

O/o CHIEF ENGINEER / COMMERCIAL, PSPCL, PATIALA

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To

All EIC/CE (DS) Zones.
under PSPCL.

Memo No. 114-118 / Single Window System, Vol-2

Date 11 / 02 / 2025

(For circulation through PSPCL website)

Sub: Regarding guidelines including documents to be submitted by Promoter for issuance of NOC.

- A) Hon'ble Punjab State Electricity Regulatory Commission (PSERC) vide notification no. PSERC/Secy./Regu. 191 dated 23.10.2024 has notified the (Electricity Supply Code, Standard of Performance and related matter) Regulation, 2024 in short Supply Code-2024. These regulations had been circulated vide CC no. 41/2024 dated 29.10.2024.
- B) Regulation-12, Regulation-13 and Regulation-15 of the Supply Code-2024 provides a comprehensive framework for processing of NOC applications. Regulation-12, specially deals with all matters related to Supply of electricity to individual consumers and Regulation-13 & Regulation-15 specially deals with all matters related to Supply of electricity under Single Point Supply in the Residential Colonies/ Multi-Storey Residential Complexes, Commercial Complexes/ Malls, IT Parks and Industrial Complexes/Parks/ Estates.
- C) For obtaining the NOC from PSPCL, following steps shall be followed for processing of NOC cases online on Single Window as given below:-

Step 1	Developer creates Application number online ; uploads prescribed documents , pays processing fee and submits NOC application	
	For cases where load is upto 4000KVA	For cases where load is above 4000KVA
Step 2	A	B
	<p>The Window is transferred to concerned XEN/DS for document checking.</p> <p>XEN/DS checks all documents. In case of any discrepancies in uploaded documents window is back referred with comments to developer for uploading correct document.</p> <p>When all documents are approved, XEN/DS shall prepare amount of 35% BG as per the provisions of Supply Code-2024 and submits to SE/DS for approval. In case of any discrepancy, case is back referred to XEN/DS ; else SE/DS seeks 35% BG (or amount</p>	<p>The Window is transferred to concerned XEN/Nodal (Commercial) for document checking</p> <p>XEN/Nodal checks all documents. In case of any discrepancies in uploaded documents, window is back referred with comments to developer for uploading the correct document.</p> <p>When all documents are approved, XEN/Nodal shall prepare 35% BG</p>





	<p>equivalent to 35% BG) from the developer and window will be sent to developer. Process goes to Step 3</p> <p align="center"><i>If load[#] upto 2000KVA : Step 3A</i></p> <p align="center"><i>If load[#] above 2000KVA & upto 4000KVA : Step 3B</i></p> <p align="center"><i>If load[#] above 4000KVA : Step 2B</i></p>		<p>letter (or amount equivalent to 35% BG) and submits to SE/Regulation for approval. 35% BG (or amount equivalent to 35% BG) letter will be sent to SE/DS and SE/DS seeks 35% BG from the developer and window is sent to developer. Process goes to Step 3</p>
Step 3	A	B	C
	Developer will submit 35% BG (or amount equivalent to 35% BG) and after receipt of same from the developer online, SE/DS transfers window to XEN/DS.	Developers submits 35% BG (or amount equivalent to 35% BG) and after receipt of same from the developer, SE/DS transfers window to XEN/DS.	Developers submits 35% BG (or amount equivalent to 35% BG) and after receipt of same from the developer online, SE/DS transfers window to XEN/Nodal alongwith technical proposal prepared by Xen/DS. In case of any discrepancy window is back referred to SE/DS.
Step 4	XEN/DS prepares technical proposal alongwith NOC noting & draft NOC letter and submits to SE/DS for approval. Incase of any discrepancy, case is back referred to XEN/DS ; else the case is approved by SE/DS.	XEN/DS prepares technical proposal alongwith NOC noting & draft NOC letter and submits to SE/DS for consideration. In case of any discrepancy, case is back referred to XEN/DS ; else the case is forwarded by SE/DS to CE/DS for approval.	XEN/Nodal prepares & submits NOC noting & draft NOC letter through SE/Regulation to CE/Commercial for approval. In case of any discrepancy window is back referred to Xen/Nodal.
Step 5	SE/DS approves & signs NOC and uploads NOC on Window	CE/DS approves NOC case and back refers Window to SE/DS for signing NOC and uploading NOC on Window	CE/Commercial approves NOC and back refers Window to XEN/Nodal for getting it signed from SE/Regulation and then uploading NOC on Window


D) For obtaining the NOC from PSPCL, the promoter shall submit an NOC application alongwith documents as per (Annexure-A) on online single window (<https://billpayment.pspcl.in/pgBillPay.aspx?uc=AccountLogin>) along with the processing fee (at present Rs. 20,000/-) within 45 days of the issue of license.

Meticulous compliance of these instructions may be ensured.

This issues with the approval of competent authority.

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 Dy. CE/ Regulation,
 for Er.-in-Chief/ Commercial,
 PSPCL, Patiala.

Documents to be submitted/uploaded on Single Window for NOC of colonies	
COMPANY	
S no	List of Documents
1	CERTIFIED COPY OF INCORPORATION OF THE COMPANY
2	CERTIFIED COPY OF MEMORANDUM OF ASSOCIATION/ARTICLES OF ASSOCIATION
3	LIST OF DIRECTORS WITH AGE AND ADDRESS
4	CERTIFIED COPY OF THE RESOLUTION AUTHORIZING THE SIGNATORY TO SIGN ON BEHALF OF COMPANY
5	CHANGE OF LAND USE (CLU), wherever applicable
6	COPY OF LICENCE/ PERMISSION/ APPROVAL GRANTED BY COMPETENT AUTHORITY TO DEVELOP THE COLONY/COMPLEX
7	COPY OF APPROVED LAYOUT PLAN ISSUED BY COMPETENT AUTHORITY
8	ELECTRICAL LAYOUT PLAN SHOWING LOCATION OF HT/LT LINES AND TRANSFORMERS IN DIFFERENT COLOURS MAY BE SUPPLIED
9	DETAILED LOAD SHEET ALONG WITH DT WISE ESTIMATED LOAD DETAILS
10	EST. COST FOR LAYING OF LD SYSTEM INSIDE THE COLONY NOTE: RATE OF MATERIAL SHOULD BE AS PER PSPCL LATEST RATE LIST
11	UNDERTAKING AS PER FORMAT (<i>Proforma attached</i>)
12	COURIER RECEIPT

PARTNERSHIP	
S no	List of Documents
1	CERTIFIED COPY OF REGISTRATION OF THE FIRM BY THE REGISTRAR OF FIRMS
2	CERTIFIED COPY OF THE PARTNERSHIP DEED
3	SPECIAL POWER OF ATTORNEY FOR THE AUTHORIZED SIGNATORY DULY NOTARIZED
4	CHANGE OF LAND USE (CLU), wherever applicable
5	COPY OF LICENCE/ PERMISSION/ APPROVAL GRANTED BY COMPETENT AUTHORITY TO DEVELOP THE COLONY/COMPLEX
6	COPY OF APPROVED LAYOUT PLAN BY COMPETENT AUTHORITY
7	ELECTRICAL LAYOUT PLAN SHOWING LOCATION OF HT/LT LINES AND TRANSFORMERS IN DIFFERENT COLOURS MAY BE SUPPLIED
8	DETAILED LOAD SHEET ALONG WITH DT WISE ESTIMATED LOAD DETAILS
9	EST. COST FOR LAYING OF LD SYSTEM INSIDE THE COLONY NOTE: RATE OF MATERIAL SHOULD BE AS PER PSPCL LATEST RATE LIST
10	UNDERTAKING AS PER FORMAT (<i>Proforma attached</i>)
11	COURIER RECEIPT




SOCIETY	
S no	List of Documents
1	CERTIFIED COPY OF CONSTITUTION OF THE SOCIETY
2	CERTIFIED COPY OF THE REGISTRATION OF THE SOCIETY BY THE REGISTRAR OF SOCIETIES
3	SPECIAL POWER OF ATTORNEY FOR AUTHORIZED SIGNATORY DULY NOTARIZED
4	CHANGE OF LAND USE (CLU), wherever applicable
5	COPY OF LICENCE/ PERMISSION/ APPROVAL GRANTED BY COMPETENT AUTHORITY TO DEVELOP THE COLONY/COMPLEX
6	COPY OF APPROVED LAYOUT PLAN BY COMPETENT AUTHORITY
7	ELECTRICAL LAYOUT PLAN SHOWING LOCATION OF HT/LT LINES AND TRANSFORMERS IN DIFFERENT COLOURS MAY BE SUPPLIED
8	DETAILED LOAD SHEET ALONG WITH DT WISE ESTIMATED LOAD DETAILS
9	EST. COST FOR LAYING OF LD SYSTEM INSIDE THE COLONY NOTE: RATE OF MATERIAL SHOULD BE AS PER PSPCL LATEST RATE LIST
10	UNDERTAKING AS PER FORMAT (<i>Proforma attached</i>)
11	COURIER RECEIPT

GOVT. DEPARTMENT	
S no	List of Documents
1	CHANGE OF LAND USE (CLU), wherever applicable
2	COPY OF LICENCE/ PERMISSION/ APPROVAL GRANTED BY COMPETENT AUTHORITY TO DEVELOP THE COLONY/COMPLEX
3	COPY OF APPROVED LAYOUT PLAN BY COMPETENT AUTHORITY
4	ELECTRICAL LAYOUT PLAN SHOWING LOCATION OF HT/LT LINES AND TRANSFORMERS IN DIFFERENT COLOURS MAY BE SUPPLIED
5	DETAILED LOAD SHEET ALONG WITH DT WISE ESTIMATED LOAD DETAILS
6	EST. COST FOR LAYING OF LD SYSTEM INSIDE THE COLONY NOTE: RATE OF MATERIAL SHOULD BE AS PER PSPCL LATEST RATE LIST
7	UNDERTAKING AS PER FORMAT (<i>Proforma attached</i>)
8	COURIER RECEIPT

PROPRIETORSHIP	
S no	List of Documents
1	CHANGE OF LAND USE (CLU), wherever applicable
2	COPY OF LICENCE/ PERMISSION/ APPROVAL GRANTED BY COMPETENT AUTHORITY TO DEVELOP THE COLONY/COMPLEX
3	COPY OF APPROVED LAYOUT PLAN BY COMPETENT AUTHORITY
4	ELECTRICAL LAYOUT PLAN SHOWING LOCATION OF HT/LT LINES AND TRANSFORMERS IN DIFFERENT COLOURS MAY BE SUPPLIED
5	DETAILED LOAD SHEET ALONG WITH DT WISE ESTIMATED LOAD DETAILS
6	EST. COST FOR LAYING OF LD SYSTEM INSIDE THE COLONY NOTE: RATE OF MATERIAL SHOULD BE AS PER PSPCL LATEST RATE LIST
7	UNDERTAKING REGARDING PROPRIETORSHIP (<i>Proforma attached</i>)
8	UNDERTAKING AS PER FORMAT (<i>Proforma attached</i>)
9	COURIER RECEIPT

**Detailed Proforma of Self declaration by the Developer for seeking NOC / Approval of
Electrical Scheme of Colony from PSPCL**

I, _____ S/o Sh. _____ aged about _____ years,
resident of _____ (Developer / Director / Owner) of _____ acre
colony named _____ situated
at _____ proposed by M/s _____,
do hereby solemnly affirm and declared as under that:

- i) I am duly authorized to make this declaration and give undertaking on behalf of the Developer M/s _____ of the proposed _____ acre Colony named _____ situated at _____.
- ii) I, undertake to get NOC from PSPCL as per Regulation _____ of Supply Code 2024 (amended upto date).
- iii) I, undertake that the electrical system / installation in the proposed colony shall be got erected / installed by us at our own expense and all the material shall be from approved vendors of PSPCL.
- iv) I, undertake that all Electrification work will be carried out as per the Indian Electricity Rules 1956 (amended to date) and CEA (Measures Relating to Safety & Electricity Supply) Regulations, 2023, as amended from time to time as per the design and specifications approved by PSPCL.
- v) I, shall take / receive Electricity Power / supply from PSPCL and undertake to bear the charges as provided in the Supply Code 2024 (amended upto date) if the existing feeder cannot take up the proposed load and requires augmentation. Alternatively, if a new feeder is necessitated for feeding load of our colony, we undertake to bear the cost as per Supply Code 2024 (amended upto date).
- vi) I, undertake to bear the cost of shifting / augmentation of any HT / LT lines etc., if any required.
- vii) I, undertake that no construction shall be allowed under the HT/EHT lines and only a no construction corridor shall be provided below the HT/EHT lines and that appropriate clearance from existing lines / buildings shall be maintained as per the Indian Electricity Rules 1956 (amended to date) and CEA (Measures Relating to Safety & Electricity Supply) Regulations, 2023, as amended from time to time.
- viii) I, have gone through the presently applicable set of instruction on the subject contained in Punjab State Electricity Regulatory Commission (Electricity Supply Code and Related matters) Regulations 2024 (in short 'Supply Code 2024' amended to date) have understood the supply scheme of PSPCL for such colonies.
- ix) I undertake that there is no defaulting amount outstanding against the Premises / Developer and there is no court case pending with Punjab State Power Corporation Limited.
- x) I undertake that electrification work inside the colony will be completed within _____ months from the date of electrical scheme approved by the PSPCL.
- xi) Length of LT lines inside the colony will be maintained as per norms/ prescribed limit of PSPCL.
- xii) I, undertake that there is no pending issue regarding connectivity charges or development of LD system in any other colony in the state of Punjab being developed by us i.e. developer. In case any pending dues on account of connectivity charges, incomplete LD system, UUE etc. are detected at a later stage, against already approved/ being approved / to be approved colony by us, I will be liable to pay the same.

Date: _____

DEPONENT

Place _____

Affidavit/ Undertaking for Proprietorship

I/We _____ S/o _____
_____ <complete address> do hereby
solemnly affirm and declare as under:-

- 1) I am sole- Proprietor of the firm named _____
_____ <complete address>
- 2) That I am being assessed to Income Tax vide Permanent
Account Number _____
- 3) That I am resident of _____
- 4) That no other person has interest in this firm except me.

Place _____

Deponent

Date _____

I further, solemnly declare and affirm that the above said statement is true
and correct to the best of my knowledge and belief and nothing has been
concealed therein.

Deponent



