



ASSAM POWER DISTRIBUTION COMPANY LTD.

(A Successor Company of Assam State Electricity Board)

O/o the Chief General Manager (NRE), Annex Building, Bijulee Bhawan, Paltanbazar, Guwahati-1
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Procedure for EXIM metering settlement in ERP system for implementation of Grid Connected Rooftop Solar Power Projects in Assam and generate data of RTS plant

1. The Assam Solar Energy Policy, 2017 states that APDCL shall acts as a Nodal Agency for implementation of Solar Projects in Assam. The Policy has also stated that being as a Nodal Agency, APDCL shall be responsible for registration of project and to facilitate in getting power evacuation. Further, in order to expedite implementation of Grid Connected Rooftop Solar Power Project (RTS), appropriate metering settlement in ERP system shall be under the scope of APDCL. It has come to the knowledge of APDCL that existing metering settlement in ERP system causing considerable delay in commissioning of RTS projects which are ready to produce electricity and provide power to the grid.
2. In order to create as hassle free metering settlement in ERP system for EXIM meter as well as to infuse required push in the solar rooftop installation, it has been decided that the following procedure shall be adopted:
 - a) The type of Export –Import (EXIM) meter to be installed at any individual consumer **should be same as existing installed meter** of the consumer. (i.e., if the existing meter of the consumer is LT/CT operated, then the type of EXIM meter should be LT/CT operated EXIM meter)
 - b) The requisite meter cost bill should be raised by the Sub-Divisional Engineer (SDE) of concerned Sub-Division of APDCL and same shall be intimated to the concerned consumer.
 - c) The type of EXIM meter, their applicable rate and ERP material codes against each meter are as follows:

Sl. No	Type of meter	ERP Material Code	* Cost of Meter (Rs.)
1	LT-single phase two wire 5-30 Amp whole current static Net Meter with LCD display & Accuracy Class 1.0	200247	3,310.00
2	Static Three phase four wire direct connection Tri Vector Net Energy Meter	200243	7,200.00
3	Static three phase four wire CT operated Tri Vector Net Energy Meter (LT/CT operated)	200246	10,306.00
4	Category B, DLMS Class 0.5 accuracy static 3 phase 4 wire CT-PT operated HT meter (CT/PT operated)	200253	8,643.00

* Any change in EXIM meter cost will be notified in due course of time.

- d) The procedure for settlement of EXIM Meter in ERP system shall be as follows:
 - i. The requisite meter cost bill should be raised by the Sub-Divisional Engineer (SDE) of concerned Sub-Division of APDCL and same shall be intimated to the concerned consumer.
 - ii. The Consumer shall submit the meter cost to the Chief Executive Officer (CEO) of concerned Electrical Circle of APDCL. The CEO of the Concerned Electrical Circle, APDCL shall intimate to CGM (NRE), APDCL in the official email: gmnre.apdcl@gmail.com regarding submission of EXIM meter cost by the consumer.
 - iii. After submission of requisite amount of meter cost, the Purchase Requisition (PR) of EXIM meter shall be raised in the ERP system by the SDE of concerned Sub-Division, APDCL within two (2) working days.

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- iv. The Purchase Requisition (PR) of EXIM meter as raised in the ERP system by the SDE of concerned Sub-Division, APDCL shall be forwarded to the CEO of the Concerned Electrical Circle, APDCL and subsequently, CEO will forward the PR to CGM (NRE), APDCL through ERP system.
 - v. The Stock Transfer Order (STO) will be generated and approved by CGM (NRE), APDCL and same shall be forwarded to the Deputy General Manager (DGM), Central Store, Ulubari, APDCL.
 - vi. The concerned sub-divisional official of APDCL /authorized person of concerned sub-division of APDCL will collect the meter from DGM, Central Store, Ulubari, APDCL within three (3) working days.
- e) The entire process from generation of PR to issuance of STO for EXIM meter shall be completed within a maximum period of five (5) working days. However, the collection of EXIM meter from the Central Store, Ulubari, APDCL shall be under the scope of concerned field offices of APDCL or any other person as authorized by respective field offices of APDCL.
3. The monthly solar generation data of rooftop solar power plant are required to be submitted to Assam Electricity Regulatory Commission (AERC) for tariff petition and also for preparation of Renewable Purchase Obligation (RPO) compliance report which subsequently help APDCL to avoid unnecessary expenditure on the purchase of Renewable Energy Certificate. Hence, the monthly solar generation data of Rooftop Solar Power Plant is required from each electrical circle of APDCL in every month through e-mail at gmnre.apdcl@gmail.com.
 4. In this connection, it is requested to all officials of APDCL/implementing agencies / vendors/consumers to take appropriate actions to comply with above guidelines to expedite the implementation of Grid Connected Rooftop Solar Power Projects in Assam.
 5. Any clarification/guidance if required in this regard, kindly contact The Chief General Manager (NRE), APDCL, Bijulee Bhawan, Annex Building, Paltanbazar, Guwahati-1 or e-mail at support@rodalee.com / gmnre.apdcl@gmail.com
 6. Any further notification or instructions for implementation of Grid Connected Rooftop Solar Power Plants in Assam shall be uploaded at www.rodalee.com.

(Bm 12/03/2021)
(Bandana Goswami)

Chief General Manager (NRE), APDCL

Memo No APDCL/CGM (PP&D)/NRE-169/2020-21/52

Date: 12/03/2021

Copy to:

1. P.S. to the Chairman, APDCL/AEGCL/APGCL Bijulee Bhawan, 4th Floor, Paltanbazar, Guwahati – 01 for favour of kind information of Chairman, APDCL
2. P.S. to Managing Director, APDCL, Bijulee Bhawan, 4th Floor, Paltanbazar, Guwahati – 01 for favour of kind information of Managing Director, APDCL
3. The CGM (D&S), LAR/CGM (D&S), CAR/CGM (D&S), UAR/CGM (RE)/ CGM (PP&D)/ CGM (Com. & E.E.), APDCL Bijulee Bhawan, Paltanbazar, Guwahati – 01 for kind information.
4. The Chief Executive Officer, _____ Electrical Circle, APDCL. You are hereby requested to take appropriate actions to comply with above norms.
5. The Sub-Divisional Engineer, _____ Electrical Sub – Division, APDCL. You are hereby requested to take appropriate actions to comply with above norms.

(Bm 12/03/2021)
(Bandana Goswami)

Chief General Manager (NRE), APDCL