

DEPARTMENTAL STANDARD OPERATING PROCEDURES (SOP) FOR PROCESSING OF ONLINE NET METERING APPLICATIONS

STAGES	INSTRUCTIONS AND STEPS TO BE PERFORMED
<p>1. Acknowledgement Responsibility: Net metering Cell (within 3 days)</p>	<p>INSTRUCTIONS: The applicant (eligible as per Net Metering Regulations) who intends to install DG facility, shall submit application (complete in all respect with all of the schedules) to the Net Metering Cell at P&E Directorate through online system using M/s Step Robotics website https://installer.steprobotics.com. In this stage, the Net Metering Cell will perform provisional review (within 3 days) of all Net Metering applications before forwarding for Screening.</p> <p>The brief description of the steps to be carried out by the installer/vendor/applicant and the Net Metering cell is as under:-</p> <p>1-1 (First Stage – First Step) An installer/vendor/applicant starts an online application. 1-2 Installer/vendor/applicant uploads all Net Metering Application documents (Soft copy is available on AEDB website) on the Online Portal. 1-3 After uploading of application by installer/vendor/applicant, the online system will forward the same to IESCO Net Metering Cell. In parallel, the installer/vendor/applicant will also submit a hard copy of the application along with the actual stamp papers and required documents to the concerned IESCO office (as already mentioned in approved Net Metering Departmental SOP for upto 250KW and above 250KW). 1-4 The Net Metering Cell will perform provisional review of application. 1-5 If the application documents are completed, the Net Metering cell will acknowledge the receipt of the same. If the application lacks the basic information, it will be rejected and returned to the installer/vendor/applicant. 1-6 In case of acknowledgement/provisional acceptance, the Net Metering Cell will forward the application to the concerned IESCO office for screening/documents verification.</p>
<p>2. Screening: Concerned Office (within 3 days)</p>	<p>INSTRUCTIONS: The Concerned IESCO office is responsible to review all the documents and schedules initially submitted with the application. The said office is authorized to either accept or reject all the documents before forwarding for <i>Technical Feasibility</i>.</p> <p>2-1 Application schedules and documents will be reviewed and verified by the concerned office. 2-2 If all documents are verified, the application will move to Technical Verification stage. If there is an issue with the application documents, the concerned office will return the same to Installer/vendor/applicant. 2-3 In case of any discrepancies found in the application, the installer/vendor/applicant will update the documents and will resubmit the application to the concerned office.</p>

DEPARTMENTAL STANDARD OPERATING PROCEDURES (SOP) FOR PROCESSING OF ONLINE NET METERING APPLICATIONS

<p>3. Technical Feasibility: Concerned Office</p> <p>Steps 3-1, 3-2 and 3-3 to be performed in within 7 Days</p> <p>Step 3-5 to be completed within 02 Days</p>	<p>INSTRUCTIONS: At this stage, the ‘Concerned office’ is required to perform the technical feasibility of the DG facility within nine(09) days. This stage requires a field visit to the Net Metering installation site by IESCO Technical Committee as already mentioned in IESCO approved SOPs for Net Metering. The brief description of this stage is as under:-</p> <p>3-1 SITE VERIFICATION: During this step, the concerned Technical Committee will check the IESCO infrastructure exists in the locality/in the vicinity in light of AEDB reference guide and IESCO`s approved Net Metering SOP`s.</p> <p>3-2 INSTALLED DG FACILITY. The concerned IESCO Technical Committee will inspect/check the DG Facility in light of Net Metering Regulations and AEDB reference guide.</p> <p>3-3 In case of verification of installed DG Facility and acceptance of IESCO infrastructure the concerned IESCO Office and the applicant will enter into an agreement as per schedule 1 of Net Metering Regulations duly witnessed by the concerned.(as mentioned in IESCO approved Net Metering SOP`s).</p> <p>3-4 In case of observations raised by the concerned Technical Committee after site visit, the same will be communicated to the installer/vendor/applicant. The installer will remove the objections and submit the compliance/request for re-inspection.</p> <p>3-5 In case of no observations raised by IESCO Technical Committee, the concerned office will</p> <ul style="list-style-type: none"> (i) upload a signed copy of Agreement (Schedule-I). (ii) upload inspection certificate. (iii) upload Demand Notice (DN). Demand notice will be visible to the installer/vendor/applicant after the issuance of Generation License by NEPRA.
<p>4. Submission of application to NEPRA for issuance of Generation License: Net Metering cell (within 3 days)</p>	<p>INSTRUCTIONS: The brief description of this stage is mentioned below:-</p> <p>4-1 The Net Metering Cell will check whether the concerned IESCO office has uploaded all the required documents before submitting the application to NEPRA for issuance of a generation license.</p> <p>4-2 In case of no missing documents found, the application will be sent to NEPRA for issuance of Generation License.</p> <p>4-3 In case of any missing documents, the same will be communicated by Net Metering cell to the concerned vendor.</p>
<p>5. Generation License by NEPRA: Responsibility of NEPRA Staff</p>	<p>INSTRUCTIONS: At this stage, NEPRA will issue the generation license within least possible time. The brief description of this stage is mentioned below:-</p> <p>5-1 The NEPRA will process the DG license application.</p> <p>5-2 NEPRA will either issue a Generation License or will forward the application to the Net Metering cell with observations.</p>

DEPARTMENTAL STANDARD OPERATING PROCEDURES (SOP) FOR PROCESSING OF ONLINE NET METERING APPLICATIONS

	5-3 In case there are no observations, NEPRA will upload a copy of the Generation License to the Concerned IESCO office.
6. Commissioning: By Concerned Office (within 10 days after payment of Demand Notice)	<p>INSTRUCTIONS: The brief description of this stage is mentioned below:-</p> <p>6-1 The installer/vendor/applicant will upload the paid copy of the Demand Notice issued by the concerned IESCO office within 20 days after its issuance.</p> <p>6-2 In this step the concerned IESCO office will</p> <ol style="list-style-type: none"> a) Verify payment against Demand Notice uploaded by Installer/vendor/applicant. b) The concerned IESCO office will draw Bi-Directional Meter from the store after full filling all departmental formalities. c) Coordinate with M&T for Change of Meter. d) Issue meter change order (MCO). <p>Once meter is installed/changed, the Concerned IESCO Office will upload M&T Performa and MCO.</p>
7. Customer Service Office (CSO) feeding request in billing system: CSO	<p>INSTRUCTIONS: The CSO Office will feed relevant data in respect of all commissioned Net Metering connections for billing. The brief description is as under:-</p> <p>7-1 The CSO will verify</p> <ol style="list-style-type: none"> a) Generation Licence b) Paid Demand Notice (D.N) c) M&T Performa d) Meter change order (MCO) <p>7-2 In case of any missing documents found, the CSO will send the observations to the concerned IESCO office.</p> <p>7-3 If all the documents are verified, the CSO will update/modify the billing date in respect of the consumer accordingly.</p>
8. Confirmation of Net Metering generated bill by CSO	<p>INSTRUCTIONS: At this stage, the CSO will ensure that billing for the Net Metering has started. The brief description is as under:-</p> <p>8-1 CSO is responsible to ensure the issuance of Net Metering bill within 02 Months from the date of commissioning of DG Facility.</p> <p>8-2 Upon verification, the system will conclude the application.</p>

DEPARTMENTAL STANDARD OPERATING PROCEDURES (SOP) FOR PROCESSING OF ONLINE NET METERING APPLICATIONS

NOTE:

- 1) Those Net metering applications, having Distributed Generation Capacities more than 250 KW shall also be processed online but in accordance with IESCO departmental SOP issued vide GM (CS) IESCO letter Number 12091-12123 dated 10-12-2015.
- 2) For any step/formality missing (inadvertently) in this online SOP please consult NEPRA Net Metering Regulations (amended to date) and Net Metering Departmental approved SOP`s.