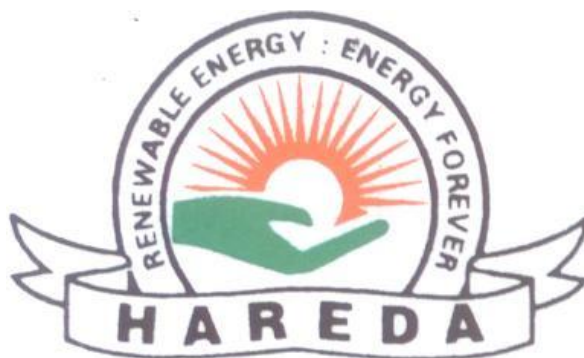




**OPERATIONAL GUIDELINES (REVISED) FOR
THE SCHEME ON DEMONSTRATION
APPLICATION OF SOLAR THERMAL
TECHNOLOGIES (SOLAR WATER HEATING
PROGRAMME) FOR SOCIAL SECTOR DURING
2016-17**



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OPERATIONAL GUIDELINES (REVISED) FOR THE SCHEME ON DEMONSTRATION APPLICATION OF SOLAR THERMAL TECHNOLOGIES (SOLAR WATER HEATING PROGRAMME) FOR SOCIAL SECTOR DURING 2016-17

HAREDA has initiated a programme for installation of solar water heating systems in socially oriented institutions run by the State Govt. / Non Govt. like working women hostels, orphanages, Deaf and Dumb Centres, Crèches, Old age homes, Bal Greh, Nari Niketans, Bal Niketans, Sports, Hostels, Hostels for the students of scheduled Caste / Weaker section students, Charitable Institutions (working for last three years), Natural Treatment Centres, Red Cross Institutes etc. in the year 2007-08. To implement the programme, survey for actual requirement of solar water heating systems in the socially oriented institutes is conducted by the District Level Officers of the Department and the systems are installed on the basis of the rate contract arranged by the State Govt. / HAREDA. The systems are installed on 50% financial assistance basis and the balance 50% of the project cost is shared by the beneficiary institutions.

In order to implement the scheme, following methodology is adopted:

1. Give wide publicity to the scheme through press releases and press advertisements.
2. Invite proposals from the social sector organizations through the ADC-cum-CPOs.
3. The eligibility criteria for the social organization to take benefits of this scheme is as under:
 - i) The institution must be a registered organization working in the social sector for at least past three years.
 - ii) Institution must be a non profit organization. Last three years profit-loss statement duly audited by a chartered accountant is required to be submitted.
 - iii) The institution must be run by the State Govt. /GOI or should have received financial assistance/support within the last three years from the State/Central Governments. A certificate from the competent authority is required to be submitted.
 - iv) The institution must have certificate of non-profit charitable institutions as issued by the Income Tax Department u/s 80-G. Copy of the same should be attached with the application.
 - v) Sports Hostel, Natural Treatment Centres and Govt. Controlled Buildings like Hostels for the scheduled caste or weaker section students will also be eligible.
4. On receipt of a proposal from the eligible Institute/s, the ADC-cum-CPO office will carry out the survey of the site for verification of eligibility and assessment of the hot water in the premises of the institution and shall forward the same to the Director, HAREDA in a time bound manner for approval. The proposal must be in prescribed application format supported with following Documents:

- (i) Registration certificate of the institution.
- (ii) Last three years profit-loss statement duly audited by a chartered accountant
- (iii) Document in support of Government aid received by the institution
- (iv) A certificate from the competent authority certifying that the institution is a social sector institution
- (v) Application form in the prescribed format
- (vi) Site clearance certificate from the concerned PO/APO
- (vii) Copy of Income Tax Department Certificate u/s 80-G
- (viii) Written consent signed by the authorised representative of the Institution that if the proposal is approved, then the Institute will carry out the installation & commissioning of the system from the HAREDA approved supplier within the time period prescribed by the HAREDA at their own funds and submit the claim to the HAREDA through ADC-cum-CPO for reimbursement of 50% of the project cost. The institute will also give in written that it will not shift or dismantle the commissioned system for a minimum period of 15 years without the written permission of the concerned ADC-cum-CPO. If the system is shifted / dismantled without permission, then HAREDA has reserve the right to cover the whole financial assistance from the institute.

5. The proposal/s received complete in all respects will be examined by the office of the Director, HAREDA and approval will be granted on first come first serve basis and the decision of the Director, HAREDA will be final and binding.

6. After approval, work order for supply, installation & commissioning of Solar Water Heating System for the approved capacity will be placed by the User with the HAREDA approved supplier. However, the draft copy of the work order to be placed with the approved supplier shall be facilitated by the HAREDA.

7. After completion of the work i.e. commissioning of the project, the institute shall submit the claim for reimbursement of 50% of the cost of the commissioned system on its letter head with following documents with the ADC-cum-CPO of the district:

- (i) Copy of approval granting by HAREDA.
- (ii) Copy of work order.
- (iii) Pre-despatch Inspection Report.
- (iv) Material Receipt.

- (v) Joint Commissioning Report
- (vi) Satisfactory Performance Report
- (vii) Handing Over certificate & warranty card.
- (viii) Photographs of the site (before & after installations)
- (ix) PAN Number and Bank details of the Institute (Name of customer, Bank name, A/c number, IFSC Code, Branch name & address).

8. The project has to be completed within the prescribed time limit given by the HAREDA. If the project is not completed within prescribed time limit due to any reason by the Institute, financial assistance will be curtailed by Rs. 25/- per one lakh per day of delay beyond the stipulated time period for a period of 60 days and thereafter, the institute will have no right to claim the financial assistance. However, in force majeure conditions, the time period without curtail of financial assistance may be extended by the Director, HAREDA subject to condition that such request is received with detailed reasons & documents at least one week before expiry of prescribed time limit from the user with recommendation of ADC-cum-CPO with HAREDA.

9. The ADC-cum-CPO after verification of the documents & installations, shall forward the claim complete in all respect to the Director, HAREDA for reimbursement of financial assistance.

10. Upon receipt, the claim will be examined and the financial assistance of the State will be reimbursed to the Institute, directly in their account, within 15 days subject to availability of funds. If deemed necessary, Director, HAREDA or his/her authorised team may also verify the installations before release of financial assistance.

11. The Institute through ADC-cum-CPO will ensure to submit functionality reports of the commissioned system/s to the Director, HAREDA in the month of October by 30th October and in the month of February by 28th February for a period of five years from the date of commissioning of the system/s. However, HAREDA may monitor the system at any time even after warranty period.

FORMAT FOR SUBMISSION OF PROPOSAL FOR INSTALLATION OF SOLAR WATER HEATING SYSTEM IN SOCIAL SECTOR ORGANIZATIONS.

1.	Name of the institute:	
2.	Complete address with contact number:	
3.	Contact person:	
4.	Activities of the institution:	
5.	<p>Details of registration:</p> <p>a) Registered with</p> <p>b) Registered since (enclose a self attested copy of the registration certificate)</p> <p>c) Enclose last three years: profit loss statements duly audited by CA.</p> <p>d) Details of financial assistance: received during the last three years (Please attach letters from the Concerned Govt. Dept. /agency).</p>	
6.	<p>Details of the building where the solar water heating system is proposed to be installed</p> <p>a) Building owned by:</p> <p>b) No. of rooms:</p> <p>c) No. of inmates:</p> <p>d) No. of bathrooms:</p> <p>e) Whether foods are cooked: Yes/No. If yes, for _____no. of persons.</p> <p>f) Type of the building: Pucca house/Kucha house</p>	

7.	<p>Details about the site:</p> <p>a) Size of the roof available:</p> <p>b) Shadow free or not:</p> <p>c) Load bearing capacity of the: roof (should be at least 50 kg per sq.meter)</p> <p>d) Cold water pipe connection: must be available on roof</p> <p>e) Electricity available or not:</p> <p>f) Average Electricity bill per month for last one year: Rs. _____</p>	
8.	Proposed use of the SWHS:	
9.	<p>Undertaking by the Institution:</p> <p>a) We have read out the guidelines of the scheme carefully and will be abide by the guidelines.</p> <p>b) We will not dismantle the system at any stage without prior written permission of HAREDA.</p> <p>c) We will regularly use and properly maintain the system and submit functionality reports of the commissioned system/s to the Director, HAREDA in the month of October by 30th October and in the month of February by 28th February for a period of five years from the date of commissioning of the system/s through ADC-cum-CPO of the district.</p>	

Signature with name and seal of
Head of Beneficiary Organization

FORMAT OF SITE CLEARANCE/ VERIFICATION REPORT TO BE SUBMITTED BY PO/APO

1.	Proposed site of installation:	
2.	Site inspected on:	
3.	Details of the user institution: a) Name of the institution: b) Head of the institution: with address c) Site in charge / Contact person: d) Telephone no/fax: e) Activities of the organization:	
4.	Verification of eligibility:	
5.	Availability of cold water on roof:	
6.	Proposed use of hot water:	
7.	Shadow free space on roof:	Available or not Available (approx. _____sq.m.)
8.	Load bearing capacity of the roof:	
9.	Electricity:	Available/Not available
10.	Approx. length of piping required:	i) Hot-__NB: -----m. ii) Cold__-NB: -----m.
11.	Availability of skilled worker for Maintenance of the system:	
12.	Final comments on site:	

Recommended for installation of solar water heating system of _____ LPD Capacity.
Proposal examined and all documents attached.

Project Officer/Asstt.PO
Signature _____
Name _____
Designation _____
District _____

Note: If the proposal is not recommended or the proposal is rejected, then reason/s must be conveyed to applicant under intimation to Director, HAREDA.