

Subsidy Process

Based on the Ministry of New and Renewable Energy (MNRE) Notification dated March 4, 2016 and September 2, 2016 only Residential, Institutional and Social Sectors are eligible to avail Central Financial Assistance (CFA).

- To initiate the subsidy application process, the applicant needs to register onto the Unified Solar Rooftop Transaction Portal (USRTP).
- On completion of registration, the applicant should login using their login credentials and initiate the interconnection application process by filling and submitting Interconnection Application Form 1(A) to the distribution company (DISCOM).
- In case the applicant wants to avail subsidy then, upon receipt of Form 5 'Letter of Approval' from DISCOM for approved system capacity, the applicant can proceed to fill the subsidy application through 'Apply for Subsidy' option under the 'Subsidy' tab of the USRTP.

The Stepwise procedure to avail subsidy is as described in Table 1.

Table 1: Procedure and Timeframe for Availing Subsidy

Steps	Procedure	Time Frame
Step-1	After receiving 'Letter of Approval' from the respective DISCOMs, the applicant has to submit an appropriate Subsidy application along with a processing fee (To be paid online)	1 Day
Step-2	In case of shortfall in the application, the applicant has to re-submit the documents (After review by District Manager [DM])	10 Days
Step-3	Review of application by the respective DM and allotment of time slot. Conducting site visits by DM during the mutually decided time slot	7 Working Days
Step-4	Application forwarded to the Head Office (HO), New and Renewable Energy Development Corporation of Andhra Pradesh Limited (NREDCAP) for verification of documents and assessing eligibility leading to issuance of In-principal approval to the applicant with intimation to DM	3 Working Days
Step-5	Solar rooftop photovoltaic (SRTPV) system installation	90 Days
Step-6	System commissioning and request for joint inspection	1 Day
Step-7	Site inspection by DM and submission of supporting documents	7 Days
Step-8	Verification of documents at the District Office and HO, NREDCAP	
Step-9	Approval of subsidy disbursement by VC & MD, NREDCAP and disbursement of subsidy by finance team	5 Days (subject to fund availability)

Stage 1: Filling Application Form

The option to apply for subsidy shall be available only after obtaining the Letter of Approval (Form 5) from DISCOM for eligible consumers. Based on the approved system capacity the applicant can fill and submit the Form S1A/S1B/S1C.

Documents to be uploaded while applying for subsidy are detailed in the Table 2:

Table 2: Documents to be Uploaded for Subsidy Application

Form S1A	Form S1B	Form S1C
1-5 kWp capacity	Above 5 and up to 50 kWp capacity	Above 50 and up to 500 kWp capacity
Documents to be Uploaded	Documents to be Uploaded	Documents to be Uploaded
<u>General Documents:</u> <ul style="list-style-type: none"> • Latest Electricity Bill • DISCOM Consent • Vacant Rooftop Photos (with beneficiary/organization representative) • ID Proof: Aadhaar card with beneficiary mobile number • Others (if required) 	<u>General Documents:</u> <ul style="list-style-type: none"> • Latest Electricity Bill • DISCOM Consent • ID Proof: Aadhaar card with beneficiary mobile number • Others (If required) 	<u>General Documents:</u> <ul style="list-style-type: none"> • Latest Electricity Bills • DISCOM Consent • Id Proof: Aadhaar card with beneficiary mobile number • Others (If required)
<u>S1A Documents:</u> <ul style="list-style-type: none"> • Photograph of the front view of the proposed site with date • Agreement/Consent certificate from user/beneficiary on INR 25 stamp paper [Format available under section 'Download Form'] • Others (if required) 	<u>S1B Documents:</u> <ul style="list-style-type: none"> • Executive summary of the proposal • Schematic diagram of the system including protecting interlocking devices, monitoring, and data logging points to be provided. • Completion schedule with milestones (PERT chart preferably) • Single line diagram elaborating interconnection of the Solar Photovoltaic (SPV) Plant to the Grid • Letter of Consent for Synchronization of SPV Plant with the Network of Distribution Licensee/NOC • Single line diagram elaborating type and location of meter(s) • Copy of agreement made with distribution licensee and/or third party 	<u>S1C Documents:</u> <ul style="list-style-type: none"> • Executive summary of the proposal • Schematic diagram of the system including protecting interlocking devices, monitoring, and data logging points to be provided. • Completion schedule with milestones (PERT chart preferably) • Single line diagram elaborating interconnection of the SPV Plant to the Grid • Letter of Consent for Synchronization of SPV Plant with the Network of Distribution Licensee/NOC (Not Mandatory) • Single line diagram elaborating type and location of meter(s)

Form S1A	Form S1B	Form S1C
	<ul style="list-style-type: none"> • Calculations and justification of proposed capacity • Sketch/Line diagram of complete SPV system with details • Undertaking from the consumer/beneficiary regarding the acceptability and cost sharing of the project (Agreement/Consent certificate from user/beneficiary on INR 25 stamp paper) [Format available under section 'Download Form'] • Undertaking from the third party/project developer regarding quality assurance, installation, operation and maintenance of the system • Photograph of the front view of the proposed site with date • Shadow free south facing rooftop/land area photograph • Others (if required) 	<ul style="list-style-type: none"> • Calculations and justification of proposed capacity • Sketch/Line diagram of complete SPV system with details • Undertaking from the consumer/beneficiary regarding the acceptability and cost sharing of the project (Agreement/Consent certificate from user/beneficiary on INR 25 stamp paper) [Format available under section 'Download Form'] • Undertaking from the third party/project developer regarding quality assurance, installation, operation and maintenance of the system • Photograph of the front view of the proposed site with date • Shadow free south facing rooftop/land area photograph • Calculation for unit cost of power generation • Cost benefit analysis and pay-back period • Respective drawings for layout, connection, components, etc. • Connectivity details with grid and metering arrangement (with sketch diagram) • Agreement with distribution licensee/DISCOMs • Others (if required)

Stage 2: Fee Payment

Upon filling the application form and uploading requisite documents, the final step of the application submission is fee payment. Fees must be paid online as detailed in the Table 3. Upon payment of fees, the application submission process will be completed.

Table 3: Subsidy Application Processing Fees

Sr. No.	System Size	Fees (INR)
1	Up to 5 kWp	1,000 + Taxes*
2	6-100 kWp	5,000 + Taxes*
3	101-1,000 kWp	10,000 + Taxes*

*Taxes will be levied as per applicable goods and services tax (GST)

On completion of fee payment, an acknowledgement will be generated. The DM at the District Office (DO) of NREDCAP will receive the application submitted.

Stage 3: Review of Application and Site Visit

- The DM at the DO shall review the application for completeness.
- In case of any shortfall during document submission or form filling, the DM shall inform the applicant accordingly with comments through the portal. The applicant shall address the deficiencies/shortfall within 10 days and submit revised documents online.
- If the application is in order, then the DM will provide option of three time slots for site visit.
- Applicant shall select one time slot as per convenience.
- As per applicant's choice of time slot, DM shall visit the site to see the vacant rooftop. Based on the site observation and details provided in the application, the DM shall approve and upload a signed copy of the Affidavit/Declaration on INR 25 stamp paper and forward the application to the HO, NREDCAP.

Stage 4: Review of Application at HO, NREDCAP

- At the HO, the application will be reviewed by the Project Director, Assistant Manager, Officer on Special Duty (OSD)/ General Manager (GM) (Solar) and Vice Chairman (VC) and Managing Director (MD).
- At this stage, verification of the application and eligibility of applicant for sanction of subsidy will be assessed. The Project Director and OSD/GM can reject the application if found ineligible. After the verification, OSD/GM will recommend the application to VC and MD.

Stage 5: Issuance of In-Principle Sanction Letter

- The VC and MD, NREDCAP on receipt of confirmation of eligibility will issue the In-Principle Sanction Letter to the applicant (Form S2) with intimation to the DM at the DO and Deputy General Manager (DGM) Finance and Administration (F&A) within three days on receipt of application at HO.

Stage 6: System Installation and Joint Site Inspection

- Upon receipt of In-Principle Sanction Letter from NREDCAP, the applicant shall start the installation of SRTPV system and keep it ready for inspection in three months.
- After the completion of installation, the consumer must request the DM for allotment of time slot for Joint Inspection.
- The DM will provide an option of three time slots for the site visit.
- The Joint Inspection must be completed within seven days of receiving the request. The inspection will be performed by DM in presence of the Consumer and System Installer.
- After the joint visit and inspection of the installed system, the DM shall upload the Joint Inspection Report (Form S3) on the portal and forward the application to the HO.

Stage 7: Document Upload and Subsidy Disbursement

On completion of inspection, the consumer must upload the following list of documents to be received by the DM at DO and OSD/GM (Solar), Project Director and Assistant Manager at HO.

- Copy of work order
- Invoice
- Original project completion report (Form S4) along with SPV panel numbers and inverter details
- Photographs (with beneficiary/organization)
- Synchronization letter with serial number of meter
- Original statement of expenditure (SOE) (Form S5) from the Chartered Accountant (CA)
- One month's electricity bill (after commissioning, indicating export/import of energy)
- Authorization letter in case of subsidy disbursement to the system integrator (Form S6) if not to the beneficiary, along with counter signature of DM.

The Project Director and Assistant Manager at the HO will verify the submitted documents. The outcome of verification will be intimated to OSD/GM (Solar). The OSD/GM (Solar) on receipt of documents will forward the documents to the finance team based on fund availability. The finance team will check the documents and verify their completeness. The OSD/GM (Solar) will forward application to VC and MD, NREDCAP for confirming subsidy disbursement.

VC and MD, NREDCAP will then grant approval of subsidy disbursement. DGM (F&A) and accounts team will receive an intimation of approval for subsidy disbursement. The accounts team will then release payment of subsidy to consumer/system installer online with comments describing the mode of payment and other details.

Process Flow of the Subsidy Application and Subsidy Disbursal:

The subsidy application process is depicted in Figure 1.

Figure 1: Subsidy Application Flow Chart

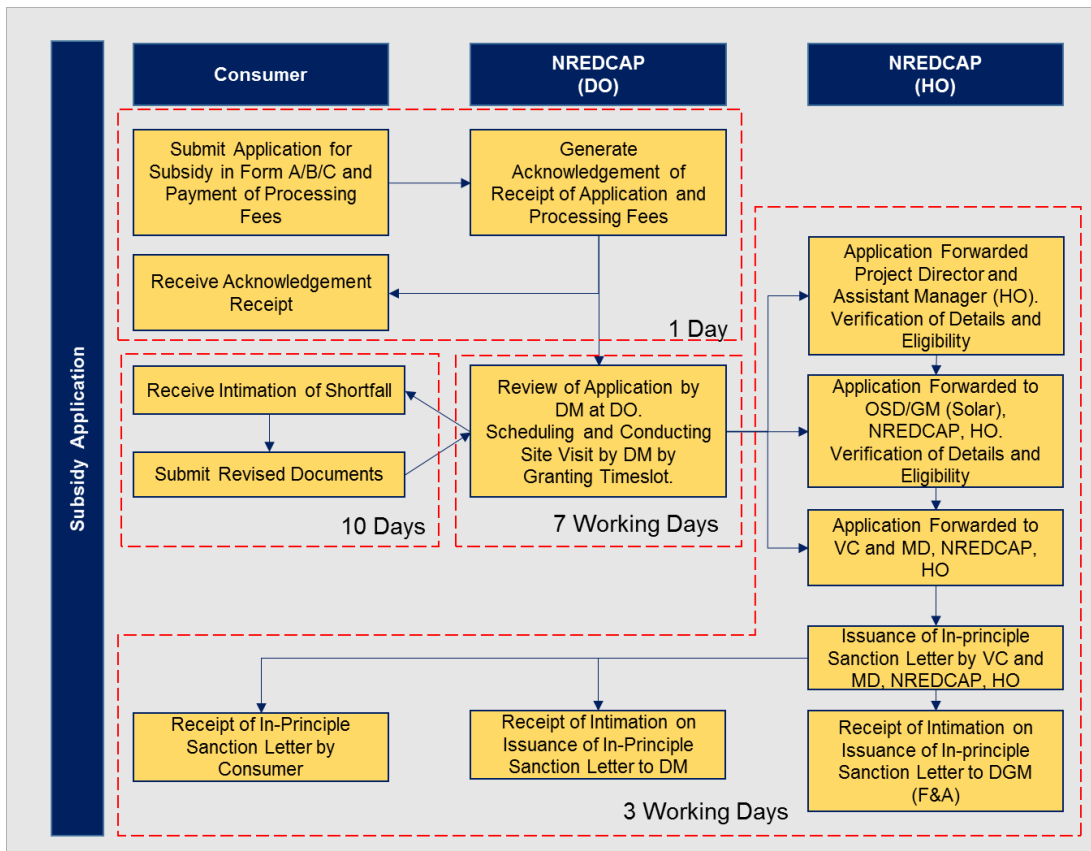


Figure 2: Subsidy Disbursement Flow Chart

