
	<p align="center"><b>"SAVE ELECTRICITY FOR THE NATION"</b> <b>PASCHIM GUJARAT VIJ COMPANY LTD</b> Registered &amp; Corporate Office <b>Nana Mava Main Road, Laxminagar, Rajkot - 360 004</b> <b>CIN U40102GJ2003SGC042908</b></p>	
PHONE: -2380425, 2380427, REF. NO. PGVCL/Comm/ 5295 FAX : -2380428 DATE:- 03.07.2015		

To,  
The Superintending Engineer (O&M / City)  
PGVCL, Circle Office,  
Rajkot Rural / Rajkot City/ Jamnagar/ Junagadh/ Porbandar/  
Bhuj/Morbi / Botad/ Bhavnagar/ Amreli/ Surendranagar

Sub : Guideline for processing HT/LT applications under "Ease Of Doing Business"  
Ref : GUVNL Letter No.GUVNL/Tech/EoD Busi/1266 dtd.23.06.2015

Please find enclosed herewith letter circulated vide letter under reference wherein GUVNL has issued guidelines for processing HT/LT applications under "Ease Of Doing Business". The Ease of Doing Business is an Index created by the World Bank Group. Higher rankings indicate better, usually simpler Regulations for Businesses and stronger protection of property rights. Government of India has laid immense emphasis of "Ease of Doing Business" and highlighted the imperative need for India to radically improve its position in the World Bank study. The ranking of the States will be decided based on its position as on June,2015 as per the assessment of World Bank study.

Following guidelines, as approved by the competent authority, are to be followed and implemented by the Discoms :

(1) Timelines for release of Residential, Commercial and Industrial connections :

('A' Type Low Tension)

The timelines prescribed in the SoPs by the GERC for releasing of Electricity connections are the Máximum days and, therefore, nothing should prevent our Discoms to release the connections well before the said máximum time limit.

In case of Residential, Commercial and Industrial connections (LT) if new infra structure is not required for releasing the connection, then the same should be released within 15 days from the date of application as under:

Activity	Time limit
Issue of demand notice including site survey and issuing of feasibility clearance	Within 7 days of date of application
Release of connections	Within 7 days after compliance of demand notice / formalities by prospective applicants.
Maximum number of days to complete application	15 days

(2) Documents for Residential and Commercial connections :

In case of a simple case of residential / commercial connections, two documents viz. (1) Legal possession of the premise and (2) Photo Identity proof should be asked.

(3) Documents for LT and HT Industrial connections :

(A) Documents for LT industrial connections :

- 1) Identity proof of applicant
- 2) Legal occupancy proof
- 3) Lay out plan of premise
- 4) Non Agriculture permission of the land

(B) Documents for HT connection :

- 1) Legal occupancy proof (plot allotment letter or 7/12 and 8-A abstract or sale deed or lease deed etc.
- 2) Identity proof of applicant
- 3) Non Agriculture permission of the land
- 4) Site plan with key map indicating point of supply and demarking the supply area.

**Note:** For some category of consumers or industries in specific either one or more documents may be required.

- (i) GPCB consent wherever required (to be submitted before actual release of power supply.
- (ii) Copy of Registered Partnership deed in case applicant is partnership firm
- (iii) Power of Attorney on Stamp Paper in prescribed format for authorised signatory to sign the application forms, agreement etc.
- (iv) Memorandum of Articles for Public / Private Ltd. Co.
- (v) Company Resolution giving authority to authorise signatory to sign documents viz. Agreement, Application form.

(4) Procedure for Industrial / Commercial LT / HT / EHT applications:

The LT applicant should submit power supply application at the respective Sub Division Office. The HT applicant shall submit application at Division Office while EHT consumer should submit the application at Corporate Office.

(5) Priority to release HT / EHT connections :

**Sub-Divisionwise priority should be maintained to release HT/EHT connection.**

(6) Timeline for release of HT connections :

As provided in Electricity Supply Code, the priority of releasing HT connection is to be maintained in the order of the date of compliance of demand notice / formalities. Maintaining above priority Sub Divisionwise, HT applications are broadly classified into following groups depending on the quantum of work involved for releasing the connections keeping in view the maximum time line prescribed by GERC.

Work invoved	Time line
No work involved, only replacement of CTPT	10 days
Erection of HT line by tapping existing feeder	30 days
Erection of new feeder / feeder bifurcation / feeder strengthening / other work	45 days

(7) Procedure for On-line registration of HT applications :

If the applicant wants to register, his application On-line, facility for uploading required documents is provided in the Portal. The list of documents including the LT / HT / EHT application form is to be put up on Web Portal. The system should be able to accept the form on the Web and after submitting the form along with registration fees, the notification will go to the DE (Tech) of Division Office in case HT / EHT application and to the Sub Division Office in case of LT applicant for processing further.

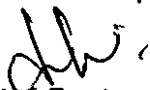
**Step 1 :** The applicant will submit the details of their requirements for new connection through Web Portal. If user wants to register their application through Portal, facility of uploading of required documents should be given in Portal. Depending on the Regulatory / Utility requirements, applicant is required to submit the documents. The list of probable documents including the HT application form will be available on the Web Portal to the applicant. Applicant provides valid information for all the mandatory fields on Portal screen of new connection service request and proceeds further. System should check before accepting a Form that all mandatory details as mentioned in the forms are filled. The system should be able to accept the form over the Web and after submitting the form, a unique application number will be generated and notification will go to the respective Division Office DE (Tech). On verifying the On-line documents, Division Office request the customer to make a payment on Portal before a specified date.

**Step 2 :** The details will be captured and passed on to Registration Task of HT CRM under e-Ujra. All registration fee details captured should be reconciled with the collection for the day via integration with billing system.

**Step 3 :** Estimate will be available to the applicant and he shall also be able to make On-line payment of the estimate.

**Step 4 :** The applicant will be able to track on line progress of his application like, survey, issue of estimate, work completion, two months notice for submission of test report. For submission of test report, facility of uploading of test report and on-line payment facility should be available through Web Portal.

It is requested to take necessary action to implement above guideline scrupulously.

  
I/c Addl. Chief Engineer (R&C)  
PGVCL, Corporate Office,  
Rajkot

Encl: GUVNL letter No.1266 dtd.23.06.2015

Copy FWC's to (Through E-mail only):-

- (1) The EA to MD, PGVCL, Corporate Office, Rajkot
- (2) The ED (Tech), PGVCL, Zonal Office, Bhavnagar
- (3) The Chief Engineer (Tech), PGVCL, Corporate Office, Rajkot
- (2) The Chief Engineer (Tech), PGVCL, Zonal Office, Bhavnagar
- (3) The GM (F&A), PGVCL, Corporate Office, Rajkot

CC to:-

- (4) The Addl.Chief Engineer (Tech/Project), PGVCL, Corporate Office, Rajkot
- (5) The Addl.Chief Engineer (Tech), PGVCL, BHJ/ PBR
- (6) The SE (Tech), PGVCL, Corporate Office, Rajkot / Zonal office Bhavnagar
- (7) The DE MIS, PGVCL, Corporate Office, Rajkot / Zonal office Bhavnagar