

Gujarat Urja Vikas Nigam Limited

(An ISO 9001:2008 Company) CIN U40109GJ2004SGC045195



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No: GUVNL/Tech/Solar-Cell/SURYA-Gujarat/1876

Date: 13.07.2021

To
The Managing Director
DGVCL/MGVCL/PGVCL/UGVCL/Torrent Power
Corporate Office
Surat/Vadodara/Rajkot/Mehsana/Ahmedabad

Sub: - Standardizing procedure for documents submission by Empanelled Agencies under SURYA-Gujarat

During a meeting of various Empanelled Agencies under SURYA-Gujarat scheme called at GUVNL on 30-6-2021, it was represented by some of the Agencies that different offices demands different documents for processing file under SURYA-Gujarat scheme at various stages.

In order to simplify the procedure for ease of doing business, the documents required to be submitted in on-line mode and Hard copy, to the concerned Sub-division Office for Application process and concerned Division office for Subsidy process is mentioned in the attached Annexure-A.

This may please be informed to all field Offices in your DISCOM to follow the procedure relentlessly. Concerned Nodal Officer may please be instructed to ensure that there is no deviation while implementing the same at each level.

ENCL:- Annexure-A

P. M. Patel
13/07/21
(P. M. Patel)
Chief Engineer (Tech), GUVNL

CFWC:-

1. The MD –GUVNL, Vadodara
2. The Director(Tech)- GUVNL

Copy:-

1. The GM (F&A) GUVNL
2. SURYA-Gujarat Portal

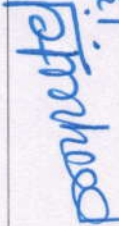
Annexure-A
Standardizing procedure for documents submission by Empanelled Agencies under SURYA-Gujarat

Office	Stage No	Stages	Online Digital/ Scanned copy	Offline in Hard Copy
Sub-Division	1	On line Application	<ol style="list-style-type: none"> 1. Signed system generated Application Form 2. Premises Ownership document : Latest House tax bill/Index-2; *In case of Joint Ownership of terrace: NOC from the Co-owners 3. Applicant's Photo 4. Electricity Bill (to be fetched through e-Urja /SAP System) 5. ID Proof (Aadhaar Authentication) 6. Bank Account detail of applicant with Cancelled Cheque/ Bank Pass Book first page 	-
	2	Document Verified	-	-
	3	DisCom Letter	-	-
	4	Feasibility Approval	-	-
	4.1	FQ issue	-	-
	4.2	FQ Paid	-	-
	5	CEI Drawing Approval/ Self-Certificate	Self-Certificate / CEI Certificate	-
	6	Work Execution	-	-
	6.1	Work Execution 1	<ol style="list-style-type: none"> 1. Shadow Analysis Report 2. Certificate for MMS design from Structure Engineer 	-

Office	Stage No	Stages	Online Digital/ Scanned copy	Offline in Hard Copy
	6.2	Work Execution 2	<ol style="list-style-type: none"> 1. selection of Sr. no from pre-inspected Modules. 2. PV Module Details with IEC/BIS Certificate & Data Sheet 3. Inverter details with IEC/BIS Certificate & data sheet 	
	7	CEI Inspection >10 KW	<p>For Below 10 KW: Auto approved if Self certificate is uploaded.</p> <p>For above 10 KW: CEI Inspection reference ID to be entered so that it will fetch approval data from CEI Portal</p> <p>Work completion intimation to be raised on portal by Agency</p>	
	7.1	Intimation for work Completion raised by Installer Agency		<p>File with following Signed original documents</p> <ol style="list-style-type: none"> 1. A. Signed system generated Application Form, B. signed NoC in case of Joint Ownership 2. Signed Self-Certificate / Above 10 KW: CEI Certificate 3. Signed Certificate for MMS from Structure Engineer 4. Signed PPA (Interconnection Agreement)
	7.2	Intimation Approved	On line by SDO after verification of the installed system	
	8	Meter Installation	-	Scanned copy of Proforma 15 (meter sealing report) to be uploaded by Subdivision within 2 days of meter installation. Agency/ Contractor's right is revoked for uploading the proforma-15 on portal.

Office	Stage No	Stages	Online Digital/ Scanned copy	Offline in Hard Copy
Division	9	On-line Subsidy Claim generation by Agency	<ol style="list-style-type: none"> 1. Invoice raised by Empanelled Agency in the name of the Applicant. 2. Self-declaration of Solar cell and PV Module for DCR Content 3. System generated Joint Inspection Report signed by DISCOM, Empanelled Agency and Consumer 4. Certificate for MMS design from Structure Engineer & Self-certificate (If not uploaded in earlier stage) 	
	10	Subsidy Claim Technical Scrutiny	<p>Note: The DE(Tech) of Division will complete the on-line claim scrutiny within 3 days.</p>	-
	11	Subsidy Claim Disbursement	DISCOM Corporate Office should make payment to agency/ contractor in the next working day of receipt of payment voucher.	<p>Two sets* of Signed System generated approved subsidy Cover Letter with</p> <ol style="list-style-type: none"> 1. Summary report with subsidy claim form, 2. Consumer wise Summary, 3. Joint Inspection Report, 4. self-certified copy of invoice raised to Consumer by Agency <p>*Two sets:- (1) one with concerned Division office to be kept with O/C (2) 2nd copy to be attached with voucher to be sent to Corporate Office. (No need to take extra copy of documents)</p>

Office	Stage No	Stages	Online Digital/ Scanned copy	Offline in Hard Copy
Nodal Officers and Inspecting Engineer	Parallel Process	PDI of PV Modules	Raising an On-line PDI call along with a confirmation letter for dates of testing from the OEM of DCR Module manufacturer	Testing Engineer will upload the PV Module data


 13/10/21
 Chief Engineer (Tech)
 GUVNL