

MANGALORE ELECTRICITY SUPPLY COMPANY LTD.,**(A Government of Karnataka Undertaking)**

Corporate Identity No : (CIN) U40109 KA 2002 SGC 030425

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Sub : Guidelines for installation of Roof Top Solar (RTS) phase-II (Subsidy Programme) for residential consumers upto 10 kWp – reg.

- Ref :**
1. MNRE OM No.318/331/2017 dtd. 20.08.2019.
 2. MNRE OM No. 318/6/2022 dtd. 02.02.2022.
 3. MNRE OM No. 318/6/2022-GCRT dtd. 10.06.2022.
 4. KERC (Implementation of solar Rooftop Photovoltaic Power Plants) Regulations 2016 Notification No. S/03/1 dtd. 15.12.2016.
 5. KERC determination of tariff in respect of Solar Power Projects for FY 22 to FY 23 dtd.18.08.2021.
 6. E-mail dtd:25.08.2022 of Scientist C of MNRE.

Preamble:

1. Ministry of New and Renewable Energy (MNRE), GoI under Phase-II Scheme has launched Grid Connected Solar Rooftop Scheme for individual residential consumer categories with Central Finance Assistance (CFA) and issued operational guidelines vide letter cited under ref(1).
2. MNRE, GoI vide OM No. 318/6/2022 dated 02.02.2022 has issued new "Simplified Procedure" wherein, the residential consumer will have flexibility to get the solar rooftop plant installed by themselves or through any vendor of their choice.
3. MNRE, GoI vide OM No. 318/6/2022-GCRT dated 10.06.2022 has issued further "Simplification of procedure" Rooftop Solar Program Phase-II, wherein it is informed that a National portal www.solarrooftop.gov.in is being designed and the process for installation of rooftop solar plants starting from registering the applications to release of subsidy in residential consumers (beneficiary) bank account after installation & inspection of plant, can be tracked online at the national portal.
4. The national portal was launched by Hon'ble Prime Minister on 30.07.2022 through video conferencing.
5. As per the directions of MNRE to implement the "Simplification of procedure Rooftop Solar Programme Phase-II" in MESCOM login is created in National Portal for Nodal officer – Superintending Engineer (Ele) (Commercial) and for each Circle/Division/sub-division of MESCOM.
6. In the notification cited under ref (4) Hon'ble KERC has notified (Implementation of Solar Rooftop Power Plants) Regulation 2016.
7. In the notification cited under ref (5) Hon'ble KERC has notified "Determination of tariff in respect of Solar Power Projects for FY 22 to FY 23".

Hence these directions,

OFFICIAL MEMORANDUM

No: MESCOM-COML0COMM/41/2021-COML/I/28379/2022

Date:21-11-2022

Simplification of procedure-Rooftop Solar Programme Phase-II (Subsidy Programme) for residential consumer category upto 10KWp shall be implemented in MESCOM jurisdiction with following guidelines.

1. The process installation of Rooftop Solar System at residential house under simplified procedure (notified by MNRE) i.e. step by step procedure is annexed at ***Annexure-1***.
2. The login credentials created for concerned head of Circles/Divisions/Sub Divisions is annexed at ***Annexure-2 (Same is also emailed to concerned office email ids and contact No's)***. The concerned officials to login with the credentials given and change password immediately. The applications shall be processed at concerned Sub divisional office and Division/circle office shall monitor the progress of Application received from National portal.
3. The uploading the registered/empaneled vendor details will be done at Corporate office i.e. by Nodal officer: Superintending Engineer (Ele) (Commercial).
4. Assistant Executive Engineer (O&M) will login into the portal <https://solarrooftop.gov.in/> under the **Login=>DISCOM Login** menu of the portal and click on "Submitted Solar Requests" link. Officer needs to click on "Click to process" button to process the received applications.

Step by step procedure is annexed at Annexure-1, However gist is extracted as below;

- a) Registration payment/ facilitation charges to be collected from consumer and field report by the section officer/subdivisional officer (case to case basis) is to be submitted to subdivision officer and sub divisional officer has to provide /upload "Technical Feasibility Approval" in the portal.
- b) If any clarification/observation sought, application can be sent back to consumer. Email alert will be given to consumer. Consumer has to resubmit the application.
- c) Submitted technical feasibility approval requests can be viewed in "Reports" link of the Sub-division login.
- d) Feasibility approval letter to be generated by sub divisional login.
- e) After consumer submits project completion details in the portal. Consumer also has to apply for metering. The metering application will forwarded to MESCOM and Consumer has to follow instructions of MESCOM regarding payment of metering charges, signing of metering agreement, etc., as applicable.
- f) MESCOM officials will install the net-meter and inspect the system for fulfillment of technical specifications and standards as per the regulations cited under ref (4).
- g) Upon successful inspection and installation of meter, commissioning certificate would be generated online by MESCOM.

5. The concerned sub divisional officers are responsible for processing and uploading the documents as per simplified procedure as detailed in Annexure-1. Any delay in processing applications shall be sole responsibility of concerned sub divisional officer/s.
6. The timeline and other conditions (other than mentioned above) shall be as per the KERC (Implementation of SRTPV) Regulations 2016 and the guidelines issued from this office from time to time in respect of SRTPV.
7. The applicable tariff will be as per the determination of SRTPV tariff of Hon'ble KERC from time to time.
8. Refer <https://solarrooftop.gov.in/> for information about Rooftop Solar Phase-II, Subsidy Structure, Procedure to Apply, Vendor empanelment etc., for any query in this regard refer: Email: rts-mnre[at]gov[dot]in and for Portal Related problems, difficulties suggestions etc. contact **IT Support Team, National Informatics Centre, Email : itsupport-mnre[at]nic[dot]in** or IT wing, MESCOM.

All the concerned officer and officials of MESCOM are directed to take necessary action to implement the above programme in MESCOM with immediate effect.


Superintending Engineer Ele., (Coml)
MESCOM, Mangalore.

Copy for information and needful action;

1. The Chief Engineer (Electy), O & M Zone, MESCOM, Mangaluru/Shivamogga.
2. Superintending Engineer (El), Projects, Corporate Office, MESCOM, Mangaluru for information.
3. All Superintending Engineer (Ele), O & M Circle, MESCOM.
4. Superintending Engineer (Ele), MRT circle, MESCOM, Attavara, Mangalore.
5. All Executive Engineer(Ele), O & M Division, MESCOM.
6. All Asst. Executive Engineer(Ele), O & M Sub Division, MESCOM.
7. SPS to DT/MD.
8. PS to CFO/FA(I/A).

File No. MESCOM-COML0COMM/41/2021-COML (Computer No. 1278)
247465/2022/IT SECTION-MESCOM

**Ministry of New and Renewable Energy
Rooftop Solar Division**

Process for installation of Rooftop Solar system at residential house under
simplified procedure

The applicants willing to install rooftop solar system under simplified procedure will be required to apply through National Portal. In order to register at National Portal the applicant will require an active mobile number and an active e-mail id. The applicant will also have to download SANDES APP for received OTP.

The entire process has been explained in the following steps.

Step-1: Download SANDES app and register on the National Portal by selecting the local Distribution Company or Electricity department, as the case may be, referred as DISCOM, and enter Electricity connection number / Consumer number (mentioned in electricity bill), email id and mobile number. The registration process involves OTP authentication of mobile number and activation through email id. While sending activation link on email, the entire procedure will also be communicated to the applicant.

Step-2: After successful registration the applicant can proceed for submitting application for installation of grid connected rooftop solar system at residential house. The information already entered at the time of registration will be pre-filled in the application form and the applicant will have to enter details such as, name on electricity bill, address, capacity of proposed rooftop solar system and details of existing rooftop solar system capacity installed, if any. The applicant also has to upload copy of latest electricity bill. On submission of application, the applicant will get a copy of application on email and it can also be downloaded after login to the portal.

Step-3: Application will be forwarded to the DISCOM for technical feasibility approval as per prevailing regulations. The applicant is advised to initiate installation of the rooftop solar system only after getting the feasibility approval from DISCOM. The technical feasibility approval or rejection, as the case may be, will be informed to the applicant through email.

Step-4. On receipt of feasibility approval from DISCOM, the applicant can proceed to install rooftop solar system. It is mandatory to get the rooftop solar system installed from any of the vendor registered/empanelled with DISCOM. Ministry has specified minimum technical specifications and standards for rooftops solar systems, which are to be followed. The applicant will have the option to choose equipment of higher quality/efficiency. The domestically manufactured solar modules using domestically manufactured solar cells listed in the ALMM should only be used by the applicant. In addition, the inverter should also be BIS certified. In order to protect the interest of the applicant an agreement to be signed between applicant and the vendor and a model format of the agreement is available on National Portal under **Help Document** section. It is mandatory for the vendor to provide comprehensive maintenance of the rooftop solar plant installed by the firm for at least 5 years.

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Step-5: On completion of installation of rooftop solar system, the applicant has to submit project completion details for net-metering and approval (The project completion details will include wattage, make and numbers of solar modules, make and wattage of inverter, name of vendor that has installed the system, uploading of photograph of system, etc). Applicant also has to apply for net-metering. The net-metering application will forwarded to DISCOM and applicant has to follow instructions of DISCOM regarding payment of net-metering charges, signing of net-metering agreement, etc., as applicable.

Step-6: DISCOM officials will install the net-meter and inspect the system for fulfilment of minimum technical specifications and standards.

Step-7: Upon successful inspection and installation of net-meter, commissioning certificate would be generated online by DISCOM.

Step-8: Applicant has to submit bank details and upload copy of cancelled cheque. The fund handling agency will release the central Government subsidy directly into the bank account. The details of central Government subsidy available under simplified procedure may be checked on the National Portal.

Note: The applicant shall also check various informative material placed at Help Document section of the portal for better understanding of the procedure.