**1. Procedure and Time Lines for Grid connected SRTPV plants**

**A. For SRTPV plants ranging 1kW to 10kW domestic consumers**

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| **Step** | **Procedure** | **Responsibility** | **Time lines** |
| **Step - 1** | The Applicant shall submit **On-line**  **Application Only** in the SRTPV portal.  The Registration process is complete with below of 3 steps:  1. Entering **Rooftop details** such as Solar capacity, shadow free area, type of connection, Enter Email id and mobile no. etc.  2. Payment of fee such as Application, processing & e-Sign.  3. Verification of draft PPA and execute the PPA in Online mode through E- Signing.  After successful Registration process an approval letter is auto generated for installation of SRTPV work.  Note: If consumer submits the application, and not make payment or will make payment & not e-Sign in such cases 15 days, time period is allowed to the consumer to complete the process ( ie. all  3 steps) else the Application will be auto cancelled and no refund of amount will be made ( if payment is already made). However, the consumer shall resubmit the fresh Application. | Consumer/ SDO HESCOM | Zero date |
| **Step - 2** | Online uploading of Work Completion  Report by the Consumer. | Consumer | 150 ( One hundred and fifty) days from the date of uploading/ submission of application. |
| **Step - 3** | Inspection by Sub-divisional officer commissioning the project, after receipt of work completion report from the consumer. | SDO/MT of  HESCOM | Within 5 (five) working days from the receipt of work completion report, after ensuring satisfactory completion of work.  **If the plant is not commissioned within 5 days from the date of work completion report, the concerned officer shall be liable to pay penalty of Rs.1000 per day, till the date of commissioning, to the applicant.**  **After five days of work completion, in case the plant is not commissioned, the consumers are entitled to deemed generation benefit.** |
| **Step - 4** | Commissioning of Rooftop Solar System in case work completion is delayed by the Consumer | SDO/MT of  HESCOM | Within six months from the date of uploading the application. In case of delay of more than six months, the tariff payable will be as per the terms of PPA. |
| **Step - 5** | Billing Process | SDO HESCOM | 30 days from the date of commissioning of the Solar plant. |

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