



## **SOP FOR NEW POWER CONNECTION**

### **1. APPLICATION PROCESS**

All new applications for new connection (Except Outside Command Area Applications) will be received through NEW POWER CONNECTION tab under CONSUMER portal in the main page of DVC website <https://www.dvc.gov.in/cms-web>

Shortcut link for making a new power connection application is <https://www.dvc.gov.in/econnection/userlogin>

### **2. APPLICATION FEE**

No application fee will be levied from new applicants. Only initial deposit will be taken from new applicants which will be adjusted at the time of finalization of estimate. Rates of initial deposit are: -

Sl. No.	Voltage level applied for	Initial deposit amount [excluding GST]
1	For 11 kV applications	₹ 10,000/-
2	For 33 kV applications	₹ 25,000/-
3	For 132 kV applications	₹ 40,000/-
4	For 220 kV applications	₹ 50,000/-

### **3. DOCUMENTS TO BE OBTAINED FROM APPLICANTS**

#### **3.1. Proof of Organization**

3.1.1. For Public & Private Limited Companies:

- ✓ Memorandum and Articles of Association (MOA, AOA) or Certificate of Incorporation (ROC)

3.1.2. For Partnership Firms

- ✓ Registered Partnership Deed.

3.1.3. For Proprietorship Firms

- ✓ Proof of Identity (Any one of the following): Aadhaar Card, Electoral Identity Card, Passport, Driving License, Ration Card, PAN Card, Photo Identity Card issued by Government Agency, Photo Identity Card issued by Village Pradhan or any village level government authority.

- ✓ Proprietor Affidavit.

3.1.4. For Cooperative/Housing Society, Trust, Educational Institutions, Government Departments etc.

- ✓ Covering letter signed by competent authority eg. Branch Manager, Principal, Director, Executive Engineer etc.

#### **3.2. Proof of Ownership/Occupancy of Premises (any one of the following):**

- ✓ Copy of Registered Sale Deed or Registered Lease deed or Registered Partition Deed

3.2.2. Registered General Power of Attorney.

3.2.3. Letter of Allotment.

- ✓ An Applicant who is not an owner, but an occupier of the premises shall along with any of the above documents will also furnish Rent Agreement or No Objection Certificate from the Owner of the Premises.

- ✓ Sale certificate issued by Resolution Professional in applicable cases along with possession letter.

### **3.3. Mouza Map**

### **3.4. Site Plan**

### **3.5. Consent to Establish (CTE) from Pollution Control Board (WBPCB/JSPCB)**

- ✓ If exempted by PCB, the relevant documents to be submitted.
- ✓ If the CTE is in application stage, copy of application along with declaration to be provided by the applicant that valid CTE will be provided before the issuance of commercial clearance.

### **3.6. Board Resolution signed by all the board members / Authorization signed by all the partners in favor of person authorized for making application & signing the requisite forms and agreement (wherever applicable).**

### **3.7. Industrial Licensee, if applicable.**

### **3.8. Affidavit to be submitted declaring that all the information furnished in the application conceals nothing and that no part of it is false and all the documents submitted along with the application are bona fide. Applicant will be responsible for any misinformation or false/counterfeit documentation.**

## **4. Scrutiny of submitted documents along with confirmation of receipt of initial deposit along with GST**

- ✓ Receipt of initial deposit along with GST to be confirmed.
- ✓ Checking the information for missing details/relevant information.
- ✓ Checking if all mandatory documents have been submitted.
- ✓ Checking for Affidavit declaring the trueness/completeness of info/documents.
- ✓ Checking of any outstanding dues of DVC in the premises on which the application has been done.

## **5. Survey & Estimation**

The file will be sent to the System/Distribution department for undertaking survey and estimate.

## **6. CONSTRUCTION CLEARANCE**

### **6.1. For 11kV, 33 kV, 132 kV & 220 kV Application:**

6.1.1. The construction clearance will be issued after fulfillment of the following by the applicant:

- ✓ Deposition of estimated charges sent to the applicant.
- ✓ Unconditional acceptance of terms and conditions and power scheme in the demand note.
- ✓ Declaration from the applicant for probable time period within which the work will be completed.

NOTE: - The process for refund of estimated service charge against non-completion of the project or backing down by the consumers will be dealt as per the provisions of WBERC and JSERC Regulations.

## **7. COMMERCIAL CLEARANCE**

**7.1.** After receipt of work completion certificate from System(33 kV & above cases) or Distribution department (for 11 kV cases), the following will be conveyed to the applicant through letter or email: -

7.1.1. Security Deposit (SD) amount to be deposited by the applicant as Cash SD or in the form of Bank Guarantee (BG) in accordance with relevant state regulations.

- ✓ As per the JSERC Supply Code 2015, SD amount is calculated as: -  
SD amount (₹) = Load (in MVA) X Normative per MVA (in ₹/MVA) X ED rate (in %) X 2.5  
[SD amount calculated for 75 days of normative consumption]
- ✓ As per the WBERC Supply Code 2013, SD amount is calculated as: -  
SD amount (₹) = Load (in MVA) X Normative per MVA (in ₹/MVA) X ED rate (in %) X 3  
[SD amount calculated for 90 days of normative consumption]

7.1.2. Format of Bank Guarantee.

7.1.3. Format of PPA along with Annexure-I(for billing details)

7.1.4. List of other requisite documents to be submitted by the Applicant are as follows:

- ✓ In case of Company - Board Resolution signed by all the directors in favor of person authorized to sign the PPA (Authorized Signatory)
- ✓ In case of Proprietor Firm – Proprietor Affidavit (The signatory will be the proprietor)
- ✓ In case of Partnership Firm –Resolution in favour of one of the partners to sign the PPA.
- ✓ PAN of Firm and of Authorized Signatory.
- ✓ Aadhaar of Authorized signatory and Witness.
- ✓ CTO issued from WBPCB/JSPCB. If CTO is not available, then valid CTE must be submitted alongwith the application for CTO with a declaration that the same will be submitted within a definite timeline.
- ✓ Declaration by the applicant to share the proportionate cost of the common portion of the line with consumers on the feeder.
- ✓ If the consumer is presently drawing power from a separate DISCOM, no-dues certificate or NOC from the DISCOM to be submitted.
- ✓ In case of non-submission of NOC/No-dues certificate, the applicant has to furnish the copies of last three months energy bills showing no outstanding dues/arrears of the DISCOM along with proof of payment. Also, the details of security deposit available with the existing DISCOM must be submitted. A notarized undertaking for agreeing to pay any amount to be demanded by the other DISCOM at any point of time.

7.2. After submission of the above documents by the applicant, the same will be checked and verified by the Commercial Department. The Commercial Clearance will be issued after fulfillment of the following: -

7.2.1. Deposition of requisite security deposit amount by the applicant in the form of BG or cash after confirmation of the same.

7.2.2. Signed PPA and Annexure -I (3 sets)

7.2.3. Work completion certificate from System/Distribution.

After getting all the above documents the file is processed for obtaining approval from Executive Director (Commercial) for the issuance of the Commercial Clearance.

**POWER SUPPLY COMMENCED.**