

WORK COMPLETION REPORT

To,

The Sub – Divisional Engineer (SDE)

_____ Electrical Sub Division,
Assam Power Distribution Company Ltd. (APDCL)

Sub: Submission of Work Completion Report

Ref: 1. Technical Feasibility received from _____ Electrical Sub-Division, APDCL dated: _____
2. Application in Rodalee Portal vide Application No. _____ dated: _____

Sir,

This is in reference to the Application Number _____ dated _____ for installation of Solar Rooftop PV system at Consumer No. _____, I/We hereby confirm you that I/we have completed the installation work of the Solar Rooftop PV system having capacity of _____ kWp and hereby submit the following basic details for your information and request you to inspect and commission the system.

S. No.	Particulars	Details
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 Solar Plant 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 ohms)	

S. No.	Particulars	Information
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), or as amended from time to time, else exempted).

We do hereby certify that the above RTS plant of capacity _____ kWp at the premises of _____ (Name and Address of Consumer) with APDCL Consumer No. _____ was installed by _____ (Name and Address of Vendor) having GSTIN: _____ and the installed equipments do comply with the Technical and Safety standards issued by CEA/MNRE/APDCL as applicable.

Seal & Signature of Vendor:

Date:

Enclosures:

1. Coloured photographs of the Rooftop Solar PV System at the site indicating APDCL Consumer Number duly certified by Vendor.
2. Copy of the IEC/IS Test Certificates of Solar PV modules, Inverter, Cables etc.
3. Actual Single line wiring diagram (SLD) of the SPV System.
4. Copy of Operation & Maintenance Manual provided by the System Installer.

Signature of Beneficiary:

Name:

Date:

APDCL Consumer No.:

Seal & Signature of Vendor:

Date:

Name of the Firm:

Address of the Firm:

Name of Authorised Representative:

Contact No:

Countersigned By:

Name of Sub-Divisional Engineer:

..... Electrical Sub-Division, APDCL

Seal and Signature of SDE:

Date:

(The SDE must ensure that all particulars in the Work Completion Report are filled up and duly certified by the Vendor at the time of submission)

Copy to:

1. **The Chief Electrical Inspector/Electrical Inspector, _____, Govt. of Assam (In case the RTS Plant size is more than > 500 kWp)**
2. **The Chief General Manager (NRE), APDCL, Bijulee Bhawan, Annex Building, Paltanbazar, Guwahati – 1.**
3. **The CEO, _____ Electrical Circle, APDCL.**