

**(In the letter head of Company/Firm of the Registered Vendor)**

**Project Completion Report**

Ref. No. \_\_\_\_\_

Date: \_\_\_\_\_

1. This refers to the project specific Vendor Registration Certificate from APDCL vide Ref. No. \_\_\_\_\_ dated \_\_\_\_\_ for \_\_\_\_\_ kW capacity allocated to \_\_\_\_\_ (Vendor Name) having its registered office at \_\_\_\_\_ for installation of Grid-Connected Rooftop Solar Project at the premises of \_\_\_\_\_ (Name of Consumer) bearing APDCL Consumer No. \_\_\_\_\_.  
The work order was awarded directly by \_\_\_\_\_ to the Vendor \_\_\_\_\_ through tendering / non-tendering process (tick as applicable) under the scheme \_\_\_\_\_ of \_\_\_\_\_ (mention if applicable)
2. In this regard, it is hereby certified that an aggregate capacity of \_\_\_\_\_ kW was installed by the registered vendor \_\_\_\_\_ of APDCL. The solar plant has been inspected and commissioned by APDCL Officials on date \_\_\_\_\_ (APDCL Commissioning and Synchronization Report No. \_\_\_\_\_ dated \_\_\_\_\_) and has been found to be working satisfactorily.
3. We confirm that the beneficiary has registered under Consumer Registration at [www.rodalee.com](http://www.rodalee.com) with Application No. \_\_\_\_\_ dated \_\_\_\_\_ for Grid-Connected Rooftop Solar Plant and the photographs of the solar plant along with detailed technical specifications of various components, have been submitted by us to the Sub-Divisional Engineer, \_\_\_\_\_ Electrical Sub-Division, APDCL. The copy of the same is maintained in our own office and also submitted to the Chief General Manager (NRE), APDCL vide ref. no. \_\_\_\_\_ dated \_\_\_\_\_ to the office of the CGM (NRE), APDCL, Bijulee Bhawan, Annex Building, Paltan Bazar, Guwahati-781001. For any audit and inspection, it will be shown to the concerned officer/authority.
4. This is to declare that all information submitted in this Project Completion Report (PCR) by the undersigned are true to the best of my knowledge and belief and I understand that I subject myself to disciplinary action in the event that the above facts are found to be falsified.

**Signed and Sealed By:**

**(Head of Company/Firm)**

**Acknowledged and Received By:**

**O/o the CGM (NRE), APDCL,  
Bijulee Bhawan, Annex Building,  
Paltan Bazar, Guwahati-781001**