



SOP FOR IMPLEMENTATION OF ROOFTOP SOLAR

As a part of Intended Nationally Determined Contributions (INDCs), GoI has committed to increase the share of installed capacity of electric power from non-fossil-fuel sources like Solar energy. And also, Hon'ble OERC is mandated to promote Co-generation and Generation of electricity from Renewable Sources of Energy by providing suitable measures for connectivity with the Grid and sale of electricity to any person under Section 86 (e) of the Electricity Act, 2003. Keeping this in view, OERC had issued order No. OERC-Engg.02/2010/ (Vol-III)/ dated 26-11-2014 and two amendments thereon on 18-05-2015 and 16-09-2015 relating to Net-metering/ Bi-directional metering for solar generation project, then again amended on Dated :19.08.2016 & again amended vide No. OERC-Engg. 02/2010/(Vol-IV)/1131 Dated :19.08.2016 as amended up to 17.01.2018.

So, in order to simplify the process & to ease access, the TPSODL management is pleased to formulate the following SOP for Implementation of Rooftop Solar Photo Voltaic (RTSPV) Project in obedience to the Regulations & SOP of Hon'ble OERC and Guideline & Notification of MNRE, GoI.

- a. **The Process should be purely transparent starting from Application processing up to Charging & Billing.**
- b. All Solar Prosumer should simply click on RENEWABLE ENERGY-SOLAR of home page in TPSODL website or register in the TPSODL portal (<https://portal.tpscentralodisha.com:4114/RooftopSolarRegistration/>).
- c. Arrear in the Electricity bill should be Nil.
- d. The Name of the Applicant should match with the name mentioned in the Electricity Bill.
- e. Not required to send SLD to Circle Head & Higher Authorities, SLD is to be approved as per SOP (Step wise Delegation of Power).
- f. Prosumer is required to deposit Rs. 500.00+18% GST towards Processing Fee as per above latest OERC amendment.
- g. In Solar Permission, any other charges **not to be collected** like DC-RC fees, Meter Replacement Charges, Service Connection Charges, Supervision Charges etc.
- h. In Solar Permission, Additional Security Amount are **not to be mentioned**. If required, separate correspondence with estimate may be made observing Departmental Formalities.
- i. The validity of Solar Permission would be 60 days.
- j. MRT would be entrusted for Net Meter installation for Charging of Solar Photo Voltaic (SPV) Project as per SOP in case of only 3 Ph & not required for 1 Ph.
- k. Date of Installation in the Inspection report should not be less than the Registration (in Portal) Date.
- l. The Party purchase Net Meter should be tested in Standard Testing Lab (STL), GoO, BBSR.
- m. The Discovered Price of Net Meter would be intimated from time to time subject to the stock availability in Store. AMR cost not to be taken with this Net Meter in estimate.
- n. Inspecting Officer as per SOP would provide the Inspection Report cum Safety Certificate.
- o. Inspection Report cum Safety Certificate are to be collected from the concerned officers of TPSODL as per SOP if solar sanction capacity is less than 50 KVA or from Electrical Inspector if more than 50 KVA as per Notification of DoE, GoO vide No. EL(Misc.)7/2016-7753/En, Dated, Bhubaneswar the 27/10/2016 (Notification is enclosed herewith).
- p. The Solar Sanctioned capacity should be equal or less than CD, if Applicant wants to take more than CD then can apply for CD enhancement prior to make Solar Application.
- q. The Cumulative solar PV system capacity at respective Distribution Transformer Capacity level should not exceed 75% of transformer capacity.
- r. As it is an existing connection & the electrical system is unaltered while installing SPV system, the **Test Report is not required** further while installing Net Meter .
- s. All Formats (in shape of Word & pdf also), Regulation & Notification are attached herewith.

TP SOUTHERN ODISHA DISTRIBUTION LIMITED

(A Tata Power and Odisha Government Joint Venture)

Regd./Corp Office: Kamapally, Coutpeta, Berhampur, Ganjam, Odisha, India- 760004

Website: www.tpsouthernodisha.com, Email: tpsouthernodisha.com, CIN: U40300OR2020SGC035195

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t. Step by Step Process starting from Application Processing up to Billing.

TPSODL							
For Net Metering Connection of Grid Connected Rooftop Solar PV Systems							
[Domestic (Subsidy) & Other Category (Non-Subsidy)]							
Activity wise Step by Step process							
SL	Activity	Responsibility	Mode	Checks during and before activity	Form	Timeline	Remarks
Stage 1: Application							
1	Application	Consumer/ Applicant	Through website of TPSODL/ Division office/ Sub-Division Office/ Section office	Consumer/ Applicant will ensure: 1. Applied Solar Capacity should not be more than Contract Demand (CD). 2. No arrear. 3. To Complete the application along with all documents: i. Net Metering Application Form 5. ii. Last Electricity Bill with paid Money Receipt. iii. Identity Proof. iv. Proposed Plant & Earthing Layout. v. Bill of Quantity with specification of each item vi. Checklist	Net Metering Application Form 5. (For use of Consumer)	Zero Days	
Stage:2 Acknowledgement and Dispatch of Application							
2	Acknowledgement for receipt of application and Dispatch of Application	Authorized official of TPSODL	Through MSG/Mail to the consumer	Authorized official of TPSODL will ensure: 1. Arrear Checking to be no arrear 2. Application fee validation and record keeping, 3. CD and Applied Capacity, 4. Contact concern SDO for schedule a date for Technical feasibility.	Nil For use of Concerned TPSODL office	Within 2 Working Days	
Stage: 3 Technical Feasibility and Capacity Approval							
3	1. Site Verification/Technical Feasibility (TF) and 2. Issuance of Permission to carry out work	1. Site Verification/ Technical Feasibility (TF): - SDO (Distribution)/ EE (Distribution) (Depending upon applied capacity). 2. Issuance of Permission to carry out work: - EE (Distribution)/ SE (Distribution)	Physically	A. Consumer/ Applicant will ensure: 1. Scheduling of TF with concern Official and ensure availability as per schedule B. Authorized official of TPSODL will ensure: 1. To verify before TF visit by TPSODL officer i. Plant Lay out ii. Earthing Layout iii. Bill of Quantity with specification of each item (BIS/IEC) iv. Checklist 2. To verify the site as per OERC Net Metering Guideline. C. Authorized official of TPSODL will ensure: 1. To verify the TF report & supporting	1. Form- 2 (For use of JE/ AE/ SDO/EE), 2. Form- 3A (For use of EE/SE)	Within 10 Working Days (1. Within 7 Working Days 2. Within 3 Working Days)	

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		upon applied capacity).		2. To issue Permission letter to Applicant to carry out the work.			
Stage 4: Signing of Net Metering Agreement							
4	Execution of Net Metering Agreement with TPSODL	Concern EE and Consumer	Physically: On Stamp paper of Appropriate Cost	Consumer/ Applicant will ensure: 1. Proper drafting and vetting if required of Net Metering Agreement in Stamp paper of Appropriate Cost should be ready 2. Duly Signed Capacity Sanction Approval 3. Document should be ready	Form- 3B (For use of EE and Consumer)	Within 7 Working Days	
Stage 5: SPV Project Installation							
5	Installation of Photo Voltaic Rooftop Solar System	Consumer/ Applicant, Empaneled Vendor & TPSODL	Physical installation at Site	Consumer/ Applicant will ensure: 1. To ensure the PV Modules as Domestic Manufactured Solar Cells & to collect Declaration towards fulfillment of Domestic Content Requirement (DCR) from Vendors. 2. That the installed RTS Plant shall meet safety and performance standards. 3. Consumer should aware about guideline of State/MNRE/Department for installation of Grid connected SPV System.	Nil	60 Days	
Stage 6: Meter Procurement and Testing							
6	Bi-Directional/ Net Meter and Generation meter Procurement and Testing	Applicant	Physically	Consumer/ Applicant will ensure: Bi-Directional/ Net Meter Procurement and Tested at Standard Testing Lab (STL), Bhubaneshwar, GoO & Generation meter tested at TPSODL Lab.	Nil	15 days (After obtaining Permission letter)	
Stage 7: Domestic Content Requirement (DCR) & Work Completion Report / Certificate							
7	DCR & Work Completion Report / Certificate	Applicant & Empaneled Vendor	Physically	Consumer/ Applicant will ensure: Consumer will produce DCR (in case Domestic consumer to avail Subsidy) & Work Completion Certificate collecting from Empaneled Vendors to Authorized Authority for Work & Safety Inspection.	Form 4 & 6 For use of Applicant/ Vendor	Within 7 Working Days of Installation	
Stage 8: Installation Work & Safety Inspection by Authorized Officer of TPSODL/ Chief Electrical Inspector to Govt.							
8	Inspection of the SPV Installation Work by Authorized Officer for Inspection Report & Safety Certificate.	Applicant & Empaneled Vendor	Physically	Consumer/ Applicant will arrange Safety inspection: 1. Get inspected for Inspection report & Safety Certificate by Authorized Officer of TPSODL if Solar Sanctioned Capacity is less than & equal to 50 KVA and if more than 50 KVA then to be inspected by Electrical Inspector to Govt. 2. To produce the same Inspection Report & Safety Certificate to Designated Officer of TPSODL.	Ongoing Format of Inspection.	Within 10 Working Days	


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Stage 9: Joint Inspection and Commissioning by TPSODL Officers

9.1	Pre-Commissioning tests/ Joint Inspection by TPSODL Officers	SDO/ EE, Empaneled Vendor & Consumer	Physically	<p>Authorized official of TPSODL will ensure:</p> <p>Checking of</p> <ol style="list-style-type: none"> 1. Work Completion Report/ Certificate 2. Dully signed Contract Agreement for Net-Meter and 3. Testing and Calibration certificates for both meters. 4. Inspection report (if applicable) with remedial activity. 5. Safety Certificate (if applicable). 6. Consumer Vendor Contract Copy. <p>TPSODL officers should keep all documents in record.</p>	Form- 7 For use of SDOs/ MMG/ MRT/ Inspecting Officer	Within 7 Working Days
9.2	Plant commissioning and Synchronizing	SDO/ EE & MMG/ MRT	Physically	<p>Checking of</p> <ol style="list-style-type: none"> 1. Duly Signed and Approved Commissioning Report (Form- 8) 	Form- 8 For use of SDOs/ MMG/ Inspecting Officer	
9.3	Meter punching in the Billing System and Solar Tagging	MMG/ MRT	Through System	<p>Checking of</p> <ol style="list-style-type: none"> 1. Settlement dues if any. 2. Meter Protocol 3. Solar Tagging 	Nil	30 Days after commissioning and synchronization with Grid (may be aligned with the billing cycle of the Consumer)
Stage 10: Final Appraisal and Process Completion						
10	Final Appraisal and Process Completion	Authorized official of TPSODL	Through System /Mail	Final Appraisal, Review and Record Keeping	Nil	Within 1 Working Days after Receiving all documents

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- u. Delegation of Power for different steps starting from Application processing with Inspection up to Charging of Solar Installation only: -

DELEGATION OF POWER FOR DIFFERENT STEPS OF APPLICATION PROCESSING & INSPECTION OF SOLAR INSTALLATION ONLY						
Solar Sanctioned Capacity	Designated Officer for receiving Application	Designated Officer for Technical Feasibility & Metering Arrangement Study	Designated Officer for Signing of Standard Agreement & Issue of Permission	Designated Officer for issue of clearance towards work completion	Designated Officer for issue of Inspection report along with Safety Certificate of Solar Installation only	Designated Officer for Charging
Upto 5 KW	JE & SDO (Distribution)/CMG through Portal	JE/ AE (Distribution)/CMG	Division Head (Distribution)	JE/AE & SDO (Distribution)/CMG	SDO (Distribution) (if <50 KVA)/ Electrical Inspector (if >50 KVA)	JE/ AE (Distribution)/CMG
> 5 KW < = 50 KW		JE/AE & SDO (Distribution)/CMG				JE/AE & SDO (Distribution)/CMG & MRT
> 50 KW < = 100 KW		JE/AE & SDO (Distribution) and Division Head (Distribution)/CMG/ MRT	Circle Head (Distribution)	SDO (Distribution) & Division Head (Distribution) & Circle Head (Distribution)/CMG	Electrical Inspector (if >50 KVA)	JE/AE & SDO (Distribution) & Division Head (Distribution)/CMG & MRT
> 100 KW < = 500 KW		JE/AE & SDO (Distribution) and Division Head (Distribution) & Circle Head (Distribution)/CMG/ MRT				JE/AE & SDO (Distribution) & Division Head (Distribution)/ Circle Head (Distribution)/CMG & MRT

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-v. In order to facilitate Subsidy (CFA) to Residential Consumer under Ph-II scheme Roof Top Solar (RTS) under MNRE, GoI, Applicant has to carry out the Solar PV work taking one vendor out of 7 Nos Vendors those are Empaneled with TPSODL whose list are uploaded in the TPSODL website. The Vendor can get the subsidy directly from MNRE through DISCOM after completion of Project with due observing necessary formalities & submission of necessary documents.

w. Subsidy Details for Residential Sector: -

Type of Residential Sector	Central Financial Assistance (CFA) (as percentage of benchmark cost or cost discovered through competitive process, whichever is lower)
Residential sector (maximum up to 3 KWp capacity)	40 % of Benchmark Cost/discovered cost, whichever is lower
Residential sector (above 3 KWp capacity and up to 10 KWp capacity)	40 % up to 3 KWp Plus 20% for RTS system above 3 KWp and up to 10 kWp. (Percentage of benchmark cost/discovered cost, whichever is lower)
Group Housing Societies/Residential Welfare Associations (GHS/RWA) etc. for common facilities up to 500 KWp (@ 10 KWp per house), with the upper limit being inclusive of individual rooftop plants already installed by individual residents in that GHS/RWA at the time of installation of RTS for common activity.	20% of Benchmark Cost/discovered cost, whichever is lower

x. Discovered L1 Rates Corresponding to Benchmark Cost: -

Discovered L1 Rates Corresponding to Benchmark Cost						
Part	Part-A	Part-B	Part-C	Part-D	Part-E	Part-F
Capacity	1 KWp	2 KWp	3 KWp	Above 3 KWp to 10 KWp	Above 10 KWp to 100 KWp	Above 100 KWp to 500 KWp
Benchmark Cost (INR/KWp) excl. GST	46,923	43,140	42,020	40,991	38,236	35,886
DISCOM	Unit Rate (Rs./ KW) (excl. GST)	Unit Rate (Rs./ KW) (excl. GST)	Unit Rate (Rs./ KW) (excl. GST)	Unit Rate (Rs./ KW) (excl. GST)	Unit Rate (Rs./ KW) (excl. GST)	Unit Rate (Rs./ KW) (excl. GST)
TPSODL	₹ 50,000	₹ 47,250	₹ 46,000	₹ 45,000	₹ 42,000	-

y. In addition to Application Processing for Subsidy in DISCOM portal, Prosumer can apply in National Portal (<https://solarrooftop.gov.in/>) which link is also available in TPSODL website (Solar Rooftop→ Important Link). For National Portal, 9 Nos. of Vendor have been empaneled those lists has been uploaded in the National portal. The Prosumer can get the subsidy directly from MNRE after completion of Project with due observing necessary formalities & submission of necessary documents.

The Notification of this Application Processing in National Portal is named as Simplified Procedure under RTS Ph-II Scheme (Notification are Enclosed herewith).

Regarding above for any query please free to contact our Call Center Executive with Toll Free No 1912/ 18003456797.


 Chief-Commercial Services
 TPSODL