Time Lines for various activities involved in implementation of Grid connected SRTPV plants

| Steps | Procedure | Responsibility | Formats | Time lines |
| --- | --- | --- | --- | --- |
| Step - 1 | Submission of an application by the Applicant at Sub-divisional Officer (SDO) along with the relevant certification such as,   1. Authorization letter where installation of SRTPV system on behalf of a Trust /Committee/ Housing Society etc. 2. Authorization letter where for installation of SRTPV system for partnership firms. 3. Self-certification in case applicant is not availed MNRE Subsidy. | Consumer | **Format-1**  **Format-1A**  **Format-1B**  **Format-1C** | **Zero date** |
| Step - 2 | SDO shall acknowledge the application by registering it.  After registration, database of the applicant shall be updated in the prescribed format. | CESC | **Format-2** | **Within 3 (three)** working days from zero date |
| **Step** - 3 | Submission of the **Revenue Report** by AAO/SA. | CESC | **Format-3** |
| Step - 4 | Submission of **Technical Feasible Report** after site verification.   * Concerned SO for capacity upto 49 kWp. * Concerned AEE(Ele) for capacity 50 kWp & above upto 2000 kWp. | CESC | **Format-4** | **Within 10 (Ten)** working days from the date of acknowledging the application. |
| Step - 5 | 1. The SDO/DO shall issue the **Intimation letter** to the Applicant for Execution of the Power Purchase Agreement (PPA) if the Application is technically feasible (Fully /partially. 2. The SDO/DO shall **cancel the Application** and **intimate** the same to the Applicant If the Application is **not technically feasible:** | CESC | **Format-5** |
| Step - 6 | **Execution of PPA:**   1. The SDO/DO shall execute the PPA and issue the Approval letterfor installing Solar RTPV system for less than 500 kwp solar projects. 2. For installing SRTPV system for SRTPV capacity 500kWp & above, the DO shall execute the PPA and submit the application to the Commission for approval of PPA through corporate office 3. Net Metering 4. Gross Metering   **Note:** If the Applicant fails to execute the PPA within the stipulated time the SDO/DO shall cancel the Application and intimate the same to the Applicant. | CESC & Consumer | **KERC approved PPA formats are available in the CESC website** | **Within 5 (Five) working** **days** from the Date of issuance Intimation letter |
| Step - 7 | Submission for approval of the PPA for the Commission (For 500kWp & above) | CESC | **Format-6** | **Within 7 (Seven) working** **days** from the date of execution of PPA |
| Step - 8 | Submission of work completion report by the consumer | Consumer | **Format-7** | **150 (One hundred and fifty) days** from the date of execution of PPA |
| Step - 9 | Inspection by the SDO/DO/MT staff for commissioning the project after receipt of work completion report from the consumer | CESC | **Format-8** | **Within 5 (Five) working days** from the date receipt of work completion report |
| Step - 10 | Commissioning and synchronization of the SRTPV System | CESC/ Consumer | **Format-9**  **Format-9A** | **Within Six Months** from the date of approval or deemed approval of PPA |
| Step - 11 | Billing Process | CESC |  | **30 days** from the date of commissioning of the solar plant |

**\*\*Note:** For SRTPV of capacity 500kWp & above, an approval letter shall be issued after receiving the approval letter from KERC.