



ASSAM POWER DISTRIBUTION COMPANY LTD.

O/o the Chief General Manager (NRE), Annex Building, Bijulee Bhawan, Paltanbazar, Guwahati-1
E-mail: gmnre.apdcl@gmail.com

No.: APDCL/CGM(NRE)/NRE-81/2022-23/215

Date: 09/01/2024

OFFICE ORDER

The Ministry of New and Renewable Energy had issued the Operational guidelines for implementation of GCRT Solar Programme, vide MNRE Office Memorandum No. 318/331/2017-GCRT dtd. 20th Aug'2019, wherein "**Inspection by DISCOM, Installation of Meter and Commissioning of the Solar Power Plant system to be completed by the DISCOMs in 15-20 days**".

In order to achieve this timeline by APDCL, the following process is hereby proposed to be implemented in ERP system and to be followed in action by all the concerned offices of APDCL to fasten the existing process of release of EXIM meter connection.

SL. No.	Item	Concerned Office / Official	Time Line
1	Inspection of the Solar Power Plant.	The SDE, Sub-Division has to arrange for the Inspection of the Solar Power Plant and raise the Demand Note for Meter cost.	Within 2 days , after receiving the Work completion Report from Consumer / Vendor.
2	Creation of the Purchase Requisition (PR) for EXIM meter.	The PR is to be raised by the SDE of the Sub-Division in ERP system.	Within 3 days of meter cost payment by the Consumer.
3	Approval Level 1	The CEO of the respective Circle.	1 day.
4	Approval Level 2	The Chief General Manager (NRE), APDCL.	1 day.
5	Creation of Stock Transfer Order.	The Chief General Manager (NRE), APDCL.	1 day.
6	Collection of the EXIM from Central Store, Ulubari.	The SDE, Sub-Division is to arrange for collecting the EXIM meter from Central Store, Ulubari.	Within 3 days from creation of STO.
7	Testing of the EXIM meter.	The EXIM meter is to be tested at respective T&C Lab of the circle.	2 days.
8	Commissioning of the Solar Power Plant	The SDE, Sub-Division is to commission the Solar Power Plant.	Within 2 days of receipt of meter.
		TOTAL	15 days

This has the approval of Managing Director, APDCL.

CGM (NRE),
APDCL, Bijulee Bhawan.

Memo No.: APDCL/CGM(NRE)/NRE-81/2022-23/215(a)

Date: 09/01/2024

Copy to:

- 1) PS to the Managing Director, APDCL, Bijulee Bhawan, Ghy-1 - for kind appraisal of the MD, APDCL.
- 2) The CGM (D&S), LAR / UAR / CAR, APDCL, Bijulee Bhawan, Ghy-1- for favour of information.
- 3) The CEO, All Electrical Circle, APDCL- for favour of information.
- 4) The AGM, All T&C Divisions, APDCL- for favour of information.
- 5) The SDE, All Electrical Sub-Divisions, APDCL- for favour of information.
- 6) The AGM, ERP - for favour of information & n/a.

CGM (NRE),
APDCL, Bijulee Bhawan