

Procedure & Timeline for various activities in Solar Rooftop Installation

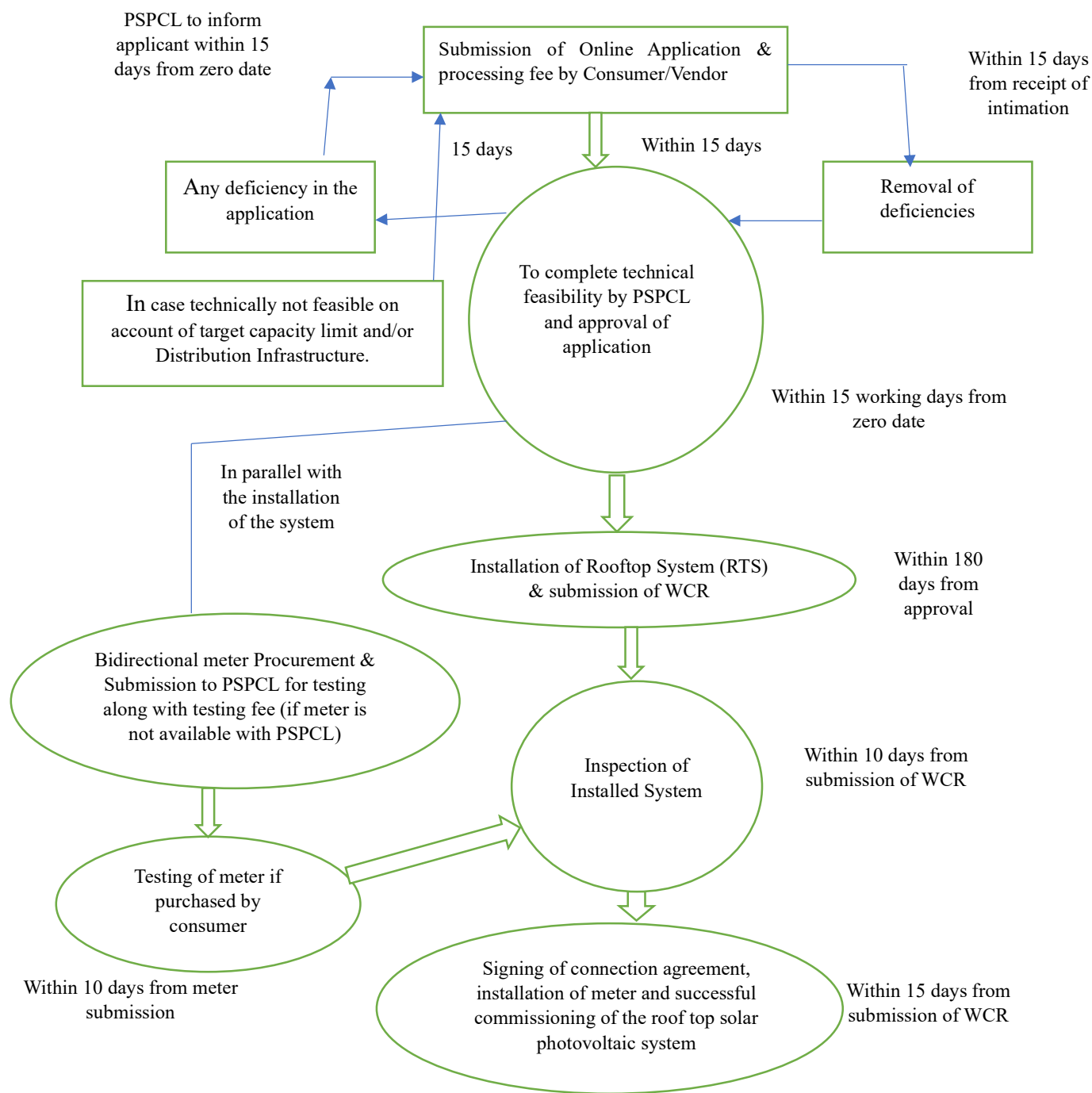
Sr. No.	Activity	Responsibility	Timeline (Max. Number of days)
1	Submission of Application & processing fee online.	Consumer/ Vendor	<p>Zero Date. Consumers will register on Solar Web-portal using his mobile number by providing the details like Name, Father's name, E-mail, Mobile Number, PSPCL A/C Number, Sanctioned load, etc. and pay the processing fee (pop up will be shown at portal for details of processing fee) and submit the application online. Consumer shall Upload his photo and identity proof at solar portal.</p> <p>After registration at portal, each consumer will be allotted Unique Registration Number by the Solar Web-portal and system will generate application form for RTS plant (Form A) and application acknowledgement-cum-payment receipt, which will appear in the login ID of concerned sub division officer for technical feasibility.</p> <p>There is no need for consumer to visit the sub division office for identity verification as the same shall be done by the PSPCL official/officer at the time of inspection of rooftop solar plant.</p>
2.	To complete the Technical feasibility or intimation to consumer in case of any deficiency in the application. (There is no requirement of Field Visit to give Technical Feasibility approval in Rooftop Solar (RTS) plant installation as the available free capacity of every Distribution Transformer is available online.)	PSPCL (Concerned Division/ Sub Division office)	<p>As per Commercial Circular no. 05/2025 dated 17.03.2025 - The distribution licensee shall complete technical feasibility study within 15 days of the date of acknowledgement issued to the applicant.</p> <p>Provided that the application for rooftop Solar Photovoltaic system upto 10 kW capacity, complete in all respect shall be deemed to have been accepted without requiring technical feasibility study. Any commensurate enhancement of the sanctioned load of the consumer, as may be required, shall be carried out by the distribution</p>

			licensee for which the consumer shall be liable to pay requisite charges for extension in load as per the provisions of Supply Code, 2024.
3	Removal of deficiencies in the application for RTS plant.	Consumer/ vendor	Within 15 days from the receipt of intimation. In case deficiencies are not removed in said period the application shall stand cancelled.
4	In case the application for rooftop solar plant is not technically feasible.	PSPCL Division/ Sub Division office	PSPCL to inform the applicant within 15 days from zero date.
5	Approval of application for technical feasibility (computer generated Form-C , from the login ID of sub divisional officer) shall be granted online which will be visible to consumer/vendor.	PSPCL (Concerned Division/ Sub Division office)	Within 15 days from zero date failing which feasibility shall be deemed to have been granted. Computer generated Technical Feasibility approval Form-C will be visible to consumer/vendor in his login ID).
6	In case of delay in installation of RTS plant(beyond 180 days from the date of approval), on the part of consumer.	Consumer/ Vendor	Consumer/Vendor shall apply for extension at portal and deposit the extension fee online (pop up will be shown at portal for details of extension fee), at least 15 days prior to elapse of 180 days failing which application shall be cancelled automatically by the portal and consumer have to apply afresh for technical feasibility.
7	Extension shall be granted online by the concerned Division/Sub-Division office.	PSPCL Division/ Sub Division office	Extension shall be granted online within 15 days, failing which extension shall be deemed to have been granted. Extension shall be granted, maximum for a period of 2 months.

8	<p>Installation of Rooftop system (RTS) and uploading (at portal) of the following documents complete in all respect.</p> <table border="1" data-bbox="289 280 1010 722"> <thead> <tr> <th data-bbox="289 280 365 402">Sr No</th> <th data-bbox="365 280 571 402">Stage</th> <th data-bbox="571 280 1010 402">Documents required from Consumers</th> </tr> </thead> <tbody> <tr> <td data-bbox="289 402 365 557">A.</td> <td data-bbox="365 402 571 557">Technical Feasibility approval</td> <td data-bbox="571 402 1010 557">Electricity bill of the consumer (any electricity bill from last six months)</td> </tr> <tr> <td data-bbox="289 557 365 722">B.</td> <td data-bbox="365 557 571 722">Project Commissioning / Net-Metering</td> <td data-bbox="571 557 1010 722"> 1. Project Commissioning Report (PCR) 2. Photograph of RTS Plant 3. Consumer-Vendor Agreement </td> </tr> </tbody> </table> <p>Inspection Report (IR) shall be generated by the system only after the uploading of all other documents by the vendor.</p>	Sr No	Stage	Documents required from Consumers	A.	Technical Feasibility approval	Electricity bill of the consumer (any electricity bill from last six months)	B.	Project Commissioning / Net-Metering	1. Project Commissioning Report (PCR) 2. Photograph of RTS Plant 3. Consumer-Vendor Agreement	Consumer/ Vendor	<p>Within 180 days from approval of application for technical feasibility (or before the elapse of extended period of 2 months, in case extension is granted by the concerned sub-division office).</p> <p>It is clarified here that inspection shall be carried out only after the mandatory uploading of these documents at solar portal.</p>
Sr No	Stage	Documents required from Consumers										
A.	Technical Feasibility approval	Electricity bill of the consumer (any electricity bill from last six months)										
B.	Project Commissioning / Net-Metering	1. Project Commissioning Report (PCR) 2. Photograph of RTS Plant 3. Consumer-Vendor Agreement										
9	<p>Checking of and Inspection of installed system: Concerned Sub Division officer/official shall check the documents uploaded at portal and physically check the RTS plant and sign the Inspection Report (IR).</p> <p>Checking of uploaded documents and Inspection of RTS plant shall be carried out only after the mandatory uploading (at solar portal) of all the requisite documents as mentioned at serial no. 9 above, by the consumer/vendor.</p>	PSPCL (Concerned Sub Division office)	<p>Within 10 days from the mandatory uploading of all the requisite documents as mentioned at serial no. 9 above. Original hard copy of above documents shall be handed over to the Inspection official/officer of PSPCL by the consumer/vendor at the time of inspection along with Supplementary Agreement (Net-metering agreement) Form-D, duly signed by the consumer or by person having power of attorney.</p> <p>Inspection officer shall sign the Inspection Report only after the receipt of original signed, hard copies of all aforesaid documents.</p>									
10	Uploading of Inspection Report (IR) at portal.	Consumer/ Vendor	Immediately after inspection.									

11	Installation of meter & Commissioning of system and Signing of system generated Joint Commissioning Report (JCR) , uploading of same at solar portal <u>along with signing of connection agreement.</u>	PSPCL/ Vendor/ Consumer	As per memo no. 629/633/SWS/S-4/Net Metering/19/Vol-2 dated: 20.06.2024 of Commercial Organization: "After installation of roof top solar photovoltaic system, the consumer shall submit the installation certificate to such distribution licensee and such distribution licensee shall complete signing of connection agreement, installation of meter and successful commissioning of the roof top solar photovoltaic system within fifteen days from the date of submission of the installation certificate."
12	To send advice to Computer Billing Cell intimating the particulars of Bi-directional meter, Plant capacity, date of installation, link of old and new Account (in case of Non SAP consumers as new account number is allotted by DS offices after installation of bidirectional meter.), so that the same is reflected in the electricity bill of the consumer.	PSPCL (Concerned Division/ Sub Division office)	-

Flowchart to setup Grid Interactive Rooftop Solar SPV System



Note: As per Commercial Circular no. 05/2025 dated 17.03.2025 - The distribution licensee shall complete technical feasibility study within 15 days of the date of acknowledgement issued to the applicant. Provided that the application for rooftop Solar Photovoltaic system upto 10 kW capacity, complete in all respect shall be deemed to have been accepted without requiring technical feasibility study. Any commensurate enhancement of the sanctioned load of the consumer, as may be required, shall be carried out by the distribution licensee for which the consumer shall be liable to pay requisite charges for extension in load as per the provisions of Supply Code, 2024.

Note: As per memo no. 629/633/SWS/S-4/Net Metering/19/Vol-2 dated: 20.06.2024 of Commercial Organization:

"After installation of roof top solar photovoltaic system, the consumer shall submit the installation certificate to such distribution licensee and such distribution licensee shall complete signing of connection agreement, installation of meter and successful commissioning of the roof top solar photovoltaic system within fifteen days from the date of submission of the installation certificate."

**APPLICATION FORM FOR APPROVAL TO INSTALL GRID INTERACTIVE ROOF TOP SPV NET
METERING/NET BILLING/GROSS METERING ARRANGEMENT**

(To be filled by Applicant)

To

The Sub Divisional Engineer
PSPCL, _____

Sir,

I opt to install Roof-top Solar Photo Voltaic Power Plant as per GOP policy on Net Metering/Net Billing/Gross Metering, the details of which are as under:-

1. Name of Consumer/firm/industry/
Installation/institution/organization/office etc. :
2. Address/Location.:
3. Contact No. and E-mail ID:
4. Electricity connection details:
 - i) Name of Sub-Division:
 - ii) Name of consumer as per bill
 - iii) Account no.
 - iv) Sanctioned Load/Contract Demand
 - v) Category (DS / NRS / SP / MS / BS/ Indl.)
 - vi) Connection type (single or three phase)
5. Details of Roof-top SPV
 - i) Type of Roof Horizontal/slanting
RCC/Shed
 - ii) Available shadow free areasq.ft.
 - iii) Proposed capacity to be installed
6. Whether self owned or third party owned. In case of Third party owned, copy of Agreement, Lease, Registered Deed:
7. Identity Proof:
8. Processing fee of Rs. 50/kVA or part thereof subject to minimum of Rs.500/- and maximum of Rs. 10000/ (for grant of permission):
(Transaction No. with Amount & Date)

You are requested to grant me statutory clearance/approval for installation and synchronization with the PSPCL Distribution system. I undertake to abide by the provisions contained in the Punjab State Electricity Regulatory Commission (Grid Interactive Rooftop Solar Photo Voltaic Systems) Regulations, 2021, issued vide notification no. PSERC/Secy./Regu. 158 dated 18.08.2021 and as amended from time to time in addition to the conditions already existing in the A&A form submitted earlier for release of connection."

I shall be solely responsible for and shall pay for any loss or damage to any of supply mains, main fuses, meters and/or other apparatus and accident to human beings/animals whatsoever (fatal/non-fatal/departmental/non-departmental) that may occur due to back feeding from applicant's SPV Plant when the grid supply is off.

Date:

Signature of the Applicant

TECHNICAL DATA FORM FOR FEASIBILITY CLEARANCE OF ROOF TOP SPV POWER

(To be filled by JE-II/AAE/Area Incharge)

1. Name of Consumer:
2. Name of Address/Location:
3. Contact No. and E-mail ID:
4. Account No.:
5. Name of Sub-Division with Code:
6. Name of Division with Code:
7. Name of Circle with Code:
8. Sanctioned load/CD of Consumer with supply voltage (DS / NRS / SP / MS / Indl.)
9. Capacity of proposed SPVPP (in kW/kVA):
(It should not be more than 70% of the sanctioned load/CD of all the consumer except domestic consumers as per clause 4.2 of PSERC Notification)
10. Name and Code of Distribution Transformer:
 - a) Capacity of above Distribution Transformer:
 - b) Connected Load (kW/kVA)
 - c) Maximum Demand in Amps
 - d) No. of LT Ckts.
11. Length of LT Feeder (mtrs)
 - a) Size of conductor (sq. mm)
 - ii) Maximum Demand in Amps
12. Name of feeder with Code:
 - i) Size of Conductor/Capacity
13. Name of feeding Sub-Station with Code:
14. SPVPPs already connected on this Distribution Transformer (in kW/kVA):

	No. of SPVPPs
	Total capacity in (kW/kVA)
15. Senior pending SPVPPs to be connected on the T/F:

	No. of SPVPPs
	Total capacity in (kW/kVA)
16. Capacity of proposed SPVPP on this T/F (in kW/kVA):
(As per column no. 4.0 of PSERC Notification)kW/kVA
17. Total load on this T/F (in kW/kVA) = Sum total of columns (14+15+16):

	No. of SPVPPs
(It should not be more than 80% of the distribution T/F/feeder capacity as per 5.1 of PSERC Regulation)	Total capacity in (kW/kVA)
18. Voltage level at which the consumer is being fed:
19. Recommendation of Field Office:kW/kVA
(Whether capacity of SPVPP as per column-9 approved or not, if approved mention the approved capacity, if not assign the reasons)

Date:

Signature of Authorized Officer

Signature of PSPCL Official

Letter of Approval

To

Mr. /Ms/ M/s.....

A/c No.....

Memo No.:

Dated:

Ref: Your request of RID No.....

Your request for installing Rooftop PV system forkWP capacity under Net Metering/Net Billing/Gross metering arrangement (tick whichever applicable) is considered and approval is accorded with the following conditions:-

1. You shall set up the plant and submit the work completion report along with Single Line Diagram of the synchronizing and protection arrangement issued by the plant supplier/EPC contractor duly approved that the plant has been installed as per approved standards and specifications within 180 days. In case of delay you shall have to get further extension from PSPCL along with extension fees. Such extension will be granted for a maximum period of 2-months only and the approval granted will lapse automatically if the project is not set-up even in the extended 2-months period. However, you will be eligible to apply afresh in the next financial year but your application will be kept at the bottom of the list of applicants and you will be permitted to set-up the plant only if all the applicants above you are allotted the capacity and there is still capacity available for allotment.
2. You will abide by the guidelines for Grid Interactive Rooftop Solar Photo voltaic Power Plants issued by Govt. of Punjab/PSERC/PSPCL.
3. The solar plant shall comply with the relevant standards specified by the MNRE / BIS and CEA. The responsibility of operation and maintenance of the solar photo voltaic (SPV) generator including all accessories and apparatus lies with the consumer. The design and installation of the rooftop SPV should be equipped with appropriately rated protective devices to sense any abnormality in the system and carry out automatic isolation of the SPV from the grid. The inverters used should meet the necessary quality requirements and should be certified for their quality by appropriate authority; the protection logics should be tested before commissioning of the plant.
4. The automatic isolation or islanding protection of SPV should be ensured for, no grid supply and low or over voltage conditions and within the required response time. Adequate rated fuses and fast acting circuit breakers on input and output side of the inverters and disconnect/isolating switches to isolate DC and AC system for maintenance shall be provided. The consumer should provide for all internal safety and protective mechanism for earthing, surge, DC ground fault, transients etc.

To prevent back feeding and possible accidents when maintenance works are carried out by PSPCL personnel, Double pole/Triple pole with neutral isolating disconnecting switches which ever applicable can be locked by PSPCL personnel should be provided. This is in addition to automatic sensing and isolating on grid supply failure etc and in addition to internal disconnecting switches. In the event of PSPCL LT/HT supply failure, the consumer has to ensure that there will not be any solar power being fed to the LT/HT grid of PSPCL. You will be solely responsible for any accident to human beings/animals whatsoever (fatal/non fatal/departmental/non departmental) that may occur due to back feeding from the SPV plant when the grid supply is off. PSPCL have the right to disconnect the rooftop solar system at any time in the event of possible threat/damage, from such rooftop solar system to its distribution system, to prevent any accident or damage, without any notice.

You shall abide by all the codes and regulations issued by the Commission to the extent applicable and in force from time to time and shall comply with PSERC/PSPCL/CEA requirements with respect to safe, secure and reliable functioning of the SPV plant and the grid. The power injected into the grid shall be of the required quality in respect of wave shape, frequency, absence of DC components etc.

The inverter standard shall be such that it should not allow solar power/battery power to extend to PSPCL's Grid on failure of PSPCL's Grid supply irrespective of connectivity options.

You shall restrict the harmonic generation within the limit specified in IEEE 519 or as may be specified by the Central Electricity Authority.

AE/AEE/XEN/DS

Sub Division.....

PSPCL.....

SUPPLEMENTARY AGREEMENT FORM FOR SOLAR ROOF-TOP NET METERING/NET BILLING/GROSS METERING ARRANGEMENT (tick whichever applicable)

Original A/c No.

Category.....

This Agreement is made and entered into at (location) _____ on this (date) _____ day of (month) _____ (year) _____ between

The Eligible Consumer (Name) _____ residing at (address) _____ as first party

AND

Distribution Licensee _____ (herein after called as Licensee) and having its registered office at _____ (address) _____ as second party of the agreement.

Whereas, the eligible consumer has taken the responsibility to set up or facilitate the requisite Photovoltaic system and injection system into the Licensee's grid.

And whereas, the Licensee has verified the application and agrees to benefit the eligible consumer for the electricity generated and as per conditions of this agreement and net-metering regulations.

Both the parties hereby agree as follows:

1. Eligibility

1.1 Eligible consumer agrees that the standards and conditions of his Photovoltaic system meet the norms for being integrated into grid/distribution system and that he shall maintain the system accordingly for the duration of this agreement.

1.2 Eligible consumer agrees that for connection of his Photovoltaic system to Licensee's distribution system, he shall be bound by requirements of state Distribution Code and/or Licensee's conditions of _____ service and such connection shall not affect the performance of the grid with specified reliability, security and quality as per the Central Electricity Authority (Grid Standard) Regulations 2010 as amended from time to time.

2. Technical and Interconnection Requirements

2.1 Eligible consumer agrees that the interconnection of the rooftop solar system with the network of the licensee shall be made as per the technical standards for connectivity of distributed generation resources specified under the Central Electricity Authority (Technical Standards for Connectivity of the Distributed Generation Resources) Regulations, 2013 and subsequent amendments thereof.

2.2 Eligible consumer agrees that he has installed or will install, prior to connection of Photovoltaic system to Licensee's distribution system, an isolation device (both automatic and inbuilt within inverter and external manual relays) and agrees for the Licensee to have access to and operation of this, if required, for repair and maintenance of the distribution system.

2.3 Eligible consumer agrees that in case of a power outage on Licensee's system, photovoltaic system will shut down, unless special transfer and isolating capabilities have been installed on photovoltaic system.

2.4 Eligible consumer agrees that Licensee will specify the interface/inter-connection point and metering point.

2.5 Eligible consumer agrees to furnish all the data such as voltage, frequency, breaker, isolator position in his system, as and when required by the Licensee. He may also try to provide facilities for online transfer of the real time operational data.

3. Safety

3.1 Eligible consumer shall comply with the Central Electricity Authority (Measures Relating to Safety and Electricity Supply) Regulations 2010.

3.2 Eligible consumer agrees that the design, installation, maintenance and operation of the photovoltaic system are performed in a manner conducive to the safety of the photovoltaic system as well as the Licensee's distribution system.

3.3 Due to Licensee's obligation to maintain a safe and reliable distribution system, eligible consumer agrees that if it is determined by Licensee that eligible consumer's photovoltaic system either causes damage to and/or produces adverse effects affecting other distribution systems' consumers or Licensee's assets, eligible consumer will have to disconnect photovoltaic system immediately from the distribution system upon direction from the Licensee and correct the problem at his own expense prior to a reconnection.

4. Clearances and Approvals

The eligible consumer agrees to obtain all the necessary approvals and clearances (environmental and grid connected related) before connecting the photovoltaic system to the distribution system.

5. Access and Disconnection

5.1 Licensee shall have access to metering equipment and disconnecting devices of photovoltaic system, both automatic and manual, at all times.

5.2 In emergency or outage situation, where there is no access to the disconnecting devices, both automatic and manual, such as a switch or breaker, Licensee may disconnect service to the premises.

6. Liabilities

6.1 Eligible consumer and Licensee will indemnify each other for damages or adverse effects from either party's negligence or intentional misconduct in the connection and operation of photovoltaic system or Licensee's distribution system.

6.2 Licensee and eligible consumer will not be liable to each other for any loss of profits or revenues, business interruption losses, loss of contract or loss of goodwill, or for indirect, consequential, incidental or special damages, including, but not limited to, punitive or exemplary damages, whether any of the said liability, loss or damages arise in contract, or otherwise.

6.3 Licensee shall not be liable for delivery or realization by eligible consumer for any fiscal or other incentive provided by the central government.

7. Commercial Settlement

All the commercial settlement under this agreement shall follow the Punjab State Electricity Regulatory Commission (Grid Interactive Rooftop Solar Photo Voltaic Systems) Regulations, 2021, issued vide notification no. PSERC/Secy./Regu. 158 dated 18.08.2021.

8. Connection Costs

8.1 The eligible consumer shall bear all costs related to setting up of photovoltaic system including metering and interconnection costs. The eligible consumer agrees to pay the actual cost of modifications and upgrades to the distribution facilities required to connect photovoltaic system in case it is required.

8.2 Costs of all interconnection equipment including the isolators, and meters are also to be borne by the eligible consumer.

9. Termination

9.1 The eligible consumer can terminate the agreement at any time by giving 30 days prior written notice to the Licensee.

9.2 Licensee may terminate the agreement with 30 days prior written notice, if eligible consumer breaches any term of this agreement and does not remedy the breach within 30 days of receiving written notice from the Licensee of the breach.

9.3 Eligible consumer, upon termination of this agreement, shall disconnect forthwith the photovoltaic system from Licensee's distribution system.

9.4 In case of any dispute in billing, the consumer can approach the Dispute Settlement Committee, Consumer Grievances Redressal Forum and Electricity Ombudsman in accordance with PSERC (Forum & Ombudsman) Regulations, 2016, as amended from time to time.

In the witness, where of Mr. _____ for and on behalf of __ Eligible consumer) and Mr. _____ for and on behalf of _____(Licensee) agree to this agreement.

Signature of the Applicant

127.3 GUIDELINES/INSTRUCTIONS REGARDING GRID INTERACTIVE ROOFTOP SOLAR PHOTO VOLTAIC SYSTEMS TO BE INSTALLED UNDER PM SURYA GHAR MUFT BIJLI YOJANA.

MNRE vide its order no. 318/17/2024-GCRT Division dated 16th March 2024 has launched the PM Surya Ghar: Muft Bijli Yojna scheme for rooftop solar with an investment of over Rs. 75,000 crores, which aims to light up 1 crore households. The Subsidy structure for RTS plants for residential households is as under:

- Rs. 30,000/- per kW up to 2 kW
- Rs. 18,000/- per kW for additional capacity up to 3 kW
- Total Subsidy for systems larger than 3 kW capped at Rs 78,000/-

Consumer needs to apply on National Portal of PM Surya Ghar Muft Bijli Yojana at <https://pmsuryaghar.gov.in/>.

1. PSPCL has done the integration with National Portal for Rooftop Solar for fetching the consumer details by just entering the consumer account number, from the consumer database at E-payment gateway of PSPCL.
2. Discom Logins of National Portal have been provided at Circle, Division and Subdivision level for inspections/monitoring/data download etc.
3. All other necessary information such as consumer flow / discom flow of the portal and subsequent updates are available at the website <https://pmsuryaghar.gov.in/>.
4. All the other clauses/Regulations shall be followed as per PSERC (Grid Interactive Rooftop Solar Photo Voltaic Systems) Regulations, 2021 and any subsequent amendment issued from time to time.