

WORK COMPLETION REPORT

To,

The Sub – Divisional Engineer (SDE)
 _____ (Concerned Electrical Sub Division), APDCL
 _____ (Address)

Sub: Submission of Work Completion Report

Ref: 1. Your Final Approval Letter No.: _____ dated- _____
 2. My Application No. _____

Dear Sir,

This is in reference to my Application number _____ for installation of Solar Rooftop PV system, I/ We hereby confirm you that I/ we have completed the work of installation of the Solar Rooftop PV system having capacity of _____ and submit the following basic information for your perusal and requests you to inspect and commission the system.

S. No.	Particulars	Information
A.	Details of the Solar PV module	
1.	Model No.	
2.	Name and address of manufacturer	
3.	Capacity of each Module (Wp)	
4.	No. of Modules	
5.	Total Capacity (kWp)	
6.	Date of Installation	
7.	Applicable Standard (BIS/IEC)	
B.	Details of the Inverter	
8.	Name and address of the inverter manufacturer	
9.	Brand Name of the inverter	
10.	Model No.	
11.	AC capacity of individual inverter (kW)	

S. No.	Particulars	Information
12.	No. of inverters installed	
13.	Total AC capacity of inverter (kW)	
14.	Serial Nos.	
15.	Date of Installation	
16.	Applicable Standard (BIS/IEC)	
C.	Details of the Cables: DC	
17.	Make / Name of manufacturer	
18.	Size & Type	
19.	Applicable Standard (IEC)	
D.	Details of the AC wiring	
20.	Make / Name of manufacturer	
21.	Size & Type	
22.	Applicable Standard (IEC)	
E.	Details of the DC distribution box	
23.	Make / Name of manufacturer	
24.	Sl. No.	
25.	DC Surge Protection Device	
26.	MCB /Isolator quantity & capacity	
27.	Size & Type	
28.	Applicable Standard (IEC)	
F.	Details of the AC distribution box	
29.	Make / Name of manufacturer	
30.	Sl. No.	
31.	AC Surge Protection Device	
32.	MCB /MCCB quantity & capacity	
33.	Size & Type	
34.	Applicable Standard (IEC)	
G.	Details of the Earthing*	
35.	Earth resistance (shall be less than 2	

S. No.	Particulars	Information
	ohms)	
36.	Size of the Earth wire / flat*	
37.	Two separate Earthing points Modules & DC Surge arrester Inverter, AC Surge protection device & Lightning Arrester	Yes / No Yes / No
38.	Size & Type	
39.	Applicable Standard (BIS/IEC)	
	Note: *Earthing shall be done in accordance IS 3043-1986, provided that Earthing conductors shall have a minimum size of 6 mm ² copper wire or 10 mm ² aluminum wire or 3 mm ² X 70 mm ² hot dip galvanized steel flat.	
H.	Details of the Caution signage	
40.	Caution Signage	
I.	Provision of manual and automatic switches: Yes / No	
41.	Manual/ Automatic Switches	
J.	G.P.S. Co-ordinates of the Solar Rooftop PV System Installation	
42.	Latitude/ Longitude	
K.	Operation and Maintenance	
43.	Whether Operation and Maintenance Manual provided to the consumer: Yes/ No	

Inspection of Electrical inspectorate (Capacity as notified by Govt. of Assam):

The Grid Connected RTS plant has been installed and inspected in compliance with the Electricity Act 2003, the Indian Electricity rules 1956 (Rule 47A) by Electrical inspectorate, Government of Assam dated: _____ (applicable only in case the size of system is >500 KVA (equivalent kWp), amended from time to time, else exempted).

Certified that the above said RTS plant was installed by me and the equipment's used comply the Technical and Safety standards issued by APDCL.

Enclosures:

1. Coloured photographs in Postcard Size (both soft and hard copy) with Unique Identification Number of the Project as issued by APDCL / AEDA / SECI (as applicable)

- a. Rooftop Solar PV System Clearly Showing Solar Panels, Inverter / PCU
 - b. Own / Beneficiary along with Representative of SPG on foreground of PV system
2. Copy of the IEC/IS Test certificates of PV modules, Inverter, Cable etc.
 3. Data sheets/Drawing for the array mounting System.
 4. Actual Single line wiring diagram (SLD) of the SPV System.
 5. Copy of Maintenance & Operation information manual provided by the System Installer.

Applicant Signature: _____

Name: _____

Date: _____

SPG's Signature & seal: _____

Name of the firm: _____

Date: _____

Copy to:

1. Chief Electrical Inspector/ Electrical Inspector.....(Control Area) Government of Assam (*In case the RTS Plant size is more than >500 kWp*)
2. General Manager, (NRE), Annex Building, Bijulee Bhawan, Paltanbazar, Guwahati – 01
3. Director, Assam Energy Development Agency, Bigyan Bhawan, Near IDBI Building, ABC, Guwahati – 05 (in case the consumer apply to AEDA under subsidy scheme of Central / State Government)
