

Procedure for effecting new connection/extension of load/alteration of service

Step-1:

1. The intending consumer shall submit filled up application as per form in **Annexure-A** with the following documents and requisite Earnest Money as follows:

- a) In-principle clearances for establishment from the Pollution Control Board concerned where applicable .(At present on the date of issue of this order it is applicable to premises used by industrial consumers and residential / residential-cum-commercial premises of more than 100 flats and/or 60,000 sqft. Floor area);
- b) The detailed list of electrical equipment with number and corresponding wattages.
- c) Self- certification for electrical installation of the premises of the consumer for which new connection is being applied for or the test results duly signed by the licensed Electrical Contractor.
- d) Self-certification of installation of capacitor at incoming side of service connection but after the meter of LV&MV (contract demand of 10 kVA and above) and for HV consumers including industrial consumers, public water works consumers, commercial consumers etc.
- e) Earnest money to be deposited along with the application form. Earnest money shall also be taken from a State / Central Government department /office, State / Central Government hospital, non-profit making educational and research institutions including public libraries owned and run by either State Government or Central Government.

Requisite Earnest Money as follows :

- i. Industrial load - Rs.2,000/-
- ii. For commercial purpose – Rs 1,000/- for demand of 10 KVA and above
- iii. For purpose other than (i) & (ii) above - Rs 200/-
- iv. EHV & HV supply

I) 11 KV	₹ 5,000/-
II) 33 KV	₹ 20,000/-
III) 132 KV	₹ 1,00,000/-

- f) Document(s) of bonafide occupation or ownership of a premises through any one of the documents such as Passport / Voter Identity Card / Rent Bill / Rent Control Challan / Telephone Bill / Municipal or any other Tax Bill / Ration Card / Certificate from Panchayat / any other documents issued by any Ministry or Department of Government showing his occupancy of the premises applied for etc.
 - g) For LV, MV & HV consumers, a sketch of new line required for service connection showing the premises from existing LV, MV & HV line is required to be submitted by the intending consumer.
- 3) The intending consumer shall receive the signed and dated receipt with office seal for Earnest Money and application.

Step-2

On receiving application as per **(Annexure-A)**, DPL shall either

1. Issue a quotation/material list, or
2. Issue a letter to the consumer informing DPL's inability to provide supply due to any specific non-compliance by the consumer or any other reasons.

Step-3

1. On receiving the quotation / material list the intending consumer shall submit the quotation amount or complete the job by a licensed Electrical Contractor under supervision of DPL. Consumers need to submit all statutory permissions like Right of way, clearance of Electrical Inspector or permission of local authority time to time.
2. And also electrical inspector clearance has to be submitted (load above 49 KVA) for further process.
3. The intending consumer has to submit 15% supervision cost on the total amount of material list.
4. After completing all formalities, the intending consumer has to deposit the requisite security deposit amount, service charge and Infrastructure development charges if any with the permission of concerned department.
5. After completing the agreement the power supply will be given to the consumer.