

Interconnection Process

The interconnection process in the State of Andhra Pradesh (AP) for installation of grid connected solar rooftop photovoltaic systems (SRTPV) shall be facilitated through the online portal – Unified Solar Rooftop Transaction Portal (USRTP).

The Table 1 depicts the stepwise procedure to be followed for Interconnection application.

Table 1: Interconnection Procedure

Steps	Procedure	Time Frame
Step - 1	Register on the USRTP	1 Day
Step - 2	Apply online through Form 1(A). If Applicant is Group/Society, etc., Applicant shall fill and upload Form 1(B) with Form 1(A)	1 Day
Step - 3	Receive acknowledgement through Form 1(C)	1 Day
Step - 4	Technical feasibility determination by DISCOM Deficiencies in application and technical constraints – Applicant receives Form 3(A) and Form 2 Technically feasible – Applicant receives Form 5 and Form 2 Technically not feasible – Applicant receives Form 3(B) and Form 2	7 Days
Step - 5	On receiving Form 3(A), the applicant should address deficiencies in the application and resubmit Form 1(A) After submitting Form 1(A) the applicant should provide a response through Form 4	7 Days
Step - 6	DISCOM shall review Form 1(A) and confirm the technical feasibility – Applicant receives Form 5 if technically feasible	7 Days
Step - 7	Applicant and DISCOM shall sign the Interconnection Agreement and Applicant shall upload the agreement online	Within 15 Days of Receiving Form 5
Step - 8	Solar Rooftop System Installation	Within 90 days After Receiving Form 5

Steps	Procedure	Time Frame
Step - 9	Applicant shall submit the Intimation of Meter Procurement through Form 7(A) to the DISCOM	Minimum 15 Days Prior to Completion of the Installation
Step - 10	DISCOM shall intimate the applicant regarding availability/unavailability of meter through Form 7(B)	15 Days
Step - 11	If Meter is not available with DISCOM, the applicant shall submit Form 7(C) online	15 Days
Step - 12	Fee payment of Meter Procurement and Testing Charges (If Meter is Available with DISCOM) Fee payment of Meter Testing Charges (If Meter is Not Available with DISCOM)	Prior to submitting Form 8
Step - 13	On completion of Installation the applicant shall submit the Work Completion Report (Form 8)	Within 90 Days of Receiving Form 5
Step - 14	Applicant should submit the intimation of system readiness (Form 9)	Capacity < 10 kWp – After Submitting Form 8 Capacity > 10 kWp – After Submitting Form 8 and Receiving No Objection Certificate (NOC)/Statutory Approval from CEIG
Step - 15	Applicant should submit the Meter to DISCOM for testing (If procured from external agency)	Within 3 Days of Online Submission of Form 9
Step - 16	The DISCOM shall communicate the inspection slot within 14 days of receipt of the intimation of system readiness through Form 9. The time slot granted shall be within the next 10 days from the date of this communication	14 Days
Step - 17	Applicant should confirm one time slot from the three options provided	10 Days
Step - 18	DISCOM conducts site visit on scheduled date	
Step - 19	If system installation is as per standards, DISCOM issues Form 11 - Part I to the consumer along with the Form 11 - Part II 'Inspection Format for Releasing of Solar Rooftop Generating Unit' as an attachment OR	

Steps	Procedure	Time Frame
	If deficiencies exist in installed system, DISCOM intimates the deficiencies to the applicant through Form 12	
Step - 20	Applicant rectifies deficiencies and resubmits Form 9	15 Days

Detailed Description of the Interconnection Process

A. Registration

1. Applicant can register on the USRTP by clicking the 'Apply Online' link.
2. New applicants should select 'New Registration' and register themselves by selecting the appropriate applicant category and providing basic details as well as Email ID and a password of the Applicant's choice.
3. Please note: Login details entered at the registration stage will be used for both interconnection and subsidy application process. **Registered Email ID and password may have to be shared with the system installer/channel partner for further steps.**

B. Filling Application Form

1. An applicant shall fill the Interconnection Application Form (**Form 1[A]**) online on the USRTP and submit it to the Assistant Divisional Engineer (ADE) for system size <56 kWp or the Superintending Engineer (SE) for system size >56 kWp and <1,000 kWp. The applicant shall also pay INR 25 as the Application Fee through online payment mode.
2. If the applicant is a Trust/Committee/Housing Society/Partnership Firm etc., the applicant shall submit an Authorization Certificate and Declaration (**Form 1[B]**) as an attachment along with the Application Form (**Form 1[A]**).
3. The applicant shall upload and submit the following documents during online application
 - Recent passport size photo of the Applicant/Office Bearer of Group/Society
 - Latest electricity bill
 - Photo ID proof (Aadhaar Card/PAN Card/Voter ID/Passport/Driving License)
 - Signature (150 X 80 pixels)
 - Form 1(B): Authorization Certificate and Declaration for Groups/Societies (If applicant is a Trust/Committee/Housing Society/Partnership Firm etc.)
4. The applicant will receive an acknowledgement email on submission of the application. The acknowledgement receipt will have a unique application number assigned to each applicant for future correspondence (**Form 1[C]**).

C. Processing of Application

1. On receipt of the Application Form, DISCOM will undertake the technical feasibility of the rooftop site within seven days from the date of receipt of application.
2. The Feasibility Check (**Form 2**) will be undertaken by ADE for system size <56 kWp and SE for system size >56 kWp and its outcome will be communicated to the Applicant.
 - If the technical feasibility is satisfactory, ADE/SE will approve the application and intimate the same to the applicant by providing a Letter of Approval (LOA) (**Form 5**) through the USRTP within seven days of the receipt of application.
 - In case of deficiencies in the application or technical constraints are observed during the technical feasibility inspection, the same shall be intimated by the ADE/SE to the applicant through USRTP (**Form 3[A]**) within seven days of the receipt of application. If deficiencies in the application form and attachments are noticed, the consumer will be advised to incorporate changes as prescribed. If any technical constraints are observed during inspection, due to which it is not feasible for DISCOM to provide connectivity up to the capacity proposed by the applicant, in such case the applicant will be given an option to install the system at a reduced capacity or withdraw the application.
 - The applicant shall resolve the deficiencies in the application identified by DISCOM within seven days of the receipt of intimation (**Form 3[A]**). If DISCOM has intimated the applicant about technical constraints in the installation of SRTPV system, the applicant shall confirm about installation of the system at the approved reduced capacity or withdraw the application to DISCOM within seven days of the receipt of intimation (**Form 3[A]**). To resolve deficiencies applicant will be required to modify and resubmit Form 1(A) as per DISCOM recommendations. The applicant shall communicate to the DISCOM regarding the resolution of deficiencies and course of action if technical constraints exist through **Form 4** on USRTP. Further, the DISCOM will assess the response and provide a LOA (**Form 5**) to the applicant upon satisfaction. In case deficiencies are not rectified within the said period, the application shall stand cancelled/deemed terminated and the application fee shall be forfeited.
 - In case the technical feasibility is negative/non-satisfactory, the same shall be intimated to the applicant within seven days of the receipt of application. The intimation shall be through online portal by DISCOM in (**Form 3[B]**).

C. Installation

1. The applicant shall install the SRTPV system within 90 days of the receipt of LOA (**Form 5**), as per the Standards/Codes/Regulations specified by MNRE/CEA/APERC/DISCOM. The aforesaid duration of 90 days is the maximum time available to the applicant for installation of SRTPV system. However, the applicant shall be at liberty to complete the installation

process before this period and approach the DISCOM for initiating the next step.

D. Signing of Agreement

1. The applicant and DISCOM (ADE [Operations]: ≤56 kWp/SE [Operations]: >56 kWp) shall sign the Net/Gross Metering Agreement (**Form 6[A]: for Individual Consumers/Form 6[B]: for Society/Group Consumers**) within 15 days of receipt of LOA (Form 5) by consumers.
2. A scanned copy of the signed document shall be uploaded by the consumer on the portal.

E. Procurement of Meters

1. All applicants shall approach the DISCOM for purchase of meter. The applicant shall submit the Intimation for Meter Procurement (**Form 7[A]**) to Assistant Engineer (AE) (Operations) for system size ≤56 kWp and both, Divisional Engineer (DE) (Operations) and AE (Operations) for system size >56 kWp. Form 7(A) shall be submitted at least 15 days prior to expected date of submission of intimation of system readiness (**Form 9**).
2. DISCOM (AE [Operations]) shall intimate the applicant about Availability of Meters/Unavailability of Meters (**Form 7[B]**).
3. On confirmation of availability of meters from DISCOM, the applicant shall make the necessary online payment as intimated in **Form 7(B)** for procurement and testing of meter to the DISCOM.
4. On receipt of intimation of unavailability of meters from the DISCOM, the applicant can procure meters from an external agency and shall submit an online request for meter testing through **Form 7(C)** to the DISCOM (ADE [Operations]: ≤56 kWp/SE [Operations]: >56 kWp).
5. The applicant shall submit the procured meter to the DISCOM/test centers approved by the DISCOM, within three days of online submission of intimation of system readiness (**Form 9**).
6. Along with the meter, the applicant should submit the following:
 - Copy of the **Form 7(C)** 'Request for Meter Testing' along with meter testing fee payment receipt
 - Copy of LOA (**Form 5**)
 - Test certificate (received from manufacturer)
 - Copy of **Form 9** 'Intimation to the DISCOM for Readiness of the System for System Checks, Synchronization with the DISCOM Grid and Installation of Meters'

F. Inspection and Commissioning

1. After the installation of SRTPV system:

- For system <10 kWp the applicant shall submit the Work Completion Report (**Form 8**) and intimate system readiness (**Form 9**) online to the DISCOM (ADE [Operations]: ≤56 kWp/SE [Operations]: >56 kWp) through USRTP.
 - For system >10 kWp a copy of the Work Completion Report (**Form 8**) shall be submitted to the DISCOM indicating completion of installation. The consumer shall procure NOC/Safety Approval from the Directorate of Electrical Safety and Chief Electrical Inspector to the Government Office (CEIG) through the AP CEIG's Portal established under Ease of Doing Business.
 - On receipt of NOC/Statutory Approval from CEIG the applicant shall submit the NOC/Safety approval to the DISCOM (ADE [Operations]: ≤56 kWp/SE [Operations]: >56 kWp) within seven days of receipt of the certificate along with the intimation of system readiness (**Form 9**).
 - Following are the documents to be submitted along with **Form 9**:
 - NOC from CEIG for systems >10 kWp
 - Manufacturer's Test Certificates of all components used in installation of the RTSPV system
2. The DISCOM shall communicate the inspection slot within three days of receipt of the intimation of system readiness (**Form 9**) through the portal. DISCOM shall have the provision to grant three time slots within the next seven days to the consumer. The consumer must then select one-time slot from the options provided. The DISCOM during its visit shall inspect, perform the necessary system checks, synchronize, install and seal the meter. The DISCOM will further issue the 'Letter of Synchronization with DISCOM Grid and Installation of Meters' (**Form 11**) to the applicant.
3. In case, errors or deficiencies are noted by the DISCOM while inspection/synchronization, the DISCOM shall intimate the consumer regarding the deficiencies (**Form 12**). The applicant shall rectify the issues within 15 days and inform the DISCOM regarding readiness of the system for rechecking by resubmitting the intimation of system readiness (**Form 9**). After adhering to the testing compliance, the DISCOM shall issue the 'Letter of Synchronization with DISCOM Grid and Installation of Meters' (**Form 11**) to the applicant.

G. Billing Procedures

1. The billing procedure to be followed will be as specified in the existing Solar Rooftop Policy/Guidelines of Andhra Pradesh and its subsequent amendments.

List of Forms

The applicant shall fill and submit the forms listed in Table 2 at various stages, from initial application to final stage of interconnection with DISCOM's grid, assuming that there is no deficiency or shortcoming on the part of applicant at any stage.

Table 2: Forms to be Filled by the Applicant

Sr. No.	List of Forms	Title of Form	Responsibility
1.	Form 1(A)*/ Form 1(B)**	DISCOM's Application Form for Solar Grid Interactive Rooftop and Small SPV Power Plants	Applicant
2.	Form 6(A)/ Form 6(B)	Solar Rooftop Net/Gross Metering Connection Agreement	Both, DISCOM and Applicant
3.	Form 7(A)	Intimation of Meter Procurement	Applicant
4.	Form 8	Work Completion Report	Applicant
5.	Form 9	Intimation to the DISCOM for Readiness of the System for System Checks, Synchronization with the DISCOM Grid and Installation of Meters	Applicant

*After submission of Form 1, the applicant will receive the acknowledgement slip (Form 1[C]) for reference.

** Form 1(B) – Authorization form is required only in case if the applicant is a Trust/Committee/Housing Society/Partnership Firm, etc.

In response to the applicant's submission, the DISCOM will fill the following forms as listed in Table 3 for maintaining transparent communication with the applicant.

Table 3: Forms to be Filled by the DISCOM

Sr. No.	List of Forms	Title of Form	Responsibility
1.	Form 2	Technical Feasibility Report	DISCOM
2.	Form 5	Letter of Approval for Consumer With Respect to the Application for Net/Gross Metering and Grid Connectivity of Grid Connected Rooftop Solar PV System	DISCOM
3.	Form 6(A)/ Form 6(B)	Solar Rooftop Net/Gross Metering Connection Agreement	Both, DISCOM and Applicant
4.	Form 7(B)	Assigning Meter	DISCOM
5.	Form 11	Synchronization with the DISCOM Grid, Installation of Meter	DISCOM

Table 2 and 3 provide the forms, which are to be filled by the Applicant and DISCOM respectively in case application submitted by the applicant is complete at all stages, and DISCOM has no objection in certifying the same.

However, in case, the application submitted by the applicant is incomplete or there is deficiency noticed on applicant's part at any stage during the scrutiny by the DISCOM, also, in the event that Meter is not available with the DISCOM; some additional forms are required for intimation purpose. These forms are provided in the Table 4.

Table 4: Additional Forms (If Required)

Sr. No.	List of Forms	Title of Form	Responsibility
1.	Form 3(A)	Intimation About Deficiency Scrutinized in Application	DISCOM
2.	Form 3(B)	Intimation for Non-Feasibility and Termination of Application	DISCOM
3.	Form 4	Response of Applicant for Removal of Deficiencies as Intimated After the Technical Feasibility	Applicant
4.	Form 7(C)	Request for Meter Testing	Applicant
5.	Form 12	Intimation for Removal of Deficiencies in the System Installed	DISCOM

Process Flow Chart

