

Procedure for effecting Grid Connectivity of the Rooftop Solar Photovoltaic Systems of Eligible Consumers of CESC Limited



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1. Introduction

- (a) This detailed procedure has been prepared / updated for receiving and disposal of applications for connectivity of the Solar PV Generating Systems (Roof Top Solar Plant) of the Eligible Consumers in accordance with the Regulation 6(1) of the West Bengal Electricity Regulatory Commission (Grid Interactive Rooftop Solar Photovoltaic System for Prosumers) Regulations, 2025.
- (b) Henceforth, all applications for connectivity of Roof Top Solar Plant with the distribution network of CESC Limited (herein referred as “CESC” or the “Licensee”) will be governed and processed under this procedure.

2. Scope

This procedure will be applicable for the consumers connected with the distribution network of CESC who propose to install grid interactive Solar Plant on roof-top / any other mounting structure in their 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/ Gross Metering 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
4	Payment of application fee by the applicant	Within 7 days from completion of Step 3

Step	Activity	Timeline
5	Intimation by CESC the date of inspection (for the applied solar plant capacity beyond 10 KW)	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 (For the applied solar plant capacity beyond 10 KW). For the installed capacity upto 10 KW, "Letter of Approval" letter will be issued without studying technical feasibility.	Within 12 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 & format of "Self –declaration" and "Work Completion Report" to the applicant Or Intimate the non-feasibility based on the technical study report	Within 5 days from Step 6 Or Within 5 days from step 6
8	Payment of quotation amount	Within 90 days from step 7 May be extended, only once, for a period for maximum 30 days on request from consumer
9	Intimation to CESC after installation of the Roof Top Solar Plant by the applicant along with the work completion report Self-declaration /CEI clearance if applicable.	Within 180 days from Step 7 May be extended for another 90 days on request from consumer. In case of consumer failed to install within extended period , the application deemed to be cancelled
10	Inspection of the project location by CESC to check the Roof Top Solar Plant in line with their declaration and wiring connection of Generation meter and Check Meter (as applicable)	Within 15 days from Step 9

Step	Activity	Timeline
11	Roof Top Solar Plant agreement to be signed with consumer	Within 7 days from Step 10
12	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 11 (intimation by consumer)
13	Submission of the Certificate of Fitness by the applicant to CESC	Within 5 days of successful completion of Step 12
14	CESC installs import-export meter (s), if required and allows synchronisation of the Roof Top Solar Plant with CESC's distribution network	Within 15 days of Step 13
15	Initiation of Net Metering / Net Billing/ Gross Metering, as applicable	In the next billing cycle, on successful completion of Step 14. 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/ Gross Metering. Duly filled in Application forms can also be accepted through hard copy at Solar Cell on the fourth floor of CESC's North Regional Office, 226 A & B, A.P.C. Road, Kolkata – 700 004. 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 any of the ID proofs, i.e. 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 Metering / Net Billing / Gross Metering post Registration

After successful registration, following details will be auto-populated and these parameters will be non-editable by the consumer :-

- (a)
 - (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 Capacity of Grid Interactive Rooftop Solar Photovoltaic system to be installed if the “Proposed Solar capacity + Existing Solar capacity (if any)” is greater than 10 KW and the Contract Demand of the applicant in kW is less than the sum of the proposed installed capacity of the rooftop solar plant In that case, pop-up message will be displayed on the screen. The prospective prosumer needs to augment the contractual demand at least upto the installed capacity and re-apply.
 - 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 solar plant capacity is greater than 500 kW, a pop-up message will be shown declaring that the applicant is not eligible for Net Metering, but is eligible for Net Billing or Gross Metering.

- In case the solar plant capacity is lower than or equal to 500 kW, the applicant is eligible for any of Net Metering, Net Billing or Gross Metering.
- (ii) The applicant will be provided to select the nature of funding of the Rooftop Solar PV plant (Funded by Third Party Service Provider/ Consumer's own cost)
 - The documents confirming the funding pattern, are required to be uploaded.
 - Applicants will be required to upload a copy of the Agreement with the vendor(s) they have engaged to install the Roof Top Solar Plant.
- (iii) After entering requisite details including number of inverters, type (e.g. single phase / three phase), plant 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.
- (c) The Prosumers shall be permitted to apply for switchover from one category to another only once in a financial year, in terms of the Regulations.

4.3. Determination of eligibility for Net Metering or Net Billing or Gross Metering:

- (a) Acknowledgement with Unique Application/ Reference Numbers (example: S01/1234/25) 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. 5000/- + applicable GST
 - (ii) For LV, MV Supplies: Rs. 1000/- + applicable GST
- (c) CESC will maintain appropriate database/ Register for reference and records.
- (d) 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

- (i) The cumulative capacity of Grid Interactive Rooftop Solar Photovoltaic

Systems allowed to be interconnected with the distribution network (feeder/distribution transformer) shall not exceed 100% of the feeder and/or distribution transformer capacity.

- (ii) Capacity addition in a year will be guided by regulation 13 of West Bengal Electricity Regulatory Commission (Grid Interactive Rooftop Solar Photovoltaic System for Prosumers) Regulations, 2025.

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

- (a) For solar plant capacity upto 10 KW, upon successful submission of the application and necessary checks as per 4.4, a Letter of Approval (“Go Ahead Letter”) via email containing application fee and the bill for service charges as per applicable commercial arrangement (i.e. Net Metering or Net Billing or Gross Metering) 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 (for the solar plant capacity beyond 10 KW) 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 15 days of making the payment by the applicant with prior intimation. After successful inspection, Letter of Approval 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 or Gross Metering, cost of meter(s) and cost of alteration of services, if applicable . 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 Rooftop Solar Plant along with Generation meter(s) and Check Meter(s), where applicable by the applicant. The Letter of Approval” will mention that for applicants connected at a voltage level higher than the “Notified Voltage” 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, 2023 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 Letter of Approval, communicate its confirmation regarding installation of the Roof Top Solar Photovoltaic (PV) system to CESC. If the Rooftop Solar PV system 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.
- (ix) 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. After 90 days the application will be deemed terminated. 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 Roof Top Solar Plant. If the Roof Top Solar Plant 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 Roof Top Solar Plant 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) Agreements would be sent to the prosumers digitally for signature thereon, which they can send back upon signing on them. The consumers may. However, visit CESC office for signing the Agreements.
- (b) CESC shall provide one copy of these signed agreements to the applicant for their records.
- (c) The model agreements of Net Metering, Net Billing and Gross Metering are attached herewith as **Annexure-4** and **Annexure-5** and **Annexure-6** respectively.

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 Roof Top Solar Plant, Net Billing, Net Metering or Gross 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 or Gross Metering provisions as per the West Bengal Electricity Regulatory Commission (Grid Interactive Rooftop Solar Photovoltaic System for Prosumers) Regulations, 2025. Necessary information will be available in the bill in accordance with West Bengal Electricity Regulatory Commission (Grid Interactive Rooftop Solar Photovoltaic System for Prosumers) Regulations, 2025.

7. General

The Procedure has been prepared in accordance with the West Bengal Electricity Regulatory Commission (Grid Interactive Rooftop Solar Photovoltaic System for Prosumers) Regulations, 2025 is subject to change in case there is any further directives/orders/notifications from the appropriate authority.