



**PUNJAB STATE POWER CORPORATION LIMITED**  
(O/O Chief Engineer /Commercial, Patiala, Ph.No.0175-2214495)

Corporate Identity Number: U40109PB20108GC033813

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**Commercial Circular No. 11/2022**

To

**All Engineer-in-Chief/Chief Engineer(DS),  
Under Punjab State Power Corporation Limited.**

**Memo No. 765/69/S-4/Net Metering /19**

**Dated: 09/05/2022**

**Sub: Implementation procedure for Punjab State Electricity Regulatory Commission  
(Grid Interactive Rooftop Solar Photo Voltaic Systems) Regulations, 2021.**

In compliance to PSERC notification No. PSERC/Secy./Regu.158 of 2021 dated 18.08.2021 regarding Punjab State Electricity Regulatory Commission (Grid Interactive Rooftop Solar Photo Voltaic Systems) Regulations, 2021, a Commercial Circular no. 36/2021 PSPCL has already been issued. Now PSPCL is pleased to formulate instructions, procedure and timelines for Grid Interactive Rooftop Solar Photo Voltaic Systems. The salient features are as under:-

**A. Procedure for application & registration**

- a) The consumer intending to set up the Roof top solar PV system under Net Metering/Net Billing/Gross Metering arrangement (self or third party owned) shall submit the application online at solar portal of PSPCL for grant of technical feasibility and pay the processing fee of Rs 50/kW or part thereof subject to minimum of Rs. 500/- and maximum of Rs. 10,000/- online at the solar portal of PSPCL. The link of portal is given as under:

**<https://distribution.pspcl.in/returns/module.php?to=PSPCLRoofTopSolar>**

The detailed procedure, Timelines and flow chart is attached as Annexure-A. Grant of technical feasibility to set-up the rooftop solar plant shall be on first come first serve basis. The acknowledgement-cum payment receipt with the Unique registration number shall be generated online on submission of application. There is no need for consumer to visit the sub division office for identity verification as the same shall be done by PSPCL official/officer at the time of inspection of rooftop solar plant. The permission shall be granted online on Form-C and Form-B shall be kept in office for record purpose after checking the feasibility. There is no need of field visit for grant of approval for technical feasibility for installation of rooftop solar plant as the available free capacity of



every Distribution Transformer is available online. The competent authority for grant of technical feasibility is as below:

<b>Capacity of roof top solar PV system</b>	<b>Competent Authority to check the feasibility (Net Metering/Net Billing/ Gross Metering)</b>
Upto 10 kWp on A.C Side	AE/AEE/Xen (DS)
Exceeding 10 kWp and up to 1 MWp	ASE/Sr. Xen/DS
Exceeding 1MWp and upto 5 MWp	Dy. CE/SE/ DS
Above 5MWp	EIC/CE/DS

b) The competent authorities as above shall complete the technical feasibility study within 20 days of the date of acknowledgement issued to the applicant if found satisfactory, issue approval letter (Form-C) to the applicant via registered email/SMS/post within 22 days from the submission of online application by the consumer. In case of any deficiencies found in the application or during technical feasibility study, the same shall be intimated by the AE/AEE/XEN of concerned Sub division with the approval of competent authority to the applicant through online portal/SMS notification within 20 days from the date of submission of online application by the consumer failing which it shall be deemed to have been found in order by the PSPCL. The applicant shall remove all identified deficiencies within a period of 15 days from the receipt of intimation and intimate the about the resolution of deficiencies through online portal. Provided that the Competent Authority shall assess the resolution of deficiencies and provide Letter of Approval (Form-C) through online portal to the applicant upon satisfaction. In case deficiencies are not removed in the aforesaid period, the application shall stand cancelled.

At the time of grant of technical feasibility, distribution office shall allow to the consumer to deposit the testing fee for bidirectional energy meter and or cost of meter if meter is available in ME Lab (after confirmation from ME Lab) and consumer shall deposit the same online and online intimation (through solar portal) shall be given to ME lab/distribution office. Consumers are advised to deposit the meter testing fee and /or cost of meter as early as possible (after receiving Letter of Approval) so as to enable ME Lab/distribution office to arrange the bidirectional energy meter to avoid last minute rush.

c) In case it is not technical feasible to permit installation of SPV system on account of target capacity limit and/or distribution infrastructure specified under Regulations, it shall be intimated to the applicant within 22 days from the issuance of the acknowledgement of the application. Provided that in such case, the application shall not stand rejected and shall be put on a priority wait list. As and when the technical feasibility is re-established, the application which have been put on priority waiting list shall be considered first before processing any new application.



- d) The consumer shall set up the plant and upload the requisite documents as given below at solar portal within 180 days:

Sr No.	List of Documents to be uploaded by vendors.	Subsidized projects	Non-Subsidized projects
A.	Domestic Content Requirement (DCR) Undertaking by vendor/consumer along with manufacturer's certificate regarding DCR.	✓	✗
B.	<b>Invoice</b> of the RTS billed to the beneficiary	✓	✗
C.	<b>Declaration/</b> certificate by beneficiary (system generated).	✓	✗
D.	<b>Photograph</b> of the system with placard held by the beneficiary showing the name of the beneficiary, PSPCL registration number and system capacity. Sample photo to be shown here.	✓	✓
E.	PSPCL latest <b>electricity bill</b> .	✓	✓
F.	System generated Work Completion Report ( <b>WCR</b> )*.	✓	✓

Single Line Diagram of the synchronizing and protection arrangement issued by the plant supplier/EPC contractor shall be handed over to the inspection official/officer at the time of inspection. In case of delay in installation of RTS plant beyond 180 days, the consumer shall apply for extension, online at solar portal with extension fee of Rs. 25/kW of SPV capacity subject to minimum of Rs. 250/- and maximum of Rs. 5,000/- atleast 15 days prior to lapse of 180 days period. Such extension will be granted by the competent authority to approve the single line diagram within 15 days of the receipt of the request for a maximum period of 2 months only, failing which it shall be deemed to have been approved. The approval granted will lapse automatically if the project is not set-up even in the extended 2 months period. In case the consumer fails to install the system within 180 days or get the period extended then the application shall stand cancelled and the consumer shall need to re-apply. 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 in the next financial year, there is still capacity available for allotment.

- e) 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:-

**Capacity of roof top solar PV system**

Upto 10 kWp on A.C Side  
Exceeding 10 kWp and up to 1MWp  
Above 1MWp

**Competent Authority to approve single line diagram and to carryout site verification**

AE/AEE/Xen (DS)  
Sr. Xen (DS)  
SE/Dy.CE/DS



f) Inspection of RTS plant shall be carried out within 10 days, after the mandatory uploading (at solar portal) of all the requisite documents as mentioned at serial no. (c) above, by the consumer/vendor. In case of any discrepancies in the uploaded documents, the same shall be intimated to the consumer/vendor through online portal by mentioning the discrepancy in detail. Consumer/vendor shall remove the discrepancy and re-submit the documents online.

g) At the time of inspection, Original hard copy of all documents which are uploaded by the consumers/vendor at portal, shall be collected accepted by Inspection official/officer of PSPCL along with Supplementary Agreement **Form-D**, duly signed by the consumer or by person having power of attorney. Inspection officer shall sign the **Inspection Report** only after the receipt of original signed, hard copies of all aforesaid documents. PSPCL shall complete the installation and sealing of the Bi-directional energy meter/unidirectional generation meter and signing of Joint Commissioning Report of the SPV system within 3 days of completion of inspection and PSPCL shall complete signing of connection agreement for a period of upto 25 years.

PSPCL and Vendor/consumer, both shall have the option to upload the system generated **JCR** (Joint commission report) at solar portal.

DS office shall send advice to Computer Billing Cell intimating the particulars of Bi-directional meter, Plant capacity, date of installation, old and new Account (in case of Non SAP consumers as new account number is allotted by DS offices after installation of bidirectional meter), so that the same is reflected in the electricity bill of the consumer.

**Further, IPC office, PSPCL, Patiala and all the DS offices shall prominently display on its website and in all its offices respectively, the following:**

- i) Detailed standardized procedure for installation & commissioning of roof top solar system.
- ii) A single point of contact to facilitate the eligible consumers in installation of Rooftop solar system from submission of application form to commissioning.
- iii) Complete list of documents required to be furnished along with such applications:
- iv) Applicable charges to be deposited by the applicant.
- v) Empanelled list of service providers for the benefit of consumers who want to install roof top solar PV system through service providers.
- vi) Financial incentives to the prosumers, as applicable under various schemes and programmes of the Central and State Government.
- vii) Standard Connection Agreement(s)

All the other clauses/Regulations shall be followed as per PSERC (Grid Interactive Rooftop Solar Photo Voltaic Systems) Regulations, 2021.



Approved Models and Manufactures of Solar Photovoltaic (Requirements for Compulsory Registration) Order, 2019 and its subsequent Amendments shall be followed. These orders can be downloaded from MNRE website i.e. [www.mnre.gov.in](http://www.mnre.gov.in).

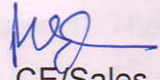
Meticulous compliance of the above instructions may please be ensured.

This issues with the approval of competent authority.

**Note:- These instructions/guidelines shall be read with provisions of PSERC (Grid Interactive Roof-Top Solar Photovoltaic Power Plants system) Regulations, 2021 issued vide notification no. No. PSERC/Secy./Regu.158 dated 18.08.2021 and incase of any inconsistency the provisions of the Regulations shall prevail.**

DA/

- Annexure- 01 : Detailed procedure and Timeline
- Annexure- 02 : Application form – Form-A
- Annexure- 03 : Technical data form – Form-B
- Annexure- 04 : Letter of approval – Form -C
- Annexure- 05 : Supplementary Agreement form – Form-D

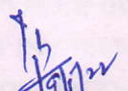
  
Dy. CE/Sales-1,  
for CE/Commercial,  
PSPCL, Patiala.

ਪਿੱਠ ਅੰਕਣ ਨੰ: 770/78/S-4/Net Metering/19

ਮਿਤੀ: 09 /05/2022

ਉਪਰਕਤ ਦਾ ਉਤਾਰਾ ਹੇਠ ਲਿਖਿਆਂ ਨੂੰ ਸੂਚਨਾ ਅਤੇ ਲੜੀਵਾਰ ਕਾਰਵਾਈ ਲਈ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ:-

1. ਮਾਨਯੋਗ ਬਿਜਲੀ ਮੰਤਰੀ, ਕਮਰਾਨੰ: 24,7<sup>th</sup> ਮੰਜਿਲ, ਪੰਜਾਬ ਸਿਵਲ ਸਕੱਤਰੇਤ-1, ਚੰਡੀਗੜ੍ਹ।
2. ਪ੍ਰਿੰਸੀਪਲ ਸੈਕਟਰੀ/ਫਾਇਨਾਸ ਟੂ ਗਰੰਟਿੰਗ ਪੰਜਾਬ ਐਕਸ ਆਫੀਸ ਮੈਂਬਰ, ਪੰਜਾਬ ਸਰਕਾਰ, ਚੰਡੀਗੜ੍ਹ।
3. ਸਕੱਤਰ/ਬਿਜਲੀ ਵਿਭਾਗ, ਪੰਜਾਬ ਸਰਕਾਰ, ਕਮਰਾ ਨੰ:6, ਪੰਜਾਬ ਸਿਵਲ ਸੈਕਟਰੀਏਟ, ਸੈਕਟਰ-1, ਚੰਡੀਗੜ੍ਹ।
4. ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ/ਇੰਡ: ਅਤੇ ਕਾਮਰਸ ਵਿਭਾਗ, ਉਦਯੋਗ ਭਵਨ, ਸੈਕਟਰ-17, ਚੰਡੀਗੜ੍ਹ।
5. ਪ੍ਰੋਜੈਕਟ, ਸਟੇਟ ਡਿਸਟ੍ਰਿਬਿਊਟਿਡ ਰਿਡਰੈਸਲ ਕਮਿਸ਼ਨ (ਪੰਜਾਬ) ਐਸ.ਸੀ.ਓ.ਨੰ: 3009-10, ਸੈਕਟਰ-22, ਚੰਡੀਗੜ੍ਹ।
6. ਸਕੱਤਰ, ਪੀ.ਐਸ.ਹੀ.ਆਰ.ਸੀ., ਐਸ.ਸੀ.ਓ.ਨੰ: 220-221, ਸੈਕਟਰ-34 ਏ, ਚੰਡੀਗੜ੍ਹ।
7. ਲੱਕਪਾਲ, ਬਿਜਲੀ, ਪੰਜਾਬ, 66 ਕੇ.ਵੀ.ਗਰਿਡ ਸਬ ਸਟੇਸ਼ਨ, ਪਲਾਟ ਨੰ: ਏ-2, ਉਦਯੋਗਿਕ ਖੇਤਰ, ਫੇਜ਼.1, ਐਸ.ਏ.ਐਸ. ਨਗਰ (ਮੋਹਾਲੀ)-160055
8. ਨਿੱਜੀ ਸਕੱਤਰ ਟੂ ਬਿਜਲੀ ਮੰਤਰੀ, ਪੰਜਾਬ ਸਿਵਲ ਸਕੱਤਰੇਤ, ਪੰਜਾਬ ਸਰਕਾਰ, ਚੰਡੀਗੜ੍ਹ।
9. ਚੀਫ ਕ'-ਆਰਡੀਨੇਟਰ, ਉਦਯੋਗ ਸਹਾਇਕ ਡਾਇਰੈਕਟਰ ਆਫ ਇੰਡੀਸਟਰੀਜ਼ ਪੰਜਾਬ, ਸੈਕਟਰ -17, ਚੰਡੀਗੜ੍ਹ।

  
ਸੀ.ਕਾ.ਕਾ:ਇੰਜ/ਸ਼ੇਲਜ-4,  
ਵਾ: ਮੁੱਖ ਇੰਜੀਨੀਅਰ/ਵਣਜ,  
ਪੀ.ਐਸ.ਪੀ.ਸੀ.ਐਲ., ਪਟਿਆਲਾ।



ਸੀ.ਸੀ.

The following may download the circular from PSPCL website ([www.pspcl.in](http://www.pspcl.in)).

1. ਪੀ.ਐਸ.ਟੂ ਚੇਅਰਮੈਨ-ਕਮ-ਮੈਨੇਜਿੰਗ ਡਾਇਰੈਕਟਰ, ਪੰਜਾਬ ਰਾਜ ਪਾਵਰ ਕਾਰਪੋਰੇਸ਼ਨ ਲਿਮ, ਪਟਿਆਲਾ।
2. ਸਾਰੇ ਨਿਰਦੇਸ਼ਕ, ਪੰਜਾਬ ਰਾਜ ਪਾਵਰ ਕਾਰਪੋਰੇਸ਼ਨ ਲਿਮ, ਪਟਿਆਲਾ।
3. ਮੁੱਖ ਇੰਜ: / ਚੇਅਰਮੈਨ (ਫਾਰਮ), ਪੀ.-1, ਵਾਈਟ ਹਾਊਸ, ਰਾਜਪੁਰਾ ਕਲੋਨੀ, ਪਟਿਆਲਾ।
4. ਮੁੱਖ ਪ੍ਰਬੰਧਕੀ ਅਤੇ ਆਈ.ਆਰ., ਪੀ.ਐਸ.ਪੀ.ਸੀ.ਐਲ., ਪਟਿਆਲਾ।
5. ਮੁੱਖ ਬਿਜਲੀ ਇੰਸਪੈਕਟਰ, ਪੰਜਾਬ ਸਰਕਾਰ, ਪਟਿਆਲਾ।
6. ਮੁੱਖ ਆਡੀਟਰ, ਪੀ.ਐਸ.ਪੀ.ਸੀ.ਐਲ., ਪਟਿਆਲਾ।
7. ਮੁੱਖ ਇੰਜਨੀਅਰ/ਏ.ਆਰ.ਆਰ. ਤੇ ਟੀ.ਆਰ., ਪੀ.ਐਸ.ਪੀ.ਸੀ.ਐਲ., ਪਟਿਆਲਾ।
8. ਮੁੱਖ ਇੰਜ: / ਆਈ.ਟੀ., ਪੀ.ਐਸ.ਪੀ.ਸੀ.ਐਲ., ਪਟਿਆਲਾ।
9. ਉਪ ਮੁੱਖ ਇੰਜ / ਆਈ. ਪੀ. ਸੀ., ਪੀ.ਐਸ.ਪੀ.ਸੀ.ਐਲ., ਪਟਿਆਲਾ।
10. ਉਪ ਮੁੱਖ ਇੰਜ / ਰੇਗੁਲੇਸ਼ਨ, ਉਪ ਮੁੱਖ ਇੰਜ/ਸੇਲਜ਼-2 ਅਤੇ ਉਪ ਮੁੱਖ ਇੰਜ/ਬਿਲਿੰਗ, ਪੀ.ਐਸ.ਪੀ.ਸੀ.ਐਲ.।
11. ਸਾਰੇ ਨਿਗਰਾਨ ਇੰਜਨੀਅਰ (ਵੰਡ), ਪੀ.ਐਸ.ਪੀ.ਸੀ.ਐਲ.।
12. ਸਾਰੇ ਵਪੀਕ ਨਿਗ:ਇੰਜ: / ਸੀ.ਕਾ.ਕਾ.ਇੰਜ:/ਏ.ਈ.ਈ. ਅਧੀਨ ਵਣਜ ਸੰਸਥਾ।

Annexure-01Procedure & Timeline for various activities in Solar Rooftop Installation

Sr. No.	Activity	Responsibility	Timeline(Max. Number of days)
1	Submission of Application & processing fee online.	Consumer/Vendor	<p>Zero Date. Consumers will register on Solar Web-portal using his mobile number by providing the details like Name, Father's name, E-mail, Mobile Number, PSPCL A/C Number, Sanctioned load, etc. and pay the processing fee (pop up will be shown at portal for details of processing fee) and submit the application online. Consumer shall Upload his photo and identity proof at solar portal.</p> <p>After registration at portal, each consumer will be allotted Unique Registration Number by the Solar Web-portal and system will generate application form for RTS plant <b>(Form A) and application acknowledgement-cum-payment receipt</b>, which will appear in the login ID of concerned sub division officer for technical feasibility.</p> <p>There is no need for consumer to visit the sub division office for identity verification as the same shall be done by the PSPCL official/officer at the time of inspection of rooftop solar plant.</p>
2.	To complete the Technical feasibility or intimation to consumer in case of any deficiency in the application. (There is no requirement of Field Visit to give Technical Feasibility approval in Rooftop Solar (RTS) plant installation as the available free capacity of every Distribution Transformer is available online.)	PSPCL (Concerned Division/ Sub Division office)	Within <b>20</b> days from zero date failing which application shall be deemed to have been found in order.
3	Removal of deficiencies in the application for RTS plant.	Consumer/ vendor	Within <b>15</b> days from the receipt of intimation. In case deficiencies are not removed in said period the

			application shall stand cancelled.
4	In case the application for rooftop solar plant is not technically feasible.	PSPCL Division/ Sub Division office	PSPCL to inform the applicant within <b>20</b> days from zero date.
5	Approval of application for technical feasibility(computer generated <b>Form-C</b> , from the login ID of sub divisional officer) shall be granted online which will be visible to consumer/vendor.	PSPCL (Concerned Division/ Sub Division office)	Within 2 days of technical feasibility- total working 22 days from zero date failing which feasibility shall be deemed to have been granted. Computer generated Technical Feasibility approval <b>Form-C</b> will be visible to consumer/vendor in his login ID).
6	Further the consumer shall deposit the bidirectional meter testing fee and cost of meter online, if meter is available with PSPCL (after confirmation of availability of meter from ME Lab) and online intimation of same will be given to ME Lab. If meter is not available in ME lab, consumer be asked to procure the meter and submit to ME Lab for testing along with copy of receipt of online testing fee payment and copy of RTS application. Consumer is not required to visit the Sub-Divisional office for this. Online Deposit of meter testing fee/cost of bidirectional meter or submission of bidirectional meter (procured by the consumer) to the ME Lab for testing.	Consumer/Ven dor	Within 30 days from the approval of application for technical feasibility.
7	In case of delay in installation of RTS plant(beyond 180 days from the date of approval), on the part of consumer.	Consumer/Ven dor	Consumer/Vendor shall apply for extension at portal and deposit the extension fee online (pop up will be shown at portal for details of extension fee),at least <b>15</b> days prior to elapse of <b>180</b> days failing which application shall be cancelledautomatically by the portal and consumer have to apply afresh for technical feasibility.
8	Extension shall be granted online by the concerned Division/Sub-Division office.	PSPCL Division/ Sub Division office	Extension shall be granted online within <b>15</b> days, failing which extension shall be deemed to have been granted. Extension shall be granted,maximum for a period of 2 months.



<p>9</p>	<p>Installation of Rooftop system (RTS) and uploading (at portal) of the following documents complete in all respect.</p> <table border="1" data-bbox="338 252 1099 983"> <thead> <tr> <th data-bbox="338 252 421 387">Sr No.</th> <th data-bbox="421 252 837 387">List of Documents to be uploaded by vendors.</th> <th data-bbox="837 252 969 387">Subsidized projects</th> <th data-bbox="969 252 1099 387">Non-Subsidized projects</th> </tr> </thead> <tbody> <tr> <td data-bbox="338 387 421 552">A.</td> <td data-bbox="421 387 837 552">Domestic Content Requirement (DCR) Undertaking by vendor/consumer along with manufacturer's certificate regarding DCR.</td> <td data-bbox="837 387 969 552">✓</td> <td data-bbox="969 387 1099 552">✗</td> </tr> <tr> <td data-bbox="338 552 421 619">B.</td> <td data-bbox="421 552 837 619"><b>Invoice</b> of the RTS billed to the beneficiary</td> <td data-bbox="837 552 969 619">✓</td> <td data-bbox="969 552 1099 619">✗</td> </tr> <tr> <td data-bbox="338 619 421 686">C.</td> <td data-bbox="421 619 837 686"><b>Declaration/</b> certificate by beneficiary (system generated).</td> <td data-bbox="837 619 969 686">✓</td> <td data-bbox="969 619 1099 686">✗</td> </tr> <tr> <td data-bbox="338 686 421 884">D.</td> <td data-bbox="421 686 837 884"><b>Photograph</b> of the system with placard held by the beneficiary showing the name of the beneficiary, PSPCL registration number and system capacity. Sample photo to be shown here.</td> <td data-bbox="837 686 969 884">✓</td> <td data-bbox="969 686 1099 884">✓</td> </tr> <tr> <td data-bbox="338 884 421 916">E.</td> <td data-bbox="421 884 837 916">PSPCL latest <b>electricity bill</b>.</td> <td data-bbox="837 884 969 916">✓</td> <td data-bbox="969 884 1099 916">✓</td> </tr> <tr> <td data-bbox="338 916 421 983">F.</td> <td data-bbox="421 916 837 983">System generated Work Completion Report (<b>WCR</b>)*.</td> <td data-bbox="837 916 969 983">✓</td> <td data-bbox="969 916 1099 983">✓</td> </tr> </tbody> </table> <p>*WCR shall be generated by the system only after the uploading of all other documents by the vendor.</p>	Sr No.	List of Documents to be uploaded by vendors.	Subsidized projects	Non-Subsidized projects	A.	Domestic Content Requirement (DCR) Undertaking by vendor/consumer along with manufacturer's certificate regarding DCR.	✓	✗	B.	<b>Invoice</b> of the RTS billed to the beneficiary	✓	✗	C.	<b>Declaration/</b> certificate by beneficiary (system generated).	✓	✗	D.	<b>Photograph</b> of the system with placard held by the beneficiary showing the name of the beneficiary, PSPCL registration number and system capacity. Sample photo to be shown here.	✓	✓	E.	PSPCL latest <b>electricity bill</b> .	✓	✓	F.	System generated Work Completion Report ( <b>WCR</b> )*.	✓	✓	<p>Consumer/Vendor</p>	<p>Within 180 days from approval of application for technical feasibility (or before the elapse of extended period of 2 months, in case extension is granted by the concerned sub-division office). It is clarified here that inspection shall be carried out only after the mandatory uploading of these documents at solar portal.</p>
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E.	PSPCL latest <b>electricity bill</b> .	✓	✓																												
F.	System generated Work Completion Report ( <b>WCR</b> )*.	✓	✓																												
<p>10</p>	<p>Checking of and Inspection of installed system: Concerned Sub Division officer/official shall check the documents uploaded at portal and physically check the RTS plant and sign the <b>Inspection Report (IR)</b>. Checking of uploaded documents and Inspection of RTS plant shall be carried out only after the mandatory uploading (at solar portal) of all the requisite documents as mentioned at serial no. 9 above, by the consumer/vendor.</p>	<p>PSPCL (Concerned Sub Division office)</p>	<p>Within 10 days from the mandatory uploading of all the requisite documents as mentioned at serial no. 9 above. Original hard copy of above documents shall be handed over to the Inspection official/officer of PSPCL by the consumer/vendor at the time of inspection along with Supplementary Agreement <b>Form-D</b>, duly signed by the consumer or by person having power of attorney. Inspection officer shall sign the <b>Inspection Report</b> only after the receipt of original signed, hard copies of all aforesaid documents.</p>																												



11	Uploading of <b>Inspection Report(IR)</b> at portal.	Consumer/Vendor	Immediately after inspection.
12	Installation of meter & Commissioning of system and Signing of system generated <b>Joint Commissioning Report(JCR)</b> and uploading of same at solar portal.	PSPCL/Vendor/Consumer	Within 3 days from Inspection. PSPCL and Vendor/consumer,both shall have the option to upload the system generated <b>JCR</b> at solar portal.
13	To send advice to Computer BillingCell intimating the particulars of Bi-directional meter, Plant capacity, date of installation, link of old and new Account (in case of Non SAP consumers as new account number is allotted by DS offices after installation of bidirectional meter.), so that the same is reflected in the electricity bill of the consumer.	PSPCL (Concerned Division/ Sub Division office)	-
14	Concerned divisional office shall verify the uploaded documents (such as DCR along with supporting documents, Invoice, Declaration by consumer, Photograph, WCR, electricity bill, IR, JCR as mentioned at serial number 9, 10 and 12) and approve the same for release of subsidy. In case of any discrepancy in uploaded documents, same shall be intimated to consumer/vendor through online portal which shall be shown in the login ID of consumer/vendor. Complete original hard copies of all subsidy cases shall be maintained by the concerned distribution office for audit by MNRE/ PSPCL or any agency designated by MNRE. Record of all non-subsidy cases are also to be maintained by the concerned distribution office. Divisional level Seniority for checking of documents shall be as per the date/time of uploading of JCR.	Concerned Division office of PSPCL	Within 7 days from the uploading of all requisite documents. Consumer/Vendor shall remove the discrepancies and again upload the document at portal.
15	After the approval of documents by concerned distribution divisional office, seniority for release of subsidy shall be maintained as per the time/date of uploading of JCR.	Concerned Division office of PSPCL	-



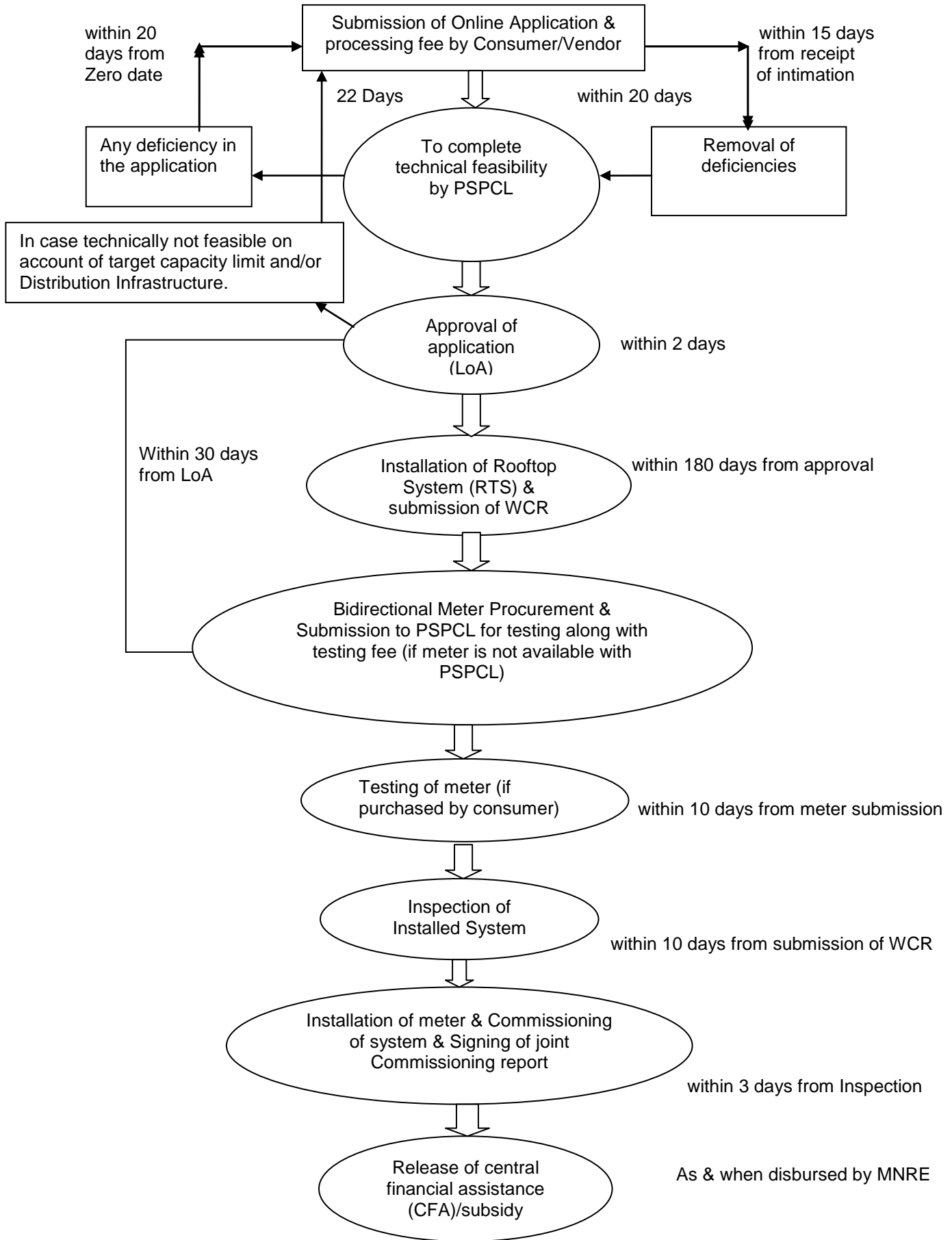
<p>16</p>	<p>Payment Release Order for release of subsidy and release of subsidy to the beneficiary.</p>	<p>Concerned Division office of PSPCL</p>	<p><i>Payment Release Order</i> shall be issued within 7 days by the Concerned Division office of PSPCL and subsidy shall be released by Divisional Accountant through RTGS within 3 days from the issue of <i>Payment Release Order</i> subject to availability of funds.</p> <p>In this regard Divisional office shall seek subsidy limit from the AO/Thermal Design (O/o CE/Thermal Design) at the time of issue of <i>Payment Release Order</i> by divisional office. AO thermal Design shall release funds to concerned Division office within 3 days.</p>
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Salient features of proposed timeline are as under:

1. Consumers/ vendors are not required to visit the PSPCL office at all.
2. ME Lab shall be intimated regarding requirement of Bi-directional energy meter, at the time of grant of technical feasibility to consumer.
3. All the activities/timelines shall be monitored online and timeline counter will start at the moment when application is submitted online by the consumer/vendor.
4. Majority of these documents are system generated so no fear of human error/overwriting.
5. The above procedure is in line with the guidelines issued by MNRE for simplification of procedure and release of subsidy within 30 days of commissioning.
6. Further, as per MNRE notification dated 02.02.2022, It will not be necessary for any household to get the roof top installed by any of the listed vendors. The households may also install the roof top by themselves or get the roof top installed by any vendor of their choice; subsidy in this regard shall be disbursed by PSPCL directly to each consumer which is not possible at the IPC office level as cancelled cheque is required for each consumer for online (RTGS) transfer of subsidy.
7. SMS shall be sent to Consumer/vendor on his registered mobile number, at every step of application movement at portal.

## Flowchart to setup Grid Interactive Rooftop Solar SPV System





(Form – A)

**APPLICATION FORM FOR APPROVAL TO INSTALL GRID INTERACTIVE ROOF TOP SPV NET METERING/NET BILLING/GROSS METERING ARRANGEMENT**

(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/Net Billing/Gross 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/ Incl.)
  - 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
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 minimum of Rs.500/- and 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 Punjab State Electricity Regulatory Commission (Grid Interactive Rooftop Solar Photo Voltaic Systems) Regulations, 2021, issued vide notification no. PSERC/Secy./Regu. 158 dated 18.08.2021 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**

**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 70% of the sanctioned load/CD of all the consumer except domestic consumers as per clause 4.2 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)
  - a) 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):  
(As per column no. 4.0 of PSERC Notification)
 

	.....kW/kVA
--	-------------
17. Total load on this T/F (in kW/kVA) = Sum total of columns (14+15+16):  
(It should not be more than 80% of the distribution T/F/feeder capacity as per 5.1 of PSERC Regulation)
 

	No. of SPVPPs
	Total capacity in (kW/kVA)
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**



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 under Net Metering/Net Billing/Gross metering arrangement (tick whichever applicable) 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** 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 along with extension fees. 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 afresh 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 allotted the capacity and there is still capacity available for allotment.
2. You will abide by the guidelines for Grid Interactive Rooftop Solar Photo voltaic Power Plants issued by Govt. of Punjab/P SERC/PSPCL.
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/departmental/non departmental) 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-6**) 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.....



**SUPPLEMENTARY AGREEMENT FORM FOR SOLAR ROOF-TOP NET METERING/NET BILLING/GROSS METERING ARRANGEMENT (tick whichever applicable)**

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 (Grid Interactive Rooftop Solar Photo Voltaic Systems) Regulations, 2021, issued vide notification no. PSERC/Secy./Regu. 158 dated 18.08.2021.

### **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.

\_\_\_\_\_  
\_\_\_\_\_

**Signature of the Applicant**