














TPWODL
TP WESTERN ODISHA DISTRIBUTION LIMITED
 (A Tata Power and Govt. Odisha Joint Venture)

Standard Operating Procedures
for Net Metering Connection of Grid Connected Solar Rooftop PV Systems under TPWODL (Non-Subsidy Scheme)

Activity wise Step by Step process and Standard Formats: SFs

| SL | Stages/Activity | Responsibility | Mode | Checks during and before act | Annexure | Timeline | Remarks |
|--|---|-------------------------------|--|--|---|-----------------------|-----------------------------------|
| Stage 1: Application | | | | | | | |
| 1 | Application  | Consumer/ Applicant | Through Email to suvodip.saha@tpwodl.com / website of TPWODL/ Division office/Section office | <u>Applicant will Ensure:</u> Applied project not more than CD <u>Consumer/ Applicant will ensure:</u> No arrear, Complete the application in all respect, Application with All documents: 1. Application Annexure-II 2. Last Electricity Bill 3. Identity proof 4. Proposed Plant Lay out 5. Earthing Layout 6. Bill of Quantity with specification of each item 7. Checklist | Annexure-II For use of Consumer  | Zero Date | Scope : Consumer/ Applicant |
| Stage:2 Acknowledgement and Dispatch of Application | | | | | | | |
| 2 | Acknowledgement for receipt of application and Dispatch of Application  | Authorized official of TPWODL | Through mail to the consumer & Division office | <u>Authorized official of TPWODL will ensure:</u> 1. Arrear Checking, 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 CMG office/Concern office TPWODL  | Within 3 Working Days | Scope : TPWODL |

| Stage: 3 Technical Feasibility and Capacity Approval*** | | | | | | | |
|--|--|---|---------------------------------------|---|--|---|--|
| 3 | Site Verification/Technical Feasibility and Capacity Approval  | SDO (O&M) (indicative only) | Physically | <p><u>Consumer/ Applicant will ensure:</u> Scheduling of TF with concern Official and ensure availability as per schedule</p> <p><u>Authorized official of TPWODL will ensure:</u> Technicality check before TF visit by TPWODL officer</p> <ol style="list-style-type: none"> 1. Plant Lay out 2. Earthing Layout 3. Bill of Quantity with specification of each item (BIS/IEC) 4. Checklist <p>As per OERC Net Metering guideline</p> | Annexure-III For use of SDO  | Within 3 Working Days | Scope : TPWODL |
| Stage 4: Signing of Net Metering Agreement** | | | | | | | |
| 4 | Signing of Net Metering Agreement with TPWODL**  | Concern Executive Engineer and Consumer | Physically: On Stamp paper of Rs. 100 | <p><u>Consumer/ Applicant will ensure:</u> Proper drafting and vetting if required of Net Metering Agreement on Rs. 100 Stamp paper should be ready</p> <p>Duly Signed Capacity Sanction Approval Document should be ready</p> | Annexure-IV For use of EE/SDO and Consumer  | After Obtaining Plant Capacity approval | Scope : TPWODL Parallel activity on Obtaining Plant Capacity approval |
| Stage 5: SPV Project Installation** | | | | | | | |
| 5 | SPV Project Installation**  | Consumer/ Applicant | Physical installation at Site | <p><u>Consumer/ Applicant will ensure:</u> That the RTS Plant installed shall meet safety and performance standards. Consumer should aware about guideline of State/Ministry/Department for installation of Grid connected SPV System</p> | Nil | 90 - 180 Days (Varies as per capacity AVERAGE - 100 DAYS) | Parallel activity on Obtaining Plant Capacity approval |

| Stage 6: Meter Procurement and Testing** | | | | | | | |
|---|--|-----------------------------------|------------|---|--|--|---|
| 6 | Bi directional Meter and Generation meter Procurement and Testing **  | Applicant | Physically | <u>Consumer/ Applicant will ensure:</u> Bi directional Meter and Generation meter Procurement and Testing by STL, Bhubaneshwar or TPWODL Test Meter testing centre | | | Scope : Consumer/ Applicant Parallel activity on Obtaining Plant Capacity approval |
| Stage 7: Safety Inspection by Chief Electrical Inspector to Govt. (above 50KVA capacity) | | | | | | | |
| 7 | Submission of safety certificate issued by Chief Electrical Inspector  | Applicant | Physically | <u>Consumer/ Applicant will arrange Safety inspection:</u> Applicable above 50KVA Installed capacity considering power factor 0.92 for converting equivalent KW | Nil | After Installation of plant | Scope : Consumer/ Applicant Parallel activity on Obtaining Plant Capacity approval |
| Stage 8: Joint Inspection and Commissioning by TPWODL officers*** | | | | | | | |
| 8.1 | Pre-commissioning testes Joint Inspection by TPWODL officers***  | SDO, Project Developer & Consumer | Physically | <u>Authorized official of TPWODL will ensure:</u> Checking of <ol style="list-style-type: none"> 1. Work Completion Report / Certificate 2. Duly signed Contract Agreement for Net-Meter and 3. Testing and calibration certificates for both meters. 4. Safety Inspection report (if applicable) TPWODL officers should keep all documents in record. | Annexure-V For use of SDOs/MMG/Inspection Engineer  | Within 7 Working Days after submission of PCR, NEM Agreement, NoC and Meter test certificate | Scope : TPWODL |

| | | | | | | | |
|--|---|-------------------------------|----------------------|--|---|--|---|
| 8.2 | Plant commissioning and Synchronizing** * | MMG | Physically | Checking of 1. Duly Signed and Approved commissioning Report - Annexure-V | Annexure-V For use of SDOs/MMG/Inspection Engineer Click here to Download | Within 7 Working Days after submission of PCR, NEM Agreement, NoC and Meter test certificate | Scope : TPWODL Activity may be conduct on the same day for enhancement of process efficiency |
| 8.3 | Meter punching in the System and Solar Tagging ↓ | MMG | Through System | Checking of 1. Settlement dues if any. 2. Meter Protocol 3. Solar Tagging | Nil | Within 1 Working Days after Meter installation | Scope : TPWODL |
| Stage 9: Final Appraisal and Process Completion | | | | | | | |
| 9 | Final Appraisal and Process Completion | Authorized official of TPWODL | Through System /Mail | Final Appraisal, Review and Record Keeping | Nil | Within 1 Working Days after Receiving all documents | For use of CMG Back office or MRT |
| Direct Link : | | | | TPWODL Website (Solar Rooftop) | | | |

** Parallel Activity

*** Activity may be conduct on the same day for enhancement of process efficiency

**Renewable Energy Cell
TP Western Odisha Distribution Ltd.**