

# **Citizen Charter for NCE /CPP Decision**

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**Disclaimer:**

1. The Citizen Charter is issued as a part of MSEDCL's endeavour to streamline and improve the disposal of consumer/generators proposals.
2. This is formulated also to ensure transparency and to have uniformity of procedure throughout the State as per directives of MERC.
3. No compensation shall be payable for any delay/ deviation caused for deciding a case/ proposal.
4. The proposed time limit will be applicable from the date of receipt of completed set of relevant documents.

**TIME FRAME FOR DISPOSAL OF PROPOSALS AT MSEDCL HEAD OFFICE****CO-ORDINATOR: THE CHIEF ENGINEER, COMMERCIAL SECTION**

<b>Sr. No.</b>	<b>Particulars of Proposal</b>	<b>No. of Working days</b>
<b>1</b>	<b>Issuance of Commissioning Decision / Decision for Execution of EPA/EBA</b>	<b>30</b>
<b>2</b>	<b>Issuance of Grid Connectivity Decision</b>	<b>40</b>
<b>3</b>	<b>Execution of EPA (Energy Purchase Agreement)</b>	<b>15</b>
<b>4</b>	<b>Issuance of Open Access Decision</b>	<b>30</b>
<b>5</b>	<b>Issuance of Change of name / Change of Ownership Decision</b>	<b>30</b>

**TIME FRAME FOR DISPOSAL OF PROPOSALS AT FIELD OFFICE:****CO-ORDINATOR: THE SUPERINTENDING ENGINEER, CIRCLE OFFICE**

<b>Sr. No.</b>	<b>Particulars</b>	<b>No. of Working days</b>
<b>1</b>	<b>Issuance of Generation Credit Notes (GCN) in respect of Wind and Open Access Decisions</b>	<b>15</b>
<b>2</b>	<b>Credit Adjustments after receipt of GCN – in respect of Wind and Open Access Decisions.</b>	<b>10</b>
<b>3</b>	<b>Payment to generators having EPA with MSEDCL</b> <b>Note : In respect of CPPs, in line with term and condition mentioned in the EPA</b>	<b>Within 60 days from receipt of Invoice in Circle Office</b>

## **PROCEDURE FOR GRID CONNECTIVITY:**

### **Documents Required :**

#### **A. Processing grid connectivity in respect of NCE Sources:**

1. Application for grid connectivity.
2. Intended sale of energy – Sale to MSEDCL, Self Use, Sale to Other Utility, Sale to Third Party.
3. Single Line Diagram (SLD) showing interconnection of the project with HT connection load along with protective devices duly approved by the Electrical Inspector of the area.
4. In Principle NOC and Infrastructure clearance from MEDA.
5. Copy of latest HT bill, if any.

#### **B. Processing grid connectivity in respect of CPP:**

1. Application for grid connectivity.
2. Purpose - whether sale to MSEDCL or otherwise.
3. Single Line Diagram (SLD) showing interconnection of the CPP with HT connection load along with protective devices duly approved by the Electrical Inspector of the area.
4. Board's Resolution for installation of CPP.
5. Copy of Memorandum & Article of Association.
6. Copy of latest HT bill, if any.

### **Procedure:**

1. The SLD is forwarded to the concerned Circle office or CE (STU), MSETCL depending on the capacity of the generating plant.
2. Usually, the projects above 5 MW capacity are recommended to be connected at EHV level. However, in most of the cases, as per the request of the project holder, the grid connectivity of the projects upto 10 MW is granted at 33 KV level at the risk and cost of the project holder.
3. The SE (O&M) Circle, MSEDCL along with SE (TQA) , MSEDCL submits the concrete grid connectivity proposal to Commercial Section.
4. Upon receipt of proposal for grid connectivity from field office, the proposal is put up for approval of the Competent Authority.
5. There may be four options viz Sale to MSEDCL, Self use, Sale to other utility, Sale to third party.
6. The project holder having capacity of the plant upto 5 MW and opting for self use/ third party sale shall be granted grid connectivity at 33 KV level only if it is technically feasible.
7. The project holders having capacity above 5 MW and opting for self use / third party sale shall be granted grid connectivity at EHV level only.
8. The approved proposal is intimated to the concerned.

## **PROCEDURE FOR EXECUTION OF EPA:**

### **Documents:**

The project holders intending for sale of power to MSEDCL need to submit the following documents:

#### **a. Wind Projects:**

- i. In Principle NOC and Infrastructure Clearance from MEDA.
- ii. In Principle NOC from MPCB.
- iii. Certificate from C-Wet confirming machine type and capacity.
- iv. Geology and Mining permission, if applicable.
- v. Detailed Project Report (DPR).
- vi. Single Line Diagram (SLD) alongwith Grid connectivity permission.

#### **b. Small Hydro Projects:**

- i. In Principle NOC and Infrastructure Clearance from MEDA.
- ii. In Principle NOC from MPCB.
- iii. Permission from GoM WRD i.e Letter of Allotment.
- iv. Hydro Project Development (HPD) Agreement incorporating lease deed for land.
- v. Land Documents.
- vi. Detailed Project Report (DPR).
- vii. Single Line Diagram (SLD) alongwith Grid connectivity permission.

#### **c. Cogeneration Projects:**

- i. In Principle NOC and Infrastructure Clearance from MEDA.
- ii. In Principle NOC from MPCB.
- iii. In Principle NOC from Sugar Commissioner.
- iv. Detailed Project Report (DPR) incorporating topping cycle efficiency calculations .
- v. SLD alongwith Grid connectivity permission.

#### **d. Biomass Projects:**

- i. In Principle NOC and Infrastructure Clearance from MEDA.
- ii. In Principle NOC from MPCB.
- iii. Land Documents, Geology and Mining permission, if applicable. NA permission from development commissioner (Industries) for use of Land for Industrial purpose, if applicable.
- iv. Forest Clearance.
- v. Detailed Project Report (DPR) incorporating topping cycle efficiency calculations .
- vi. SLD alongwith Grid connectivity permission.

#### **e. Solar Projects:**

- i. In Principle NOC and Infrastructure Clearance from MEDA.
- ii. In Principle NOC from MPCB.
- iii. Land Documents.
- iv. Detailed Project Report (DPR).
- v. Single Line Diagram (SLD) alongwith Grid connectivity permission.

- f. CPP:**
- i. Board Resolution for setting up of CPP along with fuel type.
  - ii. Latest HT Connection Bill.
  - iii. Memorandum and Articles of Association of the Company.
  - iv. Single Line Diagram (SLD) alongwith Grid connectivity permission.
  - v. Certificate from CA stating that, the project holder shall consume 51 % of generated energy for self use.

**Procedure:**

1. After receipt of above documents, the EPA is executed between MSEDCL and the project holder. The agreement is executed on Rs. 200 stamp paper (2 nos.)
2. The Commercial Section processes for execution of EPA with Non-Conventional Energy Sources (NCE Sources) as well as with the CPP project holders in line with the MERC orders issued from time to time.
3. In case of NCE projects the EPA's are executed before commissioning and in case of CPP's the EPA's are executed after commissioning of the project.
4. The guidelines issued by MERC referred with tariff, payment mechanism, evacuation expense and other related issues are incorporated in the EPA's.
5. The duly signed copy is forwarded to all concerned including MERC, Principal Secretary, GoM, concerned field offices for implementation.
6. The SE (O&M), MSEDCL is the nodal officer for implementing all the techno commercial aspects related to the project in his jurisdiction.

## **PROCEDURE FOR CHANGE OF NAME:**

### **Documents Required:**

1. Certified Copy of Board Resolution.
2. Certificate issued by Ministry of Company Affairs, Registrar of Companies referred with change of company name.
3. Notarized copy of Memorandum and Articles of Association.
4. Copy of EPA.

### **Procedure:**

1. The application shall be processed for approval of Competent Authority (ED (Commercial) in consultation with CLA) after receipt of letter from project holder alongwith above documents.
2. The approval shall be intimated to the project holder alongwith copy of Amendment Agreement.
3. The amendment agreement shall be executed on Rs. 200 stamp paper (2 nos.) and shall be treated as amendment to the EPA.

## **PROCEDURE FOR CHANGE OF OWNERSHIP:**

### **Documents Required:**

1. Letter from Project Holder (Existing owner).
2. Letter from MEDA to existing owner for approving the transfer of ownership.
3. Copy of EPA with existing owner.
4. Consent letter from existing as well as new owner.
5. Business Transfer Agreement between existing owner and new owner on Stamp paper.

### **Procedure:**

1. The application shall be processed for approval of Competent Authority (ED (Commercial) in consultation with CLA) after receipt of letter from project holder along with above documents.
2. The approval shall be intimated to the project holder alongwith copy of Amendment Agreement.
3. The amendment agreement shall be executed on Rs. 200 stamp paper (2 nos.) and shall be treated as amendment to the EPA.