

Annexure - I
Suggestive Operating Procedures for Installation and Metering
Connection of Grid
Connected Solar Rooftop PV Systems by DISCOMs

ACTIVITY	RESPONSIBILITY	TIMELINE (Max Working Days)
Submission of Application	CONSUMER	Zero Date
Acknowledgment of Application by DISCOM	DISCOM	02
Site Verification / Technical Feasibility & issuance of Letter of Approval (LOA) / Termination [1]	DISCOM	15
In-Principle Approval for CFA	DISCOM	10
Execution of Metering Agreement	DISCOM & CONSUMER	15 – 20
Installation of Rooftop Solar System	DISCOM, Empaneled Vendor & CONSUMER	90 - 180
Meter Procurement Intimation	CONSUMER	15 (prior intimating DISCOM on system readiness)
Submit Work Completion Report / Certificate	CONSUMER & Empaneled Vendor	90 – 180 (from LOA) (depending upon capacity)
Inspection by CEIG (if applicable)	CEIG	15 -20
Issuance of Safety Certificate	CEIG (if applicable)	5 – 10
Intimation to Install Meter	CONSUMER	7 - 10

Inspection by DISCOM, Installation of Meter [2] and Commissioning of the System	DISCOM [3]	15 – 20 (after CEIG approval)
Inspection for Release of CFA [4]	DISCOM	7 -10
Release of CFA	DISCOM	5 -10
Billing Process	DISCOM	30 After synchronization with Grid

[1] DISCOM to communicate to deficiencies to Consumer and provide an opportunity to resolve them

[2] DISCOM may provide a window of 15 days for Consumer to resolve deficiencies found during inspection

[3] Joint Inspection by CEIG (if applicable) and DISCOM can reduce the timelines substantially. If DISCOM has no stock of meters, Consumer will purchase the same upon intimation by DISCOM. Inspection dates to be provided within 7 days by

CEIG (if applicable) and DISCOM from the date of receipt of request for inspection sent by Consumer

[4] Joint Inspection by CEIG (if applicable) and DISCOM can reduce the timelines substantially