

Procedure for effecting connectivity of the solar PV generating system of Eligible Consumers of CESC Limited with the distribution network of CESC Limited

Submitted to

THE HON'BLE WEST BENGAL
ELECTRICITY REGULATORY COMMISSION

By



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1. Introduction

- (a) This detailed procedure has been prepared for receiving and disposal of applications for connectivity of the Solar PV Generating Systems (SPGS) of the Eligible Consumers in accordance with the Regulation 16.9 of the West Bengal Electricity Regulatory Commission (Cogeneration and Generation of Electricity from Renewable Sources of Energy) Regulations, 2013 read with subsequent amendment and the Order dated 29.11.2021 in Case No. OA-376/21-22.
- (b) Henceforth, all applications for connectivity of SPGS with the distribution network of CESC Limited (herein referred as “CESC” or the “Licensee”) will be governed and processed under this procedure which has been approved by the Hon’ble West Bengal Electricity Regulatory Commission (herein referred as “Hon’ble Commission”) on 4 January 2022.

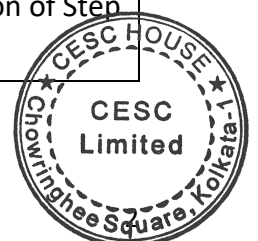
2. Scope

This procedure will be applicable for the consumers connected with the distribution network of CESC who propose to install SPGS on roof-top / any other mounting structure in his premises.

3. Process Flow and Timeline

Table I: Process Flow and Timeline

Step	Activity	Timeline
1	Registration by Eligible Consumer	Immediate – to be made online at CESC website by the Eligible Consumer
2	Data Entry by Consumer / hard copy submission and Net Metering / Net Billing Eligibility and other background checks by CESC System	Immediate on successful Registration and data submission by consumer / hard copy submission
3	Generation of bill for application fee or appropriate communication to Consumer	Immediate on completion of Step 2



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Step	Activity	Timeline
4	Payment of application fee by the applicant	Within 7 days from completion of Step 3
5	Intimation by CESC the date of inspection	Within 3 days from the date of payment of application fee by the applicant
6	Inspection of the project location by CESC to access techno commercial feasibility	Within 5 days from Step 5
7	Issuance of "Go-Ahead" letter mentioning the techno-commercial requirements along with quotations for various charges and two (2) copies of Connection Agreements to the applicant for their signature on them. Or Intimate the non-feasibility based on the technical study report	Within 5 days from Step 6 Or Within 7 days from step 6
8	Signing of agreements and payment of quotation amount	Within 90 days from step 7 May be extended for a period for maximum 30 days on request from consumer
9	Intimation to CESC after installation of the SPGS by the applicant along with the work completion report and clearance if applicable.	Within 180 days from Step 7
10	Conducting tests relating to Certificate of Fitness of the project after giving advance notice not less than 3 days	At a mutually agreeable date as per request of the applicant, within 10 days from Step 9 (intimation by consumer)
11	Submission of the Certificate of Fitness by the applicant to CESC	Within 5 days of successful completion of Step 10
12	CESC installs import-export meter (s), if required and allows synchronisation of the SPGS with CESC's distribution network	Within 15 days of Step 11



Step	Activity	Timeline
13	Initiation of Net Metering / Net Billing, as applicable	In the next billing cycle, on successful completion of Step 12. However, in case the gap between the synchronization date and billing for the next billing cycle is less than 15 days, then the initiation will be effected from the second next billing cycle

4. Application process and procedure

4.1. Registration

- (a) The applicant needs to register online on the website (<https://www.cesc.co.in/>) through a login-password protected system upon inserting Customer ID / Consumer Number, mobile number and E-mail ID to apply for Net Billing / Net Metering. Duly filled in Application forms can also be accepted through hard copy. In case the application forms are submitted through hard copy, CESC shall upload it in online portal along with time and date stamp. If the applicant requires any sort of assistance with regard to online submission of application, CESC shall assist the applicant whenever necessary.
- (b) After online registration, the applicant needs to enter Voter Card Number / Aadhar Number / Driving Licence Number / PAN Number and upload copy of the same.
- (c) If the applicant is a Trust/Committee/Housing Society/Partnership Firm/Company etc. they shall upload a copy of PAN and incorporation document in the nature of Certificate of Incorporation/Certificate of Registration, Trust Deed or other constitution document as applicable. They shall also upload an Authorization Certificate in favour of the representative authorized to communicate and sign the agreement in this regard. A format of the Authorization Certificate is attached herewith as **Annexure-1**.

4.2. Application for Net Billing / Net Metering post Registration

- (a) After successful registration, following details need to be entered by the applicant



- (i) Proposed Solar capacity (kWp):
- The system will not accept any value lower than 1 kW, and
 - The system will not accept value entered as Proposed Solar capacity (kWp), if the “Proposed Solar capacity + Existing Solar capacity (if any)” is greater than the Contract Demand of the applicant in kWp. In such case, a pop-up message will be shown for load augmentation at least up to the level of “Proposed Solar capacity + Existing Solar capacity (if any)”.
 - If the applicant reduces his Proposed Solar capacity suitably to meet the criteria and resubmits the application, the same shall be accepted. Otherwise, the applicant has to apply afresh after load augmentation. Load augmentation will be subject to declarations/ documents uploaded as per 4.2 (ii) and outcome of 4.4 (b).
 - If the “Proposed Solar capacity + Existing Solar capacity (if any) is lower than or equal to the Contract Demand of the applicant in kWp, then
 - In case the Contract Demand is greater than 5 kW, a pop-up message will be shown declaring that the applicant is eligible for Net Billing.
 - In case the Contract Demand is lower than or equal to 5 kW, a pop-up message will be shown declaring that the applicant is eligible for Net Metering.
- (ii) The applicant will be provided to select the nature of funding of the SPGS (Funded by Third Party Service Provider/ Consumer’s own cost)
- The documents confirming the funding pattern, are required to be uploaded.
 - Applicant will be required to upload a copy of the Agreement with the vendor(s) he has engaged to install the SPGS.
- (iii) After entering requisite details including number of inverters, type (eg. single phase / three phase), capacity (kWp), location of each inverter and uploading the required documents, the applicant will submit the application.



- (b) The applications will be considered on first come first served basis.

4.3. Determination of eligibility for Net Metering or Net Billing

- (a) Acknowledgement with Unique Application/ Reference Numbers (example: S01/1234/21) will be generated on successful submission of the application and the same will be communicated to the applicant on his email address.
- (b) The application fees will be as follows:
- (i) For HV & EHV Supplies: Rs. 2000/- + applicable GST
 - (ii) For LV, MV Supplies: Rs. 500/- + applicable GST
- (c) If the total contract demand giving cognizance of necessary augmentation of load, if any is more than 5 kW, the applicant will be eligible only for Net Billing. Otherwise, the applicant will be under Net Metering.
- (d) CESC will maintain appropriate database/ Register for reference and records.
- (e) The applicant can check the status of processing of the application like receipt of application, site inspection and commissioning, etc. through the login-password protected system.

4.4. Application Processing

- (a) Checking of applied solar capacity with capacity of Distribution Transformer (DTR) / Feeder:
- (i) If the applied Solar Capacity is greater than 100% of DTR/respective feeder capacity, the Application will be turned down.
- (b) If the applicant declares that the project is owned by him, CESC shall validate this declaration from the documents uploaded by the applicant along with the application.

4.5. Inspection and Issuance of bill containing Certificate of fitness and Service Charges:

- (a) Upon successful submission of the application and necessary checks as per 4.4, a Letter of Approval (LoA) via email containing application fee and the applicable commercial arrangement (i.e. Net Metering or Net Billing) will be forwarded to the applicant.



- (b) The applicant shall deposit its application fee within 7 days from the date of issuance of bill for application fee by CESC. On receipt of payment of application fee, CESC shall intimate the date of inspection of the project site through email / letter within 3 days from the date of payment of application fee by the applicant.
- (c) If the applicant fails to pay the application fee within 7 days, then the application shall be rejected by CESC.
- (d) CESC will inspect the project location within 5 days of intimating the inspection date to the applicant. After successful inspection, "Go-Ahead" letter will be issued within 5 days of inspection to the applicant along with the following items:
- (i) A list containing techno-economic formalities (for example, automatic isolating mechanism requirements, any addition in inverter specifications, any changes like earthing requirements, clearance between PV module and switchgear terminal due to safety concerns, firefighting system requirements, lightning protection system requirements etc.)
 - (ii) Quotation comprising costs associated with establishing connectivity in case of Net Billing or Net Metering, cost of meter(s) and cost of alteration of services . Cost of testing and issuance of fitness certificate by empanelled third party will be separately indicated. The applicant will make the payment to their identified authorised agency.
 - (iii) Two (2) copies of Connectivity agreement format
 - (iv) Format for Work Completion Report.
 - (v) Certificate of Fitness format
 - (vi) It will be communicated to the applicant that the Work Completion Report is required to be submitted to CESC on successful installation of the SPGS along with Generation meter(s) by the applicant. The "Go-Ahead" letter will mention that for applicants connected at a voltage level higher than the Notified Voltage (650 Volts), clearance from the office of the Chief Electrical Inspector, Government of West Bengal would be necessary. For such applications, the Work Completion Report shall also accompany clearance from the office of the Chief Electrical Inspector, West Bengal.
 - (vii) For the applicants connected at a voltage level lower than the notified voltage, self-certification as per Central Electricity Authority (Measures relating to Safety and Electricity Supply) Regulations, 2010 as amended from time to time will have to be submitted with Work Completion Report. The applicable Formats are attached as **Annexure-2**.
 - (viii) The applicant shall, within 180 days from the date of issuance of the "Go-Ahead" letter, communicate its confirmation regarding installation of the SPGS to CESC. If the SPGS is



not installed within 180 days, Provided further that, in case the applicant fails to submit the work completion report within the specified time-period, the application shall be cancelled by CESC after giving a notice period of thirty (30) days. In terms of the notice, applicant may request for one-time extension of time for a maximum period of 90 days. In case the application is cancelled even after such extended period, if any, the application fees shall be forfeited. The quotation amount after adjusting any expenditure already incurred by CESC shall be refunded without any interest..

- (e) The applicant will make payment of fees against the bill raised as mentioned in paragraph 4.5 d (ii) within 90 days from issuance of quotation. The timeline may be extended for maximum 30 days on request from the applicant. Representative of CESC will visit the site, as may be necessary under the applicable regulations, for supervising tests related to issuance of Certificate of Fitness. The test may be carried out by the applicant on their own (subject to prior intimation) or by the chosen / empanelled Third Party / vendor at a mutually agreeable date as per request of the applicant, within 10 days from the date of intimation by applicant regarding completion of installation. At least 3 days advance notice will be provided before carrying out the test. If the test performance carried out either by own or through empanelled agency is found satisfactory, the applicant shall submit the Certificate of Fitness to CESC within 5 days of conducting the necessary tests. If any deficiency is observed during testing, the applicant shall cure the deficiencies and further apply for fitness test along with required charges of testing, if any.

4.6. Issuance of Certificate of Fitness

- (a) Details of empanelled Agencies authorised for testing and issuing Certificate of Fitness will be available on the website of CESC. In case the test is to be carried out by the applicant in presence of representative of CESC, applicable supervision fees are to be deposited as indicated in the website. The applicant shall submit the Certificate of Fitness to CESC on satisfactory completion of the requisite tests. The format for Certificate of Fitness is attached herewith as **Annexure-3**.
- (b) The validity of such testing and subsequent issuance of Certificate of Fitness will be generally for one year for the SPGS. If the SPGS is out of operation for more than six months, the Eligible Consumer shall have to furnish certificate of fitness afresh along with clearance from the office of Electrical Inspector, wherever applicable. The periodicity of the testing may change subject to the operational status of the SPGS connected to the network based on monitoring by CESC on case-to-case basis to ensure safety and reliability of the network. Renewal of such certificate has to be initiated by



the Consumer and CESC will be approached to facilitate the same, one month prior to expiry of the existing certificate.

4.7. Signing of agreement

- (a) Within 90 days of issuance of the “Go-Ahead” letter as per 4.5 (d), the Applicant need to visit office of CESC for signing the agreements in duplicate.
- (b) CESC shall hand over one copy of these signed agreements to the applicant for their records.
- (c) The model agreements of Net Metering and Net Billing are attached herewith as **Annexure-4** and **Annexure-5**.

5. Work completion and commissioning

Within 15 days from the date of submission of Certificate of Fitness from the applicant, CESC shall complete final inspection and allow the applicant to synchronize the system with the distribution network and issue letter of synchronization and Date of Commissioning (COD) to the applicant.

6. Energy Accounting and Billing

- (a) After synchronization of the SPGS, Net Billing or Net Metering, as the case may be, will be initiated from the next billing cycle. However, in case the gap between the synchronization date and the billing date for the next billing cycle is less than 15 days, then the initiation will be effected from the second next billing cycle. Solar energy contribution of the consumer will be suitably adjusted in the subsequent bills, in accordance with the Net Billing or Net Metering provisions as per the West Bengal Electricity Regulatory Commission (Cogeneration and Generation of Electricity from Renewable Sources of Energy) Regulations, 2013 read with subsequent amendment.
- (b) Necessary information will be available in the bill in accordance the West Bengal Electricity Regulatory Commission (Cogeneration and Generation of Electricity from Renewable Sources of Energy) Regulations, 2013 read with subsequent amendment.



7. General

The Procedure has been prepared in accordance with the West Bengal Electricity Regulatory Commission (Cogeneration and Generation of Electricity from Renewable Sources of Energy) Regulations, 2013 read with subsequent amendment and Order dated 29.11.2021 in Case No. OA-376/21-22 and is subject to change in case there is any further directives/orders/notifications from the appropriate authority.

