

**STEP BY STEP PROCEDURE FOR INSTALLATION OF GRID-CONNECTED
ROOFTOP SOLAR SYSTEM (RTS).**

1. **CONSUMER INTEREST:** The consumers intending to install RTS system can show their interest by registering themselves on PSPCL Solar Web-portal by providing basic details like Name, Father's name, E-mail , Mobile Number, PSPCL Consumer Number, Subsidy required or not etc. After registration, each consumer will be allotted Unique Registration Number by the Solar Web-portal.
2. **COMPLETION OF APPLICATION/ REGISTRATION :**
 - A) **SUBSIDIZED PROJECTS:**
 - i. **Vendor Selection:** Only vendors empanelled by PSPCL shall be eligible to install RTS system in subsidy based projects. Consumer shall require to login on PSPCL Solar Web-portal and select the vendor from whom he intends to install RTS system in his premises. After selection of vendor, the registered application shall be reflected in selected empanelled vendor ID. Consumer has the option to change its vendor selection till its registration/application is not completed by selected vendor.
 - ii. **Completion of application:** The empanelled vendor of PSPCL shall complete the application by filling technical details of proposed RTS system through his vendor ID and submit the application to PSPCL.
 - B) **NON-SUBSIDIZED PROJECTS:**
 - i. In case of non-subsidized projects, consumer/any vendor (Empanelled or not) selected by consumer shall complete the application by filling technical details of proposed RTS system on PSPCL Web portal and submit the System Generated Application (Form-A) to PSPCL.
3. **SUBMISSION OF DOCUMENTS AND PROCESSING FEE:** For both subsidized and non-subsidized RTS systems, system generated application form i.e. Form-A along with other details of consumer are required to be submitted in concerned sub division of PSPCL. These documents must be accompanied with processing fee of Rs.50/kVA or part there of subject to maximum of Rs.10000/ to designated officer of the PSPCL for grant of permission to set-up the plant on first-cum-first basis.
4. **APPROVAL BY PSPCL:** After receipt of application from consumer in PSPCL office, the concerned JE-I/JE-II/Area In charge shall check the technical feasibility on system

generated Technical Data Form for Feasibility Clearance i.e. Form–B. After checking the technical feasibility, the permission/approval shall be granted by competent officer as per table below:

Sr No	Project Capacity	Competent authority to check the feasibility
1	Upto 10 KWp on AC Side	AE/AEE/Xen (DS)
2	Exceeding 10KWp and up to 1 MWp	Sr.Xen/Addl.SE(DS)

AE/AEE/XEN (DS) of concerned technical sub-division shall issue approval letter regarding feasibility clearance to applicant within 30 days of receipt of application on system generated Form–C. The fee for meter testing can be deposited by consumer after getting technical feasibility clearance / approval for installation of RTS system. However, PSPCL sub division can accept, reject or transfer (if sub division is wrongly mentioned in application) the application.

5. **INSTALLATION OF PROJECT:** After getting the approval from PSPCL, the Consumer/ Vendor on behalf of consumer shall set up the plant and submit the Work Completion report (WCR) along with Single Line Diagram of the synchronization and protection arrangement issued by the Plant Supplier/EPC contractor/Empanelled Vendor within 180 days envisaging that the plant has been installed as per the standards and specifications approved by PSPCL/MNRE, GOI. All technical details like Capacity, Solar Panel/Module Technology, Sr. no./ Make/ Capacity and Quantity of Solar Modules, Make/Capacity of PCU etc. as required by MNRE/PSPCL are required to be filled on web portal.
6. **INSPECTION OF RTS SYSTEM:** Competent Officer of PSPCL shall inspect the project according to details filled by the Vendor/consumer in work completion report (WCR) and Tender Specifications/MNRE Guidelines. If the installation is not in compliance with PSPCL/MNRE guidelines, the installed project may be rejected by the inspector. An inspection report shall be signed by competent officer of PSPCL and is required to be uploaded on PSPCL Solar Web-portal by Vendor along with requisite enclosures and one set of the same shall be retained by the inspector. Competent authority of Technical Sub-division/PSPCL to inspect and sign the inspection report of the installed solar plant shall be as below:

Sr No	Project Capacity	Competent authority of Technical S/D to inspect and sign inspection report
1	Upto 10 KWp on AC Side	AE/AEE/Xen (DS)
2	Exceeding 10KWp and up to 1 MWp	Sr.Xen/Addl.SE(DS)

During Inspection, documents as per table below are required to be submitted to Inspecting Officer of the concerned sub-division of PSPCL. After inspection, following signed documents are also required to be uploaded on PSPCL Web Portal by the Vendor/consumer all solar projects.

Sr No.	Description	Subsidised projects	Non-Subsidised projects
1	Work Completion Report	YES	YES
2	Declaration by Consumer	YES	NO
3	Module Serial Number Details	YES	NO
4	Domestic Content Requirement (DCR) Undertaking	YES	NO
5	Inspection Report	YES	YES
6	Copy of Invoice	YES	NO
7	PSPCL latest electricity bill	YES	YES
8	Original Colour Photographs of Plant & consumer	YES	YES*
9	Joint Commissioning Report (JCR) after installing bi-directional meter.	YES	YES

*Only plant photograph is required in case of non-subsidised projects.

The Supplement Agreement Form (Form-D) is also required to be signed during Inspection of RTS system.

7. COMMISSIONING & JOINT COMMISSIONING REPORT(JCR): After successful inspection & meter testing (if meter is purchased by consumer), PSPCL shall install and seal the Bi-directional and unidirectional energy meter(s) within 10 days of the submission of Work Completion Report (WCR) and plant shall be treated as commissioned for net-metering commercial operations from the date of installation of meter(s). A Joint Commissioning Report (JCR) shall be signed by consumer, Plant supplier/EPC contractor/Empanelled Vendor & PSPCL officer. The signing authority of PSPCL to sign the JCR shall be same as that for Inspection. It is preferred to sign JCR on the same date of installation of meter(s).

8. Submission of cases for subsidy release (for subsidised residential project only): PSPCL will release subsidy after getting approval from MNRE, GOI and availability of funds for subsidy as provided by MNRE, GOI.

Timeline for various activities in Solar Rooftop Installation

Sr No	Activity	Responsibility	Timeline (Max Number of days)
1	Submission of Application & processing Fee.	Consumer/ Vendor	Zero Date
2	Approval of application	PSPCL	Within 30 Days from zero date
3	Installation of Rooftop system (RTS)	Vendor	Within 180 Days from approval
4	Submitting Work Completion report	Consumer/ Vendor	Within 180 Days from approval
5	Bidirectional Meter Procurement & submission to PSPCL for testing along with testing fee (if meter is not available with PSPCL)	Consumer	After technical feasibility approval from PSPCL.
6	Testing of Meter (if purchased by Consumer)	PSPCL	Within 30 Days from meter submission
7	Inspection of installed system	PSPCL	Within 20 days from submission of WCR
8	Installation of meter & Commissioning of system	PSPCL/Ven dor/ Consumer	Within 10 days from inspection
9	Signing of Joint Commissioning report	PSPCL/Vendor / Consumer	Within 7 days from meter installation.
10	Release of Central financial assistance(CFA)/ subsidy	PSPCL/MNRE	As & when disbursed by MNRE.