associates against whom any outstanding amount is due and no dispute of applicant / consumer or their associates is pending adjudication before any of the Dispute Settlement Committee / Forum / Ombudsman / Court / Appellate Authority then their application shall be registered only after recovery of 100% of outstanding dues.

- c) In case, any dispute of applicant/consumer or their associates is pending adjudication before Dispute Settlement Committee/ Forum/ Ombudsman / Court/ Appellate Authority then the case for registration of new connection/ extension in load shall be considered after submission of duly signed undertaking by the applicant/ consumer or their associates that he/she/they shall abide by the decision of adjudicating authority.
- d) While accepting A&A forms and requisition and allowing the feasibility clearance/ sanction of extension in load, instructions in the preceding paras shall be followed by the officers as per power vested in them. While forwarding such cases to the CE (Comml.) for feasibility clearance and to EIC/CE/ DS for sanction of load/demand suitable certificates in light of above instructions indicating clear eligibility for feasibility clearance/ sanction of extension in load shall be furnished online.

**3.3.8 One Connection in One Premises:** The instructions contained in Reg-6.5 of the Supply Code-2014 shall be followed in this regard as given below:-

- a) " A consumer shall be treated as a distinct entity and deemed to be an independent establishment, if
  - i. it is a separate unit in duly partitioned premises owned or taken on lease/ rent;
  - ii. it is registered as a separate entity/firm under the relevant law;
  - iii. It holds a separate GST number and is independently assessed to Income Tax.
- b) The applicant shall give an undertaking that no connection exists in the premises for which a connection is applied. However domestic supply consumer may get more than one domestic supply connection in the same premises where family members/ occupants living in a house have separate cooking arrangements. In case a tenant requires a separate connection in the same premises, he shall furnish an undertaking from the landlord in the form of an affidavit duly attested by Notary Public that the landlord shall clear all the liabilities in case the tenant leaves the premises without paying the Distribution Licensee's (PSPCL's) dues.
- c) If a portion of residential/industrial premises is regularly used for any commercial activity permitted under law, the consumer shall be required to obtain a separate connection under NRS category for the portion put to commercial use. In such an event, two connections, one under Schedule DS/ Industrial and the other under Schedule NRS shall be permitted."
- d) Industrial consumers can be given another connection(s) under industrial category in the premises carved-out of the existing premises and the new portion is given on lease/rent subject to fulfillment of conditions as given in (a) above. NOC as per provision of Reg-6.4.3 of the Supply Code-2014 shall be obtained by the applicant depending upon the type of connection.

These provisions are for existing industrial premises having electricity connection and seeking additional new connection by carving out some area to lessee as such CLU is not required. However for new connection in a complex where no electricity connection is existing instructions as per Supply Code-2014 shall be applicable.

**3.3.9 Application by a Partnership firm or a Ltd. Company or an Institution:** The instructions contained in Reg-6.4.2 of the Supply Code-2014 as amended from time to time shall be followed in such cases as given below:-

- a) "An attested copy of the partnership deed signed by all the partners or by a partner authorized to sign by other partners through a Special Power of Attorney duly notarized.
- b) A private or a public limited company, shall while submitting an application, furnish certified copies ( by the Chartered Accountant of the Company) of the resolution of the Board of Directors in favour of the person authorized to sign the A&A form and other documents. The signatures of the authorized signatory

shall also bear the common seal of the company. In case of change in the Board of Directors, the consumer shall intimate the Distribution Licensee (PSPCL).

- c) An application by a Trust or a Society shall be accompanied by a certified copy of its constitution, its bye laws along with resolution in favour of the authorized signatory for signing the A&A form and other documents. The names of the managing body of the Trust or Society and their residential addresses shall also be furnished. The consumer shall intimate to the Distribution Licensee (PSPCL) every change in the managing body of the Trust or Society within one month."

**(FORMAT FOR SPECIAL POWER OF ATTORNEY)**

Known all men by these present that I/We \_\_\_\_\_ for and on behalf of \_\_\_\_\_ having its registered office at \_\_\_\_\_ do hereby authorize Sh. \_\_\_\_\_ Chairman/Director/Partner/Manager of the aforesaid company/ firm to act, as our company's constituted attorney so as to apply for power connection with a load of \_\_\_\_\_ to PSPCL and to sign authenticate, file and execute any paper/ documents/ agreement required for the release of power load/connection. I/We undertake to ratify and confirm all facts and deeds whatever Sh. \_\_\_\_\_, constituted attorney shall lawfully do or cause to be done for us/company by virtue of this letter of attorney.

Dated \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

(To be attested and signed by Notary Public or First Class Magistrate)

Witness

Sd/-

with

seal for and on behalf of

Witness

Accepted \_\_\_\_\_

**3.3.10 Electricity Connections under HT/EHT Lines:**

To curtail the growth of illegal / unauthorized construction of houses / colonies in violation of Indian Electricity Rules 1956 or Regulations notified by CEA under Section 53 of the Act. resulting in threat to human lives, electricity connection shall not be released to a prospective consumer where the power lines are passing over his premises till such time lines are got shifted by individual(s) or housing society etc. at its own cost. However, where there is no infringement of Rules / Regulations and right of way is also not available for shifting of HT / EHT lines, connection may be released subject to following conditions:-

- a) AE / AEE / XEN (DS) concerned shall record a certificate that the requisite electrical clearance as per **Annexure-7** is available at site as per Indian Electricity Rules-1956 and safety Regulations notified by CEA {Central Electricity Authority (Measures relating to Safety and Electric Supply) Regulations,2010} and there is no objection for the release of connection.
- b) Applicant will furnish undertaking / Indemnity Bond to the PSPCL that he will not carry out any further construction work under / near the power line, so as to maintain requisite clearance. He will also furnish Indemnity Bond to the effect that he will be solely responsible for any damages in case of fatal / non-fatal accident occurring on account of electricity lines.

3.3.11 Connection of Horticulture / Floriculture shall be covered under Schedule of tariff for Agricultural Pumping Supply (AP) i.e. Schedule-SIV. Accordingly, these connections shall be released under AP Category.

3.3.12 **Charitable hospitals setup under PWD Act -1995:** Connections for charitable hospitals setup under Persons with Disability (Equal Opportunities, Protection of Rights and full participation) Act, 1995 in the State shall be covered under Schedule-SXIV of tariffs.

3.3.13 **Compost plants/solid waste management plants for Municipal Committees/ Urban local bodies:** The connections for compost plants/solid waste management plants of Municipal Committees/Urban Local Bodies covered under Schedule-SXII shall be released as per terms and conditions applicable to

industrial consumers.

- 3.3.14 **IT & IT Enabled Services, Communication and Electronics Industry, Knowledge Parks and Biotechnology Industries:** The electricity connections to IT & IT enabled services; communication and electronics industries, knowledge parks and biotechnology industries may be released depending upon the nature of the job. IT units covered under the definition of 'Electronic Hardware and Information Technology (IT)' Sector as per the GoP notification no. 17/7/2014-AS 1/ 1372 dated 09.11.2015 or as amended from time to time shall be covered under Industrial Tariff as approved by the PSERC in the Tariff Order for the year 2018-19 (see Annexure-D at page-142 and instructions issued vide CC No. 46/2018 dt. 18/07/18). All cellular mobile phone tower connections shall be released under 'NRS' category. Service providers, even where GST is exempted shall be covered under NRS category and electricity connection to those units which are liable to pay excise duty, even if exempted from payment of excise duty may be covered under 'Industrial' tariff.
- 3.3.15 **AP Hi-tech / Hi-density farming and diversification in agriculture sector to promote livestock farming:** The release of connections under AP Hi-tech/ Priority category shall be governed by the conditions as provided in the Schedule–SXI of tariffs. The conditions applicable to AP Hi-density connections shall be as under:-
- a) **AP High Density Farming:** Punjab Agriculture University has defined that the concentration of plants in AP high density farming for orchard/vegetable is more than 1.5 times the normal agriculture/farming. In line with the order issued by the Hon'ble commission, a separate category for AP High Density farming is coined. The connection to the applicant under AP High Density farming shall be released subject to the following terms and conditions
    - i. AP Hi-density farming shall be treated at par with AP Hi-tech category for the purpose of tariff i.e. **AP metered Supply tariff** shall be applicable.
    - ii. The farmers opting for connection under AP Hi-density category shall furnish a certificate from Chief Agriculture Officer/Director Horticulture Department to the effect that farming being carried out by the applicant is covered under High Density farming as per the state government policy.
    - iii. The consumer shall be required to pay the monthly bill for the electricity consumed as per AP tariff fixed by the Hon'ble PSERC from time to time based on consumption recorded on the installed meter.
    - iv. Applicant shall be required to pay the actual expenditure incurred in providing the connection as per Reg-9.1.1(e) of Supply Code 2014.
    - v. Security (consumption) will be recovered as per applicable rates.
    - vi. Connection shall be allowed through HVDS from the nearest UPS or Category-1 feeder by installing individual transformer subject to technical constraints i.e. right of way, loading of the feeder, technical feasibility etc to be certified by Sr.Xen/ ASE (DS).
  - b) Existing Green House/Net House under protected cultivation running from AP feeder shall be given supply from 24 Hours Supply feeders out of amount being given by GOP/Agency of GOP for release of connection to Deras/Dhanis. To avoid misuse of the facility, the concerned Addl.SE/Sr.Xen (DS) will personally visit the site and record the certificate thereupon that applicant is using the supply for the intended purpose only. For allocation and disbursement of grant received from GOP for conversion of supply of these connections shall be monitored and the scheme shall be implemented by the o/o SE/Tech to Director/Distribution.
  - c) In order to promote the diversification of agriculture the connections of Dairy farming, Fish farming (exclusive), Goat farming and Pig farming categories, which are covered under relevant schedule of Industrial Tariff shall be billed to the consumer under AP metered tariff subject to payment of advance monthly subsidy (***difference of Industrial tariff and AP metered supply tariff***) by the State Government. This aspect shall be taken care by the office of Financial Advisor, SE/ Dy.CE /Billing as well as EIC/CE/ARR&TR of the PSPCL and they shall ensure that requisite subsidy is timely claimed from the Government of Punjab as

per directive of Hon'ble PSERC.

- d) The connections for dairy farming, goat/pig/fish farming covered under relevant industrial category shall be released subject to following conditions:-

**Goat Farming:**

- i. Consumer in the profession of Goat Farming shall be covered under relevant Industrial Tariff.
- ii. Such connection shall be given to a person rearing the minimum number of 20 or more goats and after submission of the certificate by the Animal Husbandry Department.
- iii. The goat farm shall be housed in separate distinct premises.
- iv. The misuse of power supply provided for goat farming shall be strictly prohibited. In case any consumer is found misusing electricity supply for any purpose other than goat farming, his connection shall be liable for disconnection immediately without any notice and further action as per relevant provisions of PSERC Supply Code-2014 against misuse of electricity shall be taken.

**Pig Farming:**

- i. Consumer in the profession of Pig Farming shall be covered under relevant Industrial Tariff.
- ii. Such connection shall be given to a person rearing the minimum number of 10 or more pigs and after submission of the certificate by the Animal Husbandry Department.
- iii. The pig farm shall be housed in separate distinct premises.
- iv. The misuse of power supply provided for pig farming shall be strictly prohibited. In case any consumer is found misusing electricity supply for any purpose other than pig farming, his connection shall be liable for disconnection immediately without any notice and further action as per relevant provisions of PSERC Supply Code-2014 against misuse of electricity shall be taken.

**NOTE:** *The herd size for both goat farming and pig farming, as 20 or more and 10 or more respectively have been defined by the Director/ Animal husbandry, Punjab vide their office memo no. 2129 dated 04.02.2015.*

**Dairy Farming:**

The consumers in the profession shall be covered under relevant schedule of industrial tariff and shall be billed under AP meter supply tariff as mentioned in para-'c' above. However in villages where the house owners keep milch animals upto 4 for their lively hood shall be covered under DS tariff.

**NOTE:** *Metered Supply connections to poultry, goatery, piggery & dairy farms may be released from category-1 or UPS or AP feeder at the option of the consumer subject to the technical feasibility to release such connection. However, the consumer opting for supply from AP feeder shall be entitled to limited hours of supply as per power supply schedule applicable to AP consumers. The consumers opting for supply from AP feeder shall not be eligible for tariff applicable to agriculture consumers.*

**Fish Farming:**

For registration of application (A&A) /release of connection under Fish Farming (exclusive) category the compliance of following Terms & Conditions shall be ensured by the field offices and the connections shall be released from the nearest feeder:-

- i. A new tubewell connection for Fish Farming (**exclusive**) shall not be released for tank size with area less than 1 acre.
- ii. The applicant shall get himself registered in the Fisheries department and obtain a certificate of having the tank of requisite dimensions i.e. more than 1 acre.
- iii. Fish Farming applicant shall take a certification of completion of 5 days training certificate by Fish Farmers Development Agency (F.F.D.A) of the fisheries department (Punjab). In case of Shrimp farming, training certificate from Regional Research Centre of ICAR, C.I.F.E, Rohtak shall be mandatory.
- iv. The applicant shall submit a certificate of the recommendation by Assistant Director Fisheries/Chief Executive Officer, F.F.D.A of Fisheries Dept. of the concerned District.
- v. The applicant requesting for a new tubewell connection/extension in load/demand for Fish Farming (**exclusive**) shall be required to pay Service Connection Charges (SCC) under Schedule of Tariff for **industrial power** supply as per Standard Cost Data approved by the Hon'ble PSERC from time to time. Relevant Schedule of Tariff and General Conditions of Tariff for billing for this category shall be applicable as approved by Hon'ble PSERC from time to time.
- vi. The misuse of power supply provided for a tubewell connection for Fish Farming shall be strictly prohibited. In case any consumer is found misusing electricity supply for any purpose other than fish farming, his connection shall be liable for disconnection immediately without any notice and further action shall be taken as per relevant provisions of Electricity Supply Code/ESIM and other commercial instructions in vogue.

**Note:** Wherever an agricultural tube well covered under schedule Agriculture Power is also used for fish farming, the existing provisions of clause SIV.4.2 of Schedule of Tariff for AP Supply as per Tariff Order issued by Hon'ble PSERC for FY 2018-19 shall be applicable and Tariff Orders issued time to time in future.

3.3.11 Billing of Mushroom farming consumers under AP metered tariff instead of Industrial/Commercial Tariff has been withdrawn vide CC No.07/2018 dt. 13/02/2018.

#### **3.4 Precautions for Execution of Agreement:**

Following precautions shall be taken in the execution of agreement.

- a. Applications and agreement form should be filled in and signed by the authorized signatories of both the parties.
- b. A passport size photograph of the signatory shall be affixed on the A & A Form.
- c. There shall be no over-writing or cutting in the A & A Form. Corrections and interpolations, if any, should be signed by the executants.
- d. Each page of the A & A Form shall be signed by the executants.
- e. The minor is not eligible to sign the agreement. However, he can avail the connection through his lawful/natural guardian.
- f. The load applied shall be declared in kW and contract demand in KVA (if applicable).

#### **4. PERMISSION FOR REGISTRATION OF APPLICATION AFTER FEASIBILITY CLEARANCE:**

**4.1** Consequent upon the receipt of permission / feasibility clearance the applicant/ consumer shall make registration of application online.

**4.2** After issue of feasibility clearance, the period for online registration of A&A Form alongwith processing fee, security (consumption) and security (meter) shall be 30 days only which can be extended up to 60 days (including 30 days allowed in the first instance) by SE/Dy.CE (DS). No request for further extension beyond above period shall be entertained and feasibility clearance / permission shall stand cancelled and



earnest money will be forfeited. The provision of Reg. 6.3.3 of the Supply Code-2014 shall be applicable in such cases.

- 4.3** In the event it is not technically feasible to release the connection/additional demand, then the applicant shall be informed accordingly and the earnest money shall be refunded in full without any interest. Where the demand/additional demand cannot be released within the period stipulated in Reg-8 of the Supply Code-2014 or the time frame for its release does not match with the schedule given by the applicant, the applicant may withdraw the request for feasibility clearance and seek refund of earnest money. The earnest money shall be refunded within (Thirty) 30 days failing which interest for the period of delay shall be payable at SBI base rate prevalent on first of April of the relevant year plus 2% as per provision of Reg. 6.3.4 for the Supply Code-2014.

- 5. APPLICATION FOR PROVIDING STREET LIGHTING:** An application for Street Lighting supply shall be submitted by the Executive Officer/ Estate Officer of a Local Body, Improvement Trust or Urban Development Authority or any person authorized by any such authority and sarpanch in case of villages on the prescribed A&A form (PCL-SL/Annexure-3).

- 5.1 Receipt of Application:** Application for supply of power from a Local Body i.e. Municipal Corporation/Committee or a Village Panchayat etc. for Public Lighting needs to be accompanied by an attested copy of resolution passed by the elected representatives sanctioning the installation of street light points and authorizing the applicant. However, in the absence of any elected body, the Commissioner/ Administrator/ Secretary may sign the application, which will be submitted in form - PCL-SL (Annexure-3).

- a. For the purpose of release of Street Light/Yard Lighting connection, the Market Committees are covered under the term Local Body. Housing Board, PUDA and Improvement Trusts shall be considered at par with Local Bodies as regards supply of power for street lighting. Chairman / Secretary in case of Housing Board & Improvement Trust and Administrator/ Executive Officer in case of Urban Estate or the person authorized by the said authorities will be considered as the authorized representative.
- b. The agreement for street lighting in case of village Panchayats will be signed by the sarpanch after he has been authorized for the purpose by the Village Panchayat through a resolution. An attested copy of the resolution should also accompany the application.

- 5.2** All street Lighting consumers are required to pay expenses as per Reg-9.1.1(d) of Supply Code-2014 as given hereunder:-

"The applicant seeking connection under Street Light category (LT) shall pay expenses as provided in Standard Cost data. The applicant shall either supply or bear the cost of fittings/lamps and brackets including special fittings and its replacement thereafter. Henceforth, all street lighting agreements shall be executed under category 'c' of the Schedule SVIII of Schedule of Tariff."

- 5.3 Execution of Principal & Supplementary Street Lighting Agreement:** The agreement for Street Lighting by the Local Body is to be executed on the prescribed format. While filling up schedule of the Street Light Agreement it should be kept in view that at least the requirements of the next five years are taken into consideration so that the necessity of entering into supplementary agreement every now and then is obviated. In the column meant for minimum No. of lamps, the immediate requirements should be entered, whereas in the column meant for "Maximum No. of Lamps" the probable No. of Lamps, which would be required by the end of 5 years, should be mentioned.

- 5.4** The agreement thus completed in quadruplicate alongwith the various schedules shall be forwarded to SE/Dy.CE (DS) concerned for acceptance on behalf of the PSPCL. Original copy of the agreement shall be retained in SE/Dy.CE (DS) office and the duplicate one forwarded to the AE/AEE/XEN/ (DS) for onward submission to the Local Body. The 3<sup>rd</sup> and the fourth copy of agreement should be made available to the Sr. Executive Engineer/Addl. SE and the AE/AEE/XEN (DS) for reference and record.

**5.5 Extension in Street Light Points:** If the extension in Public Lighting points is covered by the maximum No. of lamps provided in schedule of the principal agreement, the following procedure shall be adopted:-

- a. As soon as a requisition together with a resolution of the Local Body for extension in street light points is received, J.E. should be asked to frame the estimate and prepare four copies of Schedule which should be got signed from the authorized representative of the Local Body. The estimate should be forwarded to the competent authority for sanction whereas Schedule in quadruplicate should be sent to the Superintending Engineer. The work shall be taken in hand only after the street lighting consumer has paid the charges as per cost data approved by the Commission.
- b. In such cases where the extension in public lighting points is not covered by the maximum no. of lamps set forth in schedule of the Principal Agreement or wherever some change in the wattages of the bulbs which is not covered by the Principal Agreement is required, a supplementary agreement {Form PCL-SL/S (Annexure-4)} in quadruplicate should be got signed from the authorized representatives of the Local Body. The procedure with regard to the execution of the supplementary Agreement would be the same as for the principal agreement already described.
- c. If the necessity of executing a supplementary public lighting agreement arises on account of the change in the wattage of lamps or type of fittings, the schedule shall be revised accordingly.

**6. CONNECTED LOAD:**

**6.1** For the purpose of computing total connected load, the actual continuous wattage rating of an apparatus/appliance connected to the wiring shall be taken into account. However, if actual rating of appliances is not made available by the consumer then standard wattage ratings as given in the table below for a DS/NRS consumer and general loads of other categories of consumers shall be adopted for assessing the connected load,. The connected load shall be computed as under as per Regu.4.5 of Supply Code, 2014:

Category	Light point	Fan point	Wall socket	Power socket (Single phase)	Air Conditioner
DS/BS (DS purpose)	Actual or 40 Watts (half to be counted)	Actual or 60 Watts (one third to be counted)	Actual or 60 Watts (one fourth to be counted)	Actual or 1000 Watts (one fourth to be counted)	Actual or 2500 Watts (half to be counted)
NRS/ Industrial/ BS (NRS/ Industrial purposes) / AP High Tech.	Actual or 40 Watts (all to be counted)	Actual or 60 Watts (all to be counted)	Actual or 60 Watts (one third to be counted)	Actual or 1000 Watts (half to be counted)	As per name plate (all to be counted)

**Notes:**

- a) Three phase power sockets for NRS/Industrial purposes shall be taken as 6 kW each and half of the no. of sockets shall be counted.
- b) Any fraction of lamp / fan/socket/ AC shall be counted as one.
- c) Either the standard wattage of the electric switch/plug/power plug or the load actually connected to such electric switch/plug/power plug shall be considered for calculating the connected load.
- d) In case a single switch is used for controlling more than one lamp/appliance, the sum of the total capacity of all the lamps/ appliances

shall be taken into account for computing connected load.

- e) The load of air conditioners/AC packages/centralized AC systems bearing ISI mark/star labeled shall be taken as per their nameplate. For non-standard 1.5 ton window/split air conditioners, the load of each shall be taken as 2.5 kW.
  - f) The load of three phase power plug(s) used for equipments temporarily connected for the maintenance and operation of a green house under AP High Technology category shall be considered as 6 kW per power plug.
- 6.2 Where the installation of a consumer consists of a combination of two motors, with a changeover switch in between and one secondary equipment/gadget, the motor having the higher rating shall be taken into account for working out the total connected load provided such an arrangement has been sealed by an officer authorized as under:-
- |               |  |
|---------------|--|
| Up to 1000 KW | Concerned Sr.XEN/ASE (DS) & Sr.XEN /ASE (Enf.) |
| Above 1000 KW | Concerned SE/Dy.CE (DS) and SE/Dy.CE/Enf       |
- 6.3 (a) Where the rating of any energy consuming apparatus is indicated in kVA, its corresponding rating in kW shall be worked out by multiplying it with the power factor of 0.90.
- (b) In case of welding sets, kVA rating indicated on the name plate by standard manufacturers shall be multiplied by a power factor of 0.40 for computing connected load. In case of substandard makes, kVA rating of the welding set shall be 75% of the product of open circuit voltage and maximum continuous hand welding current, and a power factor of 0.40 shall be assumed for computing connected load in kW.
- (c) The connected load of UPS indicated in kVA shall be converted into kW by multiplying with the power factor of 0.90. However, sockets installed on the output side of UPS shall not be taken into account.
- 6.4 All three phase consumers shall balance their load in such a way that the difference in loading between each phase does not exceed 5% of average loading between the phases."
- 6.5 AP consumers can install only two CFL lamps at their cost at the tube-well kotha / premises.
- 6.6 The service line for the prospective consumers shall be designed on the basis of connected load/ contract demand in respective LT /HT categories.
- 6.7 The induction billet heaters/surface hardening machines installed by the LS consumers shall be treated as power intensive load w.e.f 1/1/2014 as per Order of the PSERC and instructions issued vide CC No. 27/2014 dt. 29/05/14.

## 7. INSTALLATION OF AIR / WATER POLLUTION CONTROL EQUIPMENT:

- 7.1 All the industries for the purposes of pollution control have been divided into three categories i.e. Red, Orange and Green / exempted as per **Annexure-35, 36 & 37** of Appendix-II. For release of industrial connections, under various categories NOC shall not be pre-requisite as per new policy of the PPCB.
- 7.1.1 The connections released under domestic and NRS (Commercial) categories shall not be allowed to be used for industrial purposes except in case of small welding set / small Lathe/electric drill / heater / battery charger / embroidery machine / printing press/ ice candy / dry cleaning machines/ power press / small motors in non-residential premises such as business houses, cinemas, clubs, public offices, hospitals, hotels / motels, departmental stores, shops, guest houses, restaurants, offices etc. as covered in the schedule of tariff applicable to non residential supply.
- 7.1.2 Where after having obtained connection under non-polluting category, consumer changes over to polluting category whether partially or wholly, such

consumers must get approval from PSPCL as well as specified authorities of the Punjab Pollution Control Board (PPCB), before effecting such a change over.

- 7.1.3 Chairman PPCB is competent to issue directions under section 31A of the AIR (Prevention & control of pollution) Act 1981 and under Section 33A of the Water (Prevention & control of pollution) Act 1974 for closure of industries causing pollution and disconnection of supply. In such cases supply shall be restored only on the directions of PPCB.
- 7.2 Siting of Stone Crushers:** As per notification no. 3/7/96-STE (5)/562 dated 17/3/1998 issued by Deptt. of Science, Technology, Environment & Non-conventional Energy, Govt. of Punjab subsequently amended vide notification no. 3/35/2013-STE(4)/734 dated 30/7/13 and policy guidelines issued by Director/Industries and Commerce for registration and working of stone crushers, electric connection may be allowed for a Stone Crusher/screening-cum-washing plant if the following conditions are fulfilled:-
- 7.2.1 Electric connection for a stone crusher/screening plant shall not be allowed unless it is situated at a distance of:-
- a. 500 metres on National Highway/State Highway/ scheduled roads in plain areas and 250 metres in sub mountainous areas.
  - b. 5 km of the city limit of metropolitan cities/municipal corporations.
  - c. 2 km of the city limits of A-class Towns.
  - d. 1.5 km of the city limits of B-class towns
  - e. 1.0 km of other Cities/Towns.
  - f. 500 metres from village phirni /lal lakir/approved residential colony/ Zoological Park/Wild sanctuaries.
  - g. 300 metres from historical places/educational institutions/ protected monuments.
  - h. 100 metres from link roads and other district roads
  - i. 300 metres from all major district road in plain areas and 150 metres in sub mountainous area.
  - j. No stone crusher/screening-cum-washing plant be allowed to be set up in a choe, rivulet, stream or river bed within their Flood Protection Embankments. The stone crusher/screening-cum- washing plant shall be setup at a minimum distance of 50 metres from the Flood Protection Embankment on the outer side of the river and 25 metres from the Flood Protection Embankment on outer side of rivulet/ stream/ choe. Where there is no Flood Protection Embankment, the stone crusher screening-cum-washing plant shall only be setup at the minimum distance of 50 metres from the outer edge of the Gair - Mumkin land as per revenue record recorded as Gair - Mumkin nadi, choe or similar nomenclature identifying a water body on the outer side of the choe/river.
- 7.2.2 Stone crushers with crushing capacity upto 10,000 cft/day or with one set of machinery shall be located in a minimum area of 0.4 hectare or 1 acre and stone crushers with crushing capacity more than 10,000 cft/day or with more than one set of machinery shall be located in a minimum area of 1.5 acre which should be owned by the stone crusher unit or by taking land on lease either owned by the Panchayats or in the private sector.
- 7.2.3 No new connection to stone crusher shall be released unless the applicant furnishes the Registration Certificate issued by the concerned Mining Officer. In case, any intimation of illegal stone crusher is received from the Mining Officer with a direction to disconnect the connection, the consumer shall be issued one month notice through registered post for furnishing Registration Certificate from the concerned Mining Officer. In case consumer fails to furnish the Registration Certificate by due date, their connection shall be disconnected temporarily and

shall be reconnected only after receipt of the Registration Certificate.

**7.3** Suitable pollution Control measures shall be taken by the owners of the crushers to the satisfaction of the Punjab Pollution Control Board (PPCB) and also conform to all other statutory regulations, if any.

**7.4 Siting of Rice Shellers, Sailsa Plants, Brick Kilns, Cement Plants / Grinding Units / Hot Mix Plants.**

7.4.1 a) As per guidelines of the Punjab Pollution Control Board (PPCB) laid down in its meeting held on 4<sup>th</sup> January, 1997, no electricity connection to brick kilns, cement plants/grinding units should be released unless it is situated at a distance from:-

- |  |          |
|--|----------|
| i. Limits of Municipal Corporation   | 5 KM     |
| ii. Limits of 'A' Class Town/City  | 2 KM     |
| iii. Limits of any other town/city   | 1 KM     |
| iv. Laldora/Phirni of a village  | 500 Mtrs |
| v. Limits of Wild Life Sanctuary/Zoo   | 500 Mtrs |
| vi. A National Highway   | 500 Mtrs |
| vii. State highway/Scheduled Road  | 300 Mtrs |
| viii. A residential area( 15 Pucca Houses)                                     | 300 Mtrs |
| ix. An education institute /historical religious place/<br>protected monument. | 300 Mtrs |

x. If an existing unit wants to convert to an integrated cement plant, the minimum distance should be 200 Mtrs from National/State Highway.

b) Distance shall be calculated from the berms of the metalled road to the nearest stack.

7.4.2 a) As per guidelines issued by Department of Science, Technology and Environment, Government of Punjab vide order dated 15.10.13, no electricity connection to any Rice Sheller and Sailsa Plant should be released unless it is located:

i. In Focal Point and in designated industrial land use zones

or

- ii. In rural zone of Master Plan (Statutory / Non statutory), rural zone of Local Planning Area and in the agriculture land outside the rural zone of Master Plan and Local Planning Area (but shall be at a distance of 500 metres from urbanisable limits of Master Plan and 2 kms. from Local Body limits where the master plans are yet to be prepared).
- iii. 500 metres away from bye-pass, National Highway, State Highway and Scheduled Road.
- iv. 500 metres away from the village Lal Dora/Phirni, Wild Life Sanctuary Zoo, residential area\*, educational institution, historical religious places and protected monuments.

*\*The residential area means the area under a scheme notified by Punjab Urban Planning and Development Authority (PUDA), Municipal Corporation, Municipal Council, Improvement trust or any other authority/ agency in the state.*

v. Between inter section of Municipal Committees having distance not less than 2 Kms.

b) The Siting criteria as laid down in para 7.4.2 (a)(i) above is independent of criteria stipulated in para 7.4.2 (a), ii, iii, iv & v and prospective Rice Sheller and Sailsa Plant consumers are required to submit NOC from D.T.P in this case.

- c) The Siting criteria as laid down in para 7.4.2 (a) (ii) above is to be implemented in conjunction with criteria as laid down in para 7.4.2 (a) iii, iv & v and prospective Rice Sheller and Saila Plant consumers are required to submit NOC from D.T.P in respect of cases covered under para 7.4.2 (a) ii, iii & v above and from Revenue Authority in respect of para-7.4.2 (a) (iv) above.
- d) All the Rice Sheller and Saila Plant consumers located outside Municipal Limits of Towns and Cities and designated areas within the cities will be allowed to extend/modernize their existing units within their existing premises without any NOC from D.T.P.
- e) Field Offices must ensure that the Rice Sheller and Saila Plant are not located in High Tension Transmission Zone of PSPCL.
- f) Right of the way will be accepted as per revenue records and minimum width of 15 ft. to 16 ft of passage may be provided for easy transportation.
- g) All distances shall be measured from Right of Way upto pollution control device chimney.

**8. ELECTRIC CONNECTIONS FOR TEMPORARY SUPPLY OF ELECTRICITY**

**8.1** The applicants requiring supply of electricity on a temporary basis shall be governed as per provisions of Reg.8.3 of the Supply Code-2014 as given below.

**"Temporary Supply**

8.1.1 The applicant requiring supply of electricity from the PSPCL for meeting temporary needs as per Schedules of Tariff shall be provided such supply within period specified in Reg-8.3.3 of Supply Code-2014 upon receipt of the application along with processing fee, payment of advance Security for consumption as applicable to temporary connections, Security (meter) as per Schedule of General Charges and Security (works) as mentioned in Reg-9.1.4 of Supply Code-2014.

Provided that adequate capacity is available on the supply system of the Distribution Licensee (PSPCL) and the supply of electricity is technically feasible.

Provided further that the said activity is duly authorized by the competent authority, wherever required under Section 54 of the Act and in case any permit/authorization is withdrawn by the competent authority after energisation of connection, supply shall be disconnected forthwith and shall be reconnected only after the permit/authorisation is restored.

8.1.2 The temporary connections w.e.f 1<sup>st</sup> January 2015 shall be released through pre-paid meters and in such case no advance Security for consumption shall be recoverable from the consumer. However, in case of non availability of meter, such connection may be released on conventional meter with the permission of authority one step higher than load sanctioning authority and in such case, consumer shall deposit advance Security for consumption and Security (meter) as per Schedule of General Charges.

8.1.3 After deposit of Security (works)/ estimated cost, advance Security for consumption / Security (meter) and satisfactory testing of the consumer installation, the temporary connection shall be released by the date of requirement as indicated in the application form or as per the time schedule given below, whichever is later.

- a) Where supply can be provided from existing network 7 working days
- b) Where supply can be provided after extension / augmentation of network
  - 1) LT supply 15 days
  - 2) HT supply

i.11 kV supply	60 days
ii.33 kV	90 days
3) Above 33 kV	120days

8.1.4 Temporary supply shall be permitted to an applicant for a period not exceeding two years in the first instance. However, the EIC/CE (DS) may extend the period upto three years and EIC/CE/Commercial beyond three years on an application by the consumer.

8.1.5 Existing consumers temporarily using supply for construction purposes or for construction after demolishing existing structure shall be allowed to use load from the existing connection provided the total sanctioned load/demand is not exceeded.

If an existing LT DS/NRS consumer wants to avail temporary additional load upto 25% of the sanctioned load for ceremonial purposes like marriage and religious function, the same shall be allowed for a period not exceeding 7 days at a time.

8.1.6 After the period of temporary supply is over and supply has been disconnected, the distribution licensee shall prepare the final bill on the basis of actual consumption. After adjusting unpaid dues, advance Security for consumption shall be refunded by the Distribution Licensee (PSPCL). Security (works) & Security (meter) shall also be refunded after deducting any damage to material (meter, transformer, isolator etc.) and dismantlement charges. Refund of these securities shall be made within 15 days from the date of disconnection, failing which the Distribution Licensee (PSPCL) shall be liable to pay interest at SBI base rate prevalent on first of April of relevant year plus 2%. "

**8.2 Recovery of energy charges:** Recovery of energy charges shall be made in accordance with the provisions of Schedule of Temporary Metered Supply Tariff as approved by the Commission. Meter readings for temporary supply will be taken at the end of each fortnight or at the end of each specified period, at least once in a month where supply is provided for the purpose of motive power. In all other cases where there is a reason to anticipate heavy consumption, meter readings may be taken once a week.

**9. SUPPLY VOLTAGE:**

9.1 The supply voltages for various categories of loads/demand shall be governed as per provisions of Reg-4.2 of the Supply Code-2014 which are given hereunder: -

Sr. No	Category of Loads/Consumers	Supply Voltage
(i)	<ul style="list-style-type: none"> <li>• DS/NRS loads not exceeding 7 kW (including motive load not exceeding 2 BHP)</li> <li>• Industrial load including general load not exceeding 7 kW at consumer's option</li> <li>• AP load not exceeding 2 BHP</li> <li>• Street lighting load not exceeding 7 kW.</li> </ul>	Single phase 230 V (between phase and neutral)
(ii)	<ul style="list-style-type: none"> <li>• DS/NRS loads exceeding 7 kW or motive load exceeding 2 BHP but not exceeding 100 kW.</li> <li>• Industrial load including general load/demand (other than covered under (i) above) not exceeding 100 kW/100kVA.</li> <li>• Bulk Supply load with contract demand not exceeding 100 kVA.</li> <li>• AP load exceeding 2 BHP/AP high technology loads not exceeding 100 kW.</li> </ul>	Three phase 400V (between phases)

	<ul style="list-style-type: none"> <li>Street Light load exceeding 7 kW but not exceeding 100 kW.</li> </ul> <p><b>Note: - Domestic consumers existing as on 1.8.2012 having load up to 10 kW shall have the option to have single phase supply or three phase supply in case their connected load after computing as per Reg.4.5 worked out to be more than 7 kW.</b></p>	
(iii)	<ul style="list-style-type: none"> <li>Arc furnace loads having specified protection system for suppressing voltage surge and other Large Supply Consumers (General and Power Intensive Industry) with contract demand not exceeding 4000 kVA.</li> <li>DS/NRS/BS loads exceeding 100 kW/kVA but with contract demand not exceeding 4000 kVA</li> <li>Single Point Supply under Regulations 6.6.1 &amp; 6.6.2 of Supply Code-2014 with contract demand not exceeding 4000 kVA.</li> <li>AP High Technology Supply with load exceeding 100 kW.</li> </ul>	Three phase 11 kV (between phases)
(iv)	<ul style="list-style-type: none"> <li>Arc furnace loads (other than covered in (iii) above) not exceeding 20 MVA.</li> <li>Large Supply Consumers with contract demand exceeding 4000 kVA but not exceeding 20 MVA.</li> <li>DS/NRS/BS loads including single point supply under Regulations 6.6.1 &amp; 6.6.2 with contract demand exceeding 4000 kVA but not exceeding 20 MVA</li> </ul>	Three phase 33/66 kV (between phases) as per availability of voltage at the nearest feeding Substation.
(v)	<ul style="list-style-type: none"> <li>All consumers (except Railway Traction) with contract demand exceeding 20 MVA but not exceeding 50 MVA.</li> </ul>	Three phase 66/132 kV (between phases) as per availability of voltage at the nearest feeding Substation.
(vi)	<ul style="list-style-type: none"> <li>All Consumers (except Railway Traction) with contract demand exceeding 50 MVA. The applicant can opt for supply at 400 kV subject to technical feasibility clearance by the licensee.</li> </ul>	Three phase 132/220/400kV (between phases) as per availability of voltage at the nearest feeding Substation.
(vii)	<ul style="list-style-type: none"> <li>Railway Traction Supply Consumers</li> </ul>	Single/two/three phase 132/ 220 kV (between phases) as per availability of voltage at the nearest feeding Substation.

**9.2**

9.2.1 The PSPCL shall release new connections or additional load/demand only at the specified voltage. In case of constraint(s) in releasing a new connection or additional load/demand at the prescribed voltage or in converting the supply voltage of an existing consumer, the supply may be given/continued to be given at a lower voltage subject to technical feasibility and payment of surcharge as specified in the General Conditions of Tariff, as amended from time to time. However, the exemptions from levy of surcharge(s) shall continue as provided in General Conditions of Tariff.



9.2.2 The existing consumers having specified Supply Voltage of 33/66 kV but catered at 11 kV or having specified Supply Voltage of 132/220 kV but catered at 33/66 kV as per the provisions of Regulation 4.2.1 of Supply Code, 2014 by payment of surcharge in accordance with clause 13 of General Conditions of Tariff, shall be allowed to convert their Supply Voltage as per the amended limits specified in 9.1 above by signing a fresh A&A form with the PSPCL. The amended specified Supply Voltage shall be applicable for all intents and purposes from the date of approval of such A&A form by the competent authority of the PSPCL. The approval to the A&A form shall be effected within 15 days by the PSPCL from the date of submission of A&A form complete in all respects by the consumer failing which it shall be deemed to have been approved by the PSPCL.

**9.3 Facility of Cluster Sub-Stations:** The supply of electricity through cluster substation shall be regulated as per Reg-4.3 of Supply Code-2014, the salient features of which are given below:-

9.3.1 A group of new/existing HT/EHT consumers having their total contract demand above 4000 kVA, may jointly install a 33 kV or higher voltage cluster Sub-Station to be owned and maintained by them. The supply of electricity shall be provided by the PSPCL to the cluster sub-station at a voltage as specified in 9.1 above based on the sanctioned contract demand of the cluster sub-station in the premises of the leader of the group & actual cost of the HT/EHT line from feeding grid sub-station to cluster sub-station along with bay shall be payable by the constituent members of the group.

9.3.2 The Licensee shall sanction the contract demand of the cluster sub-station and individual consumers connected to the cluster sub-station provided the contract demand of the cluster shall not be less than sum total of sanctioned contract demands of constituent members of the group.

9.3.3 The Fixed Charges shall be levied on the basis of sanctioned contract demand of the cluster sub-station in accordance with the General Conditions of Tariff approved by the Commission for the relevant year. The Energy Charges shall be levied on the consumption recorded by the HT/EHT meter installed at the cluster sub-station. The total bill amount including fixed, energy and other applicable charges shall be apportioned to the individual consumers as under:

The Fixed Charges shall be apportioned to individual consumers in proportion to the sanctioned contract demand. The energy & other applicable charges shall be apportioned in proportion to the consumption recorded by the meter installed on the 11 kV feeder of each consumer at the cluster sub-station. The licensee shall install, seal & maintain all the meters including 11 kV meters as per Regulation 21 of Supply Code-2014, as amended from time to time.

9.3.4 Peak load/weekly off-day violation penalty, if any, shall be levied to individual consumer on the basis of readings recorded on the 11 kV feeder of each consumer.

9.3.5 In case maximum demand of the cluster sub-station exceeds its sanctioned contract demand then the demand surcharge shall be levied as per General Conditions of Tariff and shall be apportioned amongst constituent consumers exceeding their sanctioned contract demand according to the maximum demand recorded over and above the sanctioned contract demand during the month.

9.3.6 All consumers of the group shall jointly execute an agreement in the prescribed proforma (**Annexure-6**) for abiding by the conditions applicable to consumers catered supply from cluster sub-station as per provision of Reg-4.3 of the Supply Code-2014.

9.3.7 Each consumer shall be deemed to be connected at the voltage at which supply is catered to the cluster sub-station and separate bills shall be issued to each constituent member of the cluster sub-station.

9.3.8 The erection of all the 11 kV feeders from cluster sub-station to individual

constituent consumer shall be the responsibility of the concerned consumer. However the job may be carried out by the PSPCL if so requested by constituent members at their cost as a deposit work. The operation and maintenance of these feeders shall be the responsibility of the constituent members.

Provided where 11 kV feeder(s) for individual cluster constituent member(s) is/are required to be erected/laid in public land, the same shall be erected/laid and maintained by licensee at the cost of that constituent member(s).

9.3.9 The recovery of Service Connection Charges in case of cluster Substation shall be regulated as per provisions of Reg-4.3.9 of Supply Code-2014 given below:-

- a) The constituent consumers of a cluster sub-station shall jointly pay the cost of the feeding HT/EHT line including bay at the feeding substation and the leader of the cluster shall be responsible to deposit the full amount on behalf of constituent members.
- b) In case any constituent consumer seeks extension in contract demand and such demand can be released without any augmentation of HT/EHT line, no charges shall be payable by the consumer subject to consent of all other constituent consumers failing which the consumer seeking extension in the contract demand shall pay proportionate cost of the HT/EHT line including bay as per the cost data approved by the Commission for the additional demand only. Any augmentation of 11 kV line shall be at the cost of the consumer & shall be governed by Regulation 4.3.8 of the Supply Code-2014.
- c) In case a constituent consumer requires new connection from the cluster sub-station, such connection can only be released from the cluster sub-station with the consent of all existing constituent consumers. If such demand can be released without any augmentation of HT/EHT line, the consumer seeking new connection shall be required to pay to the PSPCL proportionate cost of the HT/EHT line including bay as per the cost data approved by the Commission and erect 11 kV line as provided in 9.3.8. The proportionate cost so recovered along with interest at Bank Rate (as on 1<sup>st</sup> April of each year) as notified by RBI (compounded annually) shall be adjustable against any expenditure incurred for augmentation of feeding EHT line which might be necessitated in case the existing constituent consumer requests for enhancement of load. However in case augmentation of cluster sub-station is required then the constituent consumers including the new consumer shall get the capacity augmented at their own cost since the cluster sub-station has been jointly installed by the constituent consumers.
- d) In case augmentation of EHT line is required for release of additional demand as per Regulation (b) or release of new connection as per Regulation (c) above, the entire cost shall be borne by the concerned consumer of the cluster and leader of the group shall be responsible to ensure deposit of all charges.

9.3.10 In case of any default(s) on the part of any of the constituent consumers, which warrant disconnection of the supply to his premises, the supply of such consumer shall be disconnected by isolating the individual 11kV feeder.

9.3.11 In case any of the constituent consumer(s) is found indulging in Unauthorized Use of Electricity or theft of energy, such constituent consumer(s) shall be dealt with as per Regulation 36 and 37 of the Supply Code.

9.3.12 If at any time, a constituent consumer of a cluster sub-station opts to erect his own 33 kV or higher Voltage sub-station, the same may be allowed subject to technical feasibility.

**9.4 Transformer Capacity:** The size of transformer(s) shall be decided by the consumer on the basis of contract demand with cushion capacity as per his requirement.

**10. VOLTAGE VARIATION LIMITS:**

The Voltage variation with reference to declared voltage as per standards of performance approved by the Commission as contained in **Annexure-1** para (2) of Supply Code-2014 shall be as under:-

- i. In the case of LT Supply +/- 6%
- ii. In the case of HT Supply + 6% & - 9%
- iii. In the case of EHT Supply + 10% & - 12.5%

**10.1** For all categories of connections involving erection of only LT Lines, the voltage Regulation shall be checked for LT side only.

**10.2** In case of HT category of connections which are to be released on 11 kV supply voltage, the voltage regulation shall be checked for 11 kV lines only.

**10.3** In case of tube well connections involving erection of new transformer/11 kV line and or augmentation of existing 11 kV line, the voltage Regulation of the existing 11 KV line shall also be taken into consideration for the purpose of augmentation and recovery of service connection charges as per Reg-9 of the Supply Code-2014. In such cases, voltage regulation of 11 kV feeder may not be a constraint for issue of demand notice. However, an undertaking / affidavit may be obtained from the applicant to the effect that the release of connection is acceptable to him under the present system constraints. Connection may be released after framing of estimate and the work of augmentation of 11 kV line may be carried out afterwards.

**11. SECURITY (CONSUMPTION) & SECURITY (METER)**

**11.1 Security (consumption):** The applicant seeking supply of electricity as per Regulation 6 of Supply Code-2014 shall initially be required to pay to the PSCPL an amount on kW/kVA basis as specified in the Schedule of General Charges approved by the Commission, as Security (consumption) towards estimated electricity likely to be supplied after release of connection. However, in case of applicants with demand exceeding 100 kVA, 25% of Security (consumption) (inclusive of EMD deposited at the time of feasibility clearance) be deposited at the time of registration of A & A form and remaining Security (consumption) be deposited at the time of compliance of demand notice.

The applicant seeking sanction of additional load/demand shall be required to deposit Security (consumption) computed only for the additional load/demand at the slab rate applicable to the total load/demand.

**11.2 SECURITY (METER):** Security for meter including metering equipment viz Current Transformer, Voltage Transformer etc. hereinafter referred to as Security (meter) shall be deposited by the applicant at the time of submission of A&A form in accordance with regulation 6 of these Regulations. Rates of such Security (meter) shall be as specified in the Schedule of General Charges approved by the Commission.

**11.3 Security from PSPCL's/ PSTCL Employees:** AE/AEE/XEN (DS) of the PSPCL may exempt the employees of the PSPCL / PSTCL from the payment of security (consumption) & Security (Meter) for DS connections. Outstanding dues in respect of energy charges can always be recovered from the pay of the concerned official.

**11.4 Review of security (consumption) & payment of additional security (consumption). The review shall be regulated as per Reg. 16 of Supply Code-2014.**

11.4.1 After release of connection, all consumers shall maintain as Security (consumption) with the PSPCL an amount equivalent to consumption charges (i.e. fixed and variable charges as applicable) for two and a half months where bi-monthly billing is applicable and one and a half month in case of monthly billing, during the period of agreement for supply of electricity.

11.4.2 Whenever spot billing is introduced for any category of consumers in any area

of operation of PSPCL, the Security (consumption) shall be maintained on the basis of consumption charges for two months for bimonthly billing and one month for monthly billing categories. Excess amount of Security (consumption) in respect of existing consumers shall be refunded by the PSPCL by adjustment against any outstanding dues and/or any amount becoming due to the PSPCL immediately thereafter.

- 11.4.3 The PSPCL shall not be entitled to demand Security (consumption) from any consumer requiring supply of electricity through a pre-paid meter as and when such a facility is provided.

Provided that in the case of an existing consumer who opts for supply of electricity through a pre-paid meter, the PSPCL shall refund the Security (consumption) including interest charges of such consumer by adjustment against any outstanding dues and balance amount, if any, shall be refunded through cheque to the consumer.

- 11.4.4 The adequacy of the amount of Security (consumption) in accordance with clause 11.4.1 above shall be reviewed by PSPCL after every three years (preferably after revision of tariff for the relevant year) based on the average monthly consumption for the twelve months period from April to March of the previous year except for HT/EHT consumers in whose case review of Security (consumption) shall be carried out annually.

In case of new connection less than one year old, the first review shall be carried out only after 12 months consumption from April to March is available with PSPCL.

#### **11.5 Notice for Additional Security (consumption)**

- 11.5.1 Based on a review as per clause 11.4 above, demand for shortfall or refund of excess Security (consumption) shall be effected by PSPCL from/to the consumer.

Provided, however, that if the Security (consumption) payable by the consumer is short or excess by not more than 10% of the existing Security (consumption), no action shall be taken.

- 11.5.2 If the Security (consumption) payable by a consumer after review as per clause 11.4 is found to be short by more than 10% of the existing Security (consumption), PSPCL shall refund the excess amount to such consumer by adjustment against any outstanding dues and/or any amount becoming due to PSPCL immediately thereafter.
- 11.5.3 Where the consumer is required to pay the additional Security (consumption), PSPCL shall issue to the consumer a separate notice cum bill specifying the amount payable along with supporting calculations.
- 11.5.4 The consumer shall be liable to pay the additional Security (consumption) within thirty (30) days from the date of service of the notice.
- 11.5.5 In the event of any delay in payment, the consumer shall for the actual period of default pay interest thereon at the SBI's base rate prevalent on first of April of the relevant year plus 2% without prejudice to the PSPCL's right to disconnect supply of electricity.
- 11.5.6 In case, demand for additional security (consumption) is included in the current energy bill instead of separate notice cum bill as mentioned in clause 11.5.3, then PSPCL shall not be authorized to take punitive actions as provided in clause 11.5.5 above and Regulation 16.5.5 of the Supply Code-2014.

#### **11.6 INTEREST ON SECURITY (CONSUMPTION) AND SECURITY (METER)**

- 11.6.1 PSPCL shall pay interest on Security (consumption) and Security (meter) at the Bank Rate (as on 1<sup>st</sup> April of each year) as notified by RBI.
- 11.6.2 The interest on Security (consumption) and Security (meter) shall be credited

to the account of a consumer annually on first day of April each year and shall be adjusted/ paid in first bill raised after first April every year against the outstanding dues and/or any amount becoming due to the PSPCL thereafter.

- 11.6.3 In the event of delay in effecting adjustments due to the consumer as per 11.6.2, the PSPCL shall for the actual period of delay pay interest at Bank Rate (as on 1<sup>st</sup> April of each year) as notified by RBI plus 4%.
- 11.7 Refund of security (consumption) and security (meter) shall be governed as per Reg.18 and 20 of the Supply Code-2014 as under.

**A) Refund of security (consumption)**

**a) "On Withdrawal of Application**

- 11.7.1 In case the applicant after submitting his application for supply of electricity/extension of load etc. withdraws the same, 10% of the Security (consumption)/ additional Security (consumption) shall be deducted by the PSPCL and the balance refunded within thirty (30) days to the applicant without payment of any interest by the Distribution Licensee (PSPCL).
- 11.7.2 If the applicant is not issued a Demand Notice within the specified time period and the applicant withdraws his application, the Security (consumption)/additional Security (consumption), as the case may be, shall be refunded in full within thirty (30) days along with interest for the period the Security (consumption)/additional Security (consumption) remained with the PSPCL at Bank Rate (as on 1<sup>st</sup> April of each year) as notified by RBI.
- 11.7.3 In the event of delay in refund beyond the stipulated period as per 11.7.2, the PSPCL shall pay interest at Bank Rate (as on 1<sup>st</sup> April of each year) as notified by RBI plus 4%.
- b) On Withdrawal of Application for Temporary Connections :-**In case an application for temporary connection is withdrawn, the following procedure shall be adopted for refund of advance Security for consumption:-
- 11.7.4 If the application is withdrawn before the due date by which supply of electricity is required or time frame fixed as per Regulation 8.3.3, of the Supply Code-2014 whichever is later, 10% of the advance Security for consumption shall be deducted and the balance amount refunded to the applicant within thirty (30) days from the date of request.
- 11.7.5 In case the PSPCL fails to provide the temporary connection by the due date or time frame fixed as per Regulation 8.3.3, of the Supply Code-2014 whichever is later and the application is withdrawn, the advance Security for consumption shall be refunded in full to the applicant within thirty days (30) from the date of request.
- 11.7.6 In the event of delay in refund beyond the stipulated period the PSPCL shall pay interest at Bank Rate (as on 1<sup>st</sup> April of each year) as notified by RBI for the period of delay.

**B) Refund of Security(Meter)**

- 11.7.7 Security (meter) shall be refunded in full in all cases specified in Supply Code-2014 Reg-19.1, 19.2 and 19.3 (ESIM Instructions No. 15.3).
- 11.7.8 The refund of Security (meter) shall be effected within thirty (30) days of receipt of request from the applicant. In case a distribution licensee fails to refund Security (meter) within the stipulated period, he shall for the period of default starting from the 31<sup>st</sup> day of the date of withdrawal of application till the date Security (meter) is refunded, be liable to pay interest at Bank Rate (as on 1<sup>st</sup> April of each year) as notified by RBI plus 4%.
- 11.8 The cashier on receipt of A&A form and amount of security (consumption) and Security (Meter) shall issue to the applicant a receipt in form BA-16.
- 11.9 Security (consumption) shall not be payable in case the consumer takes supply

through pre-payment meter. Similarly no Security (Meter) shall be payable if the consumer elects to install his own meter after due testing by the PSPCL.

**12. POSTING OF APPLICATION IN SERVICE REGISTERS & MAINTAINING SEPARATE SENIORITY LISTS.**

**12.1** The PSPCL shall maintain a permanent record of all application forms received in a Service Register/Database (PCL-SR/**Annexure-11**). Each application form shall be allotted a permanent application number (for identification) serially in the order in which it was received. Separate registers/databases for different category of consumers may be maintained. Separate seniority list would be maintained for each category of consumers in each notified office. The PSPCL shall keep the registers / databases updated with stage-wise status of disposal of each application form as per provisions of Reg-6.8.1 of the Supply Code-2014. Full particulars of the A&A form shall be entered in the relevant category of service register (PCL-SR/**Annexure-11**) in ink and acknowledgement of receipt of application mentioning the permanent number of A&A form shall be issued to the applicant which will form the basis of all future correspondence between the PSPCL and the applicant till the connection is released.

**12.1.1** At the end of the day, the consumer clerk will supply a list of the applications received by him during the day giving the consumer's name, application/A&A form no. and processing fee/security deposit receipts no. to the cashier who will enter the A&A no. in the main cash book from where the consumers security deposits register will be posted.

**12.1.2 Transfer of Application to Other Sub-Division:** Whenever any application of a prospective consumer is transferred from one sub-division to another sub-division, security (consumption) and security (meter) deposited by the prospective consumer shall be transferred alongwith his case file so that he is not required to deposit the same in the new sub-division.

**12.2 Distinguishing Symbols for different Categories:** Following symbols shall be used to distinguish the various categories of applications (A&A form).

1.	General supply applications	DS /NRS
2.	Industrial supply applications	' SP/ MS /LS '
3.	Agriculture supply	'AP'/AP-hi-tech/ AP-hi-density'
4.	Street lighting	' SL'
5.	Bulk supply	' BS '
6.	Temporary	' T '
7.	Railway traction	' RT '
8.	Single point supply	'SPS'
9.	Compost plant/waste management plants of municipalities/local bodies	'CP/WMP'
10.	Start-up power	'SUP'
11.	Charitable hospitals for persons with disability	'CH/PWD'

**12.3** With a view to ensure the release of connections for different categories of applicants on first cum first serve basis rational, separate seniority lists be made out from the service registers for (i) general, (ii) agricultural, (iii) industrial and other categories of connections.

**12.4** An applicant for industrial connection seeking reduction in load/demand before release of connection shall retain his original seniority e.g. if an applicant originally falling in LS category applies for reduction in load and consequently falls in MS category, he shall retain his original seniority in changed category with reference to his original date of application under LS category. An applicant for industrial connection seeking extension in load before release of connection shall be treated as a new applicant. The seniority shall be fixed in the category it falls as a result of increased load and shall be governed by the conditions applicable at the time of submission of revised application.

**12.5** In case an AP applicant applies for extension in load before release of connection, the total applied load is released in his turn by retaining his original seniority.

**12.6 Procedure for fixing seniority for electric connections:**

12.6.1 In general, all connections will be released within the time schedule specified in the Supply Code and in the order of seniority of registration of A & A form to be maintained separately for each sub-division. Separate seniority lists of applicants/ consumers will be prepared and maintained for different categories.

12.6.2 PSPCL shall deal with application forms in each category on the broad principle of "first come, first served" basis as per serial priority in the Service Register/ Database.

a) Seniority in respect of applications for each category (except AP) will be maintained in separate queues as under:-

Queue No.1:	Where a LT supply connection (s) / load (s) can be released without augmentation, erection and extension of distribution main or erection/augmentation of distribution transformer or commissioning of new sub-station or power transformer;
Queue No.2	LT supply connections where augmentation/ extension of a distribution main or erection/augmentation of distribution sub-station is required
Queue No. 3	H.T.supply connections at 11000 volts ;
Queue No. 4	H.T.supply connections at 33000 volts or E.H.T supply connections
Queue No. 5	All cases where supply of electricity requires erection and commissioning of a new sub-station or power transformer including HT/EHT line (if any) as per Reg. 8.1(c) of Supply Code-2014.

12.6.3 All the applications shall be dealt with in the order of seniority. This will comprise sanction of load, preparation of estimate and sanction thereof.

12.6.4 The AE/AEE/XEN (DS) shall accord sanction to all such cases which may be within his competency and forward the rest to the Sr.Xen/ ASE (DS) or SE/Dy.CE (DS) or CE/EIC (DS) as the case may be directly. Sanctions shall be obtained from the competent authority directly to ensure issue of demand notice within the prescribed period mentioned in the Reg-6.8.4 of the Supply Code-2014.

12.6.5 After compliance of Demand Notice, the seniority shall be determined on the basis of date of receipt of test report and deposit of Service Connection Charges/Security (works). Where compliance of Demand Notice is made on the same day by more than one applicant, their seniority shall be reckoned from the date of registration of application.

12.6.6 Wherever the release of general connection is held up for want of an energy meter and applicant has complied with the provisions of Demand Notice, the connection to such an applicant who comes forward to provide his own meter may be released in preference to those senior applicants whose cases are also pending for want of meters but who refuse in writing to supply their own meters.

**12.6.7 Seniority for AP Category:**

a. A.P category of connections will be released on the basis of seniority in the

order of registration of A & A form as per scheme prepared by the Government of Pb. in accordance with Regulation 5.3 of the Supply Code. An applicant under AP category seeking extension/ reduction in load and/or change of location before expiry of demand notice period shall retain original seniority on the basis of initial application

- b. SE/Dy.CE (DS) Circle will regulate the issuance of demand notices by the sub-divisions under his control, keeping in view the availability of material and pending test reports, indicating the date of registration of applications upto which demand notices shall be issued by each sub division, in such a way that the sub division will be in a position to release the connection within the period specified in Reg-8 of the Supply Code-2014.

### **13 RELEASE OF AP CONNECTIONS:**

- 13.1 The policy for the release of agriculture connections is reviewed every year by the State Govt. as per Reg-5.3 of Supply Code-2014 and guidelines for priority categories are also approved by the State Govt. The salient features of the policy approved by the State Government for the year 2018-19 issued vide CC No. 20/2018 DT. 13/04/18 are as under:-

#### **13.1.1 Minimum Land Holding for Tubewell Connection :**

As per existing instructions, minimum land requirement for release of AP connections is one Acre as provided in AP policy guidelines approved by State Govt. except in case of tubewells released under Drip/Sprinkler Micro irrigation priority & A.P. High technology priority. Minimum land holding for release of tubewell under Drip/ Sprinkler Irrigation System is 2 hectare for fruit crops or one hectare for vegetables & non horticulture crops & minimum land holding for green houses tubewell connections to be released under A.P. High technology priority is 2000 sq. meters (4 Kanals). Minimum land holding for release of priority tubewell connection to Govt. Adarsh Schools will be Three Acre. Similarly minimum area for setting up hot houses/net houses will be 2000 sq. meter (4 Kanals).

However, the condition of minimum land requirement of one acre for release of AP connection is relaxed in case of Tubewells being installed by Punjab Water Resources Management and Development Corporation Limited and for Holi Bai (ਹੋਲੀ ਬੇਈ) T/W connections released under Gram Panchayat priority.

- 13.1.2 In view of the Hon'ble National Green Tribunal, New Delhi judgment dated 20.07.15 in Original Application No. 09/2014 (Safal Bharat Guru Parampara Vs State of Punjab & Others), compliance of the following be made:

- a) As per the approval of GOP in the AP policy for the year 2017-18, restrictions shall be imposed for release of tubewell connections to AP applicants having land holding above 4 hectare (10 acre) in the notified blocks in compliance to the Central Ground Water Authority (CGWA) Minutes of Meeting held on 16/6/2011. Therefore, undertaking from the prospective AP applicants in notified blocks (**Annexure-42, 43 & 44**) shall be obtained in this regard.
- b) As per the directions issued vide Department of Power, Govt. of Punjab memo. no.1/33/08-EB(PR)/694 dated 14<sup>th</sup> October, 2015 regarding not to use diesel generator set for drawing underground water, where electricity connection for AP pump set is given, compliance of the following shall be ensured by the field offices:-
  - i. An undertaking in this regard from the prospective AP applicant shall be taken by Punjab State Power Corporation Limited before release of connection.
  - ii. The authority to impose the penalty shall be at-least Assistant Engineer (DS) and the Appellate Authority shall be SE/Dy.CE (DS).
  - iii. The existing AP consumers shall also not be allowed to use diesel



generator set for drawing underground water. However, the farmers who do not have any electricity connection are free to use diesel or any other generators but strictly as per the norms prescribed by the CPCB and/or PSPCB for the purpose.

- c) **Self-Attested Undertaking:-** An undertaking from the prospective consumer shall be obtained before release of AP tubewell connection, in the format given below:

I ..... S/o ..... undertake to comply with the following:

- i. That AP connection shall be subject to the restriction regarding the use of electricity and hours as per notification no. 1/33/08-EB (PR)/321 dated 21<sup>st</sup> March, 2018 issued by Department of Power, Govt. of Punjab.
- ii. That on getting the tube well electricity connection, I will not use diesel generator set(s) for drawing underground water. Further, I am aware that in case it comes to the notice of State Government/PSPCL about the use of diesel generator set(s) by me, the authority concerned shall forthwith take appropriate action in accordance with law and also impose penalty at the rate of Rs. 5000 per day for each of the diesel generator set used under the principle of "Polluter Pays".
- iii. I will strictly abide by the implementation of the provisions of the Punjab Preservation of Sub-Soil Water Act 2009 and notifications issued there-under by Government of Punjab from time to time w.r.t sowing of paddy nursery/plantation as per the time schedule notified by the Govt. of Punjab.

**13.2** Connections for following categories of applicants shall be released on priority as per specified cut off date. The list of priority categories is given below:-

- a. Chairman's discretionary Quota Priority,
- b. Drip/Micro sprinkler System Priority
- c. Tubewells for Gram Panchayat (*Including Mushtarkha Malikana land managed by Gram Panchayat*), Nagar Panchayat, Nagar council, Municipal Corporation, Municipal Committee, Notified Area Committee) and Tubewell connections for reviving ecology of Holi Bai (*ਹੋਲੀ ਬੇਈ*),
- d. Religious/Charitable Institutions(Except Deras) and *Gaushala* Priority,
- e. Sem Area Priority,
- f. Harijan Farmers Co-Operative Society Priority.
- g. Punjab Water Resources Management & Development Corporation Limited T/W Connection Priority,
- h. Priority to Land Owners/Oustees, whose lands are acquired by the Govt. of PB.,
- i. Adarsh Schools established by the State Govt.
- j. Priority for Members of schedule castes.
- k. Gallantry Awardees (Armed Forces and Civilians)
- l. Martyrs of Kargil War, Operation Rakshak J&K and insurgency
- m. Ex-serviceman Priority.
- n. Priority under Family Partition.
- o. Land across River Ravi Priority.
- p. Kandi Area (10 BHP and above Submersible Pumps only).
- q. Land Across International Border fencing priority.
- r. Common Tubewell connections along the canals/distributaries.
- s. NRI Priority.

- t. Lift irrigation scheme priority in kandi area.
- u. Freedom Fighters category.

**13.3 General conditions for priority category connections:**

- a. Only one connection shall be admissible in any of the priority categories except Gram Panchayat / Religious / Charitable Institutions/Water logged / Sem Area, land owner/oustees where land is acquired by Govt., Adarsh School and Drip Micro Sprinkler Irrigation System to the applicant during his lifetime. In case of other priority categories, the applicant will be required to submit an affidavit on non-judicial stamp paper to the effect that he has neither availed nor applied for a tube well connection on priority anywhere else in the State. A note to this effect shall be made in the A&A form.
- b. The priority will be admissible to the person who owns land in his name or has taken Govt. Land on 99 years lease except religious/charitable institutions which will be required to submit a copy of 'Fard' of the land where tube well connection is to be installed authenticating the ownership of the land.
- c. The priority will be admissible up to the stage of release of connection.
- d. All the priorities shall be allowed by Sr. XEN/ASE (DS) except as mentioned in subsequent paras (13.4).
- e. An applicant claiming priority under any of the above categories shall be required to furnish an undertaking on non-judicial stamp paper to the effect that in case of misrepresentation or misuse of priority by sale, lease, transfer of connection or change of name within 5 years from the date of release of connection, his connection shall be liable to disconnection. A note to this effect shall be made on agreement and undertaking shall be tagged to the A&A form.
- f. An applicant seeking out of turn release of connection / load will be required to pay the actual expenditure (comprising of extended high voltage line, step down sub-station and service line) incurred in providing connection / load as per Reg-9.1.2 of Supply Code-2014.

**13.4 Grant of priority for AP connections.**

- a. **Chairman's Discretionary Quota Priority:** The Chairman's Discretionary Quota priority connections shall be released as per following conditions:
  - i. The applicant shall deposit Rs.2000/- per BHP at the time of allotment of priority as Tatkal fee along with requisite normal processing fee, security (consumption) and security (meter) as applicable.
  - ii. The Service Connection Charges shall be recoverable in addition to above as per provisions of Reg-9 of Supply Code-2014.
  - iii. The connection shall be given to the applicants having land holding upto 5 acres.
  - iv. The applicant should not have any tubewell connection in the state of Punjab. In this regard the applicant will submit an undertaking attested by Executive Magistrate that :
    - 1) मेरे कोल सारे पंजाब राज विच कोਈ टिउबवैल कुनैकसुन नही है।
    - 2) मेरे कोल सारे पंजाब राज विच खेती बाड़ी वाली जमीन ईक ऐकड़ तें चाਈ (2½) ऐकड़ तें षट जां चाਈ (2½) ऐकड़ तें 5 ऐकड़ तक है( जे वी लागू होवे)।
    - 3) अगर मेरे वलें उपरोक्त दिंडा बिआन किसे वी समें गलत पाइआ जांदा है तं पंजाब राज पावर कारपोरेशन लिमिटेड नुं मेरा ऐ.पी. कुनैकसुन बिनां किसे नोटिस दे कटन अते मेरे खिलाफ कानूनी कारवायी (Criminal proceedings) करन दा अपिकार होवेगा अतेइस संबंधी में पी.ऐस.पी.सी.ऐल. तें किसे किसम दा कोਈ कलेम करन दा हकदार नही होवांगा अते में तखमीने दी कुल लागत अते डिस्मैन्टलमेंट चारजिन देह दा पाबंद होवांगा।

However, above conditions regarding ceiling of land to release of AP

connection(s) under Chairman Discretionary Quota to the Govt. of Pb. Departments shall not be applicable.

- v. The sanctioned letter issued under Chairman's Discretionary Quota shall be valid for a period of three months for registration of A&A form. After the expiry of three months the priority allowed under Chairman's Discretionary Quota shall stand cancelled.

**b. Drip / Sprinkler Irrigation Scheme:** Release of Tube well Connection on priority shall be admissible to prospective consumers in the State for Drip / Micro Sprinkler System installed on a minimum area of two hectares for fruit crops or one hectare for vegetable and non-horticultural crops. Non-horticultural crops include all crops other than horticultural crops. Priority shall be regulated as under:

- i. Priority shall be allowed on a joint certificate from Divisional Soil Conservation Officer and Dy/Asstt. Director of Horticulture Pb.
- ii. The applicant shall submit an affidavit duly attested by 1st Class Magistrate to the effect that in case he is found to be using the tube-well connection for any other purpose, the same shall be liable to be disconnected without notice.
- iii. The material for Drip Irrigation / Sprinkler System shall be ISI marked and the purchase of equipment shall be done through demand draft with valid receipt which will be submitted by the applicant to PSPCL. The material shall be duly tested / approved by National Testing House / any other Agency / Govt. approved Agency or duly tested and recommended and approved by PAU, Ludhiana and Punjab Small Scale Industrial Corporation (PSSIC). Certification to this effect shall be made by Division Soil Conservation Officer / Dy. Director Horticulture.
- iv. Test Report of such connections shall be verified only by AE/AEE/XEN (DS) concerned. The working of the system shall be checked by AE/AEE/ XEN (DS) once in a year and certificate of checking shall be placed in the consumer case, so as to ensure that the priority is not misused.
- v. In case of misuse of this priority the connection shall be disconnected immediately.
- vi. To encourage water conservation by using Drip Micro Sprinkler Irrigation System Tubewell connection under this category shall be allowed to an AP applicant even if he has availed one tubewell connection under any other priority.

**c. Tubewells for Gram Panchayat (Including Mushtarkha Malikana land managed by Gram Panchayat), Nagar Panchayat, Nagar council. Municipal Corporation, Municipal Committee, Notified Area Committee and Tubewell connection for reviving ecology of Holi Bai (ਹੋਲੀ ਬੇਈ) :** The priority will be regulated as under:-

- i. The connection shall be released in the name of Sarpanch of Gram / Nagar Panchayat and a copy of the 'FARD' indicating ownership of land by Gram / Nagar Panchayat shall be produced alongwith the application. In case of Nagar council, Municipal Corporation, Municipal Committee and Notified Area Committee, the application shall be submitted through authorized person and a copy of the resolution shall also be furnished with the A&A form.
- ii. The applicant shall submit an undertaking that he will not misuse the connection by sale or otherwise and any violation of the undertaking will lead to disconnection of supply.
- iii. More than one connection on priority, in such cases shall be allowed by the by Sr.Xen/ASE (DS) and ex-post facto approval of SE/Dy.CE (DS) will be obtained thereafter, if the land holding is sufficient to justify more than one tube well.
- iv. In order to revive the ecology of Holi Bai (ਹੋਲੀ ਬੇਈ) Tubewell connection on priority for dewatering of pond water and using the same for irrigation of land of

Panchayat /farmers of 103 villages identified under Hoshiarpur and Kapurthala District. These tubewells will be released in the name of Gram Panchayat and the condition of minimum one acre of land shall not be applicable.

**d. Religious /Charitable Institutions(Except Deras) and *Gaushala* Priority,**

**Religious/Charitable institutions (except Deras):**

The priority for tubewell connection to all the religious institutions shall be admissible. Religious places namely Gurdwaras, Mandirs, Masjids and Churches having minimum 5 acres of land holding shall be allowed tube well connection(s) on priority. More than one tube well connection on priority will be permissible where the land owned by the Religious/ Charitable institution exceeds 20 Acres and in such cases priority shall be allowed by SE/Dy.CE (DS) and ex-post-facto approval of EIC/CE (DS) will be obtained thereafter.

However the tubewell connections shall be released in the name of the Manager of the respective religious place/institutions with the consent of concerned village Panchayat and will be used to irrigate the agriculture land in the name of religious place/ institution and it will be ensured by the field officers that no tubewell connections is released in Public/Government Land illegally possessed / encroached by the applicant.

**Gaushalas Priority:**

- i) The gaushalas recognized/registered by the Registrar of Societies shall be eligible for grant of Tubewell on priority under this category.
- ii) The connections shall be released in the name of Manager/ Secretary of the gaushala in the land owned by such society.
- iii) At least one acre of land shall be in the name of the gaushala and proof of ownership of the land shall be submitted with the A&A form.
- iv) The priority shall be allowed by Sr.Xen/ASE (DS) after scrutiny of genuineness of the case and the same shall be admissible upto the stage of release of connection.
- v) The applicant (Manager/Secretary of Gaushalas) shall submit an undertaking that he will not misuse the connection by sale, shifting or otherwise and any violation of the undertaking will lead to disconnection of supply.

**e. Sem Area Priority,**

- i. All the applications registered/to be registered shall be processed for issue of demand notice/release of connection in phases keeping in view the availability of material and test reports in hand.
- ii. Those applicants who had already been issued demand notices under any other priority category shall not be allowed to avail this facility and their applications be processed under the existing terms and conditions.
- iii. The priority shall be admissible to the applicants falling in the villages affected by Sem in the Districts of Ferozepur, Fazilka, Faridkot, Mukatsar, Bathinda, Moga, & Mansa.
- iv. Before allowing connections on priority to the tube well applicants Sr. Xen/ ASE (DS) shall get verification from the revenue authority not below the rank of Tehsildar that the Village where AP connection is required is water logged / Sem affected.
- v. Village wise seniority shall be maintained in the Sem affected villages under Lambi & Malout Constituencies of Mukatsar District and villages affected by sem falling under Jalalabad, Vidhan Sabha constituency area. No separate

queue for test reports shall be maintained in their case. The roster shall not be followed in their case and connections shall be released in a phased manner, keeping in view the availability of material and pending test reports.

- vi. Tube well Connections shall be released in the Sem affected villages irrespective of the no. of connections availed by the applicant under any other priority categories.

**f. Harijan Farmer's Co-Operative Society Priority,**

- i. The tubewell connections shall be released on priority to Harijan Farmers Co-operative Societies subject to the condition that such a society shall submit proof of registration of the society with Registrar of Societies Punjab, indicating the number of harijan farmers and their land holdings alongwith the A&A form.
- ii. The priority shall be allowed by Sr.Xen/ASE (DS) after scrutiny of genuineness of the case and the same shall be admissible upto the stage of release of connection.
- iii. The connection shall be released in the name of Secretary of the Society who will be responsible for the payment of all charges to the PSPCL.
- iv. The connection shall be released in the land holding which is in the possession of Society and the shifting / change of name in such cases shall not be permissible.
- v. The land holding of the society shall be minimum one acre for which proof shall be furnished by the secretary of the Society along with fard of the land.
- vi. The applicant shall submit an undertaking that he will not misuse the connection by sale, shifting or otherwise and in case of any violation of the undertaking or litigation between the members of the Society, PSPCL shall disconnect the connection without any notice.
- vii. More than one tubewell connection can be allowed on priority by Sr.Xen/ ASE (DS) where the land holding justifies the same and approval of SE/Dy.CE (DS) shall be obtained thereafter.

**g. Punjab Water Resources Management & Development Corporation Limited T/W Connection Priority:**

The tube well connections of PWRM & DC Ltd. shall be released on priority as such deep bore tubewells are used for providing irrigation facility to the small and marginal farmers in the state.

While allowing priority to Pb. Water Resources Management & Development Corporation Limited, consent in the form of affidavit from the land owners/ resolution passed by the Panchayat in favour of PWRM & DC limited may be accepted in-stead of proof of ownership/lease deed. The requirement of minimum one acre land shall also not be applicable.

**h. Priority to Land Owners/Oustees whose lands are acquired by the Govt. of Punjab:**

The land owners/ oustees whose lands are acquired for public purposes by the Govt. of Punjab shall be allowed priority for T/W connections at the new site by EIC/CE/Commercial after scrutiny of documents submitted by the applicant towards proof of acquisition of land by the Govt.

The applicant shall submit application for grant of priority to the AE/AEE/Xen (DS) concerned in whose jurisdiction the land of the applicant has been acquired by the Govt. Such applicants shall be entitled for release of more than one tubewell connection at various places in the State where land is purchased by the applicant in lieu of acquired land.

**i. Adarsh Schools established by the State Govt:**

AP connections applied by Adarsh schools shall be released on priority subject to

following conditions:-

- i. Minimum 3 acres of land in name of school shall be prerequisite for which fard of the land shall be submitted by the school authority along with A&A form.
- ii. Connection shall be released in the name of Principal/ Head Master of the Adarsh School.
- iii. An undertaking shall be submitted by the Principal / Head Master of the school towards use of AP connection for irrigation of land of the school only and not the land of other persons.
- iv. No change of name and shifting of such connection to other place shall be permissible /allowed.
- v. More than one tube-well connection can be allowed by Sr.Xen/ ASE (DS) who shall obtain ex-post facto approval from SE/Dy.CE (DS) concerned thereafter.

**j. Priority for Member of schedule castes.**

The applicant will be required to furnish a certificate of his being a member of scheduled caste on the requisite proforma from any of the following authorities:-

- i. District Magistrate/ Additional District Magistrate/ Deputy Commissioner/ Additional Deputy Commissioner/ Sub Divisional Magistrate / Executive Magistrate / Extra Assistant Commissioner.
- ii. Revenue Officer not below the rank of Tehsildar.
- iii. Sub Divisional Officer of the Area where the applicant and/or his family normally resides.

**k. Gallantry Awardees (Armed Forces) and Civilian Awardees:** Release of one tube well connection on priority is admissible to Defence & Civilian Personnel who are recipients of the awards listed as under:-

1. Indian Armed Forces Personnel
  - i. Param-Vir-Chakra
  - ii. Mahavir Chakra
  - iii. Vir Chakra
2. Civilian Officers/Personnel:
  - i. Bharat Ratna
  - ii. Padam Vibhushan
  - iii. Padam Bhushan
  - iv. Padam Shri.
3. The applicant will submit a proof of having been awarded gallantry/Civilian award and will be entitled only to one tube well connection under priority in this category during his life time provided he/she does not have any other tube well connection in his/her name in Punjab. An undertaking to this effect on a non-judicial stamp paper shall be submitted by the applicant.

**l. Martyr of Kargil War, Operation Rakshak J&K and insurgency:**

- i. One No. tube well connection for agricultural purposes shall be provided on priority to the family of each such martyr.
- ii. In case of unmarried martyr, the connection may be released in the name of parents and in case parents are not alive the same may be released in the name of brother/sister after obtaining no objection from the remaining brother(s)/ sister(s).
- iii. In case of martyrs, the connection may be released in the name of wife or one of the children after obtaining no objection from other children, if any.

- iv. The legal heir of the martyr will submit a proof and will be entitled only for one tubewell connection under this category during his/her life time provided he/she does not have any other tubewell connection in his/her name in Punjab and an undertaking to this effect on a non-judicial stamp paper shall be submitted by the legal heir of the martyr.

**m. Ex-serviceman Priority.**

- i. The priority shall be allowed for one tubewell connection to ex-servicemen, widows of ex-servicemen and disabled defence personnel shall be eligible for this priority.
- ii. A service man in his last year of service may also apply through his commanding officer for tube-well connection which shall be released on priority on production of certificate from the commanding officer to the effect that applicant is due for retirement from defence within one year.
- iii. In case the ex-serviceman applicant expires before the release of connection, tubewell connections may be released in the name of authorized legal heir of the applicant subject to submission of requisite documents.

**n. Priority under Family Partition:**

Priority for release of one tube-well connection to each legal heir is admissible in case of division of agriculture land as a result of family partition under the provision of Punjab Land Revenue Act, 1887 or as a result of inheritance. The priority shall be regulated as under:-

- i. The priority shall be admissible to legal heirs on the death of a tube well consumer or to all beneficiaries on division of land under family partition.
- ii. All legal heirs/beneficiaries claiming priority shall have to produce copies of FARD indicating their respective shares in the land where original connection is installed.

**o. Priority across River Ravi:**

The priority shall be admissible to farmers whose land falls between the river Ravi and International Border.

**p. Kandi Area (10 BHP and above Submersible Pumps only):**

Sr. XEN/ASE (DS) concerned shall obtain a list of villages which are wholly or partly covered under the definition of sub mountainous/ Kandi Area as per the state govt. from the revenue authority duly authenticated by SDM or GA to DC.

**q. Land Across International Border fencing priority:**

This priority shall be admissible to farmers residing in the Border Area and whose land falls between the International Border and the barbed wire fencing erected by the Govt. of India. In this category more than one tubewell connection may also be allowed. Sr. XEN/ ASE (DS) concerned shall obtain a list of villages falling in the prescribed Belt of International Border. This list must be authenticated by the revenue authority not below the rank of SDM or GA to DC.

**r. Common Tubewell connections along the canals/ distributaries:**

- i. A common T/W connection along the canals / distributaries shall be released on priority to a group of farmers who are forming Mogha Committees/Societies.
- ii. The A&A form shall be submitted by Secretary of the Committee/ Society in his name along with proof of registration of Committee/ Society with Registrar of Society Punjab indicating the no. of farmers and their land holdings.
- iii. The Secretary of the Committee/ Society shall be responsible for payment of all charges/liabilities of PSPCL.
- iv. The connection shall be released in the land holding which is in the possession of Committee / Society and the shifting / change of name in such cases shall not be permissible. In case of Govt. land, NOC of the concerned department

shall be submitted by the applicant along with A&A form.

- v. The requirement of minimum one acre land shall not be applicable.
  - vi. The applicant shall submit an undertaking that he will not misuse the connection by sale, lease, change of name or otherwise and any violation of the undertaking will empower PSPCL to disconnect the connection without any notice. Any litigation between the members of the Committee/ Society shall lead to disconnection of supply without notice.
  - vii. The priority shall be allowed by Sr.Xen/ASE (DS) after scrutiny of genuiness of the case and the same shall be admissible upto the stage of release of connection.
  - viii. The applicant shall furnish a certificate issued by the land reclamation Deptt. of Punjab to the effect that the underground water in the area where irrigation from the T/W connection is required is not fit for irrigation purposes and the water where T/W connection is being released is fit for irrigation purposes.
- s. Lift Irrigation Scheme Priority in Kandi (ਚੰਗਰ) Area:** - AP Tubewell Connection under this priority shall be governed by following conditions
- i. A separate AP priority category namely "Lift Irrigation Scheme" is introduced for release of AP connections under lift irrigation projects in kandi (ਚੰਗਰ) area.
  - ii. The connection shall be given with overriding priority.
  - iii. Connection shall be given in the name of the Secretary of the water user society and the applicant (Secretary of the society) shall produce copy of the registration of the society indicating the full details of its members and their agriculture land holding etc.
  - iv. The applicant shall furnish an undertaking that in case of misuse of priority by sale or lease his connection may be disconnected without any notice.
  - v. The application of the societies registered under general category or other priority category may be shifted to 'lift irrigation scheme priority' category by applying in the subdivision.
  - vi. Further, the condition of minimum land requirement of 1 acre for release of AP connection is relaxed in this priority as the connection will be released in the name of the Secretary of the Society meant for group of farmers.
- t. NRI Priority:** - One tubewell connection shall be allowed to NRI's under NRI tubewell connection priority provided no AP connection exists in his/her name and who qualifies the eligibility criteria for classifying as NRI and shall furnish the certificate issued by the Punjab State Commission for NRI's. The cut-off date for issue of demand notice shall be decided by office of EIC/CE Commercial based on the number of applications registered under this category.

The terms and conditions for availing agriculture tubewell connection under NRI Priority Category are as under:-

1. One tubewell connection shall be allowed to NRIs under NRI tubewell connection priority subject to fulfillment of following criteria-
  - a) No AP connection shall exist in his/her name in state of Punjab; and
  - b) An individual is said to be non-resident in India if he is not a resident in India and an individual is deemed to be resident in India in any previous year if he satisfies any of the following conditions:
    - i) If he is in India for a period of 182 days or more during the previous year; or



- ii) If he is in India for a period of 60 days or more during the previous year and 365 days or more during 4 years immediately preceding the previous year.

However, condition No.(b) does not apply where an individual being citizen of India or a person of Indian origin, who being outside India, comes on a visit to India during the previous year.

- c) Further, minimum stay in foreign land shall be three years and his/her passport entries shall certify his/her date of departure from Punjab/India; and
- d) having minimum 3 Acre of land in his/her name in state of Punjab; and
- e) he/ she, or either of his/her parents or any of his/her grand-parents, are/were born/were original resident in State of Punjab in India.

2. Documents to be submitted by NRI/ to be collected by PSPCL are as under:-

- i) He/she will be required to submit documentary proof regarding his/her, his/her father/mother, his/her grandfather/ grandmother were original residents of the State of Punjab in India i.e. Domicile certificate, DOB certificate, Ration card, or any other proof of residential property in state of Punjab etc.
- ii) He/she will also be required to submit the copy of passport in this regard duly attested by a Gazetted Officer/Notary.
- iii) He/she shall submit the copy of Khasra/Girdawari/ Jamabandi/Fard of the land as proof of its ownership (having land holding of minimum three acre).
- iv) One tubewell connection shall be allowed under NRI category to NRI's provided no AP tubewell connection exists in his/her name. An undertaking in this regard shall be taken from the applicant.
- v) Any applicant claiming NRI priority shall be required to furnish an undertaking on non-judicial stamp paper that in case of misrepresentation or misuse of priority by sale / lease / transfer of connection or change of name within 5 years from the date of release of connection, his connection shall be liable to the disconnection. A note to this effect shall be made on agreement and undertaking shall be tagged to the A&A Form.

3. An AP applicant who had earlier got tubewell application registered under General category shall have option to transfer his AP application under NRI priority category on fulfillment of eligibility criteria. However, the priority shall be considered from the date of transfer of application from General to NRI priority category and lien of the applicant under General category shall cease.

**u. Freedom Fighter category:** - As per decision of Punjab Cabinet in its meeting dated 18.3.2017, one tubewell connection shall be allowed to the families of Freedom Fighters on out of turn basis (upto date priority). The terms & conditions for allowing priority shall be as under:-

- i) Priority for release of one tubewell connection to such a freedom fighter will be admissible who has land in his own name, notwithstanding the fact that he had already got a tube well connection(s) under the general category or some other priority but not under 'freedom fighter priority' category. However, a freedom fighter claiming priority shall be required to furnish a certificate of his being a freedom fighter from Distt. Magistrate concerned.
- ii) In case of death of freedom fighter, the priority to release one number tubewell connection under this category shall be allowed in the name of legal heir of the freedom fighter subject to submission of requisite documents viz.
  - a) Certificate of his/ her husband/ wife/ parent being a freedom fighter from Distt. Magistrate concerned.
  - b) Death certificate
  - c) NOCs of all other family members.

- d) The proof of ownership of min. 1 acre land on the name of the applicant.
- e) Undertaking that no tubewell connection has been obtained by his/her husband/ wife/ parent under freedom fighter category previously.
- iii) An applicant who had earlier got tubewell application registered under General/ other priority category shall have option to transfer his AP application under this priority category on fulfillment of eligibility criteria. However, the priority shall be considered from the date of transfer of application to this priority category and lien of the applicant under earlier category shall cease.
- iv) The tubewell connection under this category shall be given with overriding priority.
- v) The applicant is liable to pay actual expenditure for the release of tubewell connection as per Supply Regulation 9.1.2.

**Note: -**

- a) No fresh Demand Notices are to be issued for the time being to the eligible applicants as per present Cut-Off dates under any General or Priority categories. Keeping in view the decision of Punjab Cabinet dated 18.03.2017 and very small no. expected prospective consumers under Freedom Fighter Category, fresh demand notice shall be issued to the applicants of this category only as per above mentioned terms & conditions as a special case.
- b) The instructions regarding extension in validity period of the sanction letters already issued under Chairman Discretionary Quota shall be issued later on.

**13.5 Monitoring the release of AP connections for Religious Institutions, Gashalas and Harijan Agriculture Cooperative Societies**

Release of connections on priority to these categories shall be regulated as under as per instructions of the Government issued vide notification no. 10/91/2011-ਉਸ-6/2663 dt. 6.7.2011(given below):-

- a) ਪੰਜਾਬ ਦੇ ਰਾਜਪਾਲ ਜੀ ਪ੍ਰਸੰਨਤਾ ਪੂਰਵਕ, ਖੇਤੀਬਾੜੀ ਦੀ ਜਮੀਨ ਲਈ ਪੰਚਾਇਤਾਂ, ਧਾਰਮਿਕ ਸਥਾਨਾਂ, ਗਊਸ਼ਾਲਾਵਾਂ ਅਤੇ ਹਰੀਜਨ ਖੇਤੀਬਾੜੀ ਕੋ-ਆਪਰੇਟਿਵ ਸੋਸਾਇਟੀਆਂ ਨੂੰ ਪਹਿਲ ਦੇ ਆਧਾਰ ਤੇ ਟਿਊਬਵੈਲ ਕੁਨੈਕਸ਼ਨ ਵਿੱਚ ਤੇਜ਼ੀ ਲਿਆਉਣ ਲਈ ਰਾਜ ਵਿੱਚ ਹੇਠ ਲਿਖੇ ਅਨੁਸਾਰ ਕਮੇਟੀਆਂ ਦਾ ਗਠਨ ਕਰਦੇ ਹਨ:-
  - i. ਐਕਸੀਅਨ (ਬਿਜਲੀ ਵੰਡ)ਚੇਅਰਮੈਨ
  - ii. ਸਬੰਧਤ ਤਹਿਸੀਲਦਾਰ/ਨਾਇਕ ਤਹਿਸੀਲਦਾਰਮੈਂਬਰ
  - iii. ਸਬੰਧੀ ਬੀ.ਡੀ.ਪੀ.ਓ.ਮੈਂਬਰ
  - iv. ਸਬੰਧੀ ਐਸ.ਡੀ.ਓ. (ਬਿਜਲੀ)ਮੈਂਬਰ ਸਕੱਤਰ
- b) ਇਹ ਕਮੇਟੀਆਂ ਹਰ ਸਨਿੱਚਰਵਾਰ ਵਾਲੇ ਦਿਨ ਸਵੇਰੇ 10.00 ਵਜੇ ਐਕਸੀਅਨ (ਬਿਜਲੀ ਵੰਡ) ਦੇ ਦਫਤਰ ਵਿਖੇ ਮਿਲਿਆ ਕਰਨਗੇ।
- c) ਸਬੰਧਤ ਤਹਿਸੀਲਦਾਰ/ਨਾਇਕ ਤਹਿਸੀਲਦਾਰ ਇਹ ਯਕੀਨੀ ਬਣਾਉਣਗੇ ਕਿ ਖੇਤੀਬਾੜੀ ਮਕਸਦ ਲਈ ਉਪਰੋਕਤ ਕੈਟਾਗਿਰੀਆਂ ਦੇ ਬਿਨੈਕਾਰਾਂ ਨੂੰ ਸਬੰਧਤ ਜਮਾਬੰਦੀ/ਰੈਵੈਨਿਊ ਰਿਕਾਰਡ ਦੀ ਨਕਲ ਮੌਕੇ ਤੇ ਹੀ ਉਪਲਬਧ ਕਰਵਾਈ ਜਾਵੇ।
- d) ਬੀ.ਡੀ.ਪੀ.ਓ. ਵਲੋਂ ਕੀਤੀ ਜਾਣ ਵਾਲੀ ਕਾਰਵਾਈ, ਅਗਰ ਕੋਈ ਹੋਵੇ ਤਾਂ ਉਹ ਮੌਕੇ ਤੇ ਹੀ ਕੀਤੀ ਜਾਵੇ।
- e) ਉਪਰੋਕਤ ਕੈਟਾਗਿਰੀਆਂ ਦੇ ਜਮੀਨ ਮਾਲਕਾਂ ਵਲੋਂ ਖੇਤੀਬਾੜੀ ਲਈ ਕੁਨੈਕਸ਼ਨ ਲੈਣ ਲਈ ਅਰਜੀ ਤੇ ਉਪਰੋਕਤ ਅਨੁਸਾਰ ਕਮੇਟੀ ਅਰਜੀ ਮੁਕੰਮਲ ਕਰਵਾਉਣ ਲਈ ਕਾਰਵਾਈ ਕਰੇਗੀ ਅਤੇ ਅਰਜੀ ਦੇਣ ਦੀ ਮਿਤੀ ਤੋਂ 10 ਦਿਨਾਂ ਦੇ ਅੰਦਰ-ਅੰਦਰ ਡਿਮਾਂਡ ਨੋਟਿਸ ਜਾਰੀ ਕੀਤਾ ਜਾਵੇਗਾ।
- f) ਬਿਨੈਕਾਰ ਵਲੋਂ ਡਿਮਾਂਡ ਨੋਟਿਸ ਦੀ ਰਕਮ ਜਮ੍ਹਾਂ ਕਰਵਾਉਣ ਤੋਂ ਇਕ ਮਹੀਨੇ ਦੇ ਅੰਦਰ-ਅੰਦਰ ਟ੍ਰਾਂਸਫਾਰਮਰ ਅਤੇ ਬਿਜਲੀ ਦੇ ਖੰਬੇ, ਤਾਰਾਂ ਆਦਿ ਦੀ ਕਾਰਵਾਈ ਮੁਕੰਮਲ ਕੀਤੀ ਜਾਵੇ।
- g) ਬਿਨੈਕਾਰ ਵਲੋਂ ਟੈਸਟ ਰਿਪੋਰਟ ਦੇਣ ਤੋਂ 2 ਦਿਨਾਂ ਦੇ ਅੰਦਰ-ਅੰਦਰ ਖੇਤੀਬਾੜੀ ਟਿਊਬਵੈਲ ਲਈ ਕੁਨੈਕਸ਼ਨ ਰਲੀਜ ਕੀਤਾ ਜਾਵੇ।

- h) ਉਪਰੋਕਤ ਕਮੇਟੀ ਇਹ ਵੀ ਮੋਨੀਟਰ ਕਰੇਗੀ ਕਿ ਡਿਮਾਂਡ ਨੋਟਿਸ ਦੇਣ, ਟ੍ਰਾਂਸਫਾਰਮਰ ਅਤੇ ਬਿਜਲੀ ਦੇ ਖੰਬੇ, ਤਾਰਾਂ ਲਗਾਉਣ ਅਤੇ ਖੇਤੀਬਾੜੀ ਟਿਊਬਵੈਲਾਂ ਲਈ ਕੁਨੈਕਸ਼ਨ ਅਸਲ ਵਿੱਚ ਰਲੀਜ਼ ਕਰਨ ਦੀ ਕਾਰਵਾਈ ਉਪਰੋਕਤ ਦਰਸਾਏ ਸਮੇਂ ਦੇ ਅੰਦਰ ਅੰਦਰ ਕੀਤੀ ਜਾਵੇ।
- i) ਚੇਅਰਮੈਨ-ਕਮ-ਮੈਨੇਜਿੰਗ ਡਾਇਰੈਕਟਰ, ਪੰਜਾਬ ਸਟੇਟ ਪਾਵਰ ਕਾਰਪੋਰੇਸ਼ਨ ਲਿਮਿਟਿਡ ਇਨ੍ਹਾਂ ਹਦਾਇਤਾਂ ਦੀ ਇੰਨ-ਬਿੰਨ ਪਾਲਣਾ ਨੂੰ ਯਕੀਨੀ ਬਣਾਉਣਗੇ।
- j) ਵਿੱਤੀ ਕਮਿਸ਼ਨ ਮਾਲ ਤੁਰੰਤ ਲੋੜੀਂਦੀਆਂ ਹਦਾਇਤਾਂ ਜਾਰੀ ਕਰਨਗੇ ਤਾਂ ਜੋ ਸਬੰਧਤ ਤਹਿਸੀਲਦਾਰ/ਨਾਇਬ ਤਹਿਸੀਲਦਾਰ ਉਪਰੋਕਤ ਕਮੇਟੀ ਦੀਆਂ ਮੀਟਿੰਗਾਂ ਨੂੰ ਅਟੈਂਡ ਕਰਨ ਅਤੇ ਖੇਤੀਬਾੜੀ ਦੇ ਟਿਊਬਵੈਲ ਕੁਨੈਕਸ਼ਨਾਂ ਲਈ ਲੋੜੀਂਦੇ ਮਾਲ ਰਿਕਾਰਡ ਦੀਆਂ ਨਕਲਾਂ ਨੂੰ ਯਕੀਨੀ ਬਣਾਉਣਗੇ।
- k) ਵਿੱਤੀ ਕਮਿਸ਼ਨਰ, ਪੇਂਡੂ ਵਿਕਾਸ ਹਦਾਇਤਾਂ ਜਾਰੀ ਕਰਨਗੇ ਕਿ ਸਬੰਧਤ ਬੀ.ਡੀ.ਪੀ.ਓ. ਉਪਰੋਕਤ ਕਮੇਟੀ ਦੀਆਂ ਮੀਟਿੰਗਾਂ ਅਟੈਂਡ ਕਰਨ ਨੂੰ ਯਕੀਨੀ ਬਣਾਉਣਗੇ।
- l) ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ ਵੀ ਉਪਰੋਕਤ ਅਨੁਸਾਰ ਆਪਣੀ ਮਹੀਨੇਵਾਰ ਮੀਟਿੰਗ ਵਿੱਚ ਡਿਮਾਂਡ ਨੋਟਿਸ ਦੇਣ, ਟ੍ਰਾਂਸਫਾਰਮਰ ਆਦਿ ਲਗਾਉਣ ਅਤੇ ਅਸਲ ਵਿੱਚ ਟਿਊਬਵੈਲ ਕੁਨੈਕਸ਼ਨ ਰਲੀਜ਼ ਕਰਨ ਨੂੰ ਉਪਰੋਕਤ ਸਮੇਂ-ਸੀਮਾਵਾਂ ਵਿੱਚ ਦੇਣ ਨੂੰ ਮੋਨੀਟਰ ਕਰਨਗੇ ਅਤੇ ਇਹ ਯਕੀਨੀ ਬਣਾਉਣਗੇ ਕਿ ਹਰ ਸਨਿੱਚਰਵਾਰ ਨੂੰ ਉਪਰੋਕਤ ਅਨੁਸਾਰ ਕੈਂਪ ਲਗਾਏ ਜਾ ਰਹੇ ਹਨ।
- m) ਅਗਰ ਕਿਸੇ ਖਪਤਕਾਰ ਭਾਵੇਂ ਉਹ ਕਿਸੇ ਵੀ ਕੈਟੇਗਰੀ ਦਾ ਖਪਤਕਾਰ ਹੋਵੇ ਅਗਰ ਉਸ ਦੀ ਮੌਤ ਹੋ ਜਾਂਦੀ ਹੈ ਤਾਂ ਉਸ ਦੇ ਵਾਰਸ/ਵਾਰਸਾਂ ਦੇ ਨਾਂ ਤੇ ਖੇਤੀਬਾੜੀ ਦੇ ਟਿਊਬਵੈਲ ਕੁਨੈਕਸ਼ਨ ਨੂੰ ਟ੍ਰਾਂਸਫਰ ਕਰਨ ਦੀ ਕਾਰਵਾਈ ਵੀ ਉਪਰੋਕਤ ਕੈਂਪਾਂ ਵਿੱਚ ਕੀਤੀ ਜਾਵੇਗੀ।

#### **14. PREPARATION AND SANCTION OF ESTIMATES:**

**14.1 Domestic and Non Residential Consumers (LT Supply):** All the applications (A&A forms) received in a Sub Division/Sub-Office will be passed on to JE everyday for visiting the sites and preparing the estimates. He will prepare a sketch showing the Sub-station concerned, mains/sub-mains and service line up to the premises. The estimate will be submitted by him to the AE/AEE/XEN (DS) within three days and AE/AEE/XEN (DS) will sanction the estimate for each application and issue the demand notice within specified time period as mentioned in Regulation – 6.8.4 of Supply Code-2014.

14.1.1 In all cases the estimates shall contain the following information and properly scrutinized before sanction of estimate by the competent authority. For drawl of material group estimate may be prepared.

- a. A map or tracing in pencil showing and giving the following information:
  - i. Location, name and demand of the consumer.
  - ii. Size and capacities of the nearest Sub-Station, high Tension and low tension mains.
  - iii. Calculations showing the size of proposed service line and of extension of HT / LT Mains (if any).
  - iv. Report giving proposal to feed the prospective consumer in which careful reference should be made to the existing load of the system and effect of adding thereto the prospective consumer's load both as regards capacity and as regards voltage regulation.
  - v. Calculations showing the maximum voltage variation anticipated on the consumer's premises.
- b. Assessed cost of service connection:

#### **14.1.2 Procedure for preparation of estimates:-**

- a. Only One JE shall release general service connection in a Sub-Division during a period of 6 months. AE/AEE/XEN (DS) concerned can extend this period up to one year if considered necessary. All connected work/formalities relating to release a connections during these six months shall be completed by him.
- b. After completion of 6 months, another JE may be allocated the work of general service connections and the previous JE maybe given time to prepare accounts of the works completed, return of surplus material, if any, to store and checking of measurements etc. JE allotted the work of subsequent 6 months will only

draw the material from stores after all the material required for releasing connection in the previous 6 months has been issued to the J.E. allotted GSC for these 6 months. Certificate to this effect will be sent to the store by AE/AEE/XEN (DS) as under and only then material to next JE will be issued.

"Material required against Estimate No. \_\_\_\_\_ pertaining to \_\_\_\_\_ 6 months has been got issued by Shri \_\_\_\_\_ JE and further no material be issued against this estimate."

- 14.1.3 The release of connection is to be ensured as per time schedule mentioned in the Reg-8 of Supply Code-2014. Therefore, for release of general service connections expeditiously, stock inventory for 6 months shall be ensured by the Material Management (MM) Organization. In case of any anticipated delay in arrangement of material by the M.M. Organization for a particular 6 months. Chief Engineer/ MM shall inform all SEs/Dy.CEs (DS) well in advance for Spot Purchases of such short items.

In the above situation, a Spot Purchase Committee comprising of Dy.CE/ SE (DS) Concerned, Dy.C.A.O. and a nominee of the MM Organization shall be constituted with the approval of Director Incharge. The committee shall procure such items only which are in short and are not expected to be received in store as per intimation of the EIC/CE/MM. The committee shall procure only such quantities which shall be consumed in a quarter. The committee shall be empowered for the purchase of a single items as per Delegation of Power. The procurement shall be made from the firms who have valid BIS/PQM certification only and the material should be BIS/PQM marked. The inspection of material shall be carried out by the committee on spot and dispatches allowed. The material shall be consigned to only one Central Store of the respective Circles. After receipt of material in store, the G.R. Notes shall be passed on to concerned Dy.CE/ SE/DS for payment. Funds shall be made available on priority for the purchase made by Dy.CE/ SE/DS against G.S.C. through Spot Purchase Committee. The work of releasing DS/NRS connections may be got completed through private contractors (duly authorized by competent authority) as per instructions of the PSPCL.

**14.2 All other categories of Applicants i.e. DS / NRS (HT Supply), Agriculture, Industrial, Street Lighting, Bulk and Railway Traction Supply etc.**

In all such cases, the estimates will be prepared on individual basis and got sanctioned from the competent authority. While forwarding the estimate for sanction, information required under para-14.1.1 shall be submitted alongwith the application and estimate. The estimate shall be prepared and sanctioned by office of EIC/CE/TL in case of 33 kV and EHT works and sent to AE/AEE/XEN (DS) concerned directly for further necessary action. The estimates in other cases shall be framed by the AE/AEE/XEN (DS) and forwarded to sanctioning authority directly to avoid delay. SE/Dy.CE (DS) may evolve suitable procedure at his own level for sanction of estimates in time.

**15. SERVICE CONNECTION CHARGES/SECURITY WORKS :**

- 15.1 The PSPCL will be entitled to recover from an applicant / consumer, the cost of service connection in accordance with provisions of Reg-9 of the Supply Code-2014. The computation of Service Connection Charges shall be made as per Reg-9 read with Reg-10 (Standard Cost Data) of the Supply Code-2014 (as amended from time to time).

15.1.1 The PSPCL may ask the applicant / consumer to deposit Security (works) as per Reg-9.3 of Supply Code-2014 against expenditure for providing electric line / plant as the case may be through demand notice in case of connections involving the recovery of Service Connection Charges on the basis of actual expenditure. The procedure for adjustment of Security (works) and refund thereof will be governed by Reg-19 of the Supply Code-2014.

15.1.2 All categories of applicants including AP category have the option to get the works carried out through private electrical contractors approved by the Chief Electrical Inspector as per Reg-9.4 of Supply Code-2014. The responsibility in

case of any accident shall lie with the contractor engaged by the applicant and PSPCL shall be indemnified against any payment of compensation for loss of life or property etc.

**15.2 Release of connection from industrial/Urban Feeder instead of nearest UPS**

**feeder:** Where a prospective industrial consumer opts for an electric connection from an industrial/Urban Feeder instead of nearest UPS feeder, his request be allowed provided he pays the actual cost of such works including proportionate cost of common portion of main line up to feeding substation including breaker as per Reg. 9.1.1(a)(ii) of Supply Code plus 16% establishment charges in case of HT category of consumers and per kW / kVA service connection charges including variable charges, if any as per Reg.9.1.1(a)(i) of Supply Code or actual cost of works plus 16% establishment charges, whichever is higher, in case of LT category of connections. However, while working out actual cost with 16% establishment charges, no component of cost of distribution sub-station transformer to be installed shall be charged in the case of LT category connections.

**15.3 The Refund of Service Connection charges/Security (works) wherever applicable shall be regulated as per provisions of Reg-19 of the Supply Code-2014 as given below:-**

**15.3.1 On Withdrawal of Application by LT Category Applicant/Consumer**

- a) If an LT applicant declines to take supply after the deposit of Service Connection Charges and works have been taken in hand by the PSPCL, the expenditure incurred by the Distribution Licensee for erection and dismantlement of works (if any) shall be deducted from the Service Connection Charges and balance amount refunded to the applicant. However, if erection and dismantlement charges are more than the Service Connection Charges, the applicant shall be liable to pay balance amount to the PSPCL.
- b) If the applicant withdraws before starting the work of laying of electric line/ plant or creating any other facility for extending supply, the full amount shall be refunded.

**15.3.2 On Withdrawal of Application by HT/EHT Category Applicant/ Consumer:**

In the event of HT/EHT applicant/ consumer withdrawing the application for new connection/ extension in load;

- a) Security (works) deposited by the applicant shall be refunded in full where no expenditure has been incurred by the PSPCL for supply of electricity.
- b) In cases where works have been taken in hand and some expenditure has been incurred by the PSPCL for supply of electricity the expenditure so incurred shall be deducted from Security (works) and the balance amount shall be refunded to the applicant.
- c) In cases where works for supply of electricity have been completed by the PSPCL, no amount of Security (works) shall be refunded. Provided that where the actual expenditure is less than the amount of Security (works), the excess amount of Security (works) over and above the actual expenditure shall be refunded to the applicant as per Regulation 9.3.6 of the Supply Code-2014.

**15.3.3 On Withdrawal of Application for Temporary Connection.**

In case of withdrawal of application for temporary connection after compliance of demand notice, the following procedure shall be adopted for refund of Security (works):-

- a) If the application is withdrawn before the due date by which supply of electricity is required or time frame fixed as per Regulation 8.3.3, of Supply Code-2014 whichever is later and no work has been undertaken by the PSPCL, the entire Security (works) shall be refunded.
- b) If the application is withdrawn before the due date by which supply of electricity is required or the time frame fixed as per Regulation 8.3.3, of Supply Code-2014 whichever is later and works have been taken up, the expenditure incurred by the PSPCL on the erection/dismantlement of works

shall be deducted from the Security (works) and the balance amount shall be refunded.

- c) If PSPCL fails to release the connection by the due date or time frame fixed as per Regulation 8.3.3, of Supply Code-2014 whichever is later and the application is withdrawn thereafter, Security (works) shall be refunded in full.

15.3.4 The refund of Service Connection Charges/Security (works) shall be effected within thirty (30) days of receipt of request from the applicant. In case PSCPL fails to refund Service Connection Charges/Security (works), as the case may be, within the stipulated period, PSPCL shall for the period of default starting from the 31<sup>st</sup> day of the date of withdrawal of application till the date Service Connection Charges/Security (works) is refunded, be liable to pay interest at the SBI's Base Rate prevalent on first of April of the relevant year plus 2 %.

**15.4 PSPCL/PSTCL Employees:** All PSPCL's / PSTCL's employees requiring domestic connection at their place of posting are exempted from payment of service connection charges in case of residential colonies of the PSPCL/PSTCL. This relaxation is not admissible to those PSPCL's/ PSTCL's employees who apply for domestic connections for their own house either purchased or built.

**15.5 Service Line:**

The service line means any electric supply line through which electricity is, or is intended to be, supplied –

- i. to a single consumer either from a distributing main or immediately from the Distribution Licensee's (PSPCL's) premises; or
- ii. from a distributing main to a group of consumers on the same premises or on contiguous premises supplied from the same point of the distributing main;

**16. COMPETENCY FOR SANCTION OF LOAD/ DEMAND:**

16.1 In some of the cases the authorities competent to sanction the load and the estimate may be different. Accordingly steps shall be simultaneously taken to get the load and the estimate sanctioned from the competent authority well in time, so as to ensure the issue of Demand Notice as per time schedule given in Reg-6.8.4 of the Supply Code-2014.

16.2 **Competency of sanction of load:** Competency of various officers to sanction loads (whether permanent or temporary) shall be as under:-

AE/AEE/XEN(DS)	Load/demand up to 100 kW/kVA at LT/HT Supply voltage
Sr.Xen/ ASE (DS)	Load/demand exceeding 100 KW/KVA and up to 1000 kVA at HT Supply voltage.
SE/Dy.CE (DS)	Load/demand exceeding 1000 kVA & up to 2 MVA at HT Supply Voltage except for power intensive industries.
CE/EIC(DS)	Load/demand above 2 MVA (including power intensive industries) at HT/EHT Supply Voltage or consumers having a separate source of electricity at their premises.

16.3 Where the load sanctioning authority is other than AE/AEE/XEN (DS), the A & A form / case shall be sent directly to the concerned authority and got sanctioned promptly to adhere to the time schedules for issue of demand notice.

**NOTE: In case of Projects seeking new connections/extension of load under one stop clearance system of Punjab Bureau of Investment Promotion, the load sanctioning authority shall be SE/Dy.CE of the PSPCL posted in PBIP.**

**17 ISSUE OF DEMAND NOTICE:**

The demand notices shall be issued by the Distribution Licensee as per the seniority list of the applicants maintained by the Distribution Licensee for different categories of consumers as per Regu-6.8.2 of Supply Code-2014 as amended from time to time with latest amendment issued vide notification dt. 21/3/17 and applicable from the date of its publication on 22/3/17 (CC No. 11/2017 dt. 5/4/17).

**17.1** The Demand Notice shall specify:

- (a) Service Connection Charges or Security (works) and/or balance Security (consumption), if any, required to be deposited by the applicant as per Regulation 9 and 14 of Supply Code-2014 regulations;
- (b) the details of works including service line to be undertaken by the Distribution Licensee for providing electricity connection;
- (c) other terms required to be accepted by the applicant under Regulation 8.8 of Supply Code-2014 regulations;
- (d) submission of NOC by the applicant, as per statutory requirements, wherever applicable;
- (e) submission of Electrical Contractor's Test Report by the applicant; and
- (f) any other compliance to be made by the applicant.

The terms and conditions specified in the Demand Notice once issued shall not be altered except when necessitated by change in applicable Laws/ Regulations or in case of genuine arithmetical calculation mistake. However, where an applicant for AP connection requests for extension/reduction in load &/or shifting the site of connection within the validity period/extended validity period of demand notice, the Distribution Licensee may issue a fresh demand notice incorporating necessary changes.

Further, if after issue of Demand Notice (except in case of priority granted to the individual applicant due to his personal status viz handicap/ex-service man/freedom fighter/ members of schedule caste etc) but before release of connection, the applicant or the new owner requests for the change of name due to transfer/sale/purchase of land or property etc., within the validity period/extended validity period of demand notice, the Distribution Licensee may issue a fresh demand notice incorporating necessary changes due to change of name subject to fulfillment of following conditions:

- I. Submission of no objection certificate on non-judicial stamp paper of Rs.15/- by the original applicant to the effect that he has no objection if the tube well connection is released to the new owner of the land to whom the land has been sold by him and initial security, or any other deposit made by him in his name be transferred in the name of the new owner of the land. Alternatively, a registered sale deed indicating the transfer of tubewell connection along with land to the new owner shall also be admissible for processing such case of change of name without insisting on separate NOC.
- II. Submission of documentary proof from the revenue authorities (Tehsildar/ Patwari) for sale of land by the original applicant to the new owner of the land to whom the land has been sold.
- III. Submission of new A&A form duly signed by the new owner of the land along with payment of charges as may be applicable.

The above Regulation shall also be applicable to all cases, whether pending or otherwise, for change of name where demand notice has already been issued and/or sale of land has taken place before issue of this amendment. The seniority in case of new applicant shall be reckoned from the date of original application.

In case of death of original applicant after issue of Demand Notice but before release of AP connection, the change of name in the event of transfer/sale/purchase of the land during this period may be allowed subject to fulfillment of

conditions mentioned at Sr. No. (I) to (III) above.

The change of name to the legal heirs in the event of death of original applicant after issue of demand notice but before release of AP connection shall be allowed as per procedure under Regulation 11.6.3 of the Supply Code, 2014.

**17.2 Time line for Issue of Demand Notice**(Reg-6.8.4 of Supply Code-2014 as amended from time to time):

The Demand Notice shall be issued by the PSPCL within:

- a) 7 working days of receipt of application in case of LT supply.
- b) 15 days of receipt of application in case of HT supply up to 11 kV.
- c) 30 days of receipt of application in case of HT/EHT (33 kV and above) supply.
- d) 10 working days of receipt of Commission's approval in a case covered under Regulation 8.1(c) of the Supply Code-2014.

After compliance of Demand Notice, the seniority shall be determined on the basis of date of receipt of test report and deposit of Service Connection Charges/ Security (works). Where compliance of Demand Notice is made on the same day by more than one applicant, their seniority shall be reckoned from the date of registration of application.

**17.3 Validity of Demand Notice Period:**

The Demand Notice shall be valid for a period of three (3) months for LT supply categories (except AP) and six (6) months for all other category of consumers (including AP) from the date of issue of Demand Notice unless extension is granted by PSPCL. In case a revised demand notice is issued on account of revision of feasibility clearance or any other reason, the validity period of such demand notice shall start from the date of issue of revised demand notice.

**17.4 Service of Demand Notice:** The demand notice may be delivered by hand or sent under registered post/ speed post or through courier or uploaded on online window. The record of such dispatches shall be maintained properly and the correctness of the address of the prospective consumer shall be ensured.

**17.5 Acceptance of demand notice by the applicant:** The consumer is expected to signify his consent in writing in the second portion of Form' PCL-DN' (**Annexure-9**) which is meant for obtaining applicant's response for compliance of conditions of Demand Notice. After the form 'PCL-DN' (**Annexure-9**) has been duly filled in and signed by the applicant, it shall be received back from him and shall form a part of consumer case.

**17.6 Extension in Demand Notice:**

i) **Extension of Demand Notice Period for applicants other than AP**

In case the applicant (other than AP) does not comply with the Demand Notice within the validity period, his application shall be liable to be cancelled after serving a 15 days' notice to the consumer/ applicant in this regard. However, if the request for extension in the validity period of Demand Notice is received within the validity/notice period along with extension fee as specified in Schedule of General Charges, validity period shall be further extended up to a maximum period of one year from the date of issue of demand notice in all cases in blocks of three months by the PSPCL.

ii) **Extension of Demand Notice for AP applicant & Revival of cancelled AP Application:**

In case an AP applicant does not comply with the demand notice within the validity period, his application shall be liable to be cancelled after serving a 30 days' notice to the consumer/ applicant in this regard. However, if the request for extension in the validity period of Demand Notice is received within the validity/notice period along with extension fee as specified in Schedule of General Charges, validity period shall be further extended up to a maximum period of two years from the date of issue of demand notice in all cases in blocks of three months by the PSPCL.

Provided that in case an AP applicant is not able to apply for extension in demand notice period within the original /extended period of the demand notice and his



application has been cancelled, the request of such AP applicant for revival may be acceded to by the PSPCL for a maximum period of 2 years from the date of issue of demand notice in blocks of 3 months provided the applicant deposits the revival fee equivalent to double the Demand Notice extension fee in addition to normal demand notice extension fee per quarter as applicable.

Provided further that if the applicant seeks revival of cancelled application after two years from the date of issue of Demand Notice, the request for revival of such application shall be allowed by the PSPCL only once for a maximum period of 3 months provided the applicant deposits the revival fee equivalent to double the Demand Notice extension fee in addition to normal demand notice extension fee per quarter as applicable along with Security (consumption) and Service Connection Charges as in vogue at the time of revival of application/ extension in demand notice.

Provided also that in case of revival of cancelled application after 2 years, no further 30 days notice shall be served to the applicant and his application shall be deemed to be cancelled if the applicant does not make compliance of the demand notice within the extended validity period after revival.

**17.7 Authority Competent to extend the period of Demand Notice:**

i) For extension in period of demand notice of all categories of consumes (except AP), the competency for allowing extension in demand notice period from the date of expiry of original demand notice period shall be as under:-

- a) AE/AEE/XEN (DS): Up to three Months for all categories of loads from the expiry of original demand notice period.
- b) In hardship cases of industrial consumers (LS category) request for extension beyond six months of the original demand notice period may be entertained where the prospective consumer has made substantial investments but is unable to commission the project for the reasons not directly under his control or in case of industry with long gestation period. Extension in validity period beyond six months may be allowed on merits by load sanctioning authority.

ii) **AP Connections: -**

In case of Tubewell, the revival of cancelled application and extension in period of demand notice after expiry of original demand notice period shall be regulated as under subject to recovery of charges mentioned in (iii)(a) above: -

AE / AEE / XEN / DS	Upto two years from the expiry of original demand notice period.
Sr. XEN / ASE (DS)	Beyond two years and upto four years from the expiry of original demand notice period.
SE / Dy. CE / DS	Beyond four years and upto six years from the expiry of original demand notice period.
EIC / CE (DS)	Beyond six years and upto ten years from the expiry of original demand notice period.
CMD , PSPCL	Beyond ten years, through CE/EIC Commercial

iii) The officers while allowing extension in demand notice period will ensure that such an extension shall only be given to the original consumer or his legal heir(s) at the original site and no shifting of site is involved. The loading conditions of the distribution system shall be kept in view at the time of allowing extension in validity of demand notice period.

**18. COMPLIANCE OF DEMAND NOTICE AND VERIFICATION OF TEST REPORT:**

In addition to payment of the specified charges, the applicant shall also have to submit the Test Report within the time period specified in the Demand Notice unless the Demand Notice period is got extended from the competent authority or deemed

extension allowed as per Reg-6.8.8 (b) of the Supply Code-2014. After the applicant submits Electrical Contractor's Test Report of the installation, PSPCL shall release the connection after acceptance of test report as per seniority within the stipulated period as per Reg-8 of the Supply Code-2014.

### **18.1 Submission / verification of Test report**

- a) The submission of test report in case of domestic supply consumer for loads upto 20 kW has been dispensed with subject to the condition that the applicant/ consumer shall undertake as under:-
  - i. That all the electrical installation work within his/their premises is as per the provisions of Central Electricity Authority (Measures Relating to Safety and Electrical Supply) Reg-2010 and as per relevant standards of BIS. Further, wiring has been carried out by an electrical contractor licensed in this behalf by the Government of Punjab and under the direct supervision of a person holding a certificate of competency and by a person holding a permit issued or recognized by the Government of Punjab and has obtained a test report from electrical contractor in this regard and the Test Report is in his possession.
  - ii. That the applicant shall at all times be solely responsible for the maintenance of his installation in such condition to be free from danger.
  - iii. That the applicant shall indemnify PSPCL against any loss to the applicant accrued on this account.
- b) For all categories of applicants /consumers (except AP) the verification of test report submitted through licenced electrical contractor by the applicant / consumer for availing new connection/ additional load/demand/change of name etc. is not to be carried out by PSPCL.

### **18.2 AP applicants/consumers:**

18.2.1 AP /AP Hi-tech/ AP hi-density applicants/consumers shall be asked to give complete details of the pump set indicating Sr.No., Make / type (directly coupled / mono-block / submersible pump set), rating of motor etc. The use of only BEE, 4-star labelled and ISI marked motor pump sets and accessories is mandatory for release of new connection /extension in load to AP consumers. Whenever a consumer replaces his pump set, fresh test report shall be obtained so as to have the complete record of the new pumping set/ accessories.

#### **18.2.2 Pump set Efficiency:**

AP consumers are required to comply with the following guidelines:-

- a. Delivery pipe should not be more than two feet above the ground level/water channel except for the consumers having an underground irrigation system.
- b. Bend used in the delivery pipe should not be sharp but of suitable curvature.
- c. Pump set should be installed on a levelled/cemented foundation in case of mono block or belt driven pump sets.

Consumers not complying with these standards are liable to pay surcharge as per General Conditions of Tariff.

***NOTE: For bonafide lighting of pump house two CFL with total wattage aggregating to 40 watts shall be allowed per Tubewell connection.***

18.2.3 No connection shall be released where the installation has not been carried out by the prospective consumer and the test report is found to be false. Any official/ officer responsible for breach of these instructions will be liable to disciplinary action as per instructions of PSPCL.

18.2.4 It may be ensured that no Test Report is rejected on flimsy grounds in case of AP applicants. Whenever a test report is rejected by a JE/AEE, information should be promptly given by him to the AE/AEE/XEN (DS) giving detailed reasons for the rejection. If AE/AEE/XEN (DS) is satisfied that the Test Report has been rejected without valid reasons, he may order that the connection to

the applicant be released before any other connection is taken up as per seniority.

- 18.2.5 In case the test report of AP consumer is failed except for reasons where motor or switch gear etc., has not been installed, the applicant will not lose his seniority. However, the applicant will lose his seniority, if a test report is failed being found bogus i.e. motor and switch gear etc. having not been installed and this will be treated as a case of test report not having been submitted and applicant will be suitably informed.
- 18.2.6 In other cases where minor defects are noticed for example absence of shock treatment chart, thimble of earth wire not properly screwed/bolted or loose, the AP applicant shall be given 15(Fifteen) days time to remove these defects/deficiencies and to re-submit the report. If on re-inspection, the test report is found to be in order, the applicant shall retain his old seniority based on the receipt of test report in the first instance.
- 18.2.7 **Appeal to Chief Electrical Inspector against failure of Test Report:** If any applicant or a consumer is dissatisfied with the rejection of the test report, he has the right to appeal to the Chief Electrical Inspector to test the installation under Rule 52 of the Indian Electricity Rules, 1956/2005 or Regulations notified by CEA under Section 53 of the Act. The decision of the Inspector will be binding on the consumer as well as the PSPCL. While intimating the defects to the consumer under relevant rules, he should also be informed of his right to appeal so that if he so desires, he may exercise the same. The charges incidental to such testing will be borne by the consumer unless the appeal under Rule-52 the Inspector directs otherwise.
- 18.3** During the intervening period after issue of demand notice and actual release of extension in load to all categories of consumers except tube-wells, the load so installed shall not be treated as unauthorized load.

**18.4 Taking Work in Hand in Anticipation of the Submission of Test Report**

- a) In case load/demand exceeds 20 kW/kVA, the distribution licensee on receipt of a specific request from the applicant may start work for providing the connection in anticipation of the submission of Test Report and after the applicant deposit various charges such as Service Connection Charges/Security(works), balance Security (consumption) , if any, etc. as approved by the Commission. The applicant shall also intimate his proposed schedule for availing load/demand. The applicant shall have the option to submit the test report within validity period or get the period extended. The compliance of demand notice shall be reckoned from the date the consumer complies with all the conditions of the demand notice including submission of the test report.
- b) In case of delay in completion of works of the applicant covered under sub-regulation (a) above by the licensee, the validity period of demand notice shall be deemed to have been extended without levy of any extension fee till the completion of works. Also in that case, distribution licensee shall give 30 days notice after completion of works to the applicant to submit test report, if not already submitted, without levy of any extension fee.
- c) If the applicant/consumer fails to submit the test report within the validity period of Demand Notice but the work for providing supply of electricity is completed by the PSPCL and the consumer does not come forward to avail supply, under such an eventuality, 30 days notice shall be served to the consumer to submit test report. In case consumer fails to submit test report within these 30 days or get the validity period extended then connection to his junior applicant shall be released and technical feasibility of the consumer/ applicant whose connection was put on hold on account of non-submission of test report shall be re-examined at the time of receiving his test report.
- d) Further, any damage or theft of line/equipment shall be to the account of the concerned consumer/ applicant after expiry of 30 days from the date of intimation given by PSPCL to the consumer/ applicant regarding completion of work.

**19 INDEPENDENT 11 KV FEEDER FOR CONTINUOUS PROCESS INDUSTRY/ ESSENTIAL SERVICES:**

- 19.1** Consumers catered supply at 11kV and running essential services or continuous process industries irrespective of their load/contract demand or AP High Technology consumers with load more than 100 kW or other Industrial consumers with a contract demand exceeding 4000 kVA (in case of release of connection/additional load at lower than the prescribed voltage due to constraints as per Regu-4.2.1 of Supply Code-2014) may apply for an independent 11 kV feeder to avail the benefit of uninterrupted supply of electricity provided they agree to pay the cost of the independent feeder including breaker at the feeding sub-station and establishment charges at the rate of 16% of the cost of material and labour.
- 19.2** When a consumer getting supply from an existing common feeder is allowed an independent feeder, the cost incurred in converting the existing feeder into an independent feeder including the cost of shifting the supply system of other consumers connected to the existing feeder shall be payable by that consumer. A consumer requiring supply from an independent feeder who has initially paid only proportionate cost of mains/common line including breaker/bay as per Reg-9.1.1 of the Supply Code-2014 shall be further liable to pay remaining cost of breaker after adjusting the cost already paid.
- 19.3** The independent feeder provided at the cost of a consumer shall not be tapped / extended to provide supply to any other dis-similar consumer. However, if such tapping has to be resorted on account of technical constraints, then it shall be effected in such a way that an independent feeder of essential service consumer is tapped/ extended for another essential service consumer only. Similarly an independent feeder of a continuous process industrial consumer shall be tapped / extended for another continuous process industrial consumer only. An independent feeder of a general industrial consumer shall be tapped / extended for a general industrial consumer only.
- 19.4** In the event of tapping / extending an independent feeder, the consumer getting the benefit of independent feeder by tapping/ extending shall be liable to pay proportionate cost for common portion of line/feeder including Circuit Breaker at the feeding sub-station as per the cost data approved by the Commission in addition to actual cost of independent portion/section of service line.
- 19.5** The proportionate cost of common portion of feeder/line recovered from 2<sup>nd</sup> and/or subsequent consumer(s) shall be refunded to 1<sup>st</sup> consumer through adjustment in the energy bills starting from immediate subsequent bill but shall be limited to the total cost of the common portion of the line deposited by the 1<sup>st</sup> consumer less proportionate cost of the common portion corresponding to his load/demand as per the cost data approved by the Commission. However, the 1<sup>st</sup> consumer has the option not to claim proportionate cost of the common portion of line of subsequent applicant(s) from the distribution licensee and in such case, he shall be entitled to extend his load/demand in future up to the original capacity of the line without payment of charges.
- Provided that in case a consumer, who has paid the full cost of the line including bay/breaker at the time of release of his connection but has accepted the full proportionate cost of the common portion of the line recovered by the distribution licensee from the subsequent consumer(s), as mentioned above, requests for increase in load/demand at later stage which can be fed from the same line without augmentation then such consumer shall pay the proportionate cost of the common portion of the line for additional demand as per the cost data approved by the Commission. In case augmentation/bifurcation of line is required to release the extension in load/demand then the consumer shall pay the actual expenses incurred by the distribution licensee to release the extension in load/demand.
- 19.6** PSPCL shall intimate the original consumer regarding congestion in and around the substation and the proposal of tapping his independent feeder. The cost of common portion payable by 2<sup>nd</sup> and or subsequent consumer shall also be

intimated to the concerned consumer.

- 19.7** Where multi- circuit supports are provided for erecting a single circuit independent feeder, the concerned consumer shall be charged the cost of single circuit supports only.

**20 SERVICE CONNECTION ORDER AND ALLOTMENT OF A/C. NUMBER:**

- 20.1** After receipt of test report from the consumer AE/AEE/XEN (DS) will issue an installation order in form PCL-IO (**Annexure-13**) and after execution / compliance of installation order by J.E. the service connection order shall be issued on Form PCL-SCO (**Annexure-14**) for release of load/demand and a reference shall also be made of the service connection order (No. & date) at the bottom of the installation order.
- 20.2** It shall be ensured that only one service connection order book is used at a time for all categories of connections in one sub-office/sub-division/special division.
- 20.3** As soon as service connection order has been made out, the consumer's name shall be entered in the consumer's ledger and a new account no. shall be allotted before actual issue of the same. The new account number besides being entered in the service register shall also be mentioned on the service connection order.
- 20.4** To avoid any omission, it will be the personal responsibility of RA/ARA to see and verify that the formalities of the SCOs are properly completed. He shall sign the SCOs in token of having checked the same and also write the words "A/C No.\_\_\_\_entered in ledger" on the top of the SCO. The AE/AEE/XEN (DS) and AAE Incharge of Sub-office shall also see that procedure as laid down above is followed rigidly. The S.C.O must not be signed unless the above entry is made by the RA/ARA in the ledger.

**21 MEASUREMENT OF SERVICE LINES**

- 21.1** Consequent on the splitting of service connection order into Installation order PCL-IO (**Annexure-13**) and Service Connection Order PCL-SCO (**Annexure-14**), it is essential to carry out and record the measurements of the work executed before the release of connection.
- 21.2** On receipt of the Junior Engineer's AAE's report that the connection has been installed, the AAE/AE/AEE/XEN (DS) shall personally examine and take measurements of the service line installed and record a certificate to that effect in service connection order. The measurement of the service lines should be taken in accordance with the following rules:-
- 21.2.1 Sub Division up to 6000 connections (including Connections in Sub-Offices):** The AE/AEE/XEN(DS) shall check all entries relating to industrial connection and also where mains and sub-mains have been laid in respect of DS/NRS connections, he should check 20% of service lines, including all the service lines having length more than 100 metres.
- 21.2.2 Sub-Division having more than 6000 connections and where AAE is attached:** AAE will perform the percentage check as above. The AE/AEE/XEN (DS) will however, still check 50% of the entries relating to industrial connections and mains/sub-mains. The check would also include the connections in sub-offices under the charge of AAE.
- 21.2.3** In the Sub-Office under the charge of AAE, functions of AE/AEE will be performed by the AAE In charge of the sub-office.

**22 TIME LIMITS FOR GRANT OF CONNECTION:**

- 22.1** After compliance of conditions of demand notice and submission of test report, the connection to various categories of applicants shall be released as per following time schedule in accordance with the provisions of Reg-8 of the Supply Code-2014:-
- a. Within Seven (7) for DS/NRS category consumers and Fifteen (15) days for other than DS/NRS consumers from the date of compliance of the Demand Notice

where no augmentation, erection and extension of distribution main, erection/augmentation of distribution transformer or power transformer is required for effecting such supply. However, the PSPCL shall strive to release DS/NRS connection within 3 days and others in 7 days.

- b. In cases where augmentation/extension of a distribution main or augmentation of power transformer or erection/augmentation of distribution transformer is required but there is no requirement of erecting and commissioning a new HT/EHT line or grid sub-station or power transformer, the supply shall be provided within the period specified hereunder:

Type of service connection requested	Period from date of compliance of Demand Notice within which the distribution licensee (PSPCL) shall provide supply	Desirable Period for providing connection from the date of compliance of Demand Notice by Distribution Licensee (PSPCL)
Low Tension (LT) supply	30 days	20 days
High Tension (HT) supply - 11000 volts - 33000 volts	45 days 75 days	30 days 60 days
Extra High Tension (EHT) supply	90 days	75 days

Provided that concerned CE (DS) shall ensure at the earliest but not later than fifteen days before the expiry of the time schedule to take up the matter to seek approval of the Commission, for extension of period specified above, in cases where the magnitude of work involved for extension/augmentation of the supply system is such that the PSCPL may reasonably require more time.

- c. In cases where supply of electricity requires erection and commissioning of a new sub-station or power transformer including HT/EHT line, if any, (other than service line), (DY.CE/SE/DS) through the Nodal officer of the PSPCL shall within fifteen days of receipt of application, submit to the Commission a proposal for erection of the sub-station or power transformer and/or HT/EHT line together with the time required for their commissioning. The Commission shall, after hearing the PSPCL and the applicant(s) concerned, decide the time frame for erection of the sub-station or power transformer and/or HT/EHT line. The PSPCL shall erect and commission the sub-station or power transformer and/or HT/EHT line and commence supply of electricity to the applicant(s) within the period approved by the Commission. Nodal Officer for this purpose shall be SE/HQ to concerned CE (DS).

Provided that, where such sub-station or power transformer and/or HT/EHT line is covered in the Investment Plan approved by the Commission, the PSPCL shall complete the erection of such sub-station or power transformer and/or HT/EHT line within the time period specified in such Investment Plan or period approved by the Commission, whichever is earlier.

- 22.2** The period for release of connection shall not be operative where there is delay in providing electricity connection on account of time taken for statutory clearances, acquisition of land, obtaining right of way or approval of Chief Electrical Inspector for installations of applicant or PSPCL or other reasons beyond the reasonable control of PSPCL as provided in Reg-8.7 of the Supply Code-2014.
- 22.3** The connections shall be released as per above time frame provided the PSPCL is not prevented from doing so by any court case, or natural calamities like, cyclone, floods, storms or other occurrences/circumstances beyond its control.
- 22.4** Where connections cannot be released within the above time frame, reasons for

delay shall be displayed on the Notice Board and position shall be brought to the notice of SE/Dy.CE (DS) and EIC/CE (DS) by Sr.Xen/ASE (DS) concerned for seeking approval of Commission for extension of time period.

**23 DISPOSAL OF PENDING APPLICATIONS.**

At the close of each month, the data base in the service connection register shall be updated by the AE/AEE/XEN (DS)/AAE Incharge of the sub-office. The data base should show clearly the number of pending applications and applications received during the month. The pending applications shall be scrutinized by the AE/AEE / XEN(DS) personally and necessary action taken to see that arrangements are made to make supply of power available to all eligible applicants in the time period specified in Reg-8 of Supply Code-2014. Where the applicants have failed to comply with the Demand Notice and have also not requested for extension in Demand Notice period within the stipulated time, the applications shall be cancelled as per procedure mentioned in Reg-6.8.7 of Supply Code-2014 as amended from time to time and ESIM Instructions no. 17.6 ante.

**24 APPRISING APPLICANTS ABOUT THE STATUS OF THE APPLICATION:**

- 24.1 AE/AEE/XEN (DS) shall ensure that applicants for loads upto 100 kW/kVA are provided due information about the disposal of their applications for release of connection/additional load.
- 24.2 All enquiries by the prospective consumers in this regard shall be promptly responded to.
- 24.3 A seniority list of pending applications (category wise) shall be updated in the data base & displayed on notice boards at sub-divisions/sub-offices separately for the stage prior to issue of Demand Notice (based upon their actual date of registration) and for the stage after the compliance of demand notice (based upon the date of complete compliance of Demand Notice by each applicant).Such seniority lists shall be updated every week in the data base/notice board.
- 24.4 Senior Officers when on tour to a particular sub-divisional office must check that such lists are being updated and displayed on the notice board. A copy of such lists shall also be supplied each month to the Sr. XEN (DS) for keeping a watch that the schedules for disposal of applications are being adhered to.

**25 RECORDING OF CONSUMER CASE & CUSTODY OF APPLICATION AND AGREEMENTS:**

- 25.1 A Separate file will be maintained by sub divisional office for all applicants/consumers and all documents relating to the applicant as mentioned below be recorded in the data base as per Reg-6.8.1 of Supply Code-2014:-
  - a) Requisition for supply of energy in case of LS consumers having load /demand above 500 kVA.
  - b) Copy of A & A Form, depending upon the category of consumer.
  - c) Service estimate.
  - d) Intimation of acceptance of application and demand notice (PCL-DN / **Annexure-9**).
  - e) Electrical wiring contractor's test report.
  - f) Installation order (Form PCL-IO/ **Annexure-13**)
  - g) Service Connection Order (Form PCL-SCO /**Annexure-14**).
  - h) Any correspondence with the consumer and higher officers in respect of connection.
  - i) Copies of any other papers such as affidavit/NOC (as applicable) from authority controlling roads etc. or any undertaking, indemnity bond given by the consumer or documents submitted for claiming priority.
  - j) The file shall be headed as follows:-

- i. Name of consumer.
- ii. Permanent application number & Date.
- iii. Account number (A/c No.).
- iv. Connected Load/Contract demand (as applicable).

**25.2 Custody Of A&A forms:**

25.2.1 All the completed consumer cases together with the original documents shall be kept in steel almirahs in the sub-office, sub-divisional office, divisional office, SE (DS) concerned and EIC/CE/DS in the safe custody by various officers/officials as follows:-

- a) RA/ARA : Domestic, Non Residential and AP connections
- b) AE/AEE/XEN : All categories of connections except DS /NRS/ AP connections.
- c) Sr.Xen/ ASE (DS) : Large Industrial, Railway Traction, Street Light, single point supply connections and all other categories for loads exceeding 100 kW/kVA.
- d) SE/Dy.CE (DS) : Copies of A&A form of load/demand exceeding 1 MVA and upto 2 MVA and street lighting.
- e) EIC/CE/DS : One copy of the A&A form relating to LS, RT and BS connections with connected load/demand exceeding 2 MVA/ Power Intensive Loads.

25.2.2 Due arrangement should be made to ensure that the agreement and the documents are not allowed to be tampered or pilfered.

25.2.3 Documents and agreements relating to DS/NRS (LT) and AP connections up to 20 kW may be kept in lots of 50 duly indexed in separate files.

25.2.4 Documents and agreements for SP, MS/BS and DS//NRS (21-100kW/kVA) connections may be kept in lots of 25 duly indexed in separate files.

25.2.5 Documents and agreements for all loads exceeding 100 kW/kVA be kept in separate files.

**25.3** A photocopy of A&A form/agreement shall be supplied to the consumer on payment of Rs.5/- per copy, if so requested by him. As far as possible photocopies of the agreements shall be made available to the LS, MS, BS, RT and SL consumers after obtaining their acknowledgement.

Load sanctioning authority shall forward a photocopy of sanctioned and accepted A&A Form to centralized billing office where billing is not done in the sub division.

**NOTE: Subdivision in which SAP system has been implemented, AE/AEE shall ensure that no connection is released under RAPDRP town area without the proper GIS tagging of new consumers with their respective DTs and 11 KV feeders and same shall be updated in SAP.**

**25.4** All the consumer cases be serially numbered category wise and entered in a register giving full particulars of the documents relating to the consumer's case. Such registers should be maintained properly in each sub-division/ sub-office.

**25.5 Transfer of Documents/Consumer cases:**

25.5.1 At every change of charge, a clear certificate of handing and taking over charge of these documents shall be prepared and kept in the Sub-Divisional Office for record. Simultaneously entries be made in the register referred in para 25.4 above. A copy of the certificate of transfer of charge be also sent to the Divisional Office to facilitate fixing of responsibility in case of any missing document.



25.5.2 When connections are transferred from one sub-division/division to another sub-division/division, proper handing over/taking over of the agreements/documents and consumer files shall be carried out so as to ensure that no case or document is lost in the process of transfer of consumer case from one office to another.

**25.6 Stock Taking:** In order to ensure that all the consumer cases as well as the agreement and allied documents are available, stocktaking shall be carried out periodically.

25.6.1 Stock taking of consumer cases/agreements for DS, NRS and AP Connections shall be carried out once in two years (50% each year) preferably in the month of October.

25.6.2 Stock taking of consumer cases/agreement for the rest of the consumers should be carried out annually preferably in the month of September.

25.6.3 If as a result of Stocktaking any of the agreement/consumer case is found missing, report shall be made to the Sr.Xen/ ASE (DS). For cases pertaining to LS/MS / BS / RT and Street Lighting report shall also be made to the Dy.CE/ SE(DS) or EIC/CE(DS) i.e. authority competent to sanction the load. Besides fixing responsibility and proceeding against the delinquent official/officer all out efforts should be made to reconstruct the consumer case and also to get fresh A&A form signed from the concerned consumer within a period of three months.

25.6.4 In order to check and enforce this provision, Sr.XEN/ASE (DS) shall particularly see during his routine tours and also during annual inspection that these instructions are meticulously followed. Any breach in the observance of these instructions should be reviewed seriously and suitable steps be taken to avoid its recurrence.

**26 AVAILING OF FULL SANCTIONED LOAD / DEMAND AT THE TIME OF RELEASE OF CONNECTION IN PHASES-BILLING THERE OF:**

**26.1** An applicant may avail the sanctioned load/demand in phases within a period not exceeding six months with the permission of authority competent to sanction the load/demand. In case HT/EHT consumer requests for release of partial load/demand at voltage lower than the specified voltage, such request may be accepted by the PSPCL subject to deposit of cost of works at the lower voltage. After the consumer shifts to the specified voltage at a later stage, no credit of the works carried out to supply at lower voltage shall be given to the consumer. The billing of such a consumer, in the interim period, shall be done on the basis of load/demand actually availed. The PSPCL shall, through a notice inform the applicant to build up the sanctioned load/demand or surrender the un-availed load/demand before the expiry of six months from the date of release of the first phase. If the load/demand is not built up as required, the sanctioned load/demand of the consumer shall be reduced to the load/demand actually availed and billed under the relevant category.

**26.2** In case of genuine difficulty in building up the load/demand within stipulated period, Distribution Licensee may extend such period as per requirement in blocks of six months.

**26.3** In case of residential colonies/ commercial complexes/ industrial estates covered under regulation 6.6.1 & 6.6.2, the phase wise development of the load /demand as per requirement may be permitted by the licensee. However, in case an HT/EHT consumer requests for release of partial load/demand at voltage lower than the specified voltage such request may be accepted by the licensee subject to deposit of cost of works for supply at the lower voltage and furnishing Bank Guarantee (BG) equivalent to 150% of the cost of HT/EHT sub-station, HT/EHT line along with associated equipment and the cost of incomplete LD system. The amount of Bank Guarantee shall keep on reducing with the completion of remaining works of the sub-station & L.D system. After the consumer shifts to the specified voltage at a later stage, no credit of the works carried out for supply at lower voltage shall be given to the consumer.

**26.4** An undertaking from all such consumers who are allowed to build up the load/

demand gradually should be taken in the following form to avoid unnecessary blocking up of load/demand and consequent loss of revenue:-

*"I undertake to make up the load/demand to the extent of the load/ demand sanctioned by PSPCL within a period of six months from the date of connection failing which or in the event of any part of the load being disconnected later, the A&A form may be deemed to have been duly modified for the load/demand actually availed at the time of expiry of said period of six months and I further agree to submit fresh A&A Form for the same."*

**26.5 Meter Rentals:** The meter rental shall be levied according to the capacity of the meter (including CTs/PTs and wiring) installed and cost thereof as revised from time to time.

**26.6 Service Connection Charges:** Service connection charges/security (works) recovered for full sanctioned load/ demand will not be refunded, even if the consumer does not build up the load after expiry of 6 months.

## **27 EXTENSION / REDUCTION IN LOAD / DEMAND:**

### **27.1 HT / EHT Consumers:**

#### **27.1.1 Increase in Contract Demand with or without increase in Connected Load:**

In case of HT / EHT consumers, increase in contract demand with or without increase in connected load, shall be treated an application for additional load and the same shall be governed by the provisions of Reg-9.1.3 of the Supply Code-2014 for the purpose of recovery of expenditure. The conditions laid down in Instruction No. 3.3.7 regarding release of connection/additional load to a person involved in UUE/theft of electricity or with pending defaulting amount, shall also be applicable in such cases.

#### **27.1.2 Extension in connected load without increase in contract demand by HT / EHT consumers:**

Consumers desirous of availing additional load without any change in contract demand may avail such additional load by informing PSPCL about increase in load which may be recorded in the A&A form. However the provisions of Instruction no. 3.3.7 in regard to UUE/Theft of Electricity or defaulting amount shall be applicable in such cases. The consumer will submit new A&A Form & new Test Report alongwith details of the extension in load applied.

27.1.3 After compliance of the above stipulations, the extension in load shall be deemed to have been sanctioned / released from the date the consumer registers his application and complies with the formalities. Simultaneously, AE/ AEE/ XEN (DS) shall forward the new A&A Form online to the competent authority directly for sanction of load and acceptance of new/ A&A Form.

**27.2 Extension in Load by other categories of LT consumers except AP:** The application for extension in load shall be dealt with as an application for new load. After receipt of the test report and requisite service connection charges, AE/AEE/XEN (DS) shall take steps to ensure that the extension in load is released to the consumer within the prescribed period as mentioned in Reg-8 of the Supply Code-2014.

**27.3** In case AE/AEE/XEN (DS) fails to do so, the load shall be deemed to have been released automatically and such a consumer shall not be liable to load surcharge for the load so connected after the date of submission of test report. The above provisions shall be applicable where no defaulting amount is pending against the consumer.

**27.4 Extension in load / demand in cases involving disputes/outstanding amount:** The extensions in load or contract demand to consumers involved in disputes shall be released as per provisions of Instruction No.3.3.7.

**27.5 Reduction in Contract Demand by HT / EHT Consumers:**

- 27.5.1 An industrial consumer who desires to get his connected load / contract demand reduced must apply for the same on the prescribed A & A form as applicable alongwith processing fee and electrical contractor's test report.
- 27.5.2 The AE/AEE/XEN (DS) will ensure that the reduced contract demand is got sanctioned from the competent authority (authority which sanctioned the original contract demand) within a period of 15 days from the date of receipt of application complete in all respects. The reduced contract demand will be effective for the purpose of billing from the date it is sanctioned and intimated to the consumer or from the billing month falling after the expiry of 15 days from the date of receipt of application for reduced contract demand whichever is earlier. Even if the reduced demand is not sanctioned within 15 days, it will be deemed to have been sanctioned for the purpose of billing after 15 days from the date of receipt of application complete in all respects. It should be ensured that MDI is recorded and reset at the time of reduction in contract demand.
- 27.5.3 No refund in respect of service connection charges already deposited will be admissible. Service Rental, if being paid, shall continue at the original rates even after reduction in contract demand. Meter rentals will be charged on the basis of the actual meter installed from the date of completion of formalities complete in all respects. Security (consumption) shall be reviewed and excess amount if any shall be refunded as per provisions of Reg-16 of the Supply Code-2014.

**27.6 Reduction in connected load by Consumers other than HT / EHT Category:**

- 27.6.1 Reduction in load will not affect the service line rentals, if applicable.
- 27.6.2 Meter rentals will be charged on the basis of standard cost of the meter actually installed.
- 27.6.3 Billing on the basis of reduced load shall be done from the date of sanction and intimation to the consumer or from the billing month falling after the expiry of 15 days from the receipt of application for reduction in load (whichever is earlier). If the reduction in load necessitates change of supply voltage the time limits specified in the Reg-11 of Supply Code-2014 shall be applicable.
- 27.6.4 The authority competent to sanction the original load shall allow reduction in connected load.
- 27.6.5 The consumers willing to reduce their load at the existing supply voltage level shall be allowed reduction in load at the same supply voltage at which they are presently being fed.

**27.7 Reduction / Extension In Load by AP Consumers;**

- 27.7.1 **Reduction in load:** The request for reduction in connected load by an AP consumer will be submitted in A&A form no. PCL-LT (**Annexure-1**) along with the Electrical Contractor's test report. Such a request will be granted within a period not exceeding fifteen days.

Such applications should be dealt with in their own seniority and are not to be mixed with the seniority for release of new tube well connection. AE/AEE/XEN (DS) will have full powers to sanction the reduction in load.

**27.7.2 The extension in load:**

- a. A consumer applying for extension in load shall submit A&A form alongwith the requisite processing fee/security (consumption) and security (meter) if applicable. The extension in load shall be released as given hereunder:-
  - i. **Where augmentation of the system is not involved:** The extension in load shall be allowed on receipt of A&A form without any delay after the deposit of service connection charges and submission of test report. Such extension in load shall be deemed to be released from the date of deposit of service connection charges and submission of test report.

- ii. **Where augmentation of the transformer or supply system is involved:**  
The augmentation of the transformer/supply system shall be carried out within the period specified in Reg-8.1 of the Supply Code-2014 or as allowed by the Commission for release of additional load after the deposit of service connection charges and submission of test report by the consumer. Extension in load shall be released immediately thereafter.

27.7.3 If the AP applicant applies for extension / reduction in load to the load already applied and yet to be released, the same shall be allowed on his turn by retaining his original seniority.

## **28. CHANGE OF MODE OF SUPPLY:**

28.1 Conversion of LT single phase supply to three phase LT Supply or vice versa shall be allowed by AE/AEE/Xen (DS) on receipt of application and payment of processing fee. The consumer shall pay charges as indicated in the schedule of general charges approved by the Commission or the actual cost of estimate as per Reg-11.2 of Supply Code-2014, which PSPCL may have to frame for making changes in its existing distribution system and for providing additional material for erection / dismantlement of LT Line etc.

28.2 The time schedule mentioned in the Reg-11.3 of the Supply Code-2014 for conversion of Supply shall be adhered to.

## **29. SPLITTING / SHIFTING OF CONNECTIONS**

**29.1** Splitting of load/demand for all categories of consumer is not permissible

### **29.2 Shifting of Industrial/Tube well connections:**

29.2.1 If an industrial/tube well consumer wants to shift his connection, request shall be made in form PCL-COS/COC/shifting (**Annexure-17**). This may be allowed by the AE/AEE/XEN/ Sr.Xen/ASE / Dy.CE/SE / EIC/CE (DS) within their jurisdiction. Where shifting is from one zone to another, it shall be allowed by EIC/ Chief Engineer (Commercial). Such shifting shall be subject to deposit of requisite cost of shifting charges as per Reg-11.2 of the Supply Code-2014.

### **29.2.2 Shifting of Tube well connection**

- a) At the new site shall be done only under HVDS. However, shifting may be allowed on LT if it is technically feasible to release the connection at the new site on LT i.e. if the feeding transformer at the new site can take up the load.
- b) T/W running through HVDS can be shifted in the same land/Kila by the erecting LT service cable upto 30 metres from the same individual transformer.

29.2.3 **Change of site of connection before actual release of connection:** The applicant for a tube well connection can apply for change of site of connection due to unsuitability of land/water or sale of original land and purchase at a different place or any other genuine reasons. Change in site shall be allowed by the AE/AEE/XEN (DS), Sr.Xen/ ASE (DS), SE/Dy.CE (DS) and EIC/CE/DS within their jurisdiction. Where change in site involves change of sub-division/division/ circle/ zone, inter seniority shall be assigned as per original date of registration in the new sub division where application is so transferred. In case of shifting of site from one zone to another is involved, approval of EIC/CE/Commercial, shall be required. The applicant shall submit a proof of the ownership of the land where he wants to get the connection due to change of site.

29.2.4 **Simultaneous shifting and Change of name in case of AP Connection:** Any agriculture tube-well connection in the state can be shifted to any other place in the state only in the name of existing consumer or his family members provided the original consumer or his family has got minimum one acre of agriculture land at the new site and as a proof the copy of the 'Fard'

authenticating the ownership of the land shall be submitted. The word family includes the consumer, his/her wife/husband, children, grandchildren and parents.

**Note: Shifting /change of name in respect of tube well connection released under priority category shall be governed as per conditions applicable.**

**29.3 Charges for shifting of Industrial Connection:** The consumer shall be required to pay shifting charges as per schedule of general charges approved by the Commission or the actual cost of shifting as per Reg-11.2 of the Supply Code-2014 and the shifting shall be subject to technical feasibility.

**29.4 Charges for shifting of a Tube-well connection:**

**29.4.1 Tubewell connection running on HVDS:**

- a) In case of failure of the bore, the tubewell connection can be shifted within the same land/Kila by erecting LT service line upto 30 metres without any additional material/shifting of transformer.
- b) If the length of LT service cable from the transformer upto the site of new Bore exceed 30 meters then transformer along with HT line is to be shifted (through HVDS) near to the site of New Bore, so that length of service cable is not more than 10 meters

**29.4.2 Tubewell connection running other than HVDS:**

In case of failure of the Bore, the tubewell connection can be shifted to the site of New Bore without shifting of transformer, provided the length of LT line along with service cable (from New Bore to Trnasformer) is not more than 200 meteres.

**29.4.3 However, the following terms & conditions shall apply in such cases:-**

- a. ਟਿਊਬਵੈਲ ਕੁਨੈਕਸ਼ਨ ਦੀ ਇਹ ਸ਼ਿਫਟਿੰਗ ਸਿਰਫ ਮੌਜੂਦਾ ਖਪਤਕਾਰ ਦੇ ਨਾਂ ਤੇ ਉਸਦੀ ਆਪਣੀ ਮਾਲਕੀ ਵਾਲੀ ਜਮੀਨ ਵਿਚ ਉਸ ਵੱਲੋਂ ਮਾਲਕੀ ਦੇ ਸਬੂਤ ਵਜੋਂ ਜਮੀਨ ਦੀ ਫਰਦ ਪੇਸ਼ ਕਰਨ ਦੀ ਸ਼ਰਤ ਤੇ।
- b. ਮੌਜੂਦਾ ਟਿਊਬਵੈਲ ਬੋਰਡ/ਕੁਨੈਕਸ਼ਨ ਨੂੰ ਆਪਣੇ ਖੇਤ ਵਿਚ ਸ਼ਿਫਟ ਕਰਨ ਲਈ ਲੱਗਣ ਵਾਲੇ ਸਮਾਨ ਦੀ ਕੀਮਤ(ਜਿਵੇਂ ਕਿ ਕੇਬਲ, ਜੀ.ਆਈ. ਵਾਇਰ, LT pole ਆਦਿ) ਖਪਤਕਾਰ ਵੱਲੋਂ ਦਿੱਤੀ ਜਾਵੇਗੀ। ਫੀਲਡ ਦਫਤਰ ਵੱਲੋਂ ਇਸ ਸਬੰਧ ਵਿਚ ਤਖਮੀਨਾ ਤਿਆਰ ਕੀਤਾ ਜਾਵੇਗਾ, ਜਿਸਦੀ ਅਦਾਇਗੀ ਬਿਨੈਕਾਰ ਵੱਲੋਂ ਕੀਤੀ ਜਾਵੇਗੀ।
- c. ਇਹ ਸ਼ਿਫਟਿੰਗ ਦਾ ਕੰਮ ਕਰਵਾਉਣ ਦੀ ਯੋਗ ਸਕਿੱਲਡ ਲੇਬਰ ਸਬੰਧਤ ਕਿਸਾਨ ਜੇਕਰ ਉਹ ਚਾਹੁੰਦਾ ਹੈ, ਵੱਲੋਂ ਮੁਹੱਈਆ ਕਰਵਾਈ ਜਾ ਸਕਦੀ ਹੈ। ਸਿਫਟਿੰਗ ਦਾ ਕੰਮ ਕਰਵਾਉਣ ਦੀ ਯੋਗ ਸਕਿੱਲਡ ਲੇਬਰ ਸਬੰਧਤ ਕਿਸਾਨਾਂ ਵੱਲੋਂ ਮੁਹੱਈਆ ਕਰਵਾਉਣ ਤੇ ਲੇਬਰ ਨਹੀਂ ਚਾਰਜ ਕੀਤੀ ਜਾਵੇਗੀ, ਪਰੰਤੂ ਲੇਬਰ ਉਪਰ ਸੁਪਰਵੀਜ਼ਨ ਚਾਰਜ ਦੀ ਵਸੂਲੀ ਕੀਤੀ ਜਾਵੇਗੀ।
- d. ਸਪਲਾਈ ਕੋਡ ਦੀ ਧਾਰਾ 11 ਅਨੁਸਾਰ ਸਿਫਟਿੰਗ ਦੇ ਅਸਲ ਤਖਮੀਨੇ ਦੀ ਕੁੱਲ ਕੀਮਤ (alongwith processing fees) ਬਿਨੈਕਾਰ ਵੱਲੋਂ ਅਦਾਇਗੀ ਕਰਨ ਦੀ ਸ਼ਰਤ ਤੇ।

**29.5** The time Schedule for shifting of Industrial/ Tube-well Connections as mentioned in Reg-11.3 of the Supply Code-2014 shall be adhered to.

### **30 CHANGE OF NAME/ TITLE:**

**30.1** A consumer shall not, without the consent in writing of the Distribution Licensee, assign, transfer or part with the benefit of the agreement for obtaining a connection. The consumer shall also not in any manner part with or create any partial or separate interest except in the event of:-

- a) Change in partnership,  
(after supplying a certified copy of the new partnership deed and execution of a new agreement).
- b) Change in the name of a company,

(after supplying a certified copy of the new Memorandum of Association/ Articles of Association along with supporting documents and execution of a new agreement).

- 30.2** A consumer may transfer the connection and its liabilities to any other person with the consent of the PSPCL. After obtaining such consent the transferee shall execute a new agreement on the A&A form and shall deposit the Security (consumption) and Security (meter) at the prevalent rates after accounting for the Security (consumption) and Security (meter) already deposited by the previous consumer with his consent. The new consumer shall also undertake to pay/bear the current and past outstanding liabilities of the old consumer or those detected in the future.
- 30.3** In the event of death of a consumer, the heirs may apply in form PCL-TOT (**Annexure-16**) for the connection to be transferred in the name of one of the heirs. The application will be accompanied by the following documents:
- a. Death certificate
  - b. Succession certificate. Alternatively for tubewell connections, Sajjra Nasad (ਸਜਰਾ ਨਸਦ) certified by the revenue officers (ਰੈਵਿਨਿਊ ਅਧਿਕਾਰੀਆਂ) will also be acceptable in place of succession certificate. AE/AEE/Xen (DS), PSPCL concerned will issue notice to arrange gathering of the villagers for seeking/hearing objections from all the claimants / legal heirs of the deceased consumer as appearing in the Sajjra Nasad (ਸਜਰਾ ਨਸਦ). The certificate on a plain paper regarding death of the consumer from his/her legal heirs/ claimants duly authenticated by the Gram Panchayat / Nambardar will be prepared in the full gathering of the villagers and there will be no need of any affidavit. PSPCL shall on the basis of certification, transfer the connection in the name of legal heir subject to payment of charges as per Schedule of General Charges.
  - c. No objection from other heirs to the connection being transferred in the name of one of the heirs.
  - d. In the absence of documents at (a) and (b) above, all the heirs may submit an affidavit duly attested by a Magistrate confirming the death of the consumer, identification of the legal heirs and their consent to the connection being transferred in the name of a particular heir.
  - e. The PSPCL (load sanctioning authority) shall on the submission of above documents, transfer the connection subject to the condition that charges payable as indicated in the Schedule of General Charges approved by the Commission and the actual cost of providing service where such charges have not been specified, have been deposited by the transferee. The transferee shall also be eligible to get the connection shifted after depositing the specified charges and completion of other formalities.
  - f. In case the transfer of the connection is not obtained within 6 months of the death of a consumer, the PSPCL will issue notice requiring that any of the heirs submit an application for transfer of the connection within 15 days of the service of notice. The connection is liable to be disconnected in case no application is submitted to the PSPCL within the period indicated in the notice.
- 30.4** In the event of transfer of a property, the transferee shall submit an application in form PCL-CON (**Annexure-15**) along with A&A form and the following documents:-
- a) Letter of consent of the previous owner for transfer of connection;
  - b) In the absence of a letter of consent, the transferee shall provide proof of ownership of premises. In case of partition, details thereof or a family partition deed if any, may be submitted;
  - c) In case the consent of the previous owner for transfer of the Security (consumption) cannot be produced, the applicant shall deposit Security (consumption) and Security (meter) at prevalent rates. He shall also be liable

- to pay the outstanding dues, if any of the previous consumer;
- d) In the case of land having an AP/AP-High-tech connection being jointly owned by more than one person and a part of the land along with the AP/AP-High-tech connection thereon being sold, the connection may be transferred in the name of the purchaser if all the co-sharers consent to such transfer and submit an affidavit duly attested by a Magistrate to that effect;
  - e) In the event where benefit of agreement for a connection is assigned to another person without the approval of the PSPCL, a notice shall be served upon the consumer requiring that transfer of the connection be sought as per the procedure prescribed above within 30 days of the service of notice. The connection shall be liable to be disconnected in case no application is submitted to the Distribution Licensee within the period indicated in the notice.
- 30.5** As soon as such a requisition is received, the JE should be directed to visit the premises of the consumer for re-rating the installation so that the new consumer is not held responsible for any alteration in the connected load which may have been effected by existing consumer without the sanction of the PSPCL. In addition to this the J.E. should check up that all the material and equipment of the PSPCL installed at the premises of the consumer is intact and has not been tampered with.
- 30.6** In case the J.E's report is satisfactory and there is no change in connected load, the new consumer shall be issued the demand notice for depositing difference in security (consumption) / security(meter) and other outstanding charges, if any. He shall also be asked to give an undertaking to pay charges, of the original consumer if detected at a later stage by the audit/other agency etc. It should, however, be kept in view that the issuance of demand notice shall not be delayed by more than 2/3 days on the receipt of the application so that all the formalities in respect of change of name are completed within time specified in Reg-11.3 of Supply Code-2014.
- 30.7** After the new consumer complies with the demand notice, immediate action shall be taken to record the meter reading so that final bill for the old consumer is made out and a new account no. for the new consumer allotted and his account opened in the ledger for issuing him monthly/bimonthly bills. So far as the old consumer is concerned, the amount of the final bill or any other charges due from him shall be immediately recovered. In case the old consumer does not liquidate such arrears, these shall be payable by the new consumer as per the undertaking given by him.
- 30.8** Even though no physical disconnection or reconnection maybe involved in the process of change of name yet a disconnection order in respect of old consumer and a service connection order in the name of the new consumer shall be issued so that necessary entries are made in the account books. Steps shall simultaneously be taken to forward the A&A Form(s) to the competent authority for acceptance.
- 30.9** If the application for the change of name is received from such a person who after taking possession of the premises has been utilizing the electric connection, held in the name of old occupant, the change of name should only be effected after he pays the old outstanding dues.
- 30.10** Whenever it is not possible to effect the change of name within the stipulated period and the old consumer has already served the PSPCL a notice of 7 days, the connection shall be disconnected after serving fifteen days notice to the outgoing consumer, unless he applies in writing to continue supply till the new consumer completes all the formalities.
- 30.11** The tube well consumer requesting for change of name will be required to submit consent of the original consumer (for change of name) and give an undertaking on (non-judicial stamp paper) duly attested indicating the right over the premises as the owner of the land and the motor pump set as a result of its purchase from the original consumer. In case of purchase of land, if in the land registry submitted by the new applicant (for change of name) it is indicated that the land alongwith tube well electric connection has been purchased by him from the original owner,

the consent of original consumer for change of name shall not be insisted upon.

**30.12 Change of name before actual release of connection:**

30.12.1 Whenever an applicant dies before the release of connection to him, the connection may be released to his/her legal heir/heirs as per succession certificate. In case of genuine difficulty of the prospective consumer, the connection may be released as per 'WILL' of the deceased provided the PSPCL is fully indemnified against all subsequent litigation.

30.12.2 **For Tube well connections:-** In the event of sale of land to a new person, the tube well connection can be released to him against the original application of the original owner subject to fulfillment of following conditions:-

- a. Submission of no objection certificate on non-judicial stamp paper of Rs.15/- by the original applicant to the effect that he has no objection if the tube well connection is released to the new owner of the land to whom the land has been sold by him and security (consumption) / security(meter), or any other deposit made by him in his name is transferred in the name of the new owner of the land.
- b. Submission of documentary proof from the revenue authorities (Tehsildar/ Patwari) for sale of land by the original applicant to the new owner of the land to whom the land has been sold.
- c. Submission of new A&A form duly signed by the new owner of the land & witnessed by the original applicant.
- d. The seniority in case of new applicant shall be reckoned from the date of original application.

**30.13** The time schedule for change of name / title as mentioned in Reg-11.3 of the Supply Code-2014 shall be adhered to.

**31 RESTORATION OF SUPPLY:**

Restoration of supply shall be regulated as per provisions of Reg-34 of the Supply Code-2014 as under:-

**31.1** Supply to the consumer shall be immediately reconnected, if the circumstances leading to the disconnection were actually an omission on the part of the PSPCL. In such an event, no charges on any account shall be recoverable from the consumer.

**31.2** Where a distribution licensee has disconnected supply of electricity to any premises in consequence of a default on the part of the consumer and if the consumer seeks reconnection within 6 months from the date of disconnection then the distribution licensee shall resume supply of electricity (other than theft cases) within twenty four (24) hours from the time the consumer:

- (a) Deposit the entire outstanding amount or makes payment of 1<sup>st</sup> instalment of outstanding amount (if allowed to deposit the charges in instalments). However, if the consumer defaults in making the 2<sup>nd</sup> instalment, the connection shall be disconnected again and then the supply shall only be restored after the recovery of total outstanding amount. In case of consumers found to be resorting to theft of electricity, the supply shall be restored only after recovery of entire amount as specified in Regulation 37.2.3 (c) of Supply Code-2014;
- (b) pays the prescribed amount as per Schedule of General Charges, if any, for disconnecting and reconnecting the supply of electricity; and
- (c) pays the fixed charges for the period of disconnection and the additional charges for the delayed payment.

**31.3** Where a consumer has been disconnected for more than six months but his service line/feeding line irrespective of voltage has not been dismantled, the connection may be reconnected after recovering the following charges:

- (a) Deposit the entire outstanding amount or makes payment of 1<sup>st</sup> instalment of outstanding amount (if allowed to deposit the charges in instalments). However,



if the consumer defaults in making the 2<sup>nd</sup> instalment, the connection shall be disconnected again and then the supply shall only be restored after the recovery of total outstanding amount. In case of consumers found to be resorting to theft of electricity, the supply shall be restored only after recovery of entire amount as specified in Regulation 37.2.3 (c) of Supply Code-2014 ;

- (b) Fixed charges for the period of disconnection and additional charges for delayed payment; and
- (c) Security (consumption) and reconnection fee as applicable in accordance with Schedule of General Charges.

Provided the connection can be reconnected without any augmentation of system i.e. it is technically feasible to reconnect the connection from existing system.

**31.4** Ordinarily no idle service line, shall be allowed to exist for more than six months from the date of disconnection. If theft of energy is apprehended, the service line shall be dismantled immediately. However, in such cases where SE/Dy.CE (DS) is satisfied that there is a definite possibility of reconnection of supply, the service line may be allowed to remain intact up to a maximum period of six months. In such a case, the SE/Dy.CE (DS) shall record his observations, which shall be placed in consumer file.

### **32 CHANGE OF INDUSTRY / MISUSE OF AP CONNECTIONS:**

**32.1** Whenever there is any change in industry, due intimation shall be given by the consumer to the AE/AEE/XEN (DS).

**32.2** For carrying out any such change of industry, consumer is required to get prior sanction from the competent load sanctioning authority. The consumer is also required to give a fresh A&A form and test report, if any changes are made in electrical installation.

**32.3** No tube well connection under AP Schedule of tariff shall be released in an industrial /commercial establishment. If an existing tube well connection released under AP tariff is used for Industrial / Commercial purpose, the consumer shall be dealt with as per provisions of Section-126 of Electricity Act, 2003. However, chaff cutters, cane crushers and wheat threshers can be run on existing tube well connections by individual farmers for their own use and not for commercial purposes.

### **33 CONNECTED LOAD REGISTER FORM PCL-CLR-DIRECTION FOR USE:**

**33.1 Purpose of Register:** In every sub-division and sub-office, connected load register in form **PCL-CLR (Anneuxre-25)** shall be maintained for the following purposes:-

33.1.1 Balancing the load on feeders / phases.

33.1.2 Anticipating the necessity for augmenting the capacities of feeders, switches, transformers etc.

33.1.3 Compilation of connection / connected load data.

**33.2 Recording Entries:** Connected Load Registers will be maintained by J.E. and entries will be made therein in accordance with the following instructions.

33.2.1 The opening entry in the register should be made on 1st April from the connection return for the month of March. If the registers have already been put into force, the totals of the registers up to 31<sup>st</sup> March shall be verified with the actual load and then carried over to 1st April of the next year.

33.2.2 A separate register should be used for each sub-station. For Sub-stations of smaller capacity only one register may be used by allotting a portion of it for each sub-station. Capacity of the transformer should be written at the top.

33.2.3 For the purposes of controlling the balancing of load on various feeders and different phases in a feeder, the connected load of each 3-phase consumer should be proportioned amongst the three phases in a feeder.

**33.3 Recording of Connection/Disconnection:** In order to keep the connected load

registers up to date, entry of connected load shall be made in this register before any SCO/DCO is signed by AE/AEE/XEN (DS) or R.A. It will be obligatory on the part of RA/AE/AEE/ XEN (DS) to check the cross entry of connected load on the SCO or DCO by indicating the page No. of the connected load register where the details of connected load have been entered before any SCO or DCO is signed for issue.

33.3.1 The exact particulars of each consumer (connected or disconnected) should be entered in relevant columns.

33.3.2 Connections will be entered in blue ink and disconnections in red ink.

**33.4 Month-wise Totals:** The entries of each register shall be totaled on the last working day of the month and the connection / connected load return prepared from this register. The register shall be initialed by the J.E. daily in token of the correctness of that day's entries and signed monthly by the AE/AEE/XEN (DS) after the totals have been entered.

#### **34 RELEASE OF INDUSTRIAL CONNECTIONS SPONSERED BY UDYOG SAHAYAK**

**34.1** Applications sponsored by Udyog Sahayak of the industries Deptt. of the Punjab Govt. shall be witnessed by Udyog Sahayak and forwarded to the concerned SE/Dy.CE(DS) alongwith requisite earnest money or Security (consumption) for processing the same for feasibility clearance or sanction of load/demand etc. The applications sponsored by Udyog Sahayak may be accepted by the concerned authority along with processing fee and earnest money or security (consumption) and security (meter) as may be applicable. The particulars be entered in the relevant service register.

**34.2** In case of any short coming noticed with reference to commercial instructions in vogue, the same shall be brought to the notice of entrepreneur under intimation to Udyog Sahayak for compliance but the applications as sponsored by Udyog Sahayak shall be registered without delay.

**34.3** Release of connection shall be strictly ensured within the period specified in Reg-8 of the Supply Code-2014 as the progress of such connections is monitored on monthly basis by Director of Industries, Punjab.

#### **35 CLUBBING OF MORE THAN ONE CONNECTION IN THE SAME PREMISES**

Some consumers take more than one connection in the same premises to avoid conversion of supply to higher voltage and application of different Schedule of Tariff. Release of a new connection or more than one connection in the same premises shall be regulated as per Reg-6.5 and for clubbing of industrial loads as per Reg. 8.12 of the Supply Code-2014.

**35.1** A consumer shall be treated as a distinct entity and deemed to be an independent establishment, if

35.1.1 it is a separate unit in duly partitioned premises owned or taken on lease/ rent;

35.1.2 it is registered as a separate entity/firm under the relevant law;

35.1.3 it holds a separate GST number and is independently assessed to Income Tax.

**35.2** Where any person whether or not a member of the family, partner, director etc. of an existing consumer / firm /company applies for a new connection in the same premises by carving out from existing one or by purchasing an adjoining land/premises in his own individual name or in the name of a new firm/company, connection shall be allowed only if (a) there is a physical separation and (b) also the premises in question is legally transferred, sold or leased to a new unit and appropriate entry exists in the municipal / revenue record regarding such transfer. There shall be a registered deed for lease or sale and informal agreement for family partition/ lease etc. shall not be acceptable.

**35.3** Where Punjab Govt. has allowed the registration of more than one units/ renting out of the premises for setting up the industrial units in industrial plots/ sheds in the focal points depending upon the size of the plot and subject to fulfillment of some conditions laid down for the purpose, in such cases the new connection shall be allowed provided such units are in the name of different persons and parts of such

sheds/plots being used by different entrepreneurs are properly demarcated and partitioned from each other.

- 35.4** When a consumer is found to have more than one connection in the same premises (in the same or different names), the PSPCL shall:
- 35.4.1 after serving a notice of not less than 15 days or on request by the consumer for clubbing of connections, effect supply at one point in case the consumers located in the premises are entitled to one connection only;
  - 35.4.2 within the time frame as prescribed in the Reg- 8.1(b) of the Supply Code-2014, switch over to HT supply at consumer's cost if connected load of all such entities in the premises exceeds 100 kW/kVA .
  - 35.4.3 within the time frame as prescribed in the Reg-8.1(b) of the Supply Code-2014, convert supply to HT/EHT at the consumer's cost if the total contract demand exceeds 4000 kVA.
- 35.5** All such consumers shall from the date of expiry of notice as per Reg- 35.4.1 above be billed under the relevant tariff category applicable to the total connected load / contract demand.
- 35.6** Voltage surcharge shall be levied as per General Conditions of Tariff in the event of supply not being converted to voltage levels within the time period specified in Reg-8.1(b) of the Supply Code-2014.
- 35.7** Whenever an existing consumer on his own, applies for clubbing of two or more connections running at the same premises, clubbing of all such connections may be allowed by the officers competent to sanction the total load after clubbing. The clubbing of such connections may be allowed at the cost of the PSPCL only if on the clubbing of different connections, the voltage level for the total clubbed load remains the same. Where after clubbing of loads the consumer is required to get supply at the next higher voltage, he shall bear the expenditure required for laying higher voltage lines and setting up his own sub-station etc. These provisions shall be applicable for all categories of connections.
- 35.8** After clubbing, the consumer shall be required to submit new test report as the test reports already submitted for different connections shall not remain valid for the newly clubbed connection.
- 35.9** The consumers who find that clubbing in their case is not possible within the criteria/norms for clubbing, can bring out the difficulty in writing in this regard. The premises of such consumers shall be visited by appropriate committee of following officers of PSPCL and the representative of the consumer. On the basis of report of the committee, cases of SP to MS category shall be decided on merits by Dy.CE/ SE/DS and of MS to LS by EIC/CE/DS. However, in case of any difference of opinion in the committee, the case shall be referred by concerned EIC/CE/DS to EIC/CE/Commercial for decision:-
- 35.9.1 In case of SP connections becoming MS after clubbing:
    - a. Sr.Xen/ ASE(DS)
    - b. Sr.Xen/ ASE(Enforcement)
    - c. Representative of consumer.
  - 35.9.2 In case of MS connections becoming LS after clubbing:
    - a. SE/Dy.CE(DS).
    - b. Dy.CE/ SE/Enforcement)
    - c. Representative of consumer
- 35.10** Wherever, clubbing of connections is declared by Enforcement or DS officer(s), the concerned Sr. Xen (DS) shall report the matter within one week to the appropriate clubbing committee and the committee shall submit the report within one month thereafter. The consumer shall be charged on account of clubbing, if required, only after the decision of Dy.CE/ SE/DS or EIC/CE/DS as the case may be. Videography must be done in such cases.

**36 THE SUPPLY OF ELECTRICITY TO RESIDENTIAL COLONIES OF CO-OPERATIVE GROUP HOUSING SOCIETIES/ EMPLOYERS, INDIVIDUALS CONSUMERS IN RESIDENTIAL COLONIES/COMPLEXES DEVELOPED UNDER BYE-LAWS/RULES OF THE STATE GOVT./ PRIVATE EDUCATIONAL INSTITUTIONS/ UNIVERSITIES/ COLLEGES/HOSPITALS ETC. AND FRANCHISEE APPOINTED BY THE GOVT. FOR SHOPPING MALLS /INDUSTRIAL ESTATES ETC.**

**36.1 Single point supply for residential purposes including common services to co-operative group housing societies/employers:** The single point supply for residential purposes including common services to co-operative group housing societies/employers shall be allowed as per Reg-6.6.1 of Supply Code-2014.

36.1.1 The procedure for release of such connections is given below:

**General Provisions**

- a. PSPCL shall give supply of electricity for residential purposes including common services on an application by a Housing Society which owns the premises at a Single Point for making electricity available to the members of such Society residing in the same premises. Provided that this shall not in any way affect the right of a person residing in the Housing Unit sold or leased by such a Housing Society to demand supply of electricity directly from the PSPCL.
- b. Housing Society will be obliged to seek supply of electricity from the PSPCL at a Single Point for common services in its premises even if no application is submitted to the PSPCL as per 36.1 above.
- c. PSPCL shall give supply of electricity for residential purposes including common services on an application by an Employer at a Single Point for making electricity available to his employees residing in the Employers' colony.
- d. The terms and conditions of domestic supply will be applicable to supply of electricity under (a) and (c) above. In case of supply of electricity for common services under (b) above, the terms and conditions of non- residential supply will be applicable.
- e. A person carrying on any business/commercial activity in the premises of a housing society/ employers' colony getting supply of electricity at a single point will require separate direct supply of electricity from the PSPCL for such activity on the terms and conditions of non-residential supply. The housing society/employer will provide adequate space at a convenient place for installing transformer(s), allied equipment and meter(s).
- f. Release of connection for supply of electricity will be subject to such terms & conditions as specified in the Punjab State Electricity Regulatory Commission (Electricity Supply Code & Related Matters) Regulations, 2014 & Schedule of General Charges approved by the Commission.

**36.1.2 Terms & Conditions for Supply at a Single Point to cooperative group housing societies /employers:**

- a. The PSPCL will give supply of electricity at a single point only to a housing society/ employer having building plans approved by the competent authority.
- b. The housing society/employer will submit the application online for supply of electricity at a single point to the PSPCL. The PSPCL will supply electricity at a Single Point at 11KV or higher voltage depending on the load/demand of colony.
- c. The housing society/employer will install, operate & maintain all infrastructure, including step down substation, required for distribution of electricity within the premises of the housing society/employers' colony at its own cost.
- d. The housing society/employer will install transformer(s)/sub station(s) and meter(s)/metering equipment, for supply of electricity at a Single Point at a convenient and easily accessible place. All installed equipments must meet with the safety requirements as per Electricity Rules, 1956 or Regulations notified by the Central Electricity Authority under Section 53 of the Electricity

Act, 2003. The isolating device will be placed near the boundary of the premises.

- e. The housing society/employer will not charge its residents for electricity supplied at a tariff higher than the rates for domestic supply approved by the Commission.
- f. The housing society/ employer will provide meters for measuring electricity consumption of all the residents. The housing society/ employer will also be responsible for all liabilities & obligations including individual metering, billing, collection of charges from individual users & payment of all energy bills to the PSPCL.
- g. The total consumption of electricity recorded at the Single Point connection of a Housing Society / Employers' colony will be billed at a rate equal to the highest slab rate of Schedule Domestic Supply. The Housing Society/Employer will be eligible for a rebate of twelve percent in addition to any other rebate on electricity consumption charges as admissible under General Conditions of Tariff and Schedules of Tariff approved by the Commission.
- h. The housing society/employer will be charged monthly minimum charges on the basis of contract demand sanctioned for each housing society / employer. The rate of monthly minimum charges will be as specified in the Tariff Order for the relevant year.
- i. The housing society / employer will be governed by all other provisions of The General Conditions of Tariff and Schedules of Tariff.
- j. In the event of any dispute arising between a user of electricity and the owner/developer/association of residents/users, either party may approach the Consumer Grievances Redressal Forum and the Ombudsman as per procedure laid down in Consumer Complaint Handling Procedure (CCHP) approved by the Commission and PSERC (Forum & Ombudsman) Regulations, 2016.

**36.1.3 Direct Supply of electricity by the PSPCL to a person residing in the premises of Housing Society on demand.**

- a. Any person residing in the residential unit sold or leased by a housing society getting supply of electricity at a single point may demand direct supply of electricity from the PSPCL. Such person will be required to submit an application for direct supply of electricity to the PSPCL in accordance with the terms and conditions specified in the Punjab State Electricity Regulatory Commission (Electricity Supply Code & Related Matters) Regulations, 2014.
- b. The housing society will make available adequate space at a convenient place for installing transformer(s), allied equipment and meter(s) for effecting direct supply of electricity to such person/ persons. Transformer, allied equipment and meter(s) as required for effecting direct supply of electricity will be installed & maintained by the PSPCL at its own cost.
- c. Release of connection for direct supply of electricity will be subject to and on such terms & conditions as specified in the Punjab State Electricity Regulatory Commission (Electricity Supply Code & Related Matters) Regulations, 2014 & Schedule of General Charges approved by the Commission.

**36.2 State Govt. / Private educational institutions/ universities/colleges/hospitals etc. :** Single point supply under bulk supply (Schedule-SVII) category shall be allowed to the Govt./ Private educational institutions / universities / colleges/ hospitals etc. for their own use and to run the affairs connected with the functioning of such educational institutions/universities/colleges/hospitals. The provision of Reg-9.1.1(a) of the Supply Code-2014 shall be applicable in such cases for recovery of service connection charges/security (works) as applicable to bulk supply connection.

**36.3 Single point supply to a franchisee.**

PSPCL may appoint a franchisee for a particular area in its area of supply as per 7<sup>th</sup> proviso to section 14 of the Act. PSPCL may provide single point supply on an

application by the franchisee for making electricity available within the particular area to the following categories:

- a. Residential colonies
- b. Commercial Complexes
- c. Industrial Complexes
- d. IT Parks
- e. Other single point supply consumers.

The franchisee thus appointed for single point supply shall have to abide by the terms and conditions of Franchisee Agreement (**Annexure-45**) to be signed with PSPCL for supply of electricity to individual consumers in his area of supply.

**36.4 Supply of Electricity to Individual Consumers in the Residential Colonies / Multi- Storey Residential Complexes Developed under bye-laws/rules of the State Govt.:** In the event of residential colonies/ complexes developed by developers/ builders/ societies/ owners/ associations of residents/ occupiers under bye-laws /rules of the State Govt. not covered under 36.1, 36.2 and 36.3 above, the residents/ occupiers of such colonies /complexes shall obtain individual connections directly from the PSPCL. The release of connections shall be governed by the provisions of Reg-6.7 of the Supply Code-2014 as follows.

- a) The developer/ builder/society/owners/ association of residents/ occupiers shall submit the complete lay out plan of the electrical network proposed to be erected in the colony and other documents prescribed by the licensee along with the processing fee as per Schedule of General Charges and obtain the preliminary NOC from the licensee. The NOC shall be issued by the licensee within 45 days of the receipt of proposal complete in all respects along with requisite documents. In case the developer/ builder/ society/ owners/ association of residents/ occupiers withdraw his request or fails to comply with the conditions within stipulated time, the processing fee shall be forfeited.

**Note: The developer/builder/society/owner/association includes any agency whether Govt./ Local body or private that constructs the colony/ complex.**

- b) For planning the L.D system of such colonies/complexes or to issue NOC, the following guidelines may be adopted for assessment of expected connected load/ demand of such colonies/complexes:-

**A) Load calculation for Residential and Commercial load in residential colonies/complexes**

Sr. No.	Name of category	Load (KW)	No. of units	Total load (KW)	Demand factor	Net Load (KW)
1	<b>Residential plots</b>				33 %	
	1.Upto 100 Sq. Yards	5				
	2.Upto 101-200 Sq. Yards	8				
	3.Upto 201-250 Sq. Yards	10				
	4.Upto 251-350 Sq. Yards	12				
	5.Upto 351-500 Sq. Yards	20				
	6.Above 500 Sq. Yards	30				
2	<b>Residential flats</b>				33 %	
	1.One Bedroom set	5				
	2.Dwelling unit (single room flat) under basic service to urban poor under JnNURM/EWS flats	1.5				

	3.Two Bedroom set	7				
	4.Three Bedroom set	10				
	5.Four Bedroom set	12				
	6.Five Bedroom set	15				
<b>3</b>	<b>Commercial Area</b>					
	1.Shop	10			40%	
	2.Other commercial plot(s) for Dispensary, School, Hospital, Club, Police post, Religious building etc. in the colony including other common services falling under commercial category (to be listed out separately)	35 Watts per sq. Yard	Area in Sq. yard			
<b>4.</b>	<b>Other load for common services</b>					
	Sewerage treatment plant, Water works, Street light, Lifts, Fire Fighting & Any other common usage (to be listed out separately)	As per requirement			100%	

**NOTE: One third of the total residential load and 40% of all commercial load as calculated above will be taken as colony load, which will be further increased by 40% to take into account future growth of load. The load shall be converted in kVA by using a power factor of 0.90.**

<b>B) Load calculation for Industrial Plots/Hotel Sites/Malls/Group Housing/ Shops in commercial complexes</b>					
<b>Sr. No.</b>	<b>Name of category</b>	<b>Watts per Sq.Yard</b>	<b>Demand factor (Area based in case detailed layout plan is not available)</b>	<b>Demand factor (layout plan based on Pb.Govt. norms &amp; FAR etc.</b>	<b>Load Growth</b>
1.	Industrial plots	21	50%	50%	40%
2.	Sites for Hotels & Malls	207	66%	40%	40%
3.	Group Housing	31	40%	33.33%	40%
4.	Shops (Showrooms) in Residential colonies or commercial complexes	207	40%	NA	40%
4.1	Upto 50 Sq.Yards	10kW/shop/Floor	NA	40%	40%
4.2	Above 50 Sq.Yards	0.207kW/Sq.yard/shop/Floor	NA	40%	40%

**Note: This is to be used only for planning purposes. In actual practice the load of a consumer shall be computed as per Reg-4.5 of the Supply Code-2014.**

- c) The developer / builder / society / owners / association of residents / occupiers shall deposit the estimated cost of LD system of the colony as per approved layout sketch & get it executed from the PSPCL. The expenditure incurred by the

Distribution Licensee for erection of 11 kV feeder(s) including breaker from the feeding sub-station to the connection point of the internal distribution system shall also be borne by the developer/builder/society/owners/association of residents/ occupiers. The expenditure of L.D system including service cable up to the metering point of each consumer & 11 kV system shall include cost of the material, labour plus 16% establishment charges there on. If the connection is released to the colony/complex by tapping the existing 11kV feeder, the cost of service line and proportionate cost of common portion of line including breaker shall be recoverable. The phase wise development of LD system may be carried out by PSPCL as per requirement but any cost escalation over a period of time shall be borne by the PSPCL. PSPCL shall be responsible to release individual connections within the time frame specified in Regulation 8.

However, the developer/builder society/ owners/ association of residents/ occupiers shall have the option to execute the works of internal L.D system of the colony/complex of its own in accordance with the approved layout plan/sketch approved by the PSPCL subject to payment of 15% supervision charges on the labour cost to PSPCL. After its completion and inspection by the Chief Electrical Inspector to Govt. of Punjab, the PSPCL will take over the L.D system which will be connected to its distribution system. The PSPCL shall thereafter maintain L.D system at its own cost. In case the developer requests for energisation of incomplete LD system, the same shall be allowed provided the developer furnishes a Bank Guarantee (BG valid for 5 years) equivalent to 150% of the estimated cost of balance works. This amount of Bank Guarantee shall keep on reducing with the completion of remaining works of the L.D system. After submission of Bank Guarantee to the satisfaction of PSPCL, it shall be the responsibility of the PSPCL to release connections to the residents/occupiers of the colony/complex according to the time frame specified in Regulation 8 of the Supply Code-2014.

- d) In case the expected demand of the colony/complex computed as per (b) above exceeds 4000 kVA, the developer/ builder/ society/ owners/ association of residents/occupiers shall also pay the 'System Loading Charges' as provided in the cost data approved by the Commission in addition to the charges payable as per clause (c) above. In such a case, the erection or augmentation of grid sub-station, if required, shall be carried out by the PSPCL at its cost. However, in case the grid sub-station is required to be erected in the colony, the developer/ builder/ society/ owners/association of residents/ occupiers shall provide the space and right of way free of cost, if permissible or at nominal token money @ of Rs. 1/-per sq. metre. In case the cost of grid sub-station and/or HT/EHT line including bay/breaker has been deposited by an authority under the State Act viz. PUDA/GMADA/GLADA etc., the 'System Loading Charges' for the same shall not be recovered from the developer of such colony/complex.
  - e) Each resident/occupant shall submit A&A form for supply of electricity to the Distribution Licensee (PSPCL) in accordance with Regulation 6 of Supply Code and connected load of each applicant shall be determined/ computed as per Regulation 4.5 of the Supply Code. The Distribution Licensee shall release the connections within time limits prescribed in Regulation 6.8 & 8 of the Supply Code-2014.
  - f) A developer/builder/society/owner/ association of residents/ occupiers shall obtain separate connection for common services under relevant category. The developer shall also be responsible to lay service cables up to the metering point of individual occupier's premises/common service connection points at its cost. In case meter is installed outside the consumer's premises, the service cable from the meter up to the main switch of the consumer shall also be provided at its own cost by the developer. PSPCL shall not recover any Service Connection Charges from individual consumers. However, applicant shall deposit Security (consumption) and Security (meter) as per Schedule of General Charges.
- 36.5** As per new EWS Policy of the Govt., the EWS sites reserved in private housing projects are to be transferred to the concerned Development Authority of the area,



hence the infrastructure such as roads, water supply, sewerage, parks, electricity etc. within sites reserved for EWS housing, will be provided by the concerned Development Authority or any other Agency authorized by the Govt. to construct housing for Economically Weaker Section of the society.

**37 RELEASE OF POWER CONNECTIONS TO INDUSTRIAL UNITS BEING SET UP IN RURAL FOCAL POINTS.**

In order to provide requisite infra-structure for the expeditious release of power connections to the entrepreneurs interested in setting up industrial units in rural focal points planned by Punjab Govt., PSPCL shall erect & maintain 11 kV lines & pole mounting sub-stations in the rural focal points subject to the following conditions:-

- 37.1** The cost of 11 KV line and pole mounting sub-station for each Rural Focal Point shall be deposited with PSPCL by the State Government.
- 37.2** For the release of connection each consumer shall pay all other charges as per Reg-9 of the Supply Code-2014 barring the proportionate cost of 11 KV line & pole mounting sub-station.
- 37.3** Only one 11 KV feeder shall be drawn for one focal point from nearest Grid Sub-Station at the cost of the PSPCL which shall be utilized for the release of connections to SP,MS & LS consumers. Cost of 11 KV VCB shall also be borne by the State Govt.
- 37.4** The erection of the 11 KV Feeder shall be carried out as per the standard instructions so that the capacity of the breaker is fully utilized and standards are adhered to.
- 37.5** For all SP & MS consumers P/M Sub-Stations shall be provided by the PSPCL whereas LS consumers shall have their own distribution transformer.
- 37.6** These instructions shall be applicable to consumers interested in connections within rural focal point only and not outside.

**38 RELEASE OF CONNECTIONS FROM 24 Hrs URBAN PATTERN SUPPLY FEEDERS FOR VILLAGES.**

Release of connections from urban pattern supply feeders for villages will be regulated as under:-

- 38.1 Within Phirni:-** All categories of metered supply connections (existing/ new) falling within phirni of the village except AP T/wells shall be catered supply from 24 hours supply (UPS) feeders by extending supply system through 3-phase HT/LT line.

**38.2 Beyond Phirni of village**

- 38.2.1** All Categories of consumers falling beyond phirni of village (except AP T/wells) are entitled for supply from urban pattern supply feeder. Supply shall, however, be given at LT Supply voltage through single phase 11 KV system by installing single phase T/Fs for loads up to 7 kW and through 3-Phase HT line for loads above 7 KW and up to 100 kW/kVA by installing 3 phase transformer(s) outside the premises of the consumer and LT service cable without laying any 3-phase, 4-Wire O/H LT system. Metering shall be done at LT only. Normal service connection charges as per provision of Reg-9 of Supply Code-2014 shall be recoverable in such cases

**Note:- In case of 3-Phase connections with a motive load less than 7 kW meant for water supply system owned by Public Health or any other Local Body, 24 hours supply may be given by erecting a separate 11 kV HT Line, distribution transformer, 3-Phase LT cable without laying any 3-Phase, 4-wire-Overhead LT Line.**

**38.2.2 Urban Pattern Supply**

- a) Urban pattern supply shall be provided against grant received in advance from Punjab Government to all the Deras/Dhanis having **one house or cluster of two or more houses** situated adjoining to each other and spread over in a stretch of maximum of 300 meters from one end to the other end

and located at a distance more than 500 meters from the village phirni without any limit, by providing single phase 11 kV line tapped from the nearest UPS feeder and by installing single phase 10 kVA distribution transformer.

- b) Urban pattern supply shall also be provided against grant received in advance from Punjab Government to all Dera/ Dhanies having one house or cluster of two houses located within 10 KMs of International Border by providing single phase 11 kV line tapped from the nearest UPS feeder and by installing single phase 10 kVA distribution transformer.

However, where two houses in a cluster are situated near to each other but are located in a stretch of maximum 300 meters from one end to the other end, a common single phase 11 KV, 10 kVA distribution transformer shall be installed to reduce the capital cost of the project. In all other cases where two houses in a cluster are situated near to each other but are located in stretch of more than 300 meters from the one end to the other end, separate single phase 10 kVA distribution transformers shall be installed.

- c) The erection of single phase 11 kV lines and installation of single-phase transformers can be completed by RE/APDRP organization or DS Organisation. If the work is completed by RE/APDRP Organisation then LT work in respect of above indicated Dera/Dhanis i.e. installation of energy meters and laying of service cables shall be carried out by concerned DS sub division of the PSPCL after recovery of normal service connection charges as per provisions of Reg- 9 of Supply Code-2014.

- 38.2.3 No new AP tube well connection shall be allowed from urban pattern supply feeders or rural feeders within the phirni of the villages. Shifting of existing tube well connections shall not be allowed on the Urban Pattern supply feeders. However, where technically it is not feasible to give AP tubewell connection from Rural feeder, the feasibility of giving connection from urban feeder shall be considered, but in such cases, the case study shall invariably be carried out by the field officers indicating the length of the line and cost involved in releasing the connection from urban feeder viz-a-viz Rural Feeder.

CE/Commercial shall be competent authority for such cases and detailed case shall be sent by the concerned CE/DS to CE/Commercial alongwith case study report and his clear recommendations.

**The field office will make arrangements in order to ensure that the supply hours for the new tubewells to be released from Urban feeders are restricted as per the Government of Punjab Notification No. 1/33/08-EB (PR)/321 dated 21.03.18 or amended from time to time.**

However, under no circumstances, new AP tubewell connection shall be released from Industrial/ Urban Pattern Supply feeders.

- 38.2.4 There shall be no maximum limit on the release of load/demand to individual industrial consumers from Urban Pattern Supply Feeders provided the loading condition & voltage regulation of the line so permit.

### **39 RECOVERY OF SUPERVISION / DEPARTMENTAL / ESTABLISHMENT CHARGES.**

- 39.1 Supervision Charges:** Supervision Charges @ 15% of the wages of labour are leviable in the estimate prepared for shifting of PSPCL lines where the cost of the estimate is chargeable from the individual or agency of State/Central Govt., on the request of whom the work is proposed to be carried out. The estimate would include the cost of additional material used for carrying out alteration after giving due credit for the depreciated cost of material available from the existing line, wages of labour employed in effecting the alteration. Cost of additional material will mean issue price increased by 4% to account for incidental expenditure incurred by MM Organization in making available the Store Material, which would reflect the actual cost of material thus used. In addition provision shall be made for contingencies, storage charges, transportation, Audit and Accounts and T&P charges as per rates applicable from time to time.

- 39.2 Departmental Charges:** Departmental charges @ 27½% of the total cost of

estimate i.e. cost of material and labour etc., are recoverable in case of deposit works. executed on behalf of the consumer which include the following elements:

Estt. Charges 25%

T&P 1½%

A/Cs charges 1%

The cost of estimate will also include storage charges, transportation charges & contingencies as per rates applicable from time to time. These deposit works are carried out by PSPCL on behalf of the consumer at their specific requests and such works are to be maintained by the concerned consumer and remain their property. Normally these works such as erection and commissioning of Sub-Stations are to be carried out by the consumers but in view of non-availability of requisite infrastructure with them, they sometimes request the PSPCL for carrying out these works.

**39.3 Establishment Charges:** Establishment charges @ 16% of the cost of estimate i.e. cost of material and labour etc., are recoverable from the consumer when the works are carried out by PSPCL at the cost of consumer and thereafter remain the property of the PSPCL for being operated/maintained by PSPCL. The cost of estimate will also include storage charges, transportation charges & contingencies as per rates applicable from time to time. Establishment charges are leviable on the works such as:-

- a) Laying of independent feeders for giving supply to new/existing consumers.
- b) Where the consumers are required to pay actual cost of works as per Reg- 9 of the Supply Code-2014.
- c) The works where the consumers opt for connection from Urban / industrial feeder instead of nearest UPS feeder.
- d) Where the cost of link-line is to be borne by the consumer. The above works are quite different from departmental works or works required for shifting of lines etc. Estt. Charges will be leviable on the total estimated cost, which will include cost of material, labour charges, storage charges, transportation charges & contingencies etc.

#### **40 SHIFTING / REMOVAL OF ELECTRIC LINES/POLES:**

**40.1** No new line shall be erected on the sides of the State/National Highways/Municipal Roads etc. at the place where it may be a source of hindrance to traffic/ public and from where it may be required to be shifted at a future date for obvious reasons.

**40.2** Shifting of poles/lines against a deposit estimate/improvement of LD system shall be carried out, after thoroughly ascertaining technical feasibility and also keeping in view ultimate planning of the area / interest of neighboring persons. The deposit estimates shall be prepared accordingly & if need be concurrence /approval of Panchayat/ Local Body shall be obtained before such shifting is permitted.

**40.3** While proceeding to erect any line along the national/state highways the poles shall be located at a convenient distance from the main road. It will be desirable to get the requisite clearance from the Executive Engineer, CPWD/PWD in-charge of the particular portion of the highways. Similarly while laying lines in field, poles/structures shall as far as possible be laid along the boundary of the fields so that these do not interfere with the working in the field.

**40.4 Procedure for alteration/shifting of lines and poles:** Where any State/Central Govt. authority or an individual agency approaches for the shifting of the lines, estimate shall be framed on the basis of provisions contained in Rule-82 of the Indian Electricity Rules-1956 or Regulations notified by CEA under Section 53 of the Act as under:-

- a) The cost of additional material used on the alteration giving due credit for the depreciated cost of the material which will be available from the existing line.

- b) The wages of labour employed in affecting the alteration.
- c) Supervision Charges to the extent of 15% of the wages.
- d) Any charges incurred by the supplier in compliance with the provision of Section 16 of the Indian Telegraph Act in respect of such alterations.
- e) **Shifting/removal of electric lines/poles from the premises of Education Institutions:**

The electric installation (LT and 11 kV) in case of Govt. and Govt. Recognized Educational Institutions can be shifted at the PSPCL's cost if the shifting is warranted from consideration of safety to human beings. Dy.CE/SEs (DS) will be competent to approve such shifting.

**40.5 Shifting of lines/ poles during road construction of four laning/ BOT (major works) on National Highways/ State Highways:** Central /State authority (applicant) after approval of estimate from PSPCL, shall carry out the shifting of PSPCL lines/poles, transformers etc at their own level under the supervision of PSPCL subject to the following conditions as per CC No. 48/2013 dt. 1/11/13 and amended vide CC No.20/2015 dt. 28/5/15:-

- 40.5.1 Both material & labour are to be arranged by the applicant.
- 40.5.2 The estimate for erection of new line with new material will be prepared by PSPCL at the cost of applicant and got sanctioned from the competent authorities. Applicant will be charged Supervision charges @ 15% of the total cost of estimate i.e. cost of material and labour etc. The Supervision charges includes the following elements:
  - a) Material inspection at firms premises and re-inspection in case of failure, (if required).
  - b) Material accountability and clearance at site.
  - c) Supervision at the time of erection of new line and dismantlement of old line.
  - d) Quality assurance of work.
  - e) Day to day monitoring by field staff.
- 40.5.3 Applicant will first erect the new line and after energization, the existing/old line shall be dismantled. The dismantled material, as per sanctioned estimate, shall be returned to the respective store of PSPCL through concerned JE incharge under the Supervision of AE/AEE. Concerned AE/AEE/JE incharge will ensure that the dismantled material is complete in all respects and in proper condition i.e. conductor is properly rolled, poles are intact etc. To account for the cost of dismantled material, for giving credit to the applicant, the depreciated cost or residual value of dismantled material, whichever is higher but not less than 10% of the present value of new material shall be considered.

The material shall be procured from the approved suppliers of PSPCL as per PSPCL specifications and material will be inspected at manufacturer works by the officers of PSPCL and at site material will be inspected by Sr.Xen/ ASE/DS and Sr.Xen/ ASE/Technical Audit concerned.

List of approved suppliers shall be given to the applicant. The applicant shall be at liberty to purchase material from any of approved suppliers of PSPCL as per design and approved specifications of PSPCL. PSPCL will arrange power shut downs if so required for shifting of lines.
- 40.5.4 All the required clearances such as clearance from railway, forest department, clearance from Municipal Corporation / PUDA / Local authority, road clearance etc. shall be obtained by the applicant concerned.
- 40.5.5 Construction/erection of line/system shall be carried out as per Standardization Instructions approved by PSPCL.
- 40.5.6 Incidentally, if any accident/miss-happening occurs during the erection of new

line/dismantlement of existing line, the entire responsibility shall lie with the applicant.

- 40.5.7 Applicant shall submit Bank Guarantee of the amount equivalent to the cost of material to be dismantled, calculated at 50% of the PSPCL stock issue rates, in lieu of security for the material likely to be dismantled. This Bank Guarantee will be released to the applicant on receipt of the material in respective stores. In case applicant fails to return the dismantled material in the respective store, the Bank Guarantee deposited by the consumer / applicant shall be encashed accordingly.
- 40.5.8 Applicant shall be responsible for defending all the court cases/legal complications which may arise at the time of erection of new line/dismantlement of existing line. PSPCL will not be responsible for any loss or delay on account of Court case or due to any other reason.
- 40.5.9 After completion of work and clearance from the Chief Electrical Inspector, the line shall be properly handed over to PSPCL and these lines alongwith allied material shall be the property of PSPCL.

**41. SYSTEM IMPROVEMENT SCHEMES – REDUCTION OF T&D LOSSES**

Following steps shall be taken for reduction of T & D losses and improvement of consumer service:-

**41.1 Loading of Transformers:** The 100-kVA distribution transformers for industrial connections shall be loaded up to 100 kW and in general transformers for ISC shall be loaded upto 100%. The transformers having mixed loads shall be loaded upto 80 % of their capacity.

**41.2 Release of AP Connection: -**

- 41.2.1 All new AP tube well connections shall be released under HVDS only by providing individual small rating distribution transformers for each connection on single pole structure. The distribution transformer shall be procured and installed by PSPCL as near to the tube well bore- site as possible. In no case length of LT overhead cable shall exceed 10 metres.
- 41.2.2 The individual transformers of AP consumer installed under OYT scheme shall be replaced at the cost of PSPCL in case of damage/ burning. Such Transformers (including the burnt Transformers) shall be the property of PSPCL.
- 41.2.3 Capacity of distribution Transformers with loading upto 90% of full load viz-a-viz rating of submersible motors

	<b>Load (BHP)</b>	<b>Capacity of Dist. T/F</b>
1)	upto 4 BHP	6.3 kVA
2)	above 4 to 7.5 BHP	10 kVA
3)	above 7.5 to 12.5 BHP	16 kVA
4)	above 12.5 to 20 BHP	25 kVA

- 41.2.4 The distribution transformers above 25 kVA capacity shall not be used for a single AP motor to avoid misuse due to high cushion capacity. Wherever two AP motors can be fed from the same distribution transformers of rating higher than 25 kVA by keeping LT line upto 200 metres including cable, the same shall be installed with the approval of SE/Dy.CE (DS) concerned by recording reasons thereof.
- 41.2.5 The release of load less than 4 BHP shall, however, be discouraged & will be released only with the approval of concerned SE/Dy.CE (DS) recording reasons for the same.

**41.3 Release of New MS connections:-**

- 41.3.1 As per schedule SII.2 of Tariff the supply voltage for release of MS connections having connected load above 20 kW and demand upto 100kVA is 3 phase, 400 volts or 11kV at consumer's option. All new MS connections having demand above 50kVA shall be released only by providing independent 63/100/200 KVA distribution transformer depending upon the demand to be released. The metering will, however, be done on LT side with meter and CT/PT chamber on the transformer H-Pole itself. If T/F capacity permits, one or two more connections may be given from the same T/F but all meters shall be on H-Pole only.
- 41.3.2 For demand upto 50 kVA, the connection shall be released with LT metering by installing independent 25 kVA/63 kVA T/F, with zero LT in the above manner. The meter shall be installed in MCB or Pillar Box on the pole / under the distribution transformer.
- c) Where installation of new transformer is not possible due to locational reasons /site constraints and the connection has to be from a common transformer, the metering equipment of all consumers on the transformer shall be installed on transformer H-pole in MCB / CT chamber or in the pillar box as the case may be. However, if connection can be released without augmentation of already existing transformer and by laying service cable upto 50 metre, then the connection in such cases can be allowed from existing transformer with the approval of concerned Sr.Xen/ ASE (DS).
- d) The cases where it is not technically feasible to install a new transformer due to practical constraints and connection can be released from the existing transformer or by augmenting the existing transformer upto 200 kVA and length of the line (including service cable) is upto 250 metres, in such cases connection can be allowed to be released by Sr.Xen/ ASE (DS) by giving speaking order regarding the justification of the technical constraints.

**41.4 Release of new SP / NRS / DS Connection:-**

- 41.4.1 As per schedule SIII.2 of Tariff for SP, the supply voltage for small industrial loads upto 20kW is 3 phase 400 volts or single phase 230 volts. As per schedule SVI.2 / SV.2 of Schedule of Tariff for DS / NRS, the character of service provides supply voltage of single phase 230 volts or 3 phase 400 volts. For loads upto 7 kW, supply is given at single phase 230 volts, for loads above 7 kW and upto 100 KW, 3 phase 400 volts supply is given & for loads exceeding 100 KW, supply is given at 11kV.

In order to reduce T&D losses, the meter shall be provided in the Pillar Box or MCB on pole or outer wall of the premises as per site condition. In no case meter shall be installed inside the consumer premises.

- 41.4.2 In all these categories of SP/NRS /DS, for loads ranging from 7kW to 50 kW (upto 20 kW in case of SP consumers), the connections shall be released with LT metering in 3 phase category by providing independent T/F of 10/16/25/63kVA or higher capacity with zero LT and meter shall be installed in MCB or pillar box on the pole /under the distribution transformer. However more than one connection can be given from the same T/F if the premises are nearby by providing meters in pillar boxes or in MCB /CT Chambers on poles.
- 41.4.3 All DS / NRS connections with loads above 50 kW to 100 kW shall be released at LT Supply voltage by providing independent 63/100/200 kVA distribution transformers. DS/NRS loads above 100 kW/kVA shall be released at 11 kV or above supply voltage as per Reg-4.2 of the Supply Code-2014.

***NOTE: In the congested areas of the Cities and Towns with narrow lanes / streets where installation of HT Line / Transformer is not possible, connections may be allowed by laying LT line not exceeding 250 metres from H pole. In such cases, relaxation shall be got approved by Sr. Xen / ASE / DS from EIC / CE / DS through speaking order.***

- 41.4.4 Connection in case of SP Category can be released on LT provided the length of LT line from H pole (including service cable) is 250 metres and there is no need of augmentation of the existing Transformer. In cases where capacity of the existing Transformer is less than 200 kVA the release of connection on LT (maximum length 250 metres including service cable), can be allowed by augmenting the transformers upto 200 kVA. In such cases, before release of connection approval of Sr.Xen/ ASE (DS) will be obtained.
- 41.5 System Improvement Works & Deposit Work:** Estimates for system improvement schemes and deposit works shall be prepared / sanctioned as per guidelines mentioned above with the objective of zero LT and meters in Pillar Box /MCB on Pole /MCB on outer wall of consumer.
- 41.6 HVDS in GSC/ISC:** In urban areas, residential premises in Posh/Planned Colonies having high load of AC, Heaters/Geysers and other gadgets, incidence of theft in such premises is very high and loss of revenue is also substantial. Therefore, the transformers to be spared from AP under HVDS shall be installed in such colonies to cater to a cluster of 4/5 to 8/10 houses depending on load and meters should be installed in Pillar-Boxes/MCBs. This will ensure zero LT and no commercial loss/theft. Similar action shall be taken in the case of commercial premises in planned shopping centres/malls etc. and SP/MS connections in industrial estates and other areas also. In nutshell, all DS/NRS/SP/MS connections shall be released in future on HVDS with least /zero LT. Further bare conductor overhead LT lines which allow direct hooking shall be avoided.
- 41.7 D.T. METERING.** DT meters may be provided in the first phase on all the urban Distribution Transformers for effective energy accounting and audit and in the second phase the DT meters shall be installed on Distribution Transformers catering the GSC / ISC loads in rural areas.
- 41.8 Loading of feeders vis-à-vis capacities of feeders.**  
The loading of 11/66 kV lines/grid sub stations may be allowed upto 80% and the feeder bifurcation/ augmentation/laying of new feeders may be planned immediately. However, the release of connections may not be stopped through connectivity of a feeder which is loaded above 80%. The loading of 11/66 kV lines/Grids for system improvement be followed as per instructions issued by the office of Director/Distribution from time to time.
- 41.9 Installation of shunt capacitors by SP/AP consumers:**
- 41.9.1 SP consumers:** The consumers who did not opt for new provisions for measurement of monthly average power factor are required to install ISI mark shunt capacitor as under:-

- ii. Consumers using induction motors of 3 BHP and above will install LT shunt capacitors of the rating given below:

Rating of Motor [HP]	kVAR rating of LT capacitors		
	750 RPM	1000 RPM	1500 RPM
3	1	1	1
5	3	2	2
7.5	4	3	2
10	5	4	3
15	7	5	4
20	9	7	5
25	10	9	7

- iii. SP consumers having welding sets will install capacitors of the following rating:

<b>Sr. No.</b>	<b>Name plate rating in kVA of individual welding transformer</b>	<b>Capacity of the Capacitor in kVAR</b>
1.	1	1
2.	2	2
3.	3	3
4.	4	3
5.	5	4
6.	6	5
7.	7	6
8.	8	7
9.	9	7
10.	10	8
11.	11	9
12.	12	10
13.	13	11
14.	14	11
15.	15	12
16.	16	13
17.	17	14
18.	18	15
19.	19	15
20.	20	16
21.	21	17
22.	22	18
23.	23	19
24.	24	19

**41.9.2 AP/AP hi-tech/AP hi-density consumers**

- a. Shunt capacitors of the ratings specified below which are ISI marked or of a make approved by the PSPCL will be installed when a new connection is released or extension in load permitted / regularized of consumers using monoblock/directly coupled pumpset.

<b>Rating of Motor [HP]</b>	<b>kVAR rating of LT capacitors</b>		
	<b>750 RPM</b>	<b>1000 RPM</b>	<b>1500 RPM</b>
3	1	1	1
5	3	2	2
7.5	4	3	2
10	5	4	3
15	7	5	4
20	9	7	5
25	10	9	7



- b. An existing or a new AP/ AP hi-tech/AP hi-density consumer who proposes to install a submersible motor, will provide ISI marked shunt capacitors or of the make approved by the PSPCL of KVAR ratings as indicated below:

<b>Rating of submersible Pump set(HP)</b>	<b>kVAR rating of LT shunt Capacitor</b>
3	2
5	3
7.5	3
10	4
12.5	6
15	6
20	8

- c. A consumer will continue to pay rentals as before where capacitors had been installed by the PSPCL AT ITS COST AND RENTAL IS BEING CHARGED.

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## (SECTION-III)

### ENERGY METER & METER RENTALS

#### 51. PROVIDING METERING EQUIPMENT:

- 51.1** A correct meter of suitable capacity shall be installed at the point of commencement of supply on the premises of the consumer for measuring the energy supplied to him in terms of Section 55 of the Act.
- 51.2** The consumer may, if he so elects, cause his own meter duly tested at the PSPCL's Laboratory be installed which will be sealed by the PSPCL. The consumer shall purchase a meter from the empanelled suppliers of the PSPCL.
- 51.3 Regulations on Installation and Operation of Meters:** Regulations have been framed in accordance with Sub-section (1) of Section 55 and clause (e) of Section 73 read with sub-section (2) of section 177 of EA-2003 and have been notified by CEA vide No.502/70/CEA/DP&D dated 17<sup>th</sup> March 2006 for installation & operation of meters and amended vide notification no. 502/6/2009/DP&D/D-I dt. 04/06/2010.

The notification provides for installation and operation of meters including the meters at PSPCL's/Consumer's premises in addition to interface meters and energy accounting & audit meters. The meters complying with these regulations shall be provided replacing the existing meters as per regulations or directions of the Commission or pursuant to the reforms programme of the State Govt.,

#### **Salient features of these regulations are as under:-**

- i. Interface meter, consumer meter & energy accounting meter shall be static type.
- ii. Meters not complying with these regulations shall be replaced by the PSPCL on its own or on the request of the Consumer.
- iii. All meters have to comply with BIS, BS, IEC or any other equivalent standard.
- iv. All interface meters installed at the points of inter section with ISTS (Inter-State -Transmission-System) for electricity accounting& Billing to be owned by CTU (Central Transmission Utility)
- v. All interface meters installed at points of intersection with intra-state transmission system shall be owned by STU (State-Transmission-Utility).
- vi. All other interface meters shall be owned by respective PSPCL.
- vii. Consumers' meters shall generally be owned by PSPCL. If any consumer elects to purchase a meter, the meter purchased by the consumer shall be tested, installed and sealed by the PSPCL.
- viii. Energy accounting & audit meters shall be owned by generating company or PSPCL.
- ix. Main meter, check meter and standby meters are to be installed as prescribed for generating station, transmission & Distribution system, interconnecting transformer etc.
- x. The consumer meter shall be installed by the PSPCL either at consumer premises or outside the premises:  
  
Provided that where the PSPCL installs the meter outside the premises of the consumer, then the PSPCL shall provide real time display unit at the consumer premises for his information to indicate the electricity consumed by the Consumer.  
  
Provided further that for billing purpose, reading of consumer meter and not the display unit shall be taken into account.
- xi. Generating company or PSPCL shall examine, test & regulate all meters before installation and only correct meters shall be installed at location, which are easily accessible.

- xii. In case of single phase meters, the consumer shall ensure that there is no common neutral or phase or looping of neutral or phase of two or more consumers on consumers side wiring. If such common neutral or phase or looping of neutral or phase comes to the notice of the PSPCL, it shall suitably inform the consumer through installation report or regular electricity bill or meter test report.
- xiii. Consumer shall install the earth leakage protective device (ELPD) in accordance with the provisions of the rules or regulations in this regard.
- xiv. If the earth leakage indication is displayed in the meter, the PSPCL shall suitably inform the consumer through installation report or regular electricity bills or meter test report as applicable.
- xv. In case CTs & VTs form part of the meter, the meter shall be installed as near the instrument transformer as possible to reduce the potential drop in the secondary loads.
- xvi. Sealing of Meters: All meters shall be sealed by the manufacturer at its works. in addition to the seal provided by the manufacturer at its works, the sealing of all meters shall be done as under:-
  - a. Sealing of interface meter shall also be done by both the supplier & the Buyer.
  - b. Sealing of consumer meter shall be done by the PSPCL.
  - c. Sealing of energy accounting and audit meters shall be done by the PSPCL or the generating company.
- xvii. A tracking & recording software for all new seals shall be provided by the manufacturer of the meter so as to track total movement of seals starting from manufacturing, procurement, storage, record keeping, installation, service of inspection, removal and disposal.
- xviii. Only the patented seal with unique logo of utility shall be used. The material of the seals shall now be POLYCARBONATE or ACRYLIC SEALS OR PLASTIC SEALS OR HOLOGRAPHIC SEALS OR any other superior seal shall be used.
- xix. PSPCL shall be responsible for the safety of the meter located outside the premises of the consumer and the consumer shall be responsible for the safety of the real time display unit installed by the PSPCL in consumer premises.
- xx. For removal of seal, due notice to the concerned consumer shall be given for witnessing the removal of seals & resealing. Breaking of seals and resealing of meters shall be recorded with dates in a register by the party who carried out the work.

No consumer shall tamper with, break or remove the seal under any circumstances. Any tampering or removing the seal from the meter shall be dealt with as per relevant provision of the Act. Seals on consumer meters and energy accounting and audit meters shall be removed only by generating company or the PSPCL who owns the meter.
- xxi. Supplier or Buyer in whose premises the interface meters are installed shall be responsible for their safety. The consumer shall take precaution for the safety of the meter installed in his premises. PSPCL shall be responsible for the safety of the consumer meter located outside the premises of the consumer and the consumer shall be responsible for the safety of the real time display unit installed by the PSPCL in the consumer/premises. For energy accounting and audit meter, the generating company or the PSPCL who owns the meter shall be responsible for safety of the meter.
- xxii. For interface meters, appropriate transmission utility or the PSPCL shall take down the meter reading and record metered data, maintain data base & verify the correctness of the metered data & furnish the same to various agencies as per procedure laid down by SRC( State Regulatory Commission i.e. PSERC).

For consumer meters, PSPCL shall record the metered data, maintain database of all the information associated with the consumer meters and verify correctness of the metered data.

For energy accounting & audit meters, the generating company, or PSPCL shall record the metered data, maintain data- base. They shall also prepare quarterly, half yearly & yearly energy account of the system.

- xxiii. Billing for the failure period of meters shall be done as per Reg-21 of the Supply Code-2014 notified by Commission.
- xxiv. The meters shall be provided with such anti-tampering features as per the standards on installation and operation of meter given in the schedule appended to Regulations of CEA.
- xxv. The PSPCL shall set up accredited testing laboratories or utilize the services of other testing laboratories accredited by the National Accreditation Board for Testing and Calibration Laboratories (NABL) as per directions of Commission. The PSPCL shall take immediate steps to get the accreditation of the existing ME laboratories from NABL.
- xxvi. All interface meters shall be tested atleast once in five years. Testing and calibrations of interface meters may be carried out in the presence of the supplier & buyer. Consumer meters shall be tested as per provisions of Reg-21.3.5 of Supply Code-2014.
- xxvii. Energy accounting and audit meters shall also be tested once in five years.
- xxviii. PSPCL can install, additional meter for ascertaining & regulating either the quantity of electricity supplied or the number of hours during which the supply is given.

In order to comply with the above regulations, action shall be taken as under:-

- a) EIC/CE/Metering shall procure interface meters, consumer meters and energy accounting meters of the type and standards given in these Regulations.
- b) EIC/CE of the Thermal Stations, EIC/CE / Transmission & EIC/ CE / (DS) shall ensure that location of the meter is correct and the meters are installed strictly as per Regulations.
- c) The polycarbonate seals or plastic seals or holographic seals or any other superior seals are procured and made available by EIC/CE/Metering and or EIC/CE/MM who shall keep track record software for all new seals provided by the manufacturer of the meters so as to track movement of seals starting from manufacturing, procurement, storage, record keeping installation, series of inspections, removal & disposal. Only patented seals i.e. the seals from the manufactures who has official right to manufacturer seals shall be used.
- d) EIC/CE/ (DS) will ensure that the real time display unit (RTDU) is installed in the premises of the consumer wherever the meters are installed or are to be installed outside the premises of the consumer. An action plan to provide the same on the existing meters installed outside the premises shall be prepared by each EIC/CE/(DS) and implemented in a time bound manner.
- e) EIC/CE/Metering shall ensure that meters are provided with anti-tampering features and that meters of quality are procured & are got tested from accredited testing laboratories. He shall also take action to get the PSPCL ME Laboratories accredited from NABL (National Accreditation Board for testing and calibration Laboratories).
- f) EIC/CE/ (DS) shall ensure periodical inspection/testing of all meters as per provisions of Reg-21.3.5 of the Supply Code-2014.
- g) EIC/CE/Metering shall make out a plan for introduction and adoption of new technologies such as smart meters, Advanced Metering Infrastructure (AMI), prepaid meters, Time of the Day meter (ToD), Automatic Remote Meter

Reading System through appropriate communication system with the approval of Commission for which consumer shall extend required support to the licensee.

Provided that before introducing any new technology in metering or changing specifications which may affect the billing of the consumers, the prior approval of the Commission shall be mandatory.

Provided further that before replacing the existing meter with new meter with advanced technology with the approval of the Commission, as referred above, the consumer shall be informed in writing by serving atleast 15 days notice indicating salient features of the new meter and necessary guidelines for its usage.

Provided also that in case of pre-paid meter, a rebate of 1% shall be allowed on the energy charges.

**ANNOTATED FORM FOR INSTRUCTIONS IN LINE WITH CEA REGULATIONS**

<b>Sr. No</b>	<b>Provisions</b>	<b>Action required</b>	<b>Responsibility Centre, As per provisions of Regulations.</b>	<b>Responsibility centre in PSPCL.</b>
1)	Section-55 of EA-2003	Meters to be provided at Consumers premises.	PSPCL / Consumers.	EIC/CE/ (DS).
2)	51.3(xiii) Reg.	To provide Earth leakage protective device.	Consumer	Consumer
3)	51.3(xvi) Reg.	Sealing of meters	Supplier & the Buyer/ PSPCL	i) Interface a) EIC/CE/TS, EIC/CE/ PP&R&EIC/ CE/ Hydel. b) BBMB/ EIC/CE/ PP&R c) BBMB/ EIC/CE/ (DS). d) PGCIL/ EIC/CE/PP&R e) Generator/ EIC/CE/PP&R.
4)	51.3 (xx) Reg.	Safety & Protection:- i) at consumer premises located outside ii) RTDU iii) Energy Accounting & Audit meter	PSPCL Consumer Generating Company	EIC/CE/ (DS). Consumer EIC/CE/ (DS)/Gen.Co.
5)	51.3 (xxiii) Reg.	Recording or meter reading & data base; Interface meters Consumer meters Energy Accounting meters.	PSPCL	a)EIC/CE/SO&C b) EIC/CE/ (DS). c) EIC/CE/ (DS).
6)	51.3 (xxvi) Reg.	Accreditation of existing meter testing lab from NABL (National Accreditation Board for Testing and calibration laboratories).	-do-	EIC/CE/Metering.
7)	51.3 ( xxvii) Reg.	All interface meters testing once in five years; Interface meters'	Owner of meter	a) EIC/CE/ PP&R b) EIC/CE/DS. c) EIC/CE/DS.

		Consumer meters Energy accounting meters.		
8)	51.3 (xxviii)Reg.	Energy accounting and Audit meters to be tested in 5 years.	-do-	EIC/CE/Metering
9)	51.3 (xxix) Reg.	Additional meter to record Hrs of supply	PSPCL	EIC/CE/(DS)
10)	51.4 (I)Reg.	Procurement of meters as per Action plan to replace the existing meters with meters of requisite standards.	PSPCL	EIC/CE/Metering.
11)	51.4 (ii) Reg.	Location of meters is correct as prescribed.	-do-	EIC/CE/TPS, EIC/CE/(DS), EIC/CE/TL
12)	51.3(xix)Reg.	-Lead seals not to be used in the new meters. -Old lead seals to be replaced by new seals in a phased manner. -Time frame to be submitted to PSERC.	-do-	EIC/CE/Workshops EIC/CE/MM & EIC/CE/Metering. EIC/CE(DS)
13)	51.4(iii)Reg.	To keep track record software's for all new seals from manufacturing, procurements, storage, record keeping, installation.	-do-	EIC/CE/MM & EIC/CE/Metering.
14)	51.3(x) 51.4,(iv) Reg.	To ensure real time display unit (RTDU) at the premises of the Consumer to be implemented in time bound manner.	-do-	EIC/CE/ (DS).
15)	51.4 (v) Reg.	To procure meters with anti tampering features & of quality	-do-	EIC/CE/metering
16)	51.4 (xxvii) Reg.	To test meters atleast once in 5 years.	-do-	EIC/CE/DS.
17)	51.4(iv) Reg.	To adopt new technologies like prepaid meters (time of day) automatic remote meter reading with appropriate communication system with the approval of PSERC.	-do-	EIC/CE/Metering

**51.4 Installing meters for General, Agricultural and Industrial supply:** The installation of meters/metering equipments shall be governed as per provisions of Reg-21.2 of Supply Code-2014 and following guidelines shall also be kept in view:

- 51.4.1 Meters installed for recording the electricity consumption of all category of consumers shall be housed in meter-cup-boards (MCB) of the design approved by the PSPCL. If the MCB is provided by the PSPCL rentals shall be charged as per Schedule of General Charges.
- 51.4.2 TPT/kWh/kVAh meters having CTs and PTs should be housed in the cubicles standardized by PSPCL and sealed by the officer concerned in such a manner as to eliminate the chances of tampering and meddling with the equipment by the consumers.
- 51.4.3 New Agricultural connections shall be released only after installation of electronic meters of approved make in the meter cupboards. Efforts shall be

made to install energy meters at the premises of existing agricultural consumers in a phased manner as per instructions issued from time to time.

- 51.4.4 **Metering the Consumption of Stone Crushers, Rice Shellers, Ice-factories and Cold storages:** In case of Rice shellers, Ice factories, Cold storages & Stone crushers falling under MS category the consumption shall be metered at 11 kV. The consumer shall be at liberty to install his own transformer. Rebate as per Tariff order of the relevant year shall be allowed where the Transformer is installed by the consumer otherwise rebate as applicable to 11 kV supply shall be allowed where transformer is installed by the PSPCL at its cost.

## **52 SITE FOR INSTALLATION OF METER:**

- 52.1 The energy meter shall be installed at the supply point, as far as possible, just near the entrance of the premises in case of HT/EHT connections and outside the premises in case of LT category of connections.
- 52.1.1 The meters in respect of LT category of connections shall be installed in MCB or pillar boxes on the pole / under the distribution transformers or outer wall of the consumer premises as per site conditions. In no case meter shall be installed inside the consumer premises. In theft prone areas meters shall be installed in the meter pillar-boxes of the design approved by the PSPCL.
- 52.1.2 The meters in respect of Police Colonies, other Govt. Colonies and of Govt. Officers / Employees residing outside the Govt. Colonies and of PSPCL employees shall be shifted outside the premises on priority basis.
- 52.1.3 **Distribution Transformer:** For energy accounting and audit purposes DT meters shall be installed on the distribution transformers catering supply to all the urban consumers and DS / NRS / Industrial loads in rural areas.
- 52.1.4 In case of MS connections, meters will be installed on the transformer H pole itself in the MCB or pillar-box on the pole / under the distribution transformer.

### **52.2 Room for metering equipment (HT/ EHT connections):**

- 52.2.1 In case of HT / EHT Category of connections, the consumer shall provide a separate room of approved design/specifications adjacent to the main entry gate for installation of metering equipment.
- 52.2.2 All 11 kV connections having load of 1 MW or above, rice sheller connections, ice factories, stone crushers and cold storages shall also provide separate room of approved design/specification adjacent to the main entry gate for installation of metering equipment. The design and size of the room shall be intimated to the consumer in the form of drawing supplied by Dy.CE/SE (DS). Cost of shifting of meters including the cost of cable will be borne by the PSPCL in case of existing connection. Location of the metering room will be decided in consultation with the Sr.XEN/Addl. SE (Enforcement).

**NOTE: In case of 11 kV supply no Isolator/GO switch shall be provided before the metering equipments at the consumer's premises.**

## **53 SEALING OF METERS ETC:**

Wherever new meter/metering equipment is installed, the meter shall be sealed by the PSPCL immediately thereafter in the presence of the consumer. The sealing of the consumer meter shall be governed as per Reg-12 of CEA (Installation and Operation of Meters) Regulations, 2006. No liability shall be cast on the consumer in case of delay in affixing of the seals by the PSPCL as per provisions of Reg-21.2.8 of the Supply Code-2014.

- 53.1 After the meter has been tested in the ME Laboratory, the cover of meter shall be sealed by ME Organization. The meter cover seals originally affixed by ME Lab shall not be tampered with by either employees of the PSPCL or the consumer. The meter terminal and MCB seals of meter/secondary equipment will be affixed by the officers / officials, as under:-

LM / AJE	Single Phase domestic/NRS and metered supply of AP connections.
JE/AAE	Three Phase DS /NRS /SP /MS connections upto 100 kW/kVA including connections of PSPCL employees and Street Lighting.
AE/AEE/XEN(DS)	All categories of connections including DS / NRS connections with load above 100 kW/kVA and upto 500 kW/kVA.
Sr.Xen/ASE (DS)	All categories of connections with Loads above 500 kW/kVA.

**53.2** For having effective & accurate auditing for sale of energy through 220/132/66/33kV independent feeders the meters at the sending end duly calibrated and sealed, shall be installed by SSE/Sr.Xen. Grid Mtc. /DS or P&M and checked for accuracy of meter and connections within 15 days from the date of installation by MMTS. Sr.Xen Incharge of grid Sub station shall maintain proper record of the readings and forward the same for comparison to ASE/Sr.Xen (DS) concerned within 15 days for comparison. EHT/HT kWh/kVAh meters, CTs/PTs housing and panel door of breaker controlling 220/132/66/33/11 kV independent feeders shall be sealed and meter reading recorded by the following:-

- i. At 132/220 kV Sub-Stations by SSE Incharge/Sr.Xen.Grid Mtc./DS or P&M
- ii. At 33/66 kV Sub-Stations by SSE or AE/AEE/Xen Incharge sub-station maintenance

**Note:- In Sub-Division where there is no post of AAE or the post is vacant, the sealing work assigned to AAE shall be done by AE/AEE/Xen (DS) concerned.**

**53.3 Breaking of seals:**

53.3.1 While carrying out checking, where an officer/official is competent to affix the seals, he will break open such seals at the time of checking and affix his own seals. Where the sealing authority is other than the checking authority and the checking authority suspects the working of meter to be defective, the seals may be broken to confirm the defective working/wrong connections of such metering equipment if considered necessary and fact about breaking seals brought to the notice of competent authority for re-fixation of seals immediately. However, in the meanwhile in such cases the checking authority will affix its own seal/paper seal which shall later on be replaced by the competent sealing authority. Normally the seals affixed by higher sealing authority above shall not be broken by lower sealing authority. In rare and emergent circumstances, if it becomes necessary to break open the seal for checking of connections, the seal may be broken with the approval of sealing authority or in his presence.

53.3.2 The checking agency shall record its observations in the ECR with regard to intactness of seals. The officials / officers taking monthly readings shall also record their findings in regard to healthiness of meter / metering equipment seals in the MSR. The MCB and CT/PT chamber seals intactness shall also be recorded in the MSR. These officers / officials shall be personally responsible for any discrepancy, in this regard.

**53.4** Paper seals are also affixed by the Enforcement Officers alongwith the consumer's signatures during the course of the checking of the consumers.

53.4.1 If the existing seals are broken during checking by Enforcement officers, paper seals should be affixed so that the metering equipment is not left unsealed till new seals are replaced by the concerned officer responsible for resealing.



- 53.4.2 The meter and the metering equipment be kept under observation and the same is not to be disturbed.
- 53.5** The paper seals wherever affixed by Enforcement Officers to keep the meter/metering equipment under observation shall be removed within a period of three months. In case it is still necessary to keep such industrial units under watch, new paper seals be affixed by Enforcement Officer for a further period of three months. Under no circumstances the paper seals affixed by Enforcement Officer be allowed to continue beyond six months.
- 53.6** In order to obviate the possibility of tampering with the meters by unscrupulous consumers by providing fake seals, paper seals in addition to existing seals should also be affixed by the concerned officers in respect of consumers having load more than 50 KW. In doubtful cases paper seals in addition to existing seals will be affixed by the concerned officers irrespective of load of the consumer.
- 53.7** Record of such paper seals should also be maintained in the relevant MSR (Meter Sealing Register). Normally paper seals should be affixed on meter terminal cover, meter cover and CT/PT chamber. Whenever paper seals so affixed are found to be damaged either by the officer responsible for providing seals or some other officer/official, the sealing officer should replace the paper seals by making suitable entries in the MSR to this effect after thorough investigation with regard to theft of electricity or UUE.
- 53.8** In order to avoid theft of energy by LS/MS consumers, all the metering equipment provided with CT/PT units shall be properly sealed and holes, if any existing, should be carefully plugged. CT/PT terminals should be taped. Special care should be taken in checking such consumers whose average monthly energy bill is more than Rs.1 Crore.

**54 RESEALING OF METERS ETC:**

- 54.1** Distribution officers at the time of their transfer / new appointment shall replace the seals of the meters / metering equipment of all the connections as per their competency in their jurisdiction while taking readings. In case of loads above 500 kW / kVA, all the seals shall be replaced by concerned Sr. Xen / DS and MMTS jointly. SE/Dy.CE (DS) shall check such connections within three months of his posting / transfer. The compliance of these instructions shall be the personal responsibility of these officers.
- 54.2** It should be ensured that seals affixed by the PSPCL on the metering equipment always remain intact. Whenever breakage of seal comes to notice, it should be replaced by the authority who had originally affixed it without any undue delay. In such cases, where it is established that the seals affixed at the time of releasing the connection were not broken by the PSPCL employees, necessary charges for resealing as provided in the Schedule of General Charges should be recovered and it shall be ensured that the terminal connections of the meter including connections of CTs and PTs are in order. The record of monthly consumption of such a consumer shall also be checked to verify if his consumption in the last few months has not been abnormally low. In such a case, if there is strong suspicion of some foul play, action may be taken as per provisions of Regulation 36 / 37 of the Supply Code-2014. Future consumption viz a viz the previous consumption should be kept in view to arrive at final decision to overhaul the accounts of the consumer.
- 54.3** The officers required to affix seals shall take due care while performing their duties in regard to sealing of meter / metering equipment. In case the seals affixed by them are found to be intact by enforcement / checking authorities and the consumer is found to be indulging in theft of energy and meter is found to be recording less due to wrong connections, it shall be assumed that the officer/official who had affixed the seals is also conniving with the consumer in indulging in theft of electricity or UUE.
- 54.4** As regards industrial consumers where the meter involves connections through CTs/PTs and/or having MDIs, if the seals of the meter cup-Board and meter

terminal cover etc. are broken for attending to some fault in the supply or the meter or for some other reason, the seal shall be affixed by the AE/AEE/XEN (DS) without delay.

**54.5 Meter Cover Seals Affixed by M.E. Labs:** In addition to recovering the resealing charges as per the Schedule of General Charges, it has further to be ensured that the seal has not been broken by the consumer intentionally with a view to indulge in theft of energy by tampering with the internal mechanism/circuit of the meter. In such cases, the meter shall be packed in a sealed cover for further checking in ME Lab and a new meter shall be installed. A copy of the checking report shall be given to the consumer. If theft of electricity is established, the meter so removed shall be kept in sealed cover and action as per Regulation 37 of the Supply Code-2014 shall be taken.

**54.6 Defective / Inoperative Meter:**

54.6.1 If the meter is found to be inaccurate / defective, further action shall be taken for replacement with a new meter and recovery of cost as per provisions of Reg-21.4 of the Supply Code-2014.

54.6.2 All the meters removed against MCO shall be first checked by concerned JE/AEE and only such meters shall be packed in cardboard box where theft of energy is suspected. Cardboard boxes shall be sealed and duly signed by concerned JE/AEE and the consumer / representative of the consumer. Testing of such meters shall be done in the presence of the consumer or his representative. In case the consumer refuses to sign the meter test results / report, such meter shall be kept sealed in the DS Sub-Division till final disposal of the case. In case of meters where theft of energy is not suspected by JE and the meter is sent to ME Lab without packing and theft of energy is detected later on pertaining to such meter then, concerned JE shall be held responsible for the lapse in detecting the theft.

**55 REPLACEMENT OF METERS / METERING EQUIPMENT:**

**55.1 Reporting of defective/burnt meters by meter readers:** Meter Readers will prepare a list of defective/burnt meters that has come to their notice while recording readings and submit the same in the office on the same day and MCO will be issued within 2 days. These meters will be replaced by PSPCL within 10 days of receipt of complaint in case of defective meters and 5 days in case of burnt meters as per time schedule laid down in the Standards of Performance (**Annexure-1** of Supply Code-2014). Advice for these MCO cases will be generated and submitted to the CBC cells along with data and shall be cleared in next cycle data.

**55.2 Defective/burnt meters reported by consumers:** Where defective meter is reported by the consumer, it will be checked for correctness within 7 working days of receipt of complaint or report of the defect (stuckup, slow/fast or creeping). Meter shall be replaced within 10 working days of the receipt of complaint/report as per provisions of Standards of Performance of Supply Code-2014. In case of burnt meters, MCO will be issued within 2 days and meter will be replaced within next 3 days. Advices of these cases will be generated and submitted to concerned CBC cells along with data and shall be cleared in next cycle data.

**55.3 Replacement of single phase/three phase Electro Mechanical Meters:**

55.3.1 **Single phase meters :** Electro Mechanical Meters removed from the consumer premises on replacement with the electronic meters shall be returned to ME labs without any other formality and ME labs will not carry out any checking / testing of these meters except in case of disputed meters. In case of disputed meters removed under code-G, M & R (glass broken, meter burnt & ME seals broken) and in cases where there is sufficient evidence of theft / tampering etc. at the time of removal, the JE concerned shall record his observations on the MCO itself and such meters shall be packed and sealed in the presence of consumers for further checking in ME labs in his presence.

55.3.2 **Three phase Electro Mechanical Meters:** While replacing three phase E/M meters with electronic meters if there is evidence of tampering / theft etc. JE shall record his observations on the MCO itself. Such meters shall be packed and sealed in the presence of consumer and his signatures obtained on the packing and such meters shall be tested jointly in the ME lab alongwith enforcement officers in the presence of consumer.

**Note:** *In case the consumer does not turn up for joint checking such meters shall be checked after serving third and final notice.*

55.4 While replacing CT / PT units with dry type pilfer proof 11 kV CT / PT units, the CT / PT units shall be checked by MMTS / Enforcement before replacement at the consumer premises in "as found condition". Only those CT / PT units shall be checked in ME Labs in the presence of consumer where the CT / PT units was declared as doubtful by the checking agency in the checking report itself or where there is apprehension of theft. All the oil filled type 11 kV CT / PT unit not declared as doubtful at the time of replacement shall not be checked in ME Labs for further disposal.

## 56 CONSUMER'S RESPONSIBILITY FOR LOSS OR DAMAGE OF METER:

56.1 The provisions of Reg-21.2.3 & 21.2.4 of the Supply Code-2014 shall govern the safety of meter and fixation of responsibility of the consumer in case of loss or damage of meter. The extract of these provisions is given below:

21.2.3 *"The consumer meter shall be installed by the distribution licensee either at the consumer's premises or outside the consumer premises. The meter at the consumer premises shall be installed preferably at the entrance of the premises according to mutual convenience of the distribution licensee and the consumer. As provided in regulation 13(2) & 13(3) of the CEA (Installation and Operation of Meters) Regulations, 2006, as amended from time to time, the consumer shall, as far as circumstances permit, take precautions for the safety of the consumer meter installed in his premises belonging to the licensee. The licensee shall be responsible for the safety of the consumer meter located outside the premises of the consumer and the consumer shall be responsible for the safety of the real time display unit installed by the licensee in consumer premises."*

21.2.4 *In case a meter is installed outside the premises of a consumer, the service cable from the outgoing terminals of the meter to Miniature Circuit Breaker/main switch installed at the consumer premises shall be provided by the distribution licensee at its own cost. As provided in regulation 7 of CEA (Installation and Operation of Meters) Amendment Regulations, 2010, where the licensee installs the consumer meter outside the premises of the consumer then the licensee on a request from consumer shall provide real time display unit at the premises of the consumer for his information to indicate the electricity consumed by the consumer;*

*Provided that for the purpose of billing, the reading of consumer meter shall be taken into account*

*Provided further that the entire cost of installing the meter outside the premises and providing a display unit within the premises shall be borne by the Distribution Licensee. However, the cost of display unit shall be treated as part of the meter cost while determining meter rentals.*

*Provided also that the location of meter and height of meter display from floor shall be as per Indian Standard on Testing, Evaluation, Installation and Maintenance of ac Electricity Meters – Code of Practice.*

*Provided also that for outdoor installations, the meters shall be protected by appropriate enclosure of level of protection specified in the Indian Standard on Testing, Evaluation, Installation and Maintenance of ac Electricity Meters – Code of Practice.*

56.2 If 11 kV CT/PT unit is damaged/burnt, procedure as per Regu-21.4.1 of Supply Code-2014 be followed for replacement i.e. if the CT/PT unit gets damaged /burnt, the new CT/PT unit shall be installed within the time period prescribed in

Standards of Performance (Presently five days) on receipt of complaint. If the CT/PT unit is burnt due to reasons attributable to the consumer, the PSPCL shall debit the cost of the CT/PT unit to the consumer who shall also be informed about his liability to bear the cost. In such cases the investigation report regarding reasons for damage to the CT/PT unit must be supplied to the consumer within 30 days. The cost to be recovered shall be as per cost of CT/PT unit circulated from time to time. However, supply of electricity to the premises shall be immediately restored even if direct supply is to be resorted to, till such time another tested CT/PT unit is installed.

The direct supply for various categories other than DS such as LS, MS, SP, NRS, BS etc. shall be allowed as per instruction 57.5 i.e. it can only be allowed in dire emergencies by load sanctioning authority till the replacement of CT/PT unit within time period specified in Standard of Performance and if circumstances still persist, then direct supply be given beyond this time period with the written approval of load sanctioning authority.

- 56.3** If a meter/metering equipment of requisite capacity is not available, the consumer shall be informed to arrange his own meter/metering equipment of requisite capacity.

## **57 FOLLOW UP ACTION IN CASE OF DAMAGED OR BURNT METER.**

In case of defective /dead stop/burnt/stolen meters, the procedure laid down in Reg-21.4 of the Supply Code-2014 shall be followed and the accounts overhauled as per provisions of Reg-21.5 of the Supply Code-2014. The extract of these provisions is reproduced below:

### **21.4 Defective/ Dead Stop/Burnt/Stolen Meters**

*21.4.1 In case a consumer's meter becomes defective/dead stop or gets burnt, a new tested meter shall be installed within the time period prescribed in Standards of Performance on receipt of complaint or detection by the distribution licensee. If the meter is burnt due to reasons attributable to the consumer, the distribution licensee shall debit the cost of the meter to the consumer who shall also be informed about his liability to bear the cost. In such cases the investigation report regarding reasons for damage to the meter must be supplied to the consumer within 30 days. However, supply of electricity to the premises shall be immediately restored even if direct supply is to be resorted to, till such time another tested meter is installed.*

*21.4.2 In case where a meter installed at a consumer's premises is reported to have been stolen, FIR to this effect shall be lodged by the consumer. If the meter is installed outside the consumer premises, the distribution licensee shall lodge FIR in such cases on receipt of intimation from the consumer or otherwise. The supply of electricity shall be immediately restored by the distribution licensee after verification of the complaint by installing another tested meter or by resorting to direct supply on consumer's request in case a meter is not available. The cost of the meter shall be recovered from the consumer through electricity bills of the immediately succeeding months, if the meter is installed in the premises of consumer. Where the stolen meter was installed outside the consumer premises, the cost of meter shall be borne by the distribution licensee.*

### **21.5 Overhauling of Consumer Accounts**

#### **21.5.1 Inaccurate Meters**

*If a consumer meter on testing is found to be beyond the limits of accuracy as prescribed hereunder, the account of the consumer shall be overhauled and the electricity charges for all categories of consumers shall be computed in accordance with the said test results for a period not exceeding six months immediately preceding the:*

- a) date of test in case the meter has been tested at site to the satisfaction of the consumer or replacement of inaccurate meter whichever is later; or*
- b) date the inaccurate meter is removed for testing in the laboratory of the distribution licensee.*

Sr.No	Consumer Meter	Accuracy class as per CEA Metering Regulations*	In-Service maximum permissible error as per IS Code **
1	Upto 650 volts	1.0 or better	± 2.5%
2	Above 650 volts & upto 33 kV	0.5S or better	± 1.0%
3	Above 33 kV	0.2S or better	± 0.5%

\* Central Electricity Authority (Installation and Operation of Meters) Regulations, 2006, as amended from time to time.

\*\* \*\* IS 15707: 2006, IS 13779: 1999 & IS 14697:1999 along with latest amendments.

Note: Where accuracy of meter is not involved and it is a case of application of wrong multiplication factor, the accounts shall be overhauled for the period this mistake continued.

**21.5.2 Defective (other than inaccurate)/Dead Stop/Burnt/Stolen Meters**

The accounts of a consumer shall be overhauled/billed for the period meter remained defective/dead stop subject to maximum period of six months. In case of burnt/stolen meter, where supply has been made direct, the account shall be overhauled for the period of direct supply subject to maximum period of six month. The procedure for overhauling the account of the consumer shall be as under:

- a) On the basis of energy consumption of corresponding period of previous year.
- b) In case the consumption of corresponding period of the previous year as referred in para (a) above is not available, the average monthly consumption of previous six (6) months during which the meter as functional, shall be adopted for overhauling of accounts.
- c) If neither the consumption of corresponding period of previous year (para-a) nor for the last six months (para-b) is available then average of the consumption for the period the meter worked correctly during the last 6 months shall be taken for overhauling the account of the consumer.
- d) Where the consumption for the previous months/period as referred in para (a) to para (c) is not available, the consumer shall be tentatively billed on the basis of consumption assessed as per para -4 of Annexure-8 and subsequently adjusted on the basis of actual consumption recorded in the corresponding period of the succeeding year.
- e) The energy consumption determined as per para (a) to (d) above shall be adjusted for the change of load/demand, if any, during the period of overhauling of accounts.

21.5.3 Any evidence provided by the consumer about conditions of working and/or occupancy of the concerned premises during the said period(s) which might have a bearing on computation of electricity consumption shall, however be taken into consideration by the distribution licensee."

- 57.1** If an energy meter is reported dead stop, damaged or burnt, before replacing the meter the site shall be inspected by AE/AEE/XEN (DS) in respect of 'LS', 'MS' and 'BS' consumers. In cases of general meters reported dead stop by Meter Readers and Meter Inspectors may be inspected by the J.E. The AE/AEE/ XEN (DS) should carry out investigation and record his report to determine the causes of damage to meter and the condition of seals of MCB, meter terminal cover, meter cover and CT/PT unit for taking further action, if required, for UUE or theft of electricity as may be applicable.

**57.2 Direct Supply to DS consumers:**

- 57.2.1 Whenever meter is reported burnt/defective by any domestic consumer direct supply shall be allowed by the Lineman on duty at the complaint centre. After restoration of supply, the lineman shall issue 'Direct Supply' order for which a bound Order book having copies in triplicate shall be made available at all the complaint centres by the Divisional Office. The order book shall be issued direct to the lineman and its record maintained in the Divisional Office.
- 57.2.2 The Lineman on duty will record day and time of giving direct supply alongwith other information and will also simultaneously get consent of the consumer on the 'Direct Supply' order that he will deposit necessary charges which may be debited to his account by the PSPCL through his electricity bill. The lineman shall hand over first copy of the 'Direct Supply' order to the consumer immediately thereafter. The 2<sup>nd</sup> and 3<sup>rd</sup> copy of the order book shall be handed over to the JE Incharge of the area on the very next day for submission of his complete report. The JE shall check the meter thoroughly and give his complete report regarding reasons of burning of damage to the meter. The 2<sup>nd</sup> and 3<sup>rd</sup> copy of the order book duly filled in shall be handed over by the JE to the SDO/RA on the next working day for further action in the matter to replace the meter.
- 57.2.3 The JE shall get the meter replaced immediately and shall also record total time on the MCO for which supply of the consumer remained direct. After effecting the MCO, the same shall be returned to the RA for debiting the required charges to the consumer's account through SC&A register. After making all the entries in the 2<sup>nd</sup> and 3<sup>rd</sup> copy of direct supply order, the 2<sup>nd</sup> copy shall be pasted in the Sundry Register and cross entry made on the MCO. The 3<sup>rd</sup> copy shall be returned back to JE for pasting in the job order book for reference and record.
- 57.2.4 It shall be the sole responsibility of the lineman to keep 'Direct Supply' order; book intact/ complete. In the event of completion of a order book, the same shall be deposited with the Divisional Office and new book got issued by the Lineman. It shall also be sole responsibility of the lineman to ensure availability of the direct supply order book at the complaint centre. In the event of transfer of a lineman from one complaint centre to another he shall hand over his order book to his successor. A handing over note shall, however, be recorded in the order book duly countersigned by the JE Incharge.
- 57.2.5 The order book shall be got printed by the Sr.XEN/Addl.SE/DS as per format (Appendix-II/**Annexure-32**). Each book shall carry Sr.No. having 100 leaves in triplicate. Each leaf of the book shall carry machined No. The complete record regarding issue/ receipt of Order book to/from lineman shall be maintained in the Divisional Office.
- 57.3** The damaged/burnt meter alongwith first report will be forwarded to ME Laboratory by AE/AEE/XEN (DS) within one week after the damaged / burnt meter is replaced after recovering the cost of the meter from the consumer. The officer Incharge of ME Laboratory after carrying out the test checks, shall send his report to AE/AEE/XEN(DS) concerned within 15 days in case of various categories of consumers except MS, LS & BS categories of consumers for which report shall be given by Enforcement/MMTS for taking further action, if any, in the matter. Cost of replacement of the PSPCL's meter on hire with the consumers, which might get damaged due to floods or any act of God will not be recovered.
- 57.4** At the time of issue of MCO, record entry shall be made in the ledger duly attested by the ARA/RA. A check register shall be put up to the AE/AEE/XEN (DS) by the consumer Clerk at the close of the month. All those MCOs / SCOs which are not received back within one month from the date of issue may be brought to the notice of Sr.XEN/ASE concerned every month so that proper check on issue and return of MCOs can be maintained besides making cross entry in the ledger.

**57.5 Direct Supply in case of LS Consumers:**

Direct supply in case of various categories other than DS such as LS, MS, SP, NRS, BS etc. can only be allowed in dire emergencies by load sanctioning authority for time period specified in Standard of Performance for replacement of burnt meter/ CT/PT unit and if circumstances still persist, then direct supply be given beyond this time period with the written approval of load sanctioning authority.

**58 ACCURACY OF THE METERS:**

**58.1** According to Regulations notified by CEA under Section 55 of the Act, a meter or maximum demand indicator or other apparatus placed upon a consumer's premises shall be of appropriate capacity and shall be deemed to be correct if its limits of error are within the limits specified in the relevant Indian Standard specification/BIS. The meter shall not register at no load. The meters/metering equipment to be installed at the consumer's premises shall be of appropriate capacity depending upon the connected load/contract demand of the consumer. Similarly CTs matching the load as well as meter should be installed. As per Regulations notified by CEA the accuracy clause for meters is as under:

Sr. No	Consumer Meter	Accuracy class as per CEA Metering Regulations*	In-Service maximum permissible error as per IS Code **
1)	Upto 650 volts	1.0 or better	± 2.5%
2)	Above 650 volts & upto 33 kV	0.5S or better	± 1.0%
3)	Above 33 kV	0.2S or better	± 0.5%
4)	Inter-face meter:	0.2 S	

\* Central Electricity Authority (Installation and Operation of Meters) Regulations, 2006, as amended from time to time.

\*\* IS 15707: 2006, IS 13779: 1999 & IS 14697:1999 along with latest amendments.

**Note:** *Where accuracy of meter is not involved and it is a case of application of wrong multiplication factor, the accounts shall be overhauled for the period mistake continued.*

**58.2 For energy accounting and audit meters:** The accuracy class of meters in generation & transmission system shall not be inferior to 0.2 S & for meters of distribution system not inferior to 0.5 S.

**59 TESTING/CHECKING THE ACCURACY OF METERS-ADJUSTMENT OF ACCOUNTS:**

**59.1** Steps to be taken for routine testing/checking of the energy meters:

59.1.1 In order to ascertain whether the meter is working or not, Meter Readers should switch on one or two lights for a few seconds before taking monthly meter reading and watch that the meter reading advances in the correct direction.

59.1.2 Meter Inspectors, JEs, AE/AEE/XEN (DS) and AEE/XEN/Sr.XEN (Enforcement) shall conduct the accuracy test at site with the help of meter testing instrument.

**59.2** Whenever a meter is found to be in-operative by any employee other than AEE/XEN/Sr.XEN/ASE (Enforcement) of the PSPCL, the matter should be brought to the notice of AE/AEE/XEN(DS) in writing so that immediate steps may be taken to replace it and for taking any other action as considered necessary.

**59.3** Whenever a meter is found to be inaccurate by Sr.XEN/Addl.SE (Enforcement), the matter should be brought to the notice of AE/AEE/XEN (DS) and SR.XEN/Addl. SE (MMTS) (particularly in respect of large supply consumers) in writing. On receipt of the report, the Sr.XEN/Addl. SE (MMTS) shall check the accuracy of that meter at site in the presence of the consumer after which immediate steps shall be taken by AE/AEE/XEN (DS) to replace the inaccurate meter and also to take other

action as required pursuant to the checking.

If the meter installed at the premises of a MS consumer is found/suspected to be defective or inoperative, it shall be got checked/tested from Sr.XEN/ASE (Enforcement/DS) with the help of ERS meter at site. Sr.XEN /ASE (DS) shall also carry out checking in respect of tampering of seals and genuineness of ME/MTC (Meter Terminal Cover) or CT chamber seals.

**59.4 Independent third party testing of meters;** The testing of meters shall be governed by the provisions of Reg-21.3 of the Supply Code-2014.

The following meter testing laboratories accredited by National Accreditation Board for Testing and Calibration (NABL), have been approved by the Punjab State Electricity Regulatory Commission for third party testing of energy meters vide letter No. PSERC/TARIFF/T/146/2439 dated 17.06.2013. The names and addresses of firms be widely circulated in the form of public notices pasted at various locations in sub-divisions and divisions like cash payment window, bill payment machines, complaint centres etc.

1. Electronics Test and Development Centre, 100 Feet Road, Peenya Industrial Area, Bangalore Urban – 560058 Karnataka Telephone No.080-28395992, 28394647, Fax No.080-28391804 Email [etdcbg@stgc.nic.in](mailto:etdcbg@stgc.nic.in)
2. Electronics Regional Test Laboratory (East) SIQC, Directorate, D N Block, Sector 5, Salt Lake City, Kolkata-700091. Telephone No.033-23672366 Fax No.033-23679472. Email [sdhar@ertleat.org](mailto:sdhar@ertleat.org)
3. Yadav Measurements Private Limited, Plot No.373-375 RIICO Bhamashah, Industrial Area, Udaipur Telephone No.99283-31773, 941168477 Fax No. 294-2650129 Email [Yadav.mesaurements@ymilbas.com](mailto:Yadav.mesaurements@ymilbas.com)
4. Central Electronics Centre, IIT Madras Chennai-600034, Telephone No.044-22574946, 8426/27/28. 94440-21649
5. Hi-tech Meter Laboratory, UGVCL Uttar Gujarat Vij Company Limited, Near Railway Over Bridge, Sabarmati, Ahmedabad. Telephone No.079-27500981, 99252-13253, Fax No.079-2750649, Email [sectu@ugvel.com](mailto:sectu@ugvel.com)
6. Hi Physix Laboratory India Private Limited, A-79, NIDC Industrial Area, Ranjagaon Pune-412210 Telephone No. 911177231 Email [hpindia@ymail.com](mailto:hpindia@ymail.com)
7. The NABL accredited ME laboratory of PSPCL at Jalandhar.

Consumer may decide himself and approach any of the said laboratories as per his convenience and choice for third party testing of his meter, if required by him at his own cost.

**59.4.1 HT/EHT meters:** Such meters shall be tested by the officers of enforcements/MMTS (in as found condition) with the help of Electronic Reference Standard Meters at normal running load/power factor of the consumers subject to the condition that the running load shall not be less than 15% of the sanctioned load. Before testing the meters, CTs connections wherever applicable shall be thoroughly checked. If CTs connections are found wrong or CTs are found out of circuit and thus not contributing, the recorded consumption shall be enhanced proportionately, keeping in view non-contribution of CTs as applicable. This consumption shall be further subject to revision as per test results of the meter.

**59.4.2** In respect of LS/MS consumers, testing of meters shall invariably be entrusted to Sr.XEN /ASE (Enforcement/MMTS) who will test the meter in the presence of the consumer or his representative. However, Sr.XEN/ASE (Enforcement/MMTS) may also carry out testing of metering equipments of other categories of consumers, which are specifically entrusted to him by the competent authority.

**59.5** All reference standard meters (RS) and meter testing equipment used by PSPCL for testing of consumers meters at consumers premises, in ME Labs. or



elsewhere may be got tested from NPL, Delhi or ERTL, New Delhi or any other laboratory recognized by Central Govt./NABL once in two years.

- 59.6 Adjustment of accounts of challenged meters:** The provisions of Reg-21.5 of the Supply Code-2014 (see ESIM Clause 57) shall be followed for overhauling the accounts of consumers who challenge the accuracy of meter and their meters are got tested from Enforcement/MMTS/ME Labs.

**60 INSTALLATION AND MAINTENANCE OF METER SUPPLIED BY THE CONSUMER.**

- 60.1** Under Section 55 (1) of the Act, the consumer has the option to install his own meter. Whenever consumer desires to exercise this option, the following facts shall be brought to his notice:-
- 60.2** The PSPCL will have the right to test any meter and related apparatus installed at a consumer's premises as per Reg-21.3.6(a) of the Supply Code-2014, if there is a reasonable doubt about its accuracy and the consumer will provide the PSPCL all necessary assistance in conducting the test. The consumer will have the right to be present during such testing. A copy of the test result indicating the accuracy of the meter shall be provided to the consumer.
- 60.3** If a consumer wants his solid state TPT meter to be installed at the premises, it shall be got tested/sealed from the high tech. lab(s) established by the PSPCL.
- 60.3.1 Sr.Xen /ASE (MMTS) shall be associated with the testing of such a meter in the ME Lab. The meter shall also be tested at site by the Sr.XEN /ASE (MMTS) within 15 days of its installation.
- 60.3.2 XEN/AEE/AE (DS) while accepting such meters shall obtain copy of Test Report of the manufacturer and place it in the consumer file for reference and record.
- 60.4** In the event of the consumer desiring to install his own meter, the meter, (if there is no shortage), may be supplied by the PSPCL. The selling price of the meter shall be stock issue rate plus storage charges or the market rate whichever is higher plus supervision charges. In addition to this, the consumer will have to pay the installation and the establishment charges.

In case of disconnection or the meter becoming defective such meter should be sent to ME Lab and in case the consumer does not come forward to take back the meter, the same may be kept in ME Lab duly accounted for.

**61 MONTHLY SERVICE RENTALS AND EQUIPMENT CHARGES FOR OLD CONNECTIONS:**

- 61.1** For DS/NRS connections given before 15/9/1964, the service rentals are recoverable at the following rates:-

**61.1.1 Single Phase Supply:**

When length is 30 metres or less	Nil
When length exceeds 30 metres but not exceeds 76 metres	50 Paise per month
When length exceeds 76 metres but not exceeds 152 metres	Rs.1.50 per month.
When length exceeds 152 metres	Additional monthly rentals @ 6 paise for every 3 metres in excess of 152 metres.

**61.1.2 Three Phase Supply (Load up to 30 kW):**

Service line capacity(kW)	Monthly Service line rentals per foot run in excess of 100 Ft. (30.48Mtr.) (Rs.)	Monthly service equipment charges per service (Paise)
Up to 5 kW	1.30	50
Above 5 kW and up to 10 kW	1.60	60
Above 10 kW and up to 15 kW	1.60	70
Above 15 kW and up to 20 kW	2.20	80
Above 20 kW and up to 30 kW	2.60	100

**61.1.3 Three Phase Supply above 30kW:**

Service and equipment rentals:	@ 1.6 paise per rupee of estimated cost of service line (excluding the cost of 30.48 m) and equipment per month.
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**61.2** For DS/NRS connections given after 15/9/1964 and the applications registered up to 31/7/1970:

**61.2.1 Single Phase Supply:-** The Service rentals shall be recoverable at the flat rate of 1.6 paise per rupee of the estimated cost of service line (excluding 30.48 metres) and equipment per month.

**61.2.2 Three Phase Supply (Load up to 30 kW) :**

a.Service Rentals	@ 1.6 paise per rupees of estimated cost of service line (excluding the cost of 30.48 metres) and equipment per month.
b.Service equipment charges per month	As per rates provided under 61.1.2

**61.2.3**

Three Phase Supply: (Load above 30 kW)	Rates as provided in 61.1.3 shall be applicable
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**61.3 Industrial connections:** For LT connections involving overhead line for loads up to 30 kW released before 15/9/1964, the rentals are recoverable as under:-

Service line capacity (kW)	Monthly service rentals per Ft. run in excess of 100Ft (in Rs.)	Monthly service equipment charges per service (paise)
Up to 5 kW	1.30	50
Above 5 kW and up to 10 kW	1.60	60
Above 10 kW and up to 15kW	1.60	70
Above 15 kW and up to 20kW	2.20	80
Above 20 kW and up to 30kW	2.60	100

**61.4** Service Rentals for LT connections involving overhead line for load up to 30 kW released after 15/9/64 and for applications registered before 4/7/75 are

recoverable at flat rate of 1.6 paise per rupee of the estimated cost of the service line (excluding cost of 30.48 metres) per month. The Service equipment charges shall be recoverable at the rates provided under Para 61.3.

- 61.5** Service lines and equipment rentals for loads above 30 KW for which applications were registered before 4/7/75 and demand notice were issued before 27/7/79 (for such consumers, who had not opted for payment of service connection charges) are recoverable @ 1.6 paise per rupee of the estimated cost of service line (excluding cost of 30.48 metres) and equipment per month.
- 61.6** For applications registered on or after 4/7/75, no service rentals shall be applicable, as they were required to pay cost of service line/service connection charges as applicable.

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## (SECTION- IV)

### GENERAL CONDITIONS OF TARIFFS / SCHEDULES OF TARIFF AND LEVY OF ELECTRICITY DUTY & OCTROI

#### 71 GENERAL CONDITIONS OF TARIFF & SCHEDULES OF TARIFF

The General Conditions of Tariff and Schedules of Tariff as approved by the Commission are given in the **Annexure-I & II** of this Section. The Tariff rates in the Schedules of Tariff are for the financial year 2018-19 and shall be subject to change from time to time.

#### 72 LEVY OF ELECTRICITY DUTY:

**72.1** As per notification no. 03/17/2017-PE4/2533 dt. 22/06/2018 issued by Principal Secretary to Govt. of Punjab, Department of Power (Energy Branch) ED has been enhanced by 2% from 13% to 15% ad-valorem(tariff) in the rural areas w.e.f. 01/04/2018 on the electricity supplied to all category of consumers by the PSPCL. As such ED shall be 13% and 15% ad-valorem (tariff) in urban and rural areas respectively.

ED shall be levied and paid to the State Government on the energy supplied by the PSPCL to all categories of consumers at the above mentioned rates (13% and 15% ad-valorem (tariff) in urban and rural areas). As per Corrigendum vide notification no. 03/17/2017-PE4/2639 dt. 10/07/2018 issued by Principal Secretary to Govt. of Punjab, Department of Power (Energy Branch). Out of 13% & 15% ad-valorem (tariff) of ED in Urban and Rural Areas respectively, 5% shall be deposited in the Head "0043-Taxes and Duties on Electricity -800-Other Receipts-01-Social Security Fund" and the balance shall be deposited in the Head "0043-Taxes & Duties on Electricity-101-Taxes on consumption and Sale of Electricity."

**72.2** Electricity duty @ 13% shall be leviable as per Govt. of Pb. Notification No. 13/18/2004-PE5/1552 dt. 25/05/2010 on the electricity sold by Captive Power Plant owner outside the state through open access/PPA w.e.f. 1/4/2010. The tariff rate for levy of ED in such cases shall be as per PPA or the rate as approved by PSERC, whichever is higher. For the purpose of computation of power, PSPCL shall install, erect and maintain a meter at the cost of the owner of the Generating Plant. No Electricity Duty shall be leviable on the electricity consumed for captive use.

**Note:** *The term "captive use" shall have the same meaning as has been assigned to it in the Electricity Rules, 2005, framed by the Central Govt. under the Electricity Act, 2003*

**72.3** The benefit of ED exemption as per notifications of the Punjab Govt. is passed on to the consumers by PSPCL where ED is exempted on full load by the Pb. Govt. But where ED is exempted on part of the load, which is not physically separated from other load. For determining the electricity consumption for the exempted load the procedure shall be as under:

**72.3.1** The benefit of ED exemption under FIIP(R), 2013 Policy shall be available to only those units which have applied in PBIP and separate notification for such exemption shall be made by the Punjab Bureau of Investment Promotion, Chandigarh.

**72.3.2** Notification for Electricity Duty exemption on the part load/extended load/demand of the existing project or on a new unit in the same premises as per FIIP(R), 2013 Policy, approved by the Govt. of Punjab, shall be issued by PBIP, Chandigarh on case to case basis wherein, it shall be clearly stated whether separate metering equipment is to be installed or ED exemption is to be worked out on pro-rata basis.

**72.3.3** Separate meter(s) shall be installed for ED purpose only for the industries which are covered under previous Industrial Policies i.e. 2003, 2006, 2009 issued by Govt. of Punjab where electricity duty is to be exempted for

extended / part load/ demand and the meter shall be installed after carrying out joint inspection by the department of Chief Electrical Inspector and Addl.SE/Sr.Xen of the concerned Operation Division, of PSPCL and if in the joint inspection it is concluded that separate meter is not technically feasible then the consumption will be assessed on pro-rata basis as per formula devised by the Chief Electrical Inspector and intimated by his office in the exemption order.

72.3.4 Consumption on which ED is exempted and amount of ED exemption shall be separately shown in the bills.

**72.4** As per section - 5(a) & (b) of Punjab Electricity (Duty) Act 2005 ED shall not be leviable on sale of electricity which is consumed by Govt. of India or sold to the Government of India for consumption by the Govt. or consumed in the construction, maintenance and operation of any railway by the Govt. of India or a railway company operating that railway or sold to that Govt. or any such railway company for consumption in the construction, maintenance of any railway.

72.4.1 The PSPCL shall also pay ED on the electricity supply for its own consumption.

72.4.2 Where electricity duty exemption has been granted by the State Govt. the exemption may be allowed as per Govt. order / notification.

72.4.3 The Electricity Bills being issued by the staff of Centralized Billing Cells/ Computer Service Centres must contain the information regarding the period for which exemption from payment of electricity duty has been granted by the Government of Punjab. This information shall be based on information from Sub-Divisional Offices and/or from the office of Chief Electrical Inspector to Govt. of Punjab.

**72.5** For the purpose of calculating electricity duty the following charges shall be included in the cost of energy:-

72.5.1 Voltage Surcharge, Fuel Surcharge, Demand charges & assessed charges for UUE or Theft of Electricity as per Reg-36 / 37 of the Supply Code-2014 or civil liability for theft of electricity determined by the Special Court.

72.5.2 Electricity duty shall be leviable on fixed charges only where the bills are prepared on fixed charges basis and there is no consumption. Otherwise, ED shall be calculated on fixed and energy charges.

72.5.3 The additional surcharge of 25% levied on private hospitals and MRI/CT Scan Centers covered under schedules Non-Residential Supply (NRS) and Bulk Supply (BS) getting supply through independent feeders. All Govt. hospitals and hospitals run by charitable institutions covered under bulk supply schedule (S-VII) and Section 80-G of Income Tax Act, 1961 shall be exempted from levy of 25% extra tariff.

**72.6** ED shall not be leviable on meter rentals, service line/equipment rentals, late payment surcharge, peak load exemption charges, monthly maintenance charges, penalties for peak load violations, load surcharge, arc furnace surcharge, steel rolling mills surcharge & demand surcharge.

***NOTE: The levy of Electricity Duty shall be governed as per notification issued by the State Government from time to time.***

### **73 LEVY OF MUNICIPAL TAX ON CONSUMPTION OF ELECTRICITY:**

As per CC No. 28/2017 dt. 06/07/2017, in view of levy of GST (Goods & Service Tax) in the state of Punjab from 1<sup>st</sup> July, 2017, Octroi in various Cities/Towns under the jurisdiction of Municipal Corporations, Municipal Committees/Councils/ Nagar Panchayats, Notified Area Committees in Punjab for use and sale of electricity, stands abolished with effect from 1<sup>st</sup> July, 2017.

Municipal Tax in various cities/Towns within in the Municipal limits of all the Municipal Corporations, in the State of Punjab, shall be levied @ 2% on consumption, use or Sale of Electricity as per CC No. 57/2017 dt. 12/12/2017 w.e.f. 22, November 2017.

**74 INFRASTRUCTURE DEVELOPMENT FEE:**

Infrastructure Development fee at the rate of rupees five for every hundred rupees shall be levied on the value of electricity consumed excluding any other levies or duties, as the case may be provided that the aforesaid fee, shall not be levied in those cases, which are exempted from the payment of electricity duty.

The ID fee will be deposited in the following account of PIDB which will be monitored by the Financial Advisor, PSPCL Patiala.

Beneficiary: Punjab Infrastructure Dev. Board (Elec.)

Bank Name: HDFC Bank Sector-8C, Chandigarh

Account No: 50100074016182

IFSC Code: HDFC0000107

Branch Code: 107

**75 ADJUSTMENT OF AMOUNTS PAID:**

The amount paid by a consumer against a bill shall be adjusted as per priority stated hereunder:

- a. arrears as on thirty first of March of the previous financial year;
- b. arrears accrued from first of April of the current financial year till the date of bill;
- c. electricity charges for the current billing cycle; and
- d. Any other charges or levies.

## **ANNEXURE TO SECTION-IV**

### **ANNEXURE – A**

#### **GENERAL CONDITIONS OF TARIFF (FY 2018-19)**

##### **1. General**

Supply of electric energy to various categories of consumers shall be chargeable under the relevant Schedule of Tariffs. The particular schedule applicable to a new consumer shall be determined with reference to nature and/or quantum of load/demand and intimated to the prospective consumer at the time of issue of Demand Notice. This shall be subject to review on the basis of any change in nature and/or the quantum of actual connected load/demand.

##### **2. Tariffs to be exclusive of levies**

The tariffs i.e. Fixed and Energy Charges shall be exclusive of electricity duty, cesses, taxes and other charges levied by the Government or other competent authority from time to time.

##### **3. Tariffs to be exclusive of general charges**

The tariffs shall be exclusive of rentals and other charges as per the Schedule of General Charges as approved by the Commission from time to time.

##### **4. Point of Supply**

Unless otherwise approved by the Commission, the tariffs shall be applicable to supply at single point and at voltage specified in the Supply Code 2014. Supply at other points and/or other voltages shall be billed separately, if otherwise permissible.

##### **5. Connected Load** shall be as specified in Supply Code 2014.

##### **6. Applicability of Industrial Tariff Category**

The applicable category of tariff, under Schedules Large Power Supply (LS), Medium Power Supply (MS) & Small Power supply (SP) industrial consumers, shall be based on the total of industrial and general load/demand (kW/kVA) as applicable i.e. bona-fide factory lighting, residential quarters and colony lighting including street lighting. While computing total load/demand (kW/kVA) for determining applicable schedule, fraction of half and above shall be taken as whole kW/kVA and fraction below half shall be ignored.

##### **7. Periodicity of Billing**

Periodicity of Billing shall be as per Supply Code 2014. However, in case of bimonthly billing, consumption slabs shall be doubled while applying the relevant tariff.

##### **8. Fuel Cost Adjustment (FCA)**

8.1 To neutralize the changes in fuel cost, FCA as per provisions of PSERC (Terms and Conditions for Determination of Generation, Transmission, Wheeling and Retail Supply Tariff) Regulation, 2014 & PSERC (Conduct of Business) Regulations, 2005, as amended from time to time, shall be applicable in addition to the energy charges of various categories of consumers specified in relevant Schedule of Tariff.

8.2 FCA clause shall be applicable to all metered and un-metered categories of consumers.

##### **9. Two Part Tariff (TPT) Structure/Fixed Charges**

All consumers (except AP, AP High-Technology/High Density Farming, EV Charging Stations, Golden Temple and Durgiana mandir) shall be covered under Two Part Tariff structure, as approved by the Commission in the Tariff Order. Further fixed charges under TPT shall be charged as under:

- (a) For consumers covered under Contract Demand system as per condition 10 below, the Fixed Charges (unless otherwise specified in Schedules of Tariff) shall be levied on 80% of the sanctioned Contract Demand or Actual demand recorded during the billing cycle/month (restricted to sanctioned Contract Demand), whichever is higher. In case, the consumer exceeds its sanctioned Contract Demand during a billing cycle/month, he shall be liable to pay applicable demand surcharge as provided in Schedule of Tariff for relevant category.
- (b) For other consumers (not covered under Contract Demand system as per condition 10 below), the Fixed Charges shall be levied on 80% of the sanctioned load in kW.

## **10. Contract Demand**

- 10.1 Contract demand shall mean the maximum demand in kVA sanctioned to the consumer.
- 10.2 All consumers with load exceeding 20 kW (except Domestic Supply consumers with load upto 50 kW, Public Lighting, AP, AP High-Technology/High Density Farming) and Small Power (SP) Industrial supply Consumers & Bulk Supply (BS) consumers are required to declare their maximum demand in kVA.  
  
Existing Non-Residential Supply (NRS) consumers with load exceeding 20 kW and upto 50 kW, Small Power Industrial Supply (SP) consumers and all other consumers with load exceeding 20 kW (except Domestic Supply (DS) consumers with load upto 50 kW, Public Lighting, AP, AP High-Technology/High Density Farming) are required to declare their maximum demand in kVA, which shall not exceed 100% of the sanctioned load in kW and converted in kVA by using 0.90 power factor. However, in case of SP consumers, the maximum demand shall not exceed 20 kVA. The date of applicability of contract demand for these consumers shall be as specified in the Tariff Order.
- 10.3 The maximum demand for any month shall be considered as highest average load measured in kilovolt Ampere (kVA) during a block of 30 minutes period.

## **11. Metering**

Metering equipment for HT/EHT consumers for the whole supply including general load shall normally be installed on the HV side of the transformer at the point of commencement of supply.

## **12. Non availability of Metering Equipment**

In case of HT/EHT consumers receiving supply at 11 kV and above, if metering equipment is installed on LV side of the transformer due to non-availability of metering equipment, both the energy consumption (kWh/kVAh) and maximum demand shall be enhanced by 3% to account for the transformation losses.

## **13. Voltage Surcharge/rebate**

### **13.1 Voltage Surcharge:**

The levy of voltage surcharge shall be as under:-

- i) All consumers catered at 400 volts against specified voltage of 11 kV shall be levied surcharge at the rate of 15%.
- ii) All consumers catered at 11 kV against specified voltage of 33/66 kV shall be levied surcharge at the rate of 10%.
- iii) All consumers catered at 33/66 kV against specified voltage of 132/220 kV shall be levied surcharge at the rate of 5%.
- iv) All these surcharges shall be leviable on the energy charges.
- v) The exemptions from levy of surcharge(s) shall continue as under:-
  - (a) LS consumers existing as on 31.03.2010 availing supply at 33/66 kV but required to convert their system so as to receive supply at 132/220 kV will



not be levied any surcharge related to supply voltage, till such consumers request for change of their Contract Demand.

- (b) DS/NRS/BS consumers existing as on 31.03.2010 catered at a voltage lower than specified in Supply Code 2014 will be liable to pay surcharge only in case of any change in Contract Demand.

- 13.1.1 In case there is any constraint in releasing a new connection or additional load/demand to an existing consumer at specified voltage, the distribution licensee may allow supply at a lower voltage subject to technical feasibility and on payment of voltage surcharge as specified above with the permission of Whole Time Directors.

Provided that existing consumers paying surcharge as per sub-clause (ii) or (iv) of condition 13.1 of General Conditions of Tariff annexed as Annexure-I to the Tariff Order for FY 2016-17 shall continue to be governed by existing provisions till conversion to amended Supply Voltage in accordance with regulation 4.2 read with sub-regulation 4.2.2 of PSERC (Electricity Supply Code and Related Matters) (2<sup>nd</sup> Amendment) Regulations, 2016.

### **13.2 Voltage Rebate**

As the cost to serve at higher voltage is lower than the cost to serve at lower voltage so rebate on energy charges to various categories of consumers getting supply at HT/EHT voltages shall be applicable as determined by the Commission in the Tariff Order for the relevant year.

### **14. Steel Rolling Mill Surcharge (Deleted)**

### **15. Time of Day (ToD) Tariff**

- 15.1 Time of the Day (ToD) tariff shall be applicable to all Large Supply consumers, Medium Supply consumers, and NRS/BS consumers with sanctioned Contract Demand exceeding 100 kVA, during such period and on such terms and conditions as determined by the Commission in the Tariff Order for the relevant year. However, no ToD rebate shall be applicable to the consumers covered under Condition 22.

### **16 Non-availability of MDI reading and/or kVAh Consumption**

#### **16.1 Defective MDI:**

- 16.1.1 In case the MDI of a consumer becomes defective, the maximum demand shall be computed as under:
- 16.1.2 Higher of the average of maximum demands recorded during the preceding three months before the MDI became defective or the maximum demand of corresponding month of the previous year provided there was no change of load/demand thereafter, shall be adopted for billing purposes for the period the MDI remained defective.
- 16.1.3 If there was change of load/demand immediately before the MDI became defective, the maximum demand computed as above shall be adjusted on pro-rata basis.
- 16.1.4 In case of new connections where the previous reading record is not available the maximum demand shall be taken as 80% of sanctioned contract demand for billing purposes during the period MDI became defective.

#### **16.2 Non-availability of kVAh consumption**

- 16.2.1 In case kVAh consumption is not available due to defective meter or otherwise, monthly average power factor of the consumer's installation recorded during the last three correct working months preceding the period of overhauling (i.e. period of review of billing account) shall be taken as monthly average power factor for the purpose of power factor surcharge/incentive to the applicable category till such time kVAh consumption is available.
- 16.2.2 Where the billing is done on kVAh consumption basis, the procedure given in

the Supply Code 2014 shall be followed for billing purposes as applicable to defective/dead stop meters.

### **17 Tariff for News Paper Printing Presses**

Accredited news paper printing presses shall be treated as industrial premises and therefore the supply to these consumers shall be considered as industrial supply and shall be charged under relevant industrial tariff. However, the lighting load in the premises of accredited news paper presses shall be metered separately and charged as per rates under Schedule Non-Residential Supply.

### **18 Seasonal Industries**

18.1 Seasonal industries mean industries/factories which by virtue of nature of their production, work during part of the year up to a maximum of 9 months during the year as specified below in Condition 18.2.

18.2 Approved seasonal industries are as under:

- (i) All cotton ginning, pressing and bailing plants
- (ii) All rice shellers
- (iii) All rice bran stabilization units (without T.G. Sets)
- (iv) Kinnow grading & Waxing Centers
- (v) Maize Dryer Plants
- (vi) Food (including fruits and vegetables) processing, packaging and storage units.
  - Seasonal period for industries at Sr. No. (i), (iii) and (iv) shall be considered from 1<sup>st</sup> September to 31<sup>st</sup> May next year and seasonal period for rice sheller industry at Sr. no. (ii) shall be from 1<sup>st</sup> October to 30<sup>th</sup> June next year. The seasonal industrial consumers at Sr. no. (i) to (iv) shall not be required to serve advance notice before starting or closing the unit.
  - Seasonal industrial consumers at Sr. No. (v) and (vi) shall be required to intimate the period of their season subject to maximum 9 months by 31<sup>st</sup> May or one month prior to start of season, whichever is earlier.
  - Seasonal industry consumers shall not be required to give any undertaking not to run his seasonal industry during off season.

18.3 Rice bran stabilization units having T.G. Sets, Rice Huller Mills, Ice Factories and Ice Candy Plants shall not be treated as seasonal industries.

18.4 The seasonal Industry consumers shall have the option to be covered under General Industry Category and relevant Industrial Tariff shall be applicable in such cases. The seasonal industrial consumers shall exercise their option one month prior to start of the season. In such case, the billing as general industry shall be done for whole one year i.e. for a period of 12 months from the date of start of season.

### **18.5 Billing of Seasonal Industries**

Billing for all seasonal industries shall be done monthly and charged as under:

18.5.1 For **exclusive Seasonal industries** mentioned above (except Rice Shellers), billing shall be done monthly as per the tariff (comprising of fixed and energy charges) applicable in respective schedule of tariff for seasonal industry. However, the Fixed Charges, as applicable in respective schedule of tariff for seasonal period, shall be levied on sanctioned load/demand for the period of six months only from the beginning of the seasonal period in accordance with condition 9 above. Thereafter, only energy charges, as applicable in respective schedule of tariff, shall be levied on actual consumption recorded during the month. However, load/demand surcharge, shall be leviable for the excess load/demand, if any, as per the relevant schedule of tariff.

18.5.2 **For rice shellers (exclusive seasonal Industry)**, billing shall be done as under:

- Billing for the rice sheller seasonal industry shall be done monthly w.e.f. 1<sup>st</sup> October as per tariff (comprising of fixed and energy charges) applicable in respective schedule of tariff subject to payment of Seasonal Minimum Consumption Charges (SMCC). The Seasonal Minimum Consumption Charges (SMCC) will be based on energy consumption formula  $(4800+nx) \times 9$  wherein monthly energy consumption of 50 kW rice sheller will be taken as 4800 units in accordance with LDHF formula (L-load: 50 kW. D-days: 24 days. H-hours: 10, F-demand factor: 0.4); where 'n' represents numerical number rounded off to two decimal point and will be positive/negative.  
0,1,2,3,4,5.....upto 'n' for each 10 kW increase/decrease, respectively, with respect to base load of 50 kW. "x" has been taken as 400 units per 10 kW change in load over base load of 50 kW. The SMCC shall be calculated as under:
  - a) Energy Charges shall be calculated on the Seasonal Minimum Consumption as per the rates specified in respective schedules of tariff and,
  - b) Fixed Charges shall be calculated on sanctioned load/demand, in accordance with condition 9 above, at the rates specified in respective schedule of tariff for seasonal period of six months
- Once the amount equivalent to SMCC, worked out as above, is deposited by the consumer in the form of consumption through monthly bills, thereafter only energy charges, as applicable in respective schedule of tariff for seasonal period, shall be levied on actual consumption recorded during the month and no fixed charges shall be levied. However, load/demand surcharge, shall be leviable for the excess load/demand, if any, as per the relevant Schedule of Tariff.

**NOTE:**

In case of MS and LS category of consumers, the kWh consumption computed as per above procedure shall be converted to kVAh consumption by using power factor of 0.90.

- 18.5.3 **For mixed Industries**, comprising of seasonal Industry and general industry, billing shall be done monthly as under:
- a) Energy Charges shall be levied on actual consumption recorded during the month, as applicable in respective Schedule of Tariff for General Industry, throughout the year.
  - b) Fixed Charges in accordance with condition 9 above shall be levied on sanctioned general load/demand, as applicable in respective Schedule of Tariff for General Industry throughout the year and on sanctioned seasonal load/demand for six months at seasonal rates, as applicable in respective Schedule of Tariff, from the beginning of seasonal period irrespective of the actual period of running of seasonal load.
- 18.5.4 The amended procedure for billing of seasonal industry shall be applicable for the season commencing during FY 2018-19.

**19 Agricultural Pumping Supply**

- 19.1 All AP connections shall be released only after installation of minimum four star labeled motor and through meter.
- 19.2 Chaff cutters, threshers and cane crushers for self use shall be allowed to be operated on agriculture pumping supply connections.
- 19.3 The water from tube well shall be allowed to be used by the consumers only to

irrigate the land in their possession.

## **20 Rounding-off Energy Bill**

The charges i.e. both Fixed and energy charges including surcharges, rebates, octroi (if applicable), meter/MCB rentals, electricity duty as well as total energy bill (net as well as gross) shall be rounded-off individually to the nearest rupee by ignoring 1 to 49 paise and taking 50 to 99 paise as one rupee. Thus the amount mentioned in the bill shall be in whole rupee. The net amount payable in all electricity bills shall be rounded-off to the nearest Rs.10/- (Rupees ten) and difference due to rounding-off shall be adjusted in subsequent bills.

## **21 Late Payment Surcharge**

In the event of the energy bill or other charges relating to electricity not being paid in full within the time specified in the bill, the consumers shall be levied late payment surcharge as under:

- 21.1 For all categories of consumers having HT/EHT specified supply voltage, if the full amount of the bill is not paid within due date, late payment surcharge shall be levied @ 2% on the unpaid amount of the bill up to 7 days after the due date. After 7 days, the surcharge shall be levied @ 5% on the unpaid amount of bill up to 15 days from the due date.
- 21.2 In case of consumers having LT specified supply voltage, if the full amount of the bill is not paid within due date, the late payment surcharge shall be levied @ 2% on the unpaid amount of the bill up to 15 days from the due date.
- 21.3 In case of AP consumers, late payment surcharge shall not be levied up to 7 days after the due date. After 7 days surcharge shall be levied as in the case of LT consumers.
- 21.4 Interest @ 1.5% per month on gross unpaid amount including surcharge payable as per clause 21.1, 21.2 & 21.3 above shall be levied after expiry of 15 days from the due date of the bill till the deposit of outstanding amount. Part of the month shall be treated as full month for this purpose.

## **22 Use of electricity exclusively during night hours**

Reduced tariffs as may be decided by the Commission in the Tariff Order for the year, shall be applicable to LS/MS Industrial consumers who opt to use electricity exclusively during night hours i.e. from 10.00 PM to 06.00 AM next day, subject to conditions as under:

- i) A maximum of 15% of the contracted demand can be availed beyond the night hours prescribed above.
- ii) A maximum of 10% of total units consumed during night hours in a billing period can be availed beyond the night hours prescribed above. However, ToD surcharge, as applicable, shall also be chargeable for this consumption during the peak-period, if any.
- iii) In case the consumer exceeds the %age specified in condition no. i above during any of the billing month, then fixed charge during the relevant billing month shall be billed as per normal rates of fixed charge applicable to the respective category.
- iv) In case the consumer exceeds the %age specified in condition no. ii above during any of the billing month, then entire energy consumption during the relevant billing month shall be billed as per normal rates of energy charge applicable to the respective category.
- v) In case the consumer exceeds the %ages specified in condition no. i and ii both during any of the billing month, then billing of such consumers during the billing period shall be done as normal consumers of relevant category.
- vi) This tariff shall be applicable if the consumer so opts to be charged in place of normal tariff by using electricity exclusively during night hours as above. The

option can be exercised to switch over from normal tariff to exclusive night time tariff by giving not less than one month's notice in writing.

- vii) Other terms and conditions shall remain same as applicable to the respective categories as per the relevant Schedule of Tariffs.

## **23 Load/Demand Surcharge**

### **23.1 Load/Demand Surcharge for Consumers covered under Contract Demand System**

#### **23.1.1 Load Surcharge**

No load surcharge shall be levied for the extra load connected by the consumer temporarily or otherwise thereby exceeding sanctioned load. However, the installation of extra load shall conform to CEA (Measures relating to Safety and Electric Supply) Regulations, 2010 and statutory clearances wherever applicable shall be obtained by the consumer.

#### **23.1.2 Demand Surcharge for exceeding the Contract Demand**

If a consumer in a month exceeds the sanctioned contract demand, demand surcharge shall be charged at a rate of Rs.750/- per kVA on excess demand irrespective of number of defaults. This demand surcharge shall be without prejudice to the distribution licensee's right to take such other appropriate action as may be deemed necessary to restrain the consumer from exceeding his contract demand.

In the event of MDI being defective, maximum demand for billing purpose shall be computed as per clause 16 of General Conditions of Tariff. In case computed maximum demand is more than the sanctioned contract demand, no surcharge for demand consequent to this computation shall be levied.

### **23.2 Load Surcharge for Consumers not covered under Contract Demand System**

If the connected load of a consumer exceeds the sanctioned load, the excess load shall be unauthorized load. Such excess load shall be charged load surcharge at a rate of Rs.1000/- per kW or part thereof for each default. This load surcharge shall be without prejudice to the distribution licensee's right to take such other appropriate action as may be deemed necessary to restrain the consumer from exceeding his sanctioned connected load. The unauthorized load so detected shall be got removed. However if the unauthorized extension is up to 10% of the sanctioned load, the consumer shall be required to pay load surcharge and the connection shall not be disconnected. The unauthorized load upto 10% of the sanctioned load so detected shall either be removed or got regularized by the consumer.

#### **23.3 Compensation for damage**

Any consumer who exceeds his sanctioned load/demand shall be liable to compensate the distribution licensee for all damages occasioned to its equipments or machinery by reason of this default. Without prejudice to this right, the distribution licensee may also cause the service of the consumer to be disconnected without any notice to the consumer.

## **24 Interpretation of Tariff**

If a question arises as to the applicability of tariff to any class of consumer or as to the interpretation of various clauses of tariff or General Conditions of Tariff, decision of the Commission shall be final.

**ANNEXURE-B**

**SCHEDULES OF TARIFF (FY 2018-19)**

**SI. SCHEDULE OF TARIFF FOR LARGE SUPPLY INDUSTRIAL POWER (LS)**

**SI.1 Availability**

**SI.1.1** This tariff shall apply to all industrial power supply consumers having contract demand exceeding 100 kVA, including IT units covered under definition of ‘Electronic Hardware and Information Technology (IT) Sector’ as per the GoP notification no. 17/7/2014-AS 1/ 1372 dated 09.11.2015 or as amended from time to time.

Oil/Gas terminals, gas bottling plants, depots of oil/gas companies, poultry, goatery, piggery, fish farming (exclusive) & dairy farms, Maize Dryer Units, Food (including fruits and vegetables) processing, packing and storage units, meeting above criteria shall also be covered in this schedule.

**SI.1.1.1** A separate NRS connection in the premises of LS consumers shall be permissible for regular conduct of commercial activities provided such activity is permissible under bye laws/Rules of the Govt. The electric wiring and portion of the building for such activity should be separate.

**SI.2 Character of Service**

**SI.2.1** Alternating Current, 50 cycles/second, Three Phase 11 kV or higher Voltage as specified in the Supply Code 2014, depending on quantum/type of load/contract demand and availability of bus voltage and transformer winding capacity at the feeding sub-station.

**SI.3 Tariff**

	Description	Energy Charge (Rs./kVAh)	Fixed Charge (Rs. /kVA)
	<b>General Industry</b>		
<b>SI.3.1</b>	i) Above 100 kVA and upto1000 kVA	5.81	150
	ii) Above 1000 KVA and upto 2500 kVA	5.85	205
	iii) Above 2500 KVA	5.90	240
	<b>Arc Furnaces &amp; Power Intensive Units including Induction furnaces, Chloroalkaline units, Billet heaters, Surface hardening Machines &amp; Electrolytic process industries</b>		
<b>SI.3.2</b>	i) Above 100 kVA and upto1000 kVA	5.85	155
	ii) Above 1000 KVA and upto 2500 kVA	6.10	250
	iii) Above 2500 KVA	6.11	280
	<b>Seasonal Industries covered under condition 18 of the General Conditions of Tariff</b>		
<b>SI.3.3</b>	i) Seasonal Rate	Same as specified for the relevant general Industrial category	300 (for 6 Months)
	ii) Off Seasonal Rate		Nil
	<b>Ice Factories, Ice Candies &amp; Cold Storages</b>		
<b>SI.3.4</b>	i) April to July		300
	ii) August to March next year		75
<b>SI.3.5</b>	<b>For use of electricity exclusively during night hours</b> i.e. from 10.00 PM to 06.00 AM next day	4.28	<b>50%</b> of the charges specified for the relevant category

**Note:** In addition to the Energy Charge:

- (i) Fuel Cost Adjustment (FCA) charges shall be applicable in accordance with condition 8 of General Conditions of Tariff.
- (ii) ToD tariff shall be applicable as per the Tariff Order for the year. However, ToD rebate shall not be applicable to consumers covered under Condition 22 of General Conditions of Tariff, for use of electricity exclusively during night hours.

**SI.3.6** For Arc/PIU industries where the load is of mixed nature, i.e. in addition to Arc/Power Intensive loads, General Industrial loads are also running, Fixed and Energy Charges shall be determined by computing the Maximum Demand and energy consumption for the billing month on pro-rata basis in proportion to such demands sanctioned by the distribution licensee and applicable tariff (Fixed Charge and Energy Charge) shall be as specified against the corresponding demand slab (without clubbing of Arc/Power Intensive and general load) under the relevant schedule of tariff.

In such cases, Power Intensive loads shall comprise of loads as mentioned in para SI.3.2, including auxiliary loads, loads of pollution control machinery, gas plants & corresponding lighting loads, and general industrial loads in such cases shall comprise loads of rolling mills and its allied loads, related workshop, general engineering machinery and corresponding lighting load, for the purpose of levy of Fixed Charges.

**SI.3.7** For industrial units having CPP / Co-Gen. plant, Fixed Charges shall be levied, for the load to be exclusively fed from the distribution licensee's system, as per Condition 9 of General Conditions of Tariff. However, billing demand of these units shall be considered as 50% of the sanctioned contract demand or actual demand recorded during the billing cycle/month (restricted to the sanctioned contract demand), whichever is higher, till the finalisation of amendments to PSERC (Harnessing of Captive Power Generation) Regulations, 2009.

**SI.3.8 Voltage Surcharge/Rebate**

The voltage surcharge/rebate shall be applicable as per condition 13 of General Conditions of Tariff.

**SI.4 Seasonal Industries**

Seasonal industries shall be billed as per condition 18 of General Conditions of Tariff.

**SI.5 Factory Lighting and Colony Lighting**

All consumption for bona fide factory lighting shall be included for charging under the above tariff. The consumption for residential purposes i.e staff quarters of factory, street lighting etc. shall also be charged under this Schedule. However, a separate single point connection may be allowed for the colony load including street lighting under PSERC (Single Point Supply to Cooperative Group Housing Societies/Employers) Regulations 2008, if the colony is in separate premises.

**SI.6 Load/Demand Surcharge**

Load/demand surcharge shall be applicable as per Condition 23 of General Conditions of Tariff.

**SI.7 Force Majeure applicable for Arc/Induction furnaces**

In the event, where normal working of the industry is affected in the event of lock out due to labour problem, damage of EHV Power Transformer, failure on the part of distribution licensee to supply power, fires, earth-quakes, floods, tempests and lightning, directly resulting in closure of industry or normal supply hours reduced through specific order of the distribution licensee for power regulation purposes, the consumer shall be entitled to proportionate reduction in fixed charges, provided that such closure or reduced working hours continue

for at least seven days consecutively in a billing cycle month directly as a consequence of any of the above conditions, with the approval of load sanctioning authority. In the event of relief being allowed in fixed charges under above conditions, the consumers shall, however, be required to pay atleast fixed charges as applicable to general Industry large supply consumers.

**SII SCHEDULE OF TARIFF FOR MEDIUM SUPPLY INDUSTRIAL POWER (MS):**

**SII.1 Availability**

This tariff shall apply to all industrial power supply consumers having contract demand above 20 kVA but not exceeding 100kVA, including IT units covered under definition of 'Electronic Hardware and Information Technology (IT) Sector' as per the GoP notification no. 17/7/2014-AS 1/ 1372 dated 09.11.2015 or as amended from time to time.

Oil/Gas terminals, gas bottling plants, depots of oil/gas companies, poultry, goatery, piggery, fish farming (exclusive) & dairy farms, Maize Dryer Units, Food (including fruits and vegetables) processing, packing and storage units, meeting above criteria shall also be covered in this schedule.

**SII.1.1.1** A separate NRS connection in the premises of MS consumers shall be permissible for regular conduct of commercial activities provided such activity is permissible under bye laws/Rules of the Govt. The electric wiring and portion of the building for such activity should be separate.

**SII.2 Character of Service**

**SII.2.1** Alternating Current, 50 cycles/ second, Three Phase 400 volts or 11 kV (at consumer's discretion).

**SII.2.2** Metered supply connections to poultry, goatery, piggery, fish farming (exclusive) & dairy farms may be released from category-1 or UPS or AP feeder at the option of the consumer subject to the technical feasibility to release such connection. However, the consumer opting for supply from AP feeder shall be entitled to limited hours of supply as per power supply schedule applicable to AP consumers. The consumers opting for supply from AP feeder shall not be eligible for tariff applicable to agriculture consumers.

**SII.3 Tariff**

	<b>Description</b>	<b>Energy Charge (Rs./kVAh)</b>	<b>Fixed Charge (Rs./kVA)</b>
<b>SII.3.1</b>	<b>General Industry</b>	5.72	115
<b>SII.3.2</b>	<b>Seasonal Industries</b> covered under condition 18 of the General Conditions of Tariff:		
	(i) Seasonal Rate	5.72	230 (for 6 Months)
	(ii) Off Seasonal Rate		Nil
<b>SII.3.3</b>	<b>Ice Factories, Ice Candies &amp; Cold Storages</b> (i) April to July (ii) August to March next year	5.72	230 58
<b>SII.3.4</b>	<b>For use of electricity exclusively during night hours</b> i.e. from 10.00 PM to 06.00 AM next day	4.28	<b>50%</b> of the charges specified for the relevant category

**Note:** In addition to the Energy Charge:

- (i) Fuel Cost Adjustment (FCA) charges shall be applicable in accordance with condition 8 of General Conditions of Tariff.



- (ii) ToD tariff shall be applicable as per the Tariff Order for the year. However, ToD rebate shall not be applicable to consumers covered under Condition 22 of General Conditions of Tariff, for use of electricity exclusively during night hours.

#### **SII.3.5 Voltage Surcharge/Rebate**

The voltage surcharge/rebate shall be applicable as per condition 13 of the General Conditions of Tariff.

- SII.3.6** In case of Rice Shellers, Ice Factories, Cold Storage & Stone Crushers falling under this schedule, where the metering is done on 11 kV and the consumer has installed his own transformer, additional rebate of 3 paise per kVAh shall be admissible over and above the voltage rebate admissible as per condition 13 of the General Conditions of Tariff.

#### **SII.4 Seasonal Industries**

Seasonal industries shall be billed as per condition 18 of General Conditions of Tariff.

#### **SII.5 Factory Lighting**

The consumption for the bona fide factory lighting and residential quarters, if any, attached to the factory shall not be metered separately. Only one meter shall be installed for industrial & general load and entire consumption shall be charged at the rate for industrial consumption.

#### **SII.6 Load/Demand Surcharge**

Load/demand surcharge shall be applicable as per Condition 23 of General Conditions of Tariff.

### **SIII SCHEDULE OF TARIFF FOR SMALL INDUSTRIAL POWER SUPPLY (SP)**

#### **SIII.1 Availability**

This tariff shall apply to Industrial Power Supply consumers with sanctioned load/demand not exceeding 20 kW/kVA, including IT units covered under definition of 'Electronic Hardware and Information Technology (IT) Sector' as per the GoP notification no. 17/7/2014-AS 1/ 1372 dated 09.11.2015 or as amended from time to time.

Oil/Gas terminals, gas bottling plants, depots of oil/gas companies, poultry, goatery, piggery, fish farming (exclusive) & dairy farms, Maize Dryer Units, Food (including fruits and vegetables) processing, packing and storage units, meeting above criteria shall also be covered in this schedule.

- SIII.1.1** A separate NRS connection in the premises of SP consumers shall be permissible for regular conduct of commercial activities provided such activity is permissible under the bye laws/Rules of the Govt. The electric wiring and portion of the building for such activity should be separate.

#### **SIII.2 Character of Service**

- SIII.2.1** Alternating Current, 50 cycles/second, Single Phase 230 volts or Three Phase 400 volts, as specified in the Supply Code 2014.
- SIII.2.2** Metered Supply connections to poultry, goatery, piggery, fish farming (exclusive) & dairy farms may be released from category-1 or UPS or AP feeder at the option of the consumer subject to the technical feasibility to release such connection. However, the consumer opting for supply from AP feeder shall be entitled to limited hours of supply as per power supply schedule applicable to AP consumers. The consumers opting for supply from AP feeder shall not be eligible for tariff applicable to agriculture consumers.

**SIII.3 Tariff**

**A. kW /kWh Tariff**

	Description	Energy Charge (Rs./kWh)	Fixed Charge (Rs./kW)
<b>SIII.3A.1</b>	<b>General Industry</b>	5.58	90
<b>SIII.3A.2</b>	<b>Seasonal industries</b> covered under condition 18 of the General Conditions of Tariff:		
	i) Seasonal Rate	5.58	180 (for 6 Months only)
	ii) Off Seasonal Rate		Nil
<b>SIII.3A.3</b>	<b>Ice Factories, Ice Candies &amp; Cold Storages</b>		
	i) April to July	5.58	180
	ii) August to March next year		45

**B. kVA/kVAh Tariff**

	Description	Energy Charge (Rs./kVAh)	Fixed Charge (Rs./kVA)
<b>SIII.3B.1</b>	<b>General Industry</b>	5.29	75
<b>SIII.3B.2</b>	<b>Seasonal industries</b> covered under condition 18 of the General Conditions of Tariff:		
	i) Seasonal Rate	5.29	150 (for 6 Months)
	ii) Off Seasonal Rate		Nil
<b>SIII.3B.3</b>	<b>Ice Factories, Ice Candies &amp; Cold Storages</b>		
	i) April to July	5.29	150
	ii) August to March next year		38

**Note:** Fuel Cost Adjustment (FCA) charges for the relevant period shall be applicable in addition to the energy charges, in accordance with condition 8 of General Conditions of Tariff.

**SIII.3.4 Voltage Surcharge/Rebate**

Voltage surcharge/rebate shall be applicable as per condition 13 of General Conditions of Tariff.

**SIII.4 Seasonal Industry**

Seasonal industries shall be billed as per condition 18 of General Conditions of Tariff.

**SIII.5 Factory Lighting**

The consumption for the bona fide factory lighting and residential quarters, if any, attached to the factory shall not be metered separately. Only one meter shall be installed for industrial & general load and entire consumption shall be charged at the rate for industrial consumption.

**SIII.6 Load/Demand Surcharge**

Load/demand surcharge shall be applicable as per Condition 23 of General Conditions of Tariff.

**SIII.7 Power Factor Surcharge/Incentive (under kWh Tariff only)**

**SIII 7.1** The monthly average power factor of the plant and apparatus owned by the consumer shall not be less than 0.90. The monthly average power factor shall

mean the ratio of total kWh to total kVAh supplied during the month. The ratio shall be rounded up to two decimal figures.

**SIII 7.2** All consumers under this schedule shall be provided with meter/metering equipment to measure monthly average power factor. Power factor surcharge/incentive shall be applicable as prescribed below.

**SIII.7.2.1 Power Factor Surcharge**

If the monthly average power factor falls below 0.90, the consumer shall pay on the energy charges a surcharge of 1% for each 0.01 decrease in the monthly average power factor below 0.90. The surcharge shall be 2% for each 0.01 decrease of monthly average power factor below 0.80.

**SIII.7.2.2 Power Factor Incentive**

If the monthly average power factor exceeds 0.90, incentive @ 0.25% for each increase of 0.01 above the limit of 0.90 shall be allowed on the energy charges.

**SIV SCHEDULE OF TARIFF FOR AGRICULTURAL PUMPING SUPPLY (AP)**

**SIV.1 Availability**

This tariff shall apply to irrigation pumping supply loads including Kandi Area tube wells, tube wells in farms of PAU, Lift irrigation tube wells, PSTC tube wells, IB tube wells, tube wells installed under Technical Co- operative Assistance Scheme, tube wells of Co-operative Societies formed by marginal farmers for installing deep bore tube wells under Central Assistance Schemes, tube wells used to provide irrigation for horticulture/floriculture in open field condition or net houses, green/hot houses, tube wells of Harijan farmer's cooperative societies and Punjab Water Resources Management and Development Corporation's tube wells for reviving ecology of Holy Bein.

Power utilized for any other purpose shall be separately metered and charged under the relevant schedule.

**SIV.2 Character of Service**

Alternating Current, 50 cycles/second, Single Phase 230 volts or Three Phase 400 volts as specified in the Supply Code 2014.

**SIV.3 Tariff**

	Description	Energy Charge (Rs.)	Fixed Charge (Rs./kW)
<b>SIV.3.1</b>	Agricultural Pumping Supply (AP)	<b>5.16/kWh or 411/BHP/ month or Nil with GoP subsidy</b>	

**Note:** Fuel Cost Adjustment (FCA) charges for the relevant period shall be applicable in addition to the Energy Charges, in accordance with condition 8 of General Conditions of Tariff.

**SIII.3.2 Voltage Surcharge/Rebate**

Voltage surcharge/rebate shall be applicable as per condition 13 of General Conditions of Tariff.

**SIV.4** Flat rate supply shall only be allowed to consumers getting supply from agriculture feeders. The consumers located within Municipal Limits of cities/towns or getting supply from Urban/City/Urban Pattern Supply/Kandi area feeders shall be covered under metered supply only.

**SIV.4.1** 20% surcharge on flat rate charges or as determined by the Commission in the Tariff Order for this year shall be leviable in case of agricultural consumers covered under flat rate/metered supply category until a consumer fulfils the following requirements:

**SIV.4.1.1** Delivery pipe should not be more than 2 feet above the ground level water channel except for the consumers who are having underground irrigation system.

**SIV.4.1.2** Bend used in the delivery pipe should not be sharp but of suitable curvature.

**SIV.4.1.3** Motor-Pump should be installed on a Pucca leveled foundation in case of mono-block or belt driven pump-sets.

**SIV.4.2** Extra fixed charges shall be levied wherever an agricultural tube well covered under this schedule is also used for fish farming as below:

**SIV.4.2.1** Fish culture in a pond up to half acre: Rs. 900/- per annum

**SIV.4.2.2** Fish culture in a pond above half acre: Rs.1800/- per annum  
but up to one acre:

**SIV.4.2.3** Additional area under fish pond to be charged in multiples of half acre rate. The pond area shall include bundhing.

**SIV.4.2.4** Relevant industrial tariff shall be applied for such tube wells which are exclusively used for fish farming.

**SIV. 4.3 Misuse of AP supply**

The misuse of AP supply provided to agricultural tube wells for other purposes shall be dealt with as per provisions of Electricity Act, 2003.

**SIV.5 Pump House Lighting**

The consumption for bona fide lighting of the pump or machine house of 2 CFLs with total wattage aggregating 40 watts shall be allowed per tube well connection.

**SIV.6 Load Surcharge**

Load surcharge shall be applicable as per Condition 23 of General Conditions of Tariff.

**SIV.7 Installation of Shunt Capacitors**

**SIV.7.1** No tube well connection shall be released without installation of ISI mark Shunt Capacitors of requisite capacity. The kVARh capacity of Shunt Capacitors to be installed shall be as prescribed by the distribution licensee with the approval of the Commission.

**SIV.7.2** AP consumers having got installed Shunt Capacitors at their tube well premises from the distribution licensee against payment of monthly rentals, shall be charged rentals @ Rs.4/- per kVARh per month from the date of installation. The rentals shall, however, be recovered on half yearly basis i.e. Rs.24 per kVARh in April and October every year.

**SIV.7.3** Before allowing extension in load/regularization of load by distribution licensee, the existing AP consumers shall install capacitors of adequate capacity as prescribed by distribution licensee with the approval of the Commission.

**SV SCHEDULE OF TARIFF FOR NON RESIDENTIAL SUPPLY (NRS)**

**SV.1 Availability**

**SV.1.1** This tariff shall apply to non-residential premises such as business houses, cinemas, clubs, offices, hotels/motels, marriage palaces, departmental stores, shops, guest houses, restaurants for lights, fans, appliances like pumping set & air conditioning units/plants, lifts, welding sets, small lathes, electric drills, heaters, EV Charging Stations, battery chargers, embroidery machines, printing presses, ice candy machines, dry cleaning machines, power presses, small motors etc., Private hospitals (other than charitable), Private unaided educational institutions i.e. schools, colleges and universities, hostels and residential

quarters attached thereto where such institutions/installations are not covered under schedule DS/BS, Telecommunication/Cellular Mobile Phone Towers and all private sports institutions/ facilities including gymnasiums.

**SV.1.2** If a portion of residential/industrial premises is regularly used for any commercial activity permitted under law, the consumer shall be required to obtain a separate connection under NRS category for the portion put to commercial use. In such an event, two connections, one under Schedule DS/Industrial and the other under Schedule NRS shall be permitted.

**SV.1.3** Any of the following activities carried out in a part of residential premises shall also be covered under this schedule.

- a) A private outpatient clinic/hospital or laboratory.
- b) PCO.
- c) Milk processing (other than chilling plant)) for commercial purposes.
- d) Offices of any other professional service provider.
- e) ATM.

**SV.2 Character of Service**

Alternating Current, 50 cycles/second, Single Phase 230 volts or Three Phase 400 volts. All NRS consumers with load above 20 kW shall get their contract demand sanctioned. For load/contract demand exceeding 100 kW/kVA, the supply shall be given at 11 kV or higher voltage as specified in the Supply Code 2014, depending on quantum of contract demand and availability of bus voltage and transformer winding capacity at the feeding sub-station.

**SV.3 Tariff**

	Description	Energy Rate (Rs.)	FC (Rs.)
<b>SV.3.1</b>	<b>Loads upto 7 kW</b>		
	i) Upto 100 kWh	6.86/kWh	40/kW
	ii) Above 100 & upto 500 kWh	7.12/kWh	
	iii) Above 500 kWh	7.24/kWh	
<b>SV.3.2</b>	<b>Loads exceeding 7 kW &amp; upto 20 kW</b>		
	i) Upto 100 kWh	6.86/kWh	50/kW
	ii) Above 100 & upto 500 kWh	7.12/kWh	
	iii) Above 500 kWh	7.24/kWh	
<b>SV.3.3</b>	<b>Loads/demand exceeding 20 kW &amp; upto 50 kW/kVA</b>		
	kW/kWh Tariff	7.24/kWh	80/kW
	kVA/kVAh Tariff	6.27/kVAh	110/kVA
<b>SV.3.4</b>	<b>Loads/demand exceeding 50 kW/kVA &amp; upto 100 kVA (All Units)</b>	6.27/kVAh	110/kVA
<b>SV.3.5</b>	<b>Demand exceeding 100 kVA (All Units)</b>	6.48/kVAh	110/kVA
<b>SV.3.6</b>	<b>EV Charging Stations</b>	5.00/kVAh	NA

**Note:**

- i) Fuel Cost Adjustment (FCA) charges for the relevant period shall be applicable in addition to the energy charges, in accordance with condition 8 of General Conditions of Tariff.
- ii) ToD tariffs to NRS consumers with sanctioned Contract Demand exceeding 100 kVA shall be applicable as per the Tariff Order for the year, in

accordance with condition 15 of General Conditions of Tariff.

- iii) The energy charges shall be increased by 25% for private hospitals & MRI/CT Scan centres getting continuous supply through independent feeders under this Schedule.
- iv) Consumers running Marriage Palaces shall pay Fixed Charges on 25% of Sanctioned Load/Contract Demand. In case, the consumer exceeds its Sanctioned Load/Contract Demand during a billing cycle/month, he shall also be liable to pay applicable load/demand surcharge.

**SV.3.7 Voltage Surcharge/Rebate**

The voltage surcharge/rebate shall be applicable as per condition 13 of General Conditions of Tariff.

**SV.4 Load/ Demand Surcharge**

Load/demand surcharge shall be applicable as per Condition 23 of General Conditions of Tariff.

**SVI SCHEDULE OF TARIFF FOR DOMESTIC SUPPLY (DS)**

**SVI.1 Availability**

This tariff shall apply to the following:

**SVI.1.1** Supply to a residential premise for lights, fans, single/three phase domestic pumping set/toka machine not exceeding 2 BHP and other house hold appliances. Where a room or a part of residential house is being utilized by a person for imparting education/tuition work or for cookery classes/beauty parlour/tailoring work etc., supply for such purposes shall also be covered under this schedule.

Where a portion of the residential premises is used regularly for the conduct of business, the supply in that portion shall be separately metered under separate connection and billed under Schedule NRS.

**SVI.1.2** Supply to Govt. sports institutions/facilities, including gymnasiums, Govt./Govt. aided educational institutions viz. schools, colleges, universities, I.T.Is, including hostels and residential quarters attached to these educational institutions.

Supply to hostels and/or residential quarters attached with the private educational institutions where separately metered shall also be covered in this schedule. Hostels will be considered as one unit and billed without compounding.

**SVI.1.3** Supply to all places of worship provided that concerned authorized officer of the distribution licensee certifies the genuineness of place being used for worship by general public.

**SVI.1.4** Supply to Sainik Rest Houses of Rajya Sainik Board.

**SVI.1.5** Supply to Govt. hospitals, primary health centres, civil dispensaries and hospitals run by charitable institutions covered under section 80(G) of the Income Tax Act.

**SVI.1.6** Release of more than one connection in the premises of Domestic Supply consumer shall be admissible subject to the following conditions:-

**SVI.1.6.1** In case where family members/occupants living in a house have separate cooking arrangements.

**SVI.1.6.2** In case a tenant wants a separate connection, he shall furnish consent of the landlord in the form of affidavit duly attested by Notary Public that the landlord shall clear all the liabilities in case the tenant leaves the premises without paying licensee's dues.

**SVI.2 Character of Service**

Alternating Current, 50 cycles/second, Single Phase 230 volts or Three Phase

400 volts as specified in Supply Code 2014. All DS consumers with load above 50 kW shall get their contract demand sanctioned. For load/ contract demand exceeding 100 kW/kVA, the supply shall be given at 11 kV or higher voltage as specified in the Supply Code 2014, depending on quantum of contract demand and availability of bus voltage and transformer winding capacity at the feeding sub-station.

**SVI.3 Tariff**

	Description	Energy Charge (Rs.)	Fixed Charge (Rs.)
<b>SVI.3.1</b>	<b>Loads upto 2kW</b>		
	i. Upto 100 kWh	4.91/kWh	25/kW
	ii. Above 100 kWh & upto 300 kWh	6.51/kWh	
	iii. Above 300 kWh & upto 500 kWh	7.12/kWh	
	iv. Above 500 kWh	7.33/kWh	
<b>SVI.3.2</b>	<b>Loads exceeding 2 kW &amp; upto 7 kW</b>		
	i. Upto 100 kWh	4.91/kWh	35/kW
	ii. Above 100 kWh & upto 300 kWh	6.51/kWh	
	iii. Above 300 kWh & upto 500 kWh	7.12/kWh	
	iv. Above 500 kWh	7.33/kWh	
<b>SVI.3.3</b>	<b>Loads exceeding 7 kW &amp; upto 50 kW</b>		
	i. Upto 100 kWh	4.91/kWh	40/kW
	ii. Above 100 kWh & upto 300 kWh	6.51/kWh	
	iii. Above 300 kWh & upto 500 kWh	7.12/kWh	
	iv. Above 500 kWh	7.33/kWh	
<b>SVI.3.4</b>	<b>Loads/demand exceeding 50 kW/kVA &amp; upto 100 kVA (All units)</b>	6.23/kVAh	70/kVA
<b>SVI.3.5</b>	<b>Demand above 100 kVA (All units)</b>	6.44/kVAh	70/kVA

**Golden Temple and Durgiana Mandir, Sri Amritsar Sahib**

	Description	Energy Charge (Rs.)	Fixed Charge (Rs.)
<b>SVI.3.6</b>	First 2000 kWh	Free	NA
	Beyond 2000 kWh	5.94/kWh	

**Note:** Fuel Cost Adjustment (FCA) charges for the relevant period shall be applicable in addition to the energy charges in accordance with condition 8 of General Conditions of Tariff.

**SVI.3.7 Voltage Surcharge/Rebate**

Voltage surcharge/rebate shall be applicable as per condition 13 of General Conditions of Tariff.

**SVI.4 Load/ Demand Surcharge**

Load/demand surcharge shall be applicable as per Condition 23 of General

Conditions of Tariff.

**SVI.5 Single Point Supply to Co-operative Group Housing Societies/ Employers etc.**

Supply to such consumers shall be governed by the provisions as contained in PSERC (Single Point Supply to Co-operative Group Housing Societies/ Employers) Regulations, 2008, as amended from time to time, i.e. total consumption of electricity recorded at single point connection of a Co-operative Housing Society/employer's colony will be billed at a rate equal to the highest slab rate of Schedule of Tariff for Domestic Supply (DS) and a rebate of 12% (Twelve percent) will be admissible in addition to any other rebate on electricity charges, comprising of fixed and energy charges as may be approved by the Commission. The Fixed Charges on the basis of Contract Demand of the consumer shall be applicable as specified in the Tariff Order for the year.

**SVII SCHEDULE OF TARIFF FOR BULK SUPPLY (BS)**

**SVII.1 Availability**

This tariff shall apply to the following:

**SVII.1.1** General or mixed loads exceeding 10 kW to MES, Defence Establishments, Railways, Central PWD institutions, Irrigation Head works, Jails, Police/Para Military Establishments/Colonies and Govt. Hospitals/ Medical Colleges/Govt. Educational Institutions having mixed load subject to a minimum of 25% domestic load and motive/Industrial load not exceeding 50%, where further distribution will be undertaken by the consumer.

**SVII.1.2** General or mixed loads exceeding 10 kW to all private educational institutes/ universities/ colleges/ hospitals etc. having mixed load subject to a minimum of 25% domestic load and motive/Industrial load not exceeding 50%, for their own use and to run the affairs connected with the functions of such educational institutes/ universities/ colleges/ hospitals etc. provided the entire LD system has been laid at the cost of the consumer.

**SVII.1.3** However, institutions/Installations having DS load less than 25% will be covered under relevant NRS Schedule of Tariff. Where motive/Industrial load of any installation exceeds 50% of the total load, such an installation will be charged applicable industrial tariff.

**SVII.2 Character of Service**

Alternating Current, 50 cycles/second, Three Phase 400 volts or 11 kV or higher voltage as specified in the Supply Code 2014, depending on quantum of contract demand and availability of bus voltage and transformer winding capacity at the feeding sub-station. All BS consumers shall get their Contract Demand sanctioned irrespective of their connected load. Contract Demand above 100 kVA shall be released on HT/EHT as specified in Supply Code 2014.

**SVII.3 Tariff**

	Description	Energy Charge (Rs./kVAh)	Fixed Charge (Rs./kVA)
<b>SVII.3.1</b>	HT	5.97	205
<b>SVII.3.2</b>	LT	6.38	165

**Note:**

- i) Fuel Cost Adjustment (FCA) charges for the relevant period shall be applicable in addition to the energy charges in accordance with condition 8 of General Conditions of Tariff.
- ii) The energy charges shall be increased by 25% in case of existing private hospitals & MRI/CT Scan centres getting continuous supply through



independent feeders under BS Schedule. All Govt. hospitals and hospitals run by charitable institutions covered under Section 80-G of Income Tax Act, 1961 shall be exempted from levy of 25% extra energy charges.

iii) ToD tariffs to BS consumers with sanctioned Contract Demand exceeding 100 kVA shall be applicable as per the Tariff Order for the year, in accordance with condition 15 of General Conditions of Tariff.

**SVII.3.3 Voltage Surcharge/Rebate**

Voltage Surcharge/rebate shall be applicable as per condition 13 of General Conditions of Tariff.

**SVII.4 Load /Demand Surcharge**

Load/demand surcharge shall be applicable as per Condition 23 of General Conditions of Tariff.

**SVIII SCHEDULE OF TARIFF FOR PUBLIC LIGHTING SUPPLY**

**SVIII.1 Availability**

Available for Street Lighting system including signalling system and road & park lighting undertaken by the local bodies like Municipal Corporations, Municipal Committees, Nagar Councils, Panchayats, Institutions etc.

**SVIII.2 Character of Service**

Alternating Current, 50 cycles/second, Single Phase 230 volts or Three Phase 400 volts as specified in the Supply Code 2014.

**SVIII.3 Tariff**

Energy Charges (Rs./kWh)	Fixed Charges (Rs./kW)
7.35	90

**Note:** Fuel Cost Adjustment (FCA) charges for the relevant period shall be applicable in addition to the energy charges, in accordance with condition 8 of General Conditions of Tariff.

**SVIII.4 Rates of Line Maintenance and Lamp Renewal Charges**

**SVIII.4.1 Category-A**

Where the initial installation of complete street light fittings & lamps and their subsequent replacement shall be carried out at the licensee's cost, the line maintenance and lamp renewal charges shall be as under:

**SVIII.4.1.1 Ordinary/CFL/LED lamps**

(i)	Lamps up to 150 watts	Rs.16/-per lamp per month
(ii)	Lamps above 150 watts	Special quotation

**SVIII.4.1.2 Mercury/ Sodium Vapour lamps**

(i)	Lamps of 80 watts	Rs.49/- per lamp per month
(ii)	Lamps of 125 watts	Rs.53/- per lamp per month
(iii)	Lamps of 250 watts	Rs.90/- per lamp per month
(iv)	Lamps of 400 watts	Rs.101/-per lamp per month

**SVIII.4.1.3 Fluorescent tubes**

(i)	Single 2 ft 20 watts	Rs.26/- per point per month
(ii)	Single 4 ft 40 watts	Rs.43/- per point per month
(iii)	Double 2 ft 20 watts	Rs.43/- per point per month
(iv)	Double 4 ft 40 watts	Rs.68/-per point per month

**SVIII.4.2 Category-B**

Where the initial installation and subsequent replacement of complete street light fittings shall be done at the cost of the licensee and initial installation & subsequent replacement of lamps shall be done at the cost of Street Lighting consumers i.e. lamps to be supplied by the consumer, the line maintenance and lamp renewal charges shall be as under:

**SVIII. 4.2.1 Ordinary/CFL/LED lamps**

(i)	Lamps up to 150 watts	Rs.14/- per lamp per month
(ii)	Lamps above 150 watts	Special quotation and special lamps

**SVIII. 4.2.2 Mercury/Sodium Vapour lamps**

(i)	Lamps of 80 watts	Rs.29/- per lamp per month
(ii)	Lamps of 125 watts	Rs.36/- per lamp per month
(iii)	Lamps of 250 watts	Rs.63/- per lamp per month
(iv)	Lamps of 400 watts	Rs.68/-per lamp per month

**SVIII 4.2.3 Fluorescent tubes**

(i)	Single 2 ft 20 watts	Rs.23/- per point per month
(ii)	Single 4 ft 40 watts	Rs.40/- per point per month
(iii)	Double 2 ft 20 watts	Rs.39/- per point per month
(iv)	Double 4 ft 40 watts	Rs.61/-per point per month

**SVIII.4.3 Category-C**

Where the initial installation of complete street light fittings and lamps as well as their subsequent replacement shall be done at the cost of Street Lighting consumer i.e. fittings and lamps to be supplied by the consumer, the line maintenance and lamp renewal charges shall be as under:

**SVIII.4.3.1 Ordinary/CFL/LED lamps**

(i)	Lamps up to 150 watts	Rs.11/- per lamp per month
(ii)	Lamps above 150 watts	Special quotation and special lamps

**SVIII.4.3.2 Mercury/Sodium Vapour lamps**

(i)	Lamps of 80, 125, 250 and 400 watts	Rs.13/- per lamp per month
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**SVIII.4.3.3 Fluorescent tubes**

(i)	Single 2 ft 20 watts	Rs. 13/- per point per month
(ii)	Single 4 ft 40 watts	Rs. 13/- per point per month
(iii)	Double 2 ft 20 watts	Rs. 13/- per point per month
(iv)	Double 4 ft 40 watts	Rs. 13/-per point per month

**Note:** Where the work of lamp renewal/replacement is being carried out by the local bodies, the charges pertaining to line maintenance and lamp renewal/replacement shall be shared by licensee and the Municipal Corporation/Committee/Council/Panchayat in the ratio of 50:50.

**SVIII.4.4 Category-D**

Where the initial installation of complete street light fittings and lamps as well as subsequent replacement of fittings shall be carried out at the cost of Street Lighting consumer but the replacement of fluorescent tubes shall be done at the cost of the licensee i.e. fluorescent tubes to be supplied by the licensee, the line maintenance and fluorescent tube replacement charges shall be as under:

(i)	Single 2 ft 20 watts	Rs.16/- per point per month
(ii)	Single 4 ft 40 watts	Rs.16/- per point per month
(iii)	Double 2 ft 20 watts	Rs.18/- per point per month
(iv)	Double 4 ft 40 watts	Rs.21/-per point per month

**SVIII.5 Rebate to Village Panchayats**

For Street Lighting supply to Village Panchayats, a rebate of twenty five percent over the standard tariff (i.e. energy charges and line maintenance and lamp renewal charges under all categories) shall be admissible.

**SIX SCHEDULE OF TARIFF FOR RAILWAY TRACTION (RT)**

**SIX.1 Availability**

Available to the Railways for traction load.

**SIX.2 Character of Service**

Alternating Current, 50 cycles/second, Single/Two/Three Phase 132 kV/220 kV as specified in the Supply Code 2014, depending upon the availability of bus voltage and transformer winding capacity at the feeding sub-station wherever possible at the discretion of the distribution licensee.

**SIX.3 Tariff**

Energy Charges (Rs./kVAh)	Fixed Charges (Rs./kVA)
6.79	210

**Note:** Fuel Cost Adjustment (FCA) charges for the relevant period shall be applicable in addition to the energy charges, in accordance with condition 8 of General Conditions of Tariff.

**SIII.3.1 Voltage Surcharge/Rebate**

Voltage surcharge/rebate shall be applicable as per condition 13 of General Conditions of Tariff.

**SIX.4 Contract Demand and Demand Surcharge**

The railways shall intimate the contract demand for sanction and the same shall

be taken as connected load. Demand surcharge shall be applicable as per Condition 23 of General Conditions of Tariff.

**SIX.5 Single Point Delivery**

The above tariff is based on the supply being given through a single delivery & metering point and at a single voltage. Supply at any other point or at other voltage shall be separately metered and billed.

**SX. SCHEDULE OF TARIFF FOR TEMPORARY METERED SUPPLY (TM)**

**Availability**

Temporary supply shall be permitted to an applicant as per Supply Code 2014 for a period as per applicant's request, but not exceeding two years in the first instance. However, the distribution licensee may extend such supply on an application by the consumer.

Fixed Charges for Temporary Supply shall be levied @  $12 \times 2A/365$  per day, where 'A' is the Monthly Fixed Charge applicable to the corresponding permanent supply consumer category. Provided that fixed charges so computed shall not exceed the fixed charges applicable on monthly basis.

**SX.1 Tariff for Domestic and Non-Residential Supply**

**SX.1.1 Availability**

Temporary supply shall be permitted on an application to domestic and non-residential supply applicants (excluding touring cinemas).

**SX.1.2 Character of Service**

Alternating Current, 50 cycles/second, Single Phase 230 volts or Three Phase 400 volts or 11 kV or higher voltage as specified in the Supply Code 2014.

**SX.1.3 Tariff**

	Description	Energy Charge (Rs.)	Fixed Charges (Rs.)
SX.1.3.1	Domestic Supply	1.3 times the charges (highest slab rate) specified under the relevant schedule for permanent supply corresponding to the Connected Load/Demand	
SX.1.3.2	Non Residential Supply		

**Note:** Fuel Cost Adjustment (FCA) charges for the relevant period shall be applicable in addition to the energy charges, in accordance with condition 8 of General Conditions of Tariff.

**SX.1.3.3 Voltage surcharge/rebate**

The voltage surcharge/rebate shall be applicable as per Condition 13 of General Conditions of Tariff.

**SX.1.4 Load/ Demand Surcharge**

In case a temporary supply consumer covered under this schedule exceeds his sanctioned load/contract demand at his premises, the consumer shall be levied load/demand surcharge at the same rate as applicable under relevant schedule for permanent supply.

**SX.2 Tariff for Temporary Small, Medium and Large Power Industrial Supply**

**SX.2.1 Availability**

Temporary supply shall be permitted to all industrial consumers for loads including pumps for dewatering in case of floods on an application as per applicant's request.

**SX.2.2 Character of Service**

Alternating Current, 50 cycles/second, Single Phase 230 volts or Three Phase 400 volts or 11 kV or higher voltage as specified in the Supply Code 2014.

**SX.2.3 Tariff**

	Description	Energy Charge (Rs.)	Fixed Charges (Rs.)
SX.2.3.1	SP	1.3 times the charges specified under the relevant schedule for permanent industrial supply corresponding to the Connected Load/Demand	
SX.2.3.2	MS		
SX.2.3.3	LS		

**Note:** Fuel Cost Adjustment (FCA) charges for the relevant period shall be applicable in addition to the energy charges, in accordance with clause 8 of General Conditions of Tariff.

**SX.2.3.4 Voltage Surcharge/Rebate**

The voltage surcharge/rebate shall be applicable as per condition 13 of General Conditions of Tariff.

**SX.2.4 Factory Lighting**

**SX.2.4.1** In case of temporary supply to Large Supply, Medium Supply & Small Power Industrial consumers, the bonafide factory lighting and motive/ Industrial power consumption shall be measured through one and the same meter and charged at the relevant tariff as per para SX.2.3 of this Schedule.

**SX.2.5 Load/Demand Surcharge**

In case a temporary supply consumer covered under this schedule exceeds his sanctioned load/contract demand at his premises, the consumer shall be levied load/demand surcharge at double the rates as applicable under relevant schedule for permanent supply.

**SX.3 Tariff for Wheat Threshers**

**SX.3.1 Availability**

Available for threshing of wheat for the period between 1<sup>st</sup> April to 30<sup>th</sup> June.

**SX.3.2 Character of Service**

Alternating Current, 50 cycles/second, Three Phase 400 volts or 11 kV or higher voltage as specified in the Supply Code 2014.

**SX.3.3 Tariff**

	Description	Energy Charge (Rs.)	Fixed Charges (Rs.)
SX. 3.3.1	SP	1.3 times the charges specified under the relevant schedule for permanent industrial supply corresponding to the Connected Load/Demand	
SX. 3.3.2	MS		
SX. 3.3.3	LS		

**Note:** Fuel Cost Adjustment (FCA) charges for the relevant period shall be applicable in addition to the energy charges, in accordance with condition 8 of General Conditions of Tariff.

**SX.3.3.4 Voltage surcharge/rebate**

The voltage surcharge/rebate shall be applicable as per condition 13 of General Conditions of Tariff.

**SX.3.4 Load/Demand Surcharge**

In case a temporary supply consumer covered under this schedule exceeds his

sanctioned load/contract demand at his premises, the consumer shall be levied load/demand surcharge at double the rates as applicable under relevant schedule for permanent industrial supply.

**SX.4 Tariff for Fairs, Exhibitions, Melas and Congregations**

**SX.4.1 Availability**

Available for temporary loads of Fairs, Exhibitions, Melas and Congregations.

**SX.4.2 Character of Service**

Alternating Current, 50 cycles/second, Three Phase 400 volts or 11 kV or higher voltage as specified in the Supply Code 2014.

**SX.4.3 Tariff**

	Description	Energy Charge (Rs.)	Fixed Charges (Rs.)
<b>SX. 4.3.1</b>	HT	1.3 times the charges specified under the relevant schedule for bulk supply corresponding to the Connected Load/Demand	
<b>SX. 4.3.2</b>	LT		

**SX.4.3.3 Voltage Surcharge/Rebate**

The voltage surcharge/rebate shall be applicable as per condition 13 of General Conditions of Tariff.

**SX.4.4 Load/Demand Surcharge**

In case a temporary supply consumer covered under this schedule exceeds his sanctioned load/contract demand at his premises, the consumer shall be levied load/demand surcharge at the same rate as applicable under the relevant schedule for bulk supply.

**SX.5 Tariff for Touring Cinemas**

**SX.5.1 Availability**

**SX.5.1.1** Available to all touring cinemas, theatres, circuses etc. However, supply shall be given separately for general loads (Lights/fans and motive loads).

**SX.5.1.2** The connection shall be sanctioned in the first instance for the entire period of validity of license or for the period requisitioned for, whichever is less.

**SX.5.2 Character of Service**

Alternating Current, 50 cycles/second, Single Phase 230 volts or Three Phase 400 volts or 11 kV or higher voltage as specified in the Supply Code 2014.

**SX.5.3 Tariff**

	Description	Energy Charge (Rs.)	Fixed Charges (Rs.)
<b>SX.5.3.1</b>	Lights and fans	1.3 times the charges (highest slab rate) specified under the relevant schedule for permanent NRS supply corresponding to the Connected Load/Demand	
<b>SX.5.3.2</b>	Motive load	1.3 times the charges specified under the relevant schedule for permanent Industrial supply corresponding to the Connected Load/Demand	

**SX.5.3.3 Voltage surcharge/rebate**

The voltage surcharge/rebate shall be applicable as per clause 13 of General Conditions of Tariff.

**SX.5.4 Load/ Demand Surcharge**

In case a temporary supply consumer covered under this schedule exceeds his sanctioned load/contract demand at his premises, the consumer shall be levied load/demand surcharge at the same rate as applicable under relevant schedule for permanent industrial supply.

**SXI SCHEDULE OF TARIFF FOR AP HIGH TECHNOLOGY/HIGH DENSITY FARMING SUPPLY**

**SXI.1 Availability**

Available for High Technology green house farming and High Density AP farming. The AP (High Technology) Supply shall be subject to fulfilling the conditions as mentioned at SXI.1.1, 1.2 & 1.3 whereas High Density AP Supply shall be subject to conditions mentioned at SXI.1.4

- SXI.1.1** Setting up a green house with a minimum area of 2000 sq. metres.
- SXI.1.2** Production of certificate from Director/Agriculture and/or Director/Horticulture or any other officer authorized by the Govt. of Punjab, to the effect that the farming being carried out by the consumer involves use of high technology requiring power supply to produce quality products such as vegetables/ fruits/seeds/flowers etc., to meet the standards of domestic/International markets.
- SXI.1.3** A distribution licensee shall take necessary steps to annually verify that all consumers continue to fulfil the obligations as above for coverage under this category. In the event of a consumer ceasing to fulfil these obligations, connection released shall be disconnected after giving at least 15 days notice.
- SXI.1.4** The farmers opting for High Density Farming supply shall furnish a certificate from Director/Agriculture and/or Director/Horticulture department to the effect that farming being carried out by the applicant is covered under High Density farming as per the State Government policy.

**SXI.2 Character of Service**

Alternating Current, 50 cycles/second, Three phase 400 volts for loads not exceeding 100 kW and 11 kV or higher voltage supply for loads above 100 kW as specified in the Supply Code 2014.

**SXI.3 Tariff**

Energy Charge (Rs.)	Fixed Charges (Rs.)
5.16/kWh	Not Applicable

**Note:** Fuel Cost Adjustment (FCA) charges for the relevant period shall be applicable in addition to the energy charges, in accordance with condition 8 of General Conditions of Tariff.

**SXI.3.1 Voltage Surcharge/Rebate**

Voltage Surcharge/rebate shall be applicable as per condition 13 of General Conditions of Tariff.

**SXI.4** The provisions of Regulation 9 of the Supply Code 2014 shall be applicable for the release of a connection under this category. Connections with a load of more than 100 kW shall be released at 11 kV. An independent feeder shall be provided at the consumer's expense if uninterrupted supply is required. Connection with a load not exceeding 100 kW may be released from AP feeder or category-1 or UPS feeder at the option of the consumer, subject to the technical feasibility to release such connection. However, the consumers opting for supply from agriculture feeders shall be entitled to limited hours of supply as per power supply schedule applicable to AP consumers. Only metered supply

shall be admissible under this category.

**SXI.5 Load Surcharge**

Load surcharge shall be applicable as per Condition 23 of General Conditions of Tariff.

**SXI.6 Power Factor Surcharge/Incentive**

Consumers shall be required to maintain a monthly average power factor of 0.90. The monthly average power factor shall mean the ratio of total kWh to total kVAh supplied during the month. The ratio shall be rounded up to two decimal points.

**SXI.6.1 Low Power Factor Surcharge**

If the monthly average power factor falls below 0.90, the consumer shall pay on the energy charges a surcharge of 1% for each 0.01 decrease in the monthly average power factor below 0.90. The surcharge shall be 2% for each 0.01 decrease of monthly average power factor below 0.80.

**SXI.6.2 Power Factor Incentive**

If the monthly average power factor exceeds 0.90, incentive @ 0.25%, for each increase of 0.01 above 0.90 shall be allowed on the energy charges.

**SXI.6.3** For power factor surcharge & incentive, the energy charges shall also include the surcharge or rebate as applicable under para SXI.3.1 of this schedule.

**SXII. SCHEDULE OF TARIFF FOR SUPPLY OF ELECTRICITY TO COMPOST PLANTS/SOLID WASTE MANAGEMENT PLANTS FOR MUNICIPALITIES/ URBAN LOCAL BODIES**

**SXII.1 Availability**

Available for Industrial/motive loads of compost plants/solid waste management plants including pumps etc., for Municipalities/Urban Local Bodies. The connections shall be released under this category as per terms and conditions applicable to industrial consumers.

**SXII.2 Character of Service**

Alternating Current, 50 cycles/second, Three Phase 400 volts or 11 kV or higher voltage as per Supply Code 2014 depending on quantum of demand.

**SXII.3 Tariff**

Energy Charge (Rs.)	Fixed Charges (Rs.)
4.75/kVAh	23/kVA

**Note:** Fuel Cost Adjustment (FCA) charges for the relevant period shall be applicable in addition to the energy charges, in accordance with condition 8 of General Conditions of Tariff.

**SXII.3.1 Voltage Surcharge/Rebate**

Voltage Surcharge/rebate shall be applicable as per condition 13 of General Conditions of Tariff.

**SXII.4 Load/Demand Surcharge**

Load/demand surcharge shall be applicable as per Condition 23 of General Conditions of Tariff.

**SXIII. SCHEDULE OF TARIFF FOR START UP POWER**

**SXIII.1 Availability**

Available to Generators/CPPs, who seek supply for start up power for pre-commissioning or planned/forced outages.



This power shall also be available to generators/CPPs connected to CTU grid with proper accounting.

**SXIII.2 Character of service**

Alternating Current, 50 cycles/second, Three Phase 11kV or higher voltage.

**SXIII.3 Tariff**

Energy Charge (Rs.)	Fixed Charges (Rs.)
6.68/kVAh	Not Applicable

**SXIII.4. Demand Surcharge**

The Demand Surcharge for exceeding the Contract Demand shall be as applicable to Large Supply Industrial Consumers (General).

**SXIII.5. Terms and Conditions**

**SXIII.5.1** The Contract Demand for supply for start up power shall not exceed 15 % of the rated capacity of the unit with highest rating in the power plant.

**SXIII.5.2** The generator shall execute an agreement with the distribution licensee for meeting the requirement for start up power incorporating above terms and conditions.

**SXIII.5.3** Start up Power to CPPs shall be governed by terms and conditions as specified in PSERC (Harnessing of Captive Power Generation) Regulations, 2009, as amended from time to time.

**SXIV. SCHEDULE OF TARIFF FOR CHARITABLE HOSPITALS SET-UP UNDER PERSONS WITH DISABILITY (EQUAL OPPORTUNITIES, PROTECTION OF RIGHTS AND FULL PARTICIPATION), ACT 1995.**

**SXIV.1 Availability**

Available to Charitable Hospitals set-up under Persons with Disability (Equal Opportunities, Protection of Rights and Full Participation), Act 1995.

**SXIV.2 Character of Services**

Alternating Current, 50 cycles/second, Three Phase 400 volts or 11 kV or higher voltage as per Supply Code 2014 depending on quantum of load/demand.

**SXIV.3 Tariff**

	Load/Demand	Energy Charge (Rs.)	Fixed Charges (Rs.)
<b>SXIV.3.1</b>	Loads not exceeding 20 kW	4.91/ kWh	25/kW
<b>SXIV.3.2</b>	Loads/demand exceeding 20 kW/kVA	4.52/kVAh	23/kVA.

**Note:** Fuel Cost Adjustment (FCA) charges for the relevant period shall be applicable in addition to the energy charges, in accordance with condition 8 of General Conditions of Tariff.

**SIII.3.3 Voltage Surcharge/Rebate**

Voltage surcharge/rebate shall be applicable as per Condition 13 of General Conditions of Tariff.

**SXIV.4 Load/ Demand Surcharge**

Load/demand surcharge shall be applicable as per Condition 23 of General Conditions of Tariff.

**ANNEXURE-C**

**Tariff for FY 2018-19 applicable from 01.04.2018 to 31.03.2019**

Sr. No.	Category		Existing Tariff for FY 2017-18		Revised Tariff for FY 2018-19		
			*Fixed Charges per Month (Rs.)	Energy Charges (Rs.)	*Fixed Charges per Month (Rs.)	Energy Charges (Rs.)	
<b>A</b>	<b>PERMANENT SUPPLY</b>						
1.	Domestic Supply	Upto 2 kW	Up to 100 kWh	20/kW	4.81/kWh	25/kW	4.91/kWh
			Above 100 kWh & upto 300 kWh		6.38/kWh		6.51/kWh
			Above 300 kWh & upto 500 kWh		6.98/kWh		7.12/kWh
			Above 500 kWh		7.19/kWh		7.33/kWh
		Above 2 kW & upto 7 kW	Up to 100 kWh	25/kW	4.81/kWh	35/kW	4.91/kWh
			Above 100 kWh & upto 300 kWh		6.38/kWh		6.51/kWh
			Above 300 kWh & upto 500 kWh		6.98/kWh		7.12/kWh
			Above 500 kWh		7.19/kWh		7.33/kWh
		Above 7 kW & upto 50 kW	Up to 100 kWh	30/kW	4.81/kWh	40/kW	4.91/kWh
			Above 100 kWh & upto 300 kWh		6.38/kWh		6.51/kWh
			Above 300 kWh & upto 500 kWh		6.98/kWh		7.12/kWh
			Above 500 kWh		7.19/kWh		7.33/kWh
		Above 50 kVA & upto 100 kVA	All Units	60/kVA	6.11/kVAh	70/kVA	6.23/kVAh
		Above 100 kVA	All Units	60/kVA	6.31/kVAh	70/kVA	6.44/kVAh
2.	Non-Residential Supply	Upto 7 kW	Up to 100 kWh	50/kW	6.84/kWh	40/kW	6.86/kWh
			Above 100 kWh & upto 500 kWh		7.09/kWh		7.12/kWh
			Above 500 kWh		7.21/kWh		7.24/kWh
		Above 7 kW & upto 20 kW	Up to 100 kWh	70/kW	6.84/kWh	50/kW	6.86/kWh
			Above 100 kWh & upto 500 kWh		7.09/kWh		7.12/kWh
			Above 500 kWh		7.21/kWh		7.24/kWh
		Above 20 kW & upto 50 kW (kW/kWh tariff)	Up to 100 kWh	70/kW	6.84/kWh	80/kW	7.24/kWh
			Above 100 kWh & upto 500 kWh		7.09/kWh		
			Above 500 kWh		7.21/kWh		
		Above 20 kVA & upto 50 kVA (kVA/kVAh tariff)**	Up to 100 kWh	70/kW	6.84/kWh	110/kVA	6.27/kVAh
			Above 100 kWh & upto 500 kWh		7.09/kWh		
			Above 500 kWh		7.21/kWh		
		Above 50 kVA & upto 100 kVA	All Units	100/kVA	6.15/kVAh	110/kVA	6.27/kVAh
		Above 100 kVA	All Units	100/kVA	6.35kVAh	110/kVA	6.48/kVAh
EV Charging Stations	All Units			NA	5.00/kVAh		

3.	Small Power						
	kW/kWh tariff	Upto 20 kW	All Units	85/kW	5.48/kWh	90/kW	5.58/kWh
kVA/kVAh tariff**	Upto 20 kVA	All Units	75/kVA			5.29/kVAh	
4.	Medium Supply	Above 20 kVA & upto 100 kVA	All Units	100/kVA	5.60/kVAh	115/kVA	5.72/kVAh
5.	Large Supply						
	General Industry	Above 100 kVA & upto 1000 kVA	All Units	140/kVA	5.70/kVAh	150/kVA	5.81/kVAh
		Above 1000 KVA & upto 2500 kVA	All Units	195/kVA	5.74/kVAh	205/kVA	5.85/kVAh
		Above 2500 KVA	All Units	230/kVA	5.78/kVAh	240/kVA	5.90/kVAh
	PIU / ARC Furnace	Above 100 kVA & upto 1000 kVA	All Units	160/kVA	5.74/kVAh	155/kVA	5.85/kVAh
		Above 1000 KVA & upto 2500 kVA	All Units	295/kVA	5.98/kVAh	250/kVA	6.10/kVAh
Above 2500 kVA		All Units	295/kVA	5.98/kVAh	280/kVA	6.11/kVAh	
6.	Bulk Supply	LT	All Units	155/kVA	6.25/kVAh	165/kVA	6.38/kVAh
		HT	All Units	195/kVA	5.85/kVAh	205/kVA	5.97/kVAh
7.	Railway Traction		All Units	200/kVA	6.66/kVAh	210/kVA	6.79/kVAh
8.	Public Lighting		All Units	80/kW	7.21/kWh	90/kW	7.35/kWh
9.	Agricultural Pumpset (AP)		All Units	5.06/kWh or 403/BHP/month		5.16/kWh or 411/BHP/ month	
				Nil with GoP subsidy		Nil with GoP subsidy	
10.	AP High Technology/ High Density Farming		All Units	NA	5.06/kWh	NA	5.16/kWh
11.	Compost / Solid Waste Management Plants for Municipalities/ Urban Local Bodies		All Units	18/kVA	5.06/kWh	23/kVA	4.75/kVAh
12.	Charitable Hospitals set-up under PwD Act	Up to 20 kW	All Units	20/kW	4.81/kWh	25/kW	4.91/kWh
		Above 20 kW	All Units	18/kVA	4.43/kVAh	23/kVA	4.52/kVAh
13.	Start-up Power for Generators/CPPs		All Units	NA	6.55/kVAh	NA	6.68/kVAh
<b>B</b>	<b>SEASONAL INDUSTRY (as per Condition 18 of General Conditions of Tariff):</b>						
a)	During Season						
	Small Power		All Units	170 per kW	Same as applicable to corresponding General Industry	180 per kW/ 150 per kVA	Same as applicable to corresponding General Industry
	Medium Supply		All Units	200/kVA		230/kVA	
	Large Supply		All Units	280/kVA		300/kVA	
b)	During Off Season						
	Small Power		All Units	Nil		Nil	
	Medium Supply		All Units				
	Large Supply		All Units				

<b>C ICE FACTORIES &amp; CANDIES AND COLD STORAGES</b>						
a)	During April to July					
	Small Power	All Units	170/kW	Same as applicable to correspond -ding General Industry	180 per kW/ 150 per kVA	Same as applicable to correspond -ding General Industry
	Medium Supply	All Units	200/kVA		230/kVA	
	Large Supply	All Units	280/kVA		300/kVA	
b)	During August to March					
	Small Power	All Units	43/kW		45 per kW/ 38 per kVA	
	Medium Supply	All Units	50/kVA		58/kVA	
	Large Supply	All Units	70/kVA		75/kVA	
<b>D</b>	<b>Golden Temple &amp; Durgiana Mandir, Sri Amritsar Sahib</b>	First 2000 Units	NA	Free	NA	Free
		Above 2000 Units	NA	5.82/kWh	NA	5.94/kWh
<b>E TEMPORARY SUPPLY</b>						
	Domestic & NRS	All Units	1.5 times the charges (highest slab in case of slab rates) specified under the relevant schedule for permanent supply corresponding to the connected load /demand		1.3 times the charges (highest slab in case of slab rates) specified under the relevant schedule for permanent supply corresponding to the connected load /demand	
	Industrial (SP/MS/LS)	All Units				
	Wheat Threshers (SP/MS/LS)	All Units				
	Fairs, Exhibitions, Melas and congregations (BS)	All Units				
	Touring Cinemas, theatres, circuses etc i) Lights & Fans (NRS) ii) Motive Load(SP/MS/LS)	All Units				
<b>F For use of electricity exclusively during night hours</b>						
	Large Supply/Medium Supply				50% of FC specified under relevant category	4.28/kVAh

\* Fixed Charge (unless otherwise specified in Schedule of Tariff) shall be levied on 80% of the sanctioned load/demand or actual demand recorded, whichever is higher.

\*\* To be applicable w.e.f. 01.08.2018.

**Notes:**

- (i) The Schedules of Tariff with revised rates of tariff for various categories of consumers as approved by the Commission are as per Annexure III of the Tariff Order for FY 2018-19. These Schedules shall be read with the updated provisions of General Conditions of Tariff approved by the Commission as per Annexure II of this Tariff Order for FY 2018-19;
- (ii) Free power/subsidized tariff shall be applicable to various categories of consumers as per GoP letter no. 7/71/2017-ੳੲ2/1736 dated 18th April, 2018 (Annexure-IX of this Tariff Order for FY 2018-19).
- (iii) Cooperative Group Housing Societies/ Employers availing single point supply under PSERC (Single Point Supply to Co-operative Group Housing Societies/Employers) Regulations will be levied fixed charges as applicable to Domestic Supply consumers with load exceeding 100 kVA i.e. @Rs.70 per kVA. A rebate of 12% (Twelve percent) will be admissible on electricity charges, comprising of fixed and energy charges, in addition to other voltage rebates as may be applicable.

- (iv) Franchisee appointed by licensee for a particular area in its area of supply as per 7<sup>th</sup> provision to Section 14 of the Electricity Act read with Regulations 6.6.2 of the Supply Code 2014, shall be admissible for rebate on electricity charges comprising of fixed charges and energy charges as per the franchisee agreement between the parties. Voltage rebate as may be applicable shall be admissible in addition to the above rebate as approved by the Commission;
- (v) Rebate of 30 paise/kVAh to all consumers getting supply at 400/220/132 kV, 25 paise/kVAh to all consumers getting supply at 66/33 kV, 20 paise/kVAh to DS, NRS, MS consumers & Compost Plants/ Solid Waste Management Plants for Municipalities/ Urban Local Bodies getting supply at 11 kV and 20 paise/kWh to AP/AP High-Technology/High Density Farming consumers getting supply at 11 kV shall be continued.
- (vi) The Consumers having CPPs/Co-Gen Plants shall pay Fixed charges on 50% of the Sanctioned Contract Demand or Actual Demand recorded during the billing cycle/month, (restricted to the Sanctioned Contract Demand), whichever is higher. In case, consumer exceeds his Sanctioned Contract Demand during a billing cycle/month, he shall be liable to pay demand surcharge as specified in the respective Schedule of Tariff.
- (vii) NRS Consumers running Marriage Palaces shall pay Fixed Charges on 25% of Sanctioned Load/Contract Demand. In case, the consumer exceeds its Sanctioned Load/Contract Demand during a billing cycle/month, he shall also be liable to pay load/ /demand surcharge as specified in Schedule of Tariff.
- (viii) Henceforth, for Arc/PIU industries where the load is of mixed nature, i.e. in addition to Arc/ Power Intensive loads, General Industrial loads are also running, Fixed and Energy Charges shall be determined by computing the Maximum Demand and energy consumption for the billing month on pro-rata basis in proportion to such demands sanctioned by the distribution licensee and applicable tariff (Fixed Charge and Energy Charge) shall be as specified against the corresponding demand slab (without clubbing of Arc/Power Intensive and general load) under the relevant schedule of tariff.

In such cases, Power Intensive loads shall comprise of loads as mentioned in para SI.3.2, including auxiliary loads, loads of pollution control machinery, gas plants & corresponding lighting loads, and general industrial loads in such cases shall comprise loads of rolling mills and its allied loads, related workshop, general engineering machinery and corresponding lighting load, for the purpose of levy of Fixed Charges.

For example, in case a consumer having sanctioned load/demand of 1800 kVA for General load and 900 kVA for Power Intensive load, has maximum recorded Demand of 2400 kVA and energy consumption of 6 LU (kVAh) during a billing month, his billing shall be carried out separately for General and Arc/PIU loads as under:

Contract Demand (CD)	General load	Arc/PIU Load
	1800 kVA	900 kVA
Computation of Billing Demand on pro-rata basis corresponding to the recorded max demand of 2400 kVA	$2400 * (1800 / (1800 + 900))$ =1600 kVA or 80% of CD for general load, whichever is higher	$2400 * (900 / (1800 + 900))$ = 800 kVA or 80% of CD for Arc/PIU load, whichever is higher

Computation of energy consumption on pro-rata basis corresponding to the recorded consumption of 6 LU (kVAh)	$6 * (1800 / (1800 + 900))$ = 4 LU (kVAh)	$6 * (900 / (1800 + 900))$ = 2 LU (kVAh)
Applicable Tariff (Fixed Charges & Energy Charge)	As applicable to CD of 1800 kVA i.e. demand slab of 1001-2500 kVA under the Schedule of Tariff for General Industry	As applicable to CD of 900 kVA i.e. demand slab of 101-1000 kVA under the Schedule of Tariff for Arc / PIU Industry

**ANNEXURE-D**

**List of IT and IT enabled services as per GoP notification no. 17/7/2014-AS 1/1372 dated 09.11.2015 (CC No. 46/2018 dt. 18/07/18)**

**Information Technology enabled Services (ITeS)**

ITeS means inter-alia the following business process outsourcing services provided mainly with the assistance or use of information technology, namely:-

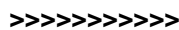
- back office operations;
- call centres or contact centre services;
- data processing and data mining;
- insurance claim processing;
- legal databases;
- creation and maintenance of medical transcription excluding medical advice;
- translation services;
- payroll;
- remote maintenance;
- revenue accounting;
- support centres;
- website services;
- data search integration and analysis;
- remote education excluding education content development; or
- clinical database management services excluding clinical trials

**IT Services (ITS)**

IT Services include software development and maintenance services.

**IT Unit**

IT Unit is a unit providing ITS or ITeS.



**(SECTION - V)**  
**METER READING, BILLING AND PAYMENT OF BILLS**

**81. METER READING:**

The meter readings shall be taken as per Reg-30.2 of the Supply Code-2014 (extract given below)

*"30.2.1 The meter of a consumer shall be read on one of three specified days in a billing period and such days shall be publicized in advance. In case meter is installed outside the consumer's premises and a display unit installed inside the premises, the readings of the consumer meter and not the display unit shall be taken into account for billing purposes.*

*30.2.2 In case meters are installed outside the consumer's premises in meter box or in the pillar box, it shall be duty of the meter reader to report any breakage of seal of meter box or lock of pillar box to the official in-charge of such meter box/pillar box. On receiving such report from the meter reader, it shall be the responsibility of the official incharge to inspect all the meters housed in such a meter box/pillar box to rule out any foul play or theft of energy by tampering etc. by any person. In case any theft of energy or any foul play is detected, further action as per Supply Code shall be initiated. After inspection, the meter box/pillar box shall be securely sealed/ locked by the official incharge."*

**30.2.3 Locked Premises**

*a) In the event of anticipated long absence, a consumer may deposit in advance an amount equivalent to Fixed Charges along with meter rentals and other applicable charges for the period of absence.*

*b) In case the meter reading cannot be taken on account of premises being found locked on two consecutive scheduled meter reading dates such a consumer shall be served with a notice to get the reading recorded by a representative of the distribution licensee within 15 days failing which the premises shall be disconnected temporarily. An official authorized by the distribution licensee shall personally verify the facts at site before effecting temporary disconnection of supply. In case of continued non compliance for one month after temporary disconnection, permanent disconnection shall be effected without any further notice. However, temporary disconnection of an essential service consumer may be effected after due notice and prior approval of the officer authorized by the distribution licensee if the premises are found locked on three consecutive scheduled meter reading dates.*

*c) During the period a premises remained locked without intimation to distribution licensee, the consumer shall be billed in the manner prescribed in Regulation 21.5.2. When the meter is ultimately read, the bill shall be corrected on the basis of actual consumption. Delayed payment surcharge shall be leviable as per the General Conditions of Tariff in case payment of bill is not made by the consumer within stipulated time.*

**81.1** Meter readings of various categories of consumers with loads upto 500 kW/kVA shall be taken by the following officials:-

**81.1.1 For loads upto 100 kW/kVA:**

- a) For loads upto 20 kW/ SP connections(except spot billing) : Meter reader
- b) For loads above 20kW/kVA and upto 100 kW/kVA : JE/JE-1 Incharge of feeder

**NOTE :** i) AE/AEE/Xen(DS) will depute one LM /AJE to assist the JE/JE-1 incharge of the feeder for taking readings.

**ii) In case the no. of connections exceeds 100 and is upto 300 Sr.Xen/ASE (DS) shall depute another AAE/JE-I to take readings. Where the no. of connections exceeds 300 AAE/JE (installation) shall also be deputed for taking readings.**

**iii) In case of LT categories of connections where MDI readings are**

**to be taken the authorized official shall reset the MDI after recording of readings.**

81.1.2 For all loads exceeding 100 kW/kVA and upto : AE/AEE/Xen(DS)  
500kVA

**NOTE: Where Automated Meter Reading (AMR) has been implemented, the readings are available in Meter Data Acquisition System (MDAS) SAP. In case any reading is not available in MDAS for a particular billing cycle, the same shall be taken manually by the designated officer/official.**

**81.2 Reading of meters of consumers having connected load exceeding 500 kW/kVA:**

81.2.1 The monthly reading will be recorded by Sr.XEN/ASE (DS) & AE/AEE/XEN (DS) concerned and entered in the passbook of the consumer and of the billing section. Before recording the reading and breaking of paper / Patented seals Sr.Xen/ASE (DS) shall verify intactness of these seals and certify genuineness of all other seals affixed on the meter and CTs/PTs before recording the reading and re-setting the MDI of the same. After recording the readings and resetting of MDI the MCB will be sealed by Sr.XEN/ASE (DS). The paper seal signed by the Sr.XEN/ASE (DS) and AE/AEE/XEN (DS) and the consumer's representative will be affixed on the MCB. This paper seal will have irregular figure drawn at site. Carbon copy of paper seal will be kept in the custody of Sr.Xen/ASE (DS). The entries of the whole exercise, sequence-wise shall be made by Sr.Xen/ASE (DS) in the pass books and signed by them. While recording the readings, one copy of the passbook will remain with the consumer and the other with the billing section.

The officers while recording readings shall study the consumption pattern of the consumer and in the event of any abnormal variation, the case shall be referred to SE (Enforcement/MMTS) for in-depth investigation.

**NOTE: HT/EHT categories of connections with load/ demand exceeding 500 kVA, where Automated Meter Reading (AMR) has been started, the readings are available in Meter Data Acquisition System (MDAS) SAP. Sr. Xen (DS) shall ensure the availability of meter reading of all the HT connections under their jurisdiction at the time of billing and keep a regular watch over the consumption pattern of HT consumers as available in MDAS/SAP.**

**81.2.2 Recording of Reading in heavy Division/Sub-Divisions:-**

Wherever no. of connections in the jurisdiction of an officer in respective category exceed 60 for recording monthly readings by AEE/Sr. XEN/ASE, the concerned SE/Dy.CE(DS), shall divide the no. of connections in two or more groups so that no group contains more than 60 consumers. The officers of other divisions / sub divisions in his jurisdiction may be detailed for taking such readings who will be responsible for sealing of connection(s) assigned to them for providing their seals on MDI and MCB. The responsibility for sealing CT/PT unit and meter terminal cover and correctness of connections will continue to be with the officer Incharge of Sub-Division and Division. However, any discrepancy observed during meter reading or any abnormal fall observed in consumption or MDI shall be reported by the officer taking readings to the concerned Sr.Xen/ASE (DS) in writing with copy to SE/Dy.CE (DS). For connections covered under AMR, grouping of HT connections are not required as all the readings will be available in MDAS at the same time. However, Sr. Xen (DS) shall ensure the availability of meter reading of all the HT connections under their jurisdiction and keep a regular watch over the consumption pattern of HT consumers available in MDAS/SAP.



81.2.3 The checklist as per format given in form PCL-Meter Check (**Annexure-31**) may be prepared and status recorded during recording of monthly reading. It will be the personal responsibility of the Sr.Xen/ASE (DS) to ensure that a copy of the check list is attached with the meter reading record of every LS consumer every month without fail. For connection covered under AMR, preparation of check list is not required rather Sr. Xen (DS) shall ensure the availability of meter reading of all the HT connections under their jurisdiction.

**82. ELECTRICITY BILLS:**

**82.1** The procedure for issue and presentation of bills and delivery thereof is laid down in Reg-30.3, 30.4 & 30.5 of the Supply Code-2014 (extract given below). The payment of bills, advance payment of electricity bills, adjustment of amount paid, levy of late payment surcharge, disconnection of supply, termination of agreement, reconnection and settlement of disputed bills shall be governed as per provisions of Reg-31, 32, 33, 34 & 35 of the Supply Code-2014. Bill may not be issued where Govt. intends to fully subsidize the electricity charges for any category of consumers.

**" 30.3 Issue of Electricity Bills**

*The distribution licensee shall issue bills to the consumer for the electricity supplied or for other services rendered with a periodicity of;*

*a)not more than two (2) months in respect of Domestic Supply (DS) and Non-Residential Supply (NRS) consumers with loads less than 50kW ;*

*b) in the case of DS and NRS consumers with loads of 50 kW and above and all other categories of consumers including agricultural pump sets (metered supply), bills shall be issued monthly;*

*c)bill may not be issued where Govt. intends to fully subsidize the electricity charges for any category of consumers but record of the energy consumed must be maintained.*

*Provided that electricity charges may be collected on a monthly basis from agricultural consumers charged at a flat rate and suitable entries made to that effect in a passbook to be provided by the distribution licensee to each such consumer. The passbook may also contain such other information as may be prescribed by the distribution licensee"*

**30.4** *When supply to a new consumer is commenced in the middle of a billing cycle, all the fixed charges, shall be levied on pro rata basis for the number of days for which supply is given during the billing cycle.*

**30.5** *The consumers shall pay on a pro-rata basis in case any tariff/other charges are made applicable in the middle of a billing cycle.*

**82.1.1** As per instructions issued vide CC No. 40/2017 dt. 27/09/17 after issue of meter against the SCO for release of new connection/extension in load, the first bill should be issued within 60 days of issue of SCO for LT consumers having load less than 20 kW. In case the SCO is not completed for billing, the bill shall be prepared levying fixed charges on pro rata basis for the number of days for which supply is given during the billing cycle on completion of the group. The SDO/RA/JE/DS shall ensure meticulous compliance of said instructions otherwise strict action shall be initiated on that account.

**82.2 Extension in due date under force majeure:** Extension in due date shall be allowed in the event of unforeseen circumstances beyond the control of the consumers e.g. floods, strike by PSPCL's employees, curfew etc. Extension shall be allowed if grace dates of payment fall within the unforeseen circumstances by the following:

- |            |   |
|------------|---|
| 1. SE (DS) | Maximum period of 7 days on one occasion  |
| 2. CE (DS) | Maximum period of 15 days on one occasion |

- 82.3 The payment of the bills by cash or cheque will be effected at the notified local collection centres of the PSPCL or any other payment centre such as banks or sewak bill collection machines (wherever installed) on any working day during hours allocated for the purpose. PSPCL may not accept cash payment, if the total amount payable exceeds ( Rs.10,000/-) Ten thousand rupees. The payment of bills can also be effected through E-payment. Consumers of SAP area (Go-Live Towns) can avail the facility of WSS portal and register themselves with PSPCL web self service for monitoring their electric connection related information like consumption details, payment details etc.
- 82.4 The bill shall be paid by the consumer in cash, by cheque payable at par, banker's cheque, demand draft, bank transfer, e-banking/credit/debit card where feasible or in such other manner, as the distribution licensee may prescribe. The distribution licensee shall endeavor to promote payment of bills through digital mode viz e-banking/credit/debit card/RTGS/NEFT.
- Provided that the distribution licensee may not accept cash payment, if the total amount payable exceeds ten thousand (10,000/-) rupees or the amount, as may be decided by the Commission from time to time.
- Provided further that all payments exceeding Rs.3 lac (Rs.3,00,000) in a billing cycle/month or the amount, as may be decided by the Commission from time to time, shall only be accepted through e-banking, credit/debit card, RTGS, NEFT or any other approved digital mode.
- Provided also that for the consumers having period of 15 days or more for payment of bill, the due date for payment of bill through any approved means other than cash and on-line payment through e-banking shall be two working days prior to the due date as per Regulation 31.1 of Supply Code-2014. For consumers having period for payment less than 15 days, the due date through cash or any other approved means shall be same.
- 82.5 In case of change of occupancy of the premises or transfer of property by sale/inheritance, the owner of premises/purchaser /heir will be liable to pay all charges due and found subsequently recoverable from the consumer as per Reg-30.12 of the Supply Code-2014.

**83. PAYMENT OF BILLS THROUGH NET BANKING & DEBIT/ CREDIT CARDS: -**

- 83.1** PSPCL has extended the facility of on-line payment of bills to its consumers through Internet Payment System i.e. net banking & debit/credit cards approved by RBI. The website [www.pspcl.in](http://www.pspcl.in) provides the following services for the consumers:
- 83.1.1 On-line View of current and previous bills: A consumer can view his current bill and print a copy of his bill. A consumer can view the salient details of his previous bills.
- 83.1.2 On-line View and Payment of current bills:
- a. Consumers can register on PSPCL website with the details of account number etc. They are allotted a unique user-Id. The consumer can login into their web-site account using a password.
  - b. A registered user can add multiple consumer accounts to his/her website account to enable them to view /print/ make payment of a number of bills.
  - c. The payment can be made by the consumers using a number of options which include:
    - i. VISA/ MAESTRO/ AMERICAN Express/DINERS credit cards – Charge 0.82% of Bill Amt.
    - ii. MASTER/VISA DEBIT Cards for bill amount upto Rs.2,000/- Charge 0.69% of Bill Amt.

- iii. MASTER/VISA DEBIT Cards for bill amount above Rs.2,000/- Charge 0.90% of Bill Amt.
- iv. Net-Banking through banks-
- d. As per instructions issued vide CC No. 32/2017 dt. 13/07/17, it has been decided to allow the receipt of payments of current energy bills from SAP and Non SAP consumers of all categories in installments within bill issue date and due date of payment only w.e.f 14/07/2017. However, in case of any default in payment of total billed amount on the due date, surcharge amount will be recovered as per provisions of Supply Code-2014, Reg-31.9. Besides this, action regarding disconnection of supply will also be taken as per provisions of Supply Code-2014 Reg.32.
- e. After successfully making the payment, the consumers can print their receipt.
- f. The charges for payment shall be paid by the consumer and these shall be directly charged to the consumer by the Payment Gateway Service Provider. PSPCL shall receive the Net Bill Amount Payable as applicable before / after due date.

**NOTE: The rates of charges payable to Payment Gate Way Service Providers are subject to change from time to time.**

- 83.1.3 A registered user can change his password as frequently as he desires
- 83.1.4 A registered user can add / remove consumer accounts registered on the website
- 83.1.5 On-line logging of requests / suggestions/ help / complaints is also made available.
- 83.1.6 For telephonic support, contact can be made during office hours at Computer Centre Ludhiana (0161-2455833).
- 83.1.7 The on-line bill view / payment service is available on all days including holidays and throughout the day ( 24 x 7) basis.

## **83.2 INSTRUCTIONS FOR DOWNLOADING DATA BY SUB DIVISIONAL OFFICES**

- 83.2.1 **USERNAMES** for all sub-divisional offices have been created in the internet payment system for down-loading the reports and changing the passwords. The initial password has been set as "PSPCL123" for all usernames. All users can login to their accounts and set their own passwords for accessing the down-loadable information.
- 83.2.2 The **USERNAMES** for all sub-divisions are based on the sub-division code for billing e.g. for Sub-division code "U21" the USERNAME will be "**U21\_epay**". Similarly, for Sub-division having code "K34", the USERNAME will be "**K34\_epay**". The users can log-in first time using their respective USERNAMES and common password "PSPCL123" and after successful login, they may change their password through the "**Change Password**" option available.
- 83.2.3 The Following Reports are down-loadable after successful login for various categories:
  - a. Detailed Report of Transaction ( Date-wise)
  - b. Summary report of transactions (Date-wise)
  - c. Day-wise Report (From x date to y date)
  - d. Day-Wise Report Summary
- 83.2.4 These Reports may be printed and kept as record in Sub-Divisional Offices.
- 83.2.5 The Detailed Transaction report may be appended to the Cash-Collection Register (CCR Book) on daily basis.

83.2.6 The report may also be tallied with the fortnightly / Monthly Cash Reconciliation report sent by the Computer Service Centers.

**83.3 INSTRUCTIONS FOR SERVICE CENTERS:**

83.3.1 The **USERNAMES** for all SERVICE CENTERS are based on the Circle code for billing e.g. for Circle code "U00" the USERNAME will be "**U00\_epay**". Similarly, for Circle having code "K00", the USERNAME will be "**K00\_epay**". The users can log-in first time using their respective USERNAMES and common password "PSPCL123" and after successful login, they may change their password through the "**Change Password**" option available.

83.3.2 The Following Reports are down-loadable after successful login for various categories:

- a) Detailed Report of Transaction ( Date-wise)
- b) Summary report of transactions (Date – wise)
- c) Day-wise Report (From x date to y date)
- d) Day-Wise Report Summary

83.3.3 These Reports may be printed and kept as record in Computer Service Center Office.

83.3.4 The report may also be sent to Sub-Divisions along with the fortnightly / monthly cash reconciliation reports.

**83.4 Instructions for Down-loading & Up-loading of data**

**83.4.1 a) For Non-SAP Area**

Down-loading of data: M/s DOEACC Society / NIELIT Chandigarh shall have the facility to download data from the e-payment website for posting and Internet Payment Nodal Office at Patiala shall download the same for re-reconciliation. At present there is no provision for down-loading of data from the e-payment website by Distribution Sub-Divisions / Computer Service Centers. Only printable reports can be downloaded.

**b) For SAP area**

Downloading of data: The automated schedule for providing the payment received data of payments taken by intermediate server through ePayment/B2B has been implemented. This schedule will automatically generate emails for NIELIT and concerned offices on predefined dates for all categories of payment received. CSC Ludhiana will ensure that all payment received data has been successfully delivered to Ms NIELIT as per schedule.

**83.4.2 Uploading /Downloading of data for Non-SAP Consumers:**

- a) M/s DOEACC Society/NIELIT Chandigarh, has been provided the facility for regularly up-loading billing data into the e-payment intermediate server. This data shall be made available by DOEACC / NIELIT immediately (Within 1 working day) after processing of a specific billing group of each Circle.
- b) Each CBC office has been provided with the facility for daily up-loading of LS Billing data. An interface with Login/Password has been provided to load this data on Intermediate Server installed at Head Office. The data to NIELET will be sent through e-mail by CBC as per existing practice.
- c) Each "DS" Sub-division shall be provided with facility to upload spot billing data (after billing) into the intermediate e-payment server, through their user-id / password. Till this facility is made available the data shall be sent through e mail/CD to CSC who shall forward the same to DOEACC/NIELIT.

- d) M/s DOEACC Society /NIELIT Chandigarh / Ludhiana shall be provided with facility to upload spot billing data (for loading into spot billing machines). This data shall be made available for down-loading into machines by DS-sub divisions.

**83.4.3 Uploading/Downloading for data for SAP Consumers:**

- a) Each "DS" Sub-division has been provided with facility to upload spot billing data into the intermediate e-payment server, through their user-id / password. An interface has been provided to get bill details on Intermediate ePayment Server with User ID/ Password for all categories of consumers.
- b) All categories of bills received at intermediate server will be immediately synced with SAP Server.
- c) All bills except those issued through SBM and generated by SAP Server will be immediately synced with the Intermediate Server.
- d) Any kind of payment received from any consumer will be synced with SAP Server.

**83.4.4 Monitoring of down-loading / up-loading:** All the Service Centers shall randomly monitor regular uploading of billing data by DOEACC / NIELIT / CBC and also up-loading / down-loading by DS-Subdivisions.

**83.5 Instructions for Checking of Posting of e-payment Receipts.**

83.5.1 Clearance Sections at Chandigarh / Ludhiana shall ensure 100% checking of posting of Internet payments at the time of clearing the Cash Reconciliation Reports.

83.5.2 All Service Centers shall randomly check sample posting of internet payments in the bill ledger, after issue of each bill ledger by DOEACC/ NIELIT.

**83.6 Instructions for Computer Centers at Chandigarh / Ludhiana:**

83.6.1 Monitoring of Checking of CR by Clearance Sections under their control.

83.6.2 Dispatch of Statements of Reconciled Internet Payment to respective Service Centers

**83.7 Instructions for Computer Center Ludhiana**

83.7.1 Consumers Complaints related to bills received through the internet payment feedback system would be monitored by CC, Ludhiana.

83.7.2 Uploading of billing data at IT server at Head Office Patiala by DOEACC / NIELIT / DS-Offices would be monitored by CC, Ludhiana.

83.7.3 Coordinate with DOEACC /NIELIT for software problems and making changes in the same.

**84 SPOT BILLING-WORKING INSTRUCTIONS REGARDING SPOT BILLING OF DS & NRS CONSUMERS BY SPOT BILLING MACHINES (SBMS) AND SPOT COLLECTION THEREOF FROM CONSUMERS.**

For implementing the scheme of spot billing, instructions are as under:-

**84.1 Hardware & Software:**

**84.1.1 Hardware**

- a) **For In-House Scheme:** The Spot Billing Machines will be issued to Divisional Offices for its further issue to the meter readers for carrying out Spot Billing and Spot delivery of the bills after its preparation on the spot. One no. desktop computer with Printer and UPS shall also be provided to the Sub-Division / Special Division or group of sub-divisions for carrying out the base computer operations. The hardware shall form the T & P of the respective office. After

expiry of warranty, the concerned distribution office will be responsible for AMC and trouble-free operation of the PCs, Printers & UPS. However, the AMC of SBMs shall be arranged by office of SE/Dy.CE/Billing.

- b) **For out-sourcing Agency:** the respective Outsourcing Agency shall provide for the necessary Spot Billing machines and base computer system and shall be responsible for trouble free operation of all hardware components.

**84.1.2. Software:** The software for the Spot Billing Machines has been made compatible with the software of DOEACC/NIELIT, Chandigarh to eliminate any chances of wrong preparation of bills. The bills presently being prepared by DOEACC/NIELIT, Chandigarh are proposed to be prepared through Spot Billing Machines. The software shall be same for both in house and outsourced spot billing. Sr.Xen/ASE/CC, Chandigarh shall be the Nodal officer for getting any changes made in the software as per the required billing logics and tariffs. The software for base computer for in-house billing shall be provided by Sr.Xen/ASE/CC, Chd. whereas for out sourcing Agency it shall be provided by agencies themselves. The software required for entering of advices and printing of reports shall also be arranged by Outsourcing Agencies themselves.

**84.2 Schedule:**

- 84.2.1 Existing schedule for taking reading falling under various billing groups shall continue so as to make it compatible with the DOEACC/NIELIT, Chandigarh and facilitating issuing of ledgers in time.

The Computer Service Center will provide the detailed programme as per billing schedule to the Sub-division which in turn will provide the same to its meter readers / Outsourcing Agency for carrying out the above activities on scheduled dates. The sub-division and computer service center shall ensure the timely completion of billing of the consumers as per schedule and submission of data to DOEACC/NIELIT.

**84.3 Data for Carrying out Spot Billing** The DOEACC/NIELIT, Chandigarh/ Ludhiana, will supply data in soft form to the Sub Division/ Outsourcing agency and the Sub Division / Outsourcing Agency will load the same data in the Base computer and then in Spot Billing Machines. Computer Service Center shall ensure the timely availability of data from DOEACC/NIELIT and shall monitor the same.

**84.4 Meter Reading, Bill Generation & Payment Collection:**

- 84.4.1 The work of recording reading, delivery of the bills on spot after its preparation and taking proper acknowledgement of the person present in the premises shall be undertaken by both PSPCL's Meter readers and Outsourcing Agency staff.
- 84.4.2 The Outsourcing Agency shall, in addition, carry out the task of Payment Collection and issuing of receipts to consumers desirous of making payment on the spot.
- 84.4.3 After carrying out the above activities the Outsourcing Agency / Meter Reader at the end of the day will download the details of the bills prepared, delivery and receipt of payments if any & will maintain a proper record.
- 84.4.4 The various Management Information Reports (MIS reports) on the basis of Group-wise data obtained from the Outsourcing Agency/Meter readers will be generated at the end of the day by the Outsourcing Agency/ Sub-Division and various corrective actions regarding replacement of defective meter/ affixing of seals etc. shall be taken at the Sub Division level. A mini-ledger must be generated in soft form & its print out could be taken if essentially required till generation of final ledger by M/s DOEACC/NIELIT.
- 84.4.5 The data down-loaded from the SBMs into the Base computer or that received by the sub-division from Outsourcing Agency shall also be sent to DOEACC/NIELIT center at Chandigarh / Ludhiana in 3 different formats for

updating the Payment Collection database, Sevak machines(Bill Payment Machines) database and Cash Collection counter data base.

- 84.4.6 The work of preparation of final consumer ledgers will continue to be managed by M/s.DOEACC/NIELIT, Chandigarh as before.
- 84.4.7 The data entered in the SBMs is not editable i.e. bill once prepared on the basis of reading fed into the machine and printed after giving the necessary command cannot be altered. In case it comes to notice at a later stage that wrong bills have been prepared by taking wrong readings or because of other reasons the Outsourcing Agency /meter reader will approach the Sub Divn. for making bill manually and deliver to the consumer on the same day or latest by next working day. Advice for correction of information and / or adjustment shall be prepared and sent for updation in bill ledger of next cycle.
- 84.4.8 The Revenue Sup./Revenue Assistant(RS/RA) will be fully responsible for keeping the base computer virus free. An antivirus software will be separately provided for each computer. The software must be updated at regular intervals.
- 84.4.9 The R.A. will take all measures to prevent any data loss like taking daily backup of consumers billed. In the event of data loss for already billed consumers, the DOEACC has a procedure of preparing bills on 'N' code as the reading data is missing. It will be the responsibility of R.A. to deliver only such bills to the consumer for which the reading is actually not taken.

#### **84.5 Additional Instructions for Out-Sourced Spot Billing**

- 84.5.1 The Outsourcing Agencies have been authorized to accept cash payment of bills upto Rs.1,000/-. However, all payments above Rs.100/- can be made by A/c Payee local cheque drawn in favor of "Punjab State Power Corporation limited". Post-Dated Cheques shall not be acceptable. The Outsourcing Agencies will issue proper computerized receipts signed by the authorized representative of the agency to the consumers desirous of making payment on the spot by cash as well as by Account payee cheques. Outsourcing Agency representative shall ensure for the correctness of cheques received so that these are not dishonoured on account of that.
- 84.5.2 The Identity Card will be issued by the concerned Outsourcing Agency which shall be authorized by Divisional Officer to the Staff engaged by the Outsourcing Agencies and proper record thereof will be kept in the Divisional Office. However, the format for Identity Card will be finalized by the office of Dy.CE/SE (Billing), Patiala for issuing the same to the personnel engaged by the Outsourcing Agency. In case the incumbent to whom Identity Card had been issued is retrenched by the Outsourcing Agency the Identity Card earlier issued will have to be returned to the Divisional Office for cancellation and new Identity Card will be issued to the other recruited personnel. The Identity card shall act as a proof of authorization to prepare and collect payment against the bills rendered on the spot. This authorization should also contain details of the Sub-Divisional/Divisional office Mobile Nos. so that the consumer can cross verify the identity of the personnel engaged for preparation of bills and collection of payment.
- 84.5.3 The personnel engaged by Outsourcing Agency will record reading independently while preparing bills of the various consumers as per scope of work. However, initially the field staff shall provide the necessary support to them to know the geographical position of the area.
- 84.5.4 Different codes indicating the status of the meter are already prescribed and while recording the reading the correct status of the meter should be inserted by the Outsourcing Agency personnel so as to generate correct position of Key Exception.
- 84.5.5 The Outsourcing Agencies are authorized to perform the above activities between 8.00 AM to 8.00 PM. They will download the data of the bills

generated and payment received if any and load the data of other groups for which readings are to be taken.

- 84.5.6 The Outsourcing Agency on the next working day by 11.00AM will submit computerized statement of bills generated/issued/details of payment received for the previous day to the concerned Sub Divisions. This will form basis for making payment to the agencies engaged for the above activities.
- 84.5.7 At present provision/limit of Rs. 20,000/- of total cash to be received in a day has been made in the Spot Billing Machines and the machines will stop accepting payments after the amount of Rs. 20,000/-has been received. The SBM will start taking payments only after rendering the amount of Rs. 20,000/- and data down loading by the agency in the Sub-Division/ Outsourcing Agency office. In case the cash received happened to be more than Rs. 20,000/- in a day, the same will have to be downloaded twice in a day in the Outsourcing Agency office along with deposit of cash. This will have to be ensured by the Outsourcing Agency.
- 84.5.8 The Outsourcing Agencies are being authorized to do the above jobs even on Saturday, Sunday & other holidays and the accounts will be rendered on the next working day by 11.00 AM.
- 84.5.9 The cross check activity of work done by the Outsourcing Agency be done by the field staff such as Meter Inspector/ Meter Reader / other Supervisory staff authorized to do the job in such a way that reading of each consumers/status of meter is cross checked for at-least 8.33% of the consumers randomly listed per month (list to be randomly generated by Outsourcing Agency /obtained from M/s DOEACC / Computer Service Centers) so that meter of each consumer is checked once a year. The checking shall be done alongwith the representative of the Outsourcing Agency to avoid any dispute.
- 84.5.10 The payment to the agencies on monthly basis for the work done will be made promptly by Divisional Offices as per terms and conditions laid down in the Work Order. The concerned "DS" Division shall check the Billing Accuracy of the billing work done by the Outsourcing Agency and impose penalties upon / allow incentives to the Outsourcing Agency as per the Work Order.
- 84.5.11 The proper record of receipts issued through Spot Billing Machines will be downloaded by the Outsourcing Agency and its reconciliation at Sub Divisional level will have to be done on day to day as well as on monthly basis to ensure that the cash collected as per receipts tallies with the cash/cheques collected by them.

**84.6 Additional Instructions for In-House Spot Billing**

- 84.6.1 Each Sub-division shall maintain the following record in the formats given below:-

**PART A [Record of Data loading on SBM]**

BG/ BC	Date of Data Receipt	Number of Records & File Name	Date of Data Loading on SBM	Records Loaded in SBM		Meter Reader Name	Rema rks	Signa ture of M.R.	Signat ure of UDC/ RA
				SBM Records NO.					
03/03	31.7.09	5200	31.7.09	1101	1270				
				1102	1100				
				1103	900				
				1104	850				
				1105	1080				
				<b>TOTAL</b>	<b>5200</b>				



**PART B [ Record of Data Down-Loaded from the SBM into BCS]**

SBM No.	Total Records	Date	Billed Records	Billed Records up to	Records uploaded into BCS	Error Records	Cash Collection Records sent to CSC	File Name & Authorization for Re-Use of SBM by R.A.	Signature of UDC/RA	
1101	1270	1.8.09	150		150		150			
		2.8.09	125	275	125		125			
		3.8.09	110	385	90	20	110			
		Total								

**PART C [ Record of Data Submitted to Computer Service Center]**

BG/BC	Date of Data Received	Number of Records	Total Billed Records	Un-Reconciled Records	Records sent to CSC	E-mail Date & Time	Remarks for Reconciliation	Signature of RA
03/03	31.7.09	5200	5060	140	5060	14.8.09 11.45 AM		

84.6.2 **Prevention of Data Loss:** The RA / Supervisor and the Meter Readers shall ensure that data from the SBM has been correctly downloaded into the base computer and verified before the existing data in the SBM is overwritten by new data.

**84.7 Due Dates for Spot Bills & TDCOs, PDCOs:** The consumers will be allowed clear 15 days time from the date of presentation of the bill as per Commercial instructions for making payment of the energy bills rendered on spot. However, 2 days earlier allowed for presentation/delivery of bills has not been allowed as bills will be rendered by the meter reader/Outsourcing Agencies on spot.

84.7.1 Previously, one due date of issue and one date of payment was mentioned for each ledger by M/s. DOEACC/NIELIT, Chandigarh. Now with the introduction of SBMs, different issue/due dates will be appearing in the same sub-group of consumer's ledgers.

84.7.2 The TDCO will be issued for the sub-group as a whole as one group can have different due dates. This work will be continued to be done as before by M/s.DOEACC/NIELIT, Chandigarh.

84.7.3 PDCO will be issued as before as PDCO is issued after 30 days from the date of effecting the TDCO and its final bill will also be rendered by the Sub Divn. after adjusting Security (Consumption) etc.

84.7.4 In cases of T.D.C.Os bills shall continue to be prepared by the Outsourcing agency/ Meter Reader

**84.8 Cash Collection Register**

84.8.1 Separate Cash Collection Report (CCR) will be opened for accommodating the entries of cash/cheques received through SBMs. This will facilitate reconciliation of cash.

84.8.2 On the next day, the Sub Divn. will generate copy of CCR on the basis of data down loaded and provided by Outsourcing Agency from the SBMs as necessary provision of separate software has been made in the SBM.

**84.9 Key Exceptions, Queries etc.** The group-wise generation of Key Exceptions showing the status of the meter will continue to be generated group-wise by M/s.DOEACC /NIELIT, Chandigarh after completion of each billing group.

**84.10 Advices:**

84.10.1 For In-house spot billing Scheme: The existing procedure for preparation & submission of advices as per schedule shall be observed.

84.10.2 For Out-Sourced Spot Billing: The advices shall be taken from the concerned sub-division and Division by the Outsourcing Agency and the same shall be punched in soft form which shall be verified by the subdivision. Handing over and taking over advices shall be properly recorded by the Operation Sub-Division in the Advices Movement Register.

Sr. No.	Date of handing over	Advice No.	No. of pages	Total no. of entries	Date Received	Source Data soft copy/ hard copy checked by	Total entries in Soft copy	Balance Reconciliation Remarks

The Operation Sub-Division will submit the Advices in Soft Form to the concerned Computer Service Center as per Schedule.

**84.11 Management Information Reports:** The reports, final ledgers shall be transmitted finally by DOEACC and shall be printed by the agency and handed over to the Sub-division/Division. The data movement between agency, DOEACC and Computer Service Center shall be in soft form only and no hard copy of data shall flow.

**84.12 Availability factor / Billing Accuracy:** After each billing cycle the Availability factor / Billing Accuracy as per the Work Order shall be calculated and penalty if any shall be imposed or incentive given accordingly by the Sub-Division / Division.

**84.13** There may be cases where the consumer to whom the billing has been done through SBM may have some queries about the details of the bill rendered to him by the Outsourcing Agency. For this, necessary details/mini-ledger ( Billed Report, Exception Report, Abstract of Exceptions, Unbilled Report Summary, Payment Collection Report] shall be got down-loaded from the Base Computer / Outsourcing Agency on daily basis and delivered to Sub-Division so that Sub Division may be in a position to reply to the queries, if any, raised by the consumer.

**84.14 Wide publicity** may be given in the concerned areas, villages, panchayats for which necessary pamphlets will be got printed from Head Office and will be supplied to the Divisional Offices, copies of the above pamphlets may also be placed in Gurudwaras & Temples for awareness of the consumers about this facility which is being provided to the consumers at their door step.

**84.15 Training:** Training to PSPCL's staff for spot billing and base computer shall be given by Sr.Xen/ASE/CC, Chd or DD/CC,Ldh or any AE/Comp deputed by them to do so. Training to employees of agency shall be imparted by them only.

**84.16 Beat Mapping:** The beat mapping of the consumers in each division shall be done by the Outsourced Agency and stickers shall be fixed on the MCB/meter indicating the consumer name, account no., address. The soft copy and hard copy of the beat mapping shall be handed over by the Outsourced Agency to PSPCL. The AE/AEE/XEN(Op) shall verify the correctness of the beat mapping. The Outsourced Agency shall also carry out the completeness of address with land mark if any. They shall point out corrections in feeders/transformer/ledgers if

found actually not correct. Operation sub divisions shall provide the necessary support for this and shall also carry out the necessary corrections in the master record of the consumers based on the same.

**84.17 Stationery:** The stationery for bill rolls for machines or for ledgers or MIR reports shall be arranged by Outsourced Agency themselves. The formats and paper quality shall be approved by the office of Dy.CE/SE(Billing) or his representative appointed by him. In case of in-house billing the stationary, ribbons etc. shall be provided by CC Chandigarh through concerned CSC.

**84.18 Monthly billing of DS/NRS consumers having load 10 kW and above:**

Monthly billing structure for DS/NRS consumers having load of 10 kW & above. The following procedure along with roles and responsibilities shall be followed to implement the monthly billing:-

- 84.18.1 The billing shall be carried out through in-house/Outsourced Spot Billing so as to satisfy the Reg-30.8 of the Supply Code-2014 regarding delivery of Bills.
- 84.18.2 The billing of all 4 billing groups will be merged and the bill generation for a particular circle will be done in a single lot along with existing category of 20 to 100 kW DS/NRS.
- 84.18.3 All Computer Service Centers shall ensure the timely availability of data from NIELIT and shall monitor the same. All advices must be submitted along with the monthly data to Sr.Xen/ASE/CC, Chandigarh. Any advice, rejected by the CC, Chandigarh because of incomplete data will be sent back to the distribution office & will not be carried in the current data. The SDO/DS shall be responsible for incomplete/ wrong data sent by the field office.
- 84.18.4 The period of bill payment shall be governed by Reg-31.1 of the Supply Code-2014.
- 84.18.5 The sub-division and computer service center shall ensure the timely completion of billing of the consumers as per schedule and submission of data to NIELIT as per ESIM instruction no. 84.2.
- 84.18.6 The SDO/Sr.Xen/ASE (DS) will ensure that the load is properly notified by the area meter readers so that billing of loads of 10 kW and above is done on monthly basis.
- 84.18.7 The uploading of data on e-payment server will be done promptly on the same day of meter reading.
- 84.18.8 The data down-loaded from the SBM's into the base computer or that received by the sub-division from Outsourcing Agency shall also be sent to NIELIT center at Chandigarh/ Ludhiana in 3 different formats for updating the payment collection database, Sevak machines (bill payment machines) database and cash collection counter data base.
- 84.18.9 In the event of data loss for already billed consumers, the NIELIT has a procedure of preparing bills on 'N' code as the reading data is missing. It will be the responsibility of R.A. to deliver only such bills to the consumer for which the reading is actually not taken.
- 84.18.10 The work of preparation of Mini consumer ledgers will be done by outsourced agencies for their area of operation and by NIELIT for the area covered under in-house spot billing. A final ledger will be generated by M/s NIELIT on the basis of mini ledgers.

**85 CHECKING UNDER BILLING OF HIGH-END CONSUMERS:**

In order to check the under-billing of high-end consumers, measures as under may be taken: -

**85.1 Supply through independent feeders:** If supply is being given through an independent feeder metering shall be carried out at the sending end and the point of supply. Both the meters shall be duly sealed by the authorized officers. If there is wide variation in the consumption recorded by the two meters, requisite

investigation shall be carried out and meters shall be tested/ recalibrated, if necessary.

- 85.2** Metering equipment for loads exceeding 100 kW shall be checked by the MMTS atleast once every year or as specified from time to time.
- 85.3** Bills of high-end consumers shall be thoroughly checked and variation in consumption, if any, shall be thoroughly analyzed. If the consumption is lower in comparison to sanctioned load/ demand or the previous consumption, proper investigation shall be carried out.
- 85.4** Whenever a power transformer is replaced or additional power transformer is installed at a grid sub-station the metering equipment for industrial and bulk supply consumers fed through independent feeders from grid sub-station shall be checked from ME officers/MMTS to avoid wrong metering due to change of vector groups, if any.
- 85.5** In order to timely bill the high end consumers with AMR Meters the following instructions shall be adhered to:
- a) MDAS portal shall provide AMR/MDAS Meter Read Status and Non-read status reports (i.e. consumers Manual readings required) on 26<sup>th</sup> of every month.
  - b) This status shall be checked by SDOs of all concerned Sub divisions and take the readings of the AMR consumers where automatic reading is not available and send these readings to concerned CBC/CSC for uploading of the same by last day of the same month.
  - c) MRO's of all SAP towns shall be opened and downloaded automatically by SAP software.
  - d) MDAS team gets AMR/MDAS meter reading data uploaded into the SAP System on 1st of month and emails the AMR readings of SAP & Non-SAP towns in separate sheets (segregating the SAP & Non SAP consumers) directly to respective CBCs in the form of excel sheet on the same day.
  - e) All CBCs upload Manual readings received from various sub divisions under their geographical jurisdiction and generate the bills.

**86 INPUT ADVICES, PAYMENT RECORDS & OUTPUT LEDGERS FOR LS/BS/RT BILLING.**

- 86.1** The input data for LS/BS/RT consumers shall be sent in advices as specified below:
- a. Advice No. L51 for Master File.
  - b. Advice No. L52 for Change of Meter (MCO).
  - c. Advice No. L53 for Change of C.T. /P.T. (SJO).
  - d. Advice No. L54 for Sundry Charges/Allowances.
  - e. Advice No. L55 for PDCO/RCO.
  - f. Advice No. L56 for E.D. Exemption.
  - g. Advice No. L57 for Peak Load Exemption.
  - h. Advice No. L58 for Seasonal Industry.
  - i. Advice No. L59 for Change in Name/Feeder Code/Type/Connected Load/C.D.
  - j. Advice No L60 for compensation assessed/adjusted/realized on account of UUE /theft of electricity & unauthorized extension cases.
- 86.2** The formats of advices are given at the end of this section. The CB Cell will not accept any other form of input data. The following instructions for filling advices & to ensure validity of input data must be strictly followed by the operation offices.
- a. The formats of all the above advices are available in the concerned CB Cell. The respective advices must be sent on the specified format only.

- b. The distribution sub division will not send any other documents with the advices, unless specified on the advice itself or specifically asked for.
- c. The input advices will be thoroughly checked before submission to the CB Cell. The AE/AEE/XEN (DS) will append his signatures along with official stamp on each advice.
- d. The operation office will be fully responsible for submission of inaccurate/ wrong & non authenticated data.
- e. The distribution sub division will properly maintain master file as per already existing instructions for all LS/BS/RT consumers and all the relevant record pertaining to the consumer like A&A form, Test report, Clearances, NOC's, Affidavits ,SCO, MCO's, SJO's, TDCO , PDCO , RCO etc. must be retained in the Master file.
- f. All the advices are necessarily filled from the documents existing in the master file, sundry charges & allowances register etc. The distribution sub division will produce original documents pertaining to any consumer as and when required by CB Cell or Audit Organization.
- g. The distribution sub division, under no circumstances will amend the bills raised by CB Cell. Any discrepancy in the bill on account of wrong input or otherwise will be immediately brought into the knowledge of CB Cell and a correct bill will be got issued.
- h. Any sundry charges on account of checking by MMTS/Enforcement etc. must be raised through supplementary bill only & a sundry charges & allowances advice will be sent to the CB Cell. The amount charged in such cases will be reflected in the bills of the consumer, but will not be added to the total amount payable till the recovery is made. After recovery it should be properly accounted for by submitting sundry charges & allowances advice to the CB Cell. Similarly no refund/allowance of any kind is to be included in the bill manually.

***NOTE: In case of industrial consumers covered under SAP system of billing the penalty for peak load violation, if any shall be levied in the bills prepared on the basis of AMR Data.***

- i. All advices must be submitted along with the monthly data with a forwarding memo clearly indicating the type of advice, total records & no. of pages. Any advice, rejected by the CB Cell because of incomplete data will be sent back to the distribution office & will not be carried in the current data. The advices, after processing will be retained by the concerned CB Cell.
- j. The meter blank will continue to be in the same format as already existing.
- k. The distribution office will ensure that all the advices submitted to the CB Cell have been carried in the bills generated, before issuing the bills to the consumers. Any discrepancy on this matter will be immediately brought to the knowledge of CB Cell.
- l. The payment from LS/BS/RT consumers was being accepted manually though RO4 receipt. The PSPCL has already provided computers for cash collection from DS/NRS/SP/SL & MS consumers. It has been decided to dispense with manual payment receipts for LS/BS/RT consumers. A new module for payment handling has already been placed in the software. The CB Cell will generate soft copy of payment data after processing the monthly bills. This soft copy will be made available to the distribution offices on e-mail/CD. The rewritable CD's for this purpose will be provided by the distribution offices. The payment data will be loaded on the cash collection computers/Bill Payment Machines by the concerned distribution office. All the payments will be received on the computers/BPM only. The distribution sub division will submit the cash collection CD along with data for next cycle to the CB Cell. The data from the cash collection CD will be uploaded in the database of CB Cell and current

cycle payment data will be loaded in the CD. This process will go on repeating, similar to the already existing procedure for DS/NRS/SP/SL & MS consumers.

- m. A ledger will be generated by the CB Cell after processing all the bills of a group/sub division. This ledger will be used by the sub division for accounting purposes and audit trail. The CB Cell, at the end of billing cycle will generate key exception reports such as assessment summary, defective meters, energy variation etc.

**87 INSTRUCTIONS FOR OPERATING BILL PAYMENT MACHINES (BPM) BY CONCERNED DIVISIONS/ SUB DIVISIONS.**

Automatic Bill Payment machines are installed and working in various towns of Punjab. These machines have been installed on built, own, operate and maintain basis by various BPM Vendors. The respective sub-divisions/divisions are required to follow various instructions for the smooth & successful running of these machines. AE/AEE/Sr.Xen (DS) shall monitor the functioning of these machines on regular basis. Further, the security of these machines be ensured by providing chowkidar or security guard of PESCO between 11.00PM to 7.00AM at the respective locations.

**87.1 Instructions for operating bill payment machines installed on built operate own and maintain basis are as under: -**

Machines are to be operated on 24 hrs X 7 days basis on all days including holidays.

- a. From 7.00AM to 11.00PM during the day on all days including Sundays and holidays, the firm shall provide the machine attendants who shall be responsible for keeping the machine in working order and shall coordinate with the other persons for software and hardware support. They shall do the job to maintain the machine and also to guide the consumer in making payment. They shall upload the data and down load the data. They shall be in proper dress code of T-shirt with cap/turban and shoes.
- b. Chowkidar already available in the Sub Division/Location shall take care of the machines during 11.00 PM to 7.00 AM. In case no chowkidar is available, SE/Dy.CE/Sr. Xen/ASE(DS) concerned shall provide the chowkidar or security guard of PESCO during 11.00 PM to 7.00 AM in the night.
- c. BPM Vendor shall maintain an Attendance register for recording the attendance of authorized machine attendant who shall be available from 7.00 AM to 11.00 PM. AE/AEE or Sr. Xen of concerned Sub-division/Division shall ensure the attendance.
- d. **Timings of evacuation of Cash and cheque** shall be between 9.00 AM to 10.00 AM. Other timing can also be adopted by the concerned sub-division. Machine should be restarted immediately after taking out the cash and the reports. Two copies of the cash/cheque report shall be taken and signed both by representative/RA of PSPCL and firm. One copy shall be retained by RA and other copy by the firm. AE/AEE or Sr. Xen of the concerned subdivision/Division shall nominate a second standby person in case Revenue Accountant is not available.
- e. **Control over Machines:** The responsibility of taking of cash and cheques on daily basis shall be with Sub-division/Division. ARA/RA/cashier or any other person authorized by AE/AEE/XEN/Sr.Xen/ASE for this job. One key of the chest, one key out of the two keys chest door and one key out of the two keys of main door of machine shall remain with the concerned authorised official of the Sub Division/Division. In addition software code key for operating the software locks shall also be given to the authorised official. The software code should be changed at least once in a month or at any occasion when RA/ARA/cashier/ authorised official deem it necessary. The other key of the chest door and main door was given to Machine Attendant. The main door can be opened only by opening the two locks; one with the key of authorised person and other with Machine Attendant. Similarly chest door can be opened with two

keys in addition to soft code key with authorised official of PSPCL. The authorised official of the Sub Division/Division shall evacuate the chest personally in the presence of the machine attendant and count the cash and cheques of the chest and tally with the report generated for the period from the last evacuation. The report should pertain to the period covering the time from the last evacuation to the time up to current evacuation. This must be checked by authorized person of the sub-division/Division that no cash or cheques should be left in the machine after evacuation. The entry in cash book shall be made for the whole amounts evacuated from the machine. On the last day of the month the additional report for the period of 2400 hrs of the last day of the month to the time of evacuation in first day of the month i.e. from 00:00:00 hrs to time of evacuation can be taken to record the amount pertaining to next month. The machine should not be stopped on the last day of the month.

- f. In no case the set of keys which are meant for RA or other authorized official of the Sub Division/Division and the software code should be given to the machine attendant. Further, the cash and cheques should be evacuated, counted and tallied with the Bill Payment Machine Evacuation Report generated for the period by the RA or the authorised official of the Sub Division/Division himself. Machine attendant shall accompany the cashier/any other person authorized by the nodal subdivision to the bank for depositing the cash evacuated from the machine. Any currency note refused by the bank being mutilated or fake will be replaced by the firm within 2 days. Strict instructions in this regard should be issued to the concerned official/officers.
- g. In case cash evacuated from the machine is found less/excess as compared to the cash/cheque collection report generated by the machine, RA or other authorized person shall put a note in token of it on the report and accept the payment. Firm shall reconcile it within 2 days. Any resultant shortage after reconciliation will be deposited by the firm to the PSPCL.
- h. Software key code shall be with the authorized person of sub-division/Division and must be changed by him atleast once in a month or any time when RA/ARA/ cashier/ authorised official deem it necessary.
- i. The name and telephone number of Service Coordinators have been given to each Sub-division. The Service Co-coordinators of concerned site may be contacted in case of BPM problem. In case they are not able to attend the problem, then their Manager may be contacted. In case the problem is still not solved then the matter shall be reported to AEE/CSC or Sr.Xen/ASE/CSC concerned.
- j. Identity Cards shall be issued by BPM Vendor to their attendants and service coordinators. AE/AEE(DS) or Sr. Xen/DS. Divn. must ensure that the machine operator is wearing the Identity Card.
- k. The concerned AE/AEE/DS or Sr. Xen in agreement with concerned Sr.Xen/ ASE/CSC shall decide the frequency of uploading/down loading of data through pen drive/CD to be done by the authorized Machine attendant. It shall be the responsibility of the nodal subdivision to provide data of all the subdivisions enabled in the machine under their control.
- l. The concerned AE/AEE or Sr. Xen shall get spot billing data uploaded daily or on alternate days and hand over through pen drive/CD to the machine attendant for uploading the same on machines. The payment data from the machines shall also be downloaded on the same frequency and handed over by attendant for sending to DOEACC/NIELIT.
- m. Nodal Sub Division shall maintain the machine maintenance register to record the machine up time/down time and calculate the total uptime of machine.
- n. The machines are provided with two cash chest each with a capacity of about 1200 currency notes. One chest will be in service and other is spare. The AE/AEE/XEN of concerned Sub Divn. shall make arrangements if required, to change the extra spare chest with the existing chest on daily basis when the

main chest becomes full early or between 4.00 PM to 5.00 PM so that the chest space is available in the night after working hours.

- o. AE/AEE/DS or Sr. Xen of concerned Sub-division/Division shall depute person to evacuate/change the chest on holidays, if chests are full.
- p. Bills shall be raised by the firm for each machine on monthly basis. Payment to the firm shall be made promptly by the Sr. Xen/DS of the concerned division as per clause no. 16 of the work order. Penalty as per Clause-19 of the Work Order shall be deducted while making the payment.
- q. BPM Vendor shall ensure proper cleaning of the room, machine etc. They shall provide the dust bin, foot mat and table or chair as required. However, Civil Maintenance, cleaning of surroundings, power supply, lamps changing etc. is in the scope of PSPCL and shall be got done by AE/AEE/DS or Sr. Xen/DS concerned.
- r. The provision of consumables such as paper roll, computer stationery, are in the scope of PSPCL and shall be arranged by Computer Cell Chandigarh and issued to AE/AEE or Sr.Xen/ASE (DS) by concerned Computer Service Center. Printer Ribbon, Printer head of the machines shall be provided by BPM Vendor. The external printer provided by PSPCL shall be maintained by concerned sub-division/division.
- s. BPM Vendor shall provide one instruction board for operation of the machine and another board with "Machine in Service/Machine out of Service" for each machine.
- t. Second LCD provided on each new machine at new locations shall display advertisement to be obtained by BPM Vendor as per Clause 2.7 of the Work Order. In case, any new advertisement is displayed or changed by the BPM Vendor, Concerned/ nodal subdivision shall immediately intimate to the concerned service center for further intimation to Sr.Xen/ASE/CC, Chandigarh. The share of PSPCL of revenue of the same as per the Work Order shall be deposited with Sr.Xen/ASE/CC, Chandigarh. The contents of the advertisement shall be approved by SE/Dy.CE/Billing.
- u. Wide popularity may be given of bill payment machines like news in local news paper, advertisement on local cable channel, posters can be pasted in the Sub Divisions or Cash Counters to ensure that the consumers are aware of this consumer friendly facility available to them for making payment. It is also to ensure that the number of transactions are more than 3000 nos. per month which are minimum assured to be paid to the firm.
- v. Insurance of cash in the machines should not be done in future.
- w. Apart from the Evacuation Report Cash/cheque collection report, following reports shall be generated from the machines. The segregation report supplied by M/s DOEACC/NIELIT should be treated as final for the purpose of depositing ED and Octroi to the concerned departments.
  - i. Bill Payment Evacuation report (Batch wise on every evacuation)
  - ii. Bank Challan Report for Pay in slip for cheques (Bank statement) –daily.
  - iii. Segregation report (Monthly)
  - iv. Cancelled Transactions report (daily)
  - v. Summary report.
  - vi. CCR report for any period any time as per requirement for MIS.
  - vii. Details of payment received ( Advice-90 or Dump data)

**The details of the reports are given below: -**

- a) Evacuation Cash And Two reports, Evacuation report cash and Evacuation Cheque evacuation report Cheque(batch Report) report(Batch Report)- generated from the Machine automatically for the batch, shall give the details of date wise no.



- For every evacuation
- of transactions made in cash and Cheques separately for the evacuation period. Denomination wise detail of currency notes will be shown in the Evacuation report cash. It shall be generated for the period of last evacuation to current evacuation time for evacuation of cash and cheques. It shall be automatic and no provision shall be made to enter time and date for the same.
- b) Bill payment machine evacuation report( Batch wise)- for every evacuation
- At the time of evacuation of cash, this report in which all account number wise transactions are detailed for the evacuation period shall also be generated. This report shall be generated from the external printer. This shall give S/D wise, date wise and category wise details of cash and cheques received during the evacuation period. But there is no provision for selection of any category and S/D in this report. This report shall be generated for complete transactions for all the consumers' category wise and S/D wise. This report will also show S/D Sub-total and Grand totals. This report shall also give the details of Currency denominations. The cash and cheques shall be tallied with this report only and kept in record. This report shall be signed by both Cashier/RA/Authorised official of S/D and Machine attendant. The continuity of period from one evacuation report to next report shall be ensured by RA. No overlapping of time or gap between any two successive reports shall be allowed. Batch number shall be generated automatically and should also be continuous with no gap.
- c) Bank Challan Report (batch wise)- For every evacuation
- Batch wise evacuation reports for pay-in slips will be 4 reports for cheques and one report for draft i.e. for cheques four reports are pertaining to Branch where PSPCL has account; same bank but other branch; local cheques of other banks and misc. for those banks where bank code is not updated in the machine.
- d) Cancelled Transactions report- batch wise
- This report shall be Batch wise for evacuation period. This report must be taken at the time of evacuation of machine. This report shall contain account no. wise details of all the cancelled receipts. S/D wise totals and grand totals also appear in this list. RA shall analyse the same to know the reasons of cancellation.
- e) Segregation report at the end of month
- This report can be generated for any period with date and time option. This report shall be S/D wise/Category wise, date wise and ledger group wise. Category wise, S/D wise and date wise totals along with date-wise grand totals shall also appear in this list.
- f) Summary report
- S/D wise report for all categories for any selective period can be generated. There will not be any option for category selection. This report shall be basically an abstract of S/D wise/date wise and category wise payments

- received through the machine.
- g) Details of Payment received (Advice 90/ Dump data) This report shall be generated with dump file which is to be sent to M/s NIELIT for posting. A provision shall be made for S/D wise, category and date wise report, which will be helpful for 90 no. advices, sent to M/s NIELIT at the end of the month.
  - h) CCR Report-as per MIS requirement This is optional report for the previous period. This can be generated for any S/D, any category and for any period by selecting it for MIS purpose. Cash evacuated shall not be tallied with this report.

**88 SAP CUSTOMER SERVICES AND BILLING PROCESSES**

Instructions for operating sap software by concerned divisions/ sub-divisions for consumers less than 20kW of load

**88.1** The Following are the control and responsibilities of various Billing/ revenue activities for billing up to 20kW are as follows:

**88.1.1 Change of Tariff for DS/NRS consumer (Advice No. 71)**

<u>Various activities to be performed</u>	<u>Authorisation</u>
a. Change of Tariff from DS to NRS	Entered in SAP by ARA/RA/RS and NRS to DS authorized by AE/AEE
b. Board Employee Concession	Entered in SAP by UDC Revenue and authorized by ARA/RA/RS
c. Pb. Govt. connection code	Entered in SAP by UDC revenue and authorized by ARA/RA/RS
d. Type of NRS consumer	Entered in SAP by UDC revenue and authorized by ARA/RA/RS
e. Schedule Caste/BPL concession	Entered in SAP by RA and authorized by AE/AEE
f. Change of MRU	Entered in SAP by UDC revenue and authorized by ARA/RA/RS

**88.1.2 Correction of readings after verification of reading & authorized by AE/AEE or Bill reversal/ Correction (Advice NO. 72)**

- a. Wrong readings (original Bill amount)
  - i. Upto Rs.25000/- Entered in SAP by UDC and authorised by ARA/RA/RS
  - ii. Above Rs.25000/- Entered in SAP by RA and authorized by AE/AEE

**Note: Copy of verified report should be scanned and maintained by RA/AEE for audit purpose.**

**88.1.3 Correction of Meter Particulars for DS and NRS consumers (Advice No. 73)**

- a. Phase code (For Rental Purpose)Entered and authorised by UDC
- b. No. of DigitsEntered by JE/AEE in SAP

**Note : Copy of Report should be filled by UDC in the file for audit purpose.**

**88.1.4 Disconnection/Deletion/Reconnection (Advice No.74)**

- (i) **PDCO** on request & theft cases/defaulting amount
  - (a) Issued by UDC Revenue after marking of report by AE/AEE and forward to JE for Implementation
  - (b) JE removes the meter and enters in SAP and hard copy is returned to UDC revenue to check on SAP
  - (c) In case payment has been made by consumer then JE should **cancel** the Job order & hard copy of PDCO is returned to UDC.
- (ii) **RCO** :
  - 1) **RCO on request**
    - a) Issued RCO on request by Suvidha Centre/ **Customer Care Centre/ Sub Division.**
    - b) Suvidha Centre/ **Customer Care Centre/ Sub Division** forward to JE concerned for implementation.
    - c) JE should complete the RCO and enter in SAP system.
    - d) Hard copy of RCO should be returned to UDC for checking in SAP system for billing purpose.
  - (iii) **RCO others (Theft case, Meter Stolen)**
    - a) RCO issued by UDC Revenue in Sub Division.
    - b) Forwarded to JE for implementation.
    - c) JE should complete the RCO and enter in SAP.
    - d) Hard copy of RCO should be returned to UDC for checking in SAP system for billing purpose.

**Note: List of pending PDCO/RCO should be generated by AE/AEE for its monitoring.**

**88.1.5 Correction of Name/Address/Load/Service Rentals of DS and NRS consumers (Advice No. 75)**

- a) Correction of Name, Father's name, Address (except change of name) : Additional service rentals entered in SAP by UDC to check the record and authorised by ARA/RA/RS
- b) Correction of Load (old cases) entered in SAP by RA and authorised by AE/AEE.

**Note: Proof should be kept in file for audit purpose.**

**88.1.6 Change of meter (Advice No. 79)**

- (a)(i) All the MCO's against Defective meters, burnt, M&T seal broken of key exception should be issued by Suvidha Centre after charging the meter cost where applicable.
- (ii) Other MCO issued against checking of connections etc. should be issued by UDC Revenue as per order of AE/AEE.
- (b) MCO should be sent to AE/AEE of concerned Sub-Division.
- (c) The concerned AE/AEE forward the MCO for replacement of meter to JE.
- (d) JE shall effect MCO and then enter in SAP system
- (e) After entering in SAP system hard copy of MCO should be returned to UDC.
- (f) UDC should check the same in SAP system for purpose of correct billing.

- (g) **Key Exception and other reports as per legacy system (NIELIT) to be generated by SAP system.**

**Note: List of pending MCO should be generated by RA for its monitoring.**

**88.1.7 Correction of Security (Consumption) & Meter Security (Advice No.80)**

Correction of Security (Consumption) & Meter security after checking record: Entered in SAP by UDC and authorised by ARA/RA/RS.

**Note: Copy of Proof should be filled by UDC in the file for audit purpose.**

**88.1.8 Statement showing SCO issued for General Connection (Advice No. 83)**

Pending SCO list should be generated by AE/AEE for its monitoring.

**88.1.9 D Code removing (Advice No. 85)**

To remove D code of consumers request after verification by JE/AEE: Entered in SAP by ARA/RA/RS and authorised by AE/AEE.

**Note: Copy of verified report should be filled by RA in the file for audit purpose.**

**88.1.10 Sundry Allowance/Charges (Advice No. 76/86/96)**

- a) All the entries of Sundry **allowances and charges and bill reversals** should be entered in Sundry Charges and Allowance register manually as well as in SAP **and got signed/ approved by AE/AEE.**
- b) Power to enter in SAP system of Sundry Allowance/ Charges:  
Upto Rs.25000/- entered in SAP by UDC authorised by RA/ARA/RS  
Above Rs. 25000/- entered in SAP by RA/ARA/RS authorised by AE/AEE.
- c) **At the end of month an abstract of entries be made and tallied with the postings of SAP by UDC and authorized by RA/ARA/RS and approved by AE/ AEE**

**Note: i) Refund of audit period should be given by the approval of concerned authority as per Board Regulation.**

**ii) Key exception report on daily basis should be generated for its scrutiny.**

**88.1.11 Change in ledger (Octroi Code) (Advice No. 87)**

Change of Octroi: After verification of site, the Octroi code should be changed in SAP system by RA **authorized by AE/AEE.** Proof should be kept in file for audit purpose.

Octroi Code

Y: Yes

N: No

**88.1.12 Reconciliation of Cash received, consumer wise & category wise:**

A report should be generated (as per source of payment receipt i.e. Cash Counter, Bill Payment Machine, E-payment, Easy bill etc.) for reconciliation of daily cash/ Cheque receipts against energy bills category wise & consumer wise. Any discrepancy found in cash (double/less amount credited to consumer accounts) should be verified & authorized by RA cash in same day before depositing the cash in bank. Further the daily report should be based on date-wise, consumer ledger wise posting of bill receipts, this report should also be head-wise segregated (i.e. SOP, ED, DSSF, Octroi, Meter Rent and Service Rent etc). Date-wise report of Dishonoured Cheques, cancelled payments should also be generated to monitor proper monitoring of Bill collection. Cashiers of Suidha Centres/ Customer Care Centers/ Sub Divisions should also tally the statements with source wise actual receipts

and this should be authenticated by ARA/RA/RS. Also monthly category wise Cash Reconciliation Report be generated.

**88.1.13 DT wise indexing of consumers**

The JE/AEE of commercial wing should ensure correct indexing of consumers DT wise and release of new connections DT wise.

The technical wing shall be responsible for updating the consumer indexing if any change of network has been carried out which should be certified by Sr. Xen/Technical.

**88.1.14 Change of Name:**

Apply in Suvidha Centre

|

New A/c No. generated in Suvidha Centre after verification and Old data (Readings and others) migrated to new A/c No. by Suvidha centre and old A/c No. must be closed by Suvidha Centre and final billing should also be carried out at the same time. **Entered by UDC/ CC after Field verification and authorized by RA after then completion/ closed by AE/ AEE Op.**

**88.1.15 a) New Connection (Where no network augmentation is required):**

Apply in Suvidha Centre

|

SCO created by Suvidha Centre

|

SCO sent to JE for installation of meter

|

JE install the meter and entered the meter particulars, date of connection in SAP

|

Hard copy of SCO should return to RA for preparation of bills.

**b) New Connection (Where network augmentation is required):**

Apply in Suvidha Centre

|

SCO created by Suvidha Centre

|

SCO sent to JE for installation report

|

JE reported by mail to Suvidha Centre that LT line is required for connection.

**JE creates proposal in GIS & perform NA study. If feasible, order is created (PM06 type) in SAP**

|

Suvidha Centre sends the case to AEE technical to install the line.

|

AEE Tech prepares the estimate and get it approved from competent authority

|

AEE Tech conveys the amount to be deposited by consumer

|

Suvidha Centre conveys this amount to the consumer and get this amount deposited

|

Suvidha Centre gives go ahead to AEE Tech to make required changes to the network

|

Suvidha centre intimate to JE that required network change has been completed and connection may be released

|

JE completed the SCO to install meter & enter the meter particulars, date of connection in SAP

|

Hard copy of SCO to RA for billing purpose.

**88.1.16 Reduction/Extension of load (upto 20 kW):**

**a. Change of Name with extension of load:**

In SAP, first change of name is being Done so adopt procedure as in serial No. 88.1.14 and then 88.1.16.

**b. Where no material required:**

Apply in Suvidha Centre, load has been increased/**decreased** in Suvidha Centre & entered in SAP by Suvidha Centre.

**c. Where material required:**

i. Where only meter/PVC is required: - Apply in Suvidha Centre, order for load extension/reduction will be issued and completed by Suvidha Centre and order for meter change may be send to JE for completion. JE should return copy after compilation to UDC/RA and similarly copy of load extension/reduction order be sent to UDC/RA for billing purposes.

ii. Where up gradation of LT system is required:

Apply in Suvidha Centre

|

Order for load extension created and completed by Suvidha Centre

|

SJO sent to JE for installation

|

JE reported by mail to Suvidha Centre that LT line/Aug. is required for load extension. **JE creates proposal in GIS & perform NA study. If feasible, order is created (PM06 type) in SAP**

|

Suvidha Centre sent the case to AEE technical to install the line

|

AEE Tech prepares the estimate and get it approved from competent authority

|

AEE Tech conveys the amount to be deposited by consumer

|

Suvidha Centre conveys this amount to the consumer and get this amount deposited

|

Suvidha Centre gives go ahead to AEE Tech to make required changes to the network

|

Suvidha Centre intimate to JE the LT line has been completed & load extension and reduction may be released.

JE completed the SJO to install meter & enter the meter particulars, date of meter change in SAP

Hard copy of SJO to RA for billing purpose.

**88.1.17 Clubbing of load:**

Apply in Suvidha Centre

SJO/PDCO has been issued by Suvidha Centre and SJO regarding load may be completed at Suvidha Centre

PDCO forwarded to JE

JE should remove one meter and entered in SAP

Hard copy of PDCO/SJO should sent to RA/UDC for billing purpose.

**88.1.18 Challenge of meter:**

Application given by consumer in Suvidha Center

Suvidha Center deposits the fees alongwith undertaking as per regulation

After deposit of the challenge fees Suvidha Center issues the MCO

Meter replaced by JE

**Meter to be returned by JE in ME after entering into ME1 and ME2**

JE should collect the report from ME of challenge Meter Report

Handover the report to AEE commercial to overhaul the account along with MCO

Note: 1. Consolidated list be generated every Monday of all the activities carried out (i.e. **all changes made in consumer's master data as well as billing data**) in the sub-division viz. sundry charge and allowances, change of tariff, Schedule caste/ BPL certificate, removal of D-code, Board employee concession, correction of bills, **bill reversals, BO flag, Change of name, Change of category, change of load** etc. **for all categories (including more than 20 kW consumers) and should be authenticated by UDC(Rev), RA/ARA/RS and approved by AE/AEE Op.**

2. List of minus amount bills generated/ **out sort bills** in SAP and **implausible & error cases** should be checked/corrected by RA **on regular basis.**

3. **A separate code "TO" for PSTCL offices be generated and that should not be assigned "BO" code. Board Office and Transco office codes i.e. "BO" and "TO" flag should be verified by field offices at regular intervals.**

**88.2 CONTROL AND RESPONSIBILITIES OF VARIOUS BILLING/REVENUE ACTIVITIES FOR BILLING MORE THAN 20kW:**

88.2.1 The control of the billing data and preparation of bills based on meter readings as per Spot Meter Readings/AMR and advices/online job orders to be sent by respective operation sub divisions shall remain in control of the respective Zonal Centralised Billing cells. The 'Op' S/Divn. Shall have no power to alter the billing data in any way. The 'Op' S/Divn. shall process the billing advices/job orders as per detailed instructions of ESIM and send these online to the respective CBC's for data entry along with meter readings and supporting documents whenever

required. The zonal CB cells shall prepare the bills for the next cycle based on the meter readings and billing advices/data.

The billing advices/ **job orders** for consumers above 20kW being high revenue and less in numbers shall be entered by RA of the concerned S/Divn. and then shall be checked and verified by AE/AEE of concerned sub-division. The advices/job orders then shall be sent to the respective zonal CBC by AE/AEE of concerned sub-division online for billing purpose. The UDC in the zonal CBC shall enter these advices along with meter readings for generation of the bills. AEE of the zonal CBC shall check the bills along with advices for printing. The bills shall be printed in the zonal CBCs and sent to the respective 'Op' S/Divn. for distribution to ensure that billing errors are minimum and billing efficiency is uniform and of highest order. Bill printing should be done at the respective zonal CBC's which shall be easier to handle. The bill printing for the S/Division shall be very difficult to sustain in the long run.

Copies of the verified report if applicable should be scrutinized and maintained by RA/AEE for audit purpose in the 'Op' S/Divn.

Some of the activities as detailed below shall be regulated by the procedure as detailed above and after observing guidelines of ESIM.

- a. Change of Tariff
- b. Board Employee Concession
- c. Type of consumer/Nature of industry
- d. Schedule Caste/BPL Concession
- e. Correction of Metering equipment particulars and M.F
- f. Correction of Security (consumption) & Meter Security
- g. Correction of name and address, service rentals etc.
- h. DT wise indexing
- i. D code removing
- j. ED applicability
- k. Octroi applicability
- l. Supply voltage
- m. Metering Voltage

88.2.2 The procedure for other billing activities shall be as follows:

**Correction of bill after verification of reading :**

The bill shall be **reversed/** corrected in 'Op' S/Divn. manually after verification of reading duly authorized by AE/AEE/'Op' and advices shall be generated for submission to zonal CBC. The power to correct the bill shall be as below:

Upto Rs.1 lakh	<b>entered by UDC verified by RS and authorized by AEE/CBC</b>
Above Rs.1 lakh	<b>entered by RS verified by AE/AEE and authorized by Sr.Xen/ASE/CBC</b>

**Disconnection/Re-connection**

**a) PDCO on request and theft cases/ defaulting amount :**

- Issued by RA/'Op' after marking of report by AE/AEE 'Op' and forward to JE/operation for implementation.
- JE/Defaulting removes the meter and return the PDCO to RA for preparation of advices



- Advices / online job orders processed and sent to zonal CBC online for billing purpose.

**b) RCO on request :**

- Issued RCO by RA/Op' on request and forwarded to JE for implementation.
- JE should implement the RCO and hand over to RA after compliance.
- RA will process advice and send to zonal CBC online for billing purpose.

**c) RCO others (theft cases, meter stolen)**

- Issued RCO by RA/Op on request and forwarded to JE for implementation.
- JE should complete the RCO and hand over to RA.
- RA will process and send to zonal CBC online for billing purpose.

**88.2.3 Change of Meter**

- All the MCO's against Defective Meters, burnt, M&T seal broken of key exception should be issued by Suvidha Centre after charging the meter cost where applicable.
- Other MCO issued against checking of connection should be issued by the RA after following due procedure as per ESIM for different categories of consumers i.e. on the reports of Enforcement/MMTS if applicable, as per orders of AE/AEE operation.
- The MCO should be sent to JE/MCO for compliance of MCO.
- JE shall affect MCO and enter all meter particulars and readings of old and new meters installed.
- The completed MCO after compliance should be sent online to RA/Op & AEE/Op who after checking shall send to zonal CBC online for billing purpose.
- **Key Exception and other reports as per legacy system (DOEACC/ NIELIT) to be generated by SAP system.**

**88.2.4 Sundry Charges/Allowances :**

- All the entries of sundry charges & allowances **and bill reversal** should be entered in sundry Charges & Allowances register by the RA **authorized by AE/AEE and then** advices should be sent to zonal CBC for billing purpose after following due guidelines of ESIM.
- The competency for accepting all sundry charges/allowances shall be as follows:

Upto Rs. 1 lakh	AEE/CBC
Above Rs.1Lakh	Sr. Xen/CBC

**88.2.5 Change of Name:**

Apply in Suvidha Centre and after **field** verification new account to be sent to zonal CBC for billing against new particulars by respective AE/AEE 'Op'.

**88.2.6 New Connection (where no network augmentation is required)**

- Apply in Suvidha Centre/ Online on PSPCL website.
- SCO created by Suvidha Centre/ Customer Care Centre/ Subdivision.
- SCO sent to JE/GSC of sub division for installation of meter
- JE will install the meter and enter the meter particulars, date of connection etc.
- SCO after compliances and duly checked by RA/AEE/Op should be sent to Zonal CBC for billing purpose.
- Checked in SAP by UDC/CBC and cleared by AEE/CBC.

**Note: No application for new connection shall be registered where feasibility is required as per latest instructions. Detailed guidelines as given by ESIM is to be followed in such cases where feasibility clearance is required.**

**88.2.7 New connection (where network augmentation is required)**

- Apply in Suvidha centre and processing of application as per ESIM.
- SCO created by Suvidha centre
- SCO sent to JE/GSC of 'Op' S/Divn. for installation of meter
- JE reported to Suvidha centre that network augmentation is required for release of connection.
- Suvidha centre sends the case to AEE technical.
- AEE/Technical will comply the SCO and send back to Suvidha centre.
- JE/GSC shall install meter & enter the meter particulars, date of connection etc.
- SCO after compliance and duly checked by RA/AEE/Op should sent to zonal CBC for billing purpose.
- Checked in SAP by UDC/CBC and cleared by AEE/CBC.

**Note: No application for new connection shall be registered where feasibility is required as per latest instructions. Detailed guidelines as given by ESIM is to be followed in such cases where feasibility clearance is required.**

**88.2.8 Reduction/Extension of load (above 20 kW) :**

- i. **Where no material required** : Apply in Suvidha Centre load has been increased/ **decreased** in Suvidha Centre and entered in SAP by Suvidha Centre
- ii. **Where material required** :
  - 1) Where only meter/PVC is required: Apply in Suvidha Centre, order for load extension/ reduction will be issued and completed by Suvidha Centre and order for meter change may be sent to JE for completion. JE/Suvidha Centre should return copy after compliance to RA (op) and similarly copy of load extension/reduction order be sent to RA (op) for billing purposes. RA and AEE (op) after checking should send complete copy to zonal CBC online for billing purposes.
  - 2) Where up gradation/ changes in Network are required
    - Apply in Suvidha Centre
    - Order for load extension created and completed by Suvidha Center.
    - SJO sent to JE for installation report.
    - JE reported by mail to Suvidha Centre that LT line/augmentation is required for load extension.
    - Suvidha centre sent the case to AEE technical to install the line
    - AEE Tech prepares the estimate and get it approved from competent authority **through Plant maintenance process.**
    - AEE Tech conveys the amount to be deposited by consumer
    - Suvidha Centre conveys this amount to the consumer and get this amount deposited
    - Suvidha Centre gives go ahead to AEE Tech to make required changes to the network

- Suvidha centre intimate to JE that LT line has been completed & load extension and reduction may be released.
- JE completed the SJO to install meter and enter the meter particulars, date of meter change in SAP
- SJO be sent to RA and AEE/'Op' who after checking shall send online to Zonal CBC for billing purpose.

**Note: No application for extension in load shall be registered where feasibility is required as per latest instructions. Detailed guidelines as given by ESIM is to be followed in such cases where feasibility clearance is required.**

**88.2.9 Change of Name with Extension of load: In SAP first change of name is being done.**

- Apply in Suvidha centre
- New A/c no. generated in Suvidha centre after **field** verification and old data (Readings & others) migrated to new A/c by Suvidha Centre and old A/c No. must be closed by Suvidha Centre after its final billing be done.
- SCO created by Suvidha Centre
- SCO sent to JE for installation report
- JE reported by mail to Suvidha Centre and LT line is required for connection.
- Suvidha Centre sent the case to AEE technical to install the line
- AEE Tech prepares the estimate and get it approved from competent authority
- AEE Tech conveys the amount to be deposited by consumer
- Suvidha Centre conveys this amount to the consumer and get this amount deposited
- Suvidha Centre gives go ahead to AEE Tech to make required changes to the network
- Suvidha Centre intimate to JE and LT line has been completed and connection may be released.
- JE completed the SJO to install meter & enter the meter particulars, date of connection in SAP
- Hard copy of SCO to RA/operation and further sent to zonal CBC online for billing purpose.

**88.2.10 Clubbing of Load**

- Apply in Suvidha Centre
- SJO/PDCO has been issued by Suvidha Centre and SJO regarding load may be completed at Suvidha Centre
- PDCO forwarded to JE
- JE should remove one meter and entered in SAP
- Hard copy of PDCO/SJO (**load category of consumer, Tariff category**) should sent to RA and AEE (op) and further sent to zonal CBC online for billing purpose.

**88.2.11 Challenge of Meter**

- Application given by consumer in Suvidha Centre
- Suvidha Centre deposit the fees alongwith undertaking as per regulation

- After deposit the challenge fees Suvidha Centre issue the MCO
- Meter replaced by JE and further as in MCO Process
- JE should collect the report from ME of the challenge Meter report
- Handover the report to AEE commercial to overhaul the A/C and proceed as in sundry allowances and charges process.

**88.2.12 Other parameters for billing above 100 kW :**

As per Commercial Circular No. 47/2018 dt. 26/06/2018, the other parameters for billing above 100 kW like Peak Load exemptions, preparation of UI account for open access billing should be done on SAP so that correct bills are prepared by Zonal CBC's during the current cycle itself should be checked/ corrected by RA on regular basis by adhering to the procedure as above.

For connections with load more than 100 kW, the concerned AE/ AEE/Op., should certify that "I have checked/verified the basic/ master data/ parameters of consumers who's sanctioned load more than 100 kW and entered in system database" before the end of every year i.e. by December end every year otherwise (in case of non fulfillment of said condition) the billing for January next year should be stopped automatically for consumers who's sanctioned load more than 100 kW.

**Note: List of minus amount bills generated/ out sort bills in SAP and implausible & error cases should be checked/ corrected by RA on regular basis by adhering to the procedure as above.**

**88.3 METER READING AND ESTIMATION OF CONSUMPTION IN SAP METERING PROCESS**

**88.3.1 Non Adjustable Average Billing Cases (D,S,F,R,G,M etc.)**

In these cases the incremental average consumption is entered by JE/ Operations after the meter is replaced and ME lab should intimate only such cases where the final meter reading is more than the incremental average consumption for charging the amount due to difference in reading if applicable.

**88.3.2 Inconsistent Reading (I code) cases under SAP Billing**

SBM should have the option for choosing X-code or I-code and issuing bills on the basis of correct reading. Further the SBM should display the previous meter reading so that meter reader can choose the appropriate code (X or I code).

**88.3.3 Spot Meter Reading:** For consumers between 20kW and 99 kW, Spot Meter Reading shall be introduced for generation and preparation of bills by zonal CBCs.

**88.3.4 Key Exception Reports:** Key exception reports should be made available as per legacy system (DOEACC)

**Notes for point No. 88.1, 88.2 & 88.3:**

- A. Suvidha Centre may be read as Suvidha Centre/ Customer Care Centre/ Subdivision in above instructions.**
- B. Detailed guidelines as given in ESIM to be followed in all above instructions and in any case ESIM instructions should not be superseded.**
- C. Consolidated list be generated every Monday of all the activities carried out (i.e. all changes made in consumer's master data as well as billing data) in the sub-division viz. sundry charge and allowances, change of tariff, Schedule caste/ BPL certificate, removal of D-code, PSPCL/PSTCL employee concession, correction of bills, bill reversals, BO flag, Change of name,**

**Change of category, change of load etc. for all categories (including more than 20 kW consumers) and should be authenticated and got tallied with relevant record by UDC(Rev), RA/ARA/RS and approved by AE/AEE Op.**

- D. List of minus amount bills generated/ out sort bills in SAP and implausible & error cases should be checked/corrected by UDC, RA and AE/AEE on regular basis.**
- E. A separate code “TO” for PSTCL offices be generated and these offices should not be assigned “BO” code. Board Office and Transco office codes i.e. “BO” and “TO” flag should be verified by field offices at regular intervals.**
- F. SAP should generate a Sub division-wise/ Division-wise/ Town-wise and category-wise report showing consumer details i.e. multiplying factor, Meter Details, CT/ PT details for all consumers. Concerned field offices JE/AE/AEE should physically check and ensure the correctness of all multiplying factors on regular basis.**

**89 COMPUTERIZED BILLING OF TEMPORARY SUPPLY CONSUMERS.**

- 89.1** The computerized billing of Temporary DS/NRS consumers having load upto 100 kW will be done by M/s NIELT Center. Computerized bills of other categories i.e. DS/NRS consumers having load more than 100 kW, SP/MS/LS/RT/BS shall be generated by respective Centralized Billing Cells (CBC's).
- 89.2** Computerized billing of temporary connections will be done on monthly basis. The Ledgers / MIS reports etc of these consumers will be generated by M/s NIELIT Center as per the existing scope and schedule applicable for existing DS/NRS consumers having load more than 10 kW.
- 89.3** Since temporary connections for marriage parties and other social domestic/religious functions are required for only short duration i.e. for few days as such these consumers are not covered under computerized billing.
- 89.4** In view of the above, all the field officers are requested to furnish monthly readings of the temporary consumers for computerized billing to M/s NIELIT Center, Chandigarh (formerly DOEACC) and respective CBC's as per their category and load on the existing pattern.

>>>>>>>>>>

**IN PUT  
ADVICES,  
PAYMENT  
RECORDS AND  
OUT PUT  
LEDGER FOR  
LS/BS/RT  
BILLING**

Advice no.L51

MASTER FILE FOR LS/BS/RT CONSUMERS

SYS-ID		INPUT CODE		SHEET NO		BILLING CYCLE		SUB DIV. CODE			
L		5 1									
1. S/D Code		2.Circle		3.Divn./S/Divn							
4.Ledger		5.A/c no.		6.Name/Add. of consumer							
7.Connected load/date											
8.contract Demand/Date											
9. Power Intensive Load/Date			10.Industry Type		11.Industry Code						
12.Power intensive CD/Date			13.Connection Code		14.Tariff Code						
15.Seasonal Load/Date			16.Seasonal CD/Date								
17.Cold Storage/IF Load/Dt			18.Cold Storage/IF CD/Dt			19.ED Exemption					
20.General Indl.Load/Date			21.Gen.Ind.CD/Date			22.ED Exmp.Upto					
23.ARC Fumace Load/Date			24.Arc Fumace CD/Date								
25.Peak Load/Date			26.Octroi Levy Code		27.Feeder Code						
28.General CD/Date			29.Admissible Voltage		30.T/F Code						

Meter	Meter Sr. no.	Make	Digits	Line CT Ratio	Meter CT Ratio	Ind.Factor	MMTS%Correction	Correction Dt(from)	Meter Voltage	Aux meter	Sub Mtr Code
31.Main											
32.Colony											
33.Aux											

34.CT/PT Sr.No.		35.CT/PT make		36.CT/PT Capacity	
37.SJO no Date		38. security (consumption)		39.Meter Security	

	Ownership	Installed on (Date)	Meter Rent	AUX Meter	Sub Mtr Code
40.Indl Mtr					
41.CT/PT Unit					

Note:

- 1) Fill all columns legibly
- 2) Incomplete/overwriting advice will be rejected
- 3) Affix Rubber Stamp of XEN/AEE/AE
- 4) No document is required with the advice, however same could be demanded as & when required .

Signatures of RS/RA  
full Name ( )

Signatures of XEN/AEE/ AE  
Sub Div. \_\_\_\_\_  
PSPCL \_\_\_\_\_

**Advice No. L52**

**Advice for Change of Meter for L.S./B.S./R.T. Consumers (MCO)**

SYS-ID	
	L

INPUT CODE	
5	2

SHEET NO	

BILLING CYCLE	

SUB DIV. CODE		

Sr.No.	Account No.	Meter Type	Meter Count	Installation Date	Owner	Manufacturer	Meter No.	Amperes	Meter Digits	Supply Voltage	Metering Voltage	Independent Factor
1)	2)	3)	4)	5)	6)	7)	8)	9)	10)	11)	12)	13)

MCO NO.	MCO Date	MCO Reason	Meter Numerator	Meter Denominator	Defective Date	Replace Date	Initial			Closing		
							kWh	kVAh	MDI	kWh	kVAh	MDI
14)	15)	16)	17)	18)	19)	20)	21)	22)	23)	24)	25)	26)

Note:

- 1) Fill all columns legibly
- 2) Readable copy of ECR/LCR must be enclosed
- 3) Incomplete/overwriting advice will be rejected
- 4) Affix Rubber Stamp of XEN/AEE/AE
- 5) Document mentioned at no. 2 is required with this advice.

Signatures of RS/RA  
full Name ( )

Signatures of XEN/AEE/ AE  
Sub Div. \_\_\_\_\_  
PSPCL \_\_\_\_\_



**Advice No. L53**

**Advice for Change of C.T./P.T. for L.S./B.S./R.T. Consumers (SJO)**

SYS-ID	
	L

INPUT CODE	
5	3

SHEET NO	

BILLING CYCLE	

SUB DIV. CODE		

S. No	Account No.	Meter Type	Meter Count	Installation Date	Owner (PSPCL or Pvt.)	Serial No.	Capacity (Amperes)	Manufacturer	SJO No.	SJO Date	Reason for SJO	Line CTR Numerator	Line CTR Denominator	Metering Voltage Numerator
1)	2)	3)	4)	5)	6)	7)	8)	9)	10)	11)	12)	13)	14)	15)

Metering Voltage Denominator	Defective Date	Replace Date	Before Replacement			After Replacement		
			kWh	kVAh	MDI	kWh	kVAh	MDI
16)	17)	18)	19)	20)	21)	22)	23)	24)

Note:

- 1) Fill all columns legibly
- 2) Readable copy of ECR/LCR must be enclosed
- 3) Incomplete/overwriting advice will be rejected
- 4) Affix Rubber Stamp of XEN/AEE/AE
- 5) Document mentioned at no. 2 is required with this advice.

Signatures of RS/RA  
full Name ( )

Signatures of XEN/AEE/ AE  
Sub Div. \_\_\_\_\_  
PSPCL \_\_\_\_\_

**Advice No. L54**

**Advice for Sundry Charges/Allowances for L.S./B.S./R.T. Consumers**

SYS-ID	
	L

INPUT CODE	
5	4

SHEET NO	

BILLING CYCLE	

SUB DIV. CODE		

S. No.	Name	Account No.	Sundry Code <sup>1</sup>	Sundry Head	Sundry Minor Head	Sundry Reason	Sundry Date	Sundry Amount			Book No.	Page No.
								SOP	OCT	ED		
1)	2)	3)	4)	5)	6)	7)	8)	9)	10)	11)	12)	13)

Certified that the total amount is

1. Charges Rs.(in words)\_\_\_\_\_

2. Allowances Rs.(in words)\_\_\_\_\_

Note:

- 1) Sundry Code: Charges: C , Allowances: A
- 2) Fill all columns legibly
- 3) Advice with any overwriting will be rejected
- 4) Affix Rubber Stamp of XEN/AEE/AE
- 5) No document is required with the advice, however same could be demanded as & when required.
- 6) **Sundry Minor Head for :**
  - (a) Theft of power detected by D/S - 23.715.
  - (b) Theft of power detected by Enf = 23.725

Signatures of RS/RA  
full Name ( )

Signatures of XEN/AEE/ AE  
Sub Div. \_\_\_\_\_  
PSPCL \_\_\_\_\_

**Advice No. L55**

**Advice for PDCO/RCO for L.S./B.S./R.T. Consumers**

SYS-ID	
	L

INPUT CODE	
5	5

SHEET NO	

BILLING CYCLE	

SUB DIV. CODE		

S. No.	Name	Account No.	Meter Count	Billing Cycle	Discon./Conn. Date	Discon./Conn. Type	kWh Reading	kVAh Reading	MDI Reading	Code *	Remarks
1)	2)	3)	4)	5)	6)	7)	8)	9)	10)	11)	12)

Note:

- 1) Meter Count (No. Of Meters) is \_\_\_\_\_
- 2) Fill all columns legibly
- 3) Advice with any overwriting will be rejected
- 4) Code\* P – PDCO , R - RCO
- 5) Affix Rubber Stamp of XEN/AEE/AE
- 6) No document is required with the advice, however same could be demanded as & when required.

Signatures of RS/RA  
full Name ( )

Signatures of XEN/AEE/ AE  
Sub Div. \_\_\_\_\_  
PSPCL \_\_\_\_\_

**Advice No. L56**

**Advice for ED Exemption for L.S./B.S./R.T.Consumers**

SYS-ID	
	L

INPUT CODE	
5	6

SHEET NO	

BILLING CYCLE	

SUB DIV. CODE		

S.No.	Name	Account No.	Billing Cycle	Billing Year	Units Exempted	%age Exemption	From Date	Exempted Up to	Remarks (Name of Exempting Authority)
1)	2)	3)	4)	5)	6)	7)	8)	9)	10)

Note:

- 1) Fill all columns legibly
- 2) Advice with any overwriting will be rejected
- 3) Affix Rubber Stamp of XEN/AEE/AE
- 4) No document is required with the advice, however same could be demanded as & when required.

Signatures of RS/RA  
full Name ( )

Signatures of XEN/AEE/ AE  
Sub Div. \_\_\_\_\_  
PSPCL \_\_\_\_\_

**Advice No. L57**

**Advice for Peak Load Exemption for L.S./B.S./R.T. Consumers**

SYS-ID	
	L

INPUT CODE	
5	7

SHEET NO	

BILLING CYCLE	

SUB DIV. CODE		

S.No.	Name	Account No.	Peak Load Allowed	PLE Start Date	PLE End Date	Name of Authorising Office	Memo No.	Date	Remarks
1)	2)	3)	4)	5)	6)	7)	8)	9)	10)

Note:

- 1) Include PLE authorising office name, memo no. & date
- 2) Fill all columns legibly
- 3) Advice with any overwriting will be rejected
- 4) Affix Rubber Stamp of XEN/AEE/AE
- 5) No document is required with the advice, however same could be demanded as & when required.

Signatures of RS/RA  
full Name ( )

Signatures of XEN/AEE/ AE  
Sub Div. \_\_\_\_\_  
PSPCL \_\_\_\_\_

**Advice No. L58**

**Advice for Seasonal Industry for L.S./B.S./R.T. Consumers**

SYS-ID	
	L

INPUT CODE	
5	8

SHEET NO	

BILLING CYCLE	

SUB DIV. CODE		

S.No	Name	Account No.	Event Code *	Event Date	Reading at the time of event			SJO No. & Date	Remarks
					kWh	kVAh	MDI		
1)	2)	3)	4)	5)	6)	7)	8)	9)	10)

Note:

- 1) All columns are compulsory
- 2) Fill all columns legibly
- 3) Advice with any overwriting will be rejected
- 4) Affix Rubber Stamp of XEN/AEE/AE
- 5) No document is required with the advice, however same could be demanded as & when required.
- 6) Event Code: S - start and E – end.
- 7) If start and closed occurs in the same month then the rows, one for start(S) & other for closed(E), be filled

Signatures of RS/RA  
full Name ( )

Signatures of XEN/AEE/ AE  
Sub Div. \_\_\_\_\_  
PSPCL \_\_\_\_\_

Advice No. L59

Advice for Change in Name/Feeder Code/Type/Connected Load/C.D. for LS/BS/RT Consumers

SYS-ID		INPUT CODE		SHEET NO		BILLING CYCLE		SUB DIV. CODE		
	L	5	9							

S. No.	Name	Account No.	Date of Contract	Contract Load (kW)		Contract Demand		SJO No.	Date	Kind of Industry	Supply Voltage	Metering Voltage	New Feeder Code	Remarks
				Code*	Load	Code*	Demand							
1)	2)	3)	4)	5)	6)	7)	8)	9)	10)	11)	12)	13)	14)	15)

Note:

- 1) All columns are compulsory
- 2) Fill all columns legibly
- 3) Code\*: General-1, Induction-2, Seasonal-3, Cold Storage/Ice Candy-4, Arc Furnace-5
- 4) Advice with any overwriting will be rejected
- 5) Tick the relevant Change required on the top
- 6) Affix Rubber Stamp of XEN/AEE/AE
- 7) Feeder Code should be in 12 digits only
- 8) No document is required with the advice, however same could be demanded as & when required.

Signatures of RS/RA  
full Name ( )

Signatures of XEN/AEE/ AE  
Sub Div. \_\_\_\_\_  
PSPCL \_\_\_\_\_

Advice No. L60

Advice For Compensation Assessed/Adjusted/Realised on Account of Theft of Energy/U.U.E. & Unauthorised Extension Cases

SYS-ID		INPUT CODE		SHEET NO		BILLING CYCLE		SUB DIV. CODE		
	L	6	0							

Sr No	Ledger Group	Account No.	Chk Digit	Agency Code	Code for Assessment Amt.	Amount Assessed				SUNDRY	
						Equivalent units for theft and wrong metering	Assessment amount SOP etc	E.D	OCT.	Register No.	Page No
1)	2)	3)	4)	5)	6)	7)	8)	9)	10)	11)	12)

>>>>>>>>>>



**(SECTION-VI)****RECOVERY OF UNPAID DUES FROM DEFAULTING CONSUMERS****91 DISCONNECTION FOR NON PAYMENT OF ELECTRICITY CHARGES**

91.1 Every consumer is expected to make the payment of his dues by the 'due date'. In case he fails to discharge the liability, his premises will be liable for disconnection under Section-56 of the Act. The procedure laid down in Reg-32, read with Reg-35 of Supply Code-2014 shall be followed in the matter of disconnecting the premises of various categories of consumers, who fail to clear the bills for electricity etc. within due date. Notice for disconnection must be issued next day after the due date as per Reg-32 of Supply Code-2014. The accumulation of defaulting amount shall be the direct responsibility of RA/AE/AEE/Xen/ASE (DS).

91.2 At the time of disconnection meter readings shall be recorded and it shall be compared at the time of reconnection so as to ensure that no energy was consumed during the period of disconnection. Simultaneously list of such disconnected consumers shall be handed over at the concerned complaint centre for entry in a separate register so that complaint staff is aware of these cases and if the staff detects any unauthorized reconnection, intimation thereof is given to AE/AEE/XEN (DS) immediately for taking further action in the matter.

**91.3 Disconnection of Supply to essential services:**

Before disconnection of supply to essential services which affect the general public at large and will interalia include Hospitals, Railway Stations/ Installations, Railway Traction, Defence and Military Installations, Radio / TV Installations, Water Supply and Sewerage Installations, Postal and Telegraph / Telecom Installations, Telephone Exchanges/ Installations and News Services Installations, for non-payment of bills, prior approval of SE(DS) shall be obtained as per Reg-32.3 of Supply Code-2014 and CE/DS shall also be apprised of the matter.

**92 RECOVERY OF ARREARS FROM DEFAULTING CONSUMERS:**

92.1 Disconnection of supply of electric energy to a consumer who defaults in making payment of the electric bills is not an end in itself but is only the first step towards not only arresting further accumulation of arrears but even forcing him to make the payment. However, all out efforts shall be made to recover the amount and such efforts shall not be relaxed unless the recovery is actually affected.

92.2 If a disconnected consumer does not seek reconnection within a period of one month, the meter shall be removed and security consumption shall be adjusted against the defaulting amount. The service line must not be allowed to remain idle for more than 6 months. However, where SE/Dy.CE (DS) gives approval in writing that there is a definite possibility of connection being reconnected, the service line and equipment be allowed to remain in position beyond six months but not beyond one year.

92.3 The disconnected consumers who are defaulters of PSPCL may sell their premises /property without any intimation to PSPCL. If this happens, the chances of recovery of defaulting amount become remote. Therefore, it is desirable that the field officers may intimate the revenue authorities like SDM/Tehsildar regarding the amount to be paid by the consumer to the PSPCL so that if any transaction regarding sale or purchase of the property takes place, the revenue authorities may be in a position to recover the outstanding amount due to the PSPCL at the time of such a sale or purchase and pass on to PSPCL. Compliance of these instructions need to be monitored by Sr.field officers and in case it is noticed that the Sub divisional Officers/ Officials have not taken due care in informing the revenue authorities, then in that case, if recovery is not possible due to sale/purchase of the premises/ property, the said amount would be recoverable from the officer/official responsible for not intimating to the revenue authorities.

**92.4 Litigation Cases:**

- 92.4.1 The Sr.XEN/ASE(DS) shall pursue the cases with the legal section directly for taking legal opinion, whenever required.
- 92.4.2 The cases where the suit for recovery of defaulting amount or for vacating the stay, if any ordered by the court, is to be filed on behalf of the PSPCL, it shall be filed within the stipulated time limit in consultation with the Legal Section. However, in case any clarification regarding sales/commercial matters is required, the specific point may be separately referred to the Commercial Organization for clarification or this may be discussed at personal level but well in time. Field officers of the PSPCL shall be apprised of the law of limitation and the time limits within which a case/appeal is to be filed in the various courts. Delay on the part of the lawyer or any of the officer/official of the PSPCL shall not deprive the PSPCL of opportunity of filing appeal in the next court.
- 92.4.3 In view of establishment of Dispute Settlement Committees, Appellate Authority & Forum / Ombudsman, the consumer has been provided with adequate opportunity of showing cause, right of hearing and also right to appeal. The stay, if any, granted by the court shall be contested and got vacated even if an appeal has to be filed. Accordingly, a prayer shall be made to the court to direct the consumer to seek the remedies open to him under the Act / Supply Code-2014.
- 92.4.4 The AE./AEE/XEN (DS) will ensure that at the time of reconnection of Seasonal Industries, the defaulting amount is got deposited before reconnection is allowed. No reconnection shall be allowed without the recovery of defaulting amount. Normally the injunction orders obtained in the 1st Instance during last seasonal period become in-fructuous where the premises were got disconnected by the consumer through a specific request for availing the seasonal benefits.

**92.5 Authority competent to write off outstanding dues:** If ultimately the outstanding amount is found to be irrecoverable either due to the failure of the legal proceedings, or the exhaustion of all efforts and it is not intended to seek any legal remedy, the case for writing off the arrears, shall be framed and submitted to the competent authority as under:-

<b>Sr. No.</b>	<b>To whom Delegated</b>	<b>: Extent of Delegation</b>
1.	Sr.XEN/ASE (DS)	: Rs.2500/- in each case
2.	SE/Dy.CE(DS)	: Rs.5,000/- in each case
3.	CE/EIC (DS)	: Rs.10,000/- in each case
4.	Circle Dispute Settlement Committee	: Rs.30,000/- in each case
5.	Zonal Dispute Settlement Committee.	: Beyond Rs.30,000/- and up to Rs.10 lacs.
6.	Director In-charge (Comml. Orgn.) in consultation with Director F&A	: Beyond Rs.10 lacs Cases shall be put up by the CE/EIC(DS) alongwith recommendations of Zonal Dispute Settlement Committee.

If unanimity is not reached while taking a decision in the Circle / Zonal Dispute Settlement Committee, the majority decision will be applicable. However, the minutes to be recorded shall be self-speaking and views of the dissenting member, shall be indicated alongwith the operating part of the decision specifically.

**92.6 Seeking good offices of the Govt.:** In respect of following consumers legal proceeding shall not be taken until the procedure outlined below fails to yield fruitful results. Nevertheless, the outstanding amount shall not be allowed to become barred by period of limitation.

**92.6.1 Government Departments:** So far as the recovery of outstanding dues from Government Departments is concerned, the matter may be referred to the Head of the Department for early liquidation of arrears simultaneously endorsing copies to the officers concerned for doing the needful immediately. If there is no tangible response from the Head of the Deptt., matter may be referred to the concerned secretary to the Govt. and then ultimately to the Chief Secretary. The Secretary (Power) shall also be kept apprised and his good offices shall be availed to effect recovery.

**92.6.2 Government Employees:** In such cases, Heads of the Offices/ Departments under whom the consumer is working shall be addressed to recover the outstanding amount from the salary of person concerned and remit the same to the PSPCL. If the employee has been transferred to other station, his address shall be found out and the head of his new office be asked likewise. If any such defaulting consumer seeks a connection elsewhere in the state, it shall not be allowed till outstanding dues are cleared.

**92.6.3 PSPCL Employees:** The arrears shall be recovered promptly from the employees of the PSPCL. In case the employee has been transferred to some other station, a reference shall be made to his Sr.XEN/ASE(DS) concerned to effect recovery from the pay bills of the official/ officer and remit it to the office concerned.

### **93 PAYMENT OF ARREARS NOT ORIGINALLY BILLED:**

**93.1** There may be certain cases where the consumer is billed for some of the dues relating to previous months/years or otherwise as arrears on account of under assessment or demand / load surcharge pointed out by Internal Auditor/ detected by the authorized officers either owing to negligence of the PSPCL employees or due to some defect in the metering equipment or due to application of wrong tariff/multiplication factor or due to mistake in connection or other irregularities etc. In all such cases, separate bills shall be issued giving complete details of the charges levied. Such charges shall be shown as arrears in the subsequent electricity bills regularly till the payment is made. Supplementary bills shall be issued separately giving complete details of the charges in regard to slowness of meter, wrong connections of the meter and application of wrong tariff/multiplication factor etc. In such cases the copy of relevant instructions under which the charges have been levied shall also be supplied to the consumer for facilitating the quick disposal of cases by consumer forums, if approached by the consumer.

#### **93.2 Limitation:**

Under Section 56(2) of the Act, no sum due from any consumer shall be recoverable after the period of two years from the date when such sum became first due unless such sum has been shown continuously as recoverable as arrears of charges for electricity supplied.

**93.3 Allowing Installments for Supplementary Assessment:** The consumer may sometimes find it difficult to make payment of such arrears in lump sum and may make representation for allowing the payment of such arrears in interest free installments. Such a representation must come from the consumer within the grace period of the bill. A notice to this effect shall be incorporated on the bill itself. The consumer seeking installments shall deposit not less than 25% of the billed amount so as to show his earnestness to pay the assessed amount in installments.

**93.3.1 Competency of installments:** On receipt of the representation, the Sr.XEN/ASE (DS) may allow the consumer to make payment of the arrears in monthly installments up to 10. Normally, not more than 5 installments be

allowed. The 1st installments shall start from 15<sup>th</sup> day from the date of receipt of the bill and other installments shall be payable every month regularly failing which the premises of the consumer shall be liable for disconnection. SE/Dy.CE(DS) may however, increase the number of installments up to 15 in extreme hardship cases. Interest shall be payable on the amount of installments for the period after due date as per clause 111{CCHP-6(5)} and 113 {Forum & Ombudsman Reg-2.42}of ESIM.

**93.3.2 No installments for Current Bills:** The concerned (DS) officers are not competent to grant stay or to allow installments against payment of the current energy bills.

**93.3.3 Levy of LPS for failing to make payment:** The total surcharge where applicable shall be divided in equal installments and in case the consumer does not make payment of installments by the due date, the discount be forfeited/surcharge be levied in respect of that installment only.

**93.4** There may also be some cases where the PSPCL may not have rendered the current energy bills regularly in the past and the consumer is asked to make payment of the bills for more than billing cycle in lump sum. In such cases, the current energy bills shall be rendered separately and recovered as a regular feature. The remaining amount other than the current energy bill shall be billed separately and the payment of the same may be allowed to be made in installments:-

- i. AE./AEE/XEN/ASE(DS). :Up to three installments
- ii. Sr.XEN/ASE(DS):Up to Six Installments
- iii. SE/Dy.CE(DS):Up to Ten installments.

The aforesaid benefit of payment in installments is to be allowed on the express request of the consumer if the amount of arrears is heavy as compared to the normal monthly energy bills. The number of installments shall be decided on the basis of merits of the case.

**93.5** After submission of audit note by the Audit party in the sub division regarding arrears to be debited to the consumer accounts and amount pertaining to the audit period, AEE/AE may or may not accept it after discussions with the Audit Officer. In case of any divergent view between the Audit and the field officers, the Committees as under shall decide such cases (whether the amount as worked out by Audit is chargeable or not) as per the financial powers to the Committees as under. These Committees shall also decide refund cases pertaining to the Audit period.

Sr. No.	Authority to approve	Amount Involved
1.	Committee consisting of Addl.SE/ Sr.Xen/DS concerned as Chairman along with AO/Field and concerned Xen/AEE/ AE/DS	Up to Rs.25,000/-
2.	Committee consisting of Dy.CE/SE/DS concerned as Chairman along with Dy.CAO/Dy.CA and Addl.SE/Sr.Xen/Sales dealing with concerned Circle.	Above Rs.25,000/- and up to Rs.1,00,000/-
3.	Committee consisting of EIC/CE/DS concerned along with CAO/CA of Finance and Dy.CE/Sales of Commercial Wing.	Above Rs.1,00,000/-

After decision of disputed cases "Pertaining to Audit period" by the above Committees and debiting the consumer accounts, if challenged by the consumer shall be dealt by the Dispute Settlement Committees.

**93.6 Permission to make outstanding payment in installments and reconnection:**

"The committee of Director/Commercial, Director/Finance and CMD PSPCL is authorized for allowing the installments and re-connection as per Reg-34.2 of Supply Code 2014, where the connection has been disconnected due to defaulting amount.

**94 THE POWERS TO WRITE OFF SURCHARGE:**

The following officers are competent to waive off the recovery of amount of surcharge levied in respect of payment of energy bills provided the same is not due to the fault on the part of the consumer:-

<b>S.No.</b>	<b>To whom delegated</b>	<b>: Extent of Delegation</b>
1.	Sr.XEN/ASE(DS)	: Rs.50/- in each case
2.	SE/Dy.CE(DS)	: Rs.200/- in each case
3.	CE/EIC(DS)	: Rs.1,000/- in each case
4.	Director /Incharge Commercial	: Rs.10,000/- in each case
5.	Director(Comm) in consultation with Director F&A.	: Above Rs.10,000/- in each case.

**95 POWER TO SANCTION DISMANTLEMENT OF SERVICE LINES:**

**95.1** Following officers are competent to sanction the dismantlement of service lines which have remained idle for 6 months or more or where connection has remained disconnected for less than six months but theft of energy is apprehended:-

SE/Dy.CE :Full Powers

Sr.XEN/ASE(DS) :Rs.50,000/-

AE./AEE/XEN/ASE(DS). :Rs.25,000/-

**95.2** All dismantled material shall be entered in the dismantlement register and then returned to stores. A monthly report of such dismantlement shall be sent to SE/Dy.CE(DS).

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## (SECTION-VII)

### UNAUTHORIZED USE / THEFT OF ELECTRICITY

The cases covered under Section 126 of the Act in regard to unauthorized use of electricity (UUE) and the cases relating to theft of electricity covered under Section 135 of the Act shall be dealt with in accordance to the provisions of Reg- 36 & 37 of Supply Code-2014.

#### 101 UNAUTHORISED USE OF ELECTRICITY (UUE) UNDER SECTION 126 OF THE ELECTRICITY ACT-2003.

101.1 The cases covered under section-126 of the Act shall be dealt with in accordance with the provisions of Reg-36 of the Supply Code-2014(extract given below):-

##### 36. UNAUTHORIZED USE OF ELECTRICITY

*Under Section 126 of the Act, the unauthorized use of electricity means usage of electricity:-*

- (a) by any artificial means; or*
- (b) by a means not authorized by the concerned person or authority or licensee; or*
- (c) through a tampered meter; or*
- (d) for the purpose other than for which the usage of electricity was authorized; or*
- (e) for the premises or areas other than those for which the supply of electricity was authorized.*

##### 36.1 Procedure in case of Unauthorized Use of Electricity

36.1.1 *An Assessing Officer, designated as such by the State Government (Annexure-9) shall suo-motu or on receipt of information/complaint regarding unauthorized use of electricity in any place or premises promptly inspect such place /premises.*

36.1.2 *The Assessing Officer and other members of his team shall at the time of inspection carry along with them identity cards, which shall on demand be shown to the person present at site before entering the premises.*

##### 36.1.3 Inspection Report

*If on inspection of the premises/place or after inspection of the equipments, gadgets, machines, devices found connected or used or after inspection of the records maintained by the person, the assessing officer comes to the conclusion that such person is indulging in unauthorized use of electricity as per section 126 of the Act, he shall prepare an inspection report inter alia indicating the connected load and the load being used unauthorizedly by such person. The inspection report shall also mention condition of seals / meter and give details of evidence substantiating the unauthorized use of electricity. The assessing officer shall wherever possible photograph/videograph the means of such unauthorized use.*

*Provided that unauthorised increase in load/demand shall not be treated as Unauthorised Use of Electricity and shall be dealt with as per relevant Schedule of Tariff.*

*Provided further that in case the increase in load/demand results in change in tariff category, the consumer shall be served with a written notice to either remove the additional load/restrict the demand or to submit application complete in all respect within 15 days from the date of issue of notice to get the excess load/demand regularised from the distribution licensee. On any subsequent default within a period of six months, if the load/demand exceeds the sanctioned load/demand by 10% and also results in change in tariff category, then such consumer shall be liable to be booked under UUE.*

*Provided also that in case of change of tariff category due to any order of the Commission or amendment in Regulations or the Act, the distribution*

*licensee shall issue a written notice to the consumer within a month of the issue of such order/change in law, to get his tariff category changed within two months of the issue of notice by the distribution licensee and during this period, it shall not be treated as Unauthorised Use of Electricity.*

*Provided also that any consumer paying electricity charges for higher tariff for permanent category but found using it for lower permanent tariff category (except for Agricultural use), such case shall not be considered as unauthorized use of electricity. However, the consumer shall be directed through written notice to get the supply regularized as permitted under law after following the laid down procedure within a period of 45 days.*

*Tariff category for this regulation means category having different schedule as specified in Schedule of Tariff annexed to the Tariff Order for the relevant year approved by the Commission. Further, the fixed plus energy charges shall be the criteria to determine which tariff category is having higher tariff.*

36.1.4 *The inspection report shall be signed by the Assessing Officer and a copy handed over to the person/consumer or his/her representative present at site. In case of refusal to accept the report, a copy of the inspection report shall be pasted at a conspicuous place in/outside the premises and another sent under registered post. The Inspection Report may also be signed by the person present at site.*

36.1.5 *In case theft of electricity is suspected by the Assessing Officer at the time of inspection under Regulation 36.1.1 and in case the Assessing Officer is himself not an Authorized Officer under Section 135 of the Act, an immediate reference reporting the facts shall be made to the Authorized Officer for taking further action under Regulation 37. The Assessing Officer shall also take suitable measures to ensure that status of the means adopted for theft is maintained in "as found condition" at the premises till investigation is initiated by the Authorized Officer.*

36.1.6 ***Provisional Assessment***

*The Assessing Officer shall provisionally assess to the best of his judgment the electricity charges payable by such person or any other person benefited by the unauthorized use of electricity as per procedure specified in Annexure-8 to these Regulations.*

36.1.7 *The provisional assessment order shall be issued within three working days of inspection and served upon the consumer /person in occupation or possession or incharge of the place. The provisional assessment order shall contain a detailed calculation sheet for arriving at the assessment and shall also specify the provision of Act or the relevant regulation under which UUE has been booked by the assessing officer. In case, the assessing officer fails to issue provisional assessment order within stipulated time, he shall be required to record the reasons for such delay. The assessment order should clearly state the date, time and place at which the objections have to be submitted along with designation of the assessing officer to whom these should be submitted.*

36.1.8 *The consumer/person served with the order of provisional assessment may accept such assessment and deposit the assessed amount with the distribution licensee within seven (7) days of the order being served on him.*

**36.2 Final Assessment**

36.2.1 *Any consumer/person not satisfied with the provisional assessment shall be entitled to file objections, if any, against the provisional assessment order before the assessing officer within seven (7) days of the order having been served upon him failing which, the assessing officer shall proceed to issue final assessment order as per the record available with him to the consumer.*

36.2.2 *Within seven days of submission of the objections, the Assessing Officer shall scrutinize the case and if no unauthorized use of electricity is established, the*

*case shall be dropped immediately and the person/consumer informed accordingly.*

- 36.2.3 *Within 5 days from the date of submission of consumer's reply to the provisional assessment order, the assessing officer shall arrange hearing with the consumer. After due consideration of the facts/documents submitted by the consumer, if the assessing officer is still of the view that unauthorized use of electricity has taken place, he shall pass a final speaking order of assessment containing facts of the case, reply/objections submitted both orally and in writing by the consumer and reasons for its acceptance or rejection within thirty (30) days from the date of service of such order of provisional assessment. In such a case, the assessing officer shall assess the electricity consumption and electricity charges as per the procedure given in Annexure-8 of these Regulations. In the final assessment order, it shall be clearly mentioned that the order is challengeable before Appellate Authority, if so desired by the person, under section 127 of the Act within 30 days of the said final orders. Non-compliance of procedure for booking a case of Unauthorised Use of Electricity including non-adherence to the time schedule specified above by assessing officer shall be treated as wilful contravention of the provisions of the Act & the Regulations and assessing officer may be proceeded against under section 142 of the Act.*

36.2.4 Payment of Assessed Amount

*The consumer/person served with final order of assessment may accept it and deposit the assessed amount with the distribution licensee within thirty (30) days of receipt of the final order of assessment. The distribution licensee may extend the last date of payment of the assessed amount or allow the payment in instalments subject to payment of interest on the unpaid amount for the extended period beyond thirty (30) days at the SBI's Base Rate prevalent on first of April of the relevant year plus 2%.*

36.3 Appeal to Appellate Authority

- 36.3.1 *The consumer/person aggrieved by the final assessment order made under Regulation 36.2 may, within thirty (30) days of the said order, prefer an appeal before the Appellate Authority designated by the State Govt. (Annexure-9) in Form of Appeal (Annexure-10) verified in such manner and accompanied by fee as specified in "PSERC (Procedure of filing Appeal before the Appellate Authority)" Regulations, 2005.*
- 36.3.2 *No appeal shall be entertained by the Appellate Authority unless the consumer/person deposits with the distribution licensee an amount equal to half of the assessed amount inclusive of the amount already deposited as per Regulation 36.2.4 and encloses documentary evidence of such deposit along with the appeal. No appeal shall lie to the Appellate Authority against the final order of the assessment if it has been passed with the consent of the parties.*
- 36.3.3 *The Appellate Authority shall within ninety (90) days of an appeal being admitted, pass an appropriate order and send copies thereof to the Licensee, the Assessing Officer and the appellant. The order of the Appellate Authority shall be final.*
- 36.3.4 *In case the Appellate Authority holds that no case of unauthorized use of electricity is established, no further proceedings shall be initiated by the distribution licensee and the amount deposited by the appellant refunded along with interest for the period from the date of deposit to the date of refund, at the SBI's Base Rate prevalent on first of April of the relevant year plus 2% through cheque or adjustment in the electricity bills of immediately succeeding months, as per the discretion of the consumer/person.*
- 36.3.5 *Where a case of unauthorized use of electricity is established, the consumer/person shall within thirty (30) days effect payment of the balance*



*amount as per the Appellate Order. The person indulging in Unauthorized Use of Electricity shall also be directed to stop such unauthorized use of electricity failing which connection shall be liable to be disconnected.*

- 36.3.6 *In case the amount payable as determined by the Appellate Authority is less than the amount already deposited by the consumer/ person, the excess amount shall be refunded by adjustment in the bills of the immediately succeeding months together with interest at SBI's Base Rate prevalent on first of April of the relevant year plus 2% for the period from the date of such excess deposit till the date of actual adjustment.*

**36.4 Default in Payment of Amount Assessed**

*In case of default in payment of the assessed amount or any instalments thereof by a consumer, the distribution licensee shall, without any notice disconnect the supply of electricity. The defaulter, on the expiry of thirty (30) days from the final order of assessment or the decision of the appeal as the case may be, shall also be liable to pay interest on the outstanding amount at the rate of sixteen percent (16%) per annum compounded every six (6) months till the assessed amount is finally paid. "*

- 101.2 The format for provisional order of assessment and final order of assessment is given in **Annexure-1 & 2** of this section. The form of appeal for filing appeal before appellate authority under section 127 of the Act is given in **Annexure-3** of this section. The extract of **Annexure-8 & 9** of the Supply Code-2014 as mentioned in Reg-36 above are appended to this section as **Annexure 4 & 5**.

**101.3 Manner of Service of Provisional Order of Assessment: -**

Government of Punjab vide its notification no. 1/78 /04-EB (PR)/565 dt. 25/8/2009 notified the rules to prescribe manner for serving the order of provisional assessment and means of delivery of notice, order or document.

- 101.3.1 Manner of Service of Provisional Order of Assessment – The order of provisional assessment, made by the assessing officer under the Act, shall be served upon the person concerned in the following manner, namely:-
- a) by delivery through registered post with acknowledgement due or through courier: or
  - b) by affixing at the conspicuous place of the premises where he ordinarily resides or carries on business in the presence of two witnesses, if there is no person in the premises to whom it can be served or if such person refuses to accept or otherwise evades the service: or
  - c) by publication in the newspaper having circulation in the area of the person concerned where he ordinarily resides or at the last place of his residence or business, as the case may be: or
  - d) by fax or e-mail to owners of industrial units only.

**102 THEFT OF ELECTRICITY UNDER SECTION 135 OF THE ACT:**

- 102.1 The cases covered under Section-135 of the Act shall be dealt with in accordance to the provisions of Reg-37 of the Supply Code-2014(extract given below):-

**" 37. THEFT OF ELECTRICITY**

*A consumer or any person shall be guilty of theft of electricity within the meaning of section 135 of the Act, whoever, dishonestly:-*

- (a) taps, makes or causes to be made any connection with overhead, underground or under water lines or cables, or service wires, or service facilities of a licensee or supplier, as the case may be; or*
- (b) tampers a meter, installs or uses a tampered meter, current reversing transformer, loop connection or any other device or method which interferes with accurate or proper registration, calibration or metering of electric current or otherwise results in a manner whereby electricity is stolen or wasted; or*

- (c) *damages or destroys an electric meter, apparatus, equipment or wire or causes or allows any of them to be so damaged or destroyed as to interfere with the proper or accurate metering of electricity or as to interfere with the proper or accurate metering of electricity; or*
- (d) *uses electricity through a tampered meter; or*
- (e) *uses electricity for the purpose other than for which the usage of electricity was authorized;*

*so as to abstract or consume or use electricity shall be punishable with imprisonment for a term which may extend to three years or with fine or with both.*

### **37.1 Procedure in a case of Theft of Electricity**

37.1.1 *An Authorized Officer, designated by the Govt. of Punjab under Section 135 of the Act (Annexure-11) may enter, inspect, break open and search any place or premises as per section 135(2) of the Act in which he has reason to believe or has been intimated by an Assessing Officer under Regulation 36.1.5 that theft of electricity has occurred or is occurring.*

37.1.2 *The Authorized Officer and other members of his team shall, at the time of inspection carry identity cards, which shall on demand be shown to the consumer/ person present at site before entering the place/premises.*

*Provided that no inspection, search and seizure of any domestic places or premises shall be carried out between sunset and sunrise except in the presence of an adult male member occupying such premises.*

#### **37.1.3 Inspection Report**

*The Authorized Officer shall prepare an inspection report inter alia indicating connected load, status of meter/metering equipment, condition of meter & seals and any other irregularity noticed (such as means adopted for theft of electricity) in such premises.*

37.1.4 *The Authorized Officer shall record evidence substantiating theft of electricity in the premises and shall, wherever possible, photograph/ videograph the means of theft of electricity with a camera having facility for recording date and time of event. Where the theft of electricity is done through a tampered meter, such meter shall be confiscated. No case for theft shall be booked merely on account of seals on the meter missing or tampered or breakage of window glass unless dishonest abstraction of electricity through these means is corroborated by consumption pattern of the consumer and such other evidence as may be available.*

37.1.5 *The occupant of the place of search or any person on his behalf shall remain present during the search and a list of all items seized in the course of such search shall be prepared and delivered to such occupant or person who shall sign the list.*

37.1.6 *The Authorized Officer shall sign the inspection report and also obtain the signature of the person/occupant present during the search and seizure. A copy of the inspection report and seizure memo shall be handed over to the occupant/person present at the premises during the search. In case of refusal to receive the inspection report, a copy of the same shall be pasted at a conspicuous place in/outside the premises and another copy sent to the consumer/ person under registered post. In the case of suspected theft of electricity, the inspection report shall indicate the time in which the occupant/person may respond to the said report before the Authorized Officer gives his findings in accordance with Regulation 37.1.7(b).*

#### **37.1.7 Suspected case of Theft of Electricity:**

- a) *In case where a consumer is suspected to have indulged/indulging in theft of electricity by tampering with the meter/metering equipment and/or its seals or otherwise then such equipment shall be sealed by the Authorized Officer so as to keep it in 'as found condition'. However, the supply of such consumer shall continue with the new meter. The consumer or his representative shall also be permitted to affix his seal at that time.*

- b) *In all cases of suspected theft of electricity falling under Regulation 37.1.7 (a), the Authorized Officer shall, after giving the consumer/person an opportunity of being heard, determine within seven (7) days whether or not there is sufficient evidence to conclude that a case of theft of electricity is prima facie established as per Section 135 of the Act.*
- c) *In case of suspected theft of electricity by tampering with meter/metering equipment or its seals or otherwise, detected as per Regulation 37.1.7 (a) is not established, the Authorized Officer shall record reasons thereof after which all further proceedings shall be dropped and the consumer/person informed accordingly.*
- d) *In the event a suspected case of theft of electricity by tampering with meter/metering equipment or its seals or otherwise is prima facie established as per Section 135 of the Act, then further action shall be immediately initiated in accordance with Regulation 37.2.*

## **37.2 Consequences of Theft of Electricity**

### **37.2.1 Disconnection of Premises:**

*In case theft of electricity by a consumer/person is prima facie established as per Section 135 of the Act, then the supply to such premises shall be immediately disconnected by the order of an officer of the distribution licensee as authorized for the purpose by the Commission (**Annexure-11**) or any other officer of the distribution licensee of the rank higher than the rank of an officer so authorized by the Commission. In such a case, an officer authorized to order disconnection of the supply shall lodge a complaint in writing relating to commission of such offence, with the police station having jurisdiction of the area within twenty four hours from the time of such disconnection.*

### **37.2.2 Assessment of Charges**

- a) *Where theft of electricity in a premises is prima facie established as per section 135 of the Act, the Authorized Officer without prejudice to the criminal proceedings which may be initiated under Section 135 of the Act shall assess the electricity charges payable by such consumer/person as per procedure specified in **Annexure-8**. The assessment order shall be speaking order clearly stating the basis on which theft of electricity has been established. The Authorized Officer may, after recording reasons in writing, suitably reduce the presumptive period of theft of electricity as specified in **Annexure-8** in case he is satisfied that such theft had actually occurred for a lesser period. Such an order of assessment shall be delivered to the concerned consumer/person within 24 hours of theft of electricity having been established.*
- b) *The Authorized Officer under Regulation 37.2.2 shall furnish a copy of the assessment order to the consumer/person and the distribution licensee. The distribution licensee shall submit a copy of the assessment order in the Special Court immediately after submission of the challan by the Police.*

### **37.2.3 Payment of Assessed Amount**

- (a) *A consumer/person shall deposit with the distribution licensee the assessed amount under Regulation 37.2.2 within fifteen (15) days of the assessment.*
- (b) *The distribution licensee may extend the last date of payment of the assessed amount or allow the consumer to make payment in instalments subject to payment of interest for the unpaid amount for the extended period beyond fifteen (15) days at SBI's Base Rate prevalent on first of April of the relevant year plus 2%.*
- (c) *After the assessed amount is deposited by the consumer in full, the distribution licensee shall restore supply of electricity to the premises within forty eight (48) hours of such deposit.*

**37.2.4** *After the assessed amount is deposited by a person who is not an existing consumer, the connection to his premises may be released treating it as a case of release of a new connection.*

**37.3 Compounding**

- 37.3.1 *The State Government or any Officer authorized by it (Annexure-11) may accept from any consumer/person who has committed or is reasonably suspected of theft of electricity, a sum of money as compounding fee at the rates notified by the State Government (Annexure-11).*
- 37.3.2 *On receipt of such amount in accordance with Regulation 37.3.1, any person in custody in connection with that offence shall be set at liberty and no proceedings shall be instituted or continued against such consumer or person in any criminal court. The payment of compounding fee shall be in addition to any assessed amount/civil liability accruing under Regulation 37.2.2 or 37.4.*
- 37.3.3 *The compounding of an offence of theft of electricity shall be allowed only once to any consumer/person.*

**37.4 Procedure of Special Court**

- 37.4.1 *Every offence of theft of energy under section 135 shall be triable only in the Special Court within whose jurisdiction such offence has been committed.*
  - 37.4.2 *The Special Court shall determine the civil liability against a consumer or a person in terms of money for theft of energy which shall not be less than an amount equivalent to two times of the tariff rate applicable for a period of twelve months preceding the date of detection of theft of energy or the exact date if determined whichever is less and the amount of civil liability so determined shall be recovered as if it were a decree of civil court.*
  - 37.4.3 *In case the 'civil liability' so determined finally by the Special Court is less than the amount deposited by the consumer or the person under Reg. 37.2, the excess amount so deposited by the consumer or the person shall be refunded within fifteen (15) days from the date of communication of the order of the Special Court to the distribution licensee together with interest at SBI's Base Rate prevalent on first of April of the relevant year plus 2% for the period from the date of such excess deposit till the date of payment."*
- 102.2 The assessment amount shall be intimated through BILL CUM SHOW CAUSE NOTICE (**Annexure-7** given at the end of this Section) under section 135 of the Act within 24 hours of the establishment of theft of electricity.
- 102.3 The extract of **Annexure-11** of Supply Code-2014 as mentioned in Reg-37 above is given in **Annexure-6** appended at the end of this section.
- 102.4 The compounding charges recovered from the consumers/persons will be deposited on the same or the next working day by the concerned officers/authorities in the Account Head of Punjab Government given as below and criminal proceeding against the consumer/personal shall be dropped :-

**" Major Head "0043- Taxes and Duties on Electricity."**

**103 CIVIL COURTS NOT TO HAVE JURISDICTION IN RESPECT OF UNAUTHORIZED USE OF ELECTRICITY AND THEFT OF ELECTRICITY CASES:**

- 103.1** As per provision of Section 145 of the Act, no civil court shall have jurisdiction to entertain any suit or proceeding in respect of any matter which an assessing officer referred to in section 126 or an appellate authority referred to in section 127 or the adjudicating officer appointed under this Act is empowered by or under this Act to determine and no injunction shall be granted by any court or other authority in respect of any action taken or to be taken in pursuance of any power conferred by or under this Act.
- 103.2** As per decision of 21.6.2011 of the Gujarat High Court in respect of LPA's, the consumer courts constituted under the Consumer Protection Act 1986 has no jurisdiction to entertain cases of unauthorized use of electricity under section 126 of Electricity Act 2003 and of theft of electricity booked under section 135 of Electricity Act 2003.
- 103.3** **As per Section 151 of the Act:** No court shall take cognizance of an offence punishable under this Act except upon a complaint in writing made by

Appropriate Government or Appropriate Commission or any of their officer authorized by them or a Chief Electrical Inspector or an Electrical Inspector or licensee or the generating company, as the case may be, for this purpose.

Provided that the court may also take cognizance of an offence punishable under this Act upon a report of a police officer filed under section 173 of the Code of Criminal Procedure, 1973:

Provided further that a special court constituted under section 153 shall be competent to take cognizance of an offence without the accused being committed to it for trial.

**103.4 As per Section 153 of the Act:** The State Government may, for the purposes of providing speedy trial of offences referred to in sections 135 to 140 and section 150, by notification in the Official Gazette, constitute as many Special Courts as may be necessary for such area or areas, as may be specified in the notification.

A Special Court shall consist of a single Judge who shall be appointed by the State Government with the concurrence of the High Court. The Pb. Govt. has set up special courts for trial of theft of electricity cases.

**103.5** For booking the consumer under UUE / theft of electricity clauses where meter is having tampered seals / broken glass, the competent authority i.e. authorized officer in case of theft and assessing officer in case of UUE shall pass speaking orders clearly giving full justification and reasons for such booking of the consumer under these clauses and charging the amount to avoid unnecessary harassment.

**103.6 For booking a consumer/person under Reg-36 & 37 of the Supply Code-2014 the following points shall be kept in view to avoid unnecessary harassment to the consumer.**

103.6.1 In the case of Industrial consumers if excess load is detected in the premises of consumer including those where unauthorized load results in change of category are liable, to pay load surcharge and get the excess load regularized/ disconnected, as specified in relevant Schedule of Tariff. Such consumers can neither be covered under Section 126 of the Act nor are liable to pay difference of tariff/ LT Surcharge.

103.6.2 Industrial consumers who are found to have changed their industry from non-polluting to polluting category will not be covered under Section 126 of the Act. However, a notice to such consumers shall be issued, for completion of requisite formalities for regularization of the connection and to obtain clearance from Pollution Control Board in case new industry falls under polluting category with a copy to the PPCB. As per latest policy of PPCB, NOC is not required for release of new connection/Additional load.

103.6.3 Use of electricity connection by some other person on temporary basis shall not to be treated as case of unauthorized use of electricity under section 126 of the Act but the concerned consumer will be required to comply with the provisions of Reg-11.6 of the Supply Code-2014.

103.6.4 Where consumers having general Industry are found to have changed to power intensive industry shall be covered under section 126 of the Act for UUE, since tariff (fixed and energy charges) are different for power intensive and non power intensive industry. However, the procedure as per Reg-36 of the Supply Code-2014 shall be followed before proceeding further and overhauling of consumer accounts.

103.6.5 Consumers who have installed phase shifter cannot be covered under unauthorized use of electricity.

103.6.6 Consumers permitting use of electricity from their connections to other premises shall be treated as a case of unauthorized use of electricity under Section 126 and dealt with as per Reg-36 of the Supply Code-2014.

- 103.6.7 Change of business by NRS consumers can not to be treated as a case of unauthorized use of electricity under Section 126 of the Act.
- 103.6.8 Use of Domestic or NRS connection for industrial purposes shall be treated as a case of unauthorized use of electricity.
- 103.6.9 Use of supply from industrial connection for residential purposes i.e. for bonafade factory lighting, residential supply for the factory's staff quarters and street lighting etc. shall not be treated as UUE. However, where the industrial consumers convert the industrial premises (partly or wholly) into a residential colony and/ or a shopping complex/ mall, shall be treated as a case of unauthorized use of electricity under Section 126 of the Act.

#### **104 GUIDELINES FOR PREVENTION OF UNAUTHORIZED USE OF ELECTRICITY AND THEFT OF ELECTRICITY:**

##### **104.1 Theft of Electricity directly from mains & meter terminals:**

Measures to counter the pilferage of electricity direct from the supply mains/service line are as under:-

- 104.1.1. No P.T. fuses shall be provided on the secondary side of the supply to kWh/ kVAh/ MDI meters.
- 104.1.2. No fuse shall be provided on the secondary side of the CTs.
- 104.1.3. No cutout / G.O. Switch / Circuit Breaker shall be provided before the meter / metering equipment and service line shall be directly connected to the metering equipment.

***NOTE: AE / AEE / XEN / DS shall be personally responsible for compliance of these instructions***

**104.2** In order to avoid reversal of connections, it must be ensured that correct connections are made at the meter terminals and its cover is properly sealed. Whenever meter terminal seal is broken or is found to be broken it must be replaced at the earliest. Before resealing it shall be ensured that the connections are in order.

- 104.2.1 The connections shall be checked by a responsible engineering officer to ensure their correctness and working of the meter may also be checked with meter testing instrument, the meter shall thereafter be sealed properly by the officer to whom the job has been assigned as per standing instructions on the subject.
- 104.2.2 Connection wiring diagram of different types of meters/metering equipments both 11 kV and LT as in use shall be circulated amongst the distribution officers for their guidance by CE/Metering.

##### **104.3 Avoiding access to CTs/PTs and connecting wiring:**

For preventing free access to weak links of metering equipment and to avoid tampering of CT/ PT connections for the purpose of theft of energy, remedial measures as under may be taken.

- 104.3.1 The MCB and CTs/PTs chambers of standard design with proper construction as approved by the PSPCL must be got installed separately for meters and CTs/PTs. The meters in case of all industrial connections shall be installed in the MCBs of standard/approved design. No connection shall be released without the installation of such chambers. In no case unstandard chambers be accepted from the consumers. In case of existing connections, the non standard MCBs and CT/PT chambers shall be replaced with MCBs and CT/PT chambers of approved design in a phased manner.
- 104.3.2 In case of HT/EHT consumers where CTs/PTs are involved, the test terminal block where provided, meter terminal cover and CTs/PTs chamber need to be sealed carefully and properly by the DS officers who have been

assigned the job of sealing such metering equipment. Such seals shall not be broken without (a) the knowledge of the sealing officer/official, and proper record of broken seals shall be kept. Seals shall be affixed expeditiously as and when the same have to be broken for attending to faults etc. The metering equipment in case of other industrial connections shall also be sealed properly and expeditiously by the competent authority.

- 104.3.3 The entry and exit holes for the cable in CT/PT chamber shall be plugged by putting suitable size of cable glands.
- 104.3.4 There shall be no joint in the CT/PT extension leads and the length of the leads shall be limited to the minimum required. The joints between the extension leads of CTs and leads connecting the meter shall be crimped so as to have solid joints. PT leads without any joint shall be soldered/crimped on each phase of the service cable so as to achieve solid connections. MCB and CT/PT chambers need to be placed adjacent to each other and the CT/PT leads shall pass through the GI Pipe welded on the CT Chamber and connected to the MCB in such a way that the leads are not accessible to the consumers. Drawing depicting the correct arrangement shall be circulated to the concerned officers.
- 104.3.5 The length of extension leads of the CTs/PTs shall be sufficient for taking to the meter terminal block to eliminate joints and the wires shall preferably be of red, yellow, blue and black colours for clear distinction and to facilitate quick checking. The suppliers may be asked for making provisions of sufficient lengths of extension leads in the CTs/PTs.
- 104.3.6 Combined CT/PT units must be installed for all HT metering equipment and their covers shall be sealed properly so as to avoid access to the connections. Separate CTs outside the combined unit must not be installed under any circumstances.

**104.4 Avoiding loose joints in CT/PT chambers and expeditious sealing:**

As per practice in the field, consumer's main cable is connected to the PSPCL main service cable inside the CT chamber in case of LT metering. CT/PT chamber being of close construction and joint being a weak link in the cable tends to heat up and the heat is not dissipated to the atmosphere, it ultimately results in over-heating the joint and causes damage to it. CT/PT chamber seals are broken frequently in order to attend to the complaints of failure of supply due to overheating and damage to the joints. Such seals are not affixed promptly and sometimes they are not affixed for weeks/months together. Thus over-heating and damage to the joints and consequently breaking of CT/PT chamber seals allows the unscrupulous consumers a free access to the CT/PT connections for indulging in theft of electricity by tampering with the CT/PT connections. Therefore, jointing should be perfect.

**104.5 In order to avoid disengagement of potential leads which are connected at the joints following measures may be taken: -**

- 104.5.1 Remedial measures: The joint between PSPCL service cable and consumer's main cable shall be taken out of the CT/PT chamber on load side. For the existing connections these may be done in a phased manner, and for new connections, the joints must be made outside CT/PT chamber at the time of releasing the connections. Drawing showing correct arrangement shall be circulated to the concerned officers from time to time.
- 104.5.2 The PT connections shall be made by cutting insulating material of each phase of PSPCL Service Cable inside the CT/PT chamber and these may be soldered so as to ensure solid connections.

**Ombudsman, Electricity, Punjab, has in its Order dt. 27/03/2018 issued the following directions:-**

“All the field officers/officials to ensure that during the installation of LT CT operated energy meters along with LT CT that the potential wires tapped from the main cable shall be of the same material as that of the main cable

(directly or preferably through bi-metallic thimble) to avoid bi-metallic resistance due to which the carbonization takes place and with the passage of time, the wires get disconnected contributing to less recording of consumption by the energy meter and also the CTs/PTs leads should be connected at energy meter terminal through ferrules which are provided by the manufacturer.”

**104.6 Measures to avoid fake seals etc:-**To avoid Theft of electricity by tampering / providing fake ME seals, tampering meter window glass fixing mechanism and providing small hole in the body of the meter, measures as under are required to be taken:-

- 104.6.1 The instructions regarding affixing paper seals maybe rigidly followed by all the officials/officers concerned.
- 104.6.2 Impression of ME seals may be stamped on the corners of the meter index plate with indelible ink so that it cannot be rubbed off.
- 104.6.3 ME seals shall be of multifarious impressions and shall be properly pressed by using the latest technique like hydraulic pressing etc. The sealer with hydraulic pressing dies shall be kept in steel chamber in ME Lab having double locking arrangements. In no case, the officers/officials shall be allowed to have access to sealing-pliers/hydraulic pressing dies after the office hours or during holidays.
- 104.6.4 ME seals of the meters transferred from the jurisdiction of one ME Lab to other shall be replaced by the ME Lab in whose area meters are to be installed. No sealer for ME seals shall move with the employee even on transfer and shall be kept in a locker with double key system to be maintained in the office of ME Sub-Divn.
- 104.6.5 The locked and nil consumption cases be got investigated by the AE/AEE (DS).
- 104.6.6 Energy meters with tampered/fake M&T seals or small holes made in the meter body for the purpose of stealing electricity are replaced indiscriminately by declaring such meters defective with ulterior motives after a short interval of time so as to avoid detection of such malpractices. These meters are returned to ME Lab. after a long period for repairs and recalibration. Remedial measures against such a course of action are:-
  - a) Detailed investigations must be carried out in each and every case before the meter is replaced with one or the other plea so as to curb the tendency of indiscriminate replacement of tampered meters. Action shall be initiated against the officer/official who removed the meter and did not return the same to the ME lab immediately.
  - b) The meters, which are declared defective and are removed must be returned to ME/S/Divn. within a maximum period of one week.
  - c) Test results of defective meters, before their repair and recalibration, shall be obtained and recorded. The cause of defect shall also be established and recorded. Genuineness of ME seals shall also be checked and recorded.

**104.7 Energy Consumption Variation register:** Careful examination/study of cases of low and appreciable variation in energy consumption shall provide clues for investigating theft of electricity cases. In order to have an effective control/ check over the mal-functioning of the meters/theft of energy by properly maintaining/monitoring energy variations registers for different category of consumers, following guidelines shall be implemented strictly.

**104.7.1 Maintenance of the Registers:** Officials/Officers responsible for maintaining energy variation register shall be as under:-

- a) For connections having load RA/ARA upto 20 kW



- |  |   |
|--|---|
| b) For connections having load between 20 and 100 kW/kVA | AAE or JE where AAE is not posted                                       |
| c) All HT/EHT connections                                | AE./AEE/XEN Incharge of S.Divn. and AEE./CommI. in case of Special Divn |

**104.7.2 Procedure to be adopted for checking energy variation:** For keeping check on energy variation of various categories, consumption of a particular month shall be compared with consumption of the same month of the preceding year/average consumption of the preceding year/season and if there is variation of  $\pm 10\%$  in case of HT/EHT consumer,  $\pm 20\%$  in case of LT category of consumers, the same shall be recorded in the energy variation register and necessary investigation carried out so as to ascertain reasons for the said variation. Centralised Billing Cell, shall also look into variation ( $\pm 10\%$ ) and send the list alongwith its comments to the respective DS sub-divisions for carrying out further investigation. Similar kind of industries shall be entered in the variation register separately for relative consumption comparison.

Officers/officials responsible for maintenance of registers shall put up the same to AE/AEE/XEN Incharge of the sub-division for necessary action to ensure the compliance of instructions.

**Issue of Energy Variation Register:**

Three separate registers as mentioned above be maintained in each sub-division. These registers duly numbered and attested by the Divn. Supdt. shall be issued by the DS divisional office and record shall be maintained like SMB's. Sr.Xen/ASE (DS) Incharge of (DS) Division shall check/append initials on the registers while on tour for ensuring compliance of these instructions.

**Ombudsman, Electricity, Punjab, has in its Order dt. 15/03/2018 issued the following directions:-**

"All the ASEs/Sr. XENs to keep a vigil on the variations in the energy consumption recorded and available in SAP in respect of all categories of consumers within their respective jurisdiction, analyse the cases of abnormal decrease in consumption of current vis-a-vis previous month(s) and take immediate corrective action, wherever required, with a view to protect the interests of both the Utility and the Consumers."

- 104.8** The naked LT terminals of the distribution transformers including that of the cable may be empire taped properly and thereafter these joints may be provided with paper seals with the signatures of the SR.XEN. These paper seals may be protected against any type of damage by providing transparent plastic paper suitably.
- 104.9 ME seals to remain intact:** It shall be ensured that the consumer is not allowed to tamper with the ME seals of the meter. Keeping a watch over the consumption of the consumer and checking the same with the theoretical consumption or the consumption of similar consumers can give a clue as to whether there is a possibility of the cyclometer of the mechanism having been changed in electro mechanical meters. Normally such mischief will be possible in connivance with the trained staff of the PSPCL. It will, therefore, be useful to replace such meter with solid-state meter.
- 104.10 Meters and CTs of matching ratio:** All out efforts may be made to install the meters and CTs of the same current ratio so as to eliminate the multiplying factor.
- 104.11 Multiplying factor to be indicated in red ink:** Where meters and CTs of different current ratio were/are installed due to reasons of non-availability of matching CTs, the multiplying factor must be indicated in red ink on the consumer case, meter reading book (Kalamju) and ledger so that it could be applied correctly. It shall also be written in indelible ink on the meter.

AE./AEE/XEN shall have a consolidated record for all industrial and three phase connections in a bound register for all such connections which have multiplying factors. Such register shall be updated whenever there is any change in the meter or CTs.

- 104.12 Performance of Meter Inspector:** A proper control shall be exercised on the work of Meter Inspectors who shall submit their reports to AE/AEE/XEN(DS) daily. Points raised by the Meter Inspector shall be immediately attended to by AE/AEE/XEN(DS), who is responsible for immediate compliance within 24 hours. However, the Meter Inspector shall bring serious and suspicious cases to the notice of the Sr.XEN (DS) also.
- 104.13 Checking unauthorized load of TW Connections:** For tube well consumers intensive periodical checking shall be carried out by the Distributions / Enforcement Staff. The enforcement staff shall check dimensions of motors as per ISI standards in case of motors which are manufactured in accordance with these specifications, the current rating with clip on ampere meter on 'no load' or 'full load' after tube well is operated for some time and comparing it with the name plate particulars of the motors for detecting unauthorized extensions and misuse of energy.
- 104.14** In order to detect whether in single phase connections having E/M meters, the consumer has not interchanged the neutral and phase lead, the meter Inspector shall put on heavy load to see whether the meter is functioning properly or not. JE/AEE shall be able to detect such cases.
- 104.15 Action against employees:** Unscrupulous persons tap PSPCL's mains/sub-mains unauthoroizedly. Intensive raids both by the Enforcement and Distribution staff shall be conducted in the areas prone to theft of electricity. Deterrent punishment within the framework of instructions shall be inflicted on those employees who are found conniving in theft of electricity.
- 104.16 Additional Precautions in respect of PSPCL Employees:**
- 104.16.1 The officers Incharge of substations and colonies has a special responsibility in the matter. He will be personally responsible for any case of theft of energy especially if the report is received from other sources.
- 104.16.2 In the PSPCL's colonies a separate feeder for residences shall be run and a kWh/kVAh meter installed at the sending end to register the entire residential consumptions. A monthly comparison be made between the readings of this kWh/kVAh meter with the total consumption by the PSPCL's employees residing in the colony.
- 104.17 Following checks on the meters of the employees shall be exercised by the various officers/officials:-**
- 104.17.1 The initial sealing of meter terminal cover may be done by JE who will be held responsible in case of wrong connections.
- 104.17.2 Meter Inspectors shall check the meters of all the employees residing in the towns, atleast once in six months and ensure that they are in working order, seals are intact and no means are being employed for stealing energy. Cases of low consumption shall be investigated and report submitted to the AE./AEE/XEN, besides checking of the meters and the service lines of the PSPCL Employees as given below and seal the meters in token of check:-
- |   |                    |
|---|--------------------|
| a) Employee staying in the PSPCL Colonies | Once in six months |
| b) All other staff staying in town.       | 5% every month     |
- 104.18** The Meter Inspector will keep the readings of the meters installed at the premises of PSPCL employees taken by him separately in the Check Register and put up for scrutiny to the AE/AEE/XEN(DS). who will compare them with the normal consumption expected from the employees corresponding to status. In the event of discrepancy, matter shall be investigated thoroughly by Sr.XEN/ASE/SE/Dy.CE (DS).

**104.19 Measures to prevent revenue leakage**

It has come to the notice of the Department that technical expert gangs are moving in the state and luring industrial Consumers and 3 phase Domestic and NRS consumers for getting one phase dead/slowdown of meters through high frequency intervention in the software of electronic meters without breaking any seal of the meter or of the MCB in which meter is placed. Distribution Officers need to keep a vigil of such premises where monthly consumption recorded is less compared to estimated consumption of sanctioned load keeping in view the type of Industry /seasonal industry/continuous process industry/sanctioned load and take corrective action to arrest such a tendency by unscrupulous consumers. Management has taken a serious view of such unlawful activities of unscrupulous consumers. Following measures are advised for arresting this tendency and safeguarding the revenue of the Department.

- 104.19.1 Monthly consumption of consumers for the past 12 months should be looked into and in doubtful cases, LT or HT two part tariff meter (TPT) duly tested should be installed in series with the electronic meter in the presence of the consumer and result of any slowness shall be known with running of industry for just 15 minutes and comparing consumption of both the meters. The test results should be given to the consumer and in confirmed cases of slowness and dishonesty on the part of consumer being apparent, the consumption data of the past period should be got down loaded through MMTS officers at personal level by the Distribution officers and consumer charged for the past period on the basis of results obtained as per Regulation 21.5 of Supply Code (ESIM clause 59). Further action to replace the meter should be taken immediately and consumer warned in writing to desist from such activities in future.
- 104.19.2 In Industrial premises where theft was earlier declared by Enforcement Units, the TPT meters be installed at these premises as advised above for checking irrespective of the fact whether the cases were lost or won by the consumer from competent courts so as to confirm that consumption is getting recorded correctly.
- 104.19.3 As border area divisions are showing much higher losses. Distribution Officers posted in these divisions/Circles should take prompt action to take up this challenge as a sacred duty to safeguard the revenue of the Department. The list of confirmed cases of slowness achieved through high frequency intervention should be reported to Enforcement Organisation promptly sending complete details of consumers. Enforcement Officers during checking of premises should examine the monthly consumption of the consumer viz-a-viz sanctioned load and the action in doubtful cases be taken as advised above.

**104.20 Responsibility Of Distribution Staff To Check 'Theft Of Electricity':**

- 104.20.1 DS Officers/Officials who are required to check and seal the metering equipment shall take due care while affixing seals to the meter/metering equipment. If the seals affixed by them are found to be intact by Enforcement Staff/Inspecting Officer(s) and the consumer is found to be indulging in theft of energy or meter is found to be recording lower consumption due to wrong connections, it shall be taken as intentional connivance of such an officer/official and he will be held fully responsible for the consequences thereof. Disciplinary action, as permissible under instructions, shall be taken against such officers/officials.
- 104.20.2 The following officers/officials will be held responsible with respect to the specified category of connections as detailed below-
 

a) All Single phase LT connections and metered AP connections	Meter reader/Meter Inspector / LM responsible for attending the complaint/JE/AAE
b) Three phase LT connections with or without CTs/PT, connections	Meter reader/Meter Inspector and AE/JE/AAE/ AEE/ XEN

- |   |   |
|---|---|
| of PSPCL's employees and street lighting connections.                     | (DS)  |
| c) HT connections with load/demand exceeding 100 kVA and upto 500 kW/kVA. | JE/AAE/AE/ AEE /XEN(DS).  |
| d) HT/EHT connections above 500 kW/kVA                                    | In addition to officers/officials under (c) above, Sr.XEN/ASE (DS)/ Enf./ MMTS. |

**105 RECORDING OF CASES OF THEFT OF ELECTRICITY / UNAUTHORIZED USE OF ELECTRICITY:**

105.1 In order to monitor the recovery of assessed charges from the consumers on account of detection of unauthorized use of electricity (UUE) / theft of electricity, separate Job Control Register (JCR) (PCL-JCR/**Annexure-28**) shall be maintained in the DS sub-division. JCR will be issued from the divisional office, the record of which will be maintained like S.M.B. This register will be properly numbered at the time of issue and attested by Sr.XEN/ASE. The entries in the JCR shall be made as per the prescribed proforma.

All recoveries effected from the consumer shall be recorded in the JCR. Till such time the entire assessed amount is realized, the same shall be considered as a disputed amount and shall be reflected as such. A return of all such cases shall be submitted every month through the SE/Dy.CE (DS) to CE/EIC (DS) on the prescribed proforma. This return shall form a part of MIR and shall be reviewed by the PSPCL in its periodical meetings.

105.2 This register shall be handed over by the concerned official/officer to his successor.

105.3 Inspecting officers during their inspection shall ensure that these registers are being maintained and proper follow up action is being taken expeditiously.

105.4 The assessed amount shall be debited to the consumer through a separate bill after recording necessary entry in the sundry charge and allowances register. The recoverable amount shall be split up for the current year and the previous year. The amount shall be considered as disputed / arrears amount and regularly shown in the electricity bills until the same is deposited by the consumer. In theft cases, where the consumer has gone to the court and has obtained stay orders against the recovery, the entire amount shall be shown as disputed / arrears amount in the bill. However, in cases where the consumer has opted for settlement through Appellate Authority or compounding of offence, the amount shall be recovered through SC&A register as per Reg.36&37 of Supply Code and the balance amount shall be shown as disputed / arrears amount till the decision/recovery.

**106 CHECKING OF CONNECTIONS:**

In order to arrest the tendency on the part of the consumers to indulge in unauthorized use of electricity (UUE) or theft of electricity, it is essential to conduct periodical checkings. Such checks must be exercised by the concerned officers as per schedule.

**106.1 Checking Schedule:**

106.1.1 All DS/ NRS/ industrial and Bulk Supply connections with load up to 100 kW/kVA in the jurisdiction of J.E. shall be checked by him at least once in every six months). All other three phase connections shall be checked by him at least once a year in addition to carrying out checking of 50% single phase connections. JEs are authorized to check the connections up to the point of supply/ meter.

106.1.2 The AE/AEE/XEN (DS) shall check all the HT/EHT connections upto the meter /metering equipment/ point of supply having connected load /demand more than 100 kW/kVA at least once every six months. Additionally, he will

check all the small power connections, 50% of the other 3 phase connections and 10% general connections each year.

- 106.1.3 The Sr.XEN/ASE (DS) shall check all the HT/EHT connections upto the point of supply including meter/metering equipment having connected load/demand more than 500 kW/kVA in his jurisdiction at least once every year. Additionally, he will check 5% of the HT/EHT connections having load/demand less than 500 kW/kVA.
- 106.1.4 The SE/Dy.CE (DS) shall check all the HT / EHT connections having load/demand more than one MW/MVA every year. Additionally, he may carry out random checking of other HT /EHT connections having load/ demand less than one MW/MVA.

**106.2 Checking by Distribution, Enforcement and MMTS Staff:**

- 106.2.1 Enforcement and MMTS staff shall normally carry out checking in association with DS officers. Sr.XEN/ASE (Enf.) shall associate Sr.XEN /ASE(DS) or the AE/AEE/XEN(DS) as per availability. However, Sr.Xen/ASE (Enforcement/ MMTS) shall also exercise independent checks as per schedules approved by their controlling officers.
- 106.2.2 Report of checking must be complete and comprehensive. Where the meters are found slow, the observations shall not be recorded as such but the performance of the meter/metering equipment be got checked immediately from ME/MMTS for arriving at correct inference. Signatures of the representative of the consumer may invariably be obtained on the report even if he may have dissenting views. If the consumer does not sign in token of checking having been conducted at his premises in his presence or that of his representative, the fact shall be specifically recorded in memo of inspection (MOI). The MOI and seizure shall be jointly signed by the enforcement and the DS staff. If the checking is done by one agency, the report maybe signed by atleast two officers/officials. Erasing, cutting/over writings shall be avoided in the MOI and seizure report.
- 106.2.3 Seals of meters/metering equipment when broken by the Sr.XEN (Enforcement /MMTS) in the absence of DS officers for carrying out checking shall be resealed by the officers of Enforcement Unit so as to ensure that meters/ metering equipments are not left unsealed. In such cases, Sr.XEN/ASE Enforcement/MMTS will inform the AE/AEE/XEN (DS) about breaking and replacing of seals of MCB, meter terminal covers (MTC), CT Chamber etc. The concerned AE/AEE/XEN (DS) shall replace the seals so fixed by the Sr.XEN (Enforcement/MMTS) within 15 days of receipt of information.
- 106.2.4 The Enforcement/DS Staff shall check connected load, according to their competency as per Reg-12 of the Supply Code-2014. In case of unauthorized use of electricity (UUE) and theft of electricity, the memo of inspection and seizure must indicate load found connected with the mains at the consumer's premises and the details as to how the same was being carried out by the consumer, evidence seized if any, and their observations leading to inference drawn by them.

**Ombudsman, Electricity, Punjab, has in its Order dt. 15/03/2018 issued the following directions:-**

“Officers of MMTS and Enforcement concerned that they should study the print out of the DDL of energy meters immediately and take corrective measures, wherever necessary, by reading each and every parameter.”

## ANNEXURES TO SECTION-VII

### ANNEXURE-'1'

**PUNJAB STATE POWER CORPORATION LIMITED**  
**NOTICE OF PROVISIONAL ORDER OF ASSESSMENT FOR UNAUTHORIZED USE OF**  
**ELECTRICITY IN EXERCISE OF POWER AS PER PROVISIONS OF Reg.36 OF SUPPLY**  
**CODE-2014 & SECTION -126 OF ELECTRICITY ACT 2003.**

From

\_\_\_\_\_ (Designation of the Assessing Officer)

Telephone No. \_\_\_\_\_ Mobile No. \_\_\_\_\_ Fax No. \_\_\_\_\_

To

\_\_\_\_\_  
\_\_\_\_\_

**Subject: PROVISIONAL ORDER OF ASSESSMENT FOR UNAUTHORIZED USE OF ELECTRICITY AS PER PROVISIONS OF Reg.36 OF SUPPLY CODE-2014 & SECTION 126 OF EA- 2003.**

Dear Sir,

Your premises having electric connection with A/C No. \_\_\_\_\_ was inspected by \_\_\_\_\_ (Name, designation of the authorized/assessing officer) on (date) \_\_\_\_\_ at \_\_\_\_\_ ( AM/PM).

2. **During the above inspection**, the following acts of unauthorized use of electricity were noticed.

i) \_\_\_\_\_

ii) \_\_\_\_\_

3. On a/c of above said unauthorized use of electricity, the following charges amounting to Rs. \_\_\_\_\_ are assessed as payable by you. The details of amount assessed are as under:-

\_\_\_\_\_ ( Here give detailed/ calculation)

4. You are hereby requested to deposit these charges within 7 days (under the provision of Reg.36 of Supply Code-2014) of the service of the notice in the office of \_\_\_\_\_ sub-division, PSPCL \_\_\_\_\_ to avoid further action.

OR

You may submit objections, if any, within seven days of the receipt of the notice. After analyzing your reply by the assessing officer .i.e. \_\_\_\_\_ (designation), you will be provided a personal hearing, if required, within 7 days of the submission of your reply. Final order of assessment will be passed only after your personal hearing by the assessing officer.

DA/Seizure list, if any

Assessing Officer,

\_\_\_\_\_ (Designation)

CC:- 1. CE/EIC(DS), PSPCL  
2. SE/Dy.CE(DS). PSPCL  
3. Addl. SE/Sr. Xen/DS. PSPCL  
4. AE/AEE/Xen (DS), PSPCL

ANNEXURE-'2'

**PUNJAB STATE POWER CORPORATION LIMITED**  
**NOTICE OF FINAL ORDER OF ASSESSMENT FOR UNAUTHORIZED USE OF**  
**ELECTRICITY IN EXERCISE OF POWER AS PER PROVISIONS OF REG.36 OF SUPPLY**  
**CODE-2014 & SECTION -126 OF ELECTRICITY ACT 2003.**

From

\_\_\_\_\_ (Designation of the Assessing Officer)

\_\_\_\_\_  
Telephone No. \_\_\_\_\_ Mobile No. \_\_\_\_\_ Fax No. \_\_\_\_\_

To

\_\_\_\_\_  
\_\_\_\_\_

**Subject: FINAL ORDER OF ASSESSMENT FOR UNAUTHORIZED USE OF**  
**ELECTRICITY AS PER PROVISIONS OF Reg.36 OF SUPPLY CODE-**  
**2014 & SECTION 126 OF EA- 2003.**

Dear Sir,

Kindly refer to this office memo No. \_\_\_\_\_ dated \_\_\_\_\_ vide which a notice of provisional order of assessment was sent to you.

2. You were given opportunity to file objections and or were afforded reasonable opportunity to personal hearing.
3. After considering the objections and/or submissions made during hearing given to you on \_\_\_\_\_ (date) at \_\_\_\_\_ (place), the assessing officer has reached to the conclusion that unauthorized use of electricity has taken place.
4. Therefore, you are requested to deposit the finally assessed charges of Rs. \_\_\_\_\_ within thirty days (as per Reg.36.2.4 of Supply Code) of the service of this notice in the office of AE/AEE/Distribution Sub-Division, \_\_\_\_\_.
5. It may be intimated that if you are not satisfied by this final order made as per the provisions of Reg.36 of Supply Code-2014 and Section-126 of E.A.2003, you may prefer an appeal within 30 days of this order to the Appellate Authority notified by the Govt. of Punjab i.e. \_\_\_\_\_ (Indicate here the appellate authority such as DC, ADC, SDM etc.) by depositing one half of the finally assessed amount in cash or through bank draft with PSPCL and documentary evidence of the same be enclosed with the appeal. The appeal shall be filed on the prescribed form alongwith fee of 0.5% of the assessed amount subject to minimum of Rs.100/-.

Assessing Officer,  
\_\_\_\_\_ (Designation)

CC:-

1. CE/EIC/DS. PSPCL
2. SE/Dy.CE (DS. PSPCL
3. ASE/Sr. Xen (DS). PSPCL
4. AE/AEE/Xen(DS), PSPCL

(The Extract of Annexure-10 of Supply Code)

ANNEXURE-'3'

**FORM OF APPEAL**

(See Regulation no. 36)

**APPEAL BEFORE THE APPELLATE AUTHORITY UNDER SECTION 127 OF THE  
ELECTRICITY ACT-2003**

Appeal against final order (A.F.O.) No. \_\_\_\_\_ of \_\_\_\_\_.

Between

(Name and address of the consumer \_\_\_\_\_) Appellant

AND

1. (Name and address of the Distribution Licensee (PSPCL)
2. (Name and address of the Assessing Officer) \_\_\_\_\_ Respondents

**Appeal under section 127 of the Electricity Act, 2003**

- 1) Detail of Applicant
  - a) Full Name of the Applicant
  - b) Full Address of the Applicant
  - c) Name, Designation & Address of the Contact Person
  - d) Contact telephone/mobile numbers
  - e) Fax Number(s)
  - f) Email ID:
- 2) Details of the  
Name and address of the Distribution Licensee (PSPCL)  
Name of the concerned Divisional Engineer  
Address of the office of the Divisional Engineer
- 3) Details of the Assessing Officer:
  - a) Name
  - b) Address
  - c) Contact details
- 4) Address of the premises inspected under section 126 of the Electricity Act-2003.
- 5) Connected load
- 6) Particulars of the meter installed
- 7) Date of Inspection
- 8) Date of the provisional assessment
- 9) Amount provisionally assessed.
- 10) Date of filing of the objections by the Appellant against provisional



- assessment.
- 11) Date of hearing of the objections by the Assessing Officer
  - 12) Nature of the unauthorized use alleged
  - 13) Gist of the final order of assessment under section 126 of the Elec. Act-2003
  - 14) Whether any amount assessed paid/deposited relating to the period in issue and if so the details thereof.
  - 15) Whether the appellant has paid one half (1/2) of the amount assessed if so, the details thereof.
  - 16) Whether there was any consent of the Appellant to the final order of assessment.
  - 17) GROUNDS OF APPEAL:  
(state the grounds of the case on which the appeal is filed and the reasons(s) why the final order is unsustainable)

Prayer:

It is therefore, prayed that \_\_\_\_\_  
\_\_\_\_\_

**Appellant**

**VERIFICATION**

I \_\_\_\_\_ (Name of the appellant (if individual) or the authorized representative of the appellant) declare that the facts stated in the above memorandum of appeal are true to my knowledge or based on information from \_\_\_\_\_ and believed by me to be true, no part of the same is false and nothing material has been concealed there from.

Verified at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_

Place \_\_\_\_\_

(Signature)

Note: Attach extra sheets wherever necessary, if space is less.

(The Extract of Annexure-8 of Supply Code-2014)

**ANNEXURE- '4'**

**ASSESSMENT OF ELECTRICITY CHARGES IN CASES OF UNAUTHORIZED USE/THEFT**

(See Reg. 36 & 37)

**(1) ASSESSMENT OF ELECTRICITY CHARGES IN THE CASE OF UNAUTHORIZED USE OF ELECTRICITY UNDER SECTION 126 OF THE ACT.**

- (a) Where it is concluded that unauthorized use of electricity has taken place, the assessment shall be made for the entire period during which such unauthorized use has taken place. If, however, the period during which unauthorized use of electricity has taken place cannot be ascertained, such period shall be limited to a period of twelve months immediately preceding the date of inspection. While determining the period during which unauthorized use of electricity has taken place, the following factors, if occurred during the period of one year preceding the date of inspection, shall also be kept in view;
- The period from date of release of connection to the date of inspection;
  - The period from the date of previous inspection, if any, by the competent officer of the licensee to the date of inspection;
  - The period of Unauthorized Use of Electricity, if it can be conclusively determined from the data downloaded from the electronic meter;
  - Actual period from the date of change of meter or associated equipment of the consumer to the date of inspection in case the UUE is related to metering equipment;
  - Any valid documentary proof produced by the consumer.
- i) *The consumption of electricity in such case will be computed on the basis of the meter reading. However, in case where electricity is used for the purpose other than for which the usage of electricity was authorized (U/S 126 (6) (b) (iv) of the Act) then assessment shall be made in proportion of the load used for other purpose to the total load. In case where electricity is used for the premises or the areas other than those for which the supply of electricity was authorized (U/S 126 (6) (b) (v) of the Act) then assessment shall be made in proportion of the load extended to other premises or area to the total load including extended load.*
- ii) *If, the consumption of electricity cannot be computed on the basis of meter reading, then the same will be computed on the basis of the LDHF formula as detailed in para 4 below. However, where electricity is used for the purpose other than for which the usage of electricity was authorized or is used for the premises or the area other than those for which the supply of electricity was authorized, in such cases, 'L' in the LDHF formula shall be considered as load used for other purposes or load extended to other premises or areas, as the case may be, for assessment.*
- (b) The consumer shall, on the basis of consumption of electricity computed as above, be liable to pay electricity charges at a rate equal to twice the tariff applicable for the relevant category in which the service should have been classified. During the period, two part tariff is applicable, the fixed charges shall be levied for the load being used in an unauthorised manner at twice the applicable fixed charges as per the Tariff Order for the relevant year. The Energy Charges shall be recovered on consumption computed as per para 1 and 2 above, at twice the energy charges applicable for the relevant category in which the service should have been classified.
- (c) *Electricity charges in all cases of unauthorized use of electricity shall continue to be levied as in sub-para (b) above till the cause of unauthorized use of electricity is rectified.*

**(2) ASSESSMENT OF ELECTRICITY CHARGES IN CASES OF THEFT OF ELECTRICITY AS PER SECTION 135 OF THE ACT.**

- a) *Where it is prima facie established that theft of electricity has taken place, the consumption of electricity shall be computed on the basis of the LDHF formula as detailed in para 4 below.*
- b) *The consumption of electricity so computed shall be charged for a presumptive period of twelve months preceding the date of detection of theft at two times the normal tariff rate. The period of 12 months may however, be suitably reduced if the Authorized Officer, for reasons to be recorded in writing, is satisfied that theft of electricity has actually taken place for a lesser period.*

**(3) (a)** *The electricity charges already paid by consumer for the electricity consumed during the presumptive period of assessment, if any, will be adjusted in the electricity charges assessed as para 1 & 2 above. However, in case of unauthorized use of electricity covered under section 126 (6) (b) (iv) and (v) of the Act and charged in accordance with para 1(a)(i) or para 1(a)(ii) above, the electricity charges already paid by a consumer will be calculated on pro-rata basis for the electricity consumed for the load used for other purposes or extended to other premises for the assessment period and will be adjusted in electricity charges assessed as per para 1 (a) (i) and (ii) above.*

- b) *The electricity charges payable in accordance with para 1 & 2 above shall be without prejudice to any other liability under the Act or other Law/Regulations or provisions of the Supply Code.*

**(4) LDHF FORMULA FOR ASSESSMENT OF ELECTRICITY CONSUMPTION.**

**Units assessed = L x D x H x F, where.**

**L is the load found connected during the course of inspection in kW**

**D is number of working days per month, during which unauthorized use/theft is suspected and shall be taken for different categories of use as below:**

- a) Continuous industry 30 days
- b) Non- continuous industry 25 days
- c) Domestic use 30 days
- d) Agriculture 30 days
- e) Non-Residential(continuous)viz. hospitals, hotels, restaurants, guest houses, nursing homes, Petrol pumps and Tele-communication towers 30 days
- f) Non Residential (general) i.e. other than (e) 25 days
- g) Water works & street lights 30 days
- h) Other categories including temporary supply 30 days

**H is use of supply hours per day, which shall be taken for different categories of use as below:**

- a) Single shift industry (day / night only) 08 hrs
- b) Non-continuous process industry (day & night) 20 hrs.
- c) Continuous process industry 24 hrs
- d) i) Non-Residential (general) including restaurants 12hrs.
- ii) Hotels, hospitals, nursing homes, guest houses, Petrol pumps and Tele-communication towers 20hrs.
- e) Domestic 08 hrs
- f) Agriculture 04hrs.

<i>g) Water works</i>	<i>08 hrs.</i>
<i>h) Street light</i>	<i>08 hrs.</i>
<i>i) Other categories including temporary supply</i>	<i>12 hrs.</i>
<b><i>F is demand factor, which shall be taken for different categories of use as below:</i></b>	
<i>a) (i) Industrial ( General )</i>	<i>60%</i>
<i>(ii) Power Intensive, Arc Furnace</i>	<i>75%</i>
<i>b) Non-Residential</i>	<i>40%</i>
<i>c) Domestic</i>	<i>30%</i>
<i>d) Agriculture</i>	<i>100%</i>
<i>e) Other categories including temporary supply</i>	<i>100%</i>
<i>f) Direct supply for any use by a person</i>	<i>100%</i>

(The Extract of Annexure-9 of Supply Code)

**ANNEXURE- '5'**

**ASSESSING OFFICERS/APPELLATE AUTHORITY DESIGNATED UNDER SECTION 126 AND 127 OF THE ACT BY THE GOVT. OF PUNJAB**

(See Regulation no. 36)

- 1) Assessing Officers designated under section 126 of the Act by the Govt. of Punjab vide Notification No. 1/60/03-EB (PR)/1186 dated 27.12.04

<b>Category of Consumers</b>	<b>Assessing Officers</b>
All HT Consumers above 1 MW load	: CEs/Distribution of respective Zone
All HT consumers upto 1 MW load	: SEs/Dy.CEs/Distribution of the respective circle.
All LT Industrial Consumers	: Sr. Xens/ Addl. SEs /Distribution of the respective division.
All other LT consumers	: Assistant Engineer/ Assistant Executive Engineers/ Executive Engineers of respective Distribution sub-division.

- 2) Officers of the Govt. of Punjab designated as Appellate Authority under section 127 of the Act vide Notification No.1/13/04-EB(PR)/161 dated 9.3.2006

<b>Category of Consumers</b>	<b>Appellate Authority</b>
For appeals by all HT consumers	: Divisional Commissioners in whose jurisdiction the concerned premises is located.
For appeals by all LT industrial consumers	: Addl. Deputy Commissioners (General) in whose jurisdiction the concerned premises is located.
For appeals by all other LT consumers	: Sub Divisional Magistrates in whose jurisdiction the concerned premises is located.

(The Extract of Annexure-11 of Supply Code)

ANNEXURE- '6'

**Authorized Officers to enter the consumer premises for checking/ inspection, for accepting compounding fee, to order disconnection and rates of compounding charges under Section135 & 152 of the Act.**

(See Regulation no.37)

- 1) **Authorized Officers to enter the consumer premises for checking/ inspection, designated under section 135 of the Act by the Govt. of Punjab vide Notification No. 1/13/04-EB (PR)/23 dated 10.1.2005:**

Sr. No.	Category of Connection	Authorized Officer
<b>A) <u>Operation Officers</u></b>		
i)	All DS/NRS/AP, SP and Medium/Large /Bulk Supply upto 500 kW load	Any Officer of Distribution wing not below the rank of AE (within his jurisdiction).
ii)	Large and Bulk Supply beyond 500 kW and Railway traction supply	Any Officer of Distribution wing not below the rank of Sr. Xen (within his jurisdiction).
<b>B) <u>Enforcement Officers</u></b>		
i)	All categories of consumers with loads upto 500 kW	Any Officer of the Enforcement Wing not below the rank of AEE (within his jurisdiction).
ii)	All categories of consumers with loads above 500 kW	Any Officer of the Enforcement Wing not below the rank of Sr. Xen (within his jurisdiction).
<b>C) <u>MMTS Officers</u></b>		
	Medium/Large Supply and Bulk Supply	Any Officer of the MMTS Wing not below the rank of Sr. Xen (within his jurisdiction).

- 2) **Authorized Officers for accepting Compounding fee under section 152 of the Act designated by the Govt. of Punjab vide Notification No. 1/27/05-EB (PR)/204 dated 22.3.2006**

<u>S.No</u>	<u>Category of Connection</u>	<u>Authorized Officer</u>
1)	All LT and HT Domestic, Bulk Supply, Industrial SP, Agriculture and NRS Connections	SE/Distribution of the respective zone
2)	All LS & MS industrial Connections	CE/Distribution of the respective zone

- 3) **The Compounding Charges Notified by the Govt. of Pb. under section 152 of the Act vide Notification No. 1/27/05-EB (PR)/204 dt. 22.3.06**

Sr.No.	Category of Consumer	Rate at which the sum of money for compounding to be collected
1.	<u>Industrial</u>	
	a) Small Power	Rs.10000/- per kW of sanctioned load
	b) Medium Supply	Rs.10000/- per kW of sanctioned load

	c) Large Supply - General Industry/ Power Intensive	Rs.10,000/- per kW of sanctioned load or Rs. 10,000/- per kVA of contract demand whichever is higher.
2.	Commercial	Rs.5000/- per kW of sanctioned load.
3.	Agriculture Supply	Rs.2000/- per BHP of sanctioned load
4.	Other category of consumers Domestic / Bulk Supply / Street Light	Rs.3000/- per kW of sanctioned load.

4) **Authorized Officers to issue orders for disconnection of supply where Theft of Electricity is prima-facie established as per notification No. PSERC/Secy./ Regu.-35 dt. 27.11.07 of the Commission:**

Sr. No.	Category of Connection	Authorized Officer
<b>A</b>	<b><u>Operation Officers</u></b>	
	i) All DS/NRS/AP, SP and MS, LS/Bulk Supply upto 500 kW load	Any Officer of Distribution wing not below the rank of AE (within his jurisdiction).
	ii) LS / Bulk Supply beyond 500 kW and Railway traction supply	Any Officer of Distribution wing not below the rank of Sr. Xen (within his jurisdiction)
<b>B)</b>	<b><u>Enforcement Officers</u></b>	
	i) All categories of consumers with loads upto 500 kW	Any Officer of the Enforcement Wing not below the rank of AEE ( within his jurisdiction).
	ii) All categories of consumers with loads above 500 kW	Any Officer of the Enforcement Wing not below the rank of Sr. Xen (within his jurisdiction).
<b>C)</b>	<b><u>MMTS Officers</u></b>	
	MS/LS and Bulk Supply	Any Officer of the MMTS Wing not below the rank of Sr. Xen (within his jurisdiction).

Note: In case of essential service where public at large is effected due to disconnection the officer so authorized above shall obtain prior approval of officer next above him before ordering XEN/AEE/AE/(DS) to disconnect supply to the premises. "

**ANNEXURE- '7'**

**PUNJAB STATE POWER CORPORATION LIMITED  
BILL CUM SHOW CAUSE NOTICE AS PER PROVISIONS OF REG.37 OF  
SUPPLY CODE-2014 & SECTION 135 OF THE ACT**

**(For Theft Cases)**

Letter No: \_\_\_\_\_ Date: \_\_\_\_\_

From:

Authorized officer (Designation of authorized officer)

Tel.No.....Mobile no.....

.....

.....

To:

.....

.....

Sub: Bill cum Show Cause Notice as per provisions of Reg.37 of Supply Code-2014 and Section-135 of the Act for theft of electricity-Assessment Order.

Sir,

Your premises situated at \_\_\_\_\_ having Electricity service connection No. ( Acc.No.) \_\_\_\_\_ was inspected by an authorized officers of PSPCL on \_\_\_\_\_.

2. During the inspection it was noticed that : \_\_\_\_\_

\_\_\_\_\_

3. Memorandum of Inspection and seizure bearing No. \_\_\_\_\_ was handed over to your representative Sh. \_\_\_\_\_ on \_\_\_\_\_. In case it has not been received by you, a copy thereof can be collected from this office by contacting the undersigned/Revenue Accountant.

4. Having regard to all these circumstances coupled with the fact that the consumption recorded by the meter at your premises vis-a-vis your connected load /demand is inadequate. I am of the view that prima-face pilferage of electricity was taking place at your premises and as such FIR has been lodged with the police (within 24 hrs from the time of disconnection) as per Reg.37.2.1 of Supply Code-2014 for initiating Criminal Proceedings in the special court.

5. The assessed amount payable by you works out for Rs..... as per provisions of Regulation 37 of the Supply Code. You are requested to deposit this amount within 15 days as per Reg.37.2.3 (a) of Supply Code-2014.

6. In case you are desirous of compounding the offence of theft of Electricity (Admissible only in case of first offence) you may contact the Authorized Officers for accepting Compounding fee under section 152 of the Act designated by the Govt. of Punjab vide notification No. 1/27/05/EB(PR)/204 dated 22.3.2006 as under:-

Sr. No.	Category of connection	Authorized Officer
1.	All LT and HT Domestic Bulk Supply, SP, AP and NRS Connections	SE/Distribution of the respective circle
2.	All LS & MS Ind. connections	CE/DS. of the respective Zone



If you make the payment of the compounding charges as above along with the assessment charges, no further legal proceedings shall be initiated / continued against you in this regard as per provisions of Section-152(2) of the Act and FIR shall be withdrawn.

DA/Assessment order

Authorized officer of the PSPCL

.....  
.....

Copy forwarded to:-

- 1. CE/EIC(DS) , \_\_\_\_\_
- 2. Dy.CE/SE(DS), \_\_\_\_\_
- 3. Addl.SE./Sr.XEN(DS), \_\_\_\_\_
- 4. A.O.(Field), \_\_\_\_\_

>>>>>>>>>>

**(SECTION-VIII)****CONSUMER COMPLAINT HANDLING PROCEDURE (CCHP), FORUM /OMBUDSMAN FOR REDRESSAL OF GRIEVANCES OF CONSUMERS AND RIGHT TO SERVICE ACT (RTS)****111 Consumer Complaint Handling Procedure:**

PSERC approved the guidelines for handling of consumer grievances relating to supply of electricity by PSPCL in a transparent and expeditious manner as envisaged in clause 4 & 5 (2) of the PSERC (Forum & Ombudsman) Regulations, 2005, as amended from time to time. The procedure called "Consumer Complaint Handling Procedure (CCHP)" was issued vide notification no. PSERC/Secy./Reg-88 dt. 04/10/13. The procedure was further amended vide notification no. PSERC/Secy./Reg-107 dt. 16/09/15, notification no. PSERC/ Secy./Reg-115 dt. 12/08/18, notification PSERC/ Secy./ Reg-121 dt. 14/06/17 and notification no. PSERC/ Secy./Reg-131 dt. 31/08/18. The Commission notified PSERC (Forum and Ombudsman) Regulation, 2016 vide notification no. PSERC/Secy./Reg./117 dt. 26/12/16 repealing PSERC (Forum & Ombudsman) Regulation, 2005, as amended from time to time. The commission approved further amendments in "CCHP" as per Regulation 2.22 of the PSERC (Forum & Ombudsman) Regulation, 2016. The CCHP as amended vide amendments issued from time to time is reproduced below:-

1. **Short Title:** This procedure shall be called the "Consumer Complaint Handling Procedure (CCHP).
2. **Date of effect/commencement:** This CCHP shall come into force on the date of their publication in the official gazette of the State.
3. **Nature of Complaints :** Consumer complaints may pertain to;
  - Billing
  - Metering
  - Interruption/failure of power supply
  - Voltage variations
  - Load shedding/scheduled outages
  - Disconnection/Reconnection
  - Any other matter concerning supply of electricity
4. **Dispute Settlement Committees**
  - 4.1 Complaints of general nature such as delay in release of service connection, delay in issue of first bill/subsequent bills, defects in meter/metering equipments, delay in replacement of defective/dead stop meters, failure of power supply, voltage variations, non-restoration of supply in case of interruption or outage/breakdown or disconnection or even after payment of dues by the consumer and other miscellaneous defaults will be disposed of primarily by the AE/AEE incharge of the sub-division. In case the complainant is not satisfied with the response or service is not rendered within the time frame stipulated in **Annexure-1** of the Supply Code-2014, the complainant shall have the right to approach the Divisional Dispute Settlement Committee (DDSC) for redressal of his complaint & also for payment of compensation on account of failure on the part of the Licensee (PSPCL) to meet the Standards of Performance.
 

Provided that the consumer shall have the right to approach the Forum for redressal of grievances of consumer constituted under section 42(5) of the Act directly without approaching the DDSC.
  - 4.2 Complaints relating to the supply of electricity by distribution licensee (PSPCL) involving monetary disputes arising due to wrong billing, application

of wrong tariff or difference of service connection charges/general charges or security (consumption), overhauling of account due to defective/inaccurate metering, levy of voltage surcharge, billing of supplementary amount or any other charges except those arising on matters pertaining to Open Access granted under the Electricity Act, 2003 and Sections 126, 127, 135 to 140, 142, 143, 146, 152 and 161 of the Act will be disposed of by the following Dispute Settlement Committees (DSCs) constituted by the distribution licensee (PSPCL) in accordance with the guidelines provided in CCHP.

Provided that the consumer shall have the right to approach the Forum for redressal of grievances of consumer constituted under section 42(5) of the Act directly without approaching these DSCs:-

**i) Zonal Dispute Settlement Committee (ZDSC)**

a)	Chief Engineer/DS concerned	Chairperson
b)	One officer from Accounts & Finance cadre not below the rank of CAO/CA or of equivalent status	Member
c)	One officer of commercial wing not below the rank of Dy.CE/SE.	Member
d)	Representative of industry(to be nominated by Director of Industry & Commerce, Punjab)	Nominated Member
e)	Representative of the consumer organization(s)	Nominated Member
	(to be nominated by the Divisional Commissioner in case where the Zone comprises of more than one district or Deputy Commissioner where the Zone comprises of one district only)	

The Zonal Dispute Settlement Committee (ZDSC) will have the jurisdiction to dispose of the complaints involving monetary disputes of an amount exceeding Rs. Two lac (2,00,000/-) and upto Rs. Five lac(5,00,000/-) in each case. The cases involving monetary disputes of an amount exceeding Rs. Five lac shall be handled by Forum for Redressal of Consumer grievances constituted under section 42(5) of the Act. Provided that the cases already registered with CGRF before date of notification of 4<sup>th</sup> amendment to CCHP shall continue to be dealt with by CGRF.

**ii) Circle Dispute Settlement Committee (CDSC)**

a)	Dy.CE/SE(DS) concerned	Chairperson
b)	One officer from Accounts & Finance cadre not below the rank of Dy.CAO/CAO/Dy.CA/CA or of equivalent status	Member
c)	One officer from commercial wing not below the rank of Addl.SE/Sr.Xen	Member
d)	Representatives of Industry (to be Nominated by Director, Department of Industries and Commerce, Punjab).	Nominated Member

The Circle Dispute Settlement Committee will have the jurisdiction to dispose of the complaints involving monetary disputes of an amount exceeding Rs. Fifty Thousand (50,000/-) and upto Rs. Two lac (2,00,000/-) in each case. Provided that the cases already registered with ZDSC before date of notification of 4<sup>th</sup> amendment to CCHP shall continue to be dealt with by respective ZDSC, as the case may be.

**iii) Divisional Dispute Settlement Committee (DDSC)**

a)	Addl.SE/Sr.XEN(DS) concerned	Chairperson
b)	One officer from Accounts & Finance cadre not below the rank of Accounts Officer	Member
c)	XEN/AEE/AE to be designated by Dy.CE/SE(DS) Circle from within the Circle	Member

The Divisional Dispute Settlement Committee will have the jurisdiction to dispose of the complaints involving monetary disputes up to Rs. Fifty Thousand (Rs. 50,000/-) in each case. Provided that the cases already registered with CDSCs before date of notification of 4<sup>th</sup> amendment to CCHP shall continue to be dealt with by respective CDSCs.

- 4.3 The distribution licensee (PSPCL) may appoint a Presenting Officer for each of these Committees
- 4.4 Each Committee will be serviced by a Nodal Officer to be so designated. The Committee may authorize the Presenting Officer to act as a Nodal Officer

**5. Procedure for lodging complaints**

- (1) (i) The aggrieved consumer shall submit his complaint to the Nodal Officer of the appropriate Committee, clearly stating ;
- a) the name and address of the consumer, consumer account number, telephone/mobile number and email address, if any ;
  - b) the name of the Distribution Licensee's (PSPCL's) office viz sub-division to which the complaint pertains ;
  - c) brief description of the complaint alongwith copies of the relevant supporting documents, if any ;
  - d) the relief prayed for ;
  - e) that the same complaint is not pending or already decided by any other court, authority, or forum.
- ii) The Committee may seek any additional information and details from the complainant.
- iii) Before submitting a complaint involving monetary dispute, the consumer shall be required to deposit following amount pending disposal of any dispute between him and the Distribution Licensee (PSPCL) and attach a copy of the receipt with the complaint:
- a) **Disputed current electricity bill amount (covered under Reg.35 of Supply Code):** payment as per Regulation 35.1 of Supply Code Regulations, as amended from time to time.
  - b) **Cases Other than that covered under (a) above:** 20% of the disputed amount other than the current bill amount.
- (2) Complaints relating to interruption/failure of power supply shall be lodged by the consumers at the respective designated complaint centres of the Distribution Licensee (PSPCL) either in person or over the telephone. The same will be entered in a data base to be maintained at the complaint centres by an authorized official of the Distribution Licensee (PSPCL) who will give the complaint number to the complainant
- (3) Other complaints of general nature shall be made in writing to the officer incharge of the sub - division in the format enclosed as **Annexure-I**.

**6. Procedure for Redressal of Complaint(s)**

- (1) The complaint received from the consumer/prospective consumer by the Nodal Officer of the concerned Dispute Settlement Committee, will be duly

taken on record and entered in the "Data base" to be maintained by the Committee.

- (2) The receipt of complaint will be acknowledged by the Nodal Officer or any other Officer authorized by the Committee to act as such and the number and date of registration of the complaint will be intimated to the complainant along with the telephone numbers of the office of the Chairperson/Nodal Officer of the Committee and the next higher authority.
  - (2) (A) In case of non-admissibility of the grievance, a speaking Order shall be passed within 7 days of receipt of grievance, after giving an opportunity of hearing to the consumer.
- (3) The Committee may call for the relevant records alongwith comments of the concerned office, if considered necessary, on the complaint(s) of the consumer. Concerned officer of licensee shall furnish record/comments requisitioned by the Committee immediately (not later than 15 days) on receipt of such requisition, failing which the Committee shall proceed on the basis of the material available on the record.
- (4) The Committee will give a reasonable opportunity to the consumer of being heard, in person or through an authorized representative and submit evidence in support of his complaint. The order will be made, in writing, on the basis of facts/circumstances on record as well as pleadings of the consumer/ his representative and after taking into consideration the relevant provisions of the Electricity Act, 2003, rules/regulations framed by the Commission under the Act and orders/directions/guidelines issued by the Commission.
- (5) Interest payable, on recoverable/ refundable amount if any, by either party shall be as under:
  - i) **Cases covered under 5 (1) (iii) (a) above** : as per Reg-35 of Supply Code-2014, as amended from time to time, as the case may be.
  - ii) **Cases covered under 5 (1) (iii) (b) above:** *at SBI Base Rate prevalent on 1st of April of the relevant financial year plus 2%.*
- (6) The speaking order shall be passed by the Committee within a reasonable time not exceeding 90 days and conveyed to the concerned office with instructions to comply with the order, and/or issue the revised bill/advice within 15 days from the date of issue of the order.

Provided that the Committee shall record reasons in case of failure to dispose of the complaint within 90 days and intimate the same to the Commission.
- (7) A copy of the Order passed by the Committee shall be communicated directly to the concerned office of the licensee and to the complainant or his authorized representative in person or through registered post immediately but not later than 7 days of passing of the Order.
- (8) The quorum for ZDSCs shall be three members, out of which atleast two shall be members of the distribution licensee(PSPCL). The quorum for CDSCs/DDSCs shall be atleast two members of the Distribution Licensee (PSPCL). All the decisions shall be taken on the basis of majority of the members present and voting. In case of equality of votes on any issue, the Chairperson shall, in addition, have a casting vote.

For timely disposal of grievances:

- a) Committees shall hold hearings at least once in a month or more depending upon pendency of cases.
- b) The Chairperson of the Committee shall co-ordinate and specify days and time for hearings to ensure availability of officers of Commercial and Accounts wings.

- c) Agenda for hearings shall be prepared in advance and due intimation in this regard to be sent to the aggrieved consumer as well as to the concerned office of the distribution licensee (PSPCL).
  - d) No adjournment shall be ordinarily granted unless sufficient cause is shown and reasons for grant of adjournment have been recorded in writing by the Committee.
  - e) Where the concerned officer/official of the distribution licensee (PSPCL) or complainant (or its representative) fails to appear before the Committee on the date fixed for hearing on more than two occasions, the Committee may decide the grievance ex-parte.
- (9) A nominated Member will certify that he has no personal interest in the complaint being considered. He will not be entitled to any travelling/incidental expenses for attending the meeting(s) and will make his own arrangements.
  - (10) All Members including the nominated Members of the Committee shall be intimated regarding meetings of the Committee alongwith the list of complaints and agenda to be considered in the meeting.
  - (11) The Committee will continue to function even if no Member is nominated by the Director of Industries, Divisional Commissioner or Deputy Commissioner, as the case may be. The proceedings of the Committee will also not be affected in the event of any nominated Member not making himself/herself available during the meeting(s).
  - (12) In case the consumer is unable to make payment as specified in clause 5(1) (iii) supra, the Chairperson of the Committee will be competent to fix the amount to be deposited before consideration of the case by the Committee.
  - (13) The Committee shall not entertain a complaint for which any proceedings are pending before any court, authority or any other Forum established by law, or where a decree, award or a final order has already been passed by any competent court, authority or Forum.
  - (14) The Chairperson of the Committee shall ensure maintenance of proper record of all the complaints received and disposed of. Pendency and disposal of cases by the Committee should be monitored regularly by the Distribution Licensee (PSPCL). Quarterly reports and age-wise analysis of cases be submitted to the Commission duly commented by the Director/Distribution of the licensee.
  - (15) Complaints regarding interruption/failure of power supply etc. and those of general nature will be attended to / disposed of by the Distribution Licensee (PSPCL) within the time limits as may be specified by the PSERC (Electricity Supply Code & Related Matters) Regulations-2014 as amended from time to time.

**7. Responsibility of the Distribution Licensee (PSPCL)**

The Distribution Licensee (PSPCL) shall;

- i. give wide publicity to the existence of the "Consumer Complaint Handling Procedure" by periodical press release, display on notice boards in the distribution sub-divisions or at the Complaint centres/Bill collection centres and such other means to make the public aware of the procedure ;
- ii. make available an updated copy of the consumer complaint handling procedure as amended from time to time for inspection by members of the public during normal working hours ; and

- iii. provide an updated copy of the aforesaid procedure revised from time to time to the consumers and any other person who requests for it at a reasonable price.

**8. Consumer’s right to approach the Forum**

A complainant aggrieved due to non-redressal of his complaint under the “Consumer Complaint Handling Procedure”, may approach the Forum established by the licensee under sub-section (5) of Section 42 of the Act read with “PSERC (Forum & Ombudsman) Regulations” as amended from time to time.

**9. Repeal and Saving**

- i. The PSPCL’s Consumer Complaint Handling Procedure, which was applicable from 1.8.2006, shall stand repealed from the date of commencement of these Guidelines/ Procedures.
- ii. Notwithstanding such repeal, anything done or any action taken or purported to have been done or taken under the repealed CCHP shall be deemed to have been done or purported to have been done under these Guidelines/Procedures BY ORDER OF COMMISSION"

**112 CONSTITUTION OF DISPUTE SETTLEMENT COMMITTEES(DSCs):**

The PSPCL constituted Dispute Settlement Committees (DSCs) at different levels as given below for settlement of monetary disputes between the PSPCL and consumers as per clause-4 of CCHP.

<b>Sr. No.</b>	<b>Dispute Settlement Committee-</b>	<b>Presenting Officer</b>	<b>Nodal Officer</b>	<b>Financial Limit</b>
<b>a)</b>	Zonal Dispute Settlement Committee- ZDSC)	SE (DS) of the concerned Circle.	SE/HQ of the concerned Zone	All cases above Rs.1 lacs & upto Rs.2 lacs in each case.
<b>b)</b>	Circle Dispute Settlement Committee (CDSC)	Sr.Xen(DS) of the concerned Divn.	Sr.Xen Tech. of the concerned Circle	All cases above Rs.25000 and upto Rs.1 lac in each case.
<b>c)</b>	Divisional Dispute Settlement Committee- DDSC)	Xen/AEE/AE/DS of the concerned Sub-division	Divisional Supdt. of the concerned Division	All cases upto Rs.25000 in each case.

**112.1 The Constitution of the Committees** The following Dispute Settlement Committees have been put in place after approval of the Commission

**112.1.1 Zonal Dispute Settlement Committees (ZDSCs)**

- 1 Chairman Engineer-in-Chief/CE/DS of concerned Zone
- 2 Member from Accounts Wing
  - a) Chief Auditor - Central, South & West Zones
  - b) Dy.CAO/CAO Revenue - North & Border Zones
- 3 Member from Commercial Wing
  - a) SE/Sales-I - North & Border Zones
  - b) SE/Sales-II - South & West Zones
  - c) SE/Regulation - Central Zone

- 4 Nominated Members
- a. Representative of the consumer organization to be nominated by the Divisional Commissioner in case where the zone comprises of more than one district or Deputy Commissioner where the Zone comprises of one district only.
- b. Representative of the Industry to be nominated by Director of Industries and Commerce, Punjab.

**List of members nominated by Director of Industries Punjab for ZDSC.**

- a. South Zone President, C/o Patiala Chamber of Industries Plot no. 109, Focal Point Patiala
- b. Central Zone President, United Cycle & Part Manufacturers, Association, Gill Road, Ludhiana.
- c. West Zone President, Bathinda Chamber of Industries & Commerce, Bathinda.
- d. North Zone President, Sports & Surgical Complex, C/o Rishi utpadan, WX-14 Near University College: Bastio Nau, Jalandhar.
- e. Border Zone President Textile Manufacturing Association Amritsar

**112.1.2 Circle Dispute Settlement Committees (CDSCs)**

- 1 Chairman SE/DS of concerned Circle
- 2 Member from Accounts Wing Dy.CAO/Dy.C.A. of concerned Zone under which the Circle falls
- 3 Member from Commercial Wing Sr.Xen/CBC/CSC as authorized by CE/Commercial. (As per table given below)
- 4 Nominated Member Representative of the Industry to be nominated by Director of Industries and Commerce, Punjab.

**TABLE**

<b>S.No.</b>	<b>Officers to attend CDSC meetings on behalf of commercial wing</b>	<b>Name of Circles</b>
1	Sr. Xen/CSC, Patiala	Patiala, Sangrur, Barnala
2	Sr. Xen/CC, Chandigarh	Mohali, Roop Nagar
3	Sr. Xen/CBC, Jalandhar	Jalandhar, Nawanshahar, Kapurthala, Hoshiarpur
4	Sr. Xen/CSC, Bathinda	Bathinda, Muktsar, Faridkot, Ferozepur
5	Sr. Xen/CSC, Amritsar	City Amritsar, Sub urban Amritsar, Tarn Taran, Gurdaspur
6	Sr. Xen/CBC, Ludhiana	Ludhiana (East), Khanna, Ludhiana (West), Ludhiana (Sub urban),



**List of members nominated by Director of Industries Punjab for CDSC**

<b>Sr. No.</b>	<b>Name of Circle</b>	<b>Name of Representative nominees.</b>
1.	SE/DS Circle, Mohali	Sh. Anurag Aggarwal M/s P.K. Inds., D-70, Phase V, Indl. Area Mohali.
2.	SE/DS Circle, Bathinda	Sh. Om Parkash Singla, M/s Aarti Furnitures, Mansa.
3.	SE/DS Circle, Hoshiarpur	Sh. Madan Mohan Aggarwal, M/s Navyug Electro Appliances, Hoshiarpur.
4.	SE/DS Circle Gurdaspur	Sh. Mohinder Singh, M/s United Foundry Batala.
5.	SE/DS Circle, Roop Nagar.	Sh. Paramjit Singh Nagi, E-13, Focal Point, Chanalon.
6.	SE/DS West Circle, Ludhiana	Sh. Inderjit Singh, Pardhan, M/s Nankana Sahib Engg. Works. Ludhiana.
7.	SE/DS City East Circle, Ludhiana	Sh. Subash Bajaj, M/s Saroop Sons Industries, Ltd., C-62, Focal Point, Ludhiana.
8.	SE/DS Circle, Jalandhar	Sh Parmod Chopra, President Federation of Jalandhar Er. Assoc., B-9247, Hoshiarpur Road, Jalandhar.
9.	SE/DS City Circle, Amritsar.	Sh. Jaswinder Singh, General Secretary, East Mohan Nagar, Indl. Association, Amritsar, 20, Sant Avenue Mal Road, ASR.
10.	SE/DS Circle, Patiala	Sh. Shaim Singla, M/s Samana Costpin Ltd. Samana.
11.	SE/OP. Circle, Ferozpur	Mr. Narula Ashok, M/s Narula Foods, Pvt. Ltd, Vill. Guruharsahi.
12.	SE/ OP Circle, Tarn Taran	Col. Amarjit Singh, M/s Goindwal Tools & Firing Industries, Goindwal Sahib.
13.	SE/ DS Circle, Khanna	Sh. Chanan Singh Matharu, C/O M/s Calcutta Steel Industry, Gobindgarh.
14.	SE/OP Suburban Circle, Amritsar.	Sh. Harjit Singh C/O M/s Free India Corp. Kot Mit Singh, Amritsar.
15.	SE/ OP Circle Nawan Shehar	Sh. Dinesh Chopra M/s Luxmi Rice Mills, Nawan Shehar Road, Rahon.
16.	SE/OP City Suburban Circle, Ludhiana	Sh. P.D. Sharma, M/s Vashisht Industry, V&PO Mundian Kalan, Ludhiana
17.	SE/OP Circle Kapurthala	Sh. M.K. Abrol, M/s Abrol Engg. Co. Pvt. Ltd., Kapurthala
18.	SE/OP Circle Faridkot	Sh. Bal Krishan Bali, M/s Shankar Rice & Gen. Mills, Bagha Purana.
19.	SE/OP Circle, Mukatsar	Sh. Ajay Kumar Satia, M/s Satia Paper Mill, Vill. Rupana
20.	SE/ DS Circle, Sangrur	Sh. Vijay Kumar C/O M/s Gupta Aggro Industry, Sangrur.
21.	SE/DS Circle, Barnala	Sh. Vishal Agarwal Jai Durga Craft Paper (p) Ltd., Malerkotla.

**112.1.3 Divisional Dispute Settlement Committees (DDSCs)**

1.1	Chairman	Sr.Xen / DS of concerned division
2.2	Member from Accounts Wing	Accounts Officer/Field of concerned Circle under which the Division falls.
3.3	Member	Xen /AEE/AE to be designated by concerned SE/DS from within the Circle.

**Note:** In case any member of any Dispute Settlement Committee was involved in any capacity in any case, then for that case he may not take part while deciding the case.

**113 FORUM FOR REDRESSAL OF GRIEVANCES OF THE CONSUMERS:**

PSERC notified vide notification No. PSERC/Secy/Reg.117 dt. 26.12.2016-In exercise of the powers conferred under Section 181 and other provisions of the Electricity Act, 2003 (36 of 2003) and all other powers enabling the Commission in that behalf, made the following Regulations providing for guidelines to the Licensees for establishment of Forum for Redressal of Grievances of the Consumers; for appointment of Ombudsman; for representation against non-redressal of grievances of consumers and the time and manner of settlement of grievances by Ombudsman and for matters incidental and ancillary thereto:-

**1. SHORT TITLE, EXTENT AND COMMENCEMENT**

- 1.1 These Regulations may be called the Punjab State Electricity Regulatory Commission (Forum and Ombudsman) Regulations, 2016.
- 1.2 These Regulations shall be applicable to all Distribution Licensees (PSPCL) including a deemed licensee under the Act.
- 1.3 These Regulations shall extend to the whole of the State of Punjab.
- 1.4 These Regulations shall come into force on the date of their publication in the official gazette.

**DEFINITIONS**

- 1.5 In these Regulations, unless the context otherwise requires:-
  - (a) **“Act”** means the Electricity Act, 2003;
  - (b) **“Chairperson”** and **“Member”** shall mean the Chairperson and Member of the Forum respectively and unless the context otherwise requires, the expression ‘Member’ shall also include the Chairperson;
  - (c) **“Commission”** means the Punjab State Electricity Regulatory Commission;
  - (d) **“Complainant”** means & includes any of the following who have a grievance as defined in these regulations and makes a complaint;
    - (i) a consumer as defined under sub-section 15 of section 2 of the Act;
    - (ii) any consumers association registered under any law for the time being in force;
    - (iii) any un-registered association or group of consumers where the consumers have common or similar interest;
    - (iv) in case of death of a consumer, his legal heirs or authorized representative;
    - (v) any other person claiming through or authorized by or acting as agent for the consumer and affected by the service or business carried out by the licensee;
    - (vi) an applicant for a new electricity connection.

- (e) **“complaint”** means any grievance in writing made by a complainant that –
- (i) an unfair trade practice or a restrictive trade practice has been adopted by the licensee in providing electricity service;
  - (ii) the electricity services hired or availed of or agreed to be hired or availed of by him suffer from defect or deficiency in any respect;
  - (iii) a licensee has charged for electricity services mentioned in the complaint, a price in excess of the price fixed by the Commission;
  - (iv) electricity services which are hazardous to life and safety when availed, are being offered for use to the public in contravention of the provisions of any law for the time being in force or of any licence ;
  - (v) violation has occurred of any law or licence requiring the licensee to display the information in regard to the manner or effect of use of the electrical services; or
  - (vi) breach has occurred of any obligation by the licensee which adversely affects any consumer or which the Forum may consider appropriate to be treated as a complaint.
- (f) **“consumer”** for the purpose of these Regulations shall be a consumer as defined under sub-section (15) of Section 2 of the Act and shall also include a person applying for new connection ;
- (g) **“consumer grievance”** means & includes any complaint relating to any fault, imperfection, short coming, defect or deficiency in the quality, nature and manner of service or performance in pursuance of a licence, contract, agreement or under Electricity Supply Code or in relation to Standards of Performance specified by the Commission including payment of compensation or billing disputes of any nature or recovery of charges by the licensee and matters relating to the safety of the distribution system having potential of endangering the life or property. However, the matters pertaining to Open Access granted under the Act and Section 126, 127, 135 to 140, 142, 143, 146, 152 and 161 of the Act shall not form grievance under these regulations.;
- (h) **“distribution licensee”** or **“licensee”** means one who is authorised to operate and maintain a distribution system for supplying electricity to the consumers;
- (i) **“defect”** means any fault, imperfection or shortcoming in the quality, quantity, or standard of service, equipment or material which is required to be maintained by or under any law for the time being in force or under any contract, express or implied, or under any licence or as is claimed by the distribution licensee in any manner whatsoever in relation to electricity service;
- (j) **“deficiency”** means any fault, imperfection, shortcoming or inadequacy in the quality, nature and manner of performance which is required to be maintained by or under any law for the time being in force or under any licence or has been undertaken to be performed by distribution licensee in pursuance of a contract or otherwise in relation to electricity service or performance standard; viz interruption/ failure of power supply, voltage complaints, metering problems including meter shifting, charges /payments (billing problems), disconnection/reconnection of power supply to the consumer, release of new connections / extension or reduction in load / demand, notice of supply interruptions, violations of Electricity Supply Code, contravention of Act, Rules or Regulations made there under with regard to consumer interest;
- (k) In particular and without prejudice to the generality of the term the **“electricity service”** means supply, billing, metering and maintenance of

electrical energy to the consumer and all other attendant sub-services etc;

- (l) **“Forum”** means ‘Forum for redressal of grievances of consumers constituted by distribution licensee under sub-section (5) of Section 42 of the Act;
- (m) **“Government”** means Government of Punjab ;
- (n) **“Ombudsman”** means an authority appointed / designated by the commission, under sub-section (6) of Section 42 of the Act;

1.6 Words and expressions used and not defined in these Regulations but defined in the Electricity Act, 2003 (36 of 2003) shall have the same meanings as assigned to them in the Act.

## **CHAPTER II FORUM FOR REDRESSAL OF GRIEVANCES OF THE CONSUMERS**

### **Number, Location & Settings**

- 2.1 Every distribution licensee shall establish one Forum under each distribution zone falling within its area of supply for redressal of grievances of consumers within six months of coming into force of these regulations or date of grant of licence in accordance with the guidelines laid under these regulations. The term ‘distribution zone’ shall mean the geographical area falling within the jurisdiction of a zonal office of the distribution wing of the licensee headed by a Chief Engineer/Operation.
- 2.2 The number of FORA, their locations and areas of jurisdiction may be altered by the Commission keeping in view the public convenience and the work load of each Forum.
- 2.3 While deciding the number of FORA, their location and areas of jurisdiction, it may be ensured that at least one sitting of the Forum is ensured in each circle in a month and all grievances are redressed within the time limit specified under these regulations.

### **Appointment and other Terms & Conditions of service**

- 2.4 Each Forum shall consist of 3 Members including Chairperson of the Forum. The Chairperson shall be appointed/nominated by the Commission and other two members shall be appointed by the licensee as specified under these regulations.

Provided that in the case distribution licensee has less than one lac consumers in its area of supply, the Forum shall consist of one member only.

- 2.5 The members including Chairperson of the Forum to be appointed/nominated shall meet the following criteria:

#### **(i) Chairperson:**

One independent member who is familiar with the consumer affairs shall be appointed/ nominated by the Commission & discharge the functions of the Chairperson of the Forum. The person should be a retired civil servant not below the rank of Deputy Commissioner or a retired senior judicial officer/Additional district judge or a retired senior electrical engineer not below the rank of Chief Engineer having experience of distribution in electricity. The Commission shall invite applications for the post of Chairperson through advertisement in leading Newspapers.

Provided that a Chief Engineer of distribution licensee applying for the post of Chairperson of the Forum shall not have been in the employment in any capacity for a minimum period of one year prior to be appointed as Chairperson of the Forum.

Provided further that the Chairperson shall have working knowledge of Punjabi.

Provided also that the Chairperson shall not take any assignment for providing any consultancy services to any licensee or a consumer or any person during his period of appointment in the Forum.

- (ii) One Technical Member shall be appointed by the licensee in consultation with the Commission from amongst its serving officers. He should possess a degree in electrical engineering with at least 20 years experience in distribution of electricity and having at least one year experience on a post not below the rank of Superintending Engineer.
  - (iii) One member shall be appointed by the licensee in consultation with the Commission from amongst its serving officers having at least 15 years experience in Finance & Accounts or Revenue matters and having at least one year experience on a post not below the rank of Dy. Chief Accounts Officer or equivalent rank.
  - (iv) The age limit for occupying the post of Chairperson shall be 65 years.
  - (v) For appointment of two members mentioned at Sr. No. (ii) & (iii) above, the Distribution licensee shall submit a panel of three serving officers for each post of member with proven record of integrity who have at least 2 years service left before superannuation to the Commission. After considering the qualification, experience and ability of the officer, proposed for each post by the distribution licensee, the Commission shall approve the name of each member for appointment by the licensee. After its approval, the licensee shall appoint the members.
- 2.6 No person shall be appointed and/or be entitled to continue as a member if he/she stands disqualified on account of his/her:
- a) Having been adjudged an insolvent;
  - b) Having been convicted of an offence which, in the opinion of the licensee, involves moral turpitude;
  - c) Having become physically or mentally incapable of acting as such a member;
  - d) Having acquired such financial or other interest as is likely to affect prejudicially his/her functions as a member;
  - e) Having so abused his/her position as to render his/her continuance in office prejudicial to public interest; or
  - f) Having been guilty of proved misbehavior.
- 2.7 An existing member shall be liable to be removed from his office forthwith on account of any of the aforesaid disqualifications arising or being discovered. Provided that no member shall be removed from his/her office on any ground specified in the aforesaid sub-clauses unless the licensee has held an independent inquiry in accordance with such procedure as directed by the Commission.
- 2.8 The licensee shall ensure that no post of a member in the Forum remains vacant for a period exceeding 30 days. Provided that in case the licensee is unable to fill up the vacant post(s) within a period of one month, the Commission may, at the request of the licensee grant such additional time, as it deems fit, to the licensee for the purpose of filling of such vacancy.
- 2.9 Every member of the Forum shall hold office for a period of at least two years. The tenure of a member may be extended by the licensee with the approval of the Commission for a further period of one year.
- Provided that the tenure of Chairperson may be extended by the Commission for a further period of one year subject to maximum age limit of 65 years.
- Provided further that no serving officer of the licensee performing the duties of Member of the Forum shall continue after retirement from the service of the licensee.
- Provided also that in case the licensee requires to transfer the serving officer

working as member in the Forum before the expiry of 2 years tenure due to administrative exigencies, prior approval of the Commission shall be sought.

- 2.10 All members shall work full time and shall be provided with suitable office accommodation along with supporting staff by the licensee. The Chairperson and other members shall be entitled to all office paraphernalia as is admissible to officers of the equal rank working with the distribution licensee.
- 2.11 The Chairperson shall have the general powers of superintendence and control over the Forum.
- 2.12 No act or proceeding of the Forum shall be deemed to be invalid by reason only of some defect in the constitution of the Forum or by reason of the existence of a vacancy among its members.

#### **Remuneration**

- 2.13 The remuneration including any honorarium & allowances payable to the members including Chairperson shall be such as may be approved by the Commission.

Provided that the terms and conditions of service of a member of the Forum who is in the employment of the licensee shall be governed by the terms & conditions of his/her employment with the licensee and shall continue to draw same salary as he/she is entitled as a regular employee of the licensee.

#### **General**

- 2.14 The licensee shall appoint/designate one of its officers not lower than the rank of Grade-II officer as full time Secretary to the Forum and shall also provide required supporting staff and office accommodation etc. for functioning of the Forum.
- 2.15 The office expenditure of the Forum will be considered by the Commission while working out the revenue requirement of the Licensee and will be allowed as a pass-through expense.
- 2.16 In case the Chairperson of the Forum is unable to discharge the functions owing to absence, illness or any other cause, the Technical Member who is an officer of the Licensee shall discharge the functions of the Chairperson, until the day on which the Chairperson assumes office.
- 2.17 No adjournment shall ordinarily be granted by the Forum unless sufficient cause is shown and the reasons for grant of adjournment have been recorded in writing by the Forum.
- 2.18 All decisions of the Forum shall be taken on the basis of majority of the Members present and voting. The quorum for the Forum meeting shall be two and each Member shall have one vote. In case of equality of votes on any issue or resolution, the Chairperson or the Member discharging the functions of the Chairperson and presiding over the meeting shall, in addition, have a casting vote.
- 2.19 The Forum shall ordinarily hold its sittings at its headquarters. However, sittings may also be held at other prominent places by the Forum within its jurisdiction for public convenience.
- 2.20 The Forum shall comply with such general directions or order as the Commission may issue from time to time in the interest of efficient and effective redressal of grievances in a timely and expeditious manner.
- 2.21 The licensee shall give wide publicity to the formation of the Forum and the address of the Forum shall be displayed at all the offices of the distribution licensee to facilitate easy registration of grievances by consumers.

#### **Consumer's right to approach**

- 2.22 For expeditious resolution of the complaint of a complainant at the local level, the

Commission may approve a procedure namely "Consumer Complaint Handling Procedure" [in short CCHP] which shall perform such functions and shall have such jurisdiction as may be approved by the Commission.

Provided that the complainant shall have the right to approach the Forum directly in respect of matters falling under the jurisdiction of the Forum.

Provided further that the Commission may dispense with the "Consumer Complaint Handling Procedure" or amend it without any notice in case the continuation of such procedure is found to be detrimental to the interests of the consumers or the licensee.

- 2.23 Any complainant aggrieved by non-redressal of his grievance within the time period specified by the Commission or is not satisfied with the redressal of the complaint by the licensee and/or under the Consumer Complaint Handling Procedure, as the case may be, may himself or through his authorized representative, approach the Forum in writing for the redressal of his grievance.

### **Jurisdiction**

- 2.24 The Forum shall have the jurisdiction to entertain all the monetary/non-monetary complaints/grievance filed by the complainants or to take up the matter suo-moto with respect to the electricity services provided by the distribution licensee if the same fulfils the requirements specified in sub-regulation (e) read with sub-regulation (g) of Regulation 1.5 or against the decision of a Dispute Settlement Committee constituted under CCHP.

- 2.25 The Forum shall entertain only those complaints where the representation is made within 2 years from the date of cause of action in case the complainant approaches the Forum directly or within 2 months from the date of receipt of the orders of respective Dispute Settlement Committee constituted under CCHP.

Provided that the Forum may, for reasons to be recorded in writing, entertain a complaint which does not meet the aforesaid requirements.

- 2.26 In case a complainant approaches the Forum directly for redressal of his monetary dispute under first proviso to regulation 2.22 above, the consumer shall be required to deposit following amount (inclusive of amount already deposited on this account), with the Licensee, in cash or cheque (subject to realization) or through demand draft payable at the headquarters of the concerned sub-division, pending disposal of any dispute between the complainant and the Licensee and attach a copy of the receipt with the complaint:

- a. **Disputed current electricity bill amount (covered under Reg.35 of Supply Code-2014):** payment as per Regulation 35.1 of Supply Code, 2014 Regulations, as amended from time to time.
- b. **Cases Other than that covered under (a) above:** 20% of the disputed amount other than the current bill amount.

Provided that in case the consumer is unable to make payment as specified above, the Chairperson of the Forum shall be competent to fix the amount to be deposited before consideration of the grievance by the Forum.

- 2.27 The Forum may reject the grievance at any stage, through a speaking order, under the following circumstances:
- a) In cases where proceedings in respect of the same matter and between the same Complainant and the Licensee are pending before any court, tribunal, arbitrator or any other authority, or a decree or award or a final order has already been passed by any such court, tribunal, arbitrator or authority;
  - b) In cases which fall under Sections 126, 127, 135 to 140, 142, 143, 146, 152 and 161 of the Act or the matters relating to open access granted under the Act.
  - c) In cases where the grievance has been submitted two years after the date

on which the cause of action has arisen or after two months from the date of receipt of the orders of DSC; and

- d) In the case of grievances which are:
- Frivolous, vexatious, malafide;
  - Without any sufficient cause; or
  - Where there is no prima facie loss or damage or inconvenience caused to the Complainant or the consumers who are represented by an association or group of consumers.

Provided that no grievance shall be rejected unless the Complainant has been given an opportunity of being heard.

### **Grievance filing**

- 2.28 Every grievance to the Forum must be submitted in writing to the Forum stating-
- (a) the name of the individual or the organization, complete postal address, telephone number, fax number and the E-mail address (if any) of the complainant;
  - (b) the name of licensee's office viz. sub-division, division or circle office to which the grievance pertains ;
  - (c) a full description of the matter, which is the source of the grievance, including copies of any relevant and supporting documents, if any;
  - (d) the relief prayed for ;
  - (e) that the matter is not pending before any other court, authority or forum.
- 2.29 A copy of response, if any, from the licensee shall be enclosed.
- 2.30 The Forum may seek additional information and details from the complainant(s).
- 2.31 The Forum may receive complaints through e-mail or facsimile mode and also during its sittings at places other than its headquarters subject to fulfillment of such requirements as the Forum may consider appropriate
- 2.32 The grievances shall be prioritized for redressal based on the following priority order:
- a) Non-Supply
  - b) Connection
  - c) Disconnection of supply
  - d) Meter-related issues
  - e) Billing-related issues
  - f) Other issues viz. deficiency in service &/or performance &/or safety norms etc.
- 2.33 In case of grievances related to non-supply, connection or disconnection of supply, the Forum shall pass the order within 15 days of filing of the grievance.

Provided also that in the event of grievance being disposed of after the maximum period specified above, the Forum should record in writing, the reasons for the same at the time of disposing the said grievance and inform the Ombudsman.

### **Grievance handling procedure**

- 2.34 On receipt of the consumer grievance, the Secretary to the Forum shall make an endorsement on the grievance subscribing his dated initial.
- 2.35 Consumer grievances received shall be registered and serially numbered for each year, and shall be referred e.g. C.G. No. 1/2005, 1/2006 and so on. Within 3 working days of receipt of a consumer grievance, the Secretary to the Forum



shall send an acknowledgement to the applicant showing serial number and date of receipt of the complaint/grievance. He shall also be responsible to inform the complainant of the status of his complaint in the Forum in case of inquiry by the complainant in this regard.

- 2.36 A copy of the grievance shall be forwarded simultaneously to the concerned officer of the licensee for redressal or to file objection, if any, in writing in case the licensee is not agreeable to the request of the complainant.
- 2.37 The employee nominated/authorized in this regard by the licensee or the employee named in the complaint shall furnish the parawise comments on the grievance within 10 days from the date of receipt of the letter from the Forum, failing which the Forum shall proceed on the basis of the material available on record.
- 2.38 In addition to the record of the concerned Dispute Settlement Committee (if applicable), the Forum may call for further information or record from the Licensee or the complainant that it considers relevant for examination and disposal of the grievance and the parties shall be under obligation to provide such information or record as the Forum may call for. The concerned party will send the same to the Forum within 7 days of receipt of its requisition. Where a party fails to provide such information, document or record within the stipulated time and the Forum is satisfied that the party in possession of the record is withholding it deliberately, it may draw an adverse inference.
- 2.39 On receipt of the comments from the licensee or otherwise and after conducting or having such inquiry or local inspection conducted as the Forum may consider necessary, and after affording reasonable opportunity of hearing to the parties, the Forum shall pass appropriate orders for disposal of the grievance, as far as possible, within 45 days of filing the complaint. The complaint/grievance by senior citizens, physically challenged or person suffering from serious ailments shall be disposed of on priority. However the order in case of grievance relating to non-supply, connection or disconnection of supply shall be issued by the Forum within 15 days of the filing of the grievance.
- 2.40 The Forum may direct the Licensee to undertake an inspection with regard to the grievance, as may be required for expeditious redressal. The Forum may also engage a third party (other than the licensee) at the instance and request of the Complainant, to undertake inspection and obtain an independent report. The Forum shall record the reasons for the need for such third-party inspection, which should generally be resorted to rarely and keeping in view the special circumstances of a case.
- The expenses of such third-party inspection shall be payable by the Complainant and got deposited in advance.
- 2.41 The decisions of the Forum will be recorded duly supported by reasons. The Order of the Forum will be communicated to the complainant, Licensee and the concerned Dispute Settlement Committee, if applicable, in writing within 7 days of the passing of the Order. The Licensee shall comply with the order of the Forum within 21 days from the date of receipt of the order. In appropriate cases, considering the nature of the case, the Forum, upon the request of the Licensee, may extend the period for compliance of its order up to a maximum of three months.
- In case of non-compliance of the Order of the Forum or that of a Dispute Settlement Committee, the aggrieved consumer may approach the Commission who will provide the consumer as well as the Licensee an opportunity of being heard. The Commission may initiate proceedings under section 142 of the Act for violation of the Regulations framed by the Commission.
- 2.42 The Forum may, subject to the Electricity Supply Code and Related Matters Regulations made by the Commission in this regard, award such compensation to the complainants as it considers just and appropriate in the circumstances of

the case.

Provided that the interest payable on recoverable/ refundable amount if any, by either party shall be as under:

- i) **Cases covered under 2.26 (a) above** : as per Regulations 35.4 & 35.5 35.1.3& 35.1.4 of Supply Code Regulations, as amended from time to time, as the case may be.
  - ii) **Cases covered under 2.26 (b) above:** at SBI Base Rate prevalent on 1st of April of the relevant year plus 2%.
- 2.43 Where the complainant or the licensee fails to appear before the Forum on the date fixed for hearing on more than two occasions, the Forum may decide the complaint ex-parte.
- 2.44 The Forum may evolve procedure conforming to the principles of fair play and justice for efficient discharge of its functions. It shall also follow the guidelines, if any, given by the Commission regarding the procedure to be adopted by it for handling the complaints.
- 2.45 Any complainant aggrieved by orders of the Forum may prefer a representation before the Ombudsman appointed / designated by the Commission.

**Special Provision: Interim Order:**

- 2.46 Upon request of the Complainant, the Forum may issue such interim orders pending final disposal of the grievance as it may consider necessary including but not restricted to grant of temporary injunction to stay or prevent or restrain such act as the Forum thinks fit.

Provided that the Forum shall have the powers to pass such an interim order in any proceeding, hearing or matter before it, as it may consider appropriate if the Complainant satisfies the Forum that prima facie, the Distribution Licensee has threatened or is likely to remove or disconnect the electricity connection, and has or is likely to contravene any provisions of the Act or any rules and regulations made there under or any order of the Commission, provided that the Forum has jurisdiction on such matter.

Provided further that, except where it appears that the object of passing such the interim order would be defeated by delay, no such interim order shall be passed unless the opposite party has been given an opportunity of being heard.

Provided also that where any injunction has been granted by the Forum without notice to the opposite party, the Forum shall make efforts to finally dispose of the application within 30 days from the date on which the injunction was granted.

Provided also that any interim order may be reviewed/set aside by the Forum on an application made by any party if it is found that the complainant has made a false or misleading statement.

**Reasoned Orders**

- 2.47 Every order made by the Forum shall be a speaking order and signed by the Members conducting the proceedings. Where the Members differ on any point or points, the opinion of the majority shall be the order of the Forum. The opinion of the minority shall, however, be recorded and form part of the order.

Provided that every order shall indicate clearly that the complainant may approach the Ombudsman in case he/she is not satisfied with the order of the Forum.

**Escalation Mechanism**

- 2.48 A Complainant may prefer a representation before the Ombudsman appointed/designated by the Commission under sub-section (6) of section 42 of the Act, under the following two circumstances:

- a) if the Complainant is aggrieved by the non-redressal of the grievance by the Forum within the period specified, and
  - b) if the Complainant is aggrieved with the orders passed by the Forum.
- 2.49 Such a representation may be made within 30 days from the date of receipt of the order of the Forum or expiration of 30 days after the time limit specified for issuance of the order, whichever is applicable.
- 2.50 The Forum may settle any grievance in terms of an agreement reached between the parties at any stage of the proceedings before it and there shall be no right of representation before the Ombudsman against such an order.

**Inspection of records and supply of certified copies**

- 2.51 The consumer and the licensee may obtain certified copies of the orders, decisions, directions and reasons in support thereof given by the Forum in respect of the complaint.
- 2.52 Any person may obtain copy of the orders of the Forum subject to payment of such fee and after complying with such other terms, which the Forum may specify.

**Monitoring of the consumer grievances**

- 2.53 The Forum will keep a record of consumer grievances submitted to it and the decisions thereof and make available such records for inspection of the Commission as and when required.
- 2.54 The Forum shall submit a quarterly report on the number of grievances received, redressed and pending, within 15 days of the close of each quarter to the Commission with a copy to the distribution licensee.

**CHAPTER III**

**REDRESSAL OF GRIEVANCES BY OMBUDSMAN**

**Qualifications, Terms of Appointment and Removal of Ombudsman**

- 3.1 In accordance with sub-section (6) of section 42 of the Act, the Commission shall designate or appoint a person to be known as Ombudsman to carry out the functions entrusted to him under sub-section (7) of section 42 of the Act and these Regulations. The Commission may appoint more than one Ombudsman for a licensee, if deemed necessary or one Ombudsman for more than one licensee.
- 3.2 The Ombudsman shall be a person of ability, integrity and standing who has adequate knowledge of, and has shown capacity in dealing with problems relating to engineering, finance, commerce, economics, law or management. The person should be a retired civil service officer not below the rank of Secretary to State Government or a retired senior judicial officer/district judge or a person who has held a position of a member or Chairperson of a statutory quasi-judicial body at the State level for at least for 3 years. The Ombudsman shall have working knowledge of Punjabi.
- 3.3 The appointment of the Ombudsman shall be for a period of three years which may be extended by the Commission upto a maximum of five years subject to age limit of 70 years.
- 3.4 The Ombudsman appointed under clause 3.2 shall devote his whole time to the affairs of his office. He shall not undertake any other part-time or honorary work.
- 3.5 The Ombudsman shall be paid remuneration as may be determined by the Commission. Ombudsman shall also be entitled to office facilities, casual leave/ extra ordinary leave & TA/DA as admissible to Grade-1 officers of State Government.

- 3.6 The Ombudsman shall, before entering upon his office, make and subscribe to an oath in such manner and before such authority as the Commission may direct.
- 3.7 No person shall be appointed as Ombudsman or continue in his appointment as such if he suffers from any of the disqualifications mentioned in clause 3.8 below.
- 3.8 The Commission may, by an order, remove from office the Ombudsman if he—
- (i) has been adjudged an insolvent;
  - (ii) has been convicted of an offence involving moral turpitude;
  - (iii) has become physically or mentally incapable of acting as such;
  - (iv) has acquired such financial or other interest as is likely to effect prejudicially his functions as Ombudsman;
  - (v) has so abused his position as to render his continuance in office prejudicial to the public interest;
  - (vi) has been guilty of proved misbehaviour.
- 3.9 The Ombudsman shall be liable to be removed from his office in the event of any of the disqualifications mentioned in clause 3.8 above arising or being discovered:
- Provided that the Ombudsman shall be removed from office on any ground specified in sub-clause (iv), (v) and (vi) of regulation 3.8 above only after an inquiry is held by any Member or nominee of the Commission and the person concerned is given due opportunity to explain his position.
- 3.10 The Commission shall invite applications through public advertisement for appointment of the Ombudsman.

**Location of office and temporary headquarters**

- 3.11 The office of the Ombudsman shall be located at such place as may be specified by the Commission. In order to expedite disposal of complaints, the Ombudsman may hold sittings at such other places within his area of jurisdiction as he may consider necessary.

**Staff**

- 3.12 The Commission shall direct the distribution licensee to make available such staff for the Ombudsman as the Commission considers necessary and the licensee shall promptly comply with such direction/order. The staff so provided for the Ombudsman shall work under his administrative control.
- Provided that the Commission may authorize the Ombudsman to fill up any of the approved posts by engaging suitable person(s), purely on contract basis.

**Expenses**

- 3.13 Without prejudice to any other arrangement, the salary and allowances to be paid to the Ombudsman and to the staff and all other expenses to be incurred in connection with his office and establishment shall be borne by the distribution licensee(s). All such expenditure shall be treated as part of the revenue requirement of the licensee and allowed as a pass-through expense.
- 3.14 The Ombudsman shall prepare an annual budget and the Commission will approve and intimate the same to the Licensee. The Ombudsman will exercise powers of expenditure within the budget so approved.
- The Commission may however, arrange to pay these expenses to the Ombudsman through a separate head of account and, in turn, recover the same

from the Licensee(s). The share of the expenditure to be borne by each Licensee will be decided by the Commission.

**Powers and duties**

- 3.15 The Ombudsman shall consider the representation of the consumers consistent with the provisions of the Act, Rules & Regulations made there under or general orders or directions given by the Commission in this regard before settling their grievances. He shall have the following powers / duties:-
- (i) - to receive the representations from complainants aggrieved by any order of the Forum;
  - to exercise all the powers as are available to a Forum under these Regulations ; and
  - such other powers as may be entrusted by the Commission from time to time.
  - (ii) To exercise general powers of superintendence, control over his office and conduct of business of the office.
  - (iii) To suggest to the Commission on matters pertaining to redressal of grievances of the consumers.

**Filing of representation**

- 3.16 Any complainant, aggrieved by orders of the Forum may himself or through his authorized representative make a representation in writing including through email or facsimile mode to the Ombudsman. The representation of the complainant shall be acknowledged within 3 days of its receipt clearly indicating the date of receipt & unique case number assigned to it.
- 3.17 The representation shall state clearly:
- I. the name/s and address of the consumer/s, service connection number, category, the name of the licensee's office, against which the representation is made, the facts giving rise to the representation, the grounds thereof, the relief sought from the Ombudsman.
  - II. the name of the Forum, date of order or decision of the Forum, as the case may be, along with a copy thereof.
- 3.18 No representation to the Ombudsman shall lie unless:
- i) The consumer had, before making a representation to the Ombudsman approached the Forum constituted under sub-section (5) of Section 42 of the Act, for redressal of his grievance;
  - ii) The representation is made within one month from the date of receipt of the order of the Forum:
  - iii) Provided that the Ombudsman may entertain a representation beyond one month on sufficient cause being shown by the complainant that he/she had reasons for not filing the representation within the aforesaid period of one month.
  - iv) The person filing the representation makes a deposit of 40% (forty per cent) of the amount assessed by the Forum (inclusive of amount already deposited on this account), with the Licensee, in cash or through demand draft payable at the headquarters of the concerned sub-division and submit documentary evidence of such deposit.
  - v) The representation by the Complainant, in respect of the same grievance, is not pending in any proceedings before any court, tribunal or arbitrator or any other authority; a decree or award or a final order has not been passed by any such court, tribunal, arbitrator or authority.
  - vi) The Ombudsman may reject the representation at any stage if it appears to

him that the representation is:

- a) Frivolous, vexatious, malafide;
- b) Without any sufficient cause'
- c) There is no prima facie loss or damage or inconvenience caused to the Complainant;

Provided that the decision of the Ombudsman in this regard shall be final and binding on the Complainant and the Distribution Licensee.

Provided further that no representation shall be rejected in respect of sub-clauses (a), (b) and (c) unless the Complainant has been given an opportunity of being heard.

### Hearing of Representation

3.19 The Ombudsman shall, within seven days of registration of a representation, call for the relevant record from the concerned Forum which will forward such record within seven days from the date of receipt of notice from the Ombudsman.

3.20 The Ombudsman may, at the same time, also call for a written statement/parawise comments of the Licensee on the representation. The Licensee will furnish the written statement/parawise comments within fifteen days from the date of receipt of such letter. Any other document required and called for by the Ombudsman will also be furnished by the Licensee/ consumer within the stipulated period.

In case the Licensee fails to furnish the written statement/parawise comments within the stipulated period, the Ombudsman may impose costs as are considered reasonable and sufficient. The concerned consumer may also be liable for similar action in the event of failure to furnish any additional document called for by the Ombudsman.

3.21 The Ombudsman may hear the parties and may direct the parties to submit written statements of submissions in the matter.

3.22 No adjournment shall ordinarily be granted by the Ombudsman unless sufficient cause is shown and the reasons for grant of adjournment have been recorded in writing by the Ombudsman.

#### Special Provision: Interim Order:

3.23 Upon request of the Complainant, the Ombudsman may issue such interim orders pending final disposal of the grievance as it may consider necessary including but not restricted to grant of temporary injunction to stay or prevent or restrain such act as the Ombudsman thinks fit.

Provided that the Ombudsman shall have the powers to pass such an interim order in any proceeding, hearing or matter before it, as it may consider appropriate if the Complainant satisfies the Ombudsman that prima facie, the Distribution Licensee has threatened or is likely to remove or disconnect the electricity connection, and has or is likely to contravene any provisions of the Act or any rules and regulations made there under or any order of the Commission, provided that the Ombudsman has jurisdiction on such matter.

Provided further that, except where it appears that the object of passing such the interim order would be defeated by delay, no such interim order shall be passed unless the opposite party has been given an opportunity of being heard.

Provided also that where any injunction has been granted by the Ombudsman without notice to the opposite party, the Forum shall make efforts to finally dispose of the application within 30 days from the date on which the injunction was granted.

Provided also that any interim order may be reviewed/set aside by the

Ombudsman on an application made by any party if it is found that the complainant has made a false or misleading statement.

**Reasoned Orders**

- 3.24 The Ombudsman shall pass a speaking order giving reasons for all his findings and award. While making an order, the Ombudsman shall be guided by the provisions of the Act, rules and regulations framed under the Act, guidelines, directions & orders of the Commission issued from time to time and such other factors which are necessary in the interest of justice. The Ombudsman shall also decide regarding interest payable by either party on excess or short deposits made by the complainant.
- 3.25 The Ombudsman will pass an award as early as possible but in any case, within 60 days from the date of receipt of a representation. The complaint/grievance by senior citizens, physically challenged or person suffering from serious ailments shall be disposed of on priority. Where there is delay in disposal of a representation, the Ombudsman will record reasons for such delay. Copies of the Ombudsman's award/Order will be sent to the parties and the Forum.
- 3.26 The Licensee will comply with the award/Order within 15 days of the date of receipt. Non-compliance of the award/ Order within the stipulated period shall be treated a violation of these Regulations and liable for appropriate action by the Commission under the provisions of the Act. Such violation, if any, may be brought to the notice of the Ombudsman by the consumer. The Ombudsman will provide the consumer as well as the Licensee an opportunity of being heard and send a report to the Commission within 30 days of the date of such hearing. On consideration of the report of the Ombudsman, the Commission will take further action including that under Section 142 of the Act as it may deem fit.
- 3.27 The Ombudsman may evolve a procedure conforming to the principles of fair play and justice for efficient discharge of its functions. The Ombudsman will also follow the guidelines, if any, given by the Commission from time to time regarding the procedure to be adopted for handling consumer complaints.

**Finality of award**

- 3.28 No party can file an appeal before the Commission against the order passed by the Ombudsman. However, this is without prejudice to the rights of the complainant and the licensee to seek appropriate remedy against the order passed by the Ombudsman before appropriate bodies.

**Powers to call information**

- 3.29 For the purpose of carrying out his duties, Ombudsman shall have the same powers to call for records or information as are available to the Forum under Regulation 2.37.

**Reporting Requirements**

- 3.30 The Ombudsman shall prepare a report on a six monthly basis giving details of the nature of the grievances of the consumers dealt by the Ombudsman, the response of the licensees in the redressal of the grievances and the opinion of the Ombudsman on the licensee's compliance of the standards of performance as specified by the Commission under Section 57 of the Act during the preceding six months.
- 3.31 The report under sub-clause (a) above shall be forwarded to the Commission and the Government within 45 days after the end of the relevant period of six months.
- 3.32 The Commission may, if it considers necessary in the public interest so to do, publish the reports of the Ombudsman in such consolidated form or otherwise as it deems fit.

## CHAPTER IV

### MISCELLANEOUS PROVISIONS

#### General

- 3.1 The Commission may by order provide for or clarify any matter on which no provision is made in these Regulations or the provision made is insufficient.
- 3.2 The Forum and Ombudsman shall exercise such other powers as the Commission may, by order, delegate from time to time.
- 3.3 Chairperson and Members of the Forum, the Secretary and the staff thereof, the Ombudsman and the staff thereof, when purporting to act under any provision of the Electricity Act, 2003 or under any provision of these Regulations or directions or orders issued there under shall be deemed to be public servants within the meaning of Section 21 of the Indian Penal Code, 1860 and Section 2 of the Prevention of Corruption Act, 1988.
- 3.4 Subject to these Regulations, the Forum and the Ombudsman shall be guided by the principles of natural justice and shall have powers to regulate their own procedure.

#### Removal of difficulties

- 3.5 If any difficulty arises in giving effect to the provisions of these Regulations, the Commission may, by an order, make such provision, not being inconsistent with the Act and these Regulations, which appears to the Commission to be necessary for removal of the difficulties.

#### Power to relax

- 3.6 The Commission may by general or special order, for reasons to be recorded in writing and after giving an opportunity of hearing to the parties likely to be affected, may relax any of the provisions of these Regulations of its own or on an application made before it by an interested person.

#### Inherent powers of the Commission

- 3.7 Nothing in these Regulations shall be deemed to limit or otherwise affect the inherent powers of the Commission to make such orders as may be necessary for ends of justice or to prevent the abuse of process envisaged in these Regulations.

#### Repeal and Savings

- 3.8 Save as otherwise provided, these Regulations shall supersede the Punjab State Electricity Regulatory Commission (Forum and Ombudsman) Regulations, 2005 published vide notification no. PSERC/Secy/Regu. 19 dated 17.08.2005 and read with all amendments thereto.
- 3.9 Notwithstanding sub-regulation 4.8 above, the provisions of Punjab State Electricity Regulatory Commission (Forum and Ombudsman) Regulations, 2005 as amended from time to time, shall continue to apply to all proceedings pending under it before the Forum or the Ombudsman as if the said Regulations have not been superseded.
- 3.10 Anything done or any action taken or purported to have been done or taken including any appointment made, or any document or instrument executed or any direction given under the repealed regulations, shall, in so far as it is not inconsistent with the provisions of these Regulations, be deemed to have been done, taken, made or given under the corresponding provisions of these Regulations;
- 3.11 The Forum for Redressal of Grievances of Consumers constituted under PSERC (Forum and Ombudsman) Regulations, 2005, as amended from time to time, shall continue to perform its duties till it is reconstituted under PSERC (Forum and Ombudsman) Regulations, 2016 and other Forum(s), as may be decided by



the Commission, are constituted and made functional by the licensee. Thereafter, the pending grievances shall be transferred to respective Forum according to its territorial jurisdiction as may be decided by the Commission.

3.12 All appointments (other than of serving officers of the distribution licensee) made before the commencement of these regulations shall continue to be governed by the terms and conditions under which such appointment has been made till the expiry of the present term.

**3.13** Nothing contained in these regulations shall affect the rights and privileges of the consumers under any other law for the time being in force. " **By Order of the Commission**"

**114 Establishment of Multiple FORA under PSERC (Forum and Omubdsman) Regulations, 2016:**

The PSPCL shall be establishing three no. FORA as per PSERC notification no. PSERC/ Secy.Reg-117 dated 26/12/16 as under:-

- a. **CGRF, Jalandhar:** to deal with disputes/complaints relating to Border Zone, Amritsar & North Zone, Jalandhar.
- b. **CGRF, Ludhiana:** to deal with cases of Central Zone, Ludhiana.
- c. **CGRF, Patiala:** to deal with the cases of South Zone, Patiala & West Zone, Bathinda.

**115 INTEREST ON REFUND / RECOVERABLE AMOUNT:**

Interest shall be recoverable /payable as per provisions of Reg-35 of Supply Code-2014 as may be applicable in case of disputed electricity bills, whereas in respect of Unauthorized Use of Electricity (UUE) and Theft of Electricity cases, the payment of interest shall be governed by the provisions of Reg-36 and 37 respectively of Supply Code-2014.

**116 CONSTITUTION OF SR. XEN(DS) LEVEL FARMERS' COMMITTEE FOR MONITORING SUPPLY TO TUBE-WELLS.**

116.1 The Sr.Xen Level Farmers Committee shall be formed to monitor the un-interrupted power supply as per schedule for agriculture purposes. The Committee shall comprise of following members:-

- a. Sr.Xen (DS) of the concerned Division.
- b. Three members of the Farmers to be nominated by the concerned Deputy Commissioner.

116.2 The concerned SEs (DS) shall take up the matter with concerned Deputy Commissioner for nomination of farmers members on the above committees. However, where the area under Division falls in two districts, then the Deputy Commissioner of the larger area under the Division may be requested to nominate the farmers members.

116.3 The meeting of the committee shall normally be held once in a month but two meetings shall be held in a month during the paddy season i.e. from June to September. However, in case of emergency, the concerned Sr. Xen(DS) can hold a special meeting. All the SDOs/JEs of the concerned division shall be present on the day of meeting.

116.4 The functions of the above committee shall be as under:-

- a. To monitor the un-interrupted power supply for agriculture purposes.
- b. Availability of power to the farmers for the specified time e.g. for 8 hours during the paddy season.

- c. To monitor any damage in the transmission and distribution system of PSPCL.
- d. To ensure that any breakdown/faults are attended to promptly.

**117 RIGHT TO SERVICE ACT (RTS)**

In order to provide services relating to electricity (PSPCL) within the specified time notified by the State Govt. at Sr. No. 172 to 185 under Punjab Services Rights Act 2011, the PSPCL has designated SE/Regulations as Nodal Officer for PSPCL. The SE's/Headquarters of each Zone shall be Zonal Nodal Officers for this purpose. The standardized forms for use by the applicant/consumer are available on the website of PSPCL. The Zonal Nodal Officers shall ensure the submission of information on the performa as given below regarding such services as per Punjab Govt. Notification No. 5/27/2014-2/GR-2/425953/1 dated 02.03.2015 and 5/27/2014-2GR-2(PF)/ 668042/1 dt. 15/1/2016. A code no. is given to each service and this no. is to be used for submission of reports in this regard. Such reports shall be sent to SE/Regulations each month upto 7th of the succeeding month. The Zonal Level Nodal Officers shall ensure the disposal of complaints relating to electricity within the specified time:-

**RECORD TO BE MAINTAINED BY DESIGNATED OFFICER**

**FORM RTS-1**

**( MONTH.....)**

Sr. no.	Name of the applicant	Type of service applied code no.	Date of receipt of application	Date of disposal of application	Remarks (service provided or application rejected with reasons)
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**FORM 'A'**

**[Refer Rule 6(1)]**

**Application for Revision**

1. Name of the person \_\_\_\_\_
2. Father/Husband's Name \_\_\_\_\_
3. Residential Address \_\_\_\_\_
4. Contact Number with e-mail(if any) \_\_\_\_\_
5. Details of service sought \_\_\_\_\_
6. Name of the Department from which service sought \_\_\_\_\_
7. Date of making application to the Designated Officer \_\_\_\_\_
8. Date of disposal of application. \_\_\_\_\_
9. Acknowledgement No. and date \_\_\_\_\_
10. Date of filing the first appeal \_\_\_\_\_
11. Acknowledgement No. and date \_\_\_\_\_
12. Date of decision of First Appeal \_\_\_\_\_

- 13. Date of filing Second Appeal \_\_\_\_\_
- 14. Acknowledgement No. and date \_\_\_\_\_

**118 Settlement of pending cases in Lok Adalats (Civil Courts, High Court and Hon'ble Supreme Court) - Authorization.**

For all cases with amount above Rs. two lacs, Consumer Grievances Redressal Forum (CGRF) is authorized to represent PSPCL in Lok Adalat, alongwith concerned CE/DS as convener for representation in the Lok Adalats. For cases with amount upto 2 lacs, the Zonal Dispute Settlement Committees shall represent PSPCL in the Lok Adalats. These committees and CGRF must study the cases in minute details to answer queries to get the cases settled favourably in the interest of PSPCL.

Further, the cases other than DS Organization shall be attended by the concerned Organization i.e. concerned EIC/CE, Dy.CE/SE/HQ or Dy.CE/SE concerned & CAO/Dy.CAO respectively.

**Annexure to Section VIII**

**ANNEXURE-I**

**FORMAT FOR LODGING COMPLAINTS OF GENERAL NATURE**

1. Name of the complainant
2. Full address with telephone number, if any
3. Consumer A/c No.
4. Brief description of the complaint

Signatures of the complainant

Date :

Place :

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**Acknowledgement**

1. Complaint Receipt No.
2. Date of receipt
3. By whom received (Name & Designation)

Signatures of the authorized official of the licensee

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## (SECTION-IX)

### INSTALLATION OF STAND BY GENERATING SETS, CAPTIVE POWER PLANTS AND CO-GENERATION / IPP NRSE PLANTS

The Consumers of PSPCL can apply online under single window system for getting technical clearance for installation of standby DG / TG sets, standalone basis DG/TG set, Captive Power Plant (CPP), Cogeneration Plants, Independent Power Producer (IPP) and NRSE Plants.

#### 121 INSTALLATION OF STAND BY DG / TG SETS:

**121.1** The consumers of the PSPCL can install stand by DG / TG sets for meeting their own requirement of electricity during breakdowns / power cut / peak load hours restrictions. For getting technical clearance from PSPCL, consumer shall apply through online portal at [www.pspcl.in](http://www.pspcl.in) and submit the application online. The following information/ documents shall be supplied to the PSPCL by the consumer with the application.

- a) Name and complete address and account no. of the connection, where DG / TG set is proposed to be installed.
- b) Name of Sub-Division/Division/Circle in whose jurisdiction the set is proposed to be installed.
- c) Sanctioned connected load / contract demand and supply voltage of the connection.
- d) Nature of Industry/Business.
- e) Particulars of DG /TG Set(s).
- f) Key diagram of the Electrical Installation of the DG/TG Set and change over arrangement.

**121.2** Fool Proof arrangements shall be made to avoid mixing of PSPCL supply with that to be generated by the DG/TG Set(s). It shall be ensured that the neutral of PSPCL supply is isolated during the changeover to DG/TG Set supply. All relevant provisions of the IE Rules, 1956 /Electricity Rules-2005 and safety regulations notified by CEA under Section 53 of the Act shall be complied with in respect of the installation and test report shall be furnished.

**121.3** An undertaking that a proper meter shall be provided to measure the energy generated from the DG/TG set and the data shall be supplied to PSPCL as and when asked, for monitoring/energy audit.

**121.4** Notice to CEI to Govt. Punjab:

The following details of installation shall be supplied to CEI, Punjab also.

- a) Particulars of the electrical installation and plan thereof.
- b) Test Report of the licensed wiring contractor.
- c) Single Line Diagram indicating the arrangement of connections of the Generator installation to the existing electrical installation.
- d) Clearance from CEI Punjab shall be required, in case the capacity of DG / TG Set is above 10 kW/11 kVA.

**121.5** Technical Clearance shall be given within 15 days by the following Officers of the PSPCL and no permission fee shall be payable by the consumer:

Capacity of DG Set(s)	Competent Authority
Upto 10 kW (11 kVA)	No clearance / prior sanction of CEI shall be required.
Exceeding 10 kW (11 kVA) and upto 250 kVA	Sr.Xen/ASE (DS)

Exceeding 250 kVA upto 1 MVA	SE/Dy.CE (DS)
Exceeding 1 MVA & upto 5 MVA	CE/EIC (DS)
Exceeding 5 MVA & upto 10 MVA	CE/EIC (Commercial)
Exceeding 10 MVA	Director-In-charge Commercial

**121.6 Use of Islanded load by a consumer:**

The PSPCL consumers can use Islanded load on DG/TG Set(s) on stand-alone basis in isolation to the sanctioned load being used from PSPCL system without any intermixing subject to following conditions:-

- a. Islanded load will be run on stand-alone basis without any change over switch in isolation of PSPCL Supply.
- b. Key diagram and site plan of the building will be supplied to the concerned sub division and copy of the same shall be displayed near the meter.
- c. Meter with data download facility shall be provided in such cases irrespective of the sanctioned load.
- d. No supply from PSPCL system shall be allowed in the area / plot / portion where islanded load is allowed to run from DG / TG Set. An undertaking shall be obtained from the consumer to the effect that in case of any violation like inter mixing of supply, load surcharge at double the normal rates shall be applicable and in addition, security (consumption) and service connection charges for regularization of additional load shall also be recovered.
- e. No permission fees, security (consumption) or service connection charges for the islanded load shall be payable.
- f. There shall be no limit on the capacity of DG / TG set to be installed by the consumer. However, the installation shall be got cleared from CEI Punjab, in case the capacity of DG / TG Set is above 10 kW/11 kVA by the consumer / applicant.
- g. The competent authority for allowing running of islanded load on standalone basis shall be as under:-

<b>Capacity of DG Set(s)</b>	<b>Competent Authority</b>
Upto 100 kVA	Sr Xen/ASE (DS)
Exceeding 100 kVA and upto 500 kVA	SE/Dy.CE (DS)
Exceeding 500 kVA upto 1 MVA	CE/EIC (DS)

**NOTE:** *For getting technical clearance from PSPCL, consumer shall apply through online portal at [www.pspcl.in](http://www.pspcl.in) and submit the application online along with requisite details such as Account no., Sanctioned load/CD, address, type of organization, details of DG/TG set etc. alongwith supporting commercial documents.*

**122 CO-GENERATION PLANTS:**

**122.1** Co-generation projects of 67 bar pressure and above with qualifying criteria i.e. for co-generation facility to qualify under topping cycle mode, the sum of useful power output and one half the useful thermal output be greater than 45% of the facilities energy consumption, shall only be eligible for incentives under co-generation policy of the State Government.

**122.2** The existing/prospective consumers of PSPCL can install TG sets under co-generation scheme. The eligible industries shall be as per the guidelines issued by government of India/ Punjab Government where the waste heat of the manufacturing process is gainfully utilized for co-generation as a by-product. This

facility shall be available to industries like Sugar Mill, Paper Mills, Fertilizers, Distilleries, Chemical, Cement and Textile Industries etc. For getting technical clearance from PSPCL, consumer shall apply through online portal at [www.pspcl.in](http://www.pspcl.in) and submit the online requisition form containing various required details of installation like PSPCL Account no., Sanctioned load/CD, address, type of organization, details of DG/TG set etc. alongwith supporting commercial documents. The conditions for co-generation shall be as under:-

- a. The co-generator shall not be required to pay parallel operation charges.
- b. One time permission fee shall be payable @ Rs. 50/- per kVA of the capacity for feeding captive load in case plant is run in synchronism with the grid. The plants running in parallel with the grid un-authorisedly, shall be liable to pay the permission fee at double the rate besides compensation to the PSPCL for any damage caused to the system. The running of such plants in parallel shall only be allowed after ensuring technical suitability. The permission fee shall stand forfeited if the technical requirements are not complied with. If the co-generation plant is selling surplus power to the PSPCL in addition to feeding the captive load, permission fee will be worked out by excluding capacity earmarked for sale of power to the PSPCL from the total capacity of co-generation plant. If the plant is run in isolation, the owner of the plant will not be required to pay permission fee.
- c. The co-generator shall have to enter into an agreement with PSPCL in the event of sale of surplus power on the terms and conditions to be specified by the Commission.
- d. No security (consumption) shall be payable for the load fed from T.G. Set.
- e. For any power injected into PSPCL system by co-generator without any agreement no payment shall be made by the PSPCL.
- f. The voltage level for synchronization /interfacing with PSPCL system shall generally be 11 KV or above, depending upon the capacity of the plant, quantum of power and the nearest Grid/ Sub-station of PSPCL. Power evacuation transmission system shall be provided by the Plant Owner at his own cost with the approval of CE/EIC/TS.
- g. Interfacing including installation of transformers, panels, kiosks, Protection and metering on HT side of the generating station and its subsequent maintenance shall be undertaken by the Power producer/Plant Owner. PSPCL shall provide jumpers to the line at Bay end.(i.e. take-off point) of the generating station for evacuation of power.
- h. Suitable Electronic energy meter, duly tested from PSPCL's Lab and sealed by Sr. Xen (DS) shall be installed by the producer on HT side at his end for recording units generated / energy audit.
- i. The producer shall install necessary current limiting devices such as thyristors in the generating equipment. Every plant owner shall generate matching MVARs so that monthly average power factor does not exceed 0.9 or as specified from time to time.
- j. The co-generator shall continue to be governed by Regulations of the Supply Code-2014 and general conditions of tariff /tariff schedules as approved by the Commission from time to time.

## **123 NEW AND RENEWABLE SOURCES OF ENERGY (NRSE) PLANTS:**

### **123.1 NRSE plants**

The salient features of the NRSE Policy 2012 notified by the Govt. of Punjab vide notification no 10/174/2012/STE(3) 4725 dt. 26.12.2012 are given hereunder:-

**123.1.1 Eligible producers:**

“Persons” generating electricity from non-conventional energy sources such as small hydro projects upto 25MW, biomass combustion and gasification, bio mass and biogases Co-generation process, Solar Photovoltaic, Solar Thermal, Urban, Municipal and Industrial Waste, Wind Electric Generators, biogas, gasification, Bio-methanation and upcoming NRSE technologies like fuel cells/Hydrogen/Biofuel technologies of any capacity etc. will be eligible to avail the assistance under the scheme. There will be no restriction on generation capacity or supply of electricity to the State grid.

***NOTE: All NRSE project developers in the state (including Captive, Cogeneration, IPP and merchant power developers) will be required to submit their project proposals with PEDA for approval and validation for sale of power in or outside the state.***

**123.1.2 Allotment of projects:**

All NRSE Projects including Small Hydro Projects upto 25 MW capacity, Biomass IPP, MW scale Solar PV & Solar Thermal Projects, Waste to energy projects under IPP mode and MW scale roof top solar PV for net metering/ sale of power shall be allocated through competitive bidding by PEDA. The project developers shall sell all the energy generated from the projects to PSPCL/Licensee at the tariff arrived after competitive bidding.

**123.1.3 Grid Interfacing:**

- a) Interfacing, including installation of transformers, panels, kiosks, protection and metering equipment on LT/ HT side of the generating station up to interconnection point and its subsequent maintenance shall be undertaken by the power producer/plant owner. Punjab State Power Corporation (PSPCL/LICENSEE) shall provide jumpers at the interconnection point as defined in applicable regulations or tariff order for evacuation of power to PSTCL/PSPCL/LICENSEE’s grid substation.
- b) If the power is proposed to be sold to PSPCL/LICENSEE on Preferential tariff on long term basis, then the transmission line and associated bay at PSPCL/LICENSEE grid substation along with ABT compliant Check meters and associated equipment will be provided by PSPCL/LICENSEE. In all other cases, the private developer shall be required to lay its own transmission lines from the switchyard of its generation facility to the PSPCL/LICENSEE/PSTCL grid sub-station at its own cost in addition to all equipment required for evacuation of power in its own generating facility switchyard. All Associated equipment(s) at the PSPCL/LICENSEE grid substation for accepting energy from the project including up gradation required if any shall be provided by the PSPCL/LICENSEE including Check meters and associated CTs/PTs.
- c) PSPCL/LICENSEE approved main ABT meter having two independent registering facilities, one for the export of power to the grid and another for import from the grid will be installed on the HT side of Generator transformer in the switch yard at interconnection point by the producer. The meters and metering boxes will be sealed by the PSPCL/LICENSEE/PSTCL. The energy meter(s) and associated CTs/PTs etc. shall comply with the requirements of State Grid Code and CEA guidelines.
- d) Necessary current limiting devices will be installed in the generating equipment by the producer. Producer shall generate matching MVARs so that monthly average power factor does not exceed 0.9 or as specified from time to time.



123.1.4 **Facilities by Punjab State Power/Transmission Corporation Limited:**

- a) **Power Wheeling:** The PSPCL/LICENSEE/PSTCL will undertake to transmit/wheel the surplus power through its grid, and make it available to the producer for captive use in the same company units located in the State at a uniform wheeling charge of 2% of the energy fed to the grid or as amended from time to time by PSERC, irrespective of the distance from the generating station. Such wheeling and/or transmission of power shall be governed by Open Access Regulations /procedures. The captive power production and consumption by beneficiaries i. e. same group companies shall meet the requirements laid down in Electricity Rules 2005. Captive power generators will be required to seek permission of PSPCL/PSERC for laying of transmission line for taking power to destination of use in Punjab.
- b) **Open Access:** The NRSE Project developer as per entitlement under the policy will also be allowed inter/intra state open access in accordance with the open access regulations. This facility shall be available only after refusal by State licensee to purchase the power on preferential tariff under long term PPA.

123.1.5 **For Connectivity of Cluster Solar Projects selected through Competitive Bidding under NRSE Policy of Punjab Govt./any other policy of the Central Govt. (MNRE) for supply of Power at tariff other than preferential tariff.**

- a. **Inter-connection Point** shall mean the point where the power from the solar power Project is injected into the Grid of PSPCL/PSTCL which shall be the line isolator on outgoing feeder on HV side of Generator Transformer or line isolator on outgoing feeder on HV side of the Pooling Sub station. Metering shall be done at this interconnection point. For interconnection with grid and metering, the SPDs shall abide by the relevant CERC Regulations, Grid Code and Central Electricity Authority (Installation and Operation of Meters) Regulations, 2006 as amended and revised from time to time;
- b. **Pooling Point** shall mean a point where more than one solar PV Projects may connect to a common transmission line for interfacing of the Solar Power Projects and the grid of the PSPCL/PSTCL. In this case, metering will be done at the HV or outgoing side of the Pooling Sub station./Cluster Sub station. along with subsidiary meters on incoming lines of individual SPDs pooling power at the pooling point to determine the next generation by each Project for billing purpose after apportioning energy recorded at the HV or outgoing side of the Pooling Sub station/Cluster Sub station to individual SPDs. Composite capacity of Pooling Sub-station including all solar projects connected with it combined together shall be used to determine 'Interface Voltage Level' at interconnection point/ Pooling Point as per capacities defined in clause 125.1 (f).
- c. **Connectivity with the Grid:**
  - i. The transmission of power up to the point of interconnection where the metering is done for energy accounting shall be the responsibility of the Solar Power Developer (SPD) at his own cost. The maintenance of Transmission system up to the Inter-connection Point / pooling point in case of Cluster of projects shall be the responsibility of the SPDs. The energy meters, both main and check and CTs/PTs shall be installed at the interconnection point/pooling point of the project/cluster of projects by the SPDs.

- ii. The arrangement of connectivity through pooling Sub station. can be made by the SPD through a dedicated transmission line for each project upto the pooling/cluster Sub station. which the SPD may construct himself or get constructed by PSPCL/PSTCL or Discom or any other transmission agency. Solar Power Developers (SPDs) shall bear the cost of the complete Pooling Sub-station including Transmission Lines, Bays & Breakers and all other infrastructure required as per State Grid Code/ Regulations. The entire cost of transmission including cost of construction of line, pooling sub-station and losses etc. from the Projects up to the interconnection Point will be borne by the SPDs and will not be met by the PSPCL/PSTCL. SPDs shall be required to jointly set up, maintain and operate the pooling sub-station along with communication links.
- iii. The cost of transmission line from HV side of the Pooling Point up to the Grid Sub-station of PSPCL/PSTCL for evacuation of power from the Pooling Sub-station will be borne and shared by the SPDs amongst themselves or PSPCL/PSTCL as the case may be, as per the terms & conditions of the PPAs/RFP. In case of SPDs where the responsibility of construction of line lies with them, want to get the line constructed from PSPCL, the prevalent instructions of PSPCL for deposit works will be applicable to them. However, the transmission infrastructure like land, ROW, Towers etc. of existing Solar IPPs wherever feasible, may be used for carrying multiple lines without compromising the independence of circuits.

123.1.6 The following incentives are provided to the NRSE plant owners:-

- a. One time permission fee @ Rs.50/- per kVA of the capacity of the plant for feeding captive load in case of captive/co-generation plants is leviable if these plants run in synchronism with the grid. However if the plant is run in isolation then such plant owner will not be required to pay permission fee. Further, the permission fee from the plant running in synchronism with the grid will be reduced in case of sale of surplus power to PSPCL & reduction in permission fee will be based on the capacity earmarked for sale of power to the PSPCL.
- b. No parallel operation charges shall be charged.
- c. PSPCL/LICENSEE shall sign a Power Purchase Agreement within 30 days from the date of order issued by Commission in case tariff approval is to be given by PSERC. In case of competitively arrived tariff/preferential tariff and APPC, the PPA shall be signed within 30 days from the date of signing Implementation agreement by PEDA.
- d. **Scheduling:** The NRSE projects operating in synchronization with PSPCL /PSTCL system and selling /wheeling power shall be required to adhere to scheduling as per applicable regulations of the Appropriate Commission.
- e. **Banking:** The banking facility for the power generated shall be allowed for a period of one year by the PSPCL/LICENSEE/PSTCL. However, the energy banked during non-paddy season and non peak hours will not be allowed to be drawn during paddy season and peak hours respectively.
- f. **Injection of NRSE power:** PSPCL/LICENSEE/PSTCL will accept the injection of energy in full even during sustained high frequency hours to ensure full utilization of non-conventional energy resources and merit order shall not be applicable.
- g. **Energy Payment:** PSPCL/LICENSEE will clear dues within 60 days. However if the Developer requests for payment in 30 days or against Letter of Credit / payment in 7 days, rebate of 1% or 2% respectively, as the case may be, will be admissible to PSPCL/LICENSEE. Delay in payments will attract interest as per PSERC/CERC regulations.

- h. The NRSE Power Generation and consumption by generators themselves as a captive unit from NRSE projects shall be fully exempted from levy of Electricity Duty. 100% Electricity Duty for power consumed from state licensee during construction and testing of the project shall be waived.
- i. Octroi on NRSE fuels to be used for energy generation and NRSE devices/ equipment/machinery for NRSE Power Projects shall be fully exempted. Similarly Octroi on self-consumption of power by captive power plants in the same premises or thru wheeling by open access to same group companies shall also be exempted.
- j. No security (consumption) shall be charged for the load fed from TG Set.

#### **124 CAPTIVE POWER PLANTS (CPP);**

For getting technical clearance from PSPCL, CPP shall apply through online portal at [www.pspcl.in](http://www.pspcl.in) and submit the application online along with requisite details such as Account no., Sanctioned load/CD, address, type of organization, details of installed DG/TG set etc. alongwith supporting commercial documents. The following Regulations for harnessing captive power generation in the State of Punjab have been notified by the Commission: -

##### **1.Short title and commencement:**

- a) These Regulations shall be called the “Punjab State Electricity Regulatory Commission (Harnessing of Captive Power Generation) Regulations, 2009”.
- b) These Regulations shall be applicable to all the Captive Power Plants in the State of Punjab.
- c) These Regulations shall come into force from the date of their publication in the official Gazette of the State of Punjab.

##### **2. Definitions**

- a) “**Act**” means the Electricity Act, 2003.
- b) “**Active Power**” means the product of voltage and in-phase component of alternating current measured in units of watts and standard multiples thereof.
- c) “**Billing cycle**” means a period of one month.
- d) “**Contract Demand**” means the maximum demand in KVA sanctioned to a consumer.
- e) “**Captive Power Plant (CPP)**” means the power plant that fulfils the criteria laid down in Rule-3 of the Electricity Rules, 2005.
- f) “**Firm Power**” means the power supplied on agreed terms & conditions by a CPP owner to a PSPCL as per the contract.
- g) “**Infirm Power**” means power supplied by a CPP to a PSPCL which is not committed and is not covered under any contract and will also include power from a standby plant.
- h) “**PSPCL**” means a Distribution licensee.
- i) “**Merit Order**” means order of priority of various generating units under BBMB/ ISGS / SGS/PPs etc. operating in synchronism with Northern Grid System, compiled by the State Load Despatch Centre (SLDC) pursuant to schedule and despatch requirements, generally in ascending order of variable cost of energy.
- j) “**Reactive Power**” means the product of voltage and current and the sine of the phase angle between them measured in units of volt amperes reactive and standard multiples thereof.
- k) “**Standby and Startup Power**” means the power required by a CPP during pre-commissioning or planned/forced outages.

- l) “**UI rates**” mean the Unscheduled Interchange rates specified by the Central Electricity Regulatory Commission from time to time.
- m) Words and expressions used in these Regulations and not defined specifically herein will have the same meanings as assigned to them in the Act.

### **3. Terms and Conditions for operating CPP**

- i. (A CPP may itself use or sell electricity to a PSPCL or an Open Access customer in accordance with provisions of Section 9 of the Act.
- ii. (A CPP intending to supply electricity to a PSPCL will bear the cost of the switch yard and interconnection facilities up to the point of injection into the grid substation of the PSPCL. In case the quantum of such electricity is 3 MW or more, the cost of the bay, breaker in the PSPCL's grid and equipment for communication of real time data to SLDC will also be borne by the CPP. Specifications of the synchronization and other equipment including technical details of connectivity will be prescribed by the PSPCL and the CPP will ensure compliance therewith.
- iii. Charges in the form of one time permission fee will be payable by a CPP seeking connectivity with the grid and operation in synchronism with the grid, at the rates specified in the Tariff Order/ Schedule of General Charges.
- iv. A CPP connected in parallel with the grid, will ensure compliance of the State Grid Code & Indian Electricity Grid code.
- v. A CPP supplying electricity to a PSPCL in excess of 10 MW will furnish its Annual Maintenance Schedule (1<sup>st</sup> April to 31<sup>st</sup> March) to the SLDC and the PSPCL by the 15<sup>th</sup> of November of the previous year. In the case of a CPP supplying electricity less than 10 MW, its Annual Maintenance Schedule for the succeeding year will be furnished to the PSPCL by 31<sup>st</sup> of March of the current year.
- vi. A CPP will intimate planned outages to the SLDC with details of their commencement, estimated duration and resumption of generation, at least an hour in advance. In the case of an unplanned outage, the CPP will inform the SLDC and the PSPCL both of the stoppage of its power plant and resumption of generation within 15 minutes of their occurrence.
- vii. A CPP which is a consumer of the PSPCL and an Open Access customer purchasing electricity from a CPP will be eligible to reduce his contract demand.

### **4. Standby and Startup Power**

- (1) A CPP which is also a consumer of the PSPCL will:
  - (a) ensure that his maximum demand does not exceed the sanctioned Contract Demand;
  - (b) be liable to pay demand surcharge if maximum demand exceeds sanctioned Contract Demand in any month. The surcharge will be as applicable to Large Supply (LS) consumers in such cases.
- (2) A CPP which is not a consumer of the PSPCL but seeks to avail of Standby and Startup Power will be governed by the following terms & conditions :-
  - (a) Electricity for Standby and Startup will be provided by the PSPCL only during startup at the commissioning stage or during planned/forced outages. Such supply will not exceed 15% of the rated capacity of the CPP.
  - (b) The tariff for Standby and Startup Power will be as is applicable to LS (General Industry) consumers.
  - (c) When the maximum demand of a CPP in a month exceeds the agreed requirement, it will be liable to pay penalty on the excess demand equivalent to demand surcharge as applicable to LS consumers.

- (d) A CPP seeking Standby and Startup Power will pay @ Rs. 20/- per KVA per month as commitment charges to be adjusted against the bill for electricity drawal.
- (e) The CPP and the PSPCL will sign an agreement for meeting the requirement of Standby and Startup Power incorporating the above terms & conditions.

**NOTE: Generators/ CPP customers can avail start-up power from PSPCL under schedule SXIII of the Schedule of Tariff for pre commissioning or land /forced outages.**

## **5. Sale of surplus Firm Power to a PSPCL**

### **(1) Contract for sale of Firm Power**

A CPP seeking to sell power to a PSPCL will enter into a contract with the PSPCL on mutually agreed terms & conditions for sale of Firm Power.

### **(2) Billing**

**(a) Metering:** Metering point will be on the high voltage side of the step up transformer in the CPP premises. Meters, metering procedures, type of meter and its testing etc. will be as per the State Grid Code notified by the Commission.

**(b) Payment:** Based on the energy account prepared by the SLDC, a CPP will raise bill(s) at the end of each billing cycle for electricity actually injected after accounting for energy drawal, if any, from the PSPCL. Other charges such as meter rentals, commitment charges, Open Access charges payable to the PSPCL, etc. will also be taken into account while preparing the bills. Payment of such bills will be effected by a PSPCL in the same period as is applicable to LS consumers of the PSPCL. The PSPCL will be liable to pay surcharge in case of delayed payments at the rate as applicable to LS consumers.

In case the amount payable by the PSPCL for purchase of power is less than the total charges payable by the CPP, then the CPP will pay the net amount within the same period as applicable to LS consumers of the PSPCL. CPP will also be liable to pay surcharge for delayed payments at the rate applicable to LS consumers.

### **(3) Reactive Power Injection**

The CPP will inject reactive power which will not be less than 62% of the active energy to be supplied to the grid. Any shortfall in the injection of reactive energy will be charged as per rates approved by CERC.

### **(4) Purchase of Power**

Power from a CPP will be purchased as and when it is generated and the merit order will not be applicable in such a case.

### **(5) SLDC Fee and Charges**

A CPP will pay SLDC fee and charges as may be specified by the Commission.

### **(6) Monthly Minimum Charges (MMC)**

(a) A CPP which is a consumer of a PSPCL will be liable to pay MMC as per the relevant Schedule of Tariff.

(b) A CPP will be entitled to avail the benefit of deemed sale when:

- (i) the difference between actual captive generation (after deducting auxiliary consumption and power injected into the grid, if any) and power drawn from the PSPCL during any billing period exceeds the energy equivalent of MMC; and

- (ii) drawal of electricity from the grid of the PSPCL is less than the energy equivalent of MMC.

Entitlement to deemed sale will be the difference between the energy equivalent of MMC and the electricity drawn from the grid of the PSPCL.

#### **6. Sale to a Third Party**

A CPP may sell electricity to a third party which is a consumer of the PSPCL subject to compliance with the Open Access Regulations notified by the Commission. The State Transmission Utility and the PSPCL will facilitate such third party sale.

#### **7. Tariff**

##### **(1) Sale of Firm Power**

Tariff for sale of power from a CPP to a PSPCL will be equivalent to tariff rates applicable to LS (General Category) consumers. These rates will be applicable when power is supplied for a period of up to five years.

For a period beyond five years, power will be purchased through competitive bidding process.

##### **(2) Sale of Infirm Power**

Infirm Power will be paid for by the PSPCL at UI rates notified by the Central Electricity Regulatory Commission.

#### **8. Banking of Energy:**

##### **(1) For NRSE based CPPs**

Banking of Energy will be permitted as per the NRSE policy, 2012 notified by the Govt. of Punjab.

##### **(2) For Other CPPs**

The facility of banking will be provided free of cost by a PSPCL. However, the banked energy will be permitted to be drawn subject to the condition that:

- it will be drawn within one year from the date of banking failing which the PSPCL will effect payment therefore to the CPP in accordance with Reg. 5(2) above.
- it will be not be drawn during the peak load hours.

Energy accounts of all banking transactions will be maintained by the SLDC.

#### **125 OTHER GENERAL CONDITIONS:**

**125.1** General Conditions for NRSE / CPP Plants shall be as given below: -

- a. All NRSE/CPP plants will pay one time permission fee in case the plant is to be run in parallel with the State Grid. The fee payable will be as specified in the Schedule of General Charges and will be non refundable.
- b. In the case of a CPP/NRSE plant selling power to the PSPCL, the permission fee will be determined by excluding the capacity contracted for sale of power to the PSPCL from the total capacity of the CPP / NRSE plant.
- c. In a case a CPP/NRSE plant is found to be running in parallel with the PSPCL's system without permission, it will be liable to pay double the permission fee alongwith compensation to the PSPCL for damage, if any, caused to the PSPCL's system.
- d. i. A Captive power plant owner who is not a consumer of the PSPCL may, on request, be permitted to run the CPP in parallel with the PSPCL's system subject to compliance of conditions at (a) & (b) above.

- ii. Such CPP will be entitled to avail of stand by and start up supply upto 15% of the rated plant capacity at the rates and terms & conditions specified in Regulation-4 of the PSERC (Harnessing of Captive Power Generation) Regulations, 2009.
- e. The PSPCL will permit parallel operation of a CPP/NRSE plant if it meets with the criteria specified in the PSERC (Harnessing of Captive Power Generation) Regulations, 2009.
- f. The minimum voltage level (depending upon nearest grid substation) for interfacing of NRSE/CPP Projects with State Grid will be as follows:-

Sr. No	Capacity of NRSE/CPP project	Voltage
i.	Up to 4 MW	11 KV
ii.	More than 4 MW & upto 25 MW	33 KV/66 KV
iii.	More than 25 MW& upto 50 MW	66kV/132KV
iv.	More than 50 MW	132 kV/ 220 kV

- g. A CPP/NRSE plant will obtain the clearance of the Punjab Pollution Control Board and the Chief Electrical Inspector to set up/operate the plant.
  - h. Wheeling of energy through the PSPCL’s transmission and distribution system will be allowed subject to payment of transmission/wheeling and other charges as per Open Access Regulations notified by the Commission.
  - i. A CPP/NRSE plant may sell power to the PSPCL on terms and conditions as mutually agreed upon by both the parties.
  - j. A CPP which is a consumer of the PSPCL or a consumer purchasing electricity from a CPP will be allowed to reduce its load/Contract Demand in accordance with provisions of Reg-8.5 of the Supply Code-2014.
- 125.2** Where no sale of power is involved Commercial Organization shall give consent / sanction for installation and running of co-generation/CPP / NRSE plant in parallel with PSPCL’s system after obtaining technical feasibility report from report CE/EIC (TS) and CE/Thermal Design due to shifting of administrative control of IPC from CE/PP&R to CE/Thermal Design vide Office order no.86/BD-526 dt. 23/03/18 and commercial instructions issued vide CC No. 37/2018 dt. 24/05/18.
- 125.3** In case of IPP / NRSE plants with parallel operation, detailed agreement shall be signed by CE/PP & R after obtaining approval of Competent Authority.
- 125.4** Individual proposals regarding banking of power if offered by a party shall be allowed by CE/PP&R after obtaining approval of Competent Authority.
- 125.5** As per provisions of Sec. 9 & 42 of the Act, the PSPCL shall provide open access to the CPP owners for wheeling their energy to the point of their own use, subject to compliance of Open Access Regulations notified by the Commission:
- 125.6** For entering into Power Purchase Agreement (PPA) and imposition of conditions regarding synchronization / inter-flow of energy competent authority shall be as under:-

a.	CPP/Co-generation /IPP / NRSE Plants (Short Term PPA)-	CE / PP&R
b.	CPP/Co-generation/ IPP / NRSE Plants (Long Term PPA)-	CE / PP&R after approval of Competent Authority.

**125.7** Undertakings:

An undertaking by the authorized person of the firm / company on Rs.100/- (Non-Judicial Stamp paper) shall be submitted to the effect that the firm / company

agrees to the conditions of co-generation / NRSE/ CPP policy of the PSPCL alongwith copy of resolution authorizing the person concerned to interact with PSPCL for installation/operation of plant. Only authorized signatory shall sign the documents and undertakings etc.

## **126 RENEWAL PURCHASE OBLIGATION (RPO)**

**126.1** Punjab State Electricity Regulatory Commission has notified vide its notification no.55 dt. 3.6.2011 and 1st Amendment issued vide notification no.PSERC/ Secy./Reg./100 dated 6<sup>th</sup> May, 2015, the following regulations in respect of Renewable Purchase Obligation and its compliance. In order to make compliance of these Regulations, the installation of meters, metering procedure, testing/sealing and measurement of energy consumed for their own use by all captive power plants shall be ensured as per State Grid Code notified by the Commission.

### **" 1. Short title, commencement and extent of application**

- (1) These Regulations may be called the Punjab State Electricity Regulatory Commission (Renewable Purchase Obligation and its compliance) Regulations, 2011.
- (2) These Regulations shall come into force from the date of their publication in the Official Gazette.
- (3) These Regulations shall apply throughout the State of Punjab.

### **2. Definitions and Interpretation**

- (1) In these Regulations, unless the context otherwise requires,
  - a. **'Act'** means the Electricity Act, 2003 (36 of 2003);
  - b. **'Central Agency'** means the agency operating the National Load Despatch Centre or such other agency as the Central Commission may designate from time to time;
  - c. **'Central Commission'** means the Central Electricity Regulatory Commission referred to in sub-section (1) of section 76 of the Act;
  - d. **'Certificate'** means the renewable energy certificate issued by the Central Agency in accordance with the procedures laid down by it and under the provisions specified in the Central Electricity Regulatory Commission (Terms and Conditions for recognition and issuance of Renewable Energy Certificate for Renewable Energy Generation) Regulations, 2010 as amended from time to time;
  - e. **'Commission'** means the Punjab State Electricity Regulatory Commission as referred in sub-section (1) of section 82 of the Act;
  - f. **'Floor price'** means the minimum price as determined by the Central Commission in accordance with the Central Electricity Regulatory Commission (Terms and Conditions for recognition and issuance of Renewable Energy Certificate for Renewable Energy Generation) Regulations, 2010, as amended from time to time, at and above which the certificate can be dealt in the power exchange;
  - g. **'Forbearance price'** means the ceiling price as determined by the Central Commission in accordance with the Central Electricity Regulatory Commission (Terms and Conditions for recognition and issuance of Renewable Energy Certificate for Renewable Energy Generation) Regulations, 2010, as amended from time to time, within which only the certificates can be dealt in the power exchange;
  - h. **'MNRE'** means the Ministry of New and Renewable Energy;
  - i. **'Obligated entity'** means the 'distribution licensee(s)', 'captive user(s)' of the electricity generated in a Captive Generating Plant and 'Open access



customer(s)' which are mandated under clause (e) of sub-section (1) of Section 86 of the Act to fulfil the renewable purchase obligation;

- j. **'Power Exchange'** means that power exchange which operates with the approval of the Central Commission;
- k. **'Preferential tariff'** means the tariff fixed by the Appropriate Commission for sale of energy, from a generating station using renewable energy sources, to a distribution licensee;
- l. **'Renewable energy sources'** means renewable sources such as small hydro, wind, solar including its integration with combined cycle, biomass, bio fuel cogeneration, urban or municipal waste and such other sources as recognized or approved by MNRE;
- m. **'renewable purchase obligation'** means the requirement specified by the Commission under clause (e) of sub-section (1) of section 86 of the Act, for the obligated entity to purchase electricity from renewable energy sources;
- n. **'State Agency'** means the agency in the State of Punjab as may be designated by the Commission to act as the agency for accreditation and recommending the renewable energy projects for registration and to undertake such functions as may be specified under clause (e) of sub-section (1) of section 86 of the Act;
- o. **'Year'** means a financial year.

(2) Words and expressions used in these Regulations and not defined herein but defined in the Act or the Regulations issued by the Central Commission or any other Regulations issued by the Commission, shall have the same meaning assigned to them respectively in the Act or such Regulations issued by the Central Commission or such other Regulations issued by the Commission.

**3. Renewable Purchase Obligation**

(1) Every obligated entity shall purchase electricity from renewable energy sources including solar, not less than a percentage specified by the Commission from time to time, of its consumption of electricity (energy input in the system of obligated entity at its boundary) under the Renewable Purchase Obligation (RPO);

Provided that a specified percentage out of the renewable purchase obligation so specified shall be procured from generation based on solar as renewable energy source only;

The specified minimum percentages are given in Table-1.

**Table-1**

<b>Year</b>	<b>Total</b>	<b>Solar</b>	<b>Non Solar</b>
2011- 12	2.4	0.03	2.37
2012- 13	2.9	0.07	2.83
2013- 14	3.5	0.13	3.37
2014- 15	4.0	0.19	3.81
2015-16	4.9	1.0	3.9
2016-17	5.4	1.3	4.1
2017-18	6.0	1.8	4.2
2018-19	6.5	2.2	4.3
2019-20	7.0	2.5	4.5

Provided further, such obligation to purchase electricity from renewable energy sources shall be inclusive of the purchases, if any, from renewable energy sources already being made by concerned obligated entity;

Provided further that the purchase of electricity from renewable energy sources under the power purchase agreements already entered into by the distribution licensees and consented to by the Commission shall continue to be made till their present validity, even if the total purchases under such agreements exceed the percentage as specified by the Commission;

Provided also that renewable energy being received, if any, by the obligated entity from its own generating station(s) and being consumed in its area of distribution, shall be accounted for fulfillment of its renewable purchase obligation.

Provided also that the distribution licensee(s), in its/their respective area(s), shall ensure compliance of renewable purchase obligation by the Open access customer(s) and captive user(s) of the electricity generated in a Captive Generating Plant, to be monitored by the State Agency, which shall forthwith inform the distribution licensee(s) of the non compliance of renewable purchase obligation by such entities.

- (2) The Commission may, either on its own motion or on recommendation of the State Agency or on receipt of an application from the obligated entity, revise the percentage targets specified hereinabove, for any year, as deemed appropriate.
- (3) The renewable purchase obligation so specified in these regulations shall supersede the renewable purchase obligation as may be mentioned in any other regulation or order thereof issued/passed by the Commission.

#### **4. Certificates under the Regulations of the Central Commission**

- (1) Subject to the terms and conditions contained in these Regulations, the certificates issued under the Central Electricity Regulatory Commission (Terms and Conditions for recognition and issuance of Renewable Energy Certificate for Renewable Energy Generation) Regulations, 2010 shall be the valid instruments for the discharge of the mandatory obligations set out in these Regulations for the obligated entities to purchase electricity from renewable energy sources;

Provided that in the event of the obligated entity fulfilling the renewable purchase obligation by purchase of certificates, the obligation to purchase electricity from generation based on solar as renewable energy source can be fulfilled by purchase of solar certificates only, and the obligation to purchase electricity from generation based on renewable energy other than solar can be fulfilled by purchase of non-solar certificates.

- (2) Subject to such direction as the Commission may give from time to time, the obligated entity shall act consistent with the Central Electricity Regulatory Commission (Terms and Conditions for recognition and issuance of Renewable Energy Certificate for Renewable Energy Generation) Regulations, 2010, as amended from time to time, notified by the Central Commission in regard to the procurement of the certificates for fulfillment of the Renewable Purchase Obligation under these Regulations.
- (3) The certificates purchased by the obligated entities from the power exchange in terms of the Regulations of the Central Commission mentioned in clause (1) of this Regulation shall be deposited by the obligated entities to the Commission in accordance with the detailed procedure issued by the Central Agency.

#### **5. State Agency**

- (1) The Commission shall designate an agency as State Agency for accreditation and recommending the renewable energy projects for registration and to undertake functions under these Regulations.
- (2) The State Agency shall function in accordance with the directions issued by the Commission and shall act consistent with the procedures, rules laid by Central Agency for discharge of its functions under the Central Electricity Regulatory

Commission (Terms and Conditions for recognition and issuance of Renewable Energy Certificate for Renewable Energy Generation) Regulations, 2010.

- (3) The State Agency shall submit quarterly status to the Commission in respect of compliance of renewable purchase obligation by the obligated entities in a suitable format and may suggest appropriate action to the Commission if required for compliance of the renewable purchase obligation.
- (4) In case it is established that the obligated entity is unable to fulfill its renewable purchase obligation fixed by the Commission for a particular year, for reasons attributable to the State Agency such as not executing sufficient capacity of renewable energy generating projects, it shall be liable for penalty as may be decided by the Commission under section 142 of the Act.
- (5) If the Commission is satisfied that the State Agency is not able to discharge its functions satisfactorily, it may by general or special order, and by recording reasons in writing, designate any other agency to function as State Agency as it considers appropriate.

#### **6. Effect of default**

- (1) If the obligated entity does not fulfill the renewable purchase obligation as provided in these Regulations during any year and also does not purchase the certificates, the Commission may direct the obligated entity to deposit into a separate fund, to be created and maintained by such obligated entity, such amount as the Commission may determine on the basis of the shortfall in units of renewable purchase obligation and the forbearance price decided by the Central Commission;

Provided that the fund so created shall be utilized, as may be directed by the Commission, for purchase of the certificates;

Provided further that the Commission may empower an officer of the State Agency to procure from the power exchange the required number of certificates to the extent of the shortfall in the fulfillment of the obligations, out of the amount in the fund;

Provided also that the distribution licensee shall be in breach of its licence conditions if it fails to deposit the amount directed by the Commission within 15 days of the communication of the direction.

- (2) Where any obligated entity fails to comply with the obligation to purchase the required percentage of electricity from renewable energy sources or the renewable energy certificates, it shall also be liable for penalty as may be decided by the Commission under section 142 of the Act;

Provided that in case of genuine difficulty in complying with the renewable purchase obligation because of non-availability of certificates or otherwise, the obligated entity can approach the Commission for carrying forward of compliance requirement to the next year;

Provided that on being so approached, the Commission may review the fulfillment of the renewable purchase obligation by the obligated entity, keeping in view its performance and allow the shortfall to be carried forward to the next year in addition to the renewable purchase obligation for that year. At the end of 3 years period, the Commission may, if deemed appropriate, review the fulfillment of renewable purchase obligation by the obligated entity and pass suitable order(s);

Provided that where the Commission has consented to the carry forward of compliance requirement, the provision of clause (1) of the Regulation or the provision of section 142 of the Act shall not be invoked.

#### **7. Inherent powers of the Commission**

Nothing in these Regulations shall be deemed to limit or otherwise affect the inherent powers of the Commission to make such orders as may be necessary for ends of justice or to prevent the abuse of process envisaged in these Regulations.

## **8. Power to remove difficulties**

If any difficulty arises in giving effect to any of the provisions of these Regulations, the Commission may, by general or special order, do anything, not inconsistent with the provisions of the Act, which it considers necessary or expedient for the purpose of removing the difficulties.

## **9. Power to Amend**

The Commission may, at any time add, vary, alter, modify or amend any provision of these Regulations.

**126.2** In the event of the obligated entity fulfilling the Renewable Purchase Obligation by purchase of certificates, the obligation to purchase electricity from generation based on solar as renewable energy source can be fulfilled by purchase of solar certificates only and the obligation to purchase electricity from generation based on renewable energy other than solar can be fulfilled by purchase of non-solar certificates. To ensure compliance by Captive Power Consumers/ Producers the following guidelines shall be kept in view:-

126.2.1 That all the respective Captive Power Consumer/Producers shall submit quarterly status of compliance to respective 'DS' Sub-division offices. Concerned Dy. CE/SE/DS will ensure to compile the quarterly status of all Captive Power Consumer/Developers under his respective circles and send the same to CE/PP&R office. CE/PP&R office will act as the state Nodal Agency for PSPCL and shall submit quarterly status report of the PSPCL to the Commission in respect of compliance by Captive Power Consumer/ Developers alongwith other consumers/ developers/ agencies as per the guidelines of Commission. CE/PP&R office may also suggest appropriate action to the Commission. If required for the compliance of the Renewable Purchase Obligations.

126.2.2 If the obligated entity does not fulfill the renewable purchase obligation as provided in these Regulations during any year and also does not purchase the certificates, the Commission may direct the obligated entity to deposit into a separate fund to be created and maintained by such obligated entity, such amount as the Commission may determine on the basis of the shortfall in units of renewable purchase obligation and the forbearance price decided by the central Commission.

126.2.3 Where any obligated entity fails to comply with the obligation to purchase the required percentage of electricity from renewable energy sources or the renewable energy certificates, it shall also be liable for penalty as may be decided by the Commission under Section 142 of the Act.

Provided that in case of genuine difficulty in complying with the renewable purchase obligation because of non-availability of certificates or otherwise, the obligated entity can approach the Commission for carrying forward of compliance requirement to the next year.

Provided that on being so approached, the Commission may review the fulfillment of the renewable purchase obligation by the obligated entity, keeping in view its performance and allow the shortfall to be carried forward to the next year in addition to the renewable purchase obligation for the year. At the end of 3 years period Commission may if deemed appropriate, review the fulfillment of renewable purchase obligation by the obligated entity and pass suitable order(s).

126.2.4 The Captive Power Consumer/ Producers using conventional fuels shall be required to fulfill both Non Solar & Solar RPO.

126.2.5 Renewable energy being received, if any by the obligated entity from its own generating station(s) and being consumed in its area of distributor shall be accounted for fulfillment of Non Solar/ Solar renewable purchase obligation depending upon the type of RE generation (a solar generator shall have to

fulfill non solar RPO by purchase of non-solar power or REC's and a non-solar generator shall have to fulfill solar RPO by purchase of solar power or REC).

- 126.2.6 RE Generator shall have to supply fuel usage statement duly certified by CA for accounting the energy generated as RE generation along with the status report to DS Sub division of PSPCL as per para 126.2.1, failing which the generation will be treated as generation with conventional fuels
- 126.2.7 While calculating the RE Generation for the purposes of RPO, the Auxiliary Consumption is to be deducted from the gross generation and auxiliary consumption shall be actual or normative fixed by CERC/P SERC whichever is higher.
- 126.2.8 The RE Generator shall install energy meter(s) with AMR facilities on generator terminal and auxiliary feeder and get these meter(s) sealed from PSPCL and ensure their periodical meter readings by PSPCL officials.

## 127 GUIDELINES/INSTRUCTIONS REGARDING NET METERING FOR GRID INTERACTIVE ROOF TOP SOLAR PHOTO VOLTAIC POWER PLANTS.

127.1 PSERC vide its notification no. PSERC/Secy/Reg-101 dt. 7.5.15 has notified the regulations for encouraging the solar power generation to harness vast solar potential in the State. The salient features of these regulations are given here under:-

### 1. " Short title & commencement

- 1.1 These Regulations may be called the Punjab State Electricity Regulatory Commission (Grid Interactive Rooftop Solar Photo Voltaic Systems based on Net Metering) Regulations, 2015.
- 1.2 These Regulations shall come into force from the date of publication of the same in the official Gazette.

### 2. Definitions & Interpretation

In these Regulations, unless the context otherwise requires:-

- a) "**Act**" means the Electricity Act 2003 (36 of 2003) as amended from time to time;
- b) "**Agreement**" means an agreement signed by the distribution licensee with the eligible consumer for net metering arrangement;
- c) "**Billing Cycle**" or "**Billing Period**" means the period for which regular electricity bills as specified by the Commission are issued by the distribution licensee to different categories of consumers;
- d) "**Commission**" means the Punjab State Electricity Regulatory Commission;
- e) "**Consumer**" means any person who is supplied with electricity for his own use by a licensee or the Government or by any other person engaged in the business of supplying electricity to the public under the Act or any other law for the time being in force and includes any person whose premises are for the time being connected for the purpose of receiving electricity with the works of distribution licensee, the Government or such other person, as the case may be;
- f) "**Contract Demand**" means the maximum demand in kVA (kilo Volt Ampere) sanctioned to the consumer and computed in the manner as approved by the Commission;
- g) "**Distribution Licensee**" means a licensee authorized to operate and maintain a distribution system for supplying electricity to the consumers in his area of supply;
- h) "**Eligible Consumer**" means a consumer of electricity in the area of supply of distribution licensee, who uses a rooftop SPV system installed in his premises to offset part or all of the own electrical requirements, given that such systems can be 'self owned' or 'third party owned';

- i) **“Financial Year”** or **“Year”** means period beginning from first day of April and ending with thirty first day of March of next year in English Calendar Year;
- j) **“GoP”** means Government of Punjab in the Department of New and Renewable Energy;
- k) **“Interconnection Point”** means the interface of rooftop solar power generation facility under net metering arrangements with the network of distribution licensee and shall normally be the point where net meter is installed;
- l) **“Invoice”** means the monthly bill or a supplementary bill or a monthly invoice or a supplementary invoice raised by the distribution licensee to the consumer;
- m) **“kWp”** means kilo Watt peak;
- n) **“Net Metering”** means an arrangement under which rooftop SPV system installed at eligible consumer premises delivers surplus electricity, if any, through net meter to distribution licensee for offsetting the electricity supplied by distribution licensee during the applicable or subsequent billing period but within settlement period;
- o) **“Obligated Entity”** means the entity mandated by the Commission under clause (e) of sub section (1) of section 86 of the Act to fulfill the renewable purchase obligation and identified under PSERC (Renewable Purchase Obligation & its compliance) Regulations, 2011, as amended from time to time;
- p) **“Premises”** means roof tops or/and any areas on the land, building or infrastructure or part or combination thereof in respect of which a separate meter or metering arrangement have been made by the distribution licensee for the supply of electricity;
- q) **“Renewable Energy Certificate”** (REC) means the certificate issued in accordance with the procedures prescribed in Central Electricity Regulatory Commission( Terms and Conditions for recognition & issuance of Renewable Energy Certificate for Renewable Energy Generation) Regulations, 2010 as amended from time to time;
- r) **“Rooftop Solar System”** means the Solar Photo Voltaic system installed in the premises of the consumer that uses solar energy for direct conversion into electricity through photo voltaic technology;
- s) **“Sanctioned Connected Load”** means the load in kW (kilowatt), or BHP (Break Horse Power), agreed to be supplied by the licensee and indicated in the A&A Form executed between the distribution licensee and the consumer;
- t) **“Settlement Period”** means the period beginning from first day of October in an English calendar year and ending with thirtieth day of September of next year;
- u) **“Solar Meter”** means a unidirectional energy meter installed as an integral part of the net metering system at the point at which electricity generated by Solar Photo Voltaic (SPV) system, is delivered to the main panel of eligible consumer;
- v) **“Supply Code”** means the PSERC (Electricity Supply Code & Related Matters) Regulations, 2014, as amended from time to time;
- w) **“Tariff Order”** in respect of a licensee means the Order issued by the Commission for the relevant year for that licensee indicating the rates to be charged by the licensee from various categories of consumers for supply of electrical energy and for other services;
- x) All other words and expressions used in the regulation although not specifically defined herein above, but defined in the Act (Electricity Act, 2003) shall have the meaning assigned to them in the Act.
- y) All other words and expressions used herein but not specifically defined in these regulations and the Act but defined in any other law passed by the Parliament/State Assembly or regulations framed under the Act, shall have the meaning assigned to them in such law/regulations.

### **3. Scope and Application**

- 3.1** These Regulations shall apply to distribution licensee and consumers of such distribution licensee in the State of Punjab.
- 3.2** Any consumer in the area of supply of distribution licensee may install rooftop solar system under net metering arrangement which
- a) shall be of minimum 1 kWp & upto 1 MWp (AC side) capacity with or without battery backup support
  - b) shall be located in the consumer premises
  - c) shall interconnect and operate safely in parallel with the distribution licensee network.
- 3.3** These regulations do not preclude the right of any person to undertake rooftop solar projects above 1 MWp capacity through alternative mechanism.
- 3.4** The net metering facility shall also be applicable to such consumers who have installed rooftop solar system before commencement of these regulations subject to compliance of these regulations.

### **4. General Conditions**

The distribution licensee shall offer the provision of net metering arrangement to the eligible consumer, who intends to install grid connected rooftop solar system, in its area of supply on non-discriminatory and first come first serve basis:

Provided, the consumer is eligible to install the grid connected rooftop solar system of the rated capacity as specified in these regulations:

Provided further that the distribution licensee shall offer the provision of net metering to the consumer for the target capacity as specified in these regulations:

Provided also that the interconnection of such system with the grid is undertaken as specified in CEA (Technical Standards for Connectivity of the Distributed Generation Resources) Regulations, 2013, as amended from time to time:

Provided also that the distribution licensee shall accept the SPV power as per the useful life of the SPV system as per CERC Regulations.

### **5. Capacity Target for Distribution Licensee**

- 5.1** The distribution licensee shall provide net metering arrangement to eligible consumers as long as the total capacity (in MW) of rooftop solar systems does not exceed the target capacity determined by the Commission:

Provided that initially, a maximum cumulative capacity to be installed by eligible consumers under net metering in the area of supply of each distribution licensee shall be as decided by the Commission. Thereafter, the target capacity shall be reviewed on yearly basis by the Commission:

Provided further the cumulative capacity of rooftop solar system to be allowed to a particular distribution transformer shall not exceed 30% of the rated capacity of the distribution transformer.

- 5.2** The distribution licensee shall provide information regarding distribution transformer level capacity available for connecting rooftop solar system under net metering arrangement within two months from the date of notification of these regulations. The distribution licensee thereafter shall update the distribution transformer level capacity available and the cumulative capacity of the rooftop solar systems installed under net metering arrangement on yearly basis by 30th April and shall provide the information on its website as well as to the Commission.

## 6. Eligible consumer and individual project capacity.

- 6.1 All eligible consumers of electricity in the area of the supply of distribution licensee can participate in the solar rooftop net metering arrangement subject to target capacity.
- 6.2 The maximum capacity of rooftop solar system shall not exceed 80% of the sanctioned load (kW) or contract demand of the consumer (in kVA converted to kW by using a power factor of 0.9):
- Provided that the installed capacity shall not be less than 1 kWp and shall not exceed 1MWp (AC side) for a single eligible consumer:
- Provided further that a variation in the rated capacity of the system within a range of five percent shall be allowed.

## 7. Procedures for application and registration

- 7.1 A consumer intending to set up the rooftop SPV system can download the 'Agreement' form from the website of the distribution licensee free of cost and shall submit the same along with processing fee of Rs.50/kVA or part thereof subject to maximum of Rs.10000/ to designated officer of the distribution licensee for grant of permission to set-up the plant.
- 7.2 After checking the feasibility, the applicant shall be issued Letter of Approval by distribution licensee within 30 days of receipt of application. The consumer shall set up the plant and submit the work completion report alongwith Single Line Diagram of the synchronizing and protection arrangement issued by the plant supplier/EPC contractor as per standards and specifications approved by the State Nodal Agency, within 180 days.
- 7.3 Before any application for setting up rooftop solar plant at a particular distribution transformer is rejected by the distribution licensee due to any reason, the consumer shall be served with a 15 days notice to attend to the observations and remove the deficiencies. In case the approval cannot be granted due to non-availability of capacity, then the application of the consumer may be considered after availability of the capacity, if the consumer so opts.
- 7.4 After site verification, distributing licensee shall install and seal the Bi-directional energy meter within 10 days of the submission of completion report and plant will be treated as commissioned for net-metering commercial operations from that date.
- 7.5 In case of delay, the consumer shall have to get further extension from distribution licensee. Such extension will be granted for a maximum period of 2-months only and the approval granted will lapse automatically if the project is not set-up even in the extended 2 months period. However, the consumer will be eligible to apply afresh in the next financial year but his application will be kept at the bottom of the list of applicants. Such consumer will be permitted to set-up the plant only if after allotting the capacity to all successful applicants above him, there is still capacity available for allotment.
- 7.6 The distribution licensee shall circulate the procedure and formats including standard "Agreement" form after approval from the Commission and upload the same on its website for information of stake holders within a month of the notification of the regulations.

## 8. Interconnection with the Grid, Standards & Safety

- 8.1 The interconnection of the rooftop solar system with the network of the distribution licensee shall conform to the standards as provided in Central Electricity Authority (Technical Standard for Connectivity of the Distributed Generation Resources) Regulations, 2013 as amended from time to time.
- 8.2 The interconnection of the rooftop solar system with the distribution system of the licensee shall conform to the relevant provisions of the Central Electricity Authority (Measures relating to Safety and Electric Supply), Regulations, 2010, as amended from time to time.



- 8.3 The grid interactive rooftop solar system may be installed with or without battery backup:

Provided that where the rooftop solar system is installed with battery backup (full load backup/partial load backup), the inverter shall have separate backup wiring to prevent the battery/decentralized generation power to flow into the grid in the absence of grid supply and manual isolation switch shall also be provided.

- 8.4 The consumer shall be responsible for safe operation, maintenance and rectification of any defect of the rooftop solar system upto the point of Net Meter beyond which the responsibility of safe operation, maintenance and rectification of any defect in the system, including the Net Meter, shall be that of the licensee
- 8.5 The consumer shall provide appropriate protection for islanding of SPV system from the network of distribution licensee during grid/supply failure.
- 8.6 The licensee shall have the right to disconnect the rooftop solar system at any time in the event of possible threat/damage, from such rooftop solar system to its distribution system, to prevent any accident or damage, without any notice.

## **9. Third Party Owned Rooftop Solar PV system based on Net Metering**

- 9.1 The third party owned rooftop solar PV net metering model may consist of the developer or intermediaries leasing out solar PV system to interested rooftop owners. The owner of the premises provides the rooftop and engages a turnkey installer to design and install the system. The installers may also offer integrated service of leasing, commissioning and maintenance of Solar PV system to owners and guaranteeing standards of performance.
- 9.2 In the third party owned solar PV system based on net metering, the electricity generated from such plants/system shall be used to meet the eligible consumer's internal electricity needs, while the excess generation shall be fed into the Grid (network of licensee) on Net Metering basis.
- 9.3 The developer shall continue to be the owner of equipment in third party owned system, to qualify for claiming depreciation on capital cost for the solar PV system with associated direct tax benefits, if any.
- 9.4 For all intents and purposes, the distribution licensee shall deal with the rooftop owner or consumer only and arrangement between rooftop owner and developer shall be personal to them.

## **10. Metering**

- 10.1 The metering system shall be as per CEA (Installation and Operation of Meters) Regulations, 2006, as amended from time to time.
- 10.2 The solar meter (a unidirectional meter) is required to be installed as an integral part of the net metering system at the point at which the electricity is generated by Solar Energy System and delivered to the main panel.
- 10.3 The net metering equipment (Bi-directional meters) and the Solar meter (unidirectional) as per CEA Regulations shall be installed and maintained by the distribution licensee at the cost of the eligible consumer:

Provided the eligible consumer may procure the net meter/solar meter and present the same to the distribution licensee for testing and installation as per Regulation 21.2 of the Supply Code-2014. No meter rental shall be charged from the consumer. In case meters are provided by the distribution licensee, consumer shall be liable to pay meter rental as approved by the Commission. The location of the meter shall be as per CEA Metering Regulation.

- 10.4 The installed meters shall be jointly inspected and thereafter sealed by the distribution licensee in the presence of the consumer as per the procedure laid down in Supply Code:

Provided that in case the eligible consumer is under the ambit of TOD Tariff, the meter compliant of recording time of day consumption/generation shall be installed.

- 10.5 The meter reading taken by the distribution licensee shall form the basis of commercial settlement.

## **11. Energy Accounting and Settlement**

**11.1** The accounting of the electricity generated, consumed and injected by the rooftop solar system under these regulations shall become effective from the date of connectivity of such system with the network of distribution licensee.

**11.2** The procedure for billing and energy accounting shall be as under:-

- a) For each billing cycle the consumer shall receive an energy account statement showing quantum of electricity injected by the eligible consumer in the billing period, electricity supplied by the distribution licensee in the billing period, net billed electricity for payment by the consumer for that billing cycle and net carried over electricity to the next billing period separately.
- b) In case the electricity injected exceeds the electricity consumed from licensee's supply system during the billing cycle such excess injected electricity shall be carried forward to the next billing cycle as electricity banked and may be utilized in the next billing cycle(s) within the settlement period. In such a case, the distribution licensee shall issue an invoice containing all these details.
- c) In case the electricity supplied by the distribution licensee during any billing period exceeds the electricity injected by the eligible consumer, the distribution licensee shall raise a bill for net electricity consumption as per applicable tariff of that category after taking into account any electricity credit balance from previous billing period.
- d) In case the eligible consumer is under the ambit of TOD tariff, the electricity consumption in any time block i.e. peak hours, off peak hours etc. shall be first compensated with the electricity injected in the same time block. Any excess injection over and above the consumption in any other time block in a billing cycle shall be accounted as if the excess injection occurred during non peak hours.
- e) The surplus energy measured in kWh/kVAh shall be utilized to offset the consumption measured in kWh/kVAh and may not be utilized to compensate any other fee and charges imposed by the licensee as per the orders of the Commission.
- f) The Monthly Minimum Charges (MMC), where applicable, shall be leviable on total consumption of the consumer of each billing cycle and not on net consumption. A normative power factor of 0.9 shall be considered for conversion of kWh to kVAh, wherever applicable.
- g) The distribution licensee shall also take the reading of solar meter for recording total solar power generated by Solar PV system of consumer.
- h) In case of any dispute in billing, the consumer can approach the Dispute Settlement Committee, Consumer Grievances Redressal Forum and Electricity, Ombudsman in accordance with PSERC (Forum & Ombudsman) Regulations, 2016, as amended from time to time.

**11.3** The electricity generated from a rooftop solar system shall not exceed 90% of the electricity consumption by the consumer in a settlement period. The excess energy generated in a billing circle shall be allowed to be carried forward to the next billing cycle upto the end of the settlement period:

Provided that in the event of electricity generated exceeds 90% of the electricity consumed at the end of the settlement period no payment shall be

made by the distribution licensee and shall not be carried forward to next settlement period and the same shall be treated as inadvertent injection:

Provided also that at the beginning of each settlement period, cumulative carried over solar electricity injected shall be reset to zero.

- 11.4** All the rules & regulations applicable to the consumers of the distribution licensee for the applicable category shall also be applicable to the eligible consumer who uses the rooftop solar system.

**12. Applicability of other charges**

The rooftop solar system under net metering arrangement whether self-owned or third party owned, installed on the premises of eligible consumer, shall be exempted from various provisions of PSERC(Terms & Conditions for Intra-State Open Access) Regulations, 2011, as amended from time to time:

Provided that the Commission may review such exemption from time to time.

**13. Eligibility to Participate under Renewable Energy Certificate (REC) Mechanism**

The eligibility for issuance of renewable energy certificate shall be as per the eligibility criteria specified under Central Electricity Regulatory Commission (Terms and Conditions for recognition and issuance of Renewable Energy Certificate for Renewable Energy Generation) Regulations, 2010, as amended from time to time.

**14. Renewable Purchase Obligation**

The quantum of electricity consumed by eligible consumer, who is not defined as Obligated entity, from the rooftop solar system under net metering arrangement shall qualify towards compliance of Renewable Purchase Obligation (RPO) for the distribution licensee.

**15. Penalty or Compensation**

In case of failure of net metering system, the provisions of Supply Code shall apply.

**16. Termination of agreement**

- 16.1 The eligible consumer may terminate the agreement at any time by giving 30 days prior written notice to the licensee.
- 16.2 If an eligible consumer breaches any term of the agreement and does not remedy the breach within 30 days of receipt of written notice from the distribution licensee of the breach or any other valid reason to be recorded in writing, the distribution licensee may terminate the agreement without any further notice.
- 16.3 Eligible consumer, upon termination of the agreement, shall disconnect forthwith the photovoltaic system from licensee's distribution system.

**17. Power to give directions**

The Commission may from time to time issue such directions and orders as considered appropriate for implementation of these Regulations.

**18. Removal of difficulties**

If any difficulty arises in giving effect to the provisions of these Regulations, the Commission may, by an order, make such provision, not being inconsistent with the Act and these Regulations, which appears to the Commission to be necessary for removal of the difficulties.

**19. Power to relax**

The Commission may by general or special order, for reasons to be recorded in writing and after giving an opportunity of hearing to the parties likely to be affected, may relax any of the provisions of these Regulations of its own or on an application made before it by an interested person.

**20. Power to amend**

The Commission may from time to time add, vary, alter, suspend, modify, amend or repeal any provisions of these Regulations.

**127.2 PSPCL has formulated following policy on net metering for grid interactive roof top solar photo voltaic power plants.**

All the consumers of the PSPCL who intend to set up rooftop solar PV plants in their premises shall be eligible to do so with project capacity ranging from minimum 1 kWp upto 1MWp (AC side) with/ without battery back-up support. Those consumers, who have already installed Roof top Solar PV System before commencement of these regulations (127.1), shall also be eligible subject to compliance of these regulations. Third party owned Solar PV Plant System, where developers or intermediaries or turnkey installers who lease rooftop systems to individual owners and the owners in turn, pay them monthly lease rental shall also be eligible. In case of third party owned Solar PV Plant the arrangement i.e. signing of an agreement for lease of rooftop system between rooftop owner and developer or intermediary or turnkey installer will be personal to them. For all intent and purposes, PSPCL will deal with the rooftop owner/consumer only.

The electricity generated from such a system shall be used to meet the rooftop owner's internal electricity needs while the excess generation shall be fed into the grid on net metering basis.

**127.2.1 Procedure/salient features**

- a) The consumer intending to set up the Roof top solar PV system (self or third party owned) can download the solar net-metering rooftop Application **Form – A** and Supplementary Agreement **Form –D** (it shall be supplementary to original A&A form) from the website of the PSPCL and shall submit the same to the concerned DS/Subdivision for grant of permission to set-up the plant along with processing fee of Rs.50/kVA or part thereof subject to maximum of Rs.10,000/- for grant of permission to set-up the plant on first-cum-first serve basis. The permission shall be granted (**Form – B**) after checking the feasibility by officer as per table below:-

Capacity of roof top solar PV system	Competent Authority to check the feasibility
Upto 10 kWp on A.C Side	AE/AEE/Xen (DS)
Exceeding 10 kWp and up to 1 MWp	Sr. Xen (DS)

- b) AE/AEE/XEN of concerned sub-divn. shall issue approval letter to the feasibility cleared applicant within 30 days of receipt of application (**Form – C**). The consumer shall set up the plant and submit the work completion report along with Single Line Diagram of the synchronizing and protection arrangement issued by the plant supplier/EPC contractor within 180 days envisaging that the plant has been installed as per the standards and specifications approved by State Nodal Agency. In case of delay, the consumer shall have to get further extension from PSPCL within original (180 days) allowed period. Such extension shall be granted for a maximum period of 2-months only and the approval granted shall lapse automatically if the project is not set-up even in the extended 2-months period and the fee deposited by the consumer shall be forfeited. Such consumer shall have to apply afresh.

- c) Competent authority to approve the single line diagram, protection arrangements and site verification of the solar plant to be set up by the consumer shall be as below:-

<b>Capacity of roof top solar PV system</b>	<b>Competent Authority to approve single line diagram and to carryout site verification</b>
Upto 10 kWp on A.C Side	AE/AEE/Xen (DS)
Exceeding 10 kWp and up to 1 MWp	Sr. Xen (DS)

PSPCL shall install and seal the Bi-directional and unidirectional energy meter(s) within 10 days of the submission of work completion report and plant shall be treated as commissioned for net-metering commercial operations from that date.

**127.2.2 Metering**

- a) The metering system shall be as per CEA (Installation and Operation of Meters) Regulations, 2006, as amended from time to time.
- b) The solar meter (a unidirectional meter) is required to be installed as an integral part of the net metering system at the point at which the electricity is generated by Solar Energy System and delivered to the main panel.
- c) The net metering equipment (Bi-directional meters) and the Solar meter (unidirectional) as per CEA Regulations (**Annexure-I**) shall be installed and maintained by the distribution licensee at the cost of the eligible consumer.

Provided the eligible consumer may procure the net meter/solar meter and present the same to the distribution licensee for testing and installation as per Reg-21.2 of the Supply Code-2014. No meter rental shall be charged from the consumer. In case meters are provided by the distribution licensee, consumer shall be liable to pay meter rental as approved by the Commission. The location of the meter shall be as per CEA Metering Regulation.

- d) The installed meters shall be jointly inspected and thereafter sealed by the distribution licensee in the presence of the consumer as per the procedure laid down in Supply Code:

Provided that in case the eligible consumer is under the ambit of TOD Tariff, the meter compliant of recording time of day consumption/generation shall be installed.

- e) The meter reading taken by the distribution licensee shall form the basis of commercial settlement.
- f) Meter readings shall be taken as per competency given in clause-81 of ESIM.

**127.2.3 Energy Accounting and Settlement**

The procedure for billing and energy accounting shall be as under

- a) For each billing cycle the consumer shall receive an energy account statement showing quantum of electricity injected by the eligible consumer in the billing period, electricity supplied by the distribution licensee in the billing period, net billed electricity for payment by the consumer for that billing cycle and net carried over electricity to the next billing period separately.
- b) In case the electricity injected exceeds the electricity consumed from PSPCL during the billing cycle such excess injected electricity shall be carried forward to the next billing cycle as electricity banked and may be utilized in the next billing cycle(s) within the settlement period. In such a case, the distribution licensee shall issue an invoice containing all these details.
- c) In case the electricity supplied by the distribution licensee during any billing period exceeds the electricity injected by the eligible consumer, the distribution

licensee shall raise a bill for net electricity consumption as per applicable tariff of that category after taking into account any electricity credit balance from previous billing period.

- d) In case the eligible consumer is under the ambit of TOD tariff, the electricity consumption in any time block i.e. peak hours, off peak hours etc. shall be first compensated with the electricity injected in the same time block. Any excess injection over and above the consumption in any other time block in a billing cycle shall be accounted as if the excess injection occurred during non peak hours.
  - e) The surplus energy measured in kWh/kVAh shall be utilized to offset the consumption measured in kWh/kVAh and may not be utilized to compensate any other fee and charges imposed by the licensee as per the orders of the Commission.
  - f) The Monthly Minimum Charges (MMC), where applicable, shall be leviable on total consumption of the consumer and not on net consumption. A normative P.F. of 0.9 of each billing cycle shall be considered for conversion of kWh to kVAh where ever applicable.
  - g) The distribution licensee shall also take the reading of solar meter for recording total solar power generated by Solar PV system of consumer.
  - h) In case of any dispute in billing the consumer can approach the Dispute Settlement Committee, Consumer Grievances Redressal Forum and Electricity Ombudsman in accordance with PSERC (Forum & Ombudsman) Regulations, 2016 as amended from time to time.
- 127.2.4 The electricity generated from a rooftop solar system shall not exceed 90% of the electricity consumption by the consumer in a settlement period. The excess energy generated in a billing cycle shall be allowed to be carried forward to the next billing cycle upto the end of the settlement period.

Provided that in the event of electricity generated exceeds 90% of the electricity consumed at the end of the settlement period no payment shall be made by PSPCL and shall not be carried forward to next settlement period and the same shall be treated as inadvertent injection.

Provided also that at the beginning of each settlement period (1<sup>st</sup> October to 30<sup>th</sup> September) cumulative carried over solar electricity injected shall be reset to zero.

- 127.2.5 All charges on net electricity consumed from PSPCL shall be leviable as usual. All the instructions, rules and regulations applicable to the consumers of the PSPCL for the applicable class/category including but not limited to the Tariff rates, Payment Schedule, Late payment surcharge, connected load/ contract demand, Load Surcharge, peak load restrictions, security Consumption Deposit etc., shall also be applicable to the Roof Top Solar plant owner as a consumer of PSPCL.

**NOTE: These instructions/guidelines shall be read with provisions of PSERC Regulation for Grid Interactive Roof-Top Solar Photovoltaic Power Plants System issued vide notification no. PSERC/Secy./Regu. 101 dated 7<sup>th</sup> May, 2015 and in case of any inconsistency the provisions of the Regulation shall prevail.**

(Form - A)

**APPLICATION FORM FOR APPROVAL TO INSTALL GRID INTERACTIVE ROOF TOP  
SPV NET METERING POWER PLANT**

(To be filled by Applicant)

To

The Sub Divisional Engineer  
PSPCL, \_\_\_\_\_

Sir,

I opt to install Roof-top Solar Photo Voltaic Power Plant as per GOP policy on Net Metering, the details of which are as under:-

1. Name of Consumer/firm/industry/  
Installation/institution/organization/office etc. :
2. Address/Location.:
3. Contact No. and E-mail ID:
4. Electricity connection details:
  - i) Name of Sub-Division:
  - ii) Name of consumer as per bill
  - iii) Account no.
  - iv) Sanctioned Load/Contract Demand
  - v) Category (DS / NRS / SP / MS / BS/ Indl.)
  - vi) Connection type (single or three phase)
5. Details of Roof-top SPV
  - i) Type of Roof Horizontal/slanting  
RCC/Shed
  - ii) Available shadow free area .....sq.ft.
  - iii) Proposed capacity to be installed
  - iv) Permission of PEDDA
6. Whether self owned or third party owned. In case of Third party owned, copy of Agreement, Lease, Registered Deed:
7. Identity Proof:
8. Processing fee of Rs. 50/kVA or part thereof subject to maximum of Rs. 10000/ (for grant of permission):  
(Transaction No. with Amount & Date)

You are requested to grant me statutory clearance/approval for installation and synchronization with the PSPCL Distribution system. I undertake to abide by the provisions contained in the PSERC Regulation for Net Metering for Grid Interactive Roof Top Solar Photovoltaic Power Plants issued vide notification no. PSERC/Secy./Regu. 101 dated 7<sup>th</sup> May, 2015 and as amended from time to time in addition to the conditions already existing in the A&A form submitted earlier for release of connection."

I shall be solely responsible for and shall pay for any loss or damage to any of supply mains, main fuses, meters and/or other apparatus and accident to human beings/animals whatsoever (fatal/non-fatal/departmental/non-departmental) that may occur due to back feeding from applicant's SPV Plant when the grid supply is off.

Date:

**Signature of the Applicant**

(Form - B)

**TECHNICAL DATA FORM FOR FEASIBILITY CLEARANCE OF ROOF TOP SPV POWER**

(To be filled by JE-II/AAE/Area Incharge)

1. Name of Consumer:
2. Name of Address/Location:
3. Contact No. and E-mail ID:
4. Account No.:
5. Name of Sub-Division with Code:
6. Name of Division with Code:
7. Name of Circle with Code:
8. Sanctioned load/CD of Consumer with supply voltage (DS / NRS / SP / MS / Indl.)
9. Capacity of proposed SPVPP (in kW/kVA):  
(It should not be more than 80% of the sanctioned load/CD of the consumer as per clause 6.2 of PSERC Notification)
10. Name and Code of Distribution Transformer:
  - a) Capacity of above Distribution Transformer:
  - b) Connected Load (kW/kVA)
  - c) Maximum Demand in Amps
  - d) No. of LT Ckts.
11. Length of LT Feeder (mtrs)
  - i) Size of conductor (sq. mm)
  - ii) Maximum Demand in Amps
12. Name of feeder with Code:
  - i) Size of Conductor/Capacity
13. Name of feeding Sub-Station with Code:
14. SPVPPs already connected on this Distribution Transformer ( in kW/kVA):
 

	No. of SPVPPs
	Total capacity in (kW/kVA)
15. Senior pending SPVPPs to be connected on the T/F:
 

	No. of SPVPPs
	Total capacity in (kW/kVA)
16. Capacity of proposed SPVPP on this T/F (in kW/kVA): .....kW/kVA  
(As per column no. 6.2 of PSERC Notification)
17. Total load on this T/F (in kW/kVA) = Sum total of columns (14+15+16):
 

	No. of SPVPPs
	Total capacity in (kW/kVA)

(It should not be more than 30% of the T/F Capacity)
18. Voltage level at which the consumer is being fed:
19. Recommendation of Field Office: .....kW/kVA  
(Whether capacity of SPVPP as per column-9 approved or not, if approved mention the approved capacity, if not assign the reasons)

Date:

**Signature of Authorized Officer**

**Signature of PSPCL Official**



(Form - C)

Letter of Approval

To

Mr. /Ms/ M/s.....

A/c No.....

Memo No.:

Dated:

Ref: Your request of RID No.....

Your request for installing Rooftop PV system for ..... kWP capacity is considered and approval is accorded with the following conditions:-

1. You shall set up the plant and submit the work completion report (**Annexure-V**) along with Single Line Diagram of the synchronizing and protection arrangement issued by the plant supplier/EPC contractor duly approved by PEDDA that the plant has been installed as per approved standards and specifications (**Annexure-IV**) within 180 days. In case of delay you shall have to get further extension from PSPCL. Such extension will be granted for a maximum period of 2-months only and the approval granted will lapse automatically if the project is not set-up even in the extended 2-months period. However, you will be eligible to apply in the next financial year but your application will be kept at the bottom of the list of applicants and you will be permitted to set-up the plant only if all the applicants above you are selected and there is still capacity available for allotment.
2. You will abide by the guidelines on net metering for Grid Interactive Rooftop Solar Photo voltaic Power Plants issued by Govt. of Punjab/PSERC/PSPCL(**Annexure-I**).
3. The solar plant shall comply with the relevant standards specified by the MNRE / BIS and CEA. The responsibility of operation and maintenance of the solar photo voltaic (SPV) generator including all accessories and apparatus lies with the consumer. The design and installation of the rooftop SPV should be equipped with appropriately rated protective devices to sense any abnormality in the system and carry out automatic isolation of the SPV from the grid. The inverters used should meet the necessary quality requirements and should be certified for their quality by appropriate authority; the protection logics should be tested before commissioning of the plant.
4. The automatic isolation or islanding protection of SPV should be ensured for, no grid supply and low or over voltage conditions and within the required response time. Adequate rated fuses and fast acting circuit breakers on input and output side of the inverters and disconnect/isolating switches to isolate DC and AC system for maintenance shall be provided. The consumer should provide for all internal safety and protective mechanism for earthing, surge, DC ground fault, transients etc.

To prevent back feeding and possible accidents when maintenance works are carried out by PSPCL personnel, Double pole/Triple pole with neutral isolating disconnecting switches which ever applicable can be locked by PSPCL personnel should be provided. This is in addition to automatic sensing and isolating on grid supply failure etc and in addition to internal disconnecting switches. In the event of PSPCL LT/HT supply failure, the consumer has to ensure that there will not be any solar power being fed to the LT/HT grid of PSPCL. You will be solely responsible for any accident to human beings/animals whatsoever (fatal/non fatal/departamental/non departamental) that may occur due to back feeding from the SPV plant when the grid supply is off. PSPCL have the right to disconnect the rooftop solar system at any time in the event of possible threat/damage, from such rooftop solar system to its distribution system, to prevent any accident or damage, without any notice.

You shall abide by all the codes and regulations issued by the Commission to the extent applicable and in force from time to time and shall comply with PSERC/PSPCL/CEA requirements with respect to safe, secure and reliable functioning of the SPV plant and the

grid. The power injected into the grid shall be of the required quality in respect of wave shape, frequency, absence of DC components etc.

The inverter standard (**Annexure-III**) shall be such that it should not allow solar power/battery power to extend to PSPCL's Grid on failure of PSPCL's Grid supply irrespective of connectivity options.

You shall restrict the harmonic generation within the limit specified in IEEE 519 or as may be specified by the Central Electricity Authority.

AE/AEE/XEN/DS  
Sub Division.....  
PSPCL.....

**Form-D**

**SUPPLEMENTARY AGREEMENT FORM FOR SOLAR ROOF-TOP NET METERING**

Original A/c No. ....

Category.....

This Agreement is made and entered into at (location) \_\_\_\_\_ on this (date) \_\_\_\_\_ day of (month) \_\_\_\_\_ (year) \_\_\_\_\_ between

The Eligible Consumer (Name) \_\_\_\_\_ residing at (address) \_\_\_\_\_ as first party

AND

Distribution Licensee \_\_\_\_\_ (herein after called as Licensee) and having its registered office at (address) \_\_\_\_\_

\_\_\_\_\_ as second party of the agreement.

Whereas, the eligible consumer has taken the responsibility to set up or facilitate the requisite Photovoltaic system and injection system into the Licensee’s grid.

And whereas, the Licensee has verified the application and agrees to benefit the eligible consumer for the electricity generated and as per conditions of this agreement and net-metering regulations.

Both the parties hereby agree as follows:

**1. Eligibility**

- 1.1 Eligible consumer agrees that the standards and conditions of his Photovoltaic system meet the norms for being integrated into grid/distribution system and that he shall maintain the system accordingly for the duration of this agreement.
- 1.2 Eligible consumer agrees that for connection of his Photovoltaic system to Licensee’s distribution system, he shall be bound by requirements of state Distribution Code and/or Licensee’s conditions of service and such connection shall not affect the performance of the grid with specified reliability, security and quality as per the Central Electricity Authority (Grid Standard) Regulations 2010 as amended from time to time.

**2. Technical and Interconnection Requirements**

- 2.1 Eligible consumer agrees that the interconnection of the rooftop solar system with the network of the licensee shall be made as per the technical standards for connectivity of distributed generation resources specified under the Central Electricity Authority (Technical Standards for Connectivity of the Distributed Generation Resources) Regulations, 2013 and subsequent amendments thereof.
- 2.2 Eligible consumer agrees that he has installed or will install, prior to connection of Photovoltaic system to Licensee’s distribution system, an isolation device (both automatic and inbuilt within inverter and external manual relays) and agrees for the Licensee to have access to and operation of this, if required, for repair and maintenance of the distribution system.
- 2.3 Eligible consumer agrees that in case of a power outage on Licensee’s system, photovoltaic system will shut down, unless special transfer and isolating capabilities have been installed on photovoltaic system.
- 2.4 Eligible consumer agrees that Licensee will specify the interface/inter-connection point and metering point.
- 2.5 Eligible consumer agrees to furnish all the data such as voltage, frequency, breaker, isolator position in his system, as and when required by the Licensee. He may also try to provide facilities for online transfer of the real time operational data.

**3.Safety**

- 3.1 Eligible consumer shall comply with the Central Electricity Authority (Measures Relating to Safety and Electricity Supply) Regulations 2010.
- 3.2 Eligible consumer agrees that the design, installation, maintenance and operation of the photovoltaic system are performed in a manner conducive to the safety of the photovoltaic system as well as the Licensee's distribution system.
- 3.3 Due to Licensee's obligation to maintain a safe and reliable distribution system, eligible consumer agrees that if it is determined by Licensee that eligible consumer's photovoltaic system either causes damage to and/or produces adverse effects affecting other distribution systems' consumers or Licensee's assets, eligible consumer will have to disconnect photovoltaic system immediately from the distribution system upon direction from the Licensee and correct the problem at his own expense prior to a reconnection.

**4. Clearances and Approvals**

The eligible consumer agrees to obtain all the necessary approvals and clearances (environmental and grid connected related) before connecting the photovoltaic system to the distribution system.

**5. Access and Disconnection**

- 5.1 Licensee shall have access to metering equipment and disconnecting devices of photovoltaic system, both automatic and manual, at all times.
- 5.2 In emergency or outage situation, where there is no access to the disconnecting devices, both automatic and manual, such as a switch or breaker, Licensee may disconnect service to the premises.

**6. Liabilities**

- 6.1 Eligible consumer and Licensee will indemnify each other for damages or adverse effects from either party's negligence or intentional misconduct in the connection and operation of photovoltaic system or Licensee's distribution system.
- 6.2 Licensee and eligible consumer will not be liable to each other for any loss of profits or revenues, business interruption losses, loss of contract or loss of goodwill, or for indirect, consequential, incidental or special damages, including, but not limited to, punitive or exemplary damages, whether any of the said liability, loss or damages arise in contract, or otherwise.
- 6.3 Licensee shall not be liable for delivery or realization by eligible consumer for any fiscal or other incentive provided by the central government.

**7. Commercial Settlement**

All the commercial settlement under this agreement shall follow the Punjab State Electricity Regulatory Commission (Rooftop Solar Grid Interactive System based on Net Metering) Regulations, 2015 notification no. PSERC/Secy./Regu.101 dated 7<sup>th</sup> May, 2015 amended from time to time.

**8. Connection Costs**

- 8.1 The eligible consumer shall bear all costs related to setting up of photovoltaic system including metering and interconnection costs. The eligible consumer agrees to pay the actual cost of modifications and upgrades to the distribution facilities required to connect photovoltaic system in case it is required.
- 8.2 Costs of all interconnection equipment including the isolators, and meters are also to be borne by the eligible consumer.

**9.Termination**

- 9.1 The eligible consumer can terminate the agreement at any time by giving 30 days prior written notice to the Licensee.
- 9.2 Licensee may terminate the agreement with 30 days prior written notice, if eligible consumer breaches any term of this agreement and does not remedy the breach within 30 days of receiving written notice from the Licensee of the breach.
- 9.3 Eligible consumer, upon termination of this agreement, shall disconnect forthwith the photovoltaic system from Licensee’s distribution system.
- 9.4 In case of any dispute in billing, the consumer can approach the Dispute Settlement Committee, Consumer Grievances Redressal Forum and Electricity Ombudsman in accordance with PSERC (Forum & Ombudsman) Regulations, 2016, as amended from time to time.

In the witness, where of Mr. \_\_\_\_\_ for and on behalf of \_\_\_\_\_ Eligible consumer) and Mr. \_\_\_\_\_ for and on behalf of \_\_\_\_\_ (Licensee) agree to this agreement.

\_\_\_\_\_  
\_\_\_\_\_

**ANNEXURES TO SECTION-IX**

**ANNEXURE-I**

**Energy Meter(s) Detail**

Serial No.	Meter Description	Accuracy	Load of Consumer	Voltage Level
1	Single Phase 10-60 A, whole current	Class-I	upto 7 KW	Single Phase LT 230 V
2	3 Phase 10-60 A, whole current	Class-I	More than 7KW & up to 25 KW	Three Phase LT 400 V
3	LT AC 3-Phase 4-Wires CT operated static DLMC compliant energy meter	Class- 0.5s or better	More than 25 KW & up to 100 KW	Three Phase LT 400 V
4	HT TPT Meter, DLMS Compliant & AMR Compatible	Class- 0.5s or better	More than 100 KW	Three Phase HT (11 KV)

**ANNEXURE-II**

**Harmonics Standard**

As per the standard of IEEE 519, the permissible individual harmonics level shall be less than 3% (for both voltage and current harmonics) and Total Harmonics Distortion (THD) for both voltage and current harmonics of the system shall be less than 5%.

**ANNEXURE -III**

**Inverter Standards**

Inverter should comply with IEC 61683/IS 61683 for efficiency and Measurements and should comply IEC 60068-2 (1,2,14,30) / Equivalent BIS Standard for environmental testing.

Inverter should supervise the grid condition continuously and in the event of grid failure (or) under voltage (or) over voltage, Solar System should be disconnected by the circuit Breaker / Auto switch provided in the inverter.

**ANNEXURE –IV**

**Technical and interconnection requirements**

<b>Parameter</b>	<b>Reference</b>	<b>Requirement</b>
<b>Overall conditions of service</b>	State Distribution/Supply Code	State Distribution /Supply Code
<b>Overall Grid Standards</b>	Central Electricity Authority (Grid Standard) Regulations 2010	Central Electricity Authority (Grid Standard) Regulations-2010
<b>Equipment Meters</b>	BIS / IEC / IEEE Central Electricity authority (Installation & operation of meters) Regulation 2006 as amended time to time	BIS / IEC / IEEE Central Electricity authority (Installation & operation of meters) Regulation 2006 as amended time to time
<b>Safety and supply</b>	Central Electricity Authority (measures of safety and electricity supply) regulations, 2010	Central Electricity Authority (measures of safety and electricity supply) Regulations, 2010
<b><u>Harmonic Requirements</u> Harmonic Current</b>	IEEE 519CEA (Technical Standards for Connectivity of the Distributed Generation Resources) Regulations 2013	IEEE 519CEA (Technical Standards for Connectivity of the Distributed Generation Resources) Regulations 2013
<b>Synchronization</b>	IEEE 519CEA (Technical Standards for Connectivity of the Distributed Generation Resources) Regulations 2013	Photovoltaic system must be equipped with a grid frequency synchronization device. Every time the generating station is synchronized to the electricity system. It shall not cause voltage fluctuation greater than +/- 5% at point of connection.
<b>Voltage</b>	IEEE 519CEA (Technical Standards for Connectivity of the Distributed Generation Resources) Regulations 2013	The voltage-operating window should minimize nuisance tripping and should be under operating range of 80% to 110% of the nominal connected voltage. Beyond a clearing time of 2 second, the photovoltaic system must isolate itself from the grid.
<b>Flicker</b>	IEEE 519CEA (Technical Standards for Connectivity of the Distributed Generation Resources) Regulations 2013	Operation of Photovoltaic system should not cause voltage flicker in excess of the limits stated in IEC 61000 standards or other equivalent Indian standards, if any.

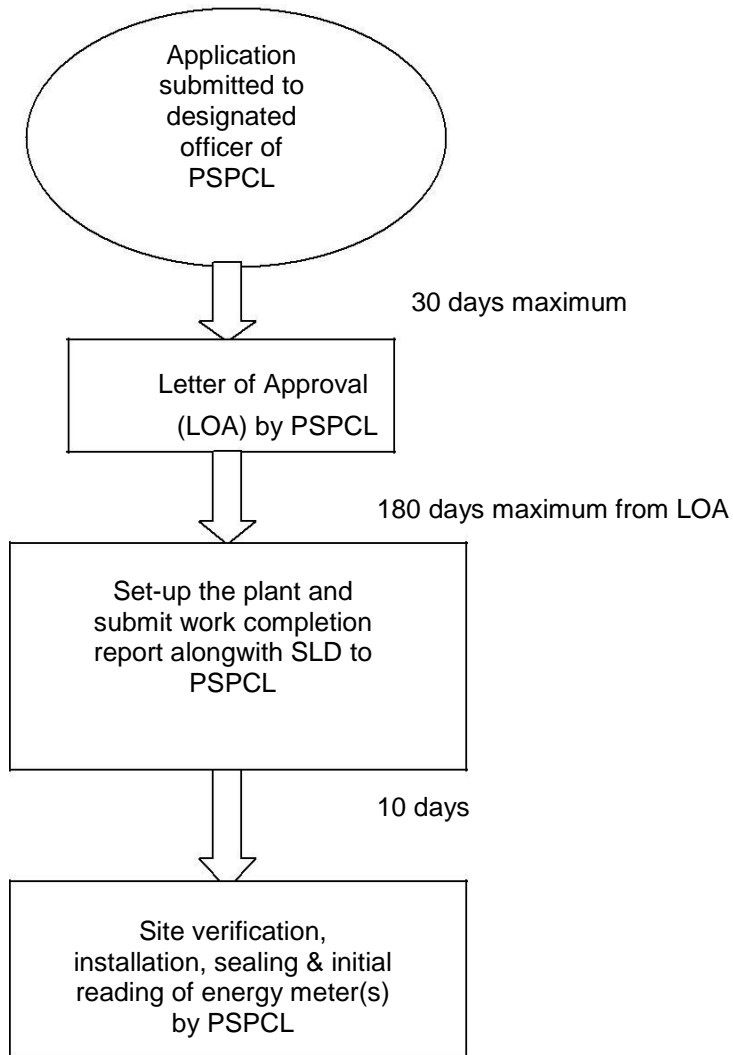
<b>Frequency</b>	IEEE 519CEA (Technical Standards for Connectivity of the Distributed Generation Resources) Regulations 2013	When the Distribution system frequency deviates outside the specified conditions (50.5 Hz on upper side and 47.5 Hz on lower side), There should be over and under frequency trip functions with a clearing time of 0.2 seconds.
<b>DC injection</b>	IEEE 519CEA (Technical Standards for Connectivity of the Distributed Generation Resources) Regulations 2013	Photovoltaic system should not inject DC power more than 0.5% of full rated output at the inter connection point or 1% of rated inverter output current into distribution system under any operating conditions.
<b>Power Factor</b>	IEEE 519 CEA (Technical Standards for Connectivity of the Distributed Generation Resources) Regulations 2013	While the output of the inverter is greater than 50%, a lagging power factor of greater than 0.9 should operate.
<b>Islanding and Disconnection</b>	IEEE 519CEA (Technical Standards for Connectivity of the Distributed Generation Resources) Regulations 2013	The photovoltaic system in the event of fault, voltage or frequency variations must isl and/ disconnect itself within IEC standard on stipulated period.
<b>Overload and Overheat</b>	IEEE 519CEA (Technical Standards for Connectivity of the Distributed Generation Resources) Regulations 2013	The inverter should have the facility to automatically switch off in case of overload or overheating and should restart when normal conditions are restored.
<b>Paralleling Device</b>	IEEE 519CEA (Technical Standards for Connectivity of the Distributed Generation Resources) Regulations 2013	Paralleling device of photovoltaic system shall be capable of withstanding 220% of the normal voltage at the inter connection point.

**Note:** The standards/specifications shall be subject to amendments/revisions from time to time as duly notified by PEDA on its website.



**ANNEXURE-V**

**Timelines to set-up Grid Interactive Roof-Top Solar Photovoltaic Power Plants**



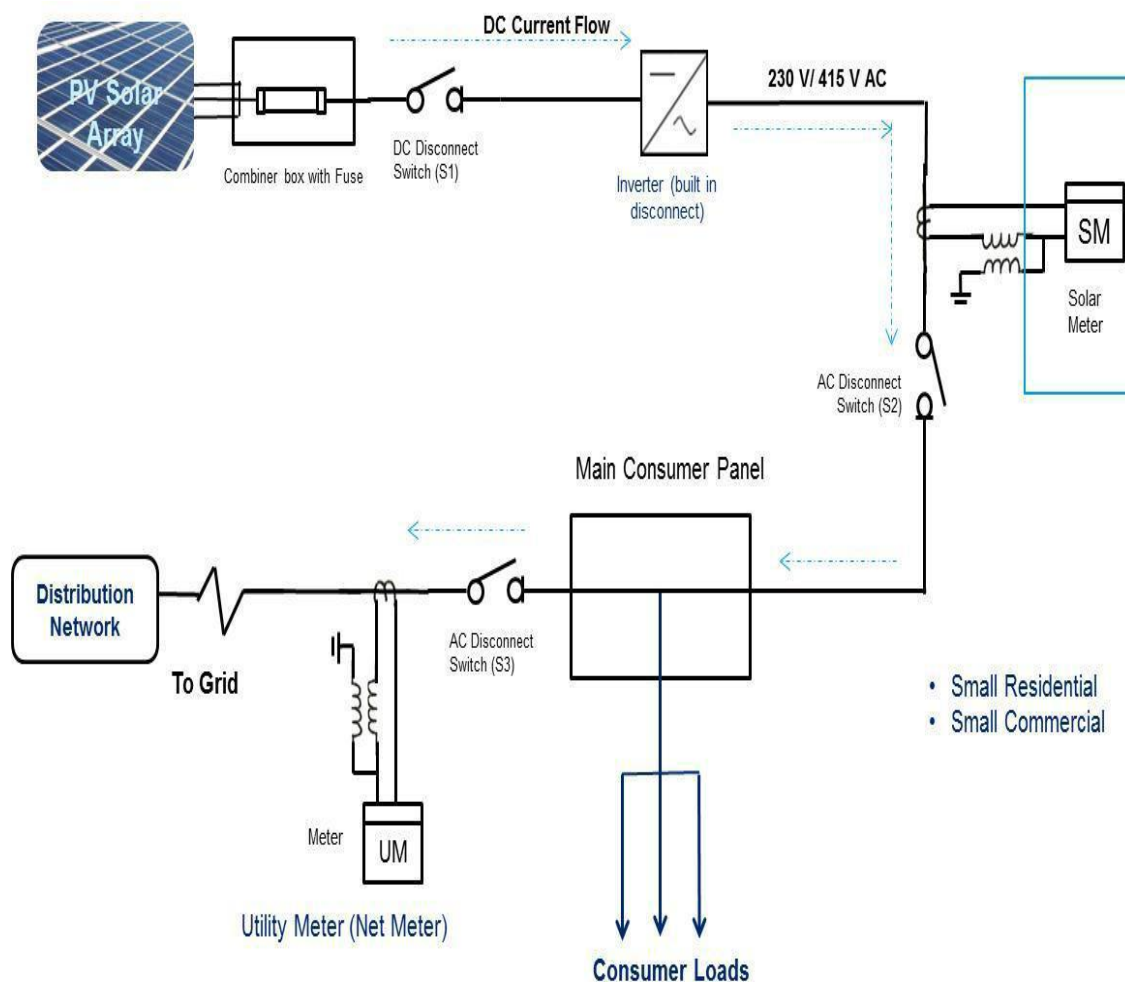
**ANNEXURE-VI**

**Meter Configuration options**

The metering system for rooftop solar system, under net-metering arrangement, shall be as elaborated below which should be applicable till such time the Central Electricity Authority notifies the standards in this matter.

**a) Two Meter Configuration without Storage**

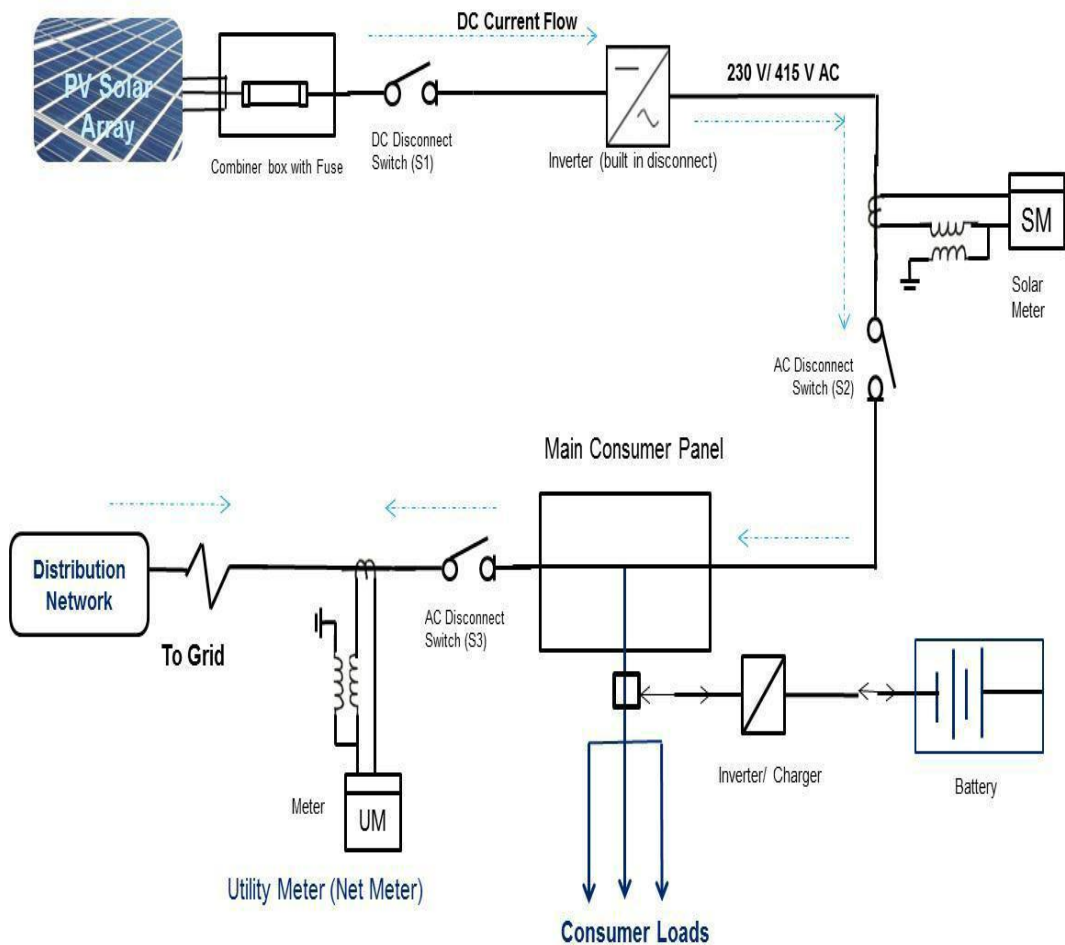
The metering protocol for 'Grid connected roof top solar PV system without storage' and location of solar meter and consumer meter shall be in accordance with the schematic below:-



The utility meter (Net-meter) has to be bi-directional meter to register both import grid electricity amount as well as export solar electricity amount.

b) Two Meter Configuration with Storage

The metering protocol for 'Grid connected rooftop solar PV system with storage' and location of Solar Meter (SM) and Utility Meter (UM) shall be in accordance with the schematic below:-



The utility meter (Net-meter) has to be bi-directional meter to register both import grid electricity amount as well as export solar electricity amount



## (SECTION-XI)

### MISCELLANEOUS REGULATIONS

#### 141 SUPPLY OF ELECTRICITY TO PSPCL EMPLOYEES FOR RESIDENTIAL PURPOSE:

- 141.1** Like all other applicants the PSPCL's employees have to apply for connection on the prescribed application form to the sub-division/sub-office of the PSPCL and the connection shall be released as per applicable procedure.
- 141.2** While vacating the residential premises it is the duty of the concerned employee that the electric connection standing in his name is got disconnected, otherwise he will be personally responsible to pay for the electric energy consumed through the same meter by the subsequent occupant. Wherever the subsequent occupant happens to be a PSPCL employee, he (the new occupant) shall also ensure immediately after taking possession of the house (if the connection has not been disconnected) to get the change of name effected in his name.
- 141.3** AE/AEE/XEN (DS) may use his discretion to exempt the PSPCL /PSTCL employee from depositing security (consumption) and security (meter) against one connection under domestic category.

#### 142 BILLING AND RECORD OF ENERGY CONSUMED IN PSPCL/PSTCL OFFICES/WORKS:

- 142.1** In case of PSPCL's/PSTCL's works whether carried out departmentally or through contractor a connection shall be obtained by the concerned PSPCL /PSTCL office in its own name and shall invariably be given metered supply so as to account for the energy consumption and the revenue thereof.
- 142.2** PSPCL/PSTCL offices shall be treated at par with other consumers so far as the application of commercial policies are concerned. The electric connections of offices and works of the PSPCL/PSTCL need to be checked by various operational officials and officers.
- 142.3** Whenever any of the PSPCL/PSTCL office wants an electric connection for office use or for use on works an application on the relevant A&A form as the case may be, shall be made. The application shall be signed by the officer Incharge of the office or an officer subordinate to him but not below the rank of AE or any equivalent rank. In case of departmental connections there will be no necessity of depositing security (consumption) / security (meter) and the signature of the officer / official making the application are not required to be attested by any witness. However, the applicant will put his official designation stamp under his signatures.
- 142.4** On the receipt of the application the estimate shall be framed and got sanctioned most expeditiously from the concerned authority. In this case the formalities of issuing a demand notice or asking for a test report need not be observed and service connection orders may issued after the estimate has been sanctioned. The revenue Accountant/ Assistant Revenue Accountant will allot the account no. so that billing maybe done immediately after the connection has been released. As in the case of other consumers meters installed in the office as well as on PSPCL/PSTCL works will be duly sealed by the concerned officer/official and in the event of seals being found non-existing, sealing charges as provided in the schedule of General Charges will be recoverable.
- 142.5** Schedule ' NRS-Non Residential Supply' of tariff shall be applicable to all the PSPCL offices. The tariff applicable to the PSPCL/PSTCL works whether carried out departmentally or through contractors shall be the relevant industrial tariff (as applicable to permanent connection) depending upon the connected load/demand. The revenue shall be assessed and realized as per procedure laid down for other consumers. PSTCL shall pay its bill like any other consumer. The payment of the bills for the PSPCL's offices and works shall be adjusted through

transfer entries as per the usual practice according to commercial accounting procedure. The electricity consumed in the rest house/guest house/shelter huts shall be booked to the maintenance of the concerned rest house/guest house etc.

- 142.6** Electricity consumed in the offices/works will be duly accounted for, but the revenue realized on this score will not be the real revenue earned by PSPCL. It is, therefore, essential that while sending the revenue statements, the amount of realization and the number of units consumed on PSPCL offices/works may be separately indicated so that a record of the consumption and revenue involved may be separately kept and the actual revenue realised is computed.
- 142.7** In case of such offices where the buildings have been taken on hire and the connection is in the name of the land lord/lady, the officer Incharge of such offices shall inform the AE/AEE/XEN (DS) accordingly. Regular bills shall continue to be raised and the office utilizing the private building shall make the payment in cash/by cheque till such time the building remains under the possession of PSPCL.
- 142.8 Connection on PSPCL / PSTCL works in the name of Contractors:** In such cases where works are being got carried out through contractors and energy is to be consumed on such works, connections shall be released in the name of the contractor and the bill shall also be sent to the contractor. In the event of non-payment of the bill a 15 days notice shall be given to the concerned AE/AEE/XEN under whom the work is being carried out. In case the concerned AE.AEE/XEN is unable to get the payment made from the contractor, the connection maybe disconnected and the outstanding amount recovered from the security deposited by the contractor.

**143 ELECTRICITY CONCESSION TO PSPCL's / PSTCL's EMPLOYEES:**

- 143.1** Like other consumers Schedule 'DS' is applicable to PSPCL's employees but as a matter of concession, all employees (Except all new employees who have joined after dt 07/01/2011 as per Finance Circular No. 19/2011 dt. 07/01/2011) irrespective of their posting shall be allowed free electricity for domestic use up to the extent of units notified by the PSPCL from time to time.

**NOTE: The present slabs are as under:-**

<i>Pay below Rs. 13550/-</i>	<i>100 units per month</i>
<i>Above Rs. 13550/- and upto Rs. 22599/-</i>	<i>125 units per month</i>
<i>Rs. 22600/- and above</i>	<i>155 units per month</i>

- 143.2** The units of free electricity concession to respective categories of employees shall first be deducted from the total consumption and the remaining units shall be billed as per tariff applicable.
- 143.3** Electricity duty and octroi or any other cess levied by the Government shall continue to be charged from the employees as heretofore unless its levy is exempted by the State Govt.
- 143.4** The above concessions shall only be applicable in the following cases:-
- If the connection of the house in which the PSPCL employee resides is held in his name and he is the sole occupant of the premises.
  - In case the connection stands in the name of someone else(say landlord) but is occupied solely by the PSPCL's employee, he shall be allowed the benefit of concession after obtaining a half yearly certificate from the employee that he is residing in the premises and the energy has been consumed by him.
  - Where the connection is in the name of somebody else but the house is shared by the employee(say with the landlord or some tenant) or vice-versa,

concession shall be allowed to the PSPCL's employee after obtaining a half yearly certificate that he is residing there.

- d. Where two or more than two employees are sharing the same residence and are using electricity from the same meter, the units of electricity concession shall be compounded and deducted from the total consumption and billing will be done for the remaining units as per tariff applicable. The concerned employees shall submit the following certificate:-

"Certified that I am sharing the concession\_\_\_\_ \_ \_\_\_\_  
alongwith\_\_\_\_\_designation and office address\_\_\_\_ \_ \_\_\_\_from  
account number\_\_\_\_\_. I have not claimed this benefit at any other  
place."

- e. The Concessional rate may be allowed to the employee irrespective of his place of duty as the families of many employees maybe living at stations other than the station of posting. The head of the office/section shall issue a certificate to the effect that the concerned employee has not availed the concession at the place of duty. The following certificate may be obtained from such an employee.

"Certified that I/my family is residing at\_\_\_\_\_where I am  
claiming the benefit of supply of electricity at concessional rate and I have not  
claimed this benefit at any other place."

- f. If the employee is claiming electricity concession at the station of his duty, he shall give a declaration that he has not claimed this concession at the place where his family is residing or any place other than the station of posting.
- g. Supply at concessional rate maybe allowed to the work charged staff, who have a continuous service of atleast one year as per the instructions of PSPCL.
- h. The concession of free electricity shall not be admissible to the contingent staff.
- i. If the PSPCL employee is residing with his father, brother etc. under joint family system and a concessional supply is claimed by him, the concession will be allowed and units of free electricity concession shall be deducted from the total consumption and remaining units shall be billed as per tariff applicable.
- j. Irrigation Branch employees working at the power project sites viz Hydel-UBDC, Pathankot, Anandpur Sahib Hydel Project under Hydel administration and staff on deputation from outside the PSPCL and serving the PSPCL shall also be eligible for electricity concession if admissible as per instructions of PSPCL. Staff on deputation or deemed to be on deputation shall furnish half yearly certificates that he/she is on deputation or employed on PSPCL projects.

**143.5 PSPCL Employees residing outside the State:** This concession shall also be available to the officers/officials employed in areas not covered under the PSPCL's supply system. They will be paid admissible concession in cash alongwith their salaries subject to production of certificate by them that their monthly consumption is not less than that prescribed. Provided further that they are not in receipt of any deputation allowance/pay or special pay from the organization under which they may be serving on deputation.

**143.6 Quantum of free electricity to employees posted at Shanan/ Joginder Nagar/Brot:** All O&M and construction staff posted at Shanan/Joginder Nagar/Brot are entitled to free electricity as mentioned hereunder:-

		8 summer months w.e.f. 16 <sup>th</sup> March to 14 <sup>th</sup> Nov. at Joginder Nagar and Brot	4 Winter months w.e.f 15 <sup>th</sup> Nov. to 15 <sup>th</sup> March at	
			Joginder Nagar	Brot
a.	SE/Civil Shanan Construction Circle	300	350	-
b.	RE/XEN/Senior Shift Engineer	250	300	350
c.	Asstt. Resident Engineer  AEE/ Head Works Engineer	200	250	300
d.	Shift Engineer/Asstt. Engineer and Control Room Engineer/ Apprentice Engineer	150	200	250
e.	All other employees	100	150	200

**144 PROCEDURE FOR GRANTING FREE ELECTRICITY FOR DOMESTIC SUPPLY TO SC AND NON SC / BPL(BELOW POWERTY LINE) CONSUMERS FOR LOADS UP TO 1000 WATTS:**

**144.1** In order to avail the concession of free electricity upto 200 units per month, a SC/Non SC BPL consumer has to submit the following documents alongwith written request to AE/AEE(DS):-

144.1.1 Certificate issued by SDM/Competent State Authority regarding his being SC or NON SC BPL person.

144.1.2 Fresh test report indicating his connected load is not more than 1000 watts.

**144.2** The test report submitted by the consumer shall be verified by the concerned JE (DS) within seven days and after verification of test report, necessary instructions shall be sent to the respective computer centre for billing the consumer accordingly. An entry to this effect shall be made in the ledger in red ink.

The bill shall be prepared in normal way but no energy charges and ED charges shall be billed / recovered upto 200 units per month. Meter rental / MCB rental and octroi / cess will also not be charged upto 200 units per month.

**144.3** This facility shall be granted to the consumer from the date he submits above documents. This concession shall also be admissible to a new consumer belonging to SC/BPL category if his applied load is upto 1000 watts. provided he submits proof of being SC/BPL.

**144.4** Free electricity concession to a consumer shall be withdrawn in the following circumstances subject to verification by AE/AEE/XEN/Sr.Xen/ASE (DS) .

144.4.1 The day the consumer gets extension of load and his load exceeds 1000 watts.

- 144.4.2 If the consumer is found utilizing more than 1000 watts load in his premises by DS / Enforcement Staff.
- 144.5** The concession shall not be admissible to that consumer whose present load is more than 1000 watts even if he applied for reduction of load to avail this facility.
- 144.6** SC/ BPL Person, who is a PSPCL employee can avail only one of the two concessions of free electricity i.e. either 200 units per month free electricity to SC or concession as available to PSPCL employee.
- 144.7** Checking misuse of free power
- 144.7.1 AE/AEE (DS) will be responsible for verification of eligibility of SC or Non-SC (BPL) DS consumers for free electricity. He shall personally check at least 50% of such connections for genuineness of claim and connected load.
- 144.7.2 To check the consumers who evade policy by getting their connections disconnected where the load is more than 1000 Watts and then apply for new connection in the same premises with load less than 1000 Watts, the facility in such cases may not be allowed for a period of one year from the release of such connections.
- 144.7.3 Surprise / random checking by technical audit / enforcement shall be carried out of such consumers who are availing free supply benefit. AE/AEE/Xen (DS) shall get 100% checking of such connections through his staff.
- 144.7.4 The benefit of free power shall be extended only at one place at the bonafide address mentioned in the requisite certificate issued by the competent authority. All consumers shall be required to furnish an affidavit that they are availing free supply of 200 units per month only at one place and in case of default the facility shall be withdrawn immediately with recovery of undue benefit already availed.
- 144.7.5 As per Govt. of Punjab, Department of Power, Energy Branch Memo no. 11/24/2013-PE2(PF-1)/3382 dt. 17/10/2017 issued vide CC No. 46/2017 dt. 10/11/2017, It has been decided by the State Govt. that to pay subsidy on account of free supply upto 200 unit per month to SC DS, non-SC BPL DS and BC DS consumers with a connected load upto 1 kW subject to the condition that subsidy on account of free supply of 200 units per month with a connected load upto 1 kW shall be provided only to BPL SC DS, BPL Non-SC DS and BPL Backward classes consumers only provided that their total consumption in the preceding years has not been more than 3000 units per annum, meaning thereby that, household shall be entitled to the subsidy in the current year only if its total consumption in the preceding year has been less than 3000 units per annum. This will be effect from November, 1<sup>st</sup> 2017.

**145 SUBMISSION OF A COPY OF JUDGEMENT OF A COURT TO THE LEGAL ADVISOR:**

- 145.1** In order that the interest of the PSPCL is not jeopardized by any delay in procuring a copy of the judgement of a court, following procedure shall be adopted.
- 145.1.1 Normally a copy of the order or judgement shall be obtained immediately on pronouncement and submitted alongwith the opinion by the counsel to the Legal Advisor, who shall look into the case and issue advice to the concerned office for further course of action.
- 145.1.2 If the judgment is against the PSPCL it must be ensured that a copy of judgment and decree, if any, is obtained and supplied to legal section within a week from the date of pronouncement without fail so that matter with regard to filing an appeal or a revision application, as the case may be ,could be decided well within the limitation period available for this purpose.



- 145.2 Authorisation of Legal Documents:** Officers named in the succeeding paras are authorized to sign, attest and authenticate any plaint, application, petition, written statement, replication, affidavit and any other legal instrument or document or power of attorney on behalf of PSPCL in connection with legal proceedings by or against the PSPCL pending or to be instituted in Court or before any authority or Tribunal or in any Arbitration proceedings by or on behalf of the PSPCL.
- 145.3** Company Secretary, Deputy Secretaries, Under Secretaries of PSPCL generally for all cases arising on behalf of or against PSPCL in any court or Arbitration proceedings within or outside the state.
- 145.4** All officers not below the rank of a Sr.Xen in respect of cases/proceedings arising within their jurisdiction.
- 145.5** Chief Accounts Officer/Chief Auditor and senior Accounts officers in respect of cases/proceedings arising within their jurisdiction/charge.

**146 ENERGY AUDIT FOR INDUSTRIAL UNITS HAVING LOADS EXCEEDING 500 kW/kVA:**

The Punjab Government vide Notification No.6/40/96-IPE(6) dated 14.10.96 and 6/40/96-IPE(6) 5799 dated 17.3.98 read with Notification No. 6/40/96-IPE(6)19276 dated 5.10.2000 made energy audit mandatory for all industrial establishments where load /demand exceeds 500 kVA.

- 146.1** All Industrial units consuming Electrical Energy, whose load/demand exceeds 500 KVA shall get Energy Audit conducted for his/her establishment once every from an accredited Energy Auditor in a block of three financial year, one detailed Energy Audit and two basic Energy Audits.
- 146.2** Energy Audit Report shall be submitted to the Govt. by the consumer as well as the Energy Auditor within three months from the close of the financial year i.e. 30<sup>th</sup> June, of every year so far as use of electrical energy is concerned. Industrialists are also required to submit the energy Audit Report to the office of SE/Energy Conservation under CE/EIC/ Technical Audit, PSPCL, Patiala. A copy of the report shall also be submitted for further implementation/follow up the recommendations of Energy Auditors to the concerned SE/Dy.CE (DS). Failure to submit the report to the Govt. within the Scheduled date will attract such penalty as the Govt. may deem fit.
- 146.2.1 If for any reason beyond the control of the consumer, the energy audit cannot be completed within the prescribed time limit, the consumer shall apply to the Pb. Govt. alongwith the reasons and recommendations of the Energy Auditor for extension of the date of submission of the report, up to a maximum period of three months beyond 30<sup>th</sup> June.
- 146.2.2 Upon considering of such application, the Govt. may extend the time limit up to three months.
- 146.2.3 Every Energy Audit report shall be accompanied with energy conservation scheme which may be prepared as per following procedure:-
- Calculate energy saving for each equipment/feeder
  - Calculate total cost of energy conservation measures and annual savings.
  - Evaluate payback period, return on investment etc.

**147 RATES FOR HIRING OF POLES OF PSPCL FOR LAYING CABLE TV NETWORK BY CABLE OPERATORS FOR CABLE TV/BROADBAND SERVICES :**

As per Commercial Circular No. 19/2018 dt. 11/04/2018, it has been decided to revise the rates and draft agreement format (**Annexure-41**) with detailed Terms & Conditions for hiring of PSPCL poles by cable TV network / Broadband operators. The rates for the year 2018-19 for hiring of poles have been approved and shall be escalated every year w.e.f. 1<sup>st</sup> of April @ 5% from base rate of preceding year with rounding to nearest Rs. 05/- or Rs.10/- as approved by the Committee and circulated

vide Commercial Instructions from time to time. Thus, for the year 2018-19 w.e.f. 01/04/2018, the rates for hiring of poles shall be as under:-

1. Upto 50,000 poles Rs. 200/- per pole per annum
2. Above 50,000 & upto 1 lac Rs. 185/- per pole per annum
3. Above 1 lac poles Rs. 175/- per pole per annum

- 147.1** Any Cable TV operator who wants to hire poles in the State of Punjab in any city/area shall provide details of poles to be hired to the concerned Circle/Zonal office as the case may be. After verification by the concerned office of DS Organisation, the Agreement shall be executed by the concerned Circle/Zonal Office under whose jurisdiction the area of cable TV operation falls. However, a copy of the Agreement alongwith details of number of poles hired by the operator shall be provided to CE/Commercial for reference and record. If the area of operation falls under more than one Zone after verification, the agreement may be executed separately for each zone or one agreement for two or more zones (as per the requirement of operator) centrally by CE/Commercial as the Nodal Officer.
- 147.2** In case the agreement is executed centrally with CE/Commercial as the Nodal Officer as area of operation falls under more than one Zone, so as to have better check on number of poles, the office of CE/DS (South Zone) shall act as Nodal Office for implementation of agreement signed between Cable Operator and PSPCL along-with raising of invoice and collection of payment etc. on behalf of all other Zones. CE/DS (south) shall carry review of counting of number of poles every year and all Zones are required to provide accurate information regarding poles whenever asked for by Nodal Office.
- 147.3** The rentals for hiring of poles shall be deposited as Advance monthly payment by the operator in the concerned office / Nodal Office.
- 147.4** In case of variation in the no. of poles hired as per agreement and actually being used by the operator during checking/verification by the field office /any other agency of PSPCL beyond 5% (as per District wise details), the competent authority shall charge rent at double the hiring rate per pole for last six months or date of agreement whichever is less on total number of poles in excess of 5% along with advance payment in the succeeding month after detection. However, for the number of poles within 5% limit of number of poles hired, normal rent would be charged. If the number of poles hired during checking remains within 5% of the nos. hired as per agreement, normal rent shall be charged for excess poles for the last six months or date of agreement whichever is less.
- 147.5** The permission to use poles by any cable operator shall not be exclusive in nature i.e. one pole can be used by any number of Operators depending upon site conditions as well as strength of the poles and PSPCL shall charge full rental charges from each Operator.
- 147.6** The Agreement can be executed for minimum period of 1 year and maximum period of five years with provisions of increase in rates w.e.f. 1<sup>st</sup> April every year along with the change in terms and conditions, if any, as per commercial instructions issued from time to time. The agreement shall come into force from the date of execution and shall remain valid for one to five years from the date of execution which can be extended on the rates and other Terms and Conditions, mutually agreed upon and as approved by the Competent Authority from time to time.

#### **148 MANNER OF DELIVERY OF NOTICE, ORDER OR DOCUMENT**

Government of Punjab vide its notification no. 1/78 /04-EB (PR)/565 dt. 25/8/2009 notified the Rules to prescribe manner for serving the order of provisional assessment and means of delivery of notice, order or document.

- 148.1** Manner of Service of Provisional Order of Assessment – The order of provisional assessment, made by the assessing officer under the Act, shall be served upon the person concerned in the following manner, namely:-

- 148.1.1 by delivery through registered post with acknowledgement due or through courier: or
- 148.1.2 by affixing at the conspicuous place of the premises where he ordinarily resides or carries on business in the presence of two witnesses, if there is no person in the premises to whom it can be served or if such person refuses to accept or otherwise evades the service: or
- 148.1.3 by publication in the newspaper having circulation in the area of the person concerned where he ordinarily resides or at the last place of his residence or business, as the case may be: or
- 148.1.4 by fax or e-mail to owners of industrial units only.

**149 FAILURE OF SUPPLY AND INTIMATION OF SHUT DOWN:**

- 149.1** The PSPCL shall take all reasonable precautions to ensure continuity of supply of power to the consumer but shall not be responsible for any loss to him or damage to his plant and equipment due to interruptions in supply power owing to damage to the PSPCL's plant, equipment and supply system and for reasons including but not limited to war, mutiny, riot, earthquake, cyclone, tempest, strike, civil commotion, lock out, lightning, fire, flood, accident or break down of plant and machinery or causes beyond control of the PSPCL. The PSPCL shall give intimation as early as possible of the probable duration of such interruptions in supply of power to the consumer.
- 149.2** The PSPCL reserves the right to curtail, stagger or cut off the supply of electricity altogether if the power position or any other emergency warrants such a course of action. The PSPCL will endeavor to notify such restrictions as early as possible.
- 149.3** The PSPCL shall always be entitled for reasons of testing or maintenance or any other cause for efficient working of the supply system to temporarily discontinue the supply for such periods as may be necessary subject always to notice being given in this behalf, with the object of causing inconvenience to the consumer.
- 149.4** Whenever it is found necessary to shut down either a section or the whole of the supply system, an intimation shall invariably be given to the consumers, particularly to the important ones, in form PCL-Shutdown (**Annexure-33**).
- 149.5** General consumers shall be notified through public notice in the print media/ AIR/ TV, besides notifying about the shut down on the notice board outside the complaint offices.
- 149.6** In the event of scheduled shut down affecting supply to important locality or a number of towns/villages, a prior intimation shall also be given through AIR/TV and newspapers for the information of public. Press release may also be issued through local and regional newspapers.
- 149.7** Intimation to the consumers is sent just to avoid inconvenience to them. Although PSPCL is not responsible for any inconvenience or loss caused to any consumer in the event of non-receipt of such intimation yet efforts shall be made to carry out the provisions of the preceding paras.

**150 CATEGORIZATION OF FEEDERS:**

The distribution feeder shall be categorized as per definition 'zc' of Supply Code-2014 (as amended) and 'zf' of ESIM-2018 as under:-

**150.1 Category-I (Urban/Industrial Feeders)**

"The feeders which are feeding mixed load of domestic, commercial, industrial consumers including Arc/Induction Furnaces and Essential Industries fed through mixed feeders.

**150.2 Category-II**

- 150.2.1 11/33/66/132/220KV Separate/Independent Feeders of consumers which have not been declared as continuous process by CE/SO&C and declared continuous process/Essential Industries.
- 150.2.2 All Mixed Industrial Feeders having sanctioned Industrial load of 90% or more of the total connected load on the feeder with no Agriculture Connection (AP).
- 150.2.3 No. & date by which the feeder is declared as Category-II by the office of CE/PP&R, PSPCL, Patiala shall be displayed on the concerned out going breaker at the Grid Sub-Station. Since release of new G.S.C. connections from declared Category-II feeder shall change the percentage of Industrial load so the status of these feeders may be reviewed regularly (at least ending March and September every year) and appropriate action (for changing to Category-I) be taken accordingly under intimation to the office of CE/PP&R, PSPCL, Patiala. The responsibility for running ineligible feeders (as per the said scope) under Category-II feeders during power cut shall rest with the DS organization.

**150.3 Category-III: Arc/Induction furnace consumers fed through separate / independent feeders.**

"Separate/Independent feeders feeding only Arc/Induction furnace consumers"

**150.4 Category-IV (Feeders feeding only continuous process / essential industries)**

"Separate/Independent feeders of those Continuous Process/Essential Industries which have been declared as Continuous Process/Essential Industry.

**150.5 Category-V (24 hours urban pattern supply 3-phase 3-wire feeders)**

This category shall cover all the 11KV 3-Phase 3-Wire feeders erected to give 24 Hours supply on Urban pattern to villages.

**Keeping in view the System conditions, the Power Controller, Patiala shall give the message(s) of Power Cut category-wise as & when required.**

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**(SECTION-XII)****OPEN ACCESS****151. OPEN ACCESS REGULATIONS:**

The PSPCL will in accordance with section 42 (3) of the Act provide Open Access to a CPP/NRSE plants for wheeling electricity to the point of its own use or for third party sale subject to availability of transmission capacity and payment of transmission / wheeling and other charges as per the PSERC (Open Access) Regulations, and at the rates determined by the Commission in the relevant Tariff Order. Open Access will, subject to availability of transmission/distribution capacity, also be provided by the PSPCL to any person/ consumer of the PSPCL for obtaining supply from any other source in accordance with the Open Access Regulations notified by the Commission.

- 151.1 The Commission has notified open access regulations vide notification no. PSERC/Secy/Reg-57 dt. 1.7.2011. The subsequent amendments issued by the Commission have also been incorporated in the salient features of these regulations which are reproduced below:-

**CHAPTER 1****PRELIMINARY****1. "Short Title and Commencement**

- (1) These regulations shall be called the Punjab State Electricity Regulatory Commission (Terms and Conditions for Intra-state Open Access) Regulations, 2011.
- (2) These Regulations shall come into force from the date of their publication in the official Gazette of the State.

**2. Extent of Application**

These regulations shall apply to open access for use of intra-State transmission system and/or distribution systems of the licensees in the State, including when such system is used in conjunction with inter-State transmission system.

**Note: A consumer/person whose premises are situated within the area of supply of a distribution licensee, seeking to receive supply from a person other than the distribution licensee of his area of supply; a generating company (including captive generating plant) or licensee seeking to supply to a consumer/person in the State, would need to apply for Open Access under these Regulations.**

**3. Definitions**

- 1) In these regulations, unless the context otherwise requires
  - a. **"Act"** means the Electricity Act, 2003 (36 of 2003);
  - b. **"Allotted Capacity"** means the power transfer in MW between the specified point(s) of injection and point(s) of drawal allowed to a long-term /medium-term customer on the intra-State transmission system and the expression " allotment of capacity" shall be construed accordingly;
  - c. **"Applicant"** means a consumer, trader, distribution licensee or a generating company who has applied seeking connectivity or open access as the case may be;
  - d. **"Bilateral transaction"** means a transaction for exchange of energy (MWh) between a specified buyer and a specified seller, directly or through a trading licensee or discovered in a power exchange through anonymous bidding, from a specified point of injection to a specified point of drawal for a fixed or varying quantum of power (MW) for any time period during a month;
  - e. **"Central Commission"** means the Central Electricity Regulatory Commission referred to in Section 76 of the Act;

- f. **“Collective transaction”** means a set of transactions discovered in a power exchange through anonymous, simultaneous competitive bidding by buyers and sellers;
- g. **“Commission”** means the Punjab State Electricity Regulatory Commission;
- h. **“Connectivity”** for a generating station, including a captive generating plant, a consumer or an intra-State transmission/distribution licensee means the state of being connected to the intra-State transmission/distribution system;
- i. **“Contract Demand”** means the demand in kilovolt ampere (KVA) which the distribution licensee has agreed to supply from time to time subject to the governing terms and conditions. It is different from the connected load;
- j. **“Cross-subsidy for a consumer category”** means the difference between the average realisation per unit from that category and the combined average cost of supply per unit computed as the total revenue requirement for a licensee in that year including any previous years' gaps divided by total energy sale;
- k. **“Day”** means a day starting at 00.00 hours and ending at 24.00 hours;
- l. **“Distribution licensee”** means any person licensed under Part IV of the Act for distribution and retail supply of electricity in the State of Punjab;
- m. **“IEGC”** means Indian Electricity Grid Code Specified by Central Electricity Regulatory Commission under clause (h) of sub-section (1) of section 79 of the Act, as amended from time to time;
- n. **“Imbalance”** in a time block for a generating station means its total actual generation minus its total scheduled generation and for a consumer or buyer it means total drawal by the consumer/buyer minus total scheduled drawal by the consumer/buyer;
- o. **“Long-term access”** means the right to use the intra-State transmission system or distribution system for a period exceeding 12 years but not exceeding 25 years;
- p. **“Medium-term open access”** means the open access for a period exceeding three months but not exceeding three years;
- q. **“Month”** means a calendar month;
- r. **“Nodal agency”** means the nodal agency defined in Regulation 15 of these regulations;
- s. **“Open access”** means the non-discriminatory provision for the use of transmission lines or distribution system or associated facilities with such lines or system by any licensee or consumer or a generating company in accordance with these regulations and includes long-term access, medium-term open access and short-term open access;
- t. **“Open access customer”** means a consumer permitted by the Commission to receive supply of electricity from a person other than distribution licensee of his area of supply, or a generating company (including captive generating plant) or a licensee, who has availed of or intends to avail of Open Access;
- u. **“Reserved Capacity”** means the power transfer in MW between the specified point(s) of injection and point(s) of drawal allowed to a short-term customer on the transmission/distribution system depending on availability of transmission/distribution capacity and the expression "reservation of capacity" shall be construed accordingly;
- v. **“Short-term open access”** means open access for a period up to one month at a time;
- w. **“SLDC”** means the State Load Dispatch Centre established under subsection (1) of section 31 of the Act;
- x. **“State”** means State of Punjab;

- y. **"State Grid Code"** means the Punjab State Grid Code specified by the Commission under clause (h) of sub-section (1) of section 86 of the Act, applicable on the date of commencement of these regulations, as amended from time to time;
  - z. **"State Transmission Utility (STU)"** means the Punjab State Transmission Corporation Limited or the Government Company notified by the State Government under sub-section (1) of section 39 of the Act;
  - aa. **"Transmission licensee"** means any person licensed under Part IV of the Act for transmission of electricity;
  - bb. **"Wheeling"** means the operation whereby the distribution system and associated facilities of a transmission licensee or distribution licensee, as the case may be, are used by another person for the conveyance of electricity on payment of charges to be determined under section 62 of the Electricity Act 2003.
  - cc. **"Unauthorized Open Access Power Transaction"** shall mean open access availed by an open access customer for sale / purchase of power by indulging in any wrongful action or unfair means such as forgery, tampering with records, misrepresenting or concealing facts etc., which may or may not affect the eligibility for availing open access by the open access customer.
- 2) Words and expressions used and not defined in these regulations but defined in the Act or IEGC or the State Grid Code, Punjab State Electricity Regulatory Commission (Electricity Supply Code and Related Matters), Regulations, 2014, Punjab State Electricity Regulatory Commission (Renewable Purchase Obligation and its Compliance) Regulations, 2011, shall have the meaning assigned to them under the Act or the IEGC or the State Grid Code, Punjab State Electricity Regulatory Commission (Electricity Supply Code and Related Matters), Regulations, 2014, Punjab State Electricity Regulatory Commission (Renewable Purchase Obligation and its Compliance) Regulations, 2011, as the case may be.

## **CHAPTER 2**

### **CONNECTIVITY**

#### **4. Connectivity**

An Open Access customer shall be eligible to obtain connectivity at the voltage level specified by the licensee as approved by the Commission, unless already connected, and shall apply for connectivity in accordance with the State Grid Code.

#### **5. Application procedure for Connectivity at 132 kV or above**

- 1) Applicant shall apply to the STU for connectivity in the Form prescribed in the detailed procedure to be laid down by the STU. The STU shall prescribe the procedure within a period of 30 days from the coming into force of these Regulations.
- 2) The Application shall be accompanied by a non-refundable fee of Rs.2 lac (Rupees two lacs only), in the format prescribed in the detailed procedure by the STU.
- 3) The Application for connectivity shall contain details such as proposed geographical location of the applicant, quantum of power to be interchanged that is the quantum of power to be injected in the case of a generating station including a captive generating plant and quantum of power to be drawn in the case of consumer, with the intra-State transmission system and such other details as may be laid down by the State Transmission Utility in the detailed procedure: Provided that in cases where once an application has been filed and thereafter there has been any material change in the location of the applicant or change by more than 10 percent in the quantum of power to be interchanged with the intra-State transmission system, the applicant shall make a fresh application, which shall be considered in accordance with these Regulations.

**6. Processing of Application and Grant of connectivity by STU/transmission licensee**

- 1) On receipt of the application, complete in all respects along with supporting data, the STU shall, in consultation and through coordination with other agencies involved in the intra-State transmission, process the application and carry out the necessary interconnection/feasibility study as specified in the Central Electricity Authority (Technical Standards for Connectivity to the Grid) Regulations, 2007 and State Grid Code.
- 2) The State Transmission Utility shall, within sixty (60) days, from the receipt of an application under sub-regulation (1) above and after considering all suggestions and comments received from other agencies involved in the intra-State transmission including State Load Despatch Centre: (a) accept the application with such modification or such conditions as may be specified by them; (b) Reject the application for reasons to be recorded in writing if such application is not in accordance with the provisions of these Regulations.
- 3) In case of acceptance of an application as per clause (a) of sub-regulation (2) above, the State Transmission Utility shall make a formal offer to the applicant: Provided that the State Transmission Utility shall forward a copy of the offer to the appropriate intra-State transmission licensee in case connectivity is granted to the intra-State transmission system of an intra-State transmission licensee other than the State Transmission Utility.
- 4) The State Transmission Utility, upon compliance of the required conditions by the applicant and intra-State transmission licensees including the State Transmission Utility, shall inform the concerned applicant that it can be connected to the intra-State transmission system.
- 5) While granting connectivity, the STU shall specify the name of the sub-station or pooling station or switchyard where connectivity is to be granted. In case connectivity is to be granted by looping-in and looping-out of an existing or proposed line, the STU shall specify the point of connection and name of the line at which connectivity is to be granted. The STU shall indicate the broad design features of the dedicated transmission line and the timeframe for completion of the dedicated transmission line.
- 6) The Applicant shall sign a connection agreement with the State Transmission Utility or intra-State transmission licensee owning the sub-station or pooling station or switchyard or the transmission line as identified by the STU where connectivity is being granted: Provided that in case of a generating station, including captive generating plant or consumer is granted connectivity to the intra-State transmission system of an intra-State transmission licensee other than the State Transmission Utility, a tripartite agreement as provided in the Central Electricity Authority (Technical Standards for Connectivity to the Grid) Regulations, 2007 shall be signed between the applicant, the State Transmission Utility and such intra-State transmission licensee: Provided further the State Load Despatch Centre shall also be provided with a copy of the above mentioned Connection Agreement by the STU/ intra-State transmission licensee.
- 7) The applicant and all intra-State transmission licensees including the State Transmission Utility shall comply with the provisions of State Grid Code and the Central Electricity Authority (Technical Standards for Connectivity to the Grid) Regulations, 2007. The grant of connectivity shall not entitle an applicant to interchange any power with the grid unless it obtains long-term, medium-term or short-term open access in accordance with the provisions of these Regulations.
- 8) A generating station, including captive generating plant which has been granted connectivity to the grid shall be allowed to undertake testing including full load testing by injecting its infirm power into the grid before being put into commercial operation. This would be done before availing any type of open access but after obtaining permission of the State Load Despatch Centre, which shall keep grid security in view while granting such permission. Such infirm power injected into



the grid by a generating station or a unit thereof, other than those based on non-conventional energy sources, the tariff of which is determined by the Commission, shall be charged at the rates for imbalance determined by the Commission in Chapter 7 of these Regulations.

- 9) Unless exempted by the Commission for reasons to be recorded in writing, an applicant may be required by the State Transmission Utility to construct a dedicated line to the point of connection to enable connectivity to the grid, the cost of such line and bay shall be borne by the applicant. In cases where augmentation of the 132 KV /220 KV line feeding the substation is required the same shall also be borne by the applicant.

**7. Application procedure for connectivity to distribution system by a generating station**

- 1) All eligible generating stations including a captive generating plant, seeking connectivity to the distribution system, shall apply to the distribution licensee for connectivity in the Form prescribed in the procedure to be laid down by the distribution licensee.
- 2) The Application shall be accompanied by a non-refundable fee of Rs.2 lac (Rupees two lac only), in the format prescribed in the detailed procedure by the distribution licensee.
- 3) The application for connectivity shall contain details such as proposed geographical location of the generating station, quantum of power to be injected and such other details as may be laid down by the distribution licensee concerned in the procedure.
- 4) The distribution licensee shall prescribe the procedure within a period of 30 days from the coming into force of these Regulations.

**8. Processing of Application and Grant of connectivity to distribution system by a generating station**

- 1) On receipt of the application, complete in all respects along with the supporting data, the distribution licensee shall, in consultation and coordination with State Transmission Utility, process the application and carry out the necessary inter-connection study as specified in the Central Electricity Authority (Technical Standards for Connectivity to the Grid) Regulations, 2007 and State Grid Code.
- 2) While granting connectivity, the distribution licensee shall specify the name of the sub-station or pooling station or switchyard where connectivity is to be granted. In case connectivity is to be granted by looping-in and looping-out of an existing or proposed line, the distribution licensee shall specify the point of connection and name of the line at which connectivity is to be granted.
- 3) The distribution licensee shall indicate the broad design features such as switchyard and interconnection facility upto the point of injection into the substation of the distribution licensee and the timeframe for completion of the same. The cost of creation of these facilities shall be borne by the generating company. In cases where augmentation of the distribution licensee's sub-station is involved, the generating company shall also bear the cost of bay, breaker in the distribution licensee's sub-station and equipment for inter-connection of real time data to SLDC.
- 4) The applicant shall sign a Connection Agreement with the distribution licensee where connectivity is being granted.
- 5) The grant of connectivity shall not entitle an applicant to interchange any power with the grid unless it obtains long-term access, medium-term open access or short-term open access in accordance with the provisions of these Regulations.
- 6) A generating station, including captive generating plant which has been granted connectivity to the distribution system shall be allowed to undertake testing including full load testing by injecting its infirm power into the grid before being

put into commercial operation, even before availing any type of open access but after obtaining permission of the State Load Despatch Centre and the distribution licensee. They shall keep grid security in view while granting such permission. Such infirm power injected into the grid by a generating station or a unit thereof, other than those based on non-conventional energy sources, the tariff of which is determined by the Commission, shall be charged at the rates for imbalance determined by the Commission in Chapter 7 of these Regulations.

- 9. Application and procedure for Connectivity to distribution system by any person:** Connectivity to distribution system by any person and processing of application shall be governed as per the provisions of Supply Code and Conditions of Supply approved by the Commission.

### **CHAPTER 3**

#### **GENERAL PROVISIONS FOR OPEN ACCESS**

**10. Eligibility for Open Access and conditions to be satisfied**

- 1) Subject to the provisions of these regulations, the licensees, generating companies, captive generating plants and consumers shall be eligible for open access to the intra-State transmission system of the State Transmission Utility or any transmission licensee on payment of transmission and other charges as may be determined by the Commission in accordance with Chapter 5 of the these Regulations.
- 2) Subject to the provisions of these Regulations, the licensees, generating stations, captive generating plants and consumers shall be eligible for open access to distribution system of a distribution licensee on payment of the wheeling and other charges as may be determined by the Commission in accordance with Chapter 5 of the these regulations.
- 3) Subject to the provisions of these Regulations, open access shall be permissible to a customer having demand of 1 MW and above (except generating plants), connected at 11 KV or above, on all feeders except urban pattern supply feeders, AP feeders and category - I feeders serving mixed loads of urban / industrial consumers. However, all the generating plants will be allowed open access for wheeling of power.

Provided that the customers connected to Category - II industrial feeders, with no agricultural load on the feeder, shall be allowed open access subject to the condition that they agree to rostering restrictions imposed by the utility on such feeders.

- 4) A person having been declared insolvent or bankrupt or having outstanding dues against him for more than two months billing of distribution/transmission licensee at the time of application shall not be eligible for open access.

Provided that, if the dispute regarding outstanding dues is pending with any Forum or Court and stay is granted by the competent authority, in that case the person shall be eligible for seeking open access.

**11. Special Provisions for existing distribution licensees**

The distribution licensees using intra-State transmission system and/or the distribution system in the State on the date of coming into force of these Regulations under an existing arrangement shall be entitled to continue to avail Open Access on such transmission and/or distribution system on the existing terms and conditions on payment of transmission charges and/or the wheeling charges and other applicable charges as may be determined by the Commission from time to time. Provided that in case any distribution licensee was permitted/authorised by the State Government to supply energy to any person outside the area of supply under Section 27 of the Indian Electricity Act, 1910 (now repealed by the Act), there will be no surcharge applicable till the current validity of such consent / authorisation.

The existing distribution licensees shall, within 30 days of coming into force of these Regulations, furnish to the State Transmission Utility and the State Load Despatch Centre, details of use of their transmission system and/or the distribution system and the terms and conditions for such use.

**12. Provisions for existing consumers and generating companies availing Open Access**

- 1) The existing consumer or a generating company including existing sellers/CPPs other than the distribution licensees availing Open Access under agreements or government policy on the date of coming into force of these Regulations shall submit to the State Transmission Utility and the State Load Despatch Centre details of capacity utilized, point of injection, point of drawal, duration of availing Open Access, peak load, average load and such other information as the State Transmission Utility or the State Load Despatch Centre may require, within 30 days of coming into force of these Regulations.
- 2) The existing consumer or a generating company including existing sellers/CPPs under clause (1) above may continue to avail Open Access on the terms and conditions of the policy of the State Government or the agreement till the current validity of the policy / agreement. In cases where Open Access is currently being availed under sub-clause (1) above, but which are not covered by any policy directive by the State Government or an existing agreement, Open Access shall be provided on payment of charges as per these Regulations.
- 3) Bhakra Beas Management Board, presently supplying electricity to person(s) in the State on behalf of its partner States as per the directions / instructions of Government of India, shall continue to supply on the existing terms and conditions and such person(s) would not be required to pay any surcharge or additional surcharge. However, the Bhakra Beas Management Board would supply the requisite details of such arrangement to the STU and SLDC within 30 days of coming into force of these Regulations.

**13. Criteria for granting long-term open access or medium-term open access or short term open access**

- 1) The long-term Open Access shall be allowed in accordance with the transmission system planning criteria and the distribution system planning criteria stipulated in the State Grid Code, or as specified by the Commission from time to time:
- 2) Medium-term open access shall be granted if the resultant power flow can be accommodated in the existing transmission system and the distribution system:
- 3) A customer shall be eligible for short term open access over the surplus capacity available on the intra-State transmission system/distribution system after use by the long term open access customers and the medium term open access customers, by virtue of
  - a. Inherent Design Margins;
  - b. Margins available due to variation in power flows; and
  - c. Margins available due to in-built spare transmission / distribution capacity created to cater to future load growth.

Provided that construction of a dedicated transmission line/distribution system shall not be construed as augmentation of the transmission system/ distribution system for the purpose of this Regulation.

**CHAPTER 4**

**APPLICATION PROCEDURE AND APPROVAL**

**14. Categories of Open Access Consumers**

The application procedure, application fee and the time frame of processing request by eligible consumers seeking Open Access shall be based on the following criteria:

- 1) System to which connected
  - a) Intra-State transmission system
  - b) Distribution system
- 2) Inter-se location of drawal and injection points
  - a) Both within the same distribution system
  - b) Injection point in the intra-State transmission system
  - c) In different States
- 3) Duration of Open Access
  - a) Long-term access
  - b) Medium-term open access
  - c) Short-term open access
- 4) Collective transactions through Power Exchange

**15. Application procedure for Open Access**

- 1) All applications for open access shall be made in the prescribed Form and submitted to the Nodal agency in accordance with these Regulations.
- 2) Subject to the provisions of these Regulations, the Nodal agency, Application fee, Documents to accompany the application and time frame for disposal of application shall be as specified in the following Tables :

Table I

## Consumer connected to Distribution System

S. No.	Duration of Open Access	Inter-se location of drawal and injection point	Nodal agency	Application fee (Rs.)	Documents to accompany the application	Time frame for disposal of application (days from the receipt of application)	Applicable Charges	Applicable Losses
1	Short-Term Open Access	Both within the same Distribution licensee	SLDC	2000	• Proof of payment of Application fee.	• 15 working days in case STOA applied for first time. • 3 working days on subsequent STOA applications.	• Wheeling Charge • Cross Subsidy surcharge, Additional surcharge, if any • Imbalance and Reactive Energy Charges, as applicable. • Scheduling and system operation charges	• Distribution loss in kind at relevant voltage level.
2	Short-Term Open Access	Injection point in the intra- State transmission system within the State	SLDC	5000	• Proof of payment of Application fee.	• 15 working days in case STOA applied for first time. • 3 working days on subsequent STOA applications.	• Wheeling Charge • Cross Subsidy surcharge, Additional surcharge, if any • Imbalance and Reactive Energy Charges, as applicable. • Scheduling and system Operating Charges, as applicable. • Transmission charge (Intra-State)	• Distribution loss in kind at relevant voltage level. • Transmission Loss in kind. (Intra-State).
3	Short-Term Open Access	In different States	As per Central Commission Regulations	As per Central Commission Regulations	As per Central Commission Regulations	As per Central Commission's Regulation	• Wheeling Charge • Cross Subsidy surcharge, Additional surcharge, if any • Imbalance and Reactive Energy Charges, as applicable. • Scheduling and system Operating Charges, as applicable (inter-State & intra-State). • Transmission Charge (Intra-State and Inter State).	• Distribution loss in kind at relevant voltage level. • Transmission Loss in kind. (Intra-State and Inter State).

## 16.Procedure for Long Term Access

- 1) **Involving inter-State transmission system:** Notwithstanding anything contained in clauses (2) and (3) herein below, procedure for inter-State Long-term Access shall be as per Central Electricity Regulatory Commission (Grant of Connectivity, Long-term Access and Medium-term Open Access in inter-State Transmission and related matters) Regulations, 2009 or its statutory re-enactments as amended from time to time:

Provided that in respect of a consumer connected to a distribution system seeking inter-State Long-term Access, the SLDC, before giving its consent to the RLDC as required under the CERC Regulations, shall obtain the consent of the distribution licensee concerned.

- 2) **Without involving inter-State transmission system:** Subject to the provisions of clause (1) herein above, intra-State long-term Access involving intra-State system shall be in accordance with the provisions of sub-clause (a) to (m) herein below:
  - a) The application for grant of long-term access shall contain details such as name of the entity or entities from whom electricity is proposed to be procured along with the quantum of power and such other details as may be laid down by the State Transmission Utility in the detailed procedure:
 

Provided that in case augmentation of system is required, the applicant shall also have to bear the charges for the same as per these regulations: Provided further that in cases where there is any material change in location of the applicant or change by more than 10 percent in the quantum of power to be interchanged using the intra-State system, a fresh application shall be made, which shall be considered in accordance with these Regulations;
  - b) A consumer intending to avail Open Access shall also submit a copy of his application to the distribution licensee who is supplying electricity to him;
  - c) The application shall be accompanied by a bank guarantee of Rs.10,000/- (Ten thousand only) per MW of the total power to be transmitted. The bank guarantee shall be in favour of the nodal agency, in the manner laid down under the detailed procedure;
  - d) The bank guarantee of Rs.10,000 /- (Ten thousand only) per MW shall be kept valid and subsisting till the execution of the long-term access agreement, in the case when augmentation of transmission system is required, and till operationalization of long-term access when augmentation of transmission system is not required;
  - e) The bank guarantee may be encashed by the nodal agency, if the application is withdrawn by the applicant or the long-term access rights are relinquished prior to the operationalisation of such rights when augmentation of transmission system is not required;
  - f) The aforesaid bank guarantee will stand discharged with the submission of another bank guarantee required to be given by the applicant to the State Transmission Utility during construction phase when augmentation of transmission system is required, in accordance with the provisions in the detailed procedure;
  - g) On receipt of the application, the nodal agency shall, in consultation and through coordination with other agencies involved in intra-State system to be used, process the application and carry out the necessary system studies as expeditiously as possible so as to ensure that the decision to grant long-term access is arrived at within the timeframe specified in clause 2 of Regulation 15 herein above;
  - h) Based on the system studies, the nodal agency shall specify the intra-State transmission and/or distribution system that would be required to give long-

term access. In case augmentation to the existing intra-State system is required, the same will be intimated to the applicant. Upon receipt of such information, the applicant may request the nodal agency to carry out further system studies and preliminary investigation for the purpose of cost estimates and completion schedule for system strengthening;

- i) The applicant shall reimburse the actual expenditure incurred by the nodal agency for system studies and preliminary investigation referred to in sub-clause (h) above;
- j) While granting long-term access, the nodal agency shall communicate to the applicant, the date from which long-term access shall be granted and an estimate of the transmission and/or distribution charges likely to be payable based on the prevailing costs, prices and methodology of sharing of transmission and/or distribution charges specified by the Commission;
- k) The applicant shall sign an agreement for long-term access with the State Transmission Utility in case long-term access is granted by the State Transmission Utility, in accordance with the provision as may be made in the detailed procedure. While seeking long-term access to an intra-State transmission licensee, other than the State Transmission Utility, the applicant shall sign a tripartite long-term access agreement with the State Transmission Utility and the intra-State transmission licensee. The long-term access agreement shall contain the date of commencement of long-term access, the point of injection of power into the grid and point of drawal from the grid and the details of dedicated transmission lines, billing and payment terms and eventuality of premature termination of an agreement and its consequences on the contracting parties. In case augmentation of transmission and/or distribution system is required, the long-term access agreement shall contain the time lines for construction of the facilities of the applicant and the transmission/distribution licensee(s), the bank guarantee required to be given by the applicant and other details in accordance with the detailed procedure;
- l) Immediately after grant of long-term access, the nodal agency shall inform the State Load Despatch Centre so that it can consider the same while processing requests for grant of short-term open access, received under these Regulations;
- m) On the expiry of the period of long-term access, the same shall stand extended on a written request by the consumer, to the State Transmission Utility, submitted at least six months prior to such expiry, mentioning the period for which extension is required:

Provided that in case no written request is received from the consumer within the timeline specified above, the said long-term access shall stand terminated on the date up to which it was initially granted. **3. Within same distribution system:** The procedure specified in clause (2) above shall, mutatis mutandis, apply to cases of long-term access when the point of injection and the point of drawal are located in the area of the same distribution licensee.

#### **17. Procedure for Medium-term Open Access**

- 1) **Involving inter-State transmission system:** Notwithstanding anything contained in clauses (2) and (3) herein below, procedure for inter-State Medium-term Open Access shall be as per Central Electricity Regulatory Commission (Grant of Connectivity, Long-term Access and Medium-term Open Access in inter-State Transmission and related matters) Regulations, 2009 or its statutory re-enactment as amended from time to time :

Provided that in respect of a consumer connected to a distribution system seeking inter-State Medium-term Open Access, the SLDC, before giving its consent to the RLDC as required under the CERC regulations, shall obtain the consent of the distribution licensee concerned.

- 2) **Without involving inter-State transmission system:** Subject to the provisions of clause (1) herein above, intra-State medium-term open access involving intra-State system shall be in accordance with the provisions of clause (a) to (f) herein below:
- a. The application for grant of medium-term open access shall contain such details as may be laid down under the detailed procedure and shall, in particular, include the point of injection into the grid, point of drawal from the grid and the quantum of power for which medium-term open access has been applied for;
  - b. The Applicant shall also furnish a copy of his application to the distribution licensee of his area of supply;
  - c. On receipt of the application, the nodal agency shall, in consultation and through coordination with other agencies involved in intra-State system to be used, process the application and carry out the necessary system studies as expeditiously as possible so as to ensure that the decision to grant or refuse medium-term open access is made within the timeframe specified in clause (2) of Regulation 15 herein above;
  - d. On being satisfied that the requirements specified under clause (2) of Regulation 13 are met, the nodal agency shall grant Medium-term Open Access for the period stated in the application:  
  

Provided that for reasons to be recorded in writing, the nodal agency may grant medium-term open access for a period less than that sought for by the applicant: Provided further that the applicant shall sign an agreement for Medium-term Open Access with the State Transmission Utility, in accordance with the provisions as may be made in the detailed procedure. While seeking Medium-term Open Access to an intra-State transmission licensee, other than the State Transmission Utility, the applicant shall sign a tripartite Medium-term Open Access agreement with the State Transmission Utility and the intra-State transmission licensee. The Medium-term Open Access agreement shall contain the date of commencement and end of Medium-term Open Access, the point of injection of power into the grid and point of drawal from the grid, the details of dedicated transmission lines required, if any, the bank guarantee required to be given by the applicant and other details in accordance with the detailed procedure;
  - e. Immediately after grant of Medium-term Open Access, the nodal agency shall inform the State Load Despatch Centre so that it can consider the same while processing requests for Short- term Open Access received under these regulations;
  - f. On expiry of the period of the Medium-term Open Access, the Medium-term consumer shall not be entitled for preference for renewal of the term.
- 3) **Within same distribution system:** The procedure specified in clause (2) above shall, mutatis mutandis, apply to cases of medium-term open access when the point of injection and the point of drawal are located in the area of the same distribution licensee.

#### **18. Procedure for Short-term Open Access**

- 1) **Involving inter-State transmission system:** Notwithstanding anything contained in clauses (2) to (3) herein below, procedure for inter-State short-term Open Access shall be as per Central Electricity Regulatory Commission (Open Access in inter-State Transmission) Regulations, 2008, or its statutory re-enactments, as amended from time to time:
- Provided that in respect of a consumer connected to a distribution system seeking inter-State short-term open access, the SLDC, before giving its consent to the RLDC as required under the CERC regulations, shall obtain the consent of the distribution licensee concerned.



- 2) **Without involving inter-State transmission system:** Subject to the provisions of sub-regulation (1) herein above, intra-State short-term Open Access shall be in accordance with the provisions of clause (a) to (i) herein below:

**(a) Open Access in advance**

- i. Application may be submitted to the Nodal agency seeking short-term open access upto the second month, considering the month in which an application is made being the first month.
- ii. Separate application shall be made for each month and for each transaction in a month.
- iii. The application to the Nodal agency shall be on the prescribed Form containing such details as capacity needed, generation planned or power purchase contracted, point of injection, point of drawal, duration of availing open access, peak load, average load and such other additional information as may be required by the Nodal agency. The application shall be accompanied by a non-refundable application fee in the form as prescribed in the procedure notified by the Nodal agency.
- iv. An application for grant of open access commencing in any month may be submitted in a cover marked "Application for Short-Term Open Access – in advance" upto 15th day of the preceding month. For example, application for grant of open access commencing in the month of July shall be received upto 15th day of June.
- v. Nodal agency shall acknowledge receipt of the application by indicating time and date on "ACKNOWLEDGEMENT" to the applicant.
- vi. A consumer of distribution licensee intending to avail open access shall also furnish a copy of his application to the distribution licensee of his area of supply.
- vii. Based on the type of transactions Nodal agency shall take a decision on the applications for short-term open access in the manner provided herein below.
- viii. All applications received under sub-clause (iv) above shall be taken up for consideration together and processed as per allotment priority criteria specified under Regulation 22 of these Regulations.
- ix. Nodal agency shall check transaction for congestion of any element (line and transformer) of transmission and distribution system involved in transaction.
- x. Nodal agency shall convey grant of open access or otherwise along with schedule of payments to the consumer latest by 19th day of such preceding month.
- xi. Nodal agency shall assign specific reasons if open access is denied under sub clause (x).

- (b) **Open Access on first come first served basis** Applications for open access for the second month, received after the date specified in clause 2(a)(iv) and the applications received during the first month shall be considered on first come first served basis: Provided that such applications shall reach the Nodal agency at least four days in advance of the date of the open access transaction. All these applications shall be processed and decided within three days of their receipt. For example: The application for open access commencing from 10th July shall be submitted by 5th July by 5 PM.

**(c) Day-Ahead Open Access**

- (i) An application for grant of day ahead open access may be received by Nodal agency three days prior to the date of scheduling but not later than 1300 hours of the day immediately preceding the day of

scheduling for such transaction. For example, application for day-ahead transaction on 25th day of July shall be received on 22nd day or 23rd day or upto 1300 hours on 24th day of that month.

- (ii) Nodal agency shall check for congestion and convey grant of approval or otherwise by 1800 hours of the day immediately preceding the day of scheduling. All other provisions of application for short-term open access shall apply.

**(d) Bidding Procedure/Congestion Management**

- i. If the capacity sought by the consumers for Open Access in Advance for the following month is more than the available capacity or SLDC perceives congestion of any element of transmission and distribution system involved in the transaction, the allocation shall be made through electronic bidding procedure.  
Till SLDC establishes infrastructure for electronic bidding, such applications shall be dealt on first come first serve basis.
  - ii. The decision of SLDC in respect of an expected congestion shall be final and binding.
  - iii. SLDC shall convey information of congestion and decision for invitation of bidding indicating floor price through an email/SMS notice, to the applicants.
  - iv. SLDC shall also display bidding information on its website.
  - v. The floor price of transmission and wheeling charges determined on the basis of relevant order of the Commission shall be indicated in the notice.
  - vi. The bids shall be accepted on the prescribed format up to the "bid closing time" as indicated in bidding invitation notice. Modification / amendment to a bid, once submitted shall not be entertained.
  - vii. If any consumer does not participate in bidding process, his application shall be deemed to have been withdrawn and shall not be processed.
  - viii. SLDC shall not entertain any request for extension of time/date for submission of bids.
  - ix. The bidders shall quote price in terms of percentage points above the floor price;
  - x. The quoted price shall be arranged in descending order and allocation of available capacities shall be accorded in such descending order until the available capacity is exhausted.
  - xi. In case of equal price quoted by two or more customers, the allocation from the residual available capacity at any stage under sub-clause (x) above shall be made in proportion to capacity being sought by such customers.
  - xii. Open Access customers in favour of whom full capacities/partial capacities have been allotted shall pay the charges quoted by each of them in the course of bidding process.
  - xiii. SLDC shall reject bids which are incomplete, vague in any manner or not found in conformity with bidding procedure.
  - xiv. The successful bidder, in favour of whom the capacities have been allocated, shall pay transmission charges, wheeling charges, as the case may be, determined by bidding under sub-sub clause (xii) of this clause.
1. The reserved capacity by a short-term open access consumer is not transferable to others.

2. The capacity available as a result of surrender or reduction or cancellation of the reserved capacity by the State Load Dispatch Centre, may be reserved for any other short-term open access customers in accordance with these regulations.
  3. During peak load hour restrictions, the open access customers shall restrict their total drawal including open access power to the extent of the peak load exemption allowed.
  4. On expiry of the period of the short-term open access, the short-term customer shall not be entitled to any overriding preference for renewal of the term.
  5. The State Load Despatch Centre shall develop a detailed procedure for reservation of capacity to short term customers, including the procedure for bidding, within 30 days of notification of these Regulations and submit the same to the Commission for approval.
- 3) **Within same distribution system:** The procedure specified in clause (2) above, mutatis mutandis, shall apply to cases of short-term open access when the point of injection and the point of drawal are located in the area of the same distribution licensee.

**19. Consent by STU, SLDC or Distribution Licensee**

- 1) **Inter-State open access :** STU in the case of application for grant of long-term and medium term access and SLDC in the case of grant of short-term open access shall convey its consent or otherwise as per the provisions of Central Electricity Regulatory Commission (Grant of Connectivity, Long-term Access and Medium-term Open Access in inter-State Transmission and related matters) Regulations, 2009 and Central Electricity Regulatory Commission (Open Access in inter-State Transmission) Regulations, 2008, respectively or their statutory re-enactments, as amended from time to time. An applicant seeking short term open access shall submit his application to SLDC along with non refundable fee of Rs.10000 (Rupees Ten thousand only) for issue of consent/standing clearance. The SLDC shall make a reference to the distribution licensee and the said distribution licensee shall convey its consent or otherwise within three days of receipt of reference from the SLDC.
- 2) **Without involving inter-State transmission system :**
  - a. While processing the application seeking consent for intra-State open access, the Nodal agency shall verify the following, namely:
  - b. Existence of infrastructure necessary for time-block-wise energy metering and accounting in accordance with the provisions of the State Grid Code in force, and (ii) Availability of capacity in the transmission and/or distribution network;
  - c. Where existence of necessary infrastructure and availability of capacity in the transmission and/or distribution network has been established, the nodal agency shall convey its consent to the applicant by e-mail or fax or by any other usually recognized mode of communication, within three (3) working days of receipt of the application;
  - d. In case the nodal agency finds that the application for consent is incomplete or defective in any respect, it shall communicate the deficiency or defect to the applicant by e-mail or fax or by any other usually recognized mode of communication, within two (2) working days of receipt of the application;
  - e. In case the application has been found to be in order but the nodal agency refuses to give consent on the grounds of non-existence of necessary infrastructure or unavailability of surplus capacity in the distribution network, such refusal shall be communicated to the applicant by e-mail or fax or by any other usually recognized mode of

communication, within the period of three (3) working days from the date of receipt of the application, along with reasons for such refusal;

- f. Where the nodal agency has not communicated any deficiency or defect in the application within two (2) days from the date of receipt of application, or refusal or consent within the specified period of three (3) working days from the date of receipt of the application consent shall be deemed to have been granted.

- 3) **Within same distribution system:** The procedure specified in sub-regulation (2) above, mutatis mutandis, shall apply to applicant seeking consent for intra-State open access when the point of injection and the point of drawal are located in the area of the same distribution licensee.

**20. Consideration of applications from defaulters:** Notwithstanding anything contained in these Regulations, the Nodal agency shall be at liberty to summarily reject an application for Open Access on the ground of non-compliance of the provisions of these Regulations, more specifically the provisions relating to timely payment of the charges leviable as per these Regulations.

**21. Application by eligible entities other than consumers:** The procedure for submission of the application and processing the same as laid down in this chapter in respect of the consumers shall, mutatis mutandis, be applicable to the electricity trading licensees, distribution licensees, generating companies and open access customers who are not consumers.

## **22. Allotment Priority**

- 1) The priority for allotment of open access shall be decided on the following criteria:
  - a. The persons covered by Regulations 11 and 12 shall have the first priority;
  - b. A distribution licensee shall have the highest priority in allotment of open access capacity irrespective of whether the open access request is for long-term, medium-term or short-term;
  - c. The long-term open access applicants shall have the priority next to the distribution licensee;
  - d. The medium-term open access applicants shall have the priority next to the long-term open access applicants;
  - e. The short-term open access applicants shall have the priority next to the medium-term open access applicants;
  - f. When the requirement projected by an applicant is more than the available capacity and the said applicant is not able to limit his requirement to the available capacity, the request of applicant having next lower priority shall be taken up for consideration;
  - g. Subject to sub-clauses (a) to (f) above, the decision for allotment of capacity for open access shall be on the basis of first-come-first served.

## **CHAPTER 5**

### **OPEN ACCESS CHARGES**

**23. Transmission Charges** Open Access customer using transmission system shall pay the charges as stated hereunder:

- 1) For use of inter-State transmission system – As specified by the Central Commission from time to time.
- 2) For use of intra-State transmission system:
  - a. Transmission charges payable to State Transmission Utility/ transmission licensee by an open access customer for usage of their system shall be determined as specified in the Regulations for determination of generation, transmission, wheeling and retail supply tariffs;

- b. Long term, Medium term and Short term Open Access customers availing supply at 132/220kv shall be liable to pay full transmission charges;
- c. Where a dedicated transmission system has been constructed for exclusive use of an Open Access customer, the transmission charges for such dedicated system shall be recovered entirely from such Open Access customer for such period till the surplus capacity is used for other persons or purposes;
- d. The transmission charges for a short-term Open Access customer will be levied on hourly basis in rupees/MWh and will be levied on the quantum in MWh cleared by the concerned Load Despatch Centre for bilateral transactions and the National Load Despatch Centre in case of collective transactions;
- e. When capacity has been reserved consequent to bidding, the Open Access charges will be taken as determined through bidding:

Provided further that the charges so determined under this Regulation will be the floor price for the purpose of Regulation 18.

**24. Scheduling and System Operation charges** Scheduling and system operation charges shall be payable by the Open Access customers at the following rates:

**1) In respect of inter-State open access**

- a) Long-term access and Medium-term open access
  - i) Regional Load Despatch Centre fees and charges including charges for the Unified Load Despatch and Communication Scheme as specified by the Central Commission under section 28(4) of the Act.
  - ii) State Load Despatch Centre charges as specified by the Commission under sub-section (3) of section 32 of the Act.
- b) Short-term open access
  - i) Regional Load Despatch Centre and State Load Despatch Centre charges as specified by the Central Commission.

**2) In respect of intra-State open access**

- a) The operating charge includes fee for scheduling and system operation, energy accounting, fee for affecting revisions in schedule on bonafide grounds and collection and disbursement of charges. The operation charges collected by the State Load Despatch Centre in accordance with Clause (c) shall be in addition to fees and charges specified by the Commission under clause (b) of this Regulation.
- b) Long-term access and Medium-term open access:

Long-term access and medium-term open access customers shall be liable to pay SLDC charges determined by the Commission under sub-section (3) of section 32 of the Act.
- c) Short-term open access:

A composite operating charge @ Rs. 2,000/- (Rupees Two thousand only) per day or part of the day or as determined by the Commission from time to time shall be payable by a short-term open access customer for each transaction to the SLDC.

**25. Wheeling Charges:**

- 1) Wheeling Charges shall be payable by an Open Access customer who utilises the distribution network for wheeling of electricity.
- 2) The distribution licensee shall segregate the accounts for the consumer service (retail supply) business and its wire business and submit the same to the Commission.

- 3) The Annual Wheeling Charges (AWC) will represent the cost of the wires business of the distribution licensee. The Commission shall determine the prudent level of Annual Wheeling Charges. While doing so, it shall use its own assumptions for apportioning the expenses of a licensee for the purpose of computing expenses pertaining to wires business till such time segregated accounts of the licensee are available.
- 4) The wheeling charges payable shall be calculated in accordance with the following formula:  

Wheeling charges = (AWC) / (DIS\_CAP\*365) Where: DIS\_CAP means the capacity in MW which can be served by the distribution system of the Distribution licensee and shall be the sum of import of power at each interface point of exchange of power at electrical boundary of distribution licensee and generation from captive power plants and co-generation plants (to the extent fed into the grid) and plants generating electricity from renewable sources of energy located in the area of such licensee.
- 5) Long term, Medium term and Short term Open Access customers availing supply at 220 KV, 132 KV, 66 KV, 33 KV or 11 KV, in addition to transmission charges, shall be liable to pay wheeling charges determined by the Commission as per the Tariff Order applicable for the year.
- 6) Where a dedicated distribution system used for open access has been constructed for exclusive use of an open access customer, the wheeling charges for such dedicated system shall be worked out by distribution licensee and shall be borne entirely by such open access customer till such time the surplus capacity is allotted and used for by other persons or purposes.
- 7) The wheeling charges for short term open access will be levied on the quantum in MWh cleared by the concerned Load Despatch Centre for bilateral transactions and the National Load Despatch Centre in case of collective transactions.
- 8) When capacity has been reserved consequent to bidding, the Open Access charges will be taken as determined through bidding:

Provided further that the charges so determined under this Regulation will be the floor price for the purpose of Regulation 18.

**Note:** i. *“In case of wheeling of power generated from NRSE project for consumption within the State, transmission and wheeling charges shall be levied @ 2% of the energy injected into the State Grid, irrespective of the distance i.e. additional 2% of the total energy shall be injected at injection point(s). 10% of the average revenue realized by distribution licensee from such additional injection shall be passed on to the STU/Transmission licensee for compensating on account of transmission charges. In case of wheeling of power generated from NRSE project outside the state, full transmission and wheeling charges shall be leviable.”*

ii. **Provided that in case of wheeling of power for consumption within the State, generated from NRSE project in the State, achieving commercial operation (COD) from 09.07.2015 to 31.03.2017, no transmission and wheeling charges shall be leviable, irrespective of the distance, for a period of 10 (ten) years from its date of commercial operation (COD).**

**(6<sup>th</sup> amendment of Open Access Regulation notification no. PSERC/Secy./Regu.110 dt 21/1/16).**

## 26. Cross subsidy surcharge

- 1) If open access facility is availed of by a subsidising consumer of a distribution licensee of the State, then such consumer, in addition to transmission and/or wheeling charges, shall pay cross subsidy surcharge determined by the Commission. Cross subsidy surcharge determined on Per Unit basis shall be payable, on monthly basis, by the open access consumers based on the actual energy drawn during the month through open access.

Provided that such surcharge shall not be leviable to a person who has established a captive generating plant for carrying the electricity to the destination of his own use.

***Provided further that such surcharge shall not be leviable on power available with consumer(s) through open access to the extent of Regulatory measure imposed due to shortage of power, other than peak hour restriction put by the distribution licensee on the consumer(s) through advance notification.***

- 2) The cross subsidy surcharge shall be determined in accordance with the following formula:

Surcharge formula  $S = T - C$  where, S is the cross subsidy surcharge T is the average per unit realization from the relevant category of consumers C is the combined average cost of supply of distribution licensee

- 3) The surcharge shall be paid to the distribution licensee of area where the premises of the consumer availing Open Access are located. In case of more than one licensees supplying in the same area, the licensee from whom the consumer was availing supply shall be paid the amount of surcharge.
- 4) The consumers availing Open Access exclusively on interstate transmission system shall also pay the same surcharge as determined under this Regulation.
- 5) The consumers availing Open Access through dedicated lines even without involving licensee's Transmission and/or Distribution System shall be liable to pay same surcharge as determined under this Regulation.

## 27. Additional Surcharge

- 1) An open access consumer, receiving supply of electricity from a person other than the distribution licensee of his area of supply, shall pay to the distribution licensee an additional surcharge on the charges of wheeling, in addition to wheeling charges and cross-subsidy surcharge, to meet out the fixed cost of such distribution licensee arising out of his obligation to supply as provided under sub-section (4) of section 42 of the Act.
- 2) This additional surcharge shall become applicable only if the obligation of the licensee in terms of power purchase commitments has been and continues to be stranded or there is an unavoidable obligation and incidence to bear fixed costs consequent to such a contract. The distribution licensee shall indicate the quantum of such stranded costs and the period over which they would be stranded. The Commission shall scrutinize the statement of calculation of fixed cost submitted by the distribution licensee and obtain objections, if any, and determine the amount of additional surcharge:

Provided that such additional surcharges shall not be levied in case distribution access is provided to a person who has established a captive generation plant for carrying the electricity to the destination of his own use.

- 3) The additional surcharge shall be determined by the Commission.
- 4) The consumers availing Open Access exclusively on interstate transmission system shall also pay the additional surcharge as determined under this Regulation.

- 5) The consumers availing Open Access through dedicated lines even without involving licensee's transmission and / or distribution system shall be liable to pay same additional surcharge as determined under this Regulation.

## CHAPTER 6

### SCHEDULING, METERING AND LOSSES

#### 28. Scheduling :

- 1) Notwithstanding anything contained in the succeeding clauses of this regulation, scheduling of inter-State open access transactions shall be as specified by the Central Commission.
- 2) Subject to the foregoing clause, intra-State open access transactions in respect of all customers and generating stations irrespective of the capacity shall be scheduled by SLDC in accordance with the provisions of the State Grid Code.
- 3) ***The quantum of drawl of electricity by an Open Access Consumer from the distribution licensee during any time block of a day shall not exceed the admissible drawl of electricity by the Open Access Consumer from the distribution licensee in such time block wherein the schedule for Open Access drawl is the maximum.***

***To illustrate the above provisions an example is incorporated in the PSERC (Terms & Conditions for interstate Open Access) Regulations, 2011 as given below: -***

#### **Example:**

***If an Open Access consumer with a contract demand of 10 MVA has scheduled 8 MVA, 5 MVA and 2 MVA power through Open Access in different time blocks of the day, say 2-3 hours, 9-11 hours and 19-22 hours respectively, then the entitlement of Open Access Consumer during time blocks where there is no schedule or less schedule of power than maximum scheduled power under Open Access, shall be 2 MVA from the distribution licensee, for that day.***

#### 29. Metering:

- 1) The Open Access customer shall provide ABT compatible Special Energy Meters at the point(s) of injection if not already provided and point(s) of drawal. Special Energy Meters installed shall be capable of time-differentiated measurements for time-block-wise active energy and voltage differentiated measurement of reactive energy in accordance with the State Grid Code.
- 2) Special Energy Meters shall always be maintained in good condition.
- 3) Special Energy Meters shall be open for inspection by any person authorized by the State Transmission Utility, State Load Despatch Centre or the Distribution Licensee.
- 4) The Open Access customer shall provide Main Meters on his premises as specified in the State Grid Code.
- 5) The distribution licensee shall provide along with Main Meters, Check Meters of the same specifications as Main Meters at the point(s) of injection and point(s) of drawal.
- 6) The Main and Check Meters shall be periodically tested and calibrated by State Transmission Utility / distribution licensee as per State Grid Code.
- 7) Readings of Main and Check Meters shall be taken periodically at appointed day and hour by the officer of distribution licensee authorized in this regard as per procedure specified in State Grid Code.
- 8) Meter readings shall be immediately communicated by the distribution licensee within 12 hours to State Load Despatch Centre State Transmission Utility, customer and generating company/ or the trading licensee, as the case may be.



- 9) An Open Access customer may request distribution licensee to provide Main Meters. In that case he shall provide security to distribution licensee and shall pay as per Schedule of General Charges, rentals for the Main Meter(s) which shall be maintained by the distribution licensee.
- 10) Main and Check Meters shall have facility to communicate their readings/data to the State Load Despatch Centre on real time basis.
- 11) The term 'Meter' means a device suitable for measuring, indicating or recording consumption of electricity or any other quantity related to an electrical system and shall include, wherever applicable, other equipments such as current transformer, potential transformer, voltage transformer or capacitor voltage transformer with necessary wiring and accessories for such purpose.
- 12) The procedure for joint sealing, replacement of defective meter, billing in the event of meter(s) becoming defective shall be followed as laid down in the State Grid Code.
- 13) All the open access customers shall abide by the metering standards notified by the Central Electricity Authority (CEA) vide its notification dated 17th March, 2006, as amended from time to time.

### **30. Energy Losses:**

#### **1) Inter-State Open Access:**

- a) Long-term access and medium-term open access: The buyers of electricity shall bear apportioned energy losses in the transmission system in accordance with the provisions specified by the Central Commission.
- b) Short-term Open Access: The buyers and sellers of electricity shall absorb apportioned energy losses in the transmission system in accordance with the provisions specified by the Central Commission.

#### **2) Intra-State Open Access:**

The transmission and distribution losses for the Intra-State system shall be determined by the Commission in its Tariff Order for the applicable year and shall be apportioned in proportion to the actual energy drawl by the Open Access customer. The energy losses shall be compensated by additional injection at the injection point(s). The open access customers availing supply at 132/220 KV, shall be required to bear only the transmission losses; whereas the customers availing supply at 33/66 KV shall bear 15% of the distribution losses in addition to transmission losses. The open access customers connected at 11 KV shall bear 40% of the distribution losses in addition to transmission losses. These losses shall also be applicable to NRSE generators.

## **CHAPTER 7**

### **IMBALANCE, REACTIVE ENERGY CHARGES AND VOLTAGE SURCHARGE**

#### **31. Imbalance Charge**

The entitlement at the drawal point for any 15 minute time block shall be worked out after considering the Transmission and Distribution losses as determined by the Commission in the Tariff Order for that year.

##### **1) Open Access customer**

When the Open Access customer is not a consumer of the licensee, the mismatch of scheduled entitlement and actual drawal for any 15 minutes time block shall be met from the grid and will be paid/charged as under:

##### **a) Overdrawal**

UI charges + Congestion charges, if any, as notified by CERC from time to time or Highest tariff for any permanent consumer category at that point of time (including PLEC), approved by the Commission in its Tariff Order for that year. Whichever is higher, will be paid by the Open Access customer to

the distribution licensee. However, the overdrawal will be loaded with the intra-State T&D losses determined by the Commission in its Tariff Order for that year, before calculating the payable amount.

**b) Underdrawal**

In the event of under-drawal for any 15 minute time block, the Open Access customer will be paid by the distribution licensee as under:

UI charges or Applicable lowest tariff for any permanent category/sub-category determined by the Commission in its Tariff Order for that year, or The purchase/sale price of the open access customer, whichever is the lowest.

**c) Non drawal of scheduled power due to unscheduled power cut or failure of transmission/distribution system:**

If an Open Access customer is unable to draw the scheduled energy due to unscheduled cut or failure of transmission/distribution system of the licensee, the power injected will be treated as banked power and the Open Access customer will be allowed to draw the same within a period of 15 days with an advance notice of 48 hours to the licensee. The power will in no case be drawn during peak load hours, unless banked during peak load hours. In case the Open Access customer is unable to draw the banked power, then he will be paid by the licensee as per (b) above.

Provided that a captive co-generation NRSE based plant using bagasse as fuel, for generation of power and wheeling power for its own use, shall be allowed banking of power for a maximum period of 6 months or 15 days from the closure of cane crushing season of the sugar mill, whichever is earlier. The intimation of closure of cane crushing season shall be given by the Open Access customer to the distribution licensee in advance.

(7<sup>th</sup> amendment of Open Access Regulation notification no. PSERC/Secy./Regu.112 dt 03/02/16).

**2) Open Access customer who is a consumer of the licensee:**

A consumer will be allowed to draw the total load equivalent to the sum of scheduled entitlement as an Open Access customer, limited to actual injection, and sanctioned Contract Demand as a consumer of the distribution licensee (sum of these two being admissible drawal), provided the Open Access consumer has taken permission to draw the open access power above the sanctioned contract demand. Out of the recorded drawal, the scheduled entitlement as an Open Access customer will first be adjusted and the balance will be treated towards sanctioned Contract Demand of the consumer. The recorded maximum drawal will be accounted for/charged as under:

- a) When the recorded drawal of a consumer exceeds the admissible drawal or sanctioned contract demand as the case may be, the consumer will be liable to pay demand surcharge.
- b) When the recorded drawal of a consumer is less than the schedule entitlement as an Open Access customer, it will be treated as a case of under drawal as per 1 (b) above.

The consumer will, however, be governed by the General Conditions of Tariff and relevant Schedule of Tariff approved by the Commission.

**3) Open Access by a Generator/Trader:**

**a) Over injection**

Any over injection than scheduled by the Generator/Trader will be treated as per 1 (b) above.

**b) Under injection**

Any under injection than scheduled will be treated as per 1 (a) above. Provided that if the under injection persists for 2 days continuously, the SLDC will give notice to the generator/trader for revision of its schedule. If the generator/trader does not revise the schedule and under injection continues for another 2 days, no scheduling will be allowed to the generator/trader for next 3 days. Thereafter, scheduling will be allowed only when a revised schedule is submitted by the generator/trader. The generator/trader will however be liable to pay the Open Access charges for the full reserved capacity for the entire period.

4) Non evacuation of power due to breakdown of evacuation system of the licensee: A generator in the State may be supplying power outside the State, within the State to an open access customer or sale to the distribution licensee. Non evacuation of power due to breakdown of evacuation system of the licensee will be dealt with as under:

- a) Inter-State sale The schedule given by the generator will be passed on to NRLDC by the SLDC. The share of licensee from the central sector projects will be adjusted accordingly and the energy scheduled by the generator to be fed will be delivered to the purchaser/utility. If the licensee is unable to evacuate power from the generator due to failure of evacuation system of the licensee, the generator will pay to the licensee at the tariff rate charged to the purchaser for the energy which could not actually be evacuated by the licensee due to breakdown of evacuation system of the licensee. However, the generator will be compensated by the licensee for Open Access transmission and wheeling charges, if any, paid to the licensee during the period of non evacuation of power from the generator.
- b) Sale to the Distribution Licensee within the State The payment to the generator will be made as per the agreement.
- c) Intra-State sale SLDC will inform the purchaser about the failure of evacuating system and the purchaser shall stop drawing power within 6 blocks (each of 15 minutes) of this intimation. For the intervening period:
  - i) The purchaser will pay to the generator at the tariff agreed to between them.
  - ii) The generator will pay to the licensee for the energy supplied by the licensee to the purchaser, at the rate agreed between the generator and the purchaser.
  - iii) The generator will be compensated by the licensee for payment of Open Access transmission and wheeling charges, if any, paid by the generator during non evacuation of power. After expiry of 6 blocks, the energy drawn by the Purchaser/Open Access customer will be charged for the mismatch as per provision in clause 31(1) above.

**5) Quantum of penalty in the event of unauthorized open access power transaction:**

- a) In case of any unauthorized open access power transaction of purchase of power by a medium term / short term open access customer who is a consumer of the distribution licensee also, no financial benefit, whatsoever, shall be given to the medium term / short term open access customer, i.e. the power purchased under open access by the medium term / short term open access customer, shall not be deducted from the total power consumption of such customer. The power purchased by the medium term / short term open access customer during such unauthorized open access period shall be treated as utility power and billed to the open access customer accordingly as per the applicable tariff.

- b) In case of any unauthorized open access power transaction of purchase of power by a medium term / short term open access customer who is not a consumer of the distribution licensee, the power purchased under open access by the medium term / short term open access customer shall be treated as over drawl of power and shall be charged at imbalance charges as per Regulation 31(1)(a).
- c) In case of any unauthorized open access power transaction of sale of power by a medium term / short term open access customer, the power injected by the generator / seller shall be treated as dumped power, and the cost of power scheduled by the generator / seller shall be realized / recovered from the generator / seller at imbalance charges as per Regulation 31(3)(b).
- d) The open access charges i.e. Intra-state transmission & wheeling charges and SLDC operation charges and any other charges towards such unauthorized open access power transaction, as realized through power exchange/RLDC/Licensee, shall be forfeited, as a measure of penalty on account of flow of unauthorized power on transmission system and/or distribution system. However, the cross-subsidy surcharge will not be charged and shall be refunded, if already charged.
- e) The open access customer indulging in unauthorized open access power transaction shall be debarred from availing open access for a period of 6 (six) months from the date of such offence coming to the notice of Nodal Agency/SLDC/Licensee for the first such offence and for 1 (one) year for the subsequent offence(s).

### **32. Reactive Energy Charges**

The payment for the reactive energy charges for the Open Access customers shall be calculated in accordance with Punjab State Electricity Regulatory Commission (Terms and Conditions for Determination of Generation, Transmission, Wheeling and Retail Supply Tariff) Regulations approved by the Commission. Provided that no additional power factor surcharge/incentive shall be leviable on the energy drawn through open access.

### **33. Voltage Surcharge**

Where a consumer of the licensee opts to draw power (including power from the licensee) as an open access customer which is more than his sanctioned Contract Demand and the enhanced power is required to be catered at a higher voltage than his supply voltage as per General Conditions of Tariffs & Schedules of Tariff of the licensee, then he may be allowed to draw power through open access only if the consumer agrees to pay voltage surcharge on his total electricity drawl for that month (open access plus as a consumer of the licensee), as applicable and as specified in the General Conditions of Tariff:

Provided that the consumers connected at voltages lower than those specified in the Supply Code, 2014 and paying voltage surcharge and drawing the total power within their sanctioned contract demand shall continue to pay such surcharge only on the quantum of energy drawn from the distribution licensee against their sanctioned contract demand.

## **CHAPTER 8**

### **COMMERCIAL MATTERS**

#### **34. Billing, collection and disbursement**

Billing in respect of the charges payable under these regulations shall be made as per the following procedure:

##### **1) Inter-State transactions:**

##### **a) Short-term Open Access**

1. Collection and disbursement of transmission charges for use of CTU and STU systems and operating charges payable to RLDCs and SLDCs

towards short term open access shall be made by the nodal RLDC in accordance with the procedure specified by the Central Commission.

2. The short-term open access customer connected to distribution system of a distribution licensee shall pay to such distribution licensee the wheeling charges payable to the distribution licensee within 3 days from the grant of the short-term open access by the nodal agency.
3. In case of collective transactions, the transmission and wheeling charges for the State network and operating charges for the State Load Despatch Centre shall be settled directly by the Power Exchange with the respective State Load Despatch Centre.

**b) Long-term access and medium- term open access**

- i) Billing, collection and disbursement of charges payable to RLDC including Unified Load Despatch and Communication Scheme shall be in accordance with the procedure specified by the Central Commission.
- ii) Bills towards the charges payable to SLDC and STU shall be raised by the STU directly to the open access customer connected to STU and to the distribution licensee in respect of the customers connected to the distribution system, before the 3rd working day of the succeeding calendar month.
- iii) Distribution licensee shall raise the bill with the open access customer connected to it within 3 days of receipt of bill from STU.
- iv) Open access customer connected to the distribution licensee shall pay the charges within five days of receipt of bill from distribution licensee. The distribution licensee shall disburse the amount payable to STU within 3 working days.
- v) Open access customer connected to the STU shall pay the bills within five working days of receipt of the bill.

**2) Intra-State transactions:**

- a) The transmission charges and wheeling charges in respect of short term Open Access customers shall be payable to SLDC who shall pass on these charges to STU and distribution licensee respectively within a period of three days. These charges in respect of medium and long term open access customers shall be payable directly to respective licensees;
- b) The surcharge and additional surcharge shall be payable directly to the distribution licensee in whose area of supply the consumer availing Open Access is located;
- c) The Operation Charges in respect of Open Access customers shall be paid to the State Load Despatch Centre; and
- d) The Reactive Energy Charges and Unscheduled Interchange Charges as determined by SLDC shall be paid to the distribution licensee in whose area of supply the consumer availing Open Access is located.

**35. Late payment surcharge**

In case the payment of any bill for charges payable under these regulations is delayed by an open access customer beyond the due date, without prejudice to any action under the Act or any other regulation there under, a late payment surcharge at the rate of 1.25% per month or part thereof shall be levied.

**36. Default in payment**

- 1) Non-payment of any charge or sum of money payable by the open access customer under these Regulations (including imbalance charges) shall be considered non-compliance of these Regulations and shall be liable for action under section 142 of the Act in addition to action under section 56 of the Act. The STU or any other transmission licensee or a distribution licensee may

discontinue open access after giving customer an advance notice of seven days without prejudice to its right to recover such charges by suit.

- 2) In case of default in payment of charges due to the Load Despatch Centre, the Load Despatch Centre concerned may refuse to schedule power to the defaulting open access customer and direct the licensee concerned to disconnect such customer from the grid.

### **37. Payment Security Mechanism**

In case of long-term, medium term and short term (other than the consumers of the licensee), the applicant for open access will open an irrevocable Letter of Credit in favour of the agency responsible for collection of various charges for the estimated amount of various charges for a period of two months.

## **CHAPTER 9**

### **INFORMATION SYSTEM**

#### **38. Information system**

The State Load Dispatch Centre shall post following information on its website in a separate web page titled "Open Access Information" and also issue a monthly and annual report containing such information:

- 1) A status report on the current long-term access, medium-term open access and the short term open access customers indicating:
  - a) Name of open access customer;
  - b) Period of open access granted (date of commencement and date of termination);
  - c) Point(s) of injection;
  - d) Point(s) of drawal;
  - e) Supply voltage at injection and drawal points; and
  - f) Open access capacity used.
- 2) The information regarding average loss in transmission and distribution system as determined by the Commission in Tariff Order for the applicable year.
- 3) The information regarding rate of surcharge payable by the Open Access customers.
- 4) The information shall be updated upon every change in status.
- 5) All previous reports shall be available in the web - archive.

## **CHAPTER 10**

### **MISCELLANEOUS**

#### **39. Under-Utilisation or Non-Utilisation of open access capacity in intra-State transmission system**

- 1) Long-term access : A long-term customer may relinquish the long-term access rights fully or partly before the expiry of the full term of long-term access, by making payment of compensation for stranded capacity as follows:-
  - a) **Long-term customer who has availed access rights for at least 12 years**
    - i) Notice of one (1) year – If such a customer submits an application to the State Transmission Utility at least 1 (one) year prior to the date from which such customer desires to relinquish the access rights, there shall be no charges.
    - ii) Notice of less than one (1) year – If such a customer submits an application to the State Transmission Utility at any time lesser than a period of 1 (one) year prior to the date from which such customer desires to relinquish the access rights, such customer shall pay an amount equal to 66% of the

estimated transmission charges (net present value) for the stranded transmission capacity for the period falling short of a notice period of one (1) year.

- b) **Long-term customer who has not availed access rights for at least 12 (twelve) years** – Such customer shall pay an amount equal to 66% of the estimated transmission charges (net present value) for the stranded transmission capacity for the period falling short of 12 (twelve) years of access rights:

Provided that such a customer shall submit an application to the State Transmission Utility at least 1 (one) year prior to the date from which such customer desires to relinquish the access rights:

Provided further that in case a customer submits an application for relinquishment of long-term access rights at any time at a notice period of less than one year, then such customer shall pay an amount equal to 66% of the estimated transmission charges (net present value) for the period falling short of a notice period of one(1) year, in addition to 66% of the estimated transmission charges (net present value) for the stranded transmission capacity for the period falling short of 12 (twelve) years of access rights.

- c) The discount rate that shall be applicable for computing the net present value as referred to in sub-clause (a) and (b) of clause (1) above shall be the discount rate to be used for bid evaluation in the Central Commission's Notification issued from time to time in accordance with the Guidelines for Determination of Tariff by Bidding Process for Procurement of Power by distribution licensees issued by the Ministry of Power.
- d) The compensation paid by the long-term customer for the stranded transmission capacity shall be used for reducing transmission charges payable by other long-term customers and medium-term customers in the year in which such compensation payment is due in the ratio of transmission charges payable for that year by such long-term customers and medium-term customers.
- e) In addition to the above, for customers who were also provided any dedicated transmission and/or distribution systems, the penalty payable for such dedicated capacity shall be 100% of the charges payable by such customer for balance period of allocation, unless alternative users are there for use of such dedicated capacity.

- 2) **Medium-term Open Access customers** -A medium-term open access customer may relinquish rights, fully or partly, by giving at least 30 days prior notice to the nodal agency:

Provided that the medium-term open access customer relinquishing its rights shall pay applicable transmission charges for the period of relinquishment or 30 days whichever is lesser.

- 3) **Short-term open access customer**

- a) The short-term open access schedules accepted by the nodal agency in advance or on first-come-first-served basis may be cancelled or revised downwards on an application to that effect made to the nodal agency by the short-term open access customer:

Provided that such cancellation or downward revision of the short-term open access schedules shall not be effective before expiry of a minimum period of two (2) days from the date of application: Provided further that the day on which notice for cancellation or downward revision of schedule is served on the nodal agency and the day from which such cancellation or downward revision is to be implemented, shall be excluded for computing the period of two (2) days.

- b) The person seeking cancellation or downward revision of short-term open access schedule shall pay the transmission charges for the first two (2) days of the period for which the cancellation or downward revision of schedule, as the

case may be, has been sought, in accordance with the schedule originally approved by the nodal agency, and thereafter in accordance with the revised schedule prepared by the nodal agency during the period of such cancellation or downward revision.

- c) In case of cancellation, operating charges specified in Regulations 24 of these regulations shall be payable for two (2) days or the period of cancellation in days, whichever is less.

#### **40. Computation of capacity availability for open access**

- 1) The capacity available for the open access shall be computed for each transmission segment and for every sub-station by the STU following the methodology given below:
  - a) Available open access capacity of a transmission system segment: =  $(DC-SD-AC) + NC - ND$  where, DC=Designed capacity of the transmission segment in MW, SD = Sustained demand (peak load experienced) in MW recorded in the segment, AC = Already allotted capacity, but not availed in MW, NC = New capacity in MW expected to be added and ND = New Demand expected to be added.
  - b) Available open access capacity of a sub-station: =  $(TC-SP-AC)+NC - ND$  where,  
 TC = Transformer capacity of the sub-station in MVA, SP = Sub-station peak in MVA, AC = Already allotted capacity but not availed in MVA , NC = New transformer capacity in MVA expected to be added and ND = New Demand expected to be added.
  - c) The STU shall update these values on monthly basis on the first calendar day of the month and publish it in its website.
- 2) The appropriate distribution licensee shall determine the available capacity for allotment for the portion of the distribution system over which open access has been requested for.

#### **41. Curtailment Priority**

- 1) The State Load Despatch Centre may curtail power flow on any transmission corridor by cancelling or rescheduling any transaction, if in its opinion cancellation or curtailment of such transaction is likely to relieve any transmission constraint on the corridor or to improve grid security. However, in all such cases of cancellation or curtailment, the SLDC will, as soon as practicable, intimate in writing to the customer the reasons therefore.
- 2) Subject to provisions of the State Grid Code, cancellation/curtailment will be effected as under:
  - i) Short term transaction(s) will be cancelled or curtailed first, followed by medium term transactions, which shall be followed by long term transaction(s).
  - ii) Among short term transactions, bilateral transaction will be cancelled or curtailed first, followed by collective transactions.
  - iii) Open Access to a distribution licensee will be the last to be curtailed within a category.
  - iv) Curtailment will be effected on a pro-rata basis amongst the customers of a particular category.
- 3) In case of curtailment of the approved schedule by the State Load Despatch Centre, transmission and wheeling charges shall be payable pro-rata in accordance with the curtailed schedule.
- 4) Operating charges specified in regulation 24 will be payable irrespective of curtailment, if any.



- 5) The State Transmission Utility shall develop the guidelines in this regard in consultation with SLDC, within 30 days of notification of these Regulations and submit the same to the Commission for approval.

#### **42. Quantum of Renewable Purchase Obligation (RPO)**

42.1 Each Open Access customer shall fulfill its RPO as per Punjab State Electricity Regulatory Commission (Renewable Purchase Obligation and its Compliance) Regulations, 2011. The minimum percentages of RPO are prescribed in clause 3(1) of these Regulations. The RPO shall be met by Open Access customers either by purchase of electricity (in kWh) from renewable sources or by purchase of Renewable Energy Certificate(s) (RECs) from the Power Exchange.

42.2 In case, the Open Access customer fails to comply with the RPO as specified by the Commission in the Punjab State Electricity Regulatory Commission (Renewable Purchase Obligation and its compliance) Regulations, 2011 as amended from time to time, for the period/year during which open access has been availed, the distribution licensee(s) shall withhold permission to such Open Access customer to avail open access during the next period/year till the shortfall in RPO compliance is made.

(7<sup>th</sup> amendment of Open Access Regulation notification no. PSERC/ Secy./ Regu.112 dt 03/02/16).

#### **43. Redressal Mechanism**

All disputes and complaints relating to open Access shall be referred to the Commission. However, the disputes and complaints regarding metering and billing etc. shall be first referred to the Commercial and Metering Committee constituted under the State Grid Code. The Committee shall investigate and endeavor to resolve the grievance within 30 days; and if the Committee is unable to redress the grievance, it shall be referred to the Commission by the Committee or the Open Access customer.

#### **44. Fee for Approaching the Commission**

The fee payable for approaching the Commission for redressal of issues relating to Open Access shall be as per Punjab State Electricity Regulatory Commission (Fee) Regulations, 2005, as amended from time to time. This will be besides the fee payable under these Regulations. No fee shall be payable to the Commission in case the matter is referred to the Commission by the Committee under Reg- 43. "

#### **151.2 REGULATION OF DRAWL OF POWER FROM PSPCL SYSTEM BY OPEN ACCESS CONSUMERS:**

- 151.2.1 As per example notified by PSERC under Reg-28(3) above, an Open Access Consumer shall not draw power more than admissible drawl/entitlement (2 MVA in the above example) at any time of the day from PSPCL system. The drawl of power by Open Access Consumer as per schedule starts at 00:00 Hours. In case, drawl of power by an Open Access Customer exceeds its admissible drawl/entitlement (2 MVA in the above example) during any part of the day, Demand Surcharge for maximum over drawl than admissible drawl/entitlement in the billing period at the rates approved by the Commission in the Schedules of Tariff (presently charged @Rs. 750 per kVA/month) shall be levied.

However, in case of variation in admissible drawl due to curtailment in approved schedule by Nodal RLDC under Force Majeure conditions in the bilateral Inter-state Open Access transactions and keeping in view the practical difficulties being faced both by PSPCL/SLDC/Open Access consumers, the Commission approved that in case the Open Access consumer over draws power above the admissible drawl for the day after 4<sup>th</sup> time block, then such consumer shall be charged as per Reg-31(1)(a) of the Open Access Regulations, 2011, for the excess power drawn from PSPCL

during the period of curtailment. The certification of such an event along with duration of curtailment shall be done by SLDC.

151.2.2 Unscheduled Interchange (UI) charges for Open Access Consumers shall be charged as per regulations notified by the Commission from time to time.

- a) As per Clause 27(4) of PSERC Open Access Regulations, the UI charges shall be worked out by State Load Despatch Centre (SLDC) which is a Nodal Agency designated for this purpose. Accordingly, the office of CE/SO&C, PSTCL, Ablowal, (Patiala) on behalf of SLDC, shall prepare the UI account of Open Access consumers and send the same to the CE/PP&R, PSPCL, Patiala.

Further the office of CE/PP&R, PSPCL, Patiala on receipt of UI payment bills shall check and approve the same before these are forwarded to the CE/Commercial, PSPCL Patiala for its payment by way of adjustment in the energy bill(s) of the Open Access consumers. The adjustment of these charges in energy bills shall be done by the concerned CBC cells under CE/Commercial.

- b) The UI payments due on account of under draw of power by Open Access consumers shall be invariably adjusted in the bills to be issued immediately subsequent to the Open Access transaction in which under draw of power has taken place. Any, failure to adjust such amounts in the succeeding bills shall attract interest at the short term prime lending rate (PLR) of State Bank of India for actual period of delay.
- c) Similarly, charges to be levied due to variation from admissible draw/entitlement shall be prepared by the office of CE/PP&R on daily basis during the billing period and forward to commercial organization for billing purposes.

151.2.3 **Demand Surcharge, Peak Load Exemption Charges and penalty for peak Load Violation:**

**(i) During 1<sup>st</sup> April to 30<sup>th</sup> September:**

The Open Access Industrial Consumers exceeding the sanctioned Contract Demand/admissible draw/ entitlement shall be levied a demand surcharge as approved by the Commission from time to time (presently charged @ 750/kVA/month). The demand surcharge shall be levied on the maximum increase in the demand beyond Sanctioned Contract Demand or admissible draw/entitlement under Open Access during a billing period, whichever is more. In addition, in case of failure to follow the Peak Load Restriction/Exemption Instructions, penalty for Peak Load Violation will be levied as approved by the Commission from time to time and as provided in the instructions issued by PSPCL.

**(ii) During 1<sup>st</sup> October to 31<sup>st</sup> March (next year):**

- a) LS Category of Industrial Consumers who do not opt for ToD tariff shall be governed as per 3 (i) above.
- b) LS Category of Industrial Consumers (who opt for TOD tariff) shall be levied a demand surcharge as approved by the Commission from time to time presently charged @ 750/kVA/month) and as provided under Schedule of Tariff approved by the Commission, if an Open Access Consumer exceeds his sanctioned Contract Demand.

In addition, an Open Access Customer shall also pay penalty for Peak Load Violation at the rates approved by the Commission and as provided in the instructions issued by PSPCL, if his demand exceeds the Sanctioned Contract Demand.

151.2.4 The calculation of drawl of power is to be taken as average drawl in 30 minutes, time block as provided in Clause 10.3 of the General Conditions of Tariff approved by the Commission. For ABT meters provided for accounting of

Open Access Power, the calculation of drawl of power will be done by taking average of two 15 minutes time blocks in a period of 30 minutes, starting from 00:00 hours.

- 151.2.5 The above surcharge/charges penalty shall be levied on the basis of data downloading reports. Accordingly, the charges towards violations shall be determined as per above instructions. The demand surcharge shall be without prejudice to the Distribution Licensee's right to take such other appropriate action as provided in the General Conditions of Tariff and Schedules of Tariff approved by the Commission as may be deemed necessary to restrain the Open Access Consumers from exceeding Sanctioned Contract Demand/ Admissible Drawl/ Entitlement.
- 151.2.6 Actual value of average power factor achieved by the Open Access customer during the billing period be used by PSPCL for working out the admissible drawl from PSPCL in kVA, during the day.

.....**END**.....

# **APPENDIX-I**

**(Schedule of general  
charges/service  
connection charges)**

**SCHEDULE OF GENERAL CHARGES**

Sr. No.	Description	Amount of Charges
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**1. Meter Inspection and Testing if the correctness of a Meter is challenged by the Consumer.**

1.1	Single phase meters	Rs. 120/-
1.2	<b>Polyphase meters</b>	
a)	Polyphase, whole current i.e. without CTs	Rs. 450/-
b)	LT Meter with CTs	Rs. 1200/-
c)	HT & EHT metering equipment	Rs. 2400/-

**Note :** If the challenged meter is found to be incorrect, the credit of these charges will be given to the consumer otherwise those will be forfeited.

**2. Changing the position of a Meter on the request of a Consumer in the same premises when no additional material is required.**

1)	Single Phase	Rs. 225/-
2)	Poly phase, whole current i.e. without CTs	Rs. 450/-
3)	LT Meter with CTs	Rs. 900/-
4)	HT & EHT metering equipment	Rs. 2400/-

**3. Resealing charges irrespective of the number of seals involved against each item below and where seals are found to have been broken by the Consumer.**

1)	Meter Cupboard	Rs. 50/-
2)	Cut-out where it exists independently	Rs. 50/-
3)	Meter cover/meter terminal cover(Single Phase)	Rs. 150/-
4)	Meter Cover/meter terminal cover(Three Phase)	Rs. 375/-
5)	Maximum Demand Indicator/CT Chamber	Rs. 900/-
6)	Time Switches	Rs. 900/-

Where fake seals or tampered seals are detected and cover can be opened and actual consumption recorded leads to the conclusion that consumer has been indulging in theft of energy, the consumer shall be asked to pay assessment amount as per instructions applicable to theft cases. The cost of meter shall also be recoverable.

**4. Meter Rentals in Rupees per month**

4.1	All LT Single Phase Meter (Static & electro Mechanical)	Rs. 8/-
4.2	All LT Poly Phase Whole Current Static Meters(intelligent & Normal)	Rs. 25/-
4.3	LT CTs (set of 3 nos)	
	a)100/5 Amp	Rs. 33/-
	b)200/5 Amp	
4.4	LT CT operated meters/TPT meters (without CTs)	Rs. 60/-
4.5	HT TPT meters (without CT/PT units)	Rs. 60/-
4.6	11 KV metering Panels housed with CT/PT Unit	Rs. 409/-
4.7	Other LT(CT Operated) HT/EHT Poly-phase meters/ metering equipment not covered under item 4.1 to 4.6 above	@ 1.2 paise/ rupee total cost of CT-PT unit and 1.45 Paise per rupee total cost of meter

**5. MCB Rentals in Rupees per month**

5.1	All Types of MCB's for Single Phase Meters	Rs. 4/-
5.2	MCB for Poly Phase Meters	Rs. 6/-
5.3	Cubicle for LT poly phase meters & CTs	Rs. 26/-
5.4	Other MCB/Cubicle not covered under item 5.1to5.3 above	@1.2 paise/ Rupee total cost of MCB/Cubicle

**6. Reconnection Fee**

6.1 **Reconnecting/connecting the premises of any consumer who was previously disconnected on account of breach of his agreement with the PSPCL or of any other provisions of the Act as may be relevant.**

**All categories:-**

6.1.1	Single Phase Service	Rs. 120/-
6.1.2	Three Phase LT Service	Rs. 150/-
6.1.3	Three Phase HT/EHT service	Rs. 250/-

6.2 **Reconnecting vacant premises on the request of the consumer in case the service line is existing**

All categories:-

6.2.1	Single Phase	Rs. 120/-
6.2.2	Three Phase LT Service	Rs. 150/-
6.2.3	Three Phase HT/EHT service	Rs. 250/-

(In case of PSPCL's colonies no reconnection fee shall be charged for reconnection)

**7. PROCESSING FEES**

7.1 **New Connection/extension or reduction of load/CD and for temporary supply (Regulation-6 & 8)**

7.1.1	Single Phase DS	Rs. 20/-
7.1.2	Single Phase supply other than DS	Rs. 50/-
7.1.3	LT Three phase supply	Rs. 100/-
7.1.4	HT and EHT supply	Rs. 10/- per kVA subject to maximum of Rs. 2,500/-

7.2 **Issue of NOC & approval of the electrical network in the colony developed by developer/ builder/ society/ owners/ association of residents/ occupiers, as per regulation 6.7** Rs. 10,000/-

7.3 **Change of title or transfer of agreement and other services(Reg-11)**

**7.3.1 Change of title or transfer of agreement**

a)	Single Phase DS	Rs. 20/-
b)	Single Phase supply other than DS	Rs. 50/-
c)	LT Three phase supply	Rs. 100/-
d)	HT and EHT supply	Rs. 2,000/-

**7.3.2 Conversion of supply or shifting of connection and/or service line/meter or LT/HT/EHT line or Distribution Transformer**

	a) Conversion of supply from Single Phase to Three Phase or vice versa	Rs. 100/-
	b) Shifting of connection and /or service line and /or meter	Rs. 100/-
	c) Shifting of LT/HT line or Distribution Transformer	Rs. 200/-
<b>8.</b>	<b>Testing Consumers Installation</b>	
<b>8.1</b>	<b>For first test of a new installation or of an extension of existing installation if the installation is found to be not defective</b>	Nil
<b>8.2</b>	<b>For first or subsequent test of new installation or of an existing installations if it is found to be defective.</b>	
	8.2.1 Singe Phase (DS/NRS./SP)	Rs. 150/-
	8.2.2 Three Phase (DS/NRS/SP/AP)	Rs. 200/-
	8.2.3 MS/BS(Loads up to 100 KW/kVA)	Rs. 300/-
	8.2.4 LS/BS/RT(Loads above 100 KW/kVA)	Rs. 500/-
<b>9.</b>	<b>Replacement of Meter Card / Pass Book</b>	
<b>9.1</b>	<b>Replacement of Meter card/ Pass book found to be missing on Consumers premises</b>	
	9.1.1 Large Industrial/BS/Railway Traction (RT)	Rs. 45/-
	9.1.2 MS consumers	Rs. 25/-
	9.1.3 SP/AP consumers	Rs. 10/-
	9.1.4 Domestic/NRS	Rs. 10/-
<b>9.2</b>	<b>Replacement of identification card missing on the premises of AP consumers</b>	Rs. 25/-
<b>10.</b>	<b>Replacement of Broken Glass</b>	
<b>10.1</b>	Replacement of broken glass of a cupboard (when the cause of breakage is considered a default of consumer)	Rs. 30/-
<b>Note: The cases of broken glass of meters shall be covered under item 17 below.</b>		
<b>11.</b>	<b>Supply of Duplicate Copy of electricity Bill</b>	
<b>11.1</b>	Domestic consumer	Rs. 3/-
<b>11.2</b>	NRS Consumer	Rs. 10/-
<b>11.3</b>	SP/Street Lighting/AP metered	Rs. 10/-
<b>11.4</b>	MS/LS/BS/RT	Rs. 20/-
<b>12.</b>	<b>Review of Energy Bills if the accuracy of a Bill is challenged by a Consumer and review is requested (All categories excluding AP)</b>	
<b>12.1</b>	<b>Single Phase</b>	Rs. 10/-
<b>12.2</b>	<b>Three Phase</b>	
	12.2.1 Load up to 20 KW	Rs. 250/-
	12.2.2 Load above 20 KW and up to 100 KW	Rs. 450/-
	12.2.3 Loads above 100 KW/kVA	Rs. 900/-
<b>Note:</b>	<b>If a bill is found to be incorrect, the credit of the fee will be given to the consumer otherwise it will be forfeited.</b>	
<b>13.</b>	<b>Meter Installation Charges</b>	
	Whenever meter purchased by a Consumer from either the PSPCL or market is installed at Consumer's premises by the PSPCL.	

13.1	Single Phase meter	Rs. 100/-
13.2	3-phase meter without CTs	Rs. 250/-
13.3	3-phase meter with CTs/PTs	2% of the cost of the metering equipment.

**Note:**

1. **The charges shall also be adopted for computing meter rentals for meters owned by the PSPCL.**
2. **Out of the above 50% of the installation charges shall be for installation of MCB and balance for the meter in case of single phase and 3 phase meter without CT's.**

**14. Testing and Calibration including sealing of Energy**

**Meters owned/supplied by the Consumer.**

14.1	Single Phase	Rs. 100/-
14.2	Polyphase whole current meter	Rs. 450/-
14.3	Polyphase meters with CTs	Rs. 1200/-
14.4	HT and EHT metering equipment i.e. meter with CTs & PT's	Rs. 2500/-

**15. Checking of the Capacitors at the request of the Consumer:**

Consumer receiving supply at	Rs. 150/- per visit
i) 230/400 V	
ii) Above 400 V and up to 11 KV	Rs. 300/- per visit

**16. Rates of Security**

**16.1 Security (consumption)**

**(per KW or part thereof)**

16.1.1	Domestic Supply	
	a) With load upto 20 kW	Rs. 500/-
	b) With load above 20 kW & upto 100 kW/kVA	Rs. 370/-
	c) With load above 100 kW/kVA	Rs. 330/- per KVA
16.1.2	NRS	
	a) With load upto 20 kW	Rs. 700/-
	b) With load above 20 kW & upto 100 kW/kVA	Rs. 470/-
	c) With load above 100 kW/kVA	Rs. 420/- per kVA
16.1.3	SP	Rs. 500/-
16.1.4	MS	Rs. 750/-
16.1.5	Large Supply	
	a) General	Rs. 1180/- per kVA of contract demand
	b) PIU's	Rs. 1500/- per kVA of contract demand
16.1.6	Bulk Supply	Rs. 1350/- per kVA
16.1.7	Public lighting	Rs. 2000/-



16.1.8	Agricultural (AP High Technology /high density Supply)	Rs. 200/- per BHP
16.1.9	Railway Traction	Rs. 1100/-per KVA of contract demand

**Note:- The Security (consumption) payable by applicants with loads above 100kW/kVA for new connections under DS/NRS categories will be equivalent to Security (consumption) for 100 kW/kVA load or on the above rates whichever is higher.**

**16.2 Rates of Meter/Metering Equipment Security**

16.2.1	All LT Single Phase Meters (Static & Electro –Mechanical)	Rs. 400/-
16.2.2	All Types of MCB's for Single phase Meters	Rs. 225/-
16.2.3	All LT Polyphase Whole Current Statics Meters (Intelligent & Normal)	Rs. 1530/-
16.2.4	a) MCB for Poly Phase Meters	Rs. 350/-
	b) Cubicle for LT poly phase meters & CT's	Rs. 1780/-
16.2.5	LT CT Operated Meters/TPT Meters (without CT's)	Rs. 2940/-
16.2.6	HT,TPT Meters(without CT/PT Units)	Rs. 2950/-
16.2.7	LT-CTs (set of 3 nos.)	
	a)100/05Amp	Rs. 1260/-
	b)200/5 Amp	
16.2.8	11 KV Metering Panels housed with CT/PT Unit	Rs. 27060/-
16.2.9	Other LT(CT Operated) HT/EHT Poly-phase meters/ metering equipment not covered under item 16.2.1 to 16.2.8 above	Actual Procurement cost of Meter/ Metering Equipment]

**16.3 Rates of security (consumption) for consumers covered under spot billing.**

16.3.1	Domestic Supply	a) With load upto 50 KW	Rs. 370/-
		b) With load 50 KW & above	Rs. 185/-
16.3.2	NRS	a) With load upto 50 KW	Rs. 470/-
		b) With load 50 KW & above	Rs. 235/-
16.3.3	SP		Rs. 250/-
16.3.4	MS		Rs. 375/-
16.3.5	Large Supply	a) General	Rs. 590/- per kVA of contract demand
			Rs. 750/- per kVA of contract demand
		b) PIU's	kVA of contract demand
16.3.6	Bulk Supply		Rs. 750/- per kVA

16.3.7	Public lighting	Rs. 1000/-
16.3.8	Railway Traction	550 per kVA of contract demand

**16.4 Rates of security for temporary supply.**

Applicants requesting for temporary connections shall be required to deposit security for consumption if the:-

a) duration of connection upto 30 days	At twice the rate of security (consumption) as per item 16.1
b) duration of connection is more than 30 days	At three times the rate of security (consumption) as per 16.1

**17. Recoverable cost of meter**

**17.1 Charges recoverable from the Consumer when the meter is damaged owing to negligence or default on the part of the Consumer (w.e.f. 1.11.2011)**

17.1.1	All LT Single Phase Meter (Static & Electro-Mechanical)	Rs. 520/-
17.1.2	a) All Types of MCB's for Single Phase Meters	NA
	b) MCB for Poly Phase Meters	NA
17.1.3	All LT Poly Phase Whole Current Static Meter (Intelligent & Normal)	Rs. 1910/-
17.1.4	LT CT operated Meters/TPT meters (without CT's)	Rs. 4120/-
17.1.5	HT TPT meters (without CTs/PTs units)	Rs. 4130/-
17.1.6	LT CTs (set of 3 nos.)	
	a) 100/05 Amp	Rs. 2700/-
	b) 200/5 Amp	Rs. 1780/-
17.1.7	11 KV Metering Panels housed with CT/PT unit	Rs. 34080/-
17.1.8	Cubicals for LT Poly Phase Meters & CT's	NA
17.1.9	Other LT (CT Operated) HT/EHT Poly Phase Meter/ Metering equipment not covered under Sr. No 17.1.1 to 17.1.8 above.]	Total Cost of Meter/ Metering equipment.

**17.2 Lump-sum amount recoverable in case the meter can be repaired (per meter)**

17.2.1	Single Phase Meter E/M	Rs. 200/-
17.2.2	Single Phase Electronic Meter	Rs. 320/-
17.2.3	Three(Poly) Phase E/M	Rs. 670/-

17.2.4	Three (Poly) Phase Electronic / Static Meter	Rs. 670/-
<b>18.</b>	<b>Service Line/Equipment Rentals (per month)</b>	@ 1.6 paise per Rupee cost of service line and equipment
<b>19.</b>	<b>Demand Notice Extension Fee (for each period of 3 months)</b>	
19.1	DS & NRS	Rs. 50/-
19.2	AP (AP-HI-TECH/high density)	Rs. 500/-
19.3	SP	Rs. 200/-
19.4	MS/LS/BS/RT	Rs. 2500/-

**Note :** In case of AP applicant, the revival fee for cancelled application shall be equivalent to double the demand notice extension fee, in addition to normal demand notice extension per quarter as prescribed above.

<b>20.</b>	<b>Permission Fee for Parallel Operation</b>	
	Permission fee to run/operate Captive/Cogen plants in parallel/ synchronism with the grid.	@ Rs. 50 per KVA of installed capacity of Captive/ Cogen plant minus capacity earmarked for sale of power to the PSPCL.

**21. Service Connection Charges and Standard Cost Data (approved by the Commission):**

Sr. No.	Category	Load /Demand/kW/KVA	Fixed Charges ( Rs. )	Variable Charges (Rs. per metre)
A.	DS	a) upto 1.5 kW	375/kW	230
		b) Above 1.5 kW & upto 3 kW	500/kW	230
		c) Above 3 kW & upto 7 kW	800/kW	230
		d) Above 7 kW & upto 20kW	1200/kW	230
		e) Above 20kw & upto 100 kW	1300/kW	250
		f) Above 100kW	Actual as per Reg 9.1.1(a) (ii) & 9.1.3(a) (ii)of Supply Code 2014	
B.	NRS	a) upto 1.5 kW	375/kW	230
		b) Above 1.5 kW upto 7 kW	800/kW	230
		c) Above 7 kW & upto 20kW	1300/kW	230
		d) Above 20kw & upto 100 kW	1350/kW	250
		e) Above 100KW	Actual as per Reg 9.1.1(a) (ii) & 9.1.3(a) (ii)of Supply Code 2014	
C.	Small Industrial Power (SP) / Compost Plants & CPPs, NRSE, IPPs	up to 20kw	2000/kW	310

covered under Reg.  
9.1.1(f) (iii)&  
9.1.3(f)(iii)

D.	Medium Supply (MS)/ Compost Plants & CPPs, NRSE, IPPs covered under Reg. 9.1.1(f) (iii)& 9.1.3(f)(iii)	Above 20kw & upto 100 KVA	1900/kVA	310
E.	Large Supply (LS)/ Compost Plants & CPPs, NRSE, IPPs covered under Reg. 9.1.1(f) (iii) & 9.1.3 (f)(iii)	Above 100 kVA	Actual as per Reg 9.1.1(a) (ii) & 9.1.3(a) (ii) of Supply Code 2014	
F.	Railway Traction	Actual as per Reg 9.1.1(c) & 9.1.3(c) of Supply Code 2014.		
G.	Agricultural pumping Supply(AP)		4500/BHP	215
H.	AP(High Technology) Supply	Actual as per Reg 9.1.1(e) & 9.1.3(e) of Supply Code 2014		
I.	Public Lighting Supply (SL)	i) Where SL system in the area is set up and maintain by the owner	1300/ kW	NA
		ii) Others	Actual as per Reg 9.1.1(d) & 9.1.3(d) of Supply Code 2014.	
J.	Bulk Supply (BS)	i) upto 100 kVA	1200/ kVA	310
		ii) Above 100 kVA	Actual as per Reg 9.1.1(a) (ii) & 9.1.3(a) (ii) of Supply Code 2014	
K.	Costs of HT/ EHT lines/ bays as per Standard Cost Data approved by the Commission for the year 2015-16	a (i) 66 kV SC line on SC towers	0.20 Sq." (200 mm <sup>2</sup> ) conductor	Rs. 24.70 lacs per CKT.kM
		ii) 66 kV XLPE(U/G) cable	240 mm <sup>2</sup>	Rs. 309.69 lacs per CKT.kM
		iii) 66 kV line bay	-	Rs. 39.23 lacs
		b (i) 132 kV SC line on SC Towers	200 mm <sup>2</sup> conductor	Rs. 22.05 lacs per CKT.kM
		ii) 132 kV SC line on DC Towers	200 mm <sup>2</sup> conductor	Rs. 27.23 lacs per CKT.kM

iii) 132 kV line bay	-	Rs. 46.50 lacs
c.(i) 220 kV SC line on DC Towers	420 mm <sup>2</sup> conductor	Rs. 61.85 lacs per CKT.kM
ii) 220 kV SC line on DC Towers	520mm <sup>2</sup> conductor	Rs. 71.83 lacs per CKT.kM
iii) 220 kV line bay	-	Rs. 86.47 lacs

**22. System Loading charges (SLC) as per Reg-6.7.1 of Supply Code-2014 (approved by the Commission for the year 2015-16)**

where system loading charges(SLC) = A+B

A= SLC for Grid Sub-station including line bay

= Rs. (2700 x D)

Where D is demand in kVA of the colony worked out as per Reg.6.7.1(b)

NOTE: SLC above include cost of land also

OR

In case, land for the grid sub station is provided by the developer as per Reg-6.7.1(d) of Supply Code-2014 then

A= SLC for Grid Sub Station including line bay =Rs. (2200x D)

AND

B= SLC for transmission line =Rs. (57 x D xL)

Where D is demand in kVA of the colony worked out as per Reg.6.7.1(b)

& L is the length of line in ckt. kMs feeding the grid sub-station.

**Note**

- 1. The Standard Cost Data approved by the Commission shall be applicable for the relevant year.**
- 2. As per the instructions issued vide CC No. 51/2018 dt 24/07/2018, GST shall be applicable at rates according to Govt. notifications amended from time to time.**
- 3. Punjab State Electricity Regulatory Commission vide its 4th Amendment to the Supply Code-2014 notified vide notification No. PSERC/ Secy./Regu.125 dt. 17/05/2018 (Reg-9.1.1 (a)(i)) has waived off variable charges for release of connections upto 50 kW/kVA (instructions issued vide Commercial Circular No. 39/2018 dt. 01.06.2018). The same is applicable from the date of the publication of the notification in the official gazetted of Punjab Government. i.e. from 17.05.2018 onwards.**

# **APPENDIX-II**

## **(List of Forms/ Annexures)**

## LIST OF FORMS/ ANNEXURES

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PCL-LT

Annexure-'1'

**PUNJAB STATE POWER CORPORATION LIMITED**  
**APPLICATION AND AGREEMENT (A & A) FORM**  
**(LT Supply)**

Self attested  
 Passport size  
 photograph of  
 the applicant/  
 authorized  
 signatory

**(TO BE COMPLETED AND SIGNED BY APPLICANT)**

1)	Name of applicant / organization/ institution (identity proof to be submitted)			
	a) Aadhaar Card No.			
2)	Address (Proof to be submitted)			
	a) House/Premises no			
	b) Street no.			
	c) Area/colony			
	d) City/ Village			
	e) Telephone No.			
	f) Mobile No.			
	g) E-mail Address			
3)	Category / Purpose of supply			
4)	Schedule of electricity consuming apparatus:			
	Category	Description		
	No.	Wattage each		
	Total kW			
	DS/BS (DS purpose)	a) Light Points <small>Actual or 40 Watts (half to be counted)</small>		
		b) Fan Points <small>Actual or 60 Watts (one third to be counted)</small>		
		c) Wall sockets <small>Actual or 60 Watts (one fourth to be counted)</small>		
		d) Power plugs <small>Actual or 1000 Watts (one fourth to be counted)</small>		
		e) ACs <small>Actual or 2500 Watts (half to be counted)</small>		
		f) Other/Motive Loads		
	NRS/ Industrial/ BS (NRS/ Industrial purposes)/ AP High Tech.	a) Light Points <small>Actual or 40 Watts (all to be counted)</small>		
		b) Fan Points <small>Actual or 60 Watts (all to be counted)</small>		
		c) Wall sockets <small>Actual or 60 Watts (one third to be counted)</small>		
		d) Power plugs <small>Actual or 1000 Watts (half to be counted)</small>		
		e) ACs <small>As per name plate (all to be counted)</small>		
	f) Industrial/Motive/other loads			
	Total Connected load (kW)			

5)	Load /Demand applied (kW/kVA)	
	a) Existing load/demand if any	
	b) Account no.	
	c) Additional load/demand required	
	d) Total load/demand	
6)	Permanent application no./	
7)	Processing fee receipt no. & date	
8)	Security (consumption) receipt no. & date	
9)	Security (meter) receipt no. & date	
10)	Type of supply (Permanent/ Temporary)	
	a) If temporary supply specify period	
11)	Indicate if works are to be carried out by you for the service connection	
12)	Indicate if you want to install your own meter of approved make	
13)	Any electricity dues outstanding in PSPCL area of supply in consumer's name	Yes/ No
14)	Any electricity dues outstanding for the premises for which connection/ additional load applied for	Yes/ No
15)	Any electricity dues outstanding of PSPCL against any firm/company with which the consumer is associated as an Owner, Partner, Director or Managing Director	Yes/ No

**NOTE : (For questions 13, 14 & 15 if the answer is 'Yes' in any case please provide details on a separate sheet)**

- 16) I/We declare on oath that :
- a) I/We am/are major
  - b) I/We am/are owner of the premises or my/our/owner of the premises agrees to my/ our taking the said supply and his/their written consent is attached herewith.

**or**

I/We are the lawful occupier of the premises but it has not been possible for me/us to obtain consent from the owner of the premises and I/We hereby agree to keep the PSPCL indemnified and harmless against all claims made and action and proceedings taken up by the owner of the premises or any person claiming through or under him by reason of giving of this electric connection by the PSPCL to me/us.

- c) I/We hereby agree that I/We shall abide by the power cut restrictions/peak load hours restrictions.
- d) There is no other electric connection running in the above premises.

**or**

One No. DS/NRS electric connection is already existing in the above premises and I/We want to take second connection for which I/We are ready to comply with the conditions of the PSPCL.

- e) I am a Scheduled Caste/ST/BC/BPL for which copy of relevant certificate is attached.

**VERIFICATION:**

I/we also declare that the above information is true to my /our knowledge and in case I/We violate any undertaking/instructions or any other information is found to be false at any stage, my/our electric connection may not be released and, if

released, may be disconnected without prior notice and all charges deposited by me/us be forfeited.

**Signature of the applicant(s)**

17) I/We hereby request Punjab State Power Corporation Limited (herein-after referred to as the PSPCL) to give supply for load/demand mentioned in Sr.No.5 above. I/We hereby further agree to pay for the said supply in accordance with the relevant Schedule of Tariff, as approved by the Commission from time to time and also to pay all such other charges as may become due from me/us. I/We also agree to abide by the provisions of Supply Code-2014, General Conditions of Tariff /Tariff Schedule /Tariff Orders and Electricity Act-2003 as amended from time to time.

I/We further request you to supply me/us with the necessary meter/metering equipment. I/We agree to deposit security (meter) and to pay monthly rentals for the meter / metering equipment as prescribed in the Schedule of General Charges.

**(Signature of witness)**

Name.....  
Address.....  
.....  
PSPCL Account No.....  
Dated.....

**(Signature of Applicant)**

Name.....

(Signature of officer/official verifying the correctness of the application)  
Name:.....  
Designation:.....

(Signature of load sanctioning authority)  
with designation  
(for and on behalf of the PSPCL)

Date.....

**FOR OFFICE USE ONLY**

- 1) Name of Sub division
- 2) Applicants Name/Designation
- 3) Is applicant a member of SC/ST/BC/BPL
- 4) Security(Consumption) Receipt No. and Date
  - a) Existing Load/Demand, if any (kW/kVA)
  - b) Load /Demand applied (kW/kVA)
  - c) Total Load/Demand Sanctioned (kW/kVA)
- 5) Supply voltage
- 6) Category of connection
- 7) Account no.

**Signature of load sanctioning authority**

**Date.....**

---

**ACKNOWLEDGEMENT**

Application (A&A Form) of ..... (name of applicant) for..... (purpose) is hereby received on ..... (date). In this regard, the applicant is given a permanent A&A no. .... to be used for all future correspondence.

**Signature / Seal of PSPCL representative**

Name and Designation of official receiving the A&A Form

**GUIDELINES FOR APPLICANTS FOR RELEASE OF ELECTRIC CONNECTIONS / EXTENSION(S) IN LOAD/DEMAND**

- 1) The applicant shall sign each page of A&A form and submit the following documents, as may be applicable.
  - a) **Identity proof** : Application (A&A form) for new connection shall be accompanied with a photograph and identity proof of the applicant. Any of the following documents shall be considered as acceptable proof of identity if the applicant is an individual:-
    - (i) Voter identity card;
    - (ii) Passport;
    - (iii) Driving license;
    - (iv) Ration card;
    - (v) Photo identity card issued by Government agency/PSU;
    - (vi) Certificate of identity having photo issued by Gazetted officer/Tehsildar on letterhead;
    - (vii) PAN card; and
    - (viii) Aadhaar Card.
  - b) **Proof of Ownership/Occupancy of Premises:** The applicant shall submit proof of ownership/ occupation of the premises for which the connection is applied. Any of the following documents shall be acceptable as proof of ownership or occupancy of premises:-
    - i) Copy of sale deed or lease deed or rent deed and in the case of agricultural connections a copy of khasra / girdawari / jamabandi / fard of the land;
    - ii) Certificate from Panchayat etc. showing ownership of premises within phirni/lal lakir of village for DS/NRS connection;
    - iii) Registered General Power of Attorney;
    - iv) Municipal tax receipt or demand notice or any other related document;
    - v) Letter of allotment with possession letter.
  - c) An application by a Partnership firm, Company or a Trust/Society shall be accompanied by following documents:
    - i. An attested copy of the partnership deed signed by all the partners or by a partner authorized to sign by other partners through a Special Power of Attorney duly notarized.
    - ii. A private or a public limited company, shall while submitting an application, furnish certified copies (by the Chartered Accountant of the Company) of the resolution of the Board of Directors in favour of the person authorized to sign the A&A form and other documents. The signatures of the authorized signatory shall also bear the common seal of the company. In case of change in the Board of Directors, the consumer shall intimate the Distribution Licensee (PSPCL).
    - iii. An application by a Trust or a Society shall be accompanied by a certified copy of its constitution, its bye laws along with resolution in favour of the authorized signatory for signing the A&A form and other documents. The names of the managing body of the Trust or Society and their residential addresses shall also be furnished. The consumer shall intimate to the Distribution Licensee (PSPCL) every change in the managing body of the Trust or Society within one month.
  - d) Certificate from Sub Divisional Magistrate /Sub Divisional Officer (Civil) / Revenue Officer concerned regarding member of SC/ ST/ BC / BPL.

- 2) For release of new connection/additional load/demand an applicant shall submit No Objection Certificate (NOC) from the competent authority in case it is required as per any State/Central government law/notified policy or regulations framed under the Electricity Act, 2003 or specific order of any court issued from time to time restraining release of connections in any particular area/premises. The Distribution Licensee (PSPCL) shall circulate the list of cases where NoC is required, as per applicable law/policy, with the approval of the Commission.
- 3) The application and agreement form duly filled in shall be submitted to the Consumer Clerk (CC)/ (RA) for further process.
- 4) RA shall give details of amount on account of Security (consumption) and Security (meter) etc. to be deposited by the applicant/consumer with the cashier.
- 5) Connected load may be determined as per table given below and complete detail shall be given in the test report to be submitted at the time of compliance of demand notice.

<b>Category</b>	<b>Light point</b>	<b>Fan point</b>	<b>Wall socket</b>	<b>Power socket (Single phase)</b>	<b>Air Conditioner</b>
DS/BS (DS purpose)	Actual or 40 Watts (half to be counted)	Actual or 60 Watts (one third to be counted)	Actual or 60 Watts (one fourth to be counted)	Actual or 1000 Watts (one fourth to be counted)	Actual or 2500 Watts (half to be counted)
NRS/ Industrial/ BS (NRS/ Industrial purposes)/ AP High Tech.	Actual or 40 Watts (all to be counted)	Actual or 60 Watts (all to be counted)	Actual or 60 Watts (one third to be counted)	Actual or 1000 Watts (half to be counted)	As per name plate (all to be counted)

**Notes:**

- a) **Three phase power sockets for NRS/Industrial purposes shall be taken as 6 kW each and half of the no. of sockets shall be counted.**
- b) **Any fraction of lamp / fan/socket/ AC shall be counted as one.**
- c) **Either the standard wattage of the electric switch/plug/power plug or the load actually connected to such electric switch/plug/power plug shall be considered for calculating the connected load.**
- d) **In case a single switch is used for controlling more than one lamp/appliance, the sum of the total capacity of all the lamps/ appliances shall be taken into account for computing connected load.**
- e) **The load of air conditioners/AC packages/centralized AC systems bearing ISI mark/star labeled shall be taken as per their nameplate. For non-standard 1.5 ton window/split air conditioners, the load of each shall be taken as 2.5 kW.**
- f) **The load of three phase power plug(s) used for equipments temporarily connected for the maintenance and operation of a green house under AP High Technology category shall be considered as 6 kW per power plug.**

PCL- LT(DS upto 20 kW)

Annexure-'1 A'

**PUNJAB STATE POWER CORPORATION LIMITED**  
**APPLICATION AND AGREEMENT (A & A) FORM**  
 For DS (Only Residential) up to 20 kW

self attested  
 Passport size  
 photograph of the  
 applicant/  
 authorized  
 signatory

**(TO BE COMPLETED AND SIGNED BY APPLICANT)**

1)	Name of applicant (Self attested copy of identity proof to be submitted)	
	a) Aadhaar Card No.	
2)	Address	
	a) House/Premises no	
	b) Street no.	
	c) Area/colony	
	d) City/ Village	
	e) Telephone No.	
	f) Mobile No.	
	g) E-mail Address	
3)	Category / Purpose of supply	DS (Residential Only )
4)	Schedule of electricity consuming apparatus:	
	Category	Description
		No.
		Wattage each
		Total kW
	DS(Only Residential)	a) Light Points Actual or 40 Watts (half to be counted)
		b) Fan Points Actual or 60 Watts (one third to be counted)
		c) Wall sockets Actual or 60 Watts (one fourth to be counted)
		d) Power plugs Actual or 1000 Watts (one fourth to be counted)
		e) ACs Actual or 2500 Watts (half to be counted)
		f) Other/Motive Loads
	Total Connected load (kW)	
5)	Load /Demand applied (kW/kVA)	
	a) Existing load/demand if any	
	b) Account no.	
	c) Additional load/demand required	
	d) Total load/demand	
6)	Permanent application no./	
7)	Processing fee receipt no. & date	

8)	Security (consumption) receipt no. & date	
9)	Security (meter) receipt no. & date	
10)	Indicate if works are to be carried out by you for the service connection	
11)	Indicate if you want to install your own meter of approved make	
12)	Any electricity dues outstanding in PSPCL area of supply in consumer's name	Yes/ No
13)	Any electricity dues outstanding for the premises for which connection/ additional load applied for	Yes/ No
14)	Any electricity dues outstanding of PSPCL against any firm/company with which the consumer is associated as an Owner, Partner, Director or Managing Director	Yes/ No

**NOTE : (For questions 12, 13 & 14 if the answer is 'Yes' in any case please provide details on a separate sheet)**

- 15) I/We declare on oath that :
- f) I/We am/are major
  - g) I/We am/are the lawful owner of the premises or my/our/owner of the premises agrees to my / our taking the said supply and his/their consent has been obtained **(NO PROOF IS REQUIRED TO BE SUBMITTED)**.

**or**

I/We are the lawful occupier of the premises but it has not been possible for me/us to obtain consent from the owner of the premises and I/We hereby agree to keep the PSPCL indemnified and harmless against all claims made and action and proceedings taken up by the owner of the premises or any person claiming through or under him by reason of giving of this electric connection by the PSPCL to me/us.

- h) That all the electrical installation work within my/our premises is as per the provisions of Central Electricity Authority (Measures Relating to Safety and Electrical Supply) Reg-2010 and as per relevant standards of BIS. Further, wiring has been carried out by an electrical contractor licensed in this behalf by the Government of Punjab and under the direct supervision of a person holding a certificate of competency and by a person holding a permit issued or recognized by the Government of Punjab and I/We have obtained a test report from electrical contractor in this regard and the Test Report is in my/our possession.

That I/We shall at all times be solely responsible for the maintenance of my/our installation in such condition as to be free from danger.

That I/We shall indemnify PSPCL against any loss to me/us accrued on this account.

- i) I/We hereby agree that I/We shall abide by the power cut restrictions/ peak load hours restrictions.
- j) There is no other electric connection running in the above premises.

**Or**

One No. DS/NRS electric connection is already existing in the above premises and I/We want to take second DS connection for which I/We are ready to comply with the conditions of the PSPCL.

- k) I am a Scheduled Caste/ST/BC/BPL for which copy of relevant certificate is attached.



- l) That the location of my premises does not fall in the restricted zone as declared by PUDA/Local Authority.
- m) I/We have applied this electric connection for domestic purpose and no business activity shall be carried out in this premises without prior approval from the PSPCL.

**VERIFICATION:**

I/we also declare that the above information is true to my /our knowledge and in case I/We violate any undertaking/instructions or any other information is found to be false at any stage, my/our electric connection may not be released and, if released, may be disconnected without prior notice and all charges deposited by me/us be forfeited.

**Signature of the applicant(s)**

16) I/We hereby request Punjab State Power Corporation Limited (herein-after referred to as the PSPCL) to give supply for load/demand mentioned in Sr.No.5 above. I/We hereby further agree to pay for the said supply in accordance with the relevant Schedule of Tariff, as approved by the Commission from time to time and also to pay all such other charges as may become due from me/us. I/We also agree to abide by the provisions of Supply Code-2014, General Conditions of Tariff /Tariff Schedule /Tariff Orders and Electricity Act-2003 as amended from time to time.

I/We further request you to supply me/us with the necessary meter/metering equipment. I/We agree to deposit security (meter) and to pay monthly rentals for the meter / metering equipment as prescribed in the Schedule of General Charges

**(Signature of Applicant)**

Name.....

(Signature of load sanctioning authority)  
with designation  
(for and on behalf of the PSPCL)

Date.....

(Signature of officer/official verifying the  
correctness of the application)

Name:.....

Designation:.....

**FOR OFFICE USE ONLY**

- 1) Name of Sub division
- 2) Applicants Name/Designation
- 3) Is applicant a member of SC/ST/BC/BPL
- 4) Security(Consumption) Receipt No. and Date
  - a) Existing Load/Demand, if any (kW/kVA)
  - b) Load /Demand applied (kW/kVA)
  - c) Total Load/Demand Sanctioned (kW/kVA)
- 5) Supply voltage
- 6) Category of connection
- 7) Account no.

**Signature of load sanctioning authority**

**Date.....**

---

**ACKNOWLEDGEMENT**

Application (A&A Form) of ..... (name of applicant) for..... (purpose) is hereby received on ..... (date). In this regard, the applicant is given a permanent A&A no. .... to be used for all future correspondence.

**Signature / Seal of PSPCL representative**

Name and Designation of official receiving the A&A Form

**GUIDELINES FOR APPLICANTS FOR RELEASE OF ELECTRIC CONNECTIONS / EXTENSION(S) IN LOAD/DEMAND**

- 1) The applicant shall sign each page of A&A form and submit the following documents, as may be applicable.
- a) **Identity proof** :Application (A&A form) for new connection shall be accompanied with a photograph and identity proof of the applicant. Any of the following documents shall be considered as acceptable proof of identity if the applicant is an individual:-
- (i) Voter identity card;
  - (ii) Passport;
  - (iii) Driving license;
  - (iv) Ration card;
  - (v) Photo identity card issued by Government agency/PSU;
  - (vi) Certificate of identity having photo issued by Gazetted officer/Tehsildar on letterhead;
  - (vii) PAN card; and
  - (viii) Aadhaar Card.
- b) **Proof of Ownership/Occupancy of Premises:** The applicant shall submit proof of ownership/ occupation of the premises for which the connection is applied. Any of the following documents shall be acceptable as proof of ownership or occupancy of premises:-
- i) Copy of sale deed or lease deed or rent deed and in the case of agricultural connections a copy of khasra / girdawari / jamabandi / fard of the land;
  - ii) Certificate from Panchayat etc. showing ownership of premises within phirni/lal lakir of village for DS/NRS connection;
  - iii) Registered General Power of Attorney;
  - iv) Municipal tax receipt or demand notice or any other related document;
  - v) Letter of allotment with possession letter.
- c) An application by a Partnership firm, Company or a Trust/Society shall be accompanied by following documents:
- i. An attested copy of the partnership deed signed by all the partners or by a partner authorized to sign by other partners through a Special Power of Attorney duly notarized.
  - ii. A private or a public limited company, shall while submitting an application, furnish certified copies (by the Chartered Accountant of the Company) of the resolution of the Board of Directors in favour of the person authorized to sign the A&A form and other documents. The signatures of the authorized signatory shall also bear the common seal of the company. In case of change in the Board of Directors, the consumer shall intimate the Distribution Licensee (PSPCL).
  - iii. An application by a Trust or a Society shall be accompanied by a certified copy of its constitution, its bye laws along with resolution in favour of the authorized signatory for signing the A&A form and other documents. The names of the managing body of the Trust or Society and their residential addresses shall also be furnished. The consumer shall intimate to the Distribution Licensee (PSPCL) every change in the managing body of the Trust or Society within one month.

- d) Certificate from Sub Divisional Magistrate /Sub Divisional Officer (Civil) / Revenue Officer concerned regarding member of SC/ ST/ BC / BPL.
- 2) For release of new connection/additional load/demand an applicant shall submit No Objection Certificate (NOC) from the competent authority in case it is required as per any State/Central government law/notified policy or regulations framed under the Electricity Act, 2003 or specific order of any court issued from time to time restraining release of connections in any particular area/premises. The Distribution Licensee (PSPCL) shall circulate the list of cases where NoC is required, as per applicable law/policy, with the approval of the Commission.
- 3) The application and agreement form duly filled in shall be submitted to the Consumer Clerk (CC)/ (RA) for further process.
- 4) RA shall give details of amount on account of Security (consumption) and Security (meter) etc. to be deposited by the applicant/consumer with the cashier.
- 5) Connected load may be determined as per table given below and complete detail shall be given in the test report to be submitted at the time of compliance of demand notice.

Category	Light point	Fan point	Wall socket	Power socket (Single phase)	Air Conditioner
DS/BS (DS purpose)	Actual or 40 Watts (half to be counted)	Actual or 60 Watts (one third to be counted)	Actual or 60 Watts (one fourth to be counted)	Actual or 1000 Watts (one fourth to be counted)	Actual or 2500 Watts (half to be counted)
NRS/ Industrial/ BS (NRS/ Industrial purposes)/ AP High Tech.	Actual or 40 Watts (all to be counted)	Actual or 60 Watts (all to be counted)	Actual or 60 Watts (one third to be counted)	Actual or 1000 Watts (half to be counted)	As per name plate (all to be counted)

**Notes:**

- a) **Three phase power sockets for NRS/Industrial purposes shall be taken as 6 kW each and half of the no. of sockets shall be counted.**
- b) **Any fraction of lamp / fan/socket/ AC shall be counted as one.**
- c) **Either the standard wattage of the electric switch/plug/power plug or the load actually connected to such electric switch/plug/power plug shall be considered for calculating the connected load.**
- d) **In case a single switch is used for controlling more than one lamp/appliance, the sum of the total capacity of all the lamps/ appliances shall be taken into account for computing connected load.**
- e) **The load of air conditioners/AC packages/centralized AC systems bearing ISI mark/star labeled shall be taken as per their nameplate. For non-standard 1.5 ton window/split air conditioners, the load of each shall be taken as 2.5 kW.**
- f) **The load of three phase power plug(s) used for equipments temporarily connected for the maintenance and operation of a green house under AP High Technology category shall be considered as 6 kW per power plug.**

PCL-LT(AP)

Annexure-'1 B'

**PUNJAB STATE POWER CORPORATION LIMITED**  
**APPLICATION AND AGREEMENT (A & A) FORM**  
**(AP Supply)**

Self attested  
 Passport size  
 photograph of  
 the applicant/  
 authorized  
 signatory

**(TO BE COMPLETED AND SIGNED BY APPLICANT)**

1)	Name of applicant (identity proof to be submitted)				
	a) Aadhaar Card No				
2)	Address (Proof to be submitted)				
	a) House no.				
	b) City/ Village				
	c) Block /Tehsil				
	d) District				
	e) Telephone No.				
	f) Mobile No.				
	g) E-mail Address				
	h) Proof of land ownership viz single or joint ownership (mushtarka khata) along with copy of fard of land as per revenue record.				
3)	Category (General/Priority)				
4)	Schedule of electricity consuming apparatus:				
	Sr.No.	Description	No.	Wattage each	Total
	a)	Light Points <small>(Two CFL lamps of 20 Watt each)</small>	2	20watt	40watt
	b)	Motive load <small>(BHP/kW)</small>			
	Total Connected load (kW)				
5)	Load applied (kW)				
	a) Existing load if any (kW)				
	b) Account no.				
	c) Additional load required(kW)				
	d) Total load(kW)				
6)	Permanent application no./				
7)	Processing fee receipt no. & date				
8)	Security (consumption) receipt no. & date				
9)	Security (meter) receipt no. & date				
10)	Indicate if works are to be carried out by you for the service connection				

11)	Indicate if you want to install your own meter of approved make	
12)	Any electricity dues outstanding in PSPCL area of supply in consumer's name	Yes/ No
13)	Any electricity dues outstanding for the land for which connection/ additional load applied for	Yes/ No
14)	Any electricity dues outstanding of PSPCL against any premises with which the consumer is associated as an Owner/ Partner etc.	Yes/ No

**NOTE : (For questions 12, 13 & 14 if the answer is 'Yes' in any case please provide details on a separate sheet)**

- 15) I/We declare on oath that :
- a) I/We am/are major
  - b) I/We am/are owner of the land or lawful lease /patta holder.
  - c) I belong to a Scheduled Caste/ST/BC/BPL category.
  - d) My land holding is upto 2.5 or 5 acre or above in the State of Punjab.

**VERIFICATION:**

I/we also declare that the above information is true to my /our knowledge and in case I/We violate any undertaking/instructions or any other information is found to be false at any stage, my/our electric connection may not be released and, if released, may be disconnected without prior notice and all charges deposited by me/us be forfeited.

\_\_\_\_\_  
**Signature of the applicant(s)**

- 16) I/We hereby request Punjab State Power Corporation Limited (herein-after referred to as the PSPCL) to give supply for load mentioned in Sr.No.4/5 above. I/We hereby further agree to pay for the said supply in accordance with the relevant Schedule of Tariff, as approved by the Commission from time to time and also to pay all such other charges as may become due from me/us. I/We also agree to abide by the provisions of Supply Code-2014, General Conditions of Tariff /Tariff Schedule /Tariff Orders and Electricity Act-2003 as amended from time to time.

I/We further request you to supply me/us with the necessary meter/metering equipment. I/We agree to deposit security (meter) and to pay monthly rentals for the meter / metering equipment as prescribed in the Schedule of General Charges.

**(Signature of witness)**

Name.....  
Address.....  
.....  
PSPCL Account No.....  
Dated.....

**(Signature of Applicant)**

Name.....

(Signature of officer/official verifying the correctness of the application)

Name:.....

Designation:.....

(Signature of load sanctioning authority)  
with designation  
(for and on behalf of the PSPCL)

Date.....

**FOR OFFICE USE ONLY**

- 1) Name of Sub division
- 2) Applicants Name/Designation
- 3) Is applicant a member of SC/ST/BC/BPL
- 4) Security(Consumption) Receipt No. and Date
  - a)Existing Load, if any (kW)
  - b)Load applied (kW)
  - c)Total Load Sanctioned (kW)
- 5) Supply voltage
- 6) Category of connection
- 7) Account no.

**Signature of load sanctioning authority**

**Date.....**

---

**ACKNOWLEDGEMENT**

Application (A&A Form) of ..... (name of applicant) for..... (purpose) is hereby received on ..... (date). In this regard, the applicant is given a permanent A&A no. .... to be used for all future correspondence.

**Signature / Seal of PSPCL representative**

Name and Designation of official receiving the A&A Form

**GUIDELINES FOR APPLICANTS FOR RELEASE OF ELECTRIC CONNECTIONS /  
EXTENSION(S) IN LOAD/DEMAND**

- 1) The applicant shall sign each page of A&A form and submit the following documents, as may be applicable.
  - a) **Identity proof:** Application (A&A form) for new connection shall be accompanied with a photograph and identity proof of the applicant. Any of the following documents shall be considered as acceptable proof of identity if the applicant is an individual:-
    - (i) Voter identity card;
    - (ii) Passport;
    - (iii) Driving license;
    - (iv) Ration card;
    - (v) Photo identity card issued by Government agency/PSU;
    - (vi) Certificate of identity having photo issued by Gazetted officer/Tehsildar on letterhead;
    - (vii) PAN card; and
    - (viii) Aadhaar Card.
  - b) **Proof of Ownership/Occupancy of land:** The applicant shall submit proof of ownership/ occupation of the land for which the connection is applied. Any of the following documents shall be acceptable as proof of ownership or occupancy of premises:-
    - i) Copy of lease or rent deed and a copy of khasra / girdawari / jamabandi / fard of the land;
    - ii) Registered General Power of Attorney;
- 2) The application and agreement form duly filled in shall be submitted to the Consumer Clerk (CC)/ (RA) for further process.
- 3) RA shall give details of amount on account of Security (consumption) and Security (meter) etc. to be deposited by the applicant/consumer with the cashier.
- 4) Connected load shall include the BHP/kW rating of moter of pump set and two CFL lamps of 20 watt each.



PCL-HT/EHT

Annexure-'2'

**PUNJAB STATE POWER CORPORATION LIMITED**  
**APPLICATION AND AGREEMENT (A & A) FORM**  
 (HT /EHT Supply)

Self attested Passport size photograph of the applicant/ authorized signatory
--

**(TO BE COMPLETED AND SIGNED BY APPLICANT)**

1)	Name of applicant / organization/ institution (identity proof to be submitted)	
	a) Aadhaar Card No.	
2)	Address (Proof to be submitted)	
	a) House/Premises no	
	b) Street no.	
	c) Area/colony	
	d) City/ Village	
	e) Telephone No.	
	f) Mobile No.	
	g) E-mail Address	
3)	Category / Purpose of supply	
4)	Load /Demand applied (kW/kVA)	
	a) Existing load/demand if any	
	b) Account no.	
	c) Additional load/demand required	
	d) Total load/demand	
5)	Permanent application no./	
6)	Processing fee receipt no. & date	
7)	Security (consumption) receipt no. & date	
8)	Security (meter) receipt no. & date	
	<b>NOTE: The details of connected load shall be furnished in the test report to be submitted in compliance of demand notice.</b>	
9)	Type of supply (Permanent/ Temporary)	
	a) If temporary supply specify period	
10)	Indicate if works are to be carried out by you for the service connection	
11)	Indicate if you want to install your own meter of approved make	
12)	Any electricity dues outstanding in PSPCL area of supply in consumer's name	Yes/ No
13)	Any electricity dues outstanding for the premises for which connection/ additional load applied for	Yes/ No

14)	Any electricity dues outstanding of PSPCL against any firm/company with which the consumer is associated as an Owner, Partner, Director or Managing Director	Yes/ No
-----	--	---------

**NOTE : (For questions 12, 13 & 14 if the answer is 'Yes' in any case please provide details on a separate sheet)**

**VERIFICATION:**

I/we also declare that the above information is true to my /our knowledge and in case I/We violate any undertaking/instructions or any other information is found to be false at any stage, my/our electric connection may not be released and, if released, may be disconnected without prior notice and all charges deposited by me/us be forfeited.

\_\_\_\_\_  
Signature of the applicant(s)

**15) AGREEMENT FOR HIGH TENSION AND EXTRA HIGH TENSION SUPPLY**

THIS AGREEMENT MADE THIS \_\_\_ day of \_\_\_\_\_ 20\_\_ between the Punjab State Power Corporation Limited (hereinafter called the 'PSPCL' which expression shall where the context so require include its successors in office and assigns) having its Head Office at Patiala of the one part and \_\_\_\_\_ (hereinafter called 'Consumer' which expression where the context so require shall include his /her heirs, executors, administrators, legal representatives successors in business and assigns) of the other part.

Whereas the consumer has requested the PSPCL to supply him with electricity at his/her premises situated (address) \_\_\_\_\_ and indicated in red ink in the map attached hereto for the purpose of \_\_\_\_\_ and the PSPCL has agreed to supply to the consumer such electricity upon the terms and conditions hereinafter contained.

**NOW IT IS HEREBY DECLARED AND AGREED AS FOLLOWS:**

1. Subject to the provisions hereinafter contained and during the continuance of this agreement the PSPCL shall give electricity supply to the consumer at one point for (category to be mentioned) \_\_\_\_\_ supply purpose, at his/her premises referred to above for a maximum demand of \_\_\_\_\_ kVA (hereinafter called contract demand) and connected load of the \_\_\_\_\_ kW.
2. The electricity so supplied shall be of single/ two / three phase, alternating current, at a declared pressure (voltage) of \_\_\_\_\_ thousand volts between phases and at a frequency of 50 cycles per second at the terminals. The frequency and pressure of the electricity at the point of supply shall be subject to fluctuations that are ordinary, usual and incidental to the generation and transmission of electricity but such fluctuations shall not except owing to extraordinary reasons beyond the control of the PSPCL, exceed the tolerance limits permitted under or Regulations notified by CEA.
3. **a)** The consumer shall be liable to pay the cost of service connection / proportionate cost of common line (including breaker/ bay) /at the feeding sub-station (if applicable) and other equipment as per Regulation 9 of the Supply Code.  
**(b)** Notwithstanding that the cost of the full or a part of the service line has been paid for by the consumer, the ownership thereof shall vest in the PSPCL and will be maintained by the PSPCL at its cost. The PSPCL shall have a right to utilize the aforesaid service line and sub station in the consumer's premises, place apparatus other than those required to control the supply to the consumer and to lay overhead or underground feeders in the property of the consumer with a view

- to connect the same with the apparatus installed in any other consumer's premises.
4. Unless otherwise agreed upon the point of supply shall be the outgoing terminals of the metering equipment/circuit breaker or the control switch gear of the PSPCL installed at the consumer's/ PSPCL premises from which electricity is supplied to the consumer.
  5. The electricity supply taken from the PSPCL by the consumer under this agreement shall be measured by the meter or meters installed by the PSPCL at suitable point or points. The PSPCL shall be entitled to charge rent on account of such metering equipment at such rates as prescribed in the Schedule of General Charges.
  6. The consumer shall provide and maintain at his own cost an accommodation suitable as per requirement of the PSPCL both in size and construction (to be approved by the PSPCL) for purpose of housing PSPCL metering equipment nearest to the main gate with independent access to the PSPCL and also any other equipment including measuring devices as may be considered necessary by the PSPCL.
  7. The meter shall be properly sealed by the authorized representative of the PSPCL in the presence of the consumer or his representative and shall not be interfered with by the consumer.
  8. The load on the three phases of supply under the agreement shall be kept so balanced by the consumer that the difference in current between any two phases at the time of maximum demand shall not exceed 5% without the prior approval of the PSPCL in writing.
  9. The duly authorized employees of the PSPCL shall be entitled at all reasonable times, to enter the premises of the consumer for the purpose of inspecting and testing his (Consumer) installation and /or for reading meter and inspecting and testing any of apparatus belonging to the PSPCL on consumer's premises or for doing all things necessary or incidental to the proper giving or maintaining supply to the consumer.
  10. The consumer shall be solely responsible for and shall pay for any loss or damage to any supply lines, main fuses, meters and/or other apparatus belonging to the PSPCL on the premises of the consumer whether caused maliciously or through culpable negligence or default on the part of the consumer or any of his employees.
  11. The PSPCL shall not be liable for any claim for loss, damage or compensation whatsoever arising out of failure or shortage of supply when such failure or shortage is either directly or indirectly due to war, mutiny, civil commotion, riot, strike, lockout, fire, flood, tempest, lightning, earthquake or other force majeure causes or occurrences beyond the control of the PSPCL.
  12. The consumer shall pay to the PSPCL every month charges for electricity supplied to the consumer in accordance with the provisions of General Conditions of Tariff and relevant Schedule of Tariff as approved by the Commission.
  13. The consumer shall, when required by the PSPCL, pay Security (consumption) for the performance of the terms and conditions of this agreement as per Regulation No. 14 & 16 of the Supply Code.
  14.
    - a) The consumer shall agree to restrict or regulate consumption of electricity under this agreement during peak hours as may be directed by the Commission / State Govt. or any other appropriate authority.
    - b) The consumer shall agree to the supply of electricity under this agreement being curtailed, staggered or cutoff altogether by the PSPCL if the power position or any other emergency in power system warrants such a course of action.
    - c) The PSPCL would have the right to temporarily discontinue power to the consumer at any time, whenever it becomes necessary for the purpose of testing plant, equipments etc. and for this no compensation will be payable to the consumer.
  15.
    - a) The consumer shall comply with Supply Code-2014 Regulations as approved by the Commission, which shall be deemed to be a part of the agreement and shall govern the parties hereto in so far as same are applicable.

- b) The consumer shall supply to the PSPCL on demand all reasonable information including certified copies of monthly return of production of goods being submitted by him to the Central/State Excise and Sales Tax Authorities to enable the PSPCL to keep a watch over the consumption of electricity.
  - c) If any of the information supplied or undertaking given by the consumer is found to be incorrect or false or shows that he had obtained connection by misrepresentation, he will be liable to face the consequences.
16. The consumer shall not, without the previous consent/approval and execution of new agreement, assign, transfer or part with the benefit of this agreement and shall not in any manner part with or create any partial or separate interest in it.
  17. Any levy such as GST, Electricity Duty, Octroi and cess etc imposed by the State Government or any other competent authority on electricity purchased by the consumer from the PSPCL shall be payable by the consumer.
  18. This agreement shall be read and construed as subject in all respect to the provisions of the Electricity Act, 2003 or any statutory modifications thereof for the time being in force and the Rules, Regulations made there under.
  19. The consumer has agreed to bear stamp duty on this agreement, if applicable.
  20. All disputes arising under this agreement or touching or concerning any covenant or conditions of this agreement shall be dealt with in accordance with the provisions of Supply Code-2014 and EA-2003 and shall be referred to Dispute Settlement Committee / Forum for Redressal of Grievances / Ombudsman & Appellate Authority/Special Court as the case may be.

IN WITNESS WHEREOF, I \_\_\_\_\_(Name and designation) of the PSPCL representative on behalf of the PSPCL and the consumer \_\_\_\_\_ have here to set their signatures and the common seals the day, month, and year first written above.

**Signed by the above named in the presence of**

(Witnesses)

**1. (Signature)**

Name.....  
Address.....  
PSPCL Account No.....

Signature of Consumer or his Authorized Representative)

Name: \_\_\_\_\_  
Designation: \_\_\_\_\_

(Witnesses)

Authorized vide Resolution No \_\_\_\_\_

or

**2. (Signature)**

Name.....  
Address.....  
PSPCL Account No.....

Power of Attorney No. \_\_\_\_\_

(Signature of load Sanctioning Authority with Designation & Seal on behalf of PSPCL)

**(For Official Use Only)**

- 1) Name of Sub division
- 2) Applicants Name/Designation
- 3) Type of Industry/premises
- 4) Seasonal or Non-Seasonal Industry
- 5) Category of connection
- 6) Security(Consumption) Receipt No. and Date
  - a) Existing demand, if any (kVA)
  - b) Contract demand applied (kVA)
  - c) Total contract demand sanctioned (kVA)
- 7) Supply voltage
- 8) Category of connection
- 9) Account no.
- 10) Transformer Capacity / Voltage rating

**Signature of load sanctioning authority**  
**Date.....**

---

**ACKNOWLEDGEMENT**

Application (A&A Form) of ..... (name of applicant) for..... (purpose) is hereby received on ..... (date). In this regard, the applicant is given a permanent A&A no. .... to be used for all future correspondence.

**Signature / Seal of PSPCL representative**

Name and Designation of official receiving the A&A Form

**GUIDELINES FOR APPLICANTS FOR RELEASE OF ELECTRIC CONNECTIONS  
/EXTENSION(S) IN LOAD/DEMAND**

- 1) The applicant shall sign each page of A&A form and submit the following documents on-line as may be applicable.
  - a) **Identity proof:** Application (A&A form) for new connection shall be accompanied with a photograph and identity proof of the applicant. Any of the following documents shall be considered as acceptable proof of identity if the applicant is an individual:-
    - i) Voter identity card;
    - ii) Passport;
    - iii) Driving license;
    - iv) Ration card;
    - v) Photo identity card issued by Government agency/PSU;
    - vi) Certificate of identity having photo issued by Gazetted officer/Tehsildar on letterhead;
    - vii) PAN card; and
    - viii) Aadhaar Card.
  - b) **Proof of Ownership/Occupancy of Premises:** The applicant shall submit proof of ownership/ occupation of the premises for which the connection is applied. Any of the following documents shall be acceptable as proof of ownership or occupancy of premises:-
    - i) Copy of sale deed or lease deed or rent deed and in the case of agricultural connections a copy of khasra / girdawari / jamabandi / fard of the land;
    - ii) Certificate from Panchayat etc. showing ownership of premises within phirni/lal lakir of village for DS/NRS connection;
    - iii) Registered General Power of Attorney;
    - iv) Municipal tax receipt or demand notice or any other related document;
    - v) Letter of allotment with possession letter.

Provided that where an applicant, who is lawful occupier of the premises, is a tenant or a leaseholder and is unable to produce the consent of the owner/land lord for obtaining a connection, a separate Indemnity Bond shall be executed in favour of the PSPCL in the prescribed performa.
  - c) An application by a Partnership firm, Company or a Trust/Society shall be accompanied by following documents:
    - i. An attested copy of the partnership deed signed by all the partners or by a partner authorized to sign by other partners through a Special Power of Attorney duly notarized.
    - ii. A private or a public limited company, shall while submitting an application, furnish certified copies (by the Chartered Accountant of the Company) of the resolution of the Board of Directors in favour of the person authorized to sign the A&A form and other documents. The signatures of the authorized signatory shall also bear the common seal of the company. In case of change in the Board of Directors, the consumer shall intimate the Distribution Licensee (PSPCL)
    - iii. An application by a Trust or a Society shall be accompanied by a certified copy of its constitution, its bye laws along with resolution in favour of the authorized signatory for signing the A&A form and other documents. The names of the managing body of the Trust or Society and their residential addresses shall also be furnished. The consumer shall intimate to the Distribution Licensee (PSPCL) every change in the managing body of the Trust or Society within one month.

- d) Certificate from Sub Divisional Magistrate /Sub Divisional Officer (Civil) / Revenue Officer concerned regarding member of SC/ ST/ BC / BPL.
- 2) For release of new connection/additional load/demand an applicant shall submit No Objection Certificate (NOC) from the competent authority in case it is required as per any State/Central government law/notified policy or regulations framed under the Electricity Act, 2003 or specific order of any court issued from time to time restraining release of connections in any particular area/premises. The Distribution Licensee (PSPCL) shall circulate the list of cases where NoC is required, as per applicable law/policy, with the approval of the Commission.
- 3) Connected load may be determined as per table given below and complete detail shall be given in the test report to be submitted at the time of compliance of demand notice.

<b>Category</b>	<b>Light point</b>	<b>Fan point</b>	<b>Wall socket</b>	<b>Power socket (Single phase)</b>	<b>Air Conditioner</b>
DS/BS (DS purpose)	Actual or 40 Watts (half to be counted)	Actual or 60 Watts (one third to be counted)	Actual or 60 Watts (one fourth to be counted)	Actual or 1000 Watts (one fourth to be counted)	Actual or 2500 Watts (half to be counted)
NRS/ Industrial/ BS (NRS/ Industrial purposes)/ AP High Tech.	Actual or 40 Watts (all to be counted)	Actual or 60 Watts (all to be counted)	Actual or 60 Watts (one third to be counted)	Actual or 1000 Watts (half to be counted)	As per name plate (all to be counted)

**Notes:**

- a) Three phase power sockets for NRS/Industrial purposes shall be taken as 6 kW each and half of the no. of sockets shall be counted.
- b) Any fraction of lamp / fan/socket/ AC shall be counted as one.
- c) Either the standard wattage of the electric switch/plug/power plug or the load actually connected to such electric switch/plug/power plug shall be considered for calculating the connected load.
- d) In case a single switch is used for controlling more than one lamp/appliance, the sum of the total capacity of all the lamps/ appliances shall be taken into account for computing connected load.
- e) The load of air conditioners/AC packages/centralized AC systems bearing ISI mark/star labeled shall be taken as per their nameplate. For non-standard 1.5 ton window/split air conditioners, the load of each shall be taken as 2.5 kW.
- f) The load of three phase power plug(s) used for equipments temporarily connected for the maintenance and operation of a green house under AP High Technology category shall be considered as 6 kW per power plug.

PCL- SL

Annexure-'3'

**PUNJAB STATE POWER CORPORATION LIMITED  
AGREEMENT FOR STREET LIGHTING**

This agreement made \_\_\_\_\_ day of \_\_\_\_\_ two thousand and \_\_\_\_\_ between the PUNJAB STATE POWER CORPORATION LIMITED (hereinafter referred to as "the PSPCL" of the one part and the Corporation/ Municipal committee/ Cantonment Board / PUDA/ NAC/Panchayat etc. \_\_\_\_\_ of \_\_\_\_\_ (name of City/ Town) (hereinafter together with its successors and assigns called the consumer) of the other part.

Whereas the PSPCL has agreed for the purpose of lighting certain street lamps and hereinafter prescribed within the area under the jurisdiction of the consumer to supply electricity (hereinafter called the supply) and to provide for this purpose additional to the PSPCL general supply system the necessary works and the said street lamps and to maintain, repair, renew and operate the said works and renew the said lamps as hereinafter provided.

And whereas the consumer has agreed as hereinafter provided to pay for the said supply and charges of the said works and to supply fittings / lamps and for the renewal of said lamps.

Now this agreement witnesseth as follows:-

- 1) **Provisions of Fitting:-**The PSPCL shall provide and install works consisting of conductors, insulators, apparatus and fittings (provided by the consumer) as are and maybe required for the purpose of providing supply to the lamps mentioned in the Schedule appended to this agreement and the PSPCL shall also install such lamps as are set forth in Schedule to this agreement.

The total length of aerial/cable lines required for providing the aforesaid supply is set forth in Schedule to this Agreement.

- 2) **Location of Lamps,** The consumer shall not be entitled to demand the provision of street lamps in any position other than upon the poles already existing unless the PSPCL agrees to provide extra lamps and install the necessary works.

The consumer would be required to pay the charges as per Reg-9 of the Supply Code-2014 amended by the Commission from time to time

- 3) **Altering the position of lamps:** If the position of any lamp(s) has been agreed upon between the parties hereto in writing or if any such lamp(s) has been installed as provided in Clause-1 and 2 above, the consumer shall not be entitled to have any change made in the position of any such lamp(s) or to have any alteration whatsoever made thereto.

Provided that in the event of the consumer requiring any alteration in the position or other particulars of any such lamp(s) the PSPCL may execute such alteration upon payment of the cost by the consumer thereof.

- 4) **Type, size and luminosity of Lamps:** The lamps shall be of suitable capacity not greater than 250 watts. CFL/LED lamps may be used along the roads and lanes not accessible to vehicular traffic. Special lamps of wattage higher than 250 watts may be installed at special points as agreed to between the parties.

- 5) **Lighting Hours and minimum consumption:** Upon a date not later than 15(Fifteen) days before the commencement of each quarter beginning respectively on 1st January, 1st April, 1st July and 1st October in each year, the consumer shall furnish the PSPCL with a statement showing the hours during which the consumer requires supply for the purpose of street lighting during ensuing quarter and provided the said statement is not in conflict with the general system of control adopted by the PSPCL in respect of street lighting.



Provided that the night period of lighting for every lamp shall be of duration not less than an average of 8 hours over each period of one year dating from 1st April in each year during the period of agreement.

Provided that if the total number of units consumed in the whole year are less than it would have been if the lamps had been lit on an average of 8 hours per night over the whole year, the PSPCL shall charge for the difference between the stipulated units and units actually consumed as per provisions of schedule-SVIII of the tariff rates.

Provided always that for the purpose of this agreement night shall mean the period between the hours 5 p.m. to any one day and 7 a.m. of the following day.

- 6) **Measurement of Electricity:** The supply taken from the PSPCL by the consumer shall be measured by the meter or meters installed by the PSPCL at suitable point or points and the supply taken by the consumer so measured shall be deemed to be correct and binding on the consumer.

Provided firstly that in the event of consumer disputing the accuracy of any such said meter, the consumer may, upon giving notice in writing to the PSPCL, cause such meter to be tested by the PSPCL. If the meter is found to be not correct as specified, the PSPCL shall not be entitled to recover the cost of such test from the consumer and shall adjust the consumer's account in accordance with the result of the test with retrospective effect for a period not exceeding six months immediately preceding the date of such test.

Provided secondly, that if on such test as aforesaid being made by the PSPCL the meter shall be found to be correct as specified, the PSPCL shall be entitled to recover from the consumer the charges as per Schedule of General Charges for testing the meter.

Provided always that should the consumer decline to accept any such test or such adjustment as aforesaid, the matter shall be referred to the Dispute Settlement Committee / Forum. However the consumer can get the meter tested from third party testing lab notified by the PSPCL.

- 7) **Charges for Service and Supply of Electricity:** The PSPCL shall maintain, repair and operate the works described in clause 1 and 2 and give supply; to and renew the lamps referred to therein provided such lamps are procured and provided by the consumer to the PSPCL at his own cost and in respect of the service and supply thus rendered the consumer shall, notwithstanding anything contained in clause 13 thereof, pay the PSPCL at the rates prescribed in the Schedule of Tariff for Public Lighting Supply(S-VIII / category-C ).
- i. Provided that in the event of any lamps having been stolen or maliciously damaged by any person or persons not proved by the consumer to be employees of the PSPCL, the renewal of the same shall be made at the expense of the consumer.
  - ii. The consumer shall also pay meter rentals at the rate prescribed in the Schedule of General Charges per month for every meter installed.

- 8) **Payment of Bills:** The PSPCL will present to the consumer monthly bills for electricity consumed and for operation, maintenance, repair and lamp renewals prescribed in clause 7 above and the said bills shall be paid on demand. If any such bill was not paid within the due date, late payment surcharge as per provisions of General Conditions of Tariff shall be payable as approved by the Commission from time to time.

Provided further that in the event of any bill remaining unpaid for 30(Thirty) days after the date of presentation of the bill the PSPCL shall be entitled to disconnect the supply after serving 15(Fifteen) days clear notice in writing of its intention to do so and to decline to reconnect the supply until all outstanding bills due to the PSPCL by the consumer under this agreement have been paid. In the event of the supply being so disconnected the PSPCL shall be entitled to charge the consumer for every day during which the supply have been so disconnected at the full rates of charge prescribed in clause 7 above with the exception of the electricity charges.

Provided always that no payment shall be accepted by the PSPCL on a holiday declared by the PSPCL and that in case the date on which the PSPCL becomes entitled to disconnect the supply is a holiday declared by the PSPCL, it shall postpone the disconnection of the supply till the following day.

- 9) **Repair and Renewal of Lamps:** The PSPCL shall repair or renew as may be deemed necessary all inoperative or faulty lamps within 24 hours of the receipt of complaint from the consumer in this behalf, provided such complaint has been received at the PSPCL local office before 2 p.m. of any day alongwith requisite number of new lamps required to be replaced.
- 10) **Applicability of Act, Rules and Regulations:** The parties to this agreement shall be bound by the provisions of the Supply Code-2014 and the Electricity Act, 2003 and any statutory amendment thereof and of the Rules / Regulations made there under.
- 11) **Commencement of Supply:** The date of commencement of supply shall be the date on which the supply is actually commenced or a date three months after the date of notice presented to the consumer by the PSPCL intimating that the PSPCL will be in a position to give supply to the consumer on or before the said date of commencement of supply whichever is earlier.

Provided that if the consumer does not take supply from the date when the PSPCL is in a position to give supply in accordance with the notice mentioned above, the consumer shall pay to the PSPCL charges as prescribed in Schedule of Public Lighting Supply Tariff in accordance with the terms of the Agreement from the date of expiry of the period of notice referred to above till the date when he actually takes supply.

- 12) **Duration of Agreement:** This agreement shall be and remain in force for five years commencing from the date of commencement of supply and be deemed to have been renewed from time to time and shall continue in force for further period of five years each, unless and until either party shall within the first four years of the first or any such succeeding period of five years, have served upon the other part 12 Calendar months notice in writing of the intention not to renew the agreement at the expiry of the current period of five years, in which case subject to anything contained in these presents to the contrary this agreement shall terminate at the expiry of the period of five years during which such notice in writing shall have been duly delivered and received by the other party.
- 13) **Termination of Agreement:** Whenever the consumer wants permanent disconnection of the said supply of power before the expiry of the current five years of agreement, the consumer will have and exercise in writing the option to pay rentals plus annual minimum charges as maybe payable under the schedule of tariff hereof, for the remaining period from the date of disconnection of the street lighting supply till the agreement including arrears if any, outstanding at the time or to pay rentals including annual minimum charges under clause 5 hereof, until the date of disconnection plus all expenses and losses incurred on erection and dismantlement of street lighting works erected under this agreement. In case, however, the cost of street lighting supply system or of any portion thereof was paid by the consumer originally, then cost of erection and dismantlement will not be payable by the consumer for such system or part thereof as the case may be.
- 14) **Interruption and failure or defect in supply:** The electricity to be supplied under this agreement shall be available at all hours of the day and night, but no liability whatsoever shall attach to the PSPCL to compensate the consumer for any interruption, failure or defect of supply arising from any cause whatsoever, except to the extent provided in this Agreement and Supply Code.
- 15) All disputes arising under this agreement or touching or concerning any covenant or conditions of this agreement shall be dealt with in accordance with the provisions of the Supply Code-2014 and the Electricity Act, 2003.

IN WITNESS WHEREOF THE parties hereto have set their hands the day and year first written.

Signed by \_\_\_\_\_ Executive Officer /Estate Officer/Sarpanch for and on behalf of the Corporation/Municipal Committee/Local Body/Improvement Trust/Urban Development Authority/Cantonment Board/Panchayat etc \_\_\_\_\_ of \_\_\_\_\_ being duly authorized to sign vide certified copy of Resolution No. \_\_\_\_\_ dated \_\_\_\_\_ annexed hereto.

**In the presence of**

Name: \_\_\_\_\_

Description: \_\_\_\_\_

Address: \_\_\_\_\_

Signed by \_\_\_\_\_ Member for and on behalf of the Corporation/Municipal Committee/Local Body/Improvement Trust/Urban Development Authority/ Cantonment Board / Panchayat etc \_\_\_\_\_ of \_\_\_\_\_ being duly authorized to sign vide certified copy of

Resolution No. \_\_\_\_\_ dated \_\_\_\_\_ annexed hereto

**In the presence of**

Name: \_\_\_\_\_

Description: \_\_\_\_\_

Address: \_\_\_\_\_

Countersigned by \_\_\_\_\_

Secretary for and on behalf of the Corporation/Municipal Committee /Local Body/ Improvement Trust/Urban Development Authority/ Cantonment Board /Panchayat etc \_\_\_\_\_

\_\_\_\_\_  
Signed by the Superintending Engineer PSPCL for and on behalf of the PSPCL.

**In the presence of**

Name: \_\_\_\_\_

Description: \_\_\_\_\_

Address: \_\_\_\_\_

**SCHEDULE**

Details of lamps/fittings and length of overhead /cable lines.

Item no.	Minimum nos.	Maximum no.	Total capacity in kW		Type of fitting	Street / locality
			Mini.	Max.		
<p><b>Ordinary Lamps/ CFL/ LED</b></p> <p>1. Lamps up to 150 Watts</p> <p>2. Lamps above 150 watts</p> <p>3. Special Lamps</p> <p>4.</p> <p>5.</p> <p>6.</p> <p><b><u>Mercury /Sodium Vapour Lamps</u></b></p> <p>1. Lamps of 80 watts.</p> <p>2. Lamps of 125 Watts</p> <p>3. Lamps of 250 Watts</p> <p>4. Lamps of 400 Watts</p> <p>5.</p> <p>6.</p> <p><b>Fluorescent Tubes:</b></p> <p>1. Single 2 Ft. 20 Watts</p> <p>2. Single 4 Ft. 40 Watts</p> <p>3. Double 2 Ft. 20 Watts</p> <p>4. Double 4 Ft. 40 Watts</p> <p>5.</p> <p>6.</p> <p><b><u>Other Fittings(if any)</u></b></p> <p>1.</p> <p>2.</p> <p>3.</p>						

Length of Overhead/cable line(s)

Item	Overhead	Cables
Minimum (KM)		
Maximum (KM)		

PCL-SL/S

Annexure-'4'

**PUNJAB STATE POWER CORPORATION LIMITED  
SUPPLEMENTARY AGREEMENT FOR STREET LIGHTING**

THIS AGREEMENT MADE THIS \_\_\_ day of \_\_\_\_\_ 20\_\_ between the Punjab State Power Corporation limited (hereinafter called the ' PSPCL' ) of the one part and the Corporation/ Municipal/ Cantonment Board/PUDA/NAC/ Panchayat etc. of (Name of the City/Town/ Village) \_\_\_\_\_ (hereinafter together with its successor and assignees called the "Consumer") of the other part.

Whereas the PSPCL has already released electric supply to the consumer for street lighting in the area under jurisdiction of the consumer on the terms and conditions mentioned in the agreement dated \_\_\_\_\_ hereinafter called the Principal Agreement.

AND WHEREAS, the parties have now agreed to modify the Principal Agreement in the manner hereinafter appearing.

AND WHEREAS this agreement is Supplemental to the Principal Agreement.

Now this agreement witnesses and the parties hereto agree as follows:

1. In paragraph 1(a) of the Principal Agreement dated \_\_\_\_\_ substitute Schedule with New Schedule appended herewith.
2. Schedule appended to the Principal Agreement dated \_\_\_\_\_ shall be substituted with revised schedule appended herewith.
3. The number of lamps provided in schedule and length of lines provided in Schedule of the Principal Agreement shall stand increased to those provided in revised Schedule appended to this agreement.
4. Subject only to the variations herein contained the Principal Agreement shall remain in full force and effect and shall be read and construed and be enforceable as if terms of this agreement were inserted by way of addition or substitution as the case may be.

IN WITNESS WHEREOF the parties hereto have set their hands the day and year first written.

Signed by \_\_\_\_\_ May or/President/Executive Officer/Sarpanch for and on behalf of the Corporation/ Municipal Committee/ Cantonment Board/Panchayat etc. \_\_\_\_\_ of \_\_\_\_\_ being duly authorized to sign vide certified copy of Resolution No. \_\_\_\_\_ dated \_\_\_\_\_ annexed hereto.

**In the presence of**

Name: \_\_\_\_\_

Description: \_\_\_\_\_

Address: \_\_\_\_\_

Signed by \_\_\_\_\_

Member for and on behalf of the Corporation/Municipal Committee/ Cantonment Board / PUDA / NAC/ Panchayat etc. \_\_\_\_\_ being duly authorized to sign vide certified copy of Resolution No. \_\_\_\_\_ dated \_\_\_\_\_ annexed hereto

**In the presence of**

Name: \_\_\_\_\_

Description: \_\_\_\_\_

Address: \_\_\_\_\_

Countersigned by \_\_\_\_\_

(Secretary for and on behalf of the Corporation/Municipal Committee/ Cantonment Board / PUDA / NAC/ Panchayat etc. \_\_\_\_\_)

Signed by the SE/Dy.CE (DS) for and on behalf of PSPCL.

**In the presence of**

Name: \_\_\_\_\_

Description: \_\_\_\_\_

Address: \_\_\_\_\_

**REVISED SCHEDULE**

**Note:- Schedule of the Principal agreement will be revised to take into account the new requirements and appended with the supplementary agreement.**

**PCL-Requisition**

**Annexure-'5'**

**PUNJAB STATE POWER CORPORATION LIMITED  
REQUISITION FORM FOR DEMAND EXCEEDING 500 kVA**

Requisition No. \_\_\_\_\_

Date: \_\_\_\_\_

To

SE/Dy.CE ( DS),  
PSPCL, Circle,

\_\_\_\_\_  
Sir,

I/We hereby request PSPCL to grant feasibility clearance for connected load/ contract demand of \_\_\_\_\_(kW/kVA) for the following premises owned/occupied by me/us. Other particulars are given below:-

1. Industrial/motive Load (kW)
2. General Load (kW)
3. Load for residential colony (kW)
4. Total Load (kW)
5. Contract Demand (kVA)
6. Transformer Capacity (kVA)
7. Supply voltage
8. In case of extension in Contract Demand, Details of existing Contract Demand/account no. if any
9. Type of Industry
10. Capacity of furnace (Arc/Induction) transformer (kVA) and voltage ratio
11. Details of premises (Alongwith Map)
12. Distance from Sub-Station
13. Independent feeder, if required
14. Commissioning schedule
15. Any other details

I/We request PSPCL to grant feasibility clearance to register A&A form for above Contract Demand/Additional Demand.

**(Signature of Applicant)**

Full Address: \_\_\_\_\_

Earnest Money \_\_\_\_\_

BA-16 No. \_\_\_\_\_

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature PSPCL representative

**List of documents to be submitted as may be applicable:-**

- a) An application by a Partnership firm, Company or a Trust/Society shall be accompanied by following documents:
  - i) An attested copy of the partnership deed signed by all the partners or by a partner authorized to sign by other partners through a Special Power of Attorney duly notarized
  - ii) A private or a public limited company, shall while submitting an application, furnish certified copies (by the Chartered Accountant of the Company) of the resolution of the Board of Directors in favour of the person authorized to sign the A&A form and other documents. The signatures of the authorized signatory shall also bear the common seal of the company. In case of change in the Board of Directors, the consumer shall intimate the Distribution Licensee (PSPCL).
  - iii) An application by a Trust or a Society shall be accompanied by a certified copy of its constitution, its bye laws along with resolution in favour of the authorized signatory for signing the A&A form and other documents. The names of the managing body of the Trust or Society and their residential addresses shall also be furnished. The consumer shall intimate to the Distribution Licensee (PSPCL) every change in the managing body of the Trust or Society within one month.
- b) Certificate from Sub Divisional Magistrate /Sub Divisional Officer (Civil) / Revenue Officer concerned regarding member of SC/ ST/ BC / BPL.
- c) For release of new connection/additional load/demand an applicant shall submit No Objection Certificate (NOC) from the competent authority in case it is required as per any State/Central government law/notified policy or regulations framed under the Electricity Act, 2003 or specific order of any court issued from time to time restraining release of connections in any particular area/premises. The Distribution Licensee (PSPCL) shall circulate the list of cases where NoC is required, as per applicable law/policy, with the approval of the Commission.

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**ACKNOWLEDGEMENT**

Requisition for grant of feasibility clearance received from (name of consumer) ..... (date)..... In this regard, the applicant is given a reference no. .... to be used for all future correspondence.

**Signature / Seal of PSPCL representative**

PCL-Agreement

Annexure-'6'

**DRAFT AGREEMENT FOR SUPPLY OF ELECTRICITY THROUGH CLUSTER SUB-STATION**

We, the following persons, residents of \_\_\_\_\_ hereby agree to get electricity supply at specified voltage in accordance with Reg-4.2 of the Supply Code-2014 for the total load/contract demand of \_\_\_\_\_kW/kVA against our requisitions mentioned below:

1. a) I, \_\_\_\_\_ S/O \_\_\_\_\_ authorized signatory of M/s \_\_\_\_\_ for a load of \_\_\_\_\_ kW / \_\_\_\_\_kVA against requisition No. \_\_\_\_\_ dated \_\_\_\_\_ earnest money deposited Rs. \_\_\_\_\_.
- b) \_\_\_\_\_
- c) \_\_\_\_\_
2. a) We jointly undertake to construct our own sub-station as per feasibility clearance and thereafter shall operate and maintain the same as per Central Electricity Authority( measures relating to safety and electricity supply) Regulations, 2010 notified under Section 53 of the Act.
- b) We jointly undertake to provide protection scheme at the sub-station at our own cost as per requirement of the PSPCL.
- c) We undertake not to transfer or lease out the new electricity connection to any other party. In case it is proposed to transfer/lease out the connection, the same shall be effected only with the prior approval of the PSPCL and execution of new agreement.
- d) We undertake to satisfy the PSPCL regarding our financial capability, funding sources etc. to establish our capacity to install and run the proposed sub-station / industrial units. For this purpose, we shall submit a copy of agreement amongst the constituent members.
3. a) The constituent consumers of a cluster sub-station shall jointly pay the cost of the feeding HT/EHT line including bay at the feeding substation and the leader of the cluster shall be responsible to deposit the full amount on behalf of constituent members.
- b) The erection of all the 11 kV feeders from cluster sub-station to individual constituent consumer shall be the responsibility of the concerned consumer. However the job may be carried out by the PSPCL if so requested by constituent members at their cost as a deposit work. The operation and maintenance of these feeders shall be the responsibility of the constituent members as per Central Electricity Authority (measures relating to safety and electricity supply) Regulations, 2010 notified under Section 53 of the Act.  
 Provided where 11 kV feeder(s) for individual cluster constituent member(s) is/are required to be erected/laid in public land, the same shall be erected/laid and maintained by PSPCL at the cost of that constituent member(s).
- c) In case any constituent consumer seeks extension in contract demand and such demand can be released without any augmentation of HT/EHT line, no charges shall be payable by the consumer subject to consent of all other constituent consumers failing which the consumer seeking extension in the contract demand shall pay proportionate cost of the HT/EHT line including bay as per the cost data approved by the Commission for the additional demand only. Any augmentation of 11 kV line shall be at the cost of the consumer & shall be governed by clause-b above.
- d) In case a constituent consumer requires new connection from the cluster sub-station, such connection can only be released from the cluster sub-station with the consent of all existing constituent consumers. If such demand can be released



without any augmentation of HT/EHT line, the consumer seeking new connection shall be required to pay to the PSPCL proportionate cost of the HT/EHT line including bay as per the cost data approved by the Commission and erect 11 kV line as provided in clause-b above. The proportionate cost so recovered along with interest at SBI's base rate (compounded annually) shall be adjustable against any expenditure incurred for augmentation of feeding EHT line which might be necessitated in case the existing constituent consumer requests for enhancement of load/ demand. However in case augmentation of cluster sub-station is required then the constituent consumers including the new consumer shall get the capacity augmented at their own cost since the cluster sub-station has been jointly installed by the constituent consumers.

- e) In case augmentation of EHT line is required for release of additional demand as per (c) above or release of new connection as per (d) above, the entire cost shall be borne by the concerned consumer of the cluster and leader of the group shall be responsible to ensure deposit of all charges.
4. We undertake that we are jointly & severally responsible subject to other conditions for the payment of charges for the supply of electricity and other charges as per relevant Schedule of Tariff approved by the Commission from time to time. However, M/s\_\_\_\_\_ shall be our leader who will deal with the PSPCL for all matters including payment of electricity bill(s).
5. We agree to abide by the following conditions with regard to metering and billing of constituent consumer:-
  - a) The PSPCL shall sanction the contract demand of the cluster sub-station and individual consumers connected to the cluster sub-station provided the contract demand of the cluster shall not be less than sum total of sanctioned contract demands of constituent members of the group. For billing, only the contract demand of the cluster sub-station shall be taken into account.
  - b) The supply on the basis of consumption recorded at 33 kV or higher voltage shall be billed for electricity charges including MMC along with electricity duty, municipal tax, fuel surcharge and shall be apportioned to the individual consumers in proportion to the consumption recorded by the meter installed on the 11 kV feeders of each consumer at the cluster sub-station. The PSPCL shall install, seal & maintain all the meters including 11 kV meters as per Reg-21 of Supply Code-2014.
  - c) Peak load/weekly off-day violation penalty, if any, shall be levied to individual consumer on the basis of readings recorded on the 11 kV feeder of each consumer.
  - d) In case maximum demand of the cluster sub-station exceeds its sanctioned contract demand then the demand surcharge shall be levied as per General Conditions of Tariff and shall be apportioned amongst constituent consumers exceeding their sanctioned contract demand according to the maximum demand recorded over and above the sanctioned contract demand during the month.
  - e) In case of slow / fast/defective/burnt meters the consumption shall be computed/ estimated as per provisions of Reg-21 of the Supply Code-2014.
  - f) Each consumer shall be deemed to be connected at the voltage at which supply is catered to the cluster sub-station and separate bills shall be issued to each constituent member of the cluster sub-station.
6. In case of any default(s) on the part of any of the constituent consumers, which warrant disconnection of the supply to his premises, the supply of such consumer shall be disconnected by isolating the individual 11kV feeder.
7. In case any of the constituent consumer(s) is found indulging in Unauthorized Use of Electricity or theft of energy, such constituent consumer(s) shall be dealt with as per regulation 36 and 37 of the Supply Code-2014.
8. We undertake to indemnify the PSPCL against any disputes regarding supply of electricity and charges relating thereto amongst the constituent consumers.

9. The PSPCL reserves the right to inspect the cluster sub-station at any time without giving any notice to the constituent consumers. The maintenance staff of the cluster Sub-station, shall, therefore, provide free access to the inspecting officials. If any operation of the switchgear is required, the same shall be immediately allowed.
10. If at any time, a constituent consumer of a cluster sub-station opts to erect his own 33 kV or higher Voltage sub-station, the same may be allowed subject to technical feasibility.
11. Matters not covered under this agreement, shall be governed by the provisions contained in the Supply Code-2014, General Conditions of Tariff /Schedules of Tariff and Electricity Act-2003.

**Witnesses(Signatures)**

1. Name & PSPCL A/C no. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Name & PSPCL A/C no. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signatures of Constituent Consumers**

1. Name & Full Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Name & Full Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Name & Full Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. ....

Signatures of SE/Dy.CE (DS) for and on behalf of the PSPCL(with seal and date).

**PCL-Clearance**

**Annexure-'7'**

**PUNJAB STATE POWER CORPORATION LIMITED  
Extract of Rule no.77 of Indian Electricity Rules-1956 and  
CEA (Measures relating to Safety and Electric Supply) Regulations, 2010  
(Clearance above ground of the lowest conductor)**

" 77. Clearance above ground of the lowest conductor-

- 1) No conductor of an overhead line, including service lines, erected across a street shall at any part thereof be at a height of less than-
 

a. For low and medium voltage lines	5.8 metres
b. For high voltage lines	6.1 metres
  
- 2) No conductor of an overhead line, including service lines, erected along any street shall at any part thereof be at a height less than-
 

a. For low and medium voltage lines	5.5 metres
b. For high voltage lines	5.8 metres
  
- 3) No conductor of an overhead line including service lines, erected elsewhere than along or across any street shall be at a height less than-
 

b. For low, medium and high voltages lines upto and including 11,000 volts, if bare	4.6 metres
c. For low, medium and high voltage lines upto and including 11,000 volts, if insulated	4.0 metres
d. For high voltage lines above 11,000 volts	5.2 metres
  
- e. For extra-high voltage lines the clearance above ground shall not be less than 5.2 metres plus 0.3 metre for every 33,000 volts or part thereof by which the voltage of the line exceeds 33,000 volts.

Provided that the minimum clearance along or across any street shall not be less than 6.1 metres."

**PCL-Indemnity bond**

**Annexure-'8'**

**PUNJAB STATE POWER CORPORATION LIMITED  
INDEMNITY BOND**

(For all categories with load above 100 kW/kVA)

Know all men by these presents that I \_\_\_\_\_ S/o \_\_\_\_\_ R/o \_\_\_\_\_ in the district of \_\_\_\_\_ (hereinafter called the "Principal Party") and (1) Shri \_\_\_\_\_ S/o \_\_\_\_\_ R/o \_\_\_\_\_ (2) Shri \_\_\_\_\_ S/o \_\_\_\_\_ R/o \_\_\_\_\_ sureties on

behalf of the Principal Party do hereby jointly and severally bind ourselves and our respective heirs, executors, administrators and legal representative to indemnify the PSPCL (hereinafter called the PSPCL, which expression shall include its successors and assigns) on demand the entire cost and damages in respect of all actions, proceedings, of or any damages claimed or to be claimed against the PSPCL by any person including the landlord Shri \_\_\_\_\_ S/o \_\_\_\_\_ (Name of the landlord) or any person claiming through or under him at any stage by reason of giving of the electric connection by the PSPCL to the principal party.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ two thousands \_\_\_\_\_

Whereas the above bounden principal party namely Shri \_\_\_\_\_ has applied for an Electricity connections in the premises as \_\_\_\_\_.

And whereas the Principal Party is the lawful occupier of premises but it has not been possible for him to obtain the consent of his landlord for the installation of the above said connection.

And Whereas the connection has been sanctioned to the Principal Party subject to his furnishing an indemnity bond in favour of the PSPCL indemnifying the PSPCL against all actions, proceedings, or damages claimed or to be claimed against the PSPCL by any person including the landlord Sh. \_\_\_\_\_ S/o \_\_\_\_\_ or any person claiming through or under him at any stage by reason of giving of the electric connection by the PSPCL to the Principal Party.

And whereas the Principal Party has agreed to execute such a bond in favour of the PSPCL, as desired by it.

Now, therefore, this agreement witnesses that the principal party agrees and with the said PSPCL that the Principal Party does indemnify and shall hereafter indemnify the said PSPCL against all actions, proceedings or damages claimed or that may be claimed against the PSPCL by any person including the landlord Sh \_\_\_\_\_ S/o \_\_\_\_\_ or any person claiming through or under him at any stage by reason of giving of the electric connection by the PSPCL to the said Principal Party.

2. And the Principal Party, his heirs, executors and successors hereby covenant with the PSPCL and its successors in interest that the above said bounden Principal Party shall on demand pay to the PSPCL all such sum or sums of money for which the PSPCL shall incur liability or which it shall rightfully pay by reasons of or in consequence of the aforesaid connection now being given to the above bounden Principal Party and that on his failure to do so the PSPCL shall have the power to realize the same from the above said bounden Principal Party and his property of all type of private negotiations or by court proceedings.

3. And upon the above bounden Principal Party Sh. \_\_\_\_\_ S/o \_\_\_\_\_ and Shri \_\_\_\_\_ S/o \_\_\_\_\_ or Shri \_\_\_\_\_ S/o \_\_\_\_\_ the sureties aforesaid making up/paying such damages/cost of the PSPCL the above written obligation shall be void and of no effect otherwise it shall be and remain in full force and virtue.

4. Provided always that the liability of the sureties hereunder shall not be impaired or discharged by reason of time being granted or by forbearances act or omission of the PSPCL or any person authorized by it(whether with or without consent or knowledge of the

sureties) nor shall it be necessary for the PSPCL to sue the said bounden Principal Party before suing the above bounden sureties Shri\_\_\_\_\_ and Shri\_\_\_\_\_ or any of them for amounts/damages due hereunder:

5. In witness to the above written bond and the conditions thereof we have here to set our hands this day of \_\_\_\_\_(two thousand and\_\_\_\_\_).

(Bounden Principal Party)

Signed and delivered by the \_\_\_\_\_above bounden \_\_\_\_\_ in the presence of \_\_\_\_\_.

**Signed and delivered by the surety:-**

Above named \_\_\_\_\_  
in the presence of \_\_\_\_\_  
(give complete address)

**Signed and delivered by the surety above named:-**

Shri \_\_\_\_\_  
in the presence of \_\_\_\_\_  
(give complete address)

**PCL-Demand Notice**

**Annexure-'9'**

**PUNJAB STATE POWER CORPORATION LIMITED**

Demand Notice No. \_\_\_\_\_ Dt. \_\_\_\_\_  
 Permanent A&A No. \_\_\_\_\_ Dt. \_\_\_\_\_  
 Validity period of demand notice \_\_\_\_\_

From  
 AE/AEE (DS)

To  
 \_\_\_\_\_  
 \_\_\_\_\_

**Sub: Intimation of acceptance of A&A form and Demand Notice.**

Dear Sir/Sirs,

1. Your application for new connection / additional load/demand of \_\_\_\_\_ kW/kVA at, Single/Two/ Three Phase 230V /400V /11KV/ 33KV /66KV/ 132KV/ 220 KV supply voltage against A&A form has been accepted / approved.
2. The PSPCL undertakes to give supply provided you comply with the following upto.....(date):-
  - a) Remit Rs. \_\_\_\_\_ as balance amount of Security(consumption).
  - b) Remit Service Connection Charges/ Security (Works) amounting to Rs. \_\_\_\_\_ as per provisions of Reg-9 of the Supply Code-2014. These charges comprise of per kW/BHP charges amounting to Rs. \_\_\_\_\_ and the cost of additional length of service lines \_\_\_\_\_ metres in case of loads upto 100 kW. The amount of Security (Works) will be adjusted on release of connection against actual cost payable.
  - c) Submit Electrical Contractor's Test Report indicating particulars & name plate data of all electricity consuming appliances and safety of installation(s) as per Indian Electricity Rules, 1956 or Regulations notified by Central Electricity Authority under Section 53 of the Act.
  - d) Install Shunt Capacitors of \_\_\_\_\_ KVAR capacity (if applicable) and the details of the capacitors be indicated in the Test Report.
  - e) Indicate details of Step down transformer(s) including furnace or distribution transformer(s) to be installed by HT /EHT consumers in Test Report. Also attach clearance of Chief Electrical Inspector, Punjab allowing energisation of HT/EHT equipment.
  - f) Install earth leakage protective device of suitable capacity and indicate the same in the test report.

**NOTE:- This provision is applicable for applicants availing connections on LT with power requirement of 5 kW or more or where electric power is required for X-ray installation or luminous tube sign installation and for those getting supply at medium or high voltage.**

- g) In case of AP/AP-hitech/AP hi-density consumers complete details of pump set/ accessories indicating Sr.No./make/type (directly coupled /monoblock / submersible pump set) conforming to BEE (4-star labeled/ ISI mark standards).

- h) Attach copy of Challan for having deposited Rs. \_\_\_\_\_in the treasury on account of inspection fee of Chief Electrical Inspector.
3. Please be informed that the compliance of demand notice will determine the seniority for release of connection. You may be liable to pay additional amount if any, in case rates of Security (consumption) & charges payable under Reg-9 of the Supply Code-2014 are revised before release of connection.
4. Please return this letter duly signed alongwith compliance of above stipulations upto.....(date).

**Note: Strike out which are not applicable.**

Yours faithfully,

AE /AEE(DS)  
Sub-Division

**NOTE:- The demand notice shall be valid for 3/6 months (as applicable) upto the date mentioned above. The validity period can be got extended upto a maximum of one year from the date of issue of demand notice. The non-compliance of demand notice shall render the application to be cancelled as per procedure laid down in Reg-6.8.7 of the Supply Code-2014.**

**List of documents to be submitted:-**

1. Test Report
2. Details and particulars of shunt capacitors
3. Detail and name plate data of step down transformer(s).
4. Particulars and name plate data of the electricity consuming appliances for industrial and AP consumers.
5. Copy of challan of CEI and permission accorded by him.
6. Other documents (if any).

**APPLICANT'S REPLY**

A Sum of Rs. \_\_\_\_\_ is being remitted herewith in Cash/Cheque No. \_\_\_\_\_ dated \_\_\_\_\_ drawn on \_\_\_\_\_ Bank \_\_\_\_\_.

- a) Charges as per Reg-9 of the Supply Code-2014  
Rs. \_\_\_\_\_  
(per KW / KVA charges / actual cost including proportionate cost of common line, as applicable).
- b) Balance Security (consumption)  
Rs. \_\_\_\_\_
- c) Other Charges i.e.  
Rs. \_\_\_\_\_

**(Signatures of Applicant/Consumer)**

Date: \_\_\_\_\_ Place \_\_\_\_\_

PCL-Non acceptance (A&A)

Annexure-'10'

**PUNJAB STATE POWER CORPORATION LIMITED**  
**Intimation of Non-Acceptance of Application.**

No \_\_\_\_\_

Date \_\_\_\_\_

From  
AE./AEE/XEN (DS)

\_\_\_\_\_  
To  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sir,

With reference to your application No. \_\_\_\_\_ dated \_\_\_\_\_ for supply of electricity, I regret to inform you that the PSPCL is unable to accept your application for the reasons stated below:-

- 1.....
- 2.....
- 3.....

Yours Faithfully,

AE/AEE/XEN (DS)  
PSPCL.....



PCL-Service register

Annexure-'11'

**PUNJAB STATE POWER CORPORATION LIMITED**  
**SERVICE REGTISTER**

Sr. No.	A&A FORM			New connection or Additional load	Name of consumer/ Father's name	Address	Feeding Sub Station	Whether		PRIORITY ( if applicable)	Details of load /demand applied	
	No.	Date	Category					Urban	Rural		Connected load(KW)	Contract Demand (KVA)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)

Type of Industry	SERVICE ESTIMATE		Particulars of Demand Notice		Payment Received (SCC)		Wring Contractor 's Test Report		PSPCL 's Test Report ( in case AP only)	
	No.& Date of sanction	Amount	Service connection charges	Monthly Rental	Date	Amount	Date Received	Results	Issued to & received from JE/ AAE /AE/ AEE/XEN	Results
(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)

Whether NOC required from	Installation order			SERVICE CONNECTION ORDER				ACCOUNT No.		Initials of Officer Incharge	Remarks
	No.& Date	Date of completion	Service line verified by AE/AEE /XEN	No.& Date	Load connected (kW)	Contract Demand (kVA)	Date of connection	Date (entered in the ledger)	No		
(25)	(26)	(27)	(28)	(29)	(30)	(31)	(32)	(33)	(34)	(35)	(36)

PCL-TR

Annexure-'12'

**PUNJAB STATE POWER CORPORATION LIMITED**  
WIRING CONTRACTOR'S TEST REPORT  
and  
PSPCL's Installation Test Order

**Applicant's /Consumer's Details**

(Name:\_\_\_\_\_)

(Address:\_\_\_\_\_)

(A&A No.\_\_\_\_\_).

From

Wiring Contractor\_\_\_\_\_

No.\_\_\_\_\_

Date\_\_\_\_\_

To

AE/AEE/XEN(DS)

PSPCL\_\_\_\_\_

**REPORT**

Please note that the electrical installation belonging to the above applicant/ consumer, as detailed on Page 2 and 3, is now ready for the PSPCL Test.

The installation was tested by me/us on\_\_\_\_\_ (Date) and the insulation resistance has been shown on Pages 2\_\_\_\_\_.

Wiring Contractor\_\_\_\_\_

(Name/Signature)

Date:\_\_\_\_\_

Place\_\_\_\_\_

**SCHEDULE OF ENERGY CONSUMING APPARATUS TO BE CONNECTED.**

No of Circuit left or right on distribution PSPCL	Size of Conductor	LAMPs/FANs		Heaters/ Gysers/ Refrigerators /AC etc				MOTORS		Total connect ed load on each circuit	Wiring Contractor's Test			PSPCL's Test (only for AP category)		
		No.	Total Watts	Descript ion	No	Wattage each	Total Watts	BHP each	Tota l KW		I.R. Between Conductor s (Before connecting any lamp or apparatus)	I.R. Between Conductors & Earth		I.R. Between Conductor s	I.R. Between Conductors & Earth	
												Before connec -ting any lamp or appara tus	After connec -ting all lamp or appara tus		Before connecting any lamp or apparatus	Before connec -ting any lamp or appara tus
1)	2)	3)	4)	5)	6)	7)	8)	9)	10)	11)	12)	13)	14)	15)	16)	17)

No.1  
 No.2  
 No.3  
 No.4  
 No.5  
 No.6  
 No.7  
 No.8  
 No.9  
 No.10

The Size of connection wires between Meter cup board and main switch is \_\_\_\_\_ Date \_\_\_\_\_  
 Signatures of wiring contractor \_\_\_\_\_  
 \_\_\_\_\_

**1. Details of Shunt Capacitors/motor pump installed**

- a) Serial No. \_\_\_\_\_
- b) Capacity \_\_\_\_\_
- c) ISI /BEE Mark \_\_\_\_\_
- d) Make \_\_\_\_\_
- e) Whether approved make or not \_\_\_\_\_
- f) Other Particulars \_\_\_\_\_

**2. Details of Power Transformers installed in case of HT / EHT Consumers (Furnace transformers particulars be indicated here)**

- a) Serial No.** \_\_\_\_\_
- b) Capacity \_\_\_\_\_
- c) Voltage Ratio \_\_\_\_\_
- d) Make \_\_\_\_\_
- e) Other Particulars \_\_\_\_\_

(Details of all transformers to be given)

**Note:- Details of motor –pump set, shunt capacitor, to be verified by the PSPCL's officer/official while verifying test reports in respect of AP/AP hi-density /AP hi-tech.**

**PSPCL INSTALLATION TEST ORDER**

To

The XEN/AEE/AE/AE/JE

Please test the installation detailed on page 2 and 3, fill in columns 15,16 and 17 and report below, and (in the case of a subsequent test due to the first proving the installation to be defective collect Rs.\_\_\_\_\_ in advance as subsequent testing charges.

AE/AEE/XEN(DS)\_\_\_\_\_

Date\_\_\_\_\_

**REPORT**

Above installation was tested by me on (date)\_\_\_\_\_ and the insulation results are shown on pages 2 and 3.

**REMARKS:-**

- 1) Whether first or subsequent visit\_\_\_\_\_
- 2) Whether wiring contractor or his representative was present\_\_\_\_\_
- 3) Whether installation defective:\_\_\_\_\_
- 4) Whether installation testing charges have been collected (if due)\_\_\_\_\_
- 5) Consumer's or Wiring Contractor's Signature (dated)\_\_\_\_\_

XEN/AEE/AE/JE\_\_\_\_\_

Dated\_\_\_\_\_

**CHARGES**

Above consumer is to be debited with Rs.\_\_\_\_\_ on account of\_\_\_\_\_

Above charges entered in Sundry Charges and Allowance Register page No.\_\_\_\_\_

Date\_\_\_\_\_

**RA/ARA**

PCL-IO

Annexure-'13'

**PUNJAB STATE POWER CORPORATION LIMITED  
INSTALLATION ORDER**

**(THE PUNISHMENT FOR RELEASE OF CONENCTION OR COMMISSIONING OF A  
WORK WITHOUT CHECKING/ RECORDING THE MEASUREMENTS OR SIGNING THE  
BOGUS CERTIFICATE SHALL BE DISMISSAL.)**

IO No \_\_\_\_\_  
Date: \_\_\_\_\_

Estimate No. Permanent A&A No. Account No. \_\_\_\_\_

Consumer's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Name of JE/AEE \_\_\_\_\_

Please complete the service connection works as per the above estimate and record measurements in the IWR/EMB and put up for checking of measurements.

**Signatures of JE /AEE**  
Name \_\_\_\_\_

Signatures of AE/AEE/XEN  
Date: \_\_\_\_\_  
**Sub Division** \_\_\_\_\_

**COMPLETION REPORT**

The required service connection works have been completed as per the above estimate and complete measurements recorded at Page No. \_\_\_\_\_ of IWR/EMB which is put up for check of AAE/AE/AEE. The Material for this work was drawn vide SRs/SRWs no. given overleaf.

Signature of JE \_\_\_\_\_  
Name: \_\_\_\_\_  
Date: \_\_\_\_\_

- i. Certified that the measurements have been checked.
- ii. Certified that the work has been executed as per the sanctioned estimate stated above.
- iii. Certified that there are deviations as detailed overleaf in the work executed as compared to the sanctioned estimate. The deviations are justified and the case is being processed separately for sanction as per the current instructions of the PSPCL.

JE's Signature  
Name

Signature \_\_\_\_\_  
Name of the Officer/Official checking the  
measurements \_\_\_\_\_  
Designation: \_\_\_\_\_  
Dated: \_\_\_\_\_

**(Received and checked as above)**

Signature of R.A./ARA  
Name .....  
Date.....

**SCO No.....**  
**Date.....**

CC:

SDC for finalizing the works accounts.

Details of document vide which material for the estimate mentioned overleaf was drawn/ returned.

**Descriptions of document vide which material was drawn, dismantled ,returned and purchased locally**

Sr. No.	SR No	SRW No.	Dismantlement Register page No	Local purchase	Date
1)					
2)					
3)					

Certified that all the SRs/SRWs and references of Dismantlement Register/Local purchase/SMB etc. have been entered above vide which material was drawn against this work.

Signature of JE\_\_\_\_\_

Name of JE\_\_\_\_\_

Date:\_\_\_\_\_

Checked and compared with

IWR/EMB No.\_\_\_\_\_page\_\_\_\_\_

and found correct.

Signature of SDC\_\_\_\_\_

Name of SDC\_\_\_\_\_

Dated:\_\_\_\_\_

Signature of (RA/ARA)\_\_\_\_\_

Name \_\_\_\_\_

Date:\_\_\_\_\_

PCL-SCO

Annexure-'14'

PUNJAB STATE POWER CORPORATION LIMITED  
SERVICE CONNECTION ORDER

SCO. No \_\_\_\_\_ Date: of issue \_\_\_\_\_  
 \_\_\_\_\_ Permanent A&A No. \_\_\_\_\_  
 Consumer's Name: \_\_\_\_\_ Account No. \_\_\_\_\_  
 Address: \_\_\_\_\_ Overall multification factor(MF) \_\_\_\_\_  
 \_\_\_\_\_  
 Estimate No. \_\_\_\_\_  
 Feeder/Sub Stn. Ref \_\_\_\_\_

To  
 JE/AAE  
 Name \_\_\_\_\_ Code No. \_\_\_\_\_

With reference to installation Order No. \_\_\_\_\_ Book  
 No. \_\_\_\_\_ dated \_\_\_\_\_ you are directed to install the  
 necessary meter(s) / metering equipment and turn on the supply and report as below:-

Certified that SCO has been prepared after receipt  
 of above I.O. complete in all respects including the  
 checking of measurement by AE/AEE/XEN

Signature of RA/ARA

Signature of AE/AEE/XEN (DS)  
 Name \_\_\_\_\_  
 Date \_\_\_\_\_  
 Sub-Division \_\_\_\_\_

REPORT

The required service connection complete with meter(s) has been installed tested and found  
 OK.

Connected to \_\_\_\_\_ Sub \_\_\_\_\_ Size of Service line \_\_\_\_\_  
 Station \_\_\_\_\_ Length of service \_\_\_\_\_  
 \_\_\_\_\_ Feeder \_\_\_\_\_

insulation Test  
 a) between phases \_\_\_\_\_  
 b) between phase and earth \_\_\_\_\_

Meter(s)

Meter No	Make	SR No. / ME No.	Amps/ meter ratio	Volts	Phase	Initial meter Reading	Connected Load/demand	Feeder Ref	Remarks
1	2	3	4	5	6	7	8	9	10

C.T./ P.T.	Make	SR No./ ME No.	C.T.Ratio	P.T.Ratio	Volts	Remarks
1	2	3	4	5	6	7

Connection made by (Name of JE/AAE)  
 supply \_\_\_\_\_ connected \_\_\_\_\_ on \_\_\_\_\_ (date) \_\_\_\_\_  
 (Time) \_\_\_\_\_

Signature of JE/AAE \_\_\_\_\_  
 Name \_\_\_\_\_

Date \_\_\_\_\_



PCL-CON

Annexure-'15'

**PUNJAB STATE POWER CORPORATION LIMITED**  
**Application form – Change of Name/ Title**

1. Service Connection A/c No. \_\_\_\_\_
2. Name of Consumer (at present) \_\_\_\_\_
3. Consumer category \_\_\_\_\_
4. Contracted load/demand \_\_\_\_\_
5. Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 a)Aadhaar Card No \_\_\_\_\_  
 b)Telephone No. \_\_\_\_\_  
 c)Mobile No. \_\_\_\_\_  
 d)E-mail Address \_\_\_\_\_
6. Name of the person in whose name connection is to be changed(*in CAPITAL LETTERS*) \_\_\_\_\_

**Note: The following documents are attached with the application form:**

*(Tick whichever applicable)*

1. Copy of latest bill duly paid
2. Proof of ownership / legal occupancy of premises
3. No Objection Certificate from the existing consumer if available/possible.
4. Registered deed/ Succession certificate/\_\_\_\_\_ *(if any other document, please specify)*

Date: \_\_\_\_\_

Signature of the Consumer

Place: \_\_\_\_\_

Name:

-----  
**Acknowledgement**

Application form of Service Connection A/c No. \_\_\_\_\_ at present in the name of \_\_\_\_\_ (name of applicant) has been received on \_\_\_\_\_(date) for changing the name of Consumer to \_\_\_\_\_. In this regard, the consumer is given a reference no. \_\_\_\_\_ to be used for all future correspondence.

Signature / Seal of PSPCL's representative

Name and Designation:

PCL-TOT

Annexure-'16'

**PUNJAB STATE POWER CORPORATION LIMITED**  
**Application form – Transfer of Title to Legal Heir**

1. Service Connection A/c No. \_\_\_\_\_
2. Name of Consumer (at present) \_\_\_\_\_
3. Consumer category \_\_\_\_\_
4. Contracted load/demand (kW/kVA) \_\_\_\_\_
5. Address with Tel: /mobile no.: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 a) Aadhaar Card No \_\_\_\_\_  
 b) Telephone No. \_\_\_\_\_  
 c) Mobile No. \_\_\_\_\_  
 d) E-mail Address \_\_\_\_\_
6. Name of the person in whose name connection is to be changed (*in CAPITAL LETTERS*) \_\_\_\_\_

**Note: The following documents are attached with the application form:**

*(Tick whichever applicable)*

1. Copy of latest bill duly paid
2. Proof of ownership / legal occupancy of premises
3. Registered deed/Succession or Legal heir certificate/ Mutation deed/ \_\_\_\_\_ (*if any other document, please specify*)
4. NOC from other legal heir(s) in case connection is to be changed in the name of one of the legal heirs.

Date: \_\_\_\_\_

Signature of the Consumer/Legal heir

Place: \_\_\_\_\_

Name:

-----  
**Acknowledgement**

Application form of Service Connection A/c No. \_\_\_\_\_ at present in the name of \_\_\_\_\_ (name of applicant) has been received on \_\_\_\_\_ (date) for changing the name of Consumer to \_\_\_\_\_. In this regard, the consumer is given a reference no. \_\_\_\_\_ to be used for all future correspondence.

Signature / Seal of PSPCL's representative

Name and Designation:

## PCL-COS/COC/Shifting

## Annexure-'17'

**PUNJAB STATE POWER CORPORATION LIMITED**  
**Application form – Conversion of Service / Change of Consumer Category /**  
**Shifting of Premises or line /transformer**  
 (Tick the applicable purpose)

1. Service Connection A/c No.
2. Name of Consumer (at present)
3. Consumer category
4. Contracted load/demand (kW/kVA)
5. Address
  - a) Aadhaar Card No
  - b) Telephone No.
  - c) Mobile No.
  - d) E-mail Address
6. Request for change in service
  - i. If request is for conversion of service:  
(Tick whichever applicable)
    - a) Conversion from LT single phase to LT 3-phase
    - b) Conversion from LT 3-phase to LT single phase
  - ii. If request is for change in consumer category, mention the tariff category to which Consumer wants to shift  
(See list of all tariff categories attached with this form)
    - a) New address to which existing service connection is to be shifted:
    - b) Details of equipment to be shifted (Meter/service line, LT/HT line, transformer, etc.):
  - iii. If request is for change in premises:
  - iv. If the request is for shifting of LT /HT line or transformer
7. Reasons for change in service/shifting

**Note:** The following documents are attached with the application form: *(Tick whichever applicable)*

1. Installation test report.
2. Proof of ownership / legal occupancy of premises, if request is for shifting of premises
3. Any other document *(please specify)*

Date: \_\_\_\_\_  
 Place: \_\_\_\_\_

Signature of the Consumer  
 Name: \_\_\_\_\_

-----  
**Acknowledgement**

Application form of Service Connection A/c No. \_\_\_\_\_ at present in the name of \_\_\_\_\_ (name of applicant) has been received on \_\_\_\_\_ (date) for \_\_\_\_\_ (purpose).  
 In this regard, the consumer is given a reference no. \_\_\_\_\_ to be used for all future correspondence.

Signature / Seal of PSPCL's representative

Name and Designation

PCL-MTO

Annexure-'18'

**PUNJAB STATE POWER CORPORATION LIMITED  
METER TEST ORDER**

Office \_\_\_\_\_

Order No \_\_\_\_\_

Date: \_\_\_\_\_

Consumer's Name \_\_\_\_\_

Address: \_\_\_\_\_

Account No. \_\_\_\_\_ Category of connection \_\_\_\_\_

To

Junior Engineer/AAE/AE/AEE/XEN  
Please test meter of above consumer and report below

AE/AEE/XEN (DS) \_\_\_\_\_

Date \_\_\_\_\_

**REPORT**

Meter Serial No / Make \_\_\_\_\_

Phase \_\_\_\_\_ Amps \_\_\_\_\_ Volts \_\_\_\_\_

**Tested on consumer's premises/ME Lab.**

Test Results are as under:

\_\_\_\_\_

Consumer's Signature -----Date -----

AE/AEE/XEN \_\_\_\_\_

Date \_\_\_\_\_

**Charges or Allowances**

Accuracy of meter has been challenged by consumer, as per his letter No. \_\_\_\_\_  
date \_\_\_\_\_

- a) If meter is correct within meaning of the Act, the above consumer is to be debited with Rs. \_\_\_\_\_ (Meter Challenge Fee)
- or**
- b) If meter is slow/fast within meaning of the Act, the consumer accounts are to be overhauled as per Reg-21 of the Supply Code-2014:
  - i) debited/credited with Rs. \_\_\_\_\_ for the period \_\_\_\_\_.
  - ii) Credit with Rs. \_\_\_\_\_ being the refund of the meter hire for the defective period as per Reg- 21.5 of the Supply Code-2014.

AE/AEE/XEN(DS) \_\_\_\_\_

Date \_\_\_\_\_

Above Charge/Allowance entered in Sundry Charges and Allowances Register

RA/ARA \_\_\_\_\_

Date \_\_\_\_\_

PCL-IR

Annexure-'19'

**PUNJAB STATE POWER CORPORATION LIMITED  
PROFORMA FOR INSPECTION REGISTER.**

Checking Register No. \_\_\_\_\_ E.M.R.No. \_\_\_\_\_  
 Name and Address of Consumer \_\_\_\_\_ Page \_\_\_\_\_  
 \_\_\_\_\_ Name of Division \_\_\_\_\_  
 \_\_\_\_\_ Name of Sub Division \_\_\_\_\_  
 Account No. \_\_\_\_\_ Date of Checking \_\_\_\_\_  
 Type of Industry \_\_\_\_\_

**DETAIL OF CHECKING**

**A. METERING EQUIPMENT PARTICULARS:**

1. Meter(s)
  - i. Make and Type.....
  - ii. Capacity.....'
  - iii. Sr.No./Guide No.....
  - vi. Meter Readings                      kWH                                      kVAH                                      kVA(MDI)
  - v. Meter Ratio(if any)
 

	.....	
--	-------	--
2. C.T.Ratio                                      .....
3. P.T. Ratio                                      .....
4. Overall multiplication factor(MF)   .....
5. Seals
  - i. MCB                                      .....
  - ii. MTC                                      .....
  - iii. ME                                      .....
  - iv. Ultra Sonic Welding                      .....
  - v. MDI                                      .....
  - vi. CT Chamber                                      .....
  - vii. PT Chamber                                      .....
6. Working of
  - a) Meter(s)                                      .....
  - b) CTs                                      .....
  - c) PTs                                      .....

**Note:-** If the metering equipment consists of KWH, KVAH, MDI, CTs and PTs, complete particulars of each of the unit should be checked and noted on the back of the format. Deficiencies and defects, if any, should be noted. If any of the seal is missing or doubtful, it should be noted down in the Inspection Report.

**B. CAPACITORS**

**C. CONNECTED LOAD (INDUSTRIAL/GENERAL LOAD)**

Type of load	Capacity/Make	Load in kW

**Total connected load detected** \_\_\_\_\_ **kW**  
 Sanctioned Connected load \_\_\_\_\_ kW  
 Unauthorized extension \_\_\_\_\_ kW

Other observation, if any, of Inspecting Officer.

-----

Signature of the Consumer/his representative \_\_\_\_\_  
 Signature of the Checking officer with name and designation. \_\_\_\_\_

PCL-MCO

Annexure-'20'

**PUNJAB STATE POWER CORPORATION LIMITED  
METER CHANGE ORDER**

OFFICE: \_\_\_\_\_

Order No. \_\_\_\_\_

Date: \_\_\_\_\_

Consumer's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Account No. \_\_\_\_\_

Category of connection: \_\_\_\_\_

Load(kW/kVA): \_\_\_\_\_

To

Sh. \_\_\_\_\_

JE.AAE/AE/AEE

Please change meter on the premises of above consumer and report below, \_\_\_\_\_  
AE/AEE/XEN(DS) \_\_\_\_\_  
date \_\_\_\_\_

**REPORT**

**METER INSTALLED**

Sr No. \_\_\_\_\_ Phase \_\_\_\_\_  
Amps \_\_\_\_\_ Volts \_\_\_\_\_  
Make/Type.....  
Multiplication Factor of meter.....

Readings

kWh	kVAh	kVA

Store requisition No.& Date \_\_\_\_\_

Entered in Meter  
Movement Card

Changed by(Name) \_\_\_\_\_

**Details of CT's:**Make & S.No. of CTs \_\_\_\_\_, CT Ratio: \_\_\_\_\_.

**METER REMOVED**

Sr.No. \_\_\_\_\_ Phase \_\_\_\_\_  
Amps \_\_\_\_\_ Volts \_\_\_\_\_  
Make/Type.....  
Multiplication Factor of meter.....

Readings

kWh	kVAh	kVA

Reasons for change

Entered in Meter  
Movement Card

Date \_\_\_\_\_ Time \_\_\_\_\_

Overall multiplication factor (MF) \_\_\_\_\_

Meter Sealing Item No. \_\_\_\_\_ Date \_\_\_\_\_

(Consumer's Signature) \_\_\_\_\_

Signatures of JE \_\_\_\_\_

Date \_\_\_\_\_

**CHARGES**

If the meter have been removed or its position changed at the request of the consumer, the consumer be debited with Rs. \_\_\_\_\_ per meter as per schedule of general charges)

The above consumer is to be debited with Rs. \_\_\_\_\_

AE.AEE.XEN(DS) \_\_\_\_\_ -

Above charges entered in Sundry Charges and allowances Register Page No \_\_\_\_\_

Signatures of RA/ARA \_\_\_\_\_

date \_\_\_\_\_

**PCL-MTC/MCB/Seals**

**Annexure-'21'**

**PUNJAB STATE POWER CORPORATION LIMITED**  
**MTC/MCB/CT/PT CHAMBER ETC/SEALS.**  
**REPLACEMENT ORDER**

Office \_\_\_\_\_

Order No. \_\_\_\_\_

Date: \_\_\_\_\_

Consumer's Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Account No. \_\_\_\_\_

**REPORT**

1) Details of metering equipments(Meter, CT and PT Set etc) of which seals were broken \_\_\_\_\_

2) No of seals broken/replaced (with details such as Meter, MTC, MCB, CT/PT etc)

Broken	Replaced

Date \_\_\_\_\_

Time \_\_\_\_\_

Consumer's Signature

Signatures of official with designation

.....  
 .....

**Recoverable Amount**

Debit Rs. \_\_\_\_\_ as per Schedule of General Charges, to the consumers account.

AE/AEE/XEN(DS).....

.....

The above recoverable amount has been entered in the sundry charges and allowances register page No. \_\_\_\_\_ and Sr. No. \_\_\_\_\_

RA/ARA \_\_\_\_\_



PCL-DCO

Annexure-'22'

PUNJAB STATE POWER CORPORATION LIMITED  
DISCONNECTION ORDER (DCO)

OFFICE: \_\_\_\_\_

Order No. \_\_\_\_\_

Date: \_\_\_\_\_

Consumer's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Account No. \_\_\_\_\_

Reasons for Disconnection

Amount Due: SOP and other charges Rs. \_\_\_\_\_ ED Rs. \_\_\_\_\_

Octroi Rs. \_\_\_\_\_ DCO No. \_\_\_\_\_ Date \_\_\_\_\_ Effected on \_\_\_\_\_

To

JE/AAE/AE/AEE

Please disconnect the above consumer from the PSPCL's system and report below:-

AE/AEE/XEN(DS) \_\_\_\_\_

Date \_\_\_\_\_

**REPORT**

1) Connection Disconnected on ( Date/Time).....from T-junction/ pole.

2) Meter(s) returned to Store and entered in ME-2 at Page No. \_\_\_\_\_  
Item No. \_\_\_\_\_

**Meter No. & make**.....

**Readings**

kWh	kVAh	kVA	Position of Seals

Entered in the Meter Movement Card \_\_\_\_\_

Disconnection made by (Name of official) \_\_\_\_\_

Date \_\_\_\_\_

Time \_\_\_\_\_

Consumer's Signature

JE/AAE/AE/AEE/Xen .....

Date .....

PCL-RCO

Annexure-'23'

**PUNJAB STATE POWER CORPORATION LIMITED  
RECONNECTION ORDER**

OFFICE: \_\_\_\_\_

Order No. \_\_\_\_\_

Date: \_\_\_\_\_

Consumer's Name: .....

Account No. ....

Reason of Disconnection.....

Details of Charges deposited.....

DCO No..... Date..... Effected on.....

To

JE/AEE/AE/AEE/Xen

Please reconnect the above connection and report below:-

AE/AEE/XEN(DS)\_\_\_\_\_

Date\_\_\_\_\_

**REPORT**

1) Connection reconnected on ( Date/Time).....from T-junction/ pole.

2) Meter(s) issued from Store and entered in ME-1 at Page No. \_\_\_\_\_  
Item No. \_\_\_\_\_

**Meter No. & make**.....

**Readings**

kWh	kVAh	kVA	Position of Seals

Multiplication Factor (MF).....

Reconnection made by (name of officials)\_\_\_\_\_

Date\_\_\_\_\_

Time\_\_\_\_\_

Consumer's Signature

JE/AEE/AE/AEE/Xen .....

Date .....

PCL-SJO

Annexure-'24'

PUNJAB STATE POWER CORPORATION LIMITED  
SUNDRY JOB ORDER

OFFICE: \_\_\_\_\_

Order No. \_\_\_\_\_

Date: \_\_\_\_\_

Name of Consumer: \_\_\_\_\_

Account no \_\_\_\_\_

Name of JE/AE/AE/AEE/Xen \_\_\_\_\_

Please carry out the following works and report compliance

Detail of works \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of AE/AEE/XEN(DS) \_\_\_\_\_

\_\_\_\_\_

REPORT OF THE WORKS

Date of Commencement \_\_\_\_\_

Date of Completion \_\_\_\_\_

Details of works \_\_\_\_\_

Name of the Feeder from which the supply is catered: \_\_\_\_\_

\_\_\_\_\_

Feeding Sub Station/Distribution Transformer \_\_\_\_\_

Meter No. & make .....

Readings	kWh	kVAh	kVA	Position of Seals

Multiplication Factor (MF).....

M.S.R.No. \_\_\_\_\_

Date of return of S.J.O. \_\_\_\_\_

(Signatures official who executed the work).....

Signatures of Consumer

Recoverable amount if any.....

(In case the work is executed on the request of the consumer).

**PCL-CL**

**Annexure-'25'**

**PUNJAB STATE POWER CORPORATION LIMITED**  
**CONNECTED LOAD REGISTER / PARTICULARS OF CONNECTED LOAD**

<b>Sr. No.</b>	<b>Name of Consumer</b>	<b>Account No</b>	<b>Nature of Load</b>	<b>Industrial/Motive Load in KW/BHP</b>	<b>Light Load in KW</b>	<b>Remarks</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
1)						
2)						
3)						
4)						
5)						
6)						
7)						

**Note:-** In case of permanent disconnection entry should be scored out with Red Ink. Indicate DCO No. & date of disconnection.

Name of Distribution Sub station. Capacity in KVA.....  
 Make whether bolted or sealed.....  
 Whether new or repaired.....  
 Date of Energisation.....

Light Load.....  
 Street Light Load .....  
 Total Connected load on date .....  
     i. Industrial/Motive Load-KW.....  
     ii. Light Load-KW.....  
 Total Connected load on each LT Phase(KW) R- .....  
   Y-.....  
   B-.....

Signature of JE Incharge\_\_\_\_\_

Checking by AE/AEE/XEN(DS)\_\_\_\_\_

Checking by other Senior Officers\_\_\_\_\_

**PCL-ACCESS**

**Annexure-'26'**

**PUNJAB STATE POWER CORPORATION LIMITED**  
Access to Consumer's Premises – Notice U/S163 of the Act.

No \_\_\_\_\_  
Date \_\_\_\_\_

From  
AE/AEE/XEN(DS)  
\_\_\_\_\_

To  
\_\_\_\_\_  
\_\_\_\_\_

**Sub: Access to the Premises.**

Dear Sir/Sirs/Madam

- 1) It has been reported to me that on \_\_\_\_\_ an authorized representative of the PSPCL called at your premises situated at \_\_\_\_\_ in order to read the meter/disconnect the supply and remove the meter but as your premises were found locked/you and your representative did not permit access to your premises, he was unable to read the meter/disconnect the supply and remove the meter or carryout inspection etc.
- 2) You will please therefore, let me know the time and date on which a representative of the PSPCL shall be provided access to your premises to enable him to read the meter/disconnect the supply and remove the meter or to carry out such other acts as may be authorized to do so.
- 3) If no reply is received in this office within 7 days from the date of presentation of this letter your premises is liable to be disconnected in terms of Section 163 of EA-2003.

Yours faithfully  
AE/AEE/XEN(DS)



**PCL-METER SEALING**  
**PUNJAB STATE POWER CORPORATION LIMITED**

**Annexure-'27'**

METER SEALING RECORD

Sr. No.	Account No	Consumer's Name	Apparatus sealed (MTC/ MCB /CT/ PT etc.)	No. of Seals	Sealing Date	Reading of			Signature of official with date and reason for affixing seals	Signatures of consumer / representative
						KWH	KVAH	KVA		
1	2	3	4	5	6	7			8	9

PCL-JCR

Annexure-'28'

PUNJAB STATE POWER CORPORATION LIMITED

PROFORMA FOR JOB CONTROL REGISTER FOR RECOVERABLE ASSESSED AMOUNT.

Sr No	Name of consumer	A/C No.	Sanctioned Load / Demand	Date and time of checking	Details of findings/ observations during checking.	Date & Time of disconnection with DCO no.	Assessed Amount/ Date of Assessment	Status of the case i.e. whether referred to DSC/ Forum/ Ombudsman/ Appellate Authority or Special court	Signature of AE/AEE/ Xen/ Sr.XEN (DS) Sr.XEN (Enf)	Amount deposited by the consumer with date(s)	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)

**PCL-DISPUTED AMOUNT CHECKING**

**Annexure-'29'**

**PUNJAB STATE POWER CORPORATION LIMITED  
RETURN SHOWING THE POSITION OF DISPUTED AMOUNT ARISING OUT OF THE CHECKINGS  
BY DS/MMTS/ ENFORCEMENT STAFF IN RESPECT OF DISTRIBUTION CIRCLE\_\_\_\_\_**

Sr. No.	Name of Consumer / Account no.	Date of Checking	Amount Assessed	Amount recovered up to date	Present status of the case i.e. whether referred to DSC/ Forum / Ombudsman/ Appellate Authority / Special Court					Remarks
					DSC	Forum	Ombudsman	Appellate Authority	Special Court	
1)	2)	3)	4)	5)	6)	7)	8)	9)	10)	11)

**Analysis of Pending Disputed Cases:-**

1. Up to 3 months old: No. \_\_\_\_\_ Amount Rs. \_\_\_\_\_
2. 3 to 6 months old: No. \_\_\_\_\_ Amount Rs. \_\_\_\_\_
3. 6 months to 1 year old: No. \_\_\_\_\_ Amount Rs. \_\_\_\_\_
4. More than one year old: No. \_\_\_\_\_ Amount Rs. \_\_\_\_\_



PCL-JOCR

Annexure-'30'

PUNJAB STATE POWER CORPORATION LIMITED
JOB ORDER CONTROL REGISTER (MCO/SCO/DCO/SJO/RCO)

Table with 10 columns: Sr. No., Account No, Consumer's Name, Job Order No, Name of the Official to whom handed over (Signature, Date), Date of completion, Receipt of Job order after compliance (Signature, Date), Remarks.

Note: Separate Pages are to be allotted to each category of Job order.

**PCL-METER CHECK**

**Annexure-'31'**

**PUNJAB STATE POWER CORPORATION LIMITED  
METER CHECK LIST FOR ALL CONSUMERS (ABOVE 500 kW/kVA)**

PSPCL	Energy Meter Check List	M/s _____ A/c.No. _____	Date: _____
Sr.No.	Status of	Observations	Remarks
1)	MCB Paper Seals		
2)	MCB Seals		
3)	Seals of CTs/PTs etc.		
4)	Meter terminals seals condition		
5)	ME Lab seals (M&T) position & status		
6)	Phase wise meter working		
7)	CT/PT Chamber hole plugging		
8)	Condition of conduit between CT/PT Chamber & Meter Box/cubicle		
9)	Whether meter room is near main gate & approachable from outside (locking)		
10)	H.T. Cable between transformer & CT/PT box is not having any visible or hidden T-Off.		
11)	Consumption Pattern with respect to previous 3 readings		
12)	Any other relevant point		

**Signs of Consumer**

.....

**Signs of AE/AEE/ XEN  
(DS)**

.....

**Signs of Sr.Xen(DS)/Enf /  
MMTS**

.....

PCL-DSO

Annexure-'32'

**PUNJAB STATE POWER CORPORATION LIMITED  
DIRECT SUPPLY ORDER (DS CONSUMERS ONLY)**

Order No. \_\_\_\_\_  
Complaint No. \_\_\_\_\_  
Date: \_\_\_\_\_

Cut Here.....Cut here

**DIRECT SUPPLY ORDER  
DOMESTIC CONSUMERS ONLY**

Order No. \_\_\_\_\_  
Complaint No. \_\_\_\_\_  
Date: \_\_\_\_\_

On receiving request from Sh \_\_\_\_\_ R.O. \_\_\_\_\_ A/c.No. \_\_\_\_\_ I have connected the supply of the consumer directly from PSPCL main as an immediate relief on \_\_\_\_\_ at \_\_\_\_\_ Hrs \_\_\_\_\_ subject to complete report by JE.

Detail of seals broken by the lineman \_\_\_\_\_

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_

Signatures of Lineman  
Date: \_\_\_\_\_  
Name \_\_\_\_\_

**UNDERTAKING OF CONSUMER**

I will abide by the findings of PSPCL and necessary charges towards cost of defective/burnt meter or any other charges may be debited to my A/c.No. \_\_\_\_\_ in the next electricity bill.

Signatures of consumer/Representative  
Name \_\_\_\_\_

**REPORT OF JUNIOR ENGINEER**

I have checked the meter at site and details of site report are as under:-

(a) Particulars of meter

- i. Meter No
- ii. Make
- iii. Capacity
- iv. Meter Reading
- v. Status of Meter Glass/Cover

(b) Status of Seals

- i. MCB
- ii. MTC
- iii. ME
- iv. Paper Seal if any
- v. Remarks/Any other observation

Signature of JE \_\_\_\_\_  
Name \_\_\_\_\_  
(Code) \_\_\_\_\_  
Date \_\_\_\_\_

**ORDERS OF AE/AEE/XEN(DS) INCHARGE**

Signature of AE/AEE/XEN(DS)  
Name: \_\_\_\_\_  
Date: \_\_\_\_\_

**COMPLIANCE BY RA**

- a) MCO No./Date \_\_\_\_\_
- b) Total time for which supply remained direct \_\_\_\_\_
- c) Amount charged
  - i. Cost of meter Rs. \_\_\_\_\_
  - ii. Energy Charges Rs. \_\_\_\_\_
  - iii. Detail of other charges if Any Rs. \_\_\_\_\_  
Total Rs. \_\_\_\_\_
- d) Total amount debited to the consumer vide S.C.& A register Item No. \_\_\_\_\_  
Date \_\_\_\_\_

Note:- This order is to be pasted in  
the Sundry Register and cross  
entry to be made on the MCO

Signature of RA/ARA  
Name: \_\_\_\_\_  
Date: \_\_\_\_\_

**PCL-Shut Down**

**Annexure-'33'**

**PUNJAB STATE POWER CORPORATION LIMITED**  
Intimation of Shut Down

No \_\_\_\_\_  
Date \_\_\_\_\_

From  
AE/AEE/XEN (DS)  
\_\_\_\_\_  
\_\_\_\_\_

To  
\_\_\_\_\_  
\_\_\_\_\_

Please Note that for reasons connected with the maintenance of the PSPCL system. Supply to your premises will be shut down from (Date & Time) .....  
.....to (time and date).....

Signatures of  
AE/AEE/XEN (DS)

**Annexure-'34'**

**PUNJAB STATE POWER CORPORATION LIMITED**  
CERTIFICATE FOR SCHEDULE CASTES / BACKWARD CLASSES

Certificate in respect of Members of Scheduled Castes/Backward Classes in Punjab to be obtained from one of the following authorities:-

- 1) District Magistrates/ additional District Magistrates / Collector / Deputy Commissioner/ Additional Deputy Commissioner / Ist Class Stipendiary Magistrate/ City Magistrate/Sub-Divisional Magistrate/Extra Assistant Commissioner(Not below the rank of Ist Class Stipendiary Magistrate)
- 2) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- 3) Revenue Officer not below the rank of Tehsildar.
- 4) Sub Divisional Officer of the area where the candidate or his family normally resides.
- 5) Administrative Secretary to Administrative Development Officer(Lakshdeep Islands)

I know Shri\_\_\_\_\_ son of Shri\_\_\_\_\_ of \_\_\_\_\_  
and \_\_\_\_\_ Distt. personally. He belongs to \_\_\_\_\_  
Caste which has been declared as Scheduled Caste/Backward Caste in Punjab.

Signatures\_\_\_\_\_

Designation/seal\_\_\_\_\_

## Annexure-'35'

## PUNJAB STATE POWER CORPORATION LIMITED

## LIST OF 'RED' CATEGORY

Sr. No.	List of Red Category of Industry
1)	Airports, and Commercial Air Strips
2)	Aluminum smelter
3)	Asbestos and asbestos based Industries
4)	Automobiles manufacturing (Integrated facilities)
5)	Basic Chemicals and electro chemicals and its derivatives including manufacture of acids
6)	Buildings, Construction Projects, Township & Area development Projects covered under EIA Notification dated 14/09/2006.
7)	Cement
8)	Chlor Alkali
9)	Chlorates, per-chlorates and peroxides
10)	Chlorine, fluorine, bromine, iodine, and their compounds.
11)	Coal Washeries
12)	Coke making, liquefaction, coal tar distillation or fuel gas making
13)	Common treatment and disposal facilities (common Effluent Treatment Plant, TSDF, E-waste recycling, CBMWTF, Effluent Conveyance Project, Incinerators, Solvent/Acid recovery plant, MSW sanitary landfill sites, STP)
14)	Copper Smelter
15)	Ceramic, Refractories
16)	Distillery including Fermentation Industry
17)	Dry coal processing/ mineral processing, industries involving ore sintering, palletisation, grinding, pulverization
18)	Dyes and Dye-Intermediates
19)	Emulsion of oil & water
20)	Fermentation industry including manufacture of yeast, beer, distillation of alcohol (ENA)
21)	Ferrous and Non ferrous metal extraction involving different furnaces through melting, refining, reprocessing, casting and alloy making.
22)	Fertilizer (basic)(excluding formulation)
23)	Fibre glass production and processing (Excluding moulding)
24)	Fire crackers manufacturing and bulk storage facilities
25)	Flacks from rejected PET bottle
26)	Fly ash export, transport and disposal facilities
27)	Health care establishment (As defined in BMW Rules)
28)	Heavy engineering including Ship Building (With investment on Plant & Machineries more than Rs. 10 Crores)
29)	Hot mix plants
30)	Hotels (3 Star and above) and Hotels having 100 rooms and above

- 31) Hydrocyanic acid and its derivatives
- 32) Industrial carbon including electrodes and graphite block, activated carbon, carbon black
- 33) Industrial estates/ Parks/ Complexes/ areas export processing zones /SEZs/ Biotech Parks/ leather complex
- 34) Industrial Inorganic gases namely:-
  - a) Chemical gases: Acetylene, hydrogen, chlorine, fluorine, ammonia, sulphur dioxide, ethylene, hydrogen sulphide, phosphine.
  - b) Hydrocarbon gases: Methane, ethane, propane
- 35) Industries engaged in recycling/ reprocessing/ recovery/ reuse of Hazardous Waste under schedule IV of Hazardous Waste (M, H & TBM) Rules, 2008 and its amendments.
- 36) Industry or process involving foundry operations
- 37) Industry or process involving metal surface treatment or process such as picking plating/ electroplating/ paint stripping/ heat treatment/ phosphating or finishing and anodizing/ enameling/ galvanizing.
- 38) Iron and steel (involving processing from ore/ integrated steel plants and or Sponge Iron Units).
- 39) Isolated storage of Hazardous chemicals (as per schedule of manufacturing, Storage & Import of Hazardous Chemicals, Rules, 1989 as amended.
- 40) Lead acid battery manufacturing (excluding assembling & charging of acid lead battery in micro scale (<Rs. 25 lakhs)
- 41) Lime manufacturing (Using Lime Kiln)
- 42) Manufacturing of Glue and gelatin
- 43) Manufacturing of Explosives, detonators, fuses including management and handling activities
- 44) Manufacturing of Glass
- 45) Manufacturing of Lubricating oils, greases or petroleum based products.
- 46) Manufacturing of Paints, Varnishes, pigments and Intermediate (excluding blending/ mixing)
- 47) Manufacturing of Pesticides/ Insecticide/ Fungicides/ Herbicides/ weedicides (Technical) (excluding formulation)
- 48) Manufacturing of Starch/ Saggo
- 49) Milk processing and dairy products (integrated project)
- 50) Mineral stack yards/ Railway sidings
- 51) Mining and ore beneficiation
- 52) New Highway construction projects
- 53) Non alcoholic beverage (soft drink) and bottling of alcoholic/ non-alcoholic products (capital investment on plant & machinery >Rs. 1 crore)
- 54) Nuclear Power Plants
- 55) Oil and Gas extraction including CBM (offshore & onshore extraction through drilling wells)
- 56) Oil and gas transportation pipeline
- 57) Oil Refinery (Mineral Oil or Petro Refineries)
- 58) Organic chemicals manufacturing
- 59) Petrochemicals (Manufacture of and not merely use of as raw material)
- 60) Pharmaceuticals (excluding formulation)



- 61) Phosphate rock processing plant.
- 62) Phosphorous and its compounds
- 63) Photographic films and its chemicals
- 64) Ports & Harbors, Jetties and Dredging Operations
- 65) Power Generation Plants (Except Wind, Solar and Mini Hydel Power plants of capacity (<25 MW) and D.G. set of capacity >5 MVA)
- 66) Processes involving chlorinated hydrocarbons
- 67) Pulp and Paper (paper manufacturing with or without pulping)
- 68) Pyrolysis Plants
- 69) Railway Locomotive workshops / Integrated Road transport workshop/ Authorized service centers
- 70) Reprocessing of PVC
- 71) Reprocessing of used oils and waste oils
- 72) Rice mills including parboiling having capacity more than 10 TPD
- 73) Ship breaking activities
- 74) Slaughter houses (As per the notification S.O.270 (E) dated 26.03.2001) and meat processing industries, bone mill, processing of animal horns, hoofs and other body parts.
- 75) Steel and steel products using various furnaces like blast furnaces/ open heath furnace/ induction furnace/ arc furnace/ submerged arc furnace/ basic oxygen furnace/ hot rolling using reheating furnace.
- 76) Stone crushers
- 77) Sugar (excluding Khandsari)
- 78) Surgical and medical products involving prophylactics and latex
- 79) Synthetic detergents and soaps (excluding formulation)
- 80) Synthetic fibres including rayon, tyre cord, polyester filament yarn.
- 81) Synthetic resins
- 82) Synthetic rubber excluding molding
- 83) Tanneries
- 84) Thermal Power Plants
- 85) Tobacco products including cigarettes and tobacco/ opium processing
- 86) Vegetable oils including solvent extraction and refinery/ hydrogenated oils
- 87) Yarn/ textile processing involving any effluent/ emission-generating process, bleaching, dyeing, printing and scouring.
- 88) Zinc Smelter

**Note:**

- 1) Any Industries/ Industrial activity which is not covered in above list having coal fired boiler with steam generation capacity more than 5 T/hr will be covered under Red Category.
- 2) The industry at Sr. No. 6 i.e. Buildings, Construction Projects, Townships & Area development projects covered under EIA Notification dated 14/09/2006, Sr. No. 68 i.e. Pyrolysis Plants have been added new industries in the list and industry at Sr. No. 47 and 72 have been amended as per the requirements of the Board.

## PUNJAB STATE POWER CORPORATION LIMITED

## LIST OF Orange Category

Sr. No.	List of Orange Category of Industry
1)	Almirah, Grill manufacturing
2)	Aluminum and copper extraction from scrap using oil fired furnace.
3)	Automobile servicing, repairing and painting (excluding only fuel dispensing)
4)	Ayurvedic and Homeopathic medicine
5)	Bakery and confectionery units with production capacity > 1 TPD
6)	Biaxially oriented PP film alongwith metalizing operation
7)	Bottling of Gases
8)	Brickfields (excluding fly ash brick manufacturing using lime process)
9)	Building & construction projects more than 20,000 Sq mtr built up area
10)	Cashew nut processing
11)	Chanachur and laddo from puffed and beaten rice (muri and chira) using husk fired oven
12)	Chilling plant, cold storage and Ice making
13)	Coffee seed processing
14)	Coke briquetting (sun drying)
15)	Cotton/ Cotton blended spinning and weaving (medium and large scale)
16)	Cutting, sizing and polishing of marble stones
17)	Diary and diary products (small scale) (capital investment on plant & machinery <Rs. 1 crore)
18)	Dal Mills
19)	DG set of capacity >1MVA but < 5 MVA)
20)	Digital printing on PVC cloth
21)	Dismantling of rolling stocks (wagons/ coaches)
22)	Dry cell battery (excluding manufacturing of electrodes) & assembling and charging of acid lead battery in micro scale ( <Rs. 25 Lacs)
23)	Emery powder (fine dust of sand) manufacturing
24)	Engineering and fabrication units (with investment on Plant & Machineries Rs. 10 Crores)
25)	Excavation of sand from the river bed (excluding manual excavation)
26)	Facility of handling, storage and transportation of food grains in bulk.
27)	Fertiliser (granulation and formulation only)
28)	Fish feed, poultry feed and cattle feed
29)	Fish processing and packing (excluding chilling of fish)
30)	Foam manufacturing
31)	Food & food processing including fruits and vegetable processing
32)	Forging of ferrous & non-ferrous metal (using oil or gas fired boiler)
33)	Formulation/ Palletization of camphor tablets, naphthalene balls from camphor/ naphthalene powder

- 34) Glass, ceramic, earthen potteries and tile manufacturing using oil or gas fired kiln, Coating on glasses using cerium fluoride, magnesium fluoride etc.
- 35) Glue from starch (physical mixing)
- 36) Gravure printing, digital printing on flex, vinyl
- 37) Heat treatment using oil fired furnace (excluding cyaniding)
- 38) Hotels (Less than 3 star) or hotels having > 20 rooms and less than 100 rooms
- 39) Hydro electric power plants < 25 MW capacity
- 40) Ice Cream
- 41) Infrastructure development project
- 42) Jute processing without dyeing
- 43) Liquid floor cleaner, black phenyl, liquid soap, glycerol monosterate manufacturing
- 44) Machanized laundry using oil fired boiler
- 45) Manufacturing of mirror from sheet glass
- 46) Manufacturing of mosquito repellent coil
- 47) Manufacturing of iodized salt from crude/ raw salt
- 48) Manufacturing of tooth powder, toothpaste, talcum powder and other cosmetic items
- 49) Marriage Palaces
- 50) Modular wooden furniture from particle board, MDF, swan timber etc, Ceiling tiles/ partition Board from saw dust, wood chips etc. & other agricultural waster using synthetic adhesive resin, wooden box making
- 51) Paint blending & mixing (Ball mill)
- 52) Pharmaceutical formulation and for R&D purpose (for sustained release/ extended release of drugs only and not for commercial purpose)
- 53) Ply-board Mfg (including veneer & laminate) with oil fired boiler/ thermic fluid heater (without resin plant)
- 54) Potable alcohol (IMFL) by blending, bottling of alcoholic products (capital investment on plant & machinery <Rs. 1 crore)
- 55) Power press
- 56) Printing ink manufacturing
- 57) Printing or etching of glass sheet using hydrofluoric acid
- 58) Producer gas plant using conventional up-drift coal gasification (linked to rolling mills, glass and ceramic industry, refractories for dedicated fuel supply)
- 59) Pulverization of bamboo and scrap wood
- 60) Reprocessing of waste plastic (excluding PVC)
- 61) Rice mill less than 10 TPD & rice hullers
- 62) Rolling Mills (oil or gas fired) and cold Rolling mill
- 63) Saw mill
- 64) Seasoning of wood in steam heated chamber
- 65) Silk screen printing, Saree Printing by wooden blocks
- 66) Spice grinding (> 20 HP motor)
- 67) Spray painting, paint baking, paint stripping

- 68) Surgical cotton including wet process
- 69) Tamarind powder manufacturing
- 70) Tea Processing
- 71) Thermocol manufacturing
- 72) Thermometer making
- 73) Transformer repairing / manufacturing
- 74) Tyres and tubes vulcanization/ hot retreating
- 75) Wire drawing & Wire netting

**Note:**

- 1) The industry at Sr. No. 48 i.e. Packing materials manufacturing from non asbestos fibre, vegetable fibre yarn and Sr. No. 58 i.e. Repairing of electric motor & generator from the original list of Orange Category have been shifted to exempted category of Industries due to their less water/ air/ noise pollution potential.
- 2) The industry at Sr. No. 7, 39, 49 and 68 have been added in the list of Orange Category of the Industries as per the requirements of the Board.

## PUNJAB STATE POWER CORPORATION LIMITED

## LIST OF GREEN / EXEMPTED CATEGORIES

Sr. No.	List of Green/Exempted Category of Industry
1.	Assembling of Acid lead battery (up to 10 batteries per day excluding lead plate casting)
2.	Automobile fuel outlet (only dispensing)
3.	Bakery/ Confectionery/ Sweets production (with production capacity <1 TPD with oil, gas or electrical oven)
4.	Bio fertilizer & bio-pesticide without using Inorganic chemicals
5.	Biomass Briquettes (sun drying) without using toxic or hazardous wastes
6.	Blending of melamine resins & different powder, additives by physical mixing
7.	CO <sub>2</sub>
8.	Candy
9.	Cardboard or corrugated box and paper products (excluding paper or pulp manufacturing and without using boiler)
10.	Chalk making from plaster of Paris
11.	Chilling plant and Ice making without use of ammonia
12.	Compact disc, computer floppy & cassette manufacturing
13.	Compressed oxygen gas from crude liquid oxygen
14.	Cotton/ Cotton blended spinning & weaving (small scale)
15.	Cotton and woollen hosiery making (SSI & Cottage Industries)
16.	Distilled water
17.	Electric lamp (bulb) manufacturing (small scale)
18.	Flour mills (dry process)
19.	Fly ash bricks/ blocks manufacturing
20.	Glass putty and sealant
21.	Glass, ceramic, earthen potteries and tile manufacturing using electrical kiln or not involving fossil fuel kilns
22.	Gold and Silver smithy (purification with acid, smelting operation and sulphuric acid polishing operation) (using less than or equal to 1 litre of Sulphuric Acid/ Nitric Acid per month)
23.	Handloom/ Carpet weaving (without dyeing and bleaching operation)
24.	Hotels( up to 20 rooms)
25.	Lubricating oils, greases or petroleum based products (only blending at normal temperature)
26.	Manufacturing of coir items from coconut husk
27.	Manufacturing of metal caps containers etc.
28.	Manufacturing of pasted veneers without using boiler or Thermic Fluid Heater or by sundering
29.	Manufacturing of silica gel (without furnace)

30. Medical oxygen
31. Mineralized water
32. Organic and Inorganic nutrients( by physical mixing)
33. Paper pins and U-clips
34. Phenyl/ Toilet cleaner formulation & Bottling
35. Polythene & plastic processed products manufacturing ( virgin plastics)
36. Poultry, hatchery, piggery
37. Power looms (without dyeing and bleaching)
38. Printing press
39. Ready mix cement concrete
40. Reel manufacturing
41. Reprocessing of water cotton
42. Rope (Cotton & Plastic)
43. Rubber goods industry (with baby boiler only)
44. Scientific and mathematical instruments manufacturing
45. Soap manufacturing (Handmade without steam boiling)
46. Solar module (Non conventional energy apparatus ) manufacturing unit
47. Solar power generation through solar photovoltaic cell, wind power & mini hydal power (< 25 MW)
48. Spice grinding: (20 HP motor)
49. Steeping and processing of grains
50. Synthetic detergent formulation
51. Teflon based products
52. Tyres and tubes retreading ( without boiler)

Note: The following industries from the list of green category of industry have been shifted to the list of exempted category of the industries due to their pollution potential as these type of industries does not involves in the process creating water/ air/ noise pollution.

**Sr. List of Green Category of Industries shifted to exempted category**

**No.**

1. Aluminum utensils from aluminum circles
2. Assembly of air coolers/ conditioners repairing and servicing
3. Assembly of bicycles baby carriage and other small non-motorized vehicles
4. Ayurvedic and Homeopathic medicine (without boiler)
5. Bailing ( hydraulic press) or waste papers
6. Biscuit trays etc. from rolled PVC sheet( using automatic vacuum forming machine)
7. Blending and packaging of Tea
8. Block making for printing without foundry (excluding wooden block making)
9. Brass & Bell utensils manufacturing from circle (without re-rolling facility)

10. Carpentry and wooden furniture manufacturing (excluding saw mill) with the help of electrical (motorized) machines such as electric wood planner, steel saw cutting circular blade etc.
11. Cement products (without using Asbestos) like pipe, pillar, jafri, well ring, blocks/ tiles etc. should be done under closed covered shed to control fugitive emissions)
12. Ceramic colour manufacturing (not using boiler and wastewater recycling process)
13. Coated electrode manufacturing
14. Decoration of ceramic cups & plates by electric furnace
15. Diesel Generator sets (15 KVA to 1 MVA)
16. Diesel pump repairing & servicing
17. Electrical & electronic items assembling
18. Flavored battle nut production / grinding.
19. Fountain pen manufacturing
20. Glass ampoules & vials making from glass tubes.
21. Groundnut decorticating (dry)
22. Insulation and other coated papers ( excluding paper or pulp manufacturing ) manufacturing
23. Jobbing and machining
24. Leather cutting and stitching (more than 10 machines and using motor)
25. Leather footwear and leather products (excluding tanning and hide processing) (except cottage scale)
26. Manufacturing of optical lenses (using electrical furnace)
27. Manufacturing of shoe brush & wire brush
28. Oil mill ghani & extraction ( no hydrogenation/ furnace)
29. Organic manure (manual mixing)
30. Paints and varnishes (mixing and blending) (without ball mill)
31. Packing of powdered milk
32. Puffed rice (muri) (using oil gas or electrical heating system)
33. Steel furniture without spray painting
34. Surgical and medical products not involving effluent / emission generating processes

**Annexure-38**

**AFFIDAVIT**

Certified that IS/o Sh. proprietor / partner of do, hereby, solemnly affirm and declare as under:

- i. That the industry is covered at Sr. No. \_\_\_\_\_ of the list pertaining to industries exempted from the purview of consent from Punjab Pollution Control Board.
- ii. That the total investment of the industry shall be less than Rs. 25 lacs on plant & machinery etc. except for the industries exempted by PPCB for which total investment shall be less than Rs.1Crore.
- iii. That the industry is established /being established in the demarcated industrial Estate/ Zone classified by the State Authorities viz PSIEC, Department of industries, PUDA, CTP under draft Master plan or in mixed category area or predominantly industrial area within Municipal limits of a town/city after classification of the area by CTP/STP/DTP (Report of CTP/STP/DTP/MC attached).
- iv. That there will not be any discharge of trade effluent from the industry into stream or well or sewer or onto land due to its establishment or the operation of process or any treatment and disposal or an extension or addition thereto.
- v. That the industry will not discharge any air pollutant including noise into the atmosphere.
- vi. That the industry will not use/handle/transport/dispose of any toxic/ hazardous waters & chemicals.
- vii. That, in case, the industry is found to create condition that generate any type of pollution or, if, there is any objection from the surrounding community and, if on verification, it is found that such objection has some substance, the Punjab Pollution Control Board shall be free to take legal action under the Provisions of Water (Prevention & Control of pollution) Act,1974 and Air(prevention & Control of pollution) Act, 1981 and Environmental (Protection) Act, 1986 as considered appropriate.

**Deponent**

**Place** \_\_\_\_\_

**Date** \_\_\_\_\_

Verified that the contents of affidavit from (i) to (vii) are true and correct to the best of my knowledge. No part of it is false and no material(s) has been kept concerned there in.

**Deponent**



**PUNJAB STATE POWER CORPORATION LIMITED**

**List of Scheduled roads**

- 1) GRAND TRUNK ROAD (FROM HARYANA BOUNDARY TO AMRITSAR AND ON THE BORDER WITH PAKISTAN)
- 2) JALANDHAR-TANDA-DASUYA-MUKERIAN-PATHANKOT ROAD UPTO BORDER WITH JAMMU AND KASHMIR STATE
- 3) AMBALA –KALKA ROAD (PORTION FALLING IN THE TERRITORY OF THE STATE OF PUNJAB)
- 4) AMRITSAR–PATHANKOT ROAD
- 5) CHANDIGARH-ROPAR-NANGAL-UNA-HOSHIARPUR-TANDA-AMRITSAR ROAD
- 6) AMRITSAR-SARHALI-HARIKE-MAKHU-FEROZEPUR-FAZILKA ROAD
- 7) ROPAR BALACHOUR-GARHSHANKAR-HOSHIARPUR–DASUYA ROAD
- 8) MALOUT-FAZLIKA ROAD
- 9) CHANDIGARH-SAMRALA-LUDHIANA ROAD
- 10) GURDASPUR-AMRITSAR-MAKHU-FEROZEPUR-FAZILKA ROAD
- 11) JALANDAHR-MAKHU ROAD.
- 12) LUDHIANA-FEROZEPUR ROAD.
- 13) AMBALA-PATIALA-SANGRUR-BARNALA-BATHINDA-MALOUT-ABOHAR UPTO THE BORDER WITH RAJSTHAN TOWARDS HANUMANGARH ROAD
- 14) BHATINDA-KOTKAPURA-FEROZEPUR ROAD
- 15) GURDASPUR-AJNALA-CHUGAWAN-RAJATAL-CHABAL-KHEMKARAN ROAD
- 16) HARIKE-KHALRA ROAD.
- 17) AJNALA-AMRITSAR ROAD
- 18) PATIALA-PATRAN-NARWANA ROAD
- 19) MOGA-KOTKAPURA ROAD.
- 20) CHANDIGARH-RAJPURA ROAD (COMMENCING FROM THE POINT WHERE THE PUNJAB BOUNDARY STARTS).
- 21) CHANDIGARH-AMBALA ROAD (COMMENCING FROM THE POINT WHERE THE PUNJAB BOUNDARY STARTS AND TOUCHES THE AMBALA-KALKA ROAD NEAR DERA BASSI).
- 22) BHAWANIGARH-SUNAM-BHIKHI-KOTSHAMIR-BHATINDA ROAD
- 23) BHATINDA-DABWALI ROAD UPTO PUNJAB BOUNDARY
- 24) MORINDA –BELA ROAD
- 25) JALANDHAR-HOSHIARPUR ROAD
- 26) JALANDHAR-NAKODAR ROAD
- 27) MORINDA-KURALI ROAD
- 28) MORINDA (FROM KM 0.00 TO 6.783 WITH OFF TAKE AT KM 61.816 AND MEETING AFTER CROSSING THE SIRHIND. MORINDA RAILWAY LINE AT KM 67.800 OF LUDHIANA-CHANDIGARH ROAD I.E. NATIONAL HIGHWAY NO.22)
- 29) KIRATPUR SAHIB-GARHA MORAH ROAD (PART OF N.H. 21)
- 30) KHARAR-BANUR-TEPLA ROAD UPTO HARYANA BORDER.

- 31) S.A.S.NAGAR-CHUNNI-SIRHIND GURUDWARA JYOTI SARUP-MADHOPUR CHOOWK-PATIALA ROAD
- 32) PATIALA-NABHA MALKERKOTLA-JAGRAON-NAKODAR ROAD
- 33) GOBINDGARH-NABHA-BHAWANIGARH ROAD
- 34) LUDHINA-MALERKOTLA-SANGRUR-PATRAN-MUNAK ROAD UPTO HARYANA BORDER
- 35) KHANNA-SAMRALA-MACHHIWARA-RAHON –NAWANSHEHAR ROAD
- 36) PHAGWARA-BANGA-NAWANSHAHAR-BALACHAUR ROAD
- 37) PHAGWARA (FROM KM 79.85 TO KM 89.385) I.E. TAKING OFF FROM PHAGWARA-BANGA ROAD TO NATIONAL HIGHWAY NO.1
- 38) HOSHIARPUR-PHAGWARA ROAD
- 39) HOSHIARPUR ROAD UPTO HIMACHAL BORDER (N.H.70)
- 40) NAKODAR-KAPURTHALA-BHULATH-TANDA ROAD
- 41) RAYYA-BATALA-DERA BABA NANAK ROAD
- 42) BATALA-SRI HARGOBINDPUR ROAD
- 43) GURDASPUR-KAHNOWAN-SRI HARGOBINDPUR ROAD
- 44) GURDASPUR-TIBBRI CANTT-PURANA SHALLA-NAUSHERA PATTAN-MUKERIAN ROAD
- 45) DHAKAN MULLANPUR BARNALA–MANSA-SARDULGARH ROAD UPTO HARYANA BORDER.
- 46) NAKODER-MOGA-BARNALA ROAD (PART OF N.H.71)
- 47) MAKHU-JIRA-FARIDKOT ROAD (PART OF N.H.15)
- 48) MUKATSAR-KOTAKPURA ROAD
- 49) FEROZEPUR-MUKATSAR-MALOUT DABWALI ROAD UPTO HARYANA BORDER
- 50) FAZILKA –ABOHAR ROAD
- 51) KURALI-MAJRA-MULLANPUR-CHANDIGARH ROAD UPTO CHANDIGARH BORDER
- 52) DERRA BASSI-BHAGWANPUR-BARWALA ROAD UPTO HARYANA BORDER
- 53) BHANKERPUR-MUBARKPUR-RAMGARH ROAD UPTO HARYANA BORDER
- 54) ROAD FROM SIRHIND-PATIALA ROAD PASSING THROUGH DCW COMPLEX AND CONNECTING RAJPURA-PATIALA ROAD(WITH OFF TAKE AT KM 4.149 AND MEETING WITH RAJPURA –PATIALA ROAD AT KM 4.384)
- 55) ROAD ALONG LEFT BANK OF SIRHIND CANAL FROM UNDER THE FLYOVER AT NATIONAL HIGHWAY-I AT DORAHA UPTO MANNPUR HEAD WORKS AND FURTHER ALONG THE LEFT BANK OF SIDHWAN BRANCH CANAL STARTING FROM MANNPUR HEADWORDS UPTO LUDHIANA-FEROZEPUR NATIONAL HIGHWAY-95
- 56) BATHINDA GUDHAN BADAL ROAD STARTING FROM BATHINDA-DABWALI ROAD (NH-64) VIA VILL: BADAL AND VILL: GUDHA UPTO MALOUT –DABWALI ROAD (NH-10) AT VILL: KHEOWALI DISTT. SHRI MUKATSAR SAHIB.

## Annexure-40

## LIST OF VILLAGES FALLING IN CHANDIGARH PERIPHERY

Sr.No.	Name of Village	Hadbast No.	Sr.No.	Name of Village	Hadbast No.
RAJPURA TEHSIL (Distt. Patiala)					
1	Birdadralla	8/1	32	Singhpura	43
2	Gulabgarh	9	33	Bishanpura	44
3	Madhopur	11	34	Bishangarh	45
4	Kakrali	13	35	Lohgarh	46
5	Rauni	14	36	Baltana	47
6	Sheikpur Khurd	15	37	Dhakaula	48
7	Kasbabassi	15/1	38	Himmatgarh	49
8	Bakerpur	16	39	Ghazipur	50
9	Haripurka Ram	17	40	Nagla	51
10	Devinagar	18	41	Sanoli	52
11	Janetpur	19	42	Pirmach Wala	53
12	Mukandpur		43	Birpirmach Wala	53/1
13	Raje Majra		44	Kishanpura	54
14	Amlala	25	45	Jangipur	207
15	Bair Majra	26	46	Issapur	208
16	Barauli	27	47	Bhankharpur	236
17	Bahori	28	48	Basian	236
18	Bahora	29	49	Mohaidan	237
19	Karkaur	30	50	Kurali	237
20	Shekhpur Kalan	31	51	Khanpur Khadar	238
21	Fatehpur	32	52	Machhli Kalan	238
22	Ibrahimpura	33	53	Chuhar Majra	239
23	Paragpur	34	54	Machhli Khurd	240
24	Mamedpur	35	55	Garolian	241
25	Dhanauni	36	56	Biomajri	242
26	Mothan Wala	37	57	Pawala	243
27	Jagadhri	38	58	Patton	244
28	Isapur	39	59	Manakpur	272
29	Bakherpur	40	60	Tasoli	273
30	Shatabgarh	41	61	Devinagar	274
31	Ramgarh Bhudda	42	62	Kalauli	276

63	Banur	280
64	Karala	281
65	Khizergarh	282
66	Azizpur	283
67	Rampur Kalan	284
68	Chhat	285
69	Bir Chhat	286
70	Kishanpura	287
71	Naraingarh	288
72	Dialpura	289
73	Nabha	290
74	Mirpur	356
75	Mubarkpur	357
76	Raibitpur	358
<b>TEHSIL KHARAR (Distt. Ropar).</b>		
77	Dhurali	1
78	Raipur Khurd	2
79	Chilla	3
80	Maulivaidwan	4
81	Tarafkhumbra	5
82	Kumbra	6
83	Mataur	7
84	Madanpur	8
85	Siahimajra	9
86	Mohali	10
87	Mastgarh	16
88	Togan	17
89	Dhanauran	18
90	Chaharmajra	19
91	Tira	20
92	Manana	21
93	Jhampur	22
94	Behlolpur	23
95	Raipur	24
96	Barmajra	25
97	Balongi	26

98	Daun	27
99	Jandpur	28
100	Jhungian	29
101	Fatehullapur	30
102	Desumajra	31
103	Ballomajra	32
104	Chhajumajra	33
105	Baliali	34
106	Sohana	35
107	Lakhnaur	36
108	Landran	37
109	Bairanpur	38
110	Manakmajra	39
111	Bhagomajra	40
112	Ledi	41
113	Manjpur	42
114	Bharatpur	43
115	Saidpur	44
116	Sawara	45
117	Maggar	46
118	Rasanhari	47
119	Gabemajra	48
120	Rangian	49
121	Jhanjehri	50
122	Popna	51
123	Niamian	52
124	Basian	53
125	Dhabali	54
126	Bharakkhurd	55
127	Dharak Kalan	56
128	Majatri	57
129	Makran	58
130	Todar Majra	59
131	Majat	60
132	Chunikhurd	61
133	Shakrunapur	69

134	Bajheri	70
135	Badali	71
136	Pirsohana	72
137	Simbalmajra	73
138	Rurkeepukhia	74
139	Bhagomajra	75
140	Daumajra	76
141	Rudiala	77
142	Phukhri	78
143	Abhipur	79
144	Jakharmajra	80
145	Tiwar	81
146	Rurkeekham	82
147	Shiamipur	83
148	Malikpur	84
149	Ranaimajra	85
150	Bahalpur	86
151	Phantwan	87
152	Naglian	88
153	Khairpur	89
154	Suhali	90
155	Tirtha	91
156	Alapur	92
157	Bhajauli	93
158	Ghataur	94
159	Soahauran	95
160	Hussanpur	96
161	Lakhnaur	97
162	Shahpur	98
163	Naggal	99
164	Nanheri	100
165	Singhpur	101
166	Rakauli	102
167	Shekhpura	103
168	Andhari	104
169	Baraudi	105

170	Fatehgarh	106
171	Jhingran	108
172	Kanauran	109
173	Mundon Mastana	134
174	Mundon Bhao Singh	135
175	Mundon Sangtian	136
176	Naggal	137
177	Gunemajra	138
178	Mehrampur	139
179	Thanagobindgarh	142
180	Mehrauli	143
181	Jhandemajra	144
182	Khera	145
183	Sangatpura	146
184	Majri	147
185	Sialba	148
186	Fatehpur	149
187	Chandpur	150
188	Khadimajra	151
189	Rasidpur	152
190	Dhakorankhurd	153
191	Dhakorani Kalan	154
192	Bhoot Garh	155
193	Kartarpur	156
194	Kansala	157
195	Takipur	158
196	Hoshiarpur	159
197	Bharaunjian	160
198	Devinagar	161
199	Salamatpur	162
200	Rasualpur	163
201	Dhodemajra	164
202	Ratwara	165
203	Paintpur	166
204	Sainimajra	167
205	Wasepur	168

206	Ghandauli	169
207	Bhagatmajra	170
208	Sangalan	171
209	Raihmanpur	172
210	Palheri	173
211	Thaska	174
212	Tarauli	175
213	Sihanpur	176
214	Hassanpur	177
215	Hassianpur	178
216	Chandon Gobindgarh	179
217	Nanumajra	180
218	Harlalpur	181
219	Aujalan	182
220	Khanpur	183
221	Mundi Kharar	185
222	Santemajra	186
223	Khunimajra	187
224	Badala (Naya Shahr)	188
225	Cholta Kalan	189
226	Naggal Phojgarh	190
227	Tirpuri	191
228	Tolemajra	192
229	Kailon	193
230	Chapar Ghri Khurd	194
231	Chapar Ghri Kalan	195
232	Lamba	196
233	Kambali	225
234	Kambala	226
235	Dharamgarh	227
236	Shafipur	228
237	Landiali	229
238	Kandala	230
239	Bhabatt	234
240	Zirakpur	235
241	Alipur	252

242	Jhoorhari	253
243	Jagatpur	261
244	Kaurumajra	262
245	Rurka	263
246	Rakarpur	264
247	Dari	265
248	Siaau	266
249	Matran	267
250	Chachumajra	268
251	Papri	269
252	Manauli	270
253	Sainimajra	271
254	Chaumajra	272
255	Patton	273
256	Kurali	274
257	Sekhanmajra	275
258	Kurara	276
259	Manakpur Kallar	277
260	Tangauri	278
261	Matemajra	279
262	Mindhamajra	280
263	Gigamajra	281
264	Nogiari	282
265	Drari	283
266	Bathalana	284
267	Gudana	285
268	Dhelpur	286
269	Dhirpur	287
270	Saneta	288
271	Sukhgarh	289
272	Pathsohana	290
273	Nanumajra	291
274	Sambalki	292
275	Dhol	293
276	Raipur Kalan	294
277	Shiampur	295

278	Gobindgarh	296
279	Patran	297
280	Soiamajra	298
281	Chudiala	299
282	Bariwala	300
283	Gidarpur	301
284	Labangarh	319
285	Khizara Bad	322
286	Kuba Hori	323
287	Mianpur	324
288	Tarapur	325
289	Mirjapur	326
290	Burana	327
291	Gochar	328
292	Abhipur	329
293	Manakpur Sharif	330
294	Rajgarh	331
295	Majra	332
296	Sultanpur	333
297	Palhanpur	334
298	Ranguana	335
299	Khadri	336
300	Dulwan	337
301	Siswan	338
302	Choti Bari Naggal	339
303	Paraul	340

304	Ferozpur Bhangar	341
305	Mulanpur Garibdas	342
306	Majrian	343
307	Soonk	344
308	Sangriwala	345
309	Milak	346
310	Choti Bari Parachh	349
311	Nada	350
312	Karoran	352
313	Kansal	354
314	Madan Heri	364
315	Dehkalan	365
316	Nabipur	366
317	Padiala	379
318	Mamumpur	381
319	Lehra	382
320	Cholta.	385
321	Pannuan	386

**REVISED  
AGREEMENT FORMAT  
(CABLE TV NETWORK)**

**AGREEMENT BETWEEN**

**PUNJAB STATE POWER CORPORATION LIMITED**

AND \_\_\_\_\_

This agreement for use of PSPCL Poles to lay cable for TV Network ("The Agreement") entered into on this.....day of.....20... between PUNJAB STATE POWER CORPORATION LIMITED having its headquarters at PSEB Head Office, The Mall, Patiala, Punjab, India(hereinafter referred to as the "PSPCL", which expression shall unless repugnant to the context or meaning thereof shall include its successors and assigns), as Party of the first part, and.....having its registered office at..... (hereinafter referred to as the "NETWORK OPERATOR", which expression shall, unless repugnant to the context or meaning thereof, include its permitted successors and permitted assigns), as Party of the second part.

WHEREAS, the PSPCL has installed transmission and distribution network for the transmission and distribution of electrical energy in the State of Punjab.

WHEREAS the Network Operators has requested the PSPCL for grant of permission for using its distribution poles for laying cables for cabled transmission/ distribution of television signals in the city of \_\_\_\_\_(Punjab).

WHEREAS in view of the vast benefits that would accrue to the people in \_\_\_\_\_(Punjab) in terms of information flow through this scheme, PSPCL has decided to permit the Network Operator to use its electricity distribution poles for laying appropriate cable network subject to conditions stipulated in this Agreement .

NOW THEREFORE, in consideration of the premises and mutual covenants and conditions set forth therein it is agreed by and between the parties as follows:-

**ARTICLE-I**

**1.1 DEFINITIONSDEFINITIONS: For the purpose of this Agreement:**

- 1) Cable: means co-axial, optical Fibre or Hybrid cable or any other device which transmits audio, video or audio-video signals.
- 2) Cable Network: means any system consisting of a set of closed transmission paths and associated signal generation control and distribution network, designed to provide cable service for reception by subscribers.
- 3) Company: means a company as defined in section-3 of the companies Act, 1956.
- 4) Franchisee: means a person licensed by the Network Operator to use his software for providing signal to Cable Network and includes his legal heirs, successors and executors etc. The franchises shall hold valid registration under Cable Television Network (Regulation), Act, 1995 and rules framed thereunder as amended from time to time.
- 5) GOP: means Govt. of Punjab.
- 6) Local Authority: means a Municipal Corporation, Municipal Committee, Notified Area Committee, Gram Panchayat, Distt. Board or other authority legally entitled to or entrusted by the Govt. with the control or management of municipal or local fund.
- 7) Network Operator; means any person who provides service through cable network for generation and/or distribution of television signals or otherwise controls or is responsible for the management and operation of a cable network and includes his duly appointed "Franchisee".



- 8) Person: means:-
- i. An individual who is the citizen of India.
  - ii. An association of individuals or body of individuals whether incorporated or not, whose members are Citizens of India.
  - iii. A Company in which not less than fifty-one percent of the paid up share capital is held by the Citizens of India.
- 9) Programme: means an television broadcast and includes:
- i. Exhibition of films, features, dramas, advertisements and serials through VCRs or VCPs
  - ii. Audio or visuals or audit visuals live performance or presentation and expression programming service shall be constructed accordingly.
- 10) PSPCL: means PUNJAB STATE POWER CORPORATION LIMITED, a Company constituted by the Govt. of Punjab and incorporated under the Companies Act-1956..
- 11) Subscriber: means a person who receives the signals of cable network at a place indicated by him to the Network Operator without further transmitting it to any other person.
- 1.2 All other words and expressions used herein and not defined herein but defined in the Electricity Act-2003, The Cable Television Networks (Regulation), Act 1995 and applicable to this agreement shall have the meaning respectively assigned to them.
- 1.3 The heading and paragraph numbering in this Agreement are for reference only and shall not affect the interpretation or construing of this Agreement.
- 1.4 Words referred to in the singular only will also include the plural and vice versa where the context specifically requires.
- 1.5 Reference to natural persons includes bodies corporate and partnerships.
- 1.6 Reference to any agreement, enactment, ordinance or regulation includes and amendment thereof or any replacement in the whole or in part.
- 1.7 Reference to Articles and Annexures are unless the context otherwise requires, reference to Articles and Annexures of this Agreement.

## **ARTICLE-2**

### **TECHNICAL TERMS & CONDITIONS**

- 2.1 The network operators shall abide by the terms and conditions, regulations etc. if any, formulated by the Govt. of Punjab/India from time to time by way of legislations, Govt. Orders etc. He shall bear all inspection costs and fees etc. required to be deposited by duly appointed authority under the Govt. order/legislation etc.
- 2.2 LAYING OF CABLE**
- 2.2.1 The PSPCL shall allow Network Operator to string lay cable using its poles in the city of \_\_\_\_\_. Only insulated bearer messenger wires should be drawn by Network Operator alongwith the cables and properly clipped at regular intervals. These wires should be firmly fixed to the electrical poles using suitable clamps and reel insulators. At no point, the cables should be allowed to come into direct contact with the electric poles etc. No bare conductor either in the form of wire or support wire shall be drawn along the insulated cables. In case the insulated G.I. Wire or other support wire is to be strung to building structures or other electricity conducting materials, necessary plastic or porcelain insulators should be provided on the wire. The above guidelines have to be strictly adhered to during initial installation and later on for maintenance of the cable.
- 2.2.2 The Network Operator shall use his own clamps and fixtures, tools and instruments and labour for carrying/fixing cables of the TV Network to PSPCL's Poles. No claim whatsoever shall be entertained by PSPCL on this account. All materials (Cables , clamps, fixtures and any other hardware) required to be used

by the Network Operator shall conform to relevant standards laid down by Bureau of Indian Standards or as prescribed by PSPCL/Punjab Govt. from time to time.

- 2.2.3 All the works of stringing cables of TV network, giving individual connections to subscribers and subsequent maintenance of the Network System would be carried out by the Network Operator, with overhead electrical line in position and being live i.e. no shutdown of electrical lines may be provided to the Network Operator for carrying out his work.
- 2.2.4 All the works required to be carried out by the Network Operator shall conform to safety regulations and instructions issued by Electrical Inspectorate of Govt. of Punjab or any other related agency of Govt. of Punjab/ PSPCL, and shall be in line with the rules/regulations made under EA, 2003.
- 2.2.5 Erection of cable & subsequent maintenance and service connection should be carried out by the person duly authorized by Chief Electrical Inspector, Punjab to work on live, L.T. Lines only under the supervision of the authorized personnel of the PSPCL adopting all safety procedure as required for power lines.
- 2.2.6 The system for laying the TV cable on the electric poles to be used by the Network Operator will have to be got approved by him from Chief Electrical Inspector (CEI) or any other prescribed authority.

### **2.3 CLEARANCES:**

- 2.3.1 A minimum ground clearance of 3.05 metres shall be maintained by Network Operator for the cable taken along the streets/roads.
- 2.3.2 A minimum clearance of 1.2 metres shall be maintained by Network Operator between the cable and the lowest conductor of PSPCL distribution lines i.e. any functional conductor including that of the street main or any earthed conductor.
- 2.3.3 When the Cables are taken across the roads, the minimum ground clearance to be maintained is 5.8 metres. Wherever this is difficult to achieve, at the same time maintaining a minimum of 1.2 metres clearance from the lowest conductor of power line, underground cables may be used at such road crossing after obtaining approval from the concerned local authority, PWD/GOP. For mechanical strength, the cable may be encased in suitable insulated pipes.
- 2.3.4 For Crossing Railway line, work will be carried out only after obtaining permission of concerned Railway /Railway Authority by Network Operator at his own cost. The Network Operator would be responsible to meet with clearances and other requirements of Railways (Railway Authorities may not allow overhead crossing of Network Cable due to electrification of railway tracks).

### **2.4 INSULATION VOLTAGE GRADE**

In order not to allow leakage of current passing into G.I. bearer wire or conductor of the cable, consequent to any snapped power line falling on it, the PVC insulation of the cables as well as for the insulated bearer wires shall be graded for a voltage of not less than 650 V.

### **2.5 INSPECTION**

The cables and supports of the cable network shall be subject to inspection by the PSPCL officer/officials whenever necessary and Network Operator shall carry out any improvement and modifications pointed out by them to conform with the safety procedures as required for power lines. Necessary arrangements shall be made by Network Operator to replace immediately any ruptured/deteriorated cable, if pointed out by the staff of the PSPCL.

### **2.6 LIABILITY FOR ACCIDENTS:**

- 2.6.1 In case of any accident to men/animals/equipments occurring due to snapping of electric conductor over TV cable, or on account of the cable coming into contact with any parts of the electrical installation which have become live for any reason, PSPCL shall not be held responsible and no liability for damages/ compensation

what-so-ever either by Network Operator or by any of their subscribers or general/affected public shall lie upon PSPCL. Network Operator alone will be held responsible for any loss or damages caused to it or to its subscribers or others in such circumstances. The Network Operator would indemnify and keep the PSPCL indemnified/ protected against any such loss or compensation of claim being filed by any third person against PSPCL on account of any death/ injury or damage occurring as a result of the act/ omission of the network operator or his agent/ employees/ assignees.

- 2.6.2 PSPCL shall not have liability in respect of claims under Workmen Compensation Act or otherwise made by the employees of the Network Operator consequent to any accident during their course of employment under Network Operator.

## **2.7 GENERAL**

- 2.7.1 Any Cable TV operator who wants to hire poles in the State of Punjab in any city/area shall provide details of poles to be hired to the concerned Circle/Zonal office as the case may be. After verification by the concerned office of DS Organisation, the Agreement shall be executed by the concerned Circle/Zonal Office under whose jurisdiction the area of cable TV operation falls. However, a copy of the Agreement alongwith details of number of poles hired by the operator shall be provided to CE/Commercial for reference and record. If the area of operation falls under more than one Zone after verification, the agreement may be executed separately for each zone or one agreement for two or more zones (as per the requirement of operator) centrally by CE/Commercial as the Nodal Officer.

In case the agreement is executed centrally with CE/Commercial as the Nodal Officer as area of operation falls under more than one Zone, so as to have better check on number of poles, the office of CE/DS (South Zone) shall act as Nodal Office for implementation of agreement signed between Cable Operator and PSPCL along-with raising of invoice and collection of payment etc. on behalf of all other Zones. CE/DS (south) shall carry review of counting of no of poles every year and all Zones are required to provide accurate information regarding poles whenever asked for by Nodal Office.

Network Operator shall submit plans of utilization of\_\_\_\_\_ poles (minimum of 100 poles and in multiples of 25 poles thereafter) to be hired to PSPCL before or after signing the Agreement as per his requirement. The plans/ sketches shall indicate full details of the poles to be utilized viz name of the locality/ transformer(s) & route wise single line diagram of each respective L.T.Lines emanating from 'H' Pole. Superintending Engineer (DS) of the respective Circles shall evolve the procedure for proper utilization/ avoiding mis-utilization of poles by the Operator. For this each pole to be hired shall be properly identified & identification mark shall be displayed by the Network Operator on respective pole while laying the cable. Sketches once finalized will not be changed during the financial year. Sr.Xen (Tech) shall act as Nodal Officer in case area of a Cable Operator falls in one Circle. However, in case Cable Operator Area falls under more than one Circle then SE/HQs shall act as a Nodal Officers to monitor the implementation &ensure compliance of various provisions of the agreement by the Operator.

- 2.7.2 Network Operator shall intimate his Schedule of Installation of cable to concerned Superintending Engineer(s) (DS) of PSPCL before commencement of the installation work under their jurisdiction. He shall also inform concerned Sr. Executive Engineer(s)(DS) and Sub Divisional Officer(s)(DS) of the area immediately before taking up the installation work. Prior intimation for taking up maintenance of already installed network shall be given to authorized representative of concerned SDO(s)(DS).
- 2.7.3 The officers and/or workmen of the PSPCL shall have the right to dismantle and disconnect any cable, while doing maintenance work of electrical lines. Prior intimation will be given by the officer in charge to Network Operator or his authorized representative for planned scheduled shutdown. In case the cable, in any part, is required to be removed permanently for any bonafide purpose of the GOP/ PSPCL /Local authorities etc. viz City beautification, widening of roads etc. PSPCL shall be free to do so and the Network Operator or its subscribers will not

be eligible for any compensation or other claims on that account from the PSPCL. The Network Operator shall make alternative arrangements at his own cost in such an event.

- 2.7.4 PSPCL will not be responsible for any interruption and/or interference caused to the quality of either or both of the video/audio signals due to the proximity of 11 KV, 33 KV, 66 KV or other extra high tension lines to the network cable or due to any other reason whatsoever.
- 2.7.5 Under no circumstances Network Operator shall interfere with the smooth functioning of the transmission & distribution of power by the PSPCL. Further, the Network Operator shall ensure that his cable TV network does not cause any interference/ impact on PSPCL's communication system.
- 2.7.6 All the works(capital as well as maintenance) required to be carried out by the workmen of Network Operator would be carried out only during 9.00 A.M. to 5.00 P.M.
- 2.7.7 In case the Network Operator uses any pole of street lighting owned by Municipal Corporation /Committee /NAC /PUDA / Improvement Trust/ Housing Board etc. in the city / town / area, he will have to seek permission from respective authority for its use.
- 2.7.8 The Network is to be laid on already installed poles of PSPCL. PSPCL will not entertain any request from Network Operator for installation of additional poles for his use.
- 2.7.9 In case, any LT/HT line, on which TV network cable is already laid by Network Operator is dismantled/shifted by PSPCL, no compensation /loss/ additional expenditure whatsoever shall be paid/made good by PSPCL to operator for dismantlement/ shifting of network cable by the operator. However, PSPCL will give sufficient advance notice of its intention to dismantle/shift such lines to the Network Operator.
- 2.7.10 The Network Operator shall arrange its own accommodation to house communication and other associated equipment, PSPCL will not under any circumstances allow the use of its infrastructure for such type of facilities.
- 2.7.11 The permission to use PSPCL poles by any Cable Operator shall not be exclusive in nature i.e. one pole can be used by any number of Operators depending upon site conditions as well as strength of the pole and PSPCL shall charge full rental charges from each Operator.
- 2.7.12 There should be proper identification e.g. metallic tags etc. on the cables of the operators at each pole. Lack of proper identification mark on cables will involve removal of cables as well as attract penal action for unauthorized use against Cable Operators.

### **3.1 RATES AND PAYMENT:**

The Rates for the year 2018-19 for hiring of poles shall be as under:-

- |                              |                              |
|------------------------------|------------------------------|
| 1) Upto 50,000 poles         | Rs. 200/- per pole per annum |
| 2) Above 50,000 & upto 1 lac | Rs. 185/- per pole per annum |
| 3) Above 1 lac poles         | Rs. 175/- per pole per annum |

The rates shall be raised by 5% from base rate i.e. the rate prevalent in the preceding year, w.e.f. 1<sup>st</sup> of April every year with rounding of the rates to nearest Rs.5 or Rs.10 subject to approval of the same by the Committee and circulated vide Commercial Instructions from time to time.

In consideration of facilities provided by the PSPCL, Network Operator shall make monthly advance payment as per rates notified from time to time to the PSPCL for utilizing minimum 100 poles & in multiple of 25 poles thereafter for running his Cable Network in the city of \_\_\_\_\_ before executing this agreement. In case Network Operator needs to hire more number of poles, he shall immediately

approach the concerned Nodal Officer of PSPCL for permission alongwith supplementary plan & requisite charges shall be deposited by him.

**3.2 PENALTY FOR UNAUTHORIZED USE OF POLES:**

In case of variation in the no. of poles hired as per agreement and actually being used by the operator during checking/verification by the field office /any other agency of PSPCL beyond 5% (as per District wise details), the competent authority shall charge rent at double the hiring rate per pole for last six months or date of agreement whichever is less on total number of poles in excess of 5% along with advance payment in the succeeding month after detection. However, for the number of poles within 5% limit of number of poles hired, normal rent would be charged. If the number of poles hired during checking remains within 5% of the nos. hired as per agreement, normal rent shall be charged for excess poles for the last six months or date of agreement whichever is less.

**3.3 FREE FACILITIES/BENEFITS ETC.**

**3.3.1 BENEFITS TO THE STATE GOVERNMENT:**

- a) Messages of national & social importance will be shown for the benefit of general public.
- b) Deputy Commissioner / Sr. Supdt. of Police / Municipal Corp. Commissioner & others will be allowed to directly communicate through Cable TV network.
- c) The Network Operator will work very closely with the local administration & all the local problems & information will be communicated to the Public.
- d) Government policies shall be propagated through Cable T.V.
- e) Live Coverage of important city events will be made.
- f) Opportunity for local talent shall be provided.

**3.3.2 BENEFITS TO PSPCL:**

- a) Network Operator would play PSPCL's promotional material. Promotional films could be on topics such as overloading of circuits, electrical energy conservation, guidelines for avoiding electrical accidents & PSPCL image building etc. He would shoot edit and process PSPCL commercial information free of cost. PSPCL can provide list of defaulters of its electricity bills on computer floppy & forward the same to Network Operator which will be relayed for effecting payment. These activities will be undertaken by Network Operator free of cost.
- b) Announcement in respect of power cuts, load shedding maintenance hours supply schedule & payment schedules etc. would also be relayed without any charges.
- c) Two exclusive channels for giving publicity material shall be at the disposal of PSPCL.
- d) 600 seconds per week free time shall also be provided for social, economic advertisement in general public interest on the main channel.

**3.4 RESPONSIBILITY FOR FINANCIAL LOSS:**

Any financial loss caused to the PSPCL while installing the cable, either by damage to its property or power failure shall be borne by Network Operator.

**3.5 TERMINATION:**

PSPCL reserves the right to terminate the agreement even before the expiry of the term of the agreement with three month notice, if continuance of the agreement is felt to be prejudicial to the interest of PSPCL or there has been continuous breach of any terms & conditions of the agreement for three months or more by the Network Operator.

**3.6 VALIDITY:**

The Agreement can be executed for minimum period of 1 year and maximum period of five years with provisions of increase in rates w.e.f. 1<sup>st</sup> April every year along with the change in terms and conditions, if any, as per commercial instructions issued from time to time. The agreement shall come into force from the date of execution and shall remain valid for one to five years from the date of execution which can be extended on the rates and other Terms and Conditions, mutually agreed upon and as approved by the Competent Authority from time to time

**3.7 RENEWAL OF AGREEMENT**

The period of agreement shall be for one year to five years from the date of execution which can be extended on the rates and other Terms and Conditions, mutually agreed upon and as approved by the Competent Authority from time to time.

**3.8 TAXES:**

All taxes/cess imposed by any Govt. authority including the local authorities will be borne by Network Operator (including **GST**).

**3.9 INDEMNIFICATION:**

The Network Operator shall indemnify and keep harmless the PSPCL, against any expenses that may be incurred in connection with any suit or other proceedings filed in any court of law or before any authority in respect of any matter relating to and/or arising out of the distribution of TV signals through the cable of the Network Operator using the Poles of the PSPCL.

**3.10 GENERAL:**

The Network Operator may use \_\_\_\_\_ No. of poles as per their expressed requirement in the specified city/area under any DS Circle/DS Zone/State in Punjab. Any additional pole required by him exclusively for his system shall be provided by him at his own cost and PSPCL shall not be liable for the same in any way. The poles can also be used by Network Operator or by its Franchisee(s) with whom he has entered into valid Franchisee Agreement. Amount contracted for laying Cable Network shall be chargeable on lumpsum basis without any reference or dependence on the number of poles actually used by the Network Operator.

**ARTICLE-4**

**ARBITRATION**

**4.1 INFORMATION DISPUTE RESOLUTION:**

- a) Each party shall designate in writing to the other party a representative who shall be authorized to resolve any dispute arising under this agreement in an equitable manner.
- b) If the designated representatives are unable to resolve a dispute under this agreement within 15 days, such dispute shall be referred by such representative to a senior officer designated by the company and a Sr. Officer designated by the PSPCL respectively who shall attempt to resolve the dispute within a further period of 15 days.
- c) The parties hereto agree to use their best efforts to attempt to resolve all disputes arising out of or in relation to this agreement promptly, equitably and in good faith and further agree to provide each other with reasonable access during normal business hours to any and all non privileged records, information and data pertaining to any such dispute.

**4.2 ARBITRATION:**

- a) In the event that any dispute is not resolved between the parties pursuant to Article 4.1, then such dispute shall be settled exclusively and finally by Arbitration. It is specifically understood and agreed that any dispute that can not be resolved between the Parties, including any matter relating to the interpretation of this

Agreement shall be submitted to Arbitration irrespective of the magnitude thereof and the amount in dispute or whether such dispute would otherwise be considered justifiable or ripe for resolution by any Court of Arbitral Tribunal. This Agreement and the right and obligations of the parties hereunder shall remain in full force and effect pending the Award in such Arbitration proceedings, which award shall determine whether and when termination of this Agreement if relevant, shall become effective.

- b) Each Arbitration shall be conducted in accordance with Arbitration and Reconciliation Act 1996 and subsequent amendments, if any.
- c) Arbitration shall be conducted at\_\_\_\_\_. The parties agree to exclude any right of application to any court or Tribunal of Competent Jurisdiction in connection with any question of law arising in the course of any Arbitration within the provisions of Indian Foreign Awards Act,1961.
- d) The language to be used on all written documents provided in each Arbitration should be English.
- e) Any decision or award of an Arbitral Tribunal appointed pursuant, to this Article 4.2 shall be binding upon the parties. The parties waive any rights to appeal or any review of such award by any court or Tribunal of the Competent Jurisdiction. The Parties agree that any Arbitration Award made may be enforced by the parties against assets of the relevant party wherever those assets are located or may be found and judgement upon any Arbitration Award may be entered by any Court of Competent Jurisdiction thereof. The parties expressly submit to the jurisdiction of any such court.
- f) All Arbitration Awards shall be denominated in the Indian Rupees.
- g) Any Arbitration proceedings or award rendered hereunder and the validity, effect and interpretation of these Articles shall be governed by Laws in India.

**4.3 CIVIL COURT JURISDICTION**

For the purpose of legal proceedings in any manner connected with arbitration agreement and arbitral proceedings/orders etc. the civil courts at\_\_\_\_\_ shall have jurisdiction as agreed between the parties.

WITNESSES FOR AND ON BEHALF OF (OPERATOR)

\_\_\_\_\_

- 1.
- 2.

FOR AND ON BEHALF OF  
PUNJAB STATE POWER CORPORATION LIMITED

**Annexure-42**

**CENTRAL GROUND WATER AUTHORITY**

{Constituted under Section 3 (3) of Environment (Protection) Act, 1986}  
 West Block-II, Wing-3 (Ground Floor), Sector-1, R.K. Puram, New Delhi-110066  
 Phone No.(011)26175373, 26175367 Telefax : (011)26175369  
 Web Site : [www.cgwb.gov.in](http://www.cgwb.gov.in)

**Sub: Directions to Principal Secretary (I&P) Department of Irrigation & Power, Govt of Punjab, Chandigarh for regulating ground water development and management-reg:-**

Whereas the Central government constituted the Central Ground Water Board as an "Authority (hereafter referred to as the Authority) under sub-section (3) of section 3 of the environment (Protection) Act, 1986 (29 of 1986) (herein referred to as the said Act) vide notification of the Government of India in the Ministry of Environment and Forests number S.O. 38 (E) dated the 14th January, 1997, as amended from time to time, for the purposes of regulation and control of ground water development and management in the whole of India.

And whereas the Central Government have authorized the "Authority" to issue the directions under section 5 of the said Act in writing to any person officer or any authority and such person officer or authority shall be bound to comply with such directions;

And whereas the "Authority" based on ground water resources assessment undertaken by Central Ground Water Board in consultation with State Government have identified certain areas in the state of Punjab as "Over-exploited areas" where ground water abstraction is more than the average annual replenishment of ground water resources and the ground water level in these areas have also shown continuous decline over the years;

And whereas, the "Authority" in order to regulate the ground water abstraction through all such existing abstraction structures including wells, tubewells, bore-wells in the areas specified in the Schedule given below, has issued directions to persons officers, authorities in the state of Punjab;

Now the "Authority" in exercise of its powers under section 5 of the Environment (Protection) Act, 1986, hereby issues the following directions to Principal Secretary (I&P), Department of Irrigation & Power, Govt of Punjab, Chandigarh, with immediate effect namely:-

- 1) The Principal Secretary, Government of Punjab shall ensure regulation of ground water development in the notified areas as per the list given below in the State of Punjab through the concerned Deputy Commissioners/District Collectors.

Sr. No.	State	District	Area/Block	Authorized Officer
1	2	3	4	5
1.	Punjab	Ludhiana	Ludhiana City	Deputy Commissioner/ District Collector
		Moga	1.Moga-I	-Do-
		Moga	2.Moga-II	-Do-
		Sangrur	3.Sangrur	-Do-
		Sangrur	4.Maha Kalan	-Do-
		Sangrur	5.Maler Kotla (Ahmedgarh)	-Do-

- 2) He shall ensure implementation of the scheme of ground water recharge in the state of Punjab for sustainable development and management of ground water resources.

Any violation of directions will attract the penal action under the provisions of section 15 of the Environment (Protection) Act, 1986.

**(CHAIRMAN)**



**CENTRAL GROUND WATER AUTHORITY**

{Constituted under Section 3 (3) of Environment (Protection) Act, 1986}  
West Block-II, Wing-3 (Ground Floor), Sector-1, R.K. Puram, New Delhi-110066  
Phone No.(011)26175373, 26175367 Telefax : (011)26175369  
Web Site : [www.cgwb.gov.in](http://www.cgwb.gov.in)

**Public Notice No. 2/2011**

**SUB: DECLARATION OF THE AREAS AS "NOTIFIED AREA" FOR REGULATION OF GROUND WATER ABSTRACTION/ DEVELOPMENT.**

Whereas the Central Government constituted the Central Ground Water Authority (hereinafter referred to as the Authority) vide notification of the Government of India in the Ministry of Environment and Forests vide Number S.O. 38 (E) dated the 14th January, 1997, as amended from time to time, for the purposes of regulation and control of ground water development and management in the whole of India;

And whereas the Authority in exercise of its powers and performance of its functions under section 5 of the Environment (Protection) Act, 1986 (No. 29 of 1986) is empowered to issue directions in writing to any person, officer or any Authority and such person, officer or authority shall be bound to comply with such directions:

And whereas the Authority, has issued public notice vide no. 3/2010 dated 25.9.2010 in the leading daily newspapers, inviting objections and suggestions within 45 days of its publication from all persons likely to be affected thereby, if 134 Blocks of various States are notified for regulation of ground water abstraction and management;

And whereas the Authority has considered all objections and suggestions received by it in this regard; the Authority based on objections and suggestions received and the ground water resource assessment undertaken by Central Ground Water Board in consultation with the State Government has identified 7 Blocks of Haryana State; 12 Blocks of Punjab State and 20 Blocks of Rajasthan State as over exploited area, where ground water withdrawal is more than the average annual replenishment of ground water resources and the ground water levels are also declining on long term basis;

Now, therefore, in exercise of the powers conferred under section 5 and clauses (xii) and (xiv) of sub-section (2) of section 3 of the Environment (Protection) Act, 1986 read with paragraph 2 of the notification of the Government of India in the Ministry of Environment and Forest number S.O. 38 (E) dated 14th January, 1997, the Authority with a view to protect and preserve the ground water resources hereby declare the 39 Blocks of Haryana, Punjab and Rajasthan State as specified in the Schedule appended to this notification as "**Notified Area**" and issues the following directions, namely: -

**DIRECTIONS**

- 1) Restrictions in the area are imposed on construction and installation of any new structure for extraction of ground water resources without prior specific approval of the Authorized Officer (Deputy Commissioner) of the district and subject to the guidelines /safeguards envisaged from time to time in this connection by Authority for ground water extraction and rain water harvesting / recharge etc.

- 2) The authorized officer (Deputy Commissioner of the District) shall ensure that no new ground water abstraction structure is constructed / installed in these Blocks after the publication of this **Public Notice**.

Provided that nothing in these directions shall apply to any owner of a non-energized dug well or borewell fitted with hand pump used solely for drinking and domestic purposes.

**CHAIRMAN**

**SCHEDULE**  
**NOTIFIED AREAS**

<b>Sr.No.</b>	<b>State</b>	<b>District</b>	<b>Block</b>
1	Haryana	BHIWANI	Badra
2	Haryana	KURUKSHETRA	Ladwa
3	Haryana	SIRSA	Rania
4	Haryana	FATEHABAD	Tohana
5	Haryana	KAITHAL	Gulha
6	Haryana	PANIPATH	Bapoli
7	Haryana	KURUKSHETRA	Pehowa
8	Punjab	JALANDHAR	Nakodar
9	Punjab	JALANDHAR	Shahkot
10	Punjab	JALANDHAR	Lohian
11	Punjab	PATIALA	Pattran
12	Punjab	KAPURTHALA	Phagwara
13	Punjab	SANGRUR	Dhuri
14	Punjab	MOGA	Nihalsinghwala
15	Punjab	SANGRUR	Sunam
16	Punjab	SANGRUR	Barnala
17	Punjab	SANGRUR	Sherpur
18	Punjab	LUDHIANA	Khanna
19	Punjab	SANGRUR	Malerkotla
20	Rajasthan	CHURU	Rajgarh
21	Rajasthan	JODHPUR	Osian
22	Rajasthan	JODHPUR	Bhopalgarh
23	Rajasthan	JODHPUR	Bilara
24	Rajasthan	JHUNJHUNU	Nawalgarh
25	Rajasthan	NAGAUER	Merta
26	Rajasthan	JAIPUR	Sambher
27	Rajasthan	BARMER	Baetu
28	Rajasthan	JAIPUR	Govindgarh
29	Rajasthan	JODHPUR	Mandore
30	Rajasthan	JAIPUR	Sanganer
31	Rajasthan	JALORE	Sayala
32	Rajasthan	JHUNJHUNU	Udaipurwati
33	Rajasthan	JHUNJHUNU	Jhunjhunu
34	Rajasthan	JAIPUR	Shahpura
35	Rajasthan	JAIPUR	Bassi
36	Rajasthan	JAIPUR	Amer
37	Rajasthan	JALORE	Sanchoe
38	Rajasthan	KARALI	Todabhim
39	Rajasthan	AJMER	Pisangan

**CENTRAL GROUND WATER AUTHORITY**

{Constituted under Section 3 (3) of Environment (Protection) Act, 1986}  
West Block-II, Wing-3 (Ground Floor), Sector-1, R.K. Puram, New Delhi-110066  
Phone No.(011)26175373, 26175367 Telefax : (011)26175369

**Public Notice No. 1/2012**

**SUB: DECLARATION OF THE AREAS AS "NOTIFIED AREA" FOR REGULATION OF GROUND WATER ABSTRACTION DEVELOPMENT**

Whereas the Central Government constituted the Central Ground Water Authority (hereinafter referred to as the Authority) vide notification of the Government of India in the Ministry of Environment and Forests vide Number S.O. 38 (E) dated the 14th January, 1997, as amended from time to time, for the purposes of regulation and control of ground water development and management in the whole of India;

And whereas the Central Government has empowered the Authority to exercise of its powers and performance of its functions under section 5 of the Environment (Protection) Act, 1986 (No. 29 of 1986) to issue directions in writing to any person, officer or any Authority and such person, officer or authority shall be bound to comply with such directions;

And whereas the Authority has identified certain mandals/blocks/talukas in the States of Andhra Pradesh, Haryana, Gujarat, Karnataka, Punjab, Rajasthan, Tamil Nadu and UT of Puducherry specified in the schedule appended to this notification as "Over Exploited Areas" in view of ground water withdrawal being more than its replenishable limits resulting in decline in ground water levels and drying up of wells in those areas;

And whereas the Authority, has issued public notice vide no. 3/2010 dated 25.9.2010 in the leading daily newspapers, inviting objections and suggestions from all persons likely to be affected thereby, if these areas are notified for regulation of ground water abstraction and management;

And whereas the Authority received by it in this regard; having considered all objections and suggestions

Now, therefore, in exercise of the powers conferred under section 5 and clauses (xii) and (xiv) of sub-section (2) of section 3 of the Environment (Protection) Act, 1986 (29 of 1986) read with paragraph 2 of the notification of the Government of India in the Ministry of Environment and Forest number S.O. 38 (E) dated 14th January, 1997, the Authority with a view to protect and preserve ground water resources hereby declare 80 mandals/blocks/talukas falling in the states of Andhra Pradesh, Gujarat, Haryana, Punjab, Karnataka, Rajasthan, Tamil Nadu and Puducherry(UT) as specified in the Schedule appended to this notification as "**Notified Areas**" and issues the following directions, namely: -

**DIRECTIONS**

- 1) No person/agency/organization industry will construct install any new structure for extraction of ground water resources without prior specific approval of the authorized Officer i.e. Chief Officer in charge of revenue District (whether called District Collector, Deputy Commissioner or by any other name) of the district and subject to the guidelines /safeguards envisaged from time to time in this connection

by the Authority for ground water extraction and rain water harvesting / recharge etc.

- 2) The authorized officer shall ensure that no person/organization industry/builder/ developer shall undertake the operation of drilling, construction, installation of new abstraction structure and any scheme/project for ground water development and management in the notified area without his prior specific approval after the publication of this **Public Notice**.

Any violation of directions issued attracts the penal action under the provision of section 15 of Environment (Protection) Act, 1986.

Provided that nothing in these directions shall apply to any owner of a non-energized dug well or borewell fitted with hand pump used solely for drinking and domestic purposes.

**(CHAIRMAN)**

**SCHEDULE**

**List of Areas of Punjab Notified for Ground Water Regulation**

Sr. No.	State	District Name	Mandal/Block/Taluka
1)	Punjab	Amritsar	Ajnala
2)		Taran taran	Patti
3)		Taran taran	Tarn Taran
4)		Fatehgarh	Sahib Amloh
5)		Fatehgarh Sahib	Khamano
6)		Fatehgarh Sahib	Khera
7)		Hoshiarpur	Tanda
8)		Jalandhar	Bhogpur
9)		Jalandhar	Goraya/Rurka kalan
10)		Jalandhar	Jalandhar east
11)		Jalandhar	Jalandhar west
12)		Jalandhar	Nurmahal
13)		Jalandhar	Phillaur
14)		Kapurthala	Bholath/Nadala
15)		Kapurthala	Dhilwan
16)		Kapurthala	Kapurthala
17)		Kapurthala	Sultan pur
18)		Ludhiana	Pakhawal
19)		Mansa	Bhi khi
20)		Mansa	Budhlada
21)		Mansa	Sardulgarh
22)		Nawan Shahr	Aur
23)		Nawan Shahr	Banga
24)		Patiala	Patiala
25)		Patiala	Sanaur
26)		Ropar	Morinda
27)		Sangrur	Bhawaniagarh

**DRAFT FOR FRANCHISEE AGREEMENT**

**(On Stamp paper of Rs. 200/-)**

Agreement between PSPCL and Designated Franchisee (Viz. owners of Shopping Malls/Commercial Complexes, Residential Colonies (not registered with Registrar Cooperative Societies), Industrial Complexes/IT Parks/Other Single Point Supply Consumers.

This Franchisee Agreement is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_ month \_\_\_\_\_ year at \_\_\_\_\_ by and between Punjab State Power Corporation Limited, a company constituted by the Govt. of Punjab and registered under the Companies Act-1956, having its registered office at PSEB Head Office, The Mall, Patiala-147001, hereinafter referred to as "PSPCL" which expression unless repugnant to the context or meaning thereof shall include its successors and assigns of the ONE PART

AND

M/s. \_\_\_\_\_ a company/society registered under the appropriate Act, having its registered office at \_\_\_\_\_ hereinafter referred to as the 'Distribution Franchisee' which expression unless repugnant to the context or meaning thereof shall include its successors and assigns of the OTHER PART

Each individually known as a party and together as parties.

WHEREAS:

1. PSPCL is a company constituted by the State Govt. of Punjab under the Companies Act-1956 having license to supply electricity in the State of Punjab and a Distribution Licensee (PSPCL) under the provisions of Section 14 of the Electricity Act-2003,
2. M/s \_\_\_\_\_ (Distribution Franchisee) is developer of the area having scattered \_\_\_\_\_ acres of land namely \_\_\_\_\_, who has undertaken the development of distribution infrastructure in its area exclusively under its lawful control, as more fully described in Schedule A hereto,
3. The developer of the area has submitted a proposal to PSPCL to become a Distribution Franchisee of PSPCL for the purposes of distribution and retail supply of electricity to the consumers falling within the area specified in Recital 2 above, and;
4. In acceptance thereof this agreement is made at \_\_\_\_\_ on the day \_\_\_\_\_ of the month \_\_\_\_\_ of the year \_\_\_\_\_ between PSPCL on one part and \_\_\_\_\_ on the other part for becoming Franchisee hereinafter called as DF (Distribution Franchisee),
5. For all intents and purposes the Distribution Franchisee shall work on behalf of PSPCL to supply electricity to the consumers and recovery of charges as per Schedules of Tariffs, Fuel Surcharge and schedule of General Charges approved by the Punjab State Electricity Regulatory Commission.

NOW, THEREFORE, IN VIEW OF THE FOREGOING PREMISES AND IN CONSIDERATION OF THE MUTUAL COVENANTS, PREMISES AND AGREEMENTS CONTAINED HEREIN, THE PARTIES AGREE AS FOLLOWS:

- 1) PSPCL shall supply electricity to the Distribution Franchisee at HT/EHT voltage level as a Single Point Supply and the same shall be covered under Dedicated Distribution Facility (DDF)/ Urban Category feeders. The developer intending to

become Distribution Franchisee for getting Single Point Supply for distribution in his area of supply shall be required to seek 'No Objection Certificate' for getting Single Point Supply by submitting the required documents and approval of estimated load and layout plan of local distribution system in his area. The total load for Single Point Supply shall be estimated based on the guidelines issued by PSPCL in this regard from time to time. The prevalent guidelines are as per Annexure to the agreement.

- 2) The phase wise development of the load/ demand of the Franchisee Area as per requirement shall be permitted by PSPCL. However, in case Distribution Franchisee requests for supply at a lower voltage than the specified HT/EHT voltage for development of partial load/ demand, the request may be accepted by PSPCL subject to deposit of cost of works for supply at the lower voltage and furnishing Bank Guarantee (BG) equivalent to 150% of the cost of HT/EHT Transmission Line, HT/EHT Sub-Station including the cost of incomplete LD system. The amount of Bank Guarantee shall keep on reducing with the completion of remaining works of the Transmission Line, Sub-Station and LD system. After the Distribution Franchisee shifts to the specified voltage at a later stage, no credit of the works carried out for supply at lower voltage shall be given to the Distribution Franchisee.
- 3) The Account No. for Single Point Supply billing purpose shall be allotted on the basis of Franchisee Agreement signed between the Distribution Franchisee and PSPCL. The Distribution Franchisee shall deposit along with the Franchisee Agreement an amount equivalent to Security (Consumption) of total Sanctioned load/Contract Demand of the Distribution Franchisee area. The Security of Meter provided for Single Point Supply to the Distribution Franchisee shall also be deposited separately. The Security(Consumption) shall be reviewed annually based on the monthly consumption for the 12 months period from April to March of the previous year. In case of new distribution franchisee, the first review shall be carried out only after 12 months consumption from April to March is available with PSPCL. The interest on Security(consumption) shall be payable to Distribution Franchisee as per provisions of Supply Code-2014 as amended from time to time and prevalent Commercial Instructions in this regard.

The connections to consumers in the Distribution franchisee area shall be released by the Distribution Franchisee on behalf of PSPCL after executing Agreement in the A & A Forms prescribed by PSPCL and recovery of Security (Consumption) and Security (meter) and such other charges as approved by the Punjab State Electricity Regulatory Commission. For use of electricity by the Distribution Franchisee for its own use, an agreement with PSPCL as per regulations approved by PSERC shall have to be executed. The consumer wise details of Security (Consumption) and security (meter) shall be provided by the Distribution franchisee to PSPCL and annual interest shall be credited to the accounts of consumers in the month of April every year by the Distribution franchisee from its own resources as per provisions of Supply Code-2014/ PSPCL's instructions as amended and applicable from time to time respectively.

- 4) Distribution Franchisee shall on behalf of PSPCL develop an efficient, coordinated distribution system in its area to supply electricity to the consumers. This would include installation of Transformer(s), Substation(s) & Meter(s)/metering equipment for supply of electricity at a convenient easily accessible place. The complete cost of the distribution infrastructure shall be borne by the Distribution Franchisee. If the Distribution infrastructure/LD System within the Franchisee Area is not developed fully before release of Single Point connection to the Distribution

Franchisee, Bank Guarantee equivalent to 150% of the remaining works of internal LD system shall have to be deposited by the Distribution Franchisee. The provisions of Electricity Act – 2003, Indian Electricity Rules, 1956, Electricity Rules 2005 and Supply Code-2014 as amended from time to time shall be kept in view by the Distribution Franchisee while developing and maintaining the Electricity infrastructure in its area of supply.

- 5) The power supply shall be made available by PSPCL to the Distribution Franchisee area as per existing load shedding/ power cut instructions as per approval of PSERC and shall also be governed in future as per directives of PSERC. However, Distribution Franchisee may make its own arrangement at its own cost for standby back-up power in its area of supply to provide 24X7 days continuous supply. The Distribution Franchisee shall ensure that system for standby power shall in no way interferes with the distribution system of PSPCL and shall also avoid any back feeding of supply to PSPCL system.
- 6) For energy accounting, the Distribution Franchisee shall provide Dual Supply Meters capable of recording the consumption from PSPCL system and back up supply separately. In case dual supply meters are not installed, two meters be installed for recording consumption from PSPCL and backup supply separately. The Distribution Franchisee shall get its standby power arrangements approved from Chief Electrical Inspector and PSPCL. Similarly captive generation will be allowed only after approval of PSPCL. The responsibility of mitigating load shedding will be solely of Distribution Franchisee (DF). The Distribution Franchisee may charge for standby power supplied to the consumers and shall retain these charges to meet with such incidental expenses for giving continuous power to the consumers.
- 7) All provisions of Supply Code-2014, Standards of Performance & other regulations framed by the Commission including the Tariff Orders issued by the Commission from time to time shall be applicable to the Distribution Franchisee except Section 126, 135 &138 wherein PSPCL shall be authorized to take necessary action as per Supply Code-2014 and the Act. The Distribution Franchisee shall be responsible for the distribution system within its area of supply to meet with the prescribed standards by the Commission. Officers/ officials of PSPCL shall be entitled to enter the area of Distribution Franchisee for inspection of its proper upkeep and to check discrepancies, if any. The Distribution Franchisee shall render all necessary assistance to PSPCL for any inspection, verification etc. or action to be taken under Section 126, 135 and other provisions of the Electricity Act, 2003.
- 8) The Distribution Franchisee shall provide the copy of A&A Forms signed with the occupants of the colony/complex in his area of supply on behalf of PSPCL in the local office of PSPCL under which the area of the Distribution Franchisee falls. All the consumers of the colony/complex getting supply from the Distribution Franchisee shall have the same rights & obligations as that of other consumers of Distribution Licensee (PSPCL) for all purposes and shall also be covered under PSERC Consumer Complaint Handling Procedure, (Forum & Ombudsman) Regulations, 2016 as amended from time to time. For cases relating to Section 126, 135 and 138 of EA-2003, PSPCL shall take action as per provisions of the Supply Code-2014 approved by the Commission.
- 9) Meters shall be installed by the Distribution Franchisee as per latest specifications of PSPCL. Dual supply meters shall be installed by the Distribution Franchisee, if back-up supply is also being provided to the consumers in its area by the Distribution Franchisee to ensure that there is no issue of accounting of the

electricity supplied by PSPCL and by the backup supply source. In case dual supply meters are not installed, two meters be installed for recording consumption from PSPCL and backup supply separately. Where dual supply meters have already been installed, Distribution Franchisee shall certify that all the meters have been tested and calibrated as per supply Code-2014 Reg-21 before signing the Franchisee Agreement.

- 10) The Distribution Franchisee shall issue regular monthly electricity bills to the consumers residing in the colony/complex on the format approved by the Commission. No resident shall be charged with a tariff higher than that approved by the Commission for respective category of consumers.
- 11) The Distribution Franchisee shall keep updated billing records of all the consumers in the billing data base as per PSPCL requirements and the same shall be supplied monthly to the concerned distribution office of the area. The Distribution Franchisee shall be responsible for billing, collection of revenue and proper categorization of consumers, for correct revenue recovery as per Schedules of Tariff. The billed amount of all the consumers as per billing done on behalf of PSPCL shall be deposited with PSPCL by the Distribution franchisee on or before the due date of the bills.
- 12) The functions of PSPCL with reference to metering, billing, collection of payment etc. shall be performed by the Distribution Franchisee on behalf of the PSPCL.
- 13) It is acknowledged and clarified that the Distribution Franchisee only acts as an agent of PSPCL in terms of the Seventh Proviso to Section 14 of the Electricity Act and that the Distribution Franchisee does not purchase electricity and supply the same to the consumers on a principal to principal basis.
- 14) The temporary connections for DS/NRS category to the individual occupants of such colonies/complexes for their temporary needs during the period of construction etc. shall be released by PSPCL to such individual occupants residing in these colonies/complexes from the LD system of the developer. The meters for such connections shall be provided and sealed by PSPCL and consumption shall be charged at temporary supply schedule rates of PSPCL. As the meter reading, billing & collection for temporary supply connections is to be carried out by the PSPCL, no rebate on consumption of such temporary connections shall be admissible to the Distribution Franchisee. However, if the Distribution Franchisee provides AMR metering on such temporary connections and takes responsibility for collection of dues on behalf of PSPCL, then rebate as admissible for respective DS/NRS category single point connections, as the case may be shall be admissible.
- 15) The billing to distribution Franchisee shall be done based on the difference of readings recorded on the Main meter of Single Point Supply to the Distribution Franchisee and units/ total consumption of individual consumers including common services and temporary supply consumers and shall be billed at the highest slab of relevant category of Distribution Franchisee i.e. DS when it is provided for residential purposes, NRS rates will be applicable when the supply is effected for commercial purposes and relevant Industrial tariff when it is provided for industrial purposes. The common services shall be billed for consumption of electricity for each facility at tariff as per tariff schedules approved by PSERC No rebate shall be allowed on the difference of consumption as billed above at highest slab of applicable tariff.

However rebate as allowed by the Commission from time to time shall be given on the Electricity consumption charges of all DS/NRS consumers in the franchisee



area i.e. a rebate of 12% in case of Domestic Supply and 10% in case of NRS & Industrial Supply will be allowed. No other rebate on electricity consumption charges as per billing by Distribution Franchisee shall be admissible as the individual consumers are being billed at LT tariff as per the General Conditions of Tariff/ Schedules of Tariffs. However, rebate as admissible to HT/EHT consumers in the franchisee area getting supply at 11/66 KV shall be given by the Distribution Franchisee as per approval of PSERC in the Tariff Order of the relevant year.

- 16) The Distribution Franchisee shall also be liable to pay Monthly Minimum Charges of Single Point Supply on the basis of sanctioned load/ Contract Demand allowed to the Distribution Franchisee area at the rates specified in the Tariff Order for the relevant year.
- 17) The Distribution Franchisee shall deposit a Bank Guarantee as security for LD works equivalent to 5% of cost of HT Outdoor Sub Stations erected/ installed in the franchisee area.
- 18) **Event of Default and Termination of Agreement.**

The occurrence and continuation of any of the following events, unless any such event occurs as a result of Force majeure event, shall constitute a Distribution Franchisee event of default.

**Financial:**

- i. Failure on account of Distribution Franchisee to make payments as stipulated in this agreement.
- ii. Failure to maintain Security (consumption) as per agreement.
- iii. The Distribution Franchisee is declared insolvent or bankrupt.
- iv. Sale of energy meant for the Franchisee area to any party outside the Distribution Franchisee area.

**Non-Financial:**

- i. Failure to submit in time the information report.
- ii. The Distribution Franchisee has unlawfully repudiated this agreement or has otherwise expressed an intention not to be bound by this Agreement. However, the Distribution Franchisee may transfer the agreement to Resident Welfare Association as per mutual agreement between Distribution Franchisee and PSPCL.
- iii. Any representation or warranty made by the Distribution Franchisee during the term of the agreement is found to be false and misleading.
- iv. Failure to submit Periodic Performance Report (Billing and collection report, up-dation of assets, register on monthly basis, energy audit report) to PSPCL after a stabilization period of two months from effective date.
- v. Reported inconsistencies in energy/ revenue accounting. Thus, inconsistency in the actual meter readings reported by the consumers/ checked by any authority of PSPCL and billing being done for energy/revenue accounting by the Distribution Franchisee shall be considered as an event of default.
- vi. Persistent non-compliance of regulations of PSERC.

Without prejudice to the above, PSPCL shall have the right to serve a notice calling upon the Distribution Franchisee to rectify the Event of Default within a period of 30 days and upon failure of the Distribution Franchisee to rectify the Event of Default,

PSPCL shall have the right to terminate the Franchisee Agreement forthwith and encash the Bank Guarantee submitted to PSPCL as Security for LD works.

- 19) In case of any dispute between PSPCL and Distribution Franchisee, matter shall first attempted to be resolved by means of mutual negotiation and amicable resolution and upon failure of such amicable resolution within a period of 30 days, all such disputes and differences shall be adjudicated by means of Arbitration by a sole arbitrator to be mutually agreed to by the parties. The Arbitration proceedings shall be governed by the Arbitration and Conciliation Act, 1996. The place of arbitration shall be Chandigarh/Patiala and the language of arbitration shall be English.
- 20) After service of Final Termination Notice to the Franchisee, PSPCL shall be entitled to immediately enter in the area of the Franchisee and operate the distribution system and collect revenues from consumers. PSPCL shall have right to encash the Bank Guarantee furnished by the Franchisee for recovery of its dues/maintenance of LD system.
- 21) The parties agree and acknowledge that it is essential to maintain supply of electricity to the consumers in the Distribution Franchisee area and for the purpose upon any default on the part of the Distribution Franchisee which results in or threatens interruption of electricity to the consumers in the Distribution Franchisee Area, without prejudice to any other rights, PSPCL reserves the right to enter into the Distribution Franchisee Area and take such action as may be necessary to ensure continued supply of electricity to the consumers at the cost and risk of the Franchisee.
- 22) This Agreement shall be valid for a period of 15 years from the date of signing and shall be subject to amendments in Electricity Act/Regulations of PSERC. The Agreement may be extended as per mutual understanding of Distribution Franchisee and PSPCL.

In witness where of the parties have executed this Agreement through their authorized representative at \_\_\_\_\_.

For and on behalf of Punjab State  
Power Corporation Ltd.

For and on behalf of  
Distribution Franchisee

(M/s. \_\_\_\_\_)

\_\_\_\_\_

Signature with seal

(SE/Dy.CE (DS) PSPCL

Witness:

1. \_\_\_\_\_

2. \_\_\_\_\_

**Annexure to Franchisee Agreement**

**Sub: Assessment of expected connected load/demand in residential colonies/ complexes**

<b>A) Load calculation for Residential and Commercial load in residential colonies/ complexes</b>							
<b>Sr. No.</b>	<b>Name of category</b>	<b>Load (KW)</b>	<b>No. of units</b>	<b>Total load (KW)</b>	<b>Demand factor</b>	<b>Net Load (KW)</b>	
1.	<b>Residential plots</b>				33.33 %		
	1.Upto 100 Sq. Yards	5					
	2.Upto 101-200 Sq. Yards	8					
	3.Upto 201-250 Sq. Yards	10					
	4.Upto 251-350 Sq. Yards	12					
	5.Upto 351-500 Sq. Yards	20					
	6.Above 500 Sq. Yards	30					
2.	<b>Residential flats</b>						
	1.One Bedroom set	5					
	2.Dwelling unit (single room flat) under basic service to urban poor under JuNURM/EWS flats	1.5					
	3.Two Bedroom set	7					
	4.Three Bedroom set	10					
	5.Four Bedroom set	12					
	6.Five Bedroom set	15					
3.	<b>Commercial Area</b>				40%		
	Other commercial plot(s) for Dispensary, School, Hospital, Club, Police post, Religious building etc. in the colony including other common services falling under commercial category (to be listed out separately)	35 Watts per sq. Yard	Area in Sq. yard				
4.	<b>Other load for common services</b>				100%		
	Sewerage treatment plant, Water works, Street light, Lifts, Fire Fighting & Any other common usage (to be listed out separately)	As per requirement					

<b>B) Load calculation for Industrial Plots/Hotel Sites/Malls/Group Housing/Shops in commercial complexes</b>						
<i>Sr. No.</i>	<i>Name of category</i>	<i>Load (Watt/ Sq. yard)</i>	<i>Area in Sq. yards</i>	<i>Demand Factor (Area based, in case detailed layout plan is not available)</i>	<i>Demand Factor (layout plan based, on Pb. govt. norms &amp; FAR etc.)</i>	<i>Net Load (KW)</i>
5.	Industrial plots	21 Watt/ Sq yard		50%	50%	
6.	Sites for Hotels & Malls	207 Watt/ Sq yard		66%	40%	
7.	Group Housing (not covered in Sr. No. 2 above)	31 Watt/ Sq yard		40%	33.33%	
8.	1.Shops / Showrooms in Residential colonies or Commercial Complexes	207 Watt/ Sq yard		40%	NA	
	2. Upto 50 Sq. yards	10KW/Shop/ Floor	No. of Shops	NA	40%	
	3. Above 50 Sq. yards	207W/sq. yard / Shop/Floor		NA	40%	
<b>C)</b>	Net load (A+B)					A+B
<b>D)</b>	Future load growth @ 40% of C					C*40%
<b>E)</b>	Estimated load in KW for grant of NOC					C+D
<b>F)</b>	Estimated load in KVA for grant of NOC (power factor= 0.9)					(C+D)/ 0.9

**FOR AND ON BEHALF OF  
PUNJAB STATE POWER CORPORATION LIMITED**