

**GOVERNMENT OF PUDUCHERRY
ELECTRICITY DEPARTMENT**

**FORM HT - 1 (A)
APPLICATION FOR AVAILING PERMANENT NEW
HIGH TENSION SERVICE CONNECTION**

In accordance with regulations 3.5 and 3.6 (G) of JERC (Electricity Supply Code) Regulations 2010

**GENERAL INSTRUCTIONS AND GUIDELINES
(Please read the instructions below before filling up the application form)**

General Instructions

1. This application is intended to be utilized for new high tension service connection seeking extension of permanent high tension (HT) power supply from the department's power system up to a contracted maximum demand (CMD) of 4999 KVA under 11 KV or 22 KV or 33 KV depending upon the system of voltage existing at the specified location where the applicant intends to locate the new HT service connection. The applicant shall have to adopt to the system of voltage existing at that location. This application form is applicable to all categories of HT services.
2. The filled-in application along with all documents and enclosures shall be submitted in duplicate at the office of the respective jurisdictional Executive Engineer (O&M). The filled-in application form and complete set of documents along with all enclosures shall be scanned and a soft copy of each of the application/ documents shall also be provided in CD along with the hard copy of the application/ documents.
3. The application shall be scrutinized within three working days of submission and when found to be complete in all respects; the same shall be registered and acknowledged, and the schedule of target period for extension of the HT power supply shall commence thereafter. Application that doesn't contain complete information/ data or the required documents/ enclosures as specified therein shall be registered only after the details/ documents are furnished.
4. The power supply to the applicant shall normally be extended within the schedule of target period as specified under regulation 3.7 of the Joint Electricity Regulatory Commission (Electricity Supply Code) Regulations 2010. However nothing contained under that regulation shall be taken as requiring the department to extend power supply to the applicant, if the department is prevented from doing so by cyclone, floods, storm and other occurrences beyond its control. The department shall also be not responsible for any delay in extending power supply to the applicant, if the reasons for such delay are on account of failure of the applicant to comply with the requirements, right of way, acquisition of land, technical feasibility and lack of generation/ transmission capacity etc, over which the department has no reasonable control.
5. The HT power supply to the proposed new HT service connection shall normally be extended from the nearest 11/ 22/ 33 KV feeder emanating from the nearest EHV Sub-Station that feeds power supply to that area wherein other category of consumers are also serviced. The power supply to that feeder or to that applicant's HT service connection shall be subjected to restriction and regulation in accordance with the grid conditions from time to time and such restrictions and regulations imposed on that feeder shall also be applicable to the applicant's HT service connection. However, if an Industrial feeder exists in that area, preference will be given to extend power supply from that Industrial feeder subject to availability of spare capacity and feasibility of extending power supply from that Industrial feeder.
6. In case the proposed CMD of the new HT service connection is 3000 KVA or more, the applicant may make a separate application for extension of HT power supply through a dedicated feeder from the nearest EHV Sub-Station. However such request shall be considered by the department only based on the merit of the case and field conditions, and subject to feasibility of creating such provision in the nearest EHV Sub-Station, and erection of the new dedicated feeder/ line/ cable in that area/ locality. In such case, the applicant shall be liable to pay the entire cost of provision of a new bay, protection switchgears, control panels and other accessories at the EHV Sub-station and the cost of erection of the new dedicated feeder/ line/ cable up to the point of supply in the applicant's premises. In addition, the applicant shall also be liable to pay the supervision and other charges in vogue and to be notified/ amended by the Joint Electricity Regulatory Commission (JERC) from time to time. The metering arrangements shall be provided both at the EHV Sub-Station end and at the applicant's end for which the applicant shall have an option to procure and supply the metering system including the meter and metering accessories. Power supply will not be extended to other consumers from these dedicated feeders.
7. An open space with the following minimum requirements and other facilities as are required by the department shall now be provided in the front side of the applicant's premises facing public road, free of cost to the department for erecting the department's HT electrical installation including distribution main/ feeding/ point of supply/ control/ switching/ metering arrangements for the purpose of extending HT power supply to the applicant, namely –
 - (a) Open space of not less than 16 x 8 meters in case the HT power supply is availed under overhead system and 6 x 5 meters in case the HT power supply is availed under underground cable system; and

- (b) Separate physical partition for the above open space from the applicant's switching yard; and
 - (c) Separate provision for entry of the department officials/ staff through a separate gate/ door to the above open space with access from a public road.
8. The Joint Electricity Regulatory Commission (Electricity Supply Code) Regulations 2010 specifies certain minimum technical standards/ requirements for the HT/ LT internal electrical installation in the applicant's premises which the applicant shall comply, namely –
- (a) The distribution main/ feeding/ point of supply/ control/ switching/ metering arrangements shall be finalized during a joint inspection by the Executive Engineer (O&M) and the applicant shall thereafter proceed to erect/ install the HT/ LT internal electrical installation keeping in reference the department's point of supply; and
 - (b) Install appropriate linked switch with fuse(s) or switchgear or circuit breaker when the aggregate installed transformer capacity or the total apparatus capacity/ connected load is likely to be less than or up to 1000 KVA (900 KW or 1206 HP) if the power is supplied at 11 KV and less than or up to 2500 KVA (2250 KW or 3016 HP) if the power is supplied at 22/ 33 KV; or
 - (c) Install circuit breaker of appropriate capacity along with switchgear when the aggregate installed transformer capacity or the total apparatus capacity/ connected load is likely to be above 1000 KVA (900 KW or 1206 HP) if the power is supplied at 11 KV and above 2500 KVA (2250 KW or 3016 HP) if the power is supplied at 22/ 33 KV; and
 - (d) The setting of fuses/ relays on the applicant's control gear and the rupturing capacity of circuit breakers installed, if any, at the applicant's premises shall be subject to scrutiny and approval of the department (Refer to guidelines 36 on testing of the protective installations of the applicant); and
 - (e) Install step down transformers with a vector group of delta winding on the high voltage side and star winding on the low voltage side, with the neutral terminal brought out and solidly earthed; and
 - (f) When HT power supply is to be availed under the underground cable system, the applicant may opt for compact sub-stations, the specifications for which may be got approved from the department; and
 - (g) Install automatic circuit breakers of appropriate capacity on the low tension side of each transformer or on each low tension (LT) feeder emanating from each transformer; and
 - (h) Install harmonic filters depending upon the type and nature of loads proposed by the applicant; and
 - (i) All transformers, switchgears and other electrical equipments installed at the applicant's premises and also those directly connected to the feeders/ lines/ cables/ switches of the department shall be of suitable design and shall be maintained to the reasonable satisfaction of the department; and
 - (j) All electrical wiring at the applicant's premises shall be carried out in conformity with the Central Electricity Authority (Measures relating to safety and Electric supply) Regulations 2010 and the materials used for such wiring shall conform to the relevant specification of the BIS or its equivalent. Wherever applicable, the materials used shall bear ISI mark; and
 - (k) All electric wires/ cables/ switches/ machinery/ equipments/ apparatus erected by the applicant shall be of sufficient rating for power, insulation and estimated fault current and shall have sufficient mechanical strength for the duty which they are required to perform and shall be constructed, erected, installed, protected, worked and maintained in such a manner so as to ensure safety of men and materials; and
 - (l) All HT/ LT internal electrical installation works including addition/ alteration/ modification/ replacement/ reduction/ removal/ shifting of HT/ LT wiring/ cables/ switches/ machinery/ equipment/ apparatus etc excluding replacement of fused bulbs shall be carried out only by or under the supervision of an electrical contractor having a valid grade "A" electrical contractor license issued by appropriate licensing authority of Government of Puducherry as required under the Central Electricity Authority (Measures relating to safety and Electric supply) Regulations 2010; and
 - (m) The department shall have every right to refuse extension of HT/ LT power supply to such of those HT/ LT internal electrical installation that are likely to affect adversely the power system or the power supply to other consumers or cause a leakage of such magnitude that would be detrimental to the safety of the power system. The power supply to such HT/ LT internal electrical installation shall be extended only after suitable safeguard measures/ remedial actions are taken by the applicant to the satisfaction of the concerned Executive Engineer (O&M); and
 - (n) Notwithstanding any tests and inspections as are carried out by the department, the applicant shall in accordance with the provisions of the prevailing laws, rules and regulations, obtain prior approval of the Electrical Inspector about the suitability of commissioning the HT/ LT internal electrical installation of the applicant before commissioning of the new HT service connection.
9. In accordance with the Central Electricity Authority (Measures relating to safety and Electric supply) Regulations 2010 and the Joint Electricity Regulatory Commission (Electricity Supply Code) Regulations 2010, the applicant including **Government/ local body/ co-operative** installation are required to comply with the following before availing the HT service connection, namely –
- (a) Make payment of processing fees as are applicable from time to time by means of cash in the office of the respective jurisdictional Executive Engineer (O&M) or by means of Demand Draft / Banker's cheque drawn in favour of the respective Junior Accounts Officers/ Assistant Engineers; and
 - (b) Make payment of security deposit in the mode as prescribed by the department; and
 - (c) Submit an agreement and register the same within three months of availing the HT power supply; and

- (d) Submit wherever applicable, the original equipment manufacturer's (OEM) test certificate for all major HT / LT electrical equipments including circuit breakers, protective devices and controls, transformers, capacitors, harmonic filters, furnaces, motors, machineries, equipments, apparatus, power intensive devices that are proposed to be connected to the HT/ LT internal electrical installation; and
 - (e) Employ on full-time basis an electrical supervisor/ certificate holder having a valid grade "A" electrical supervisor certificate issued by the appropriate licensing authority of the Government of Puducherry to supervise the HT/ LT internal electrical installation when the total apparatus capacity/ connected load of the HT/ LT internal electrical installation of the applicant is likely to be 250 KW (335 HP) or more.
10. The connected load of each energy consuming device connected to the HT/ LT internal electrical installation of the applicant shall be assessed and expressed as per the following procedure, namely –
- (a) Based on the manufacturer's rating provided on the name/ number plates of the equipments / devices.
 - (b) Lighting load shall be assessed based on the rated capacity. However spare 5 Amps switches shall be rated as equivalent to 60 watts while spare 5 Amp plug points/ combined switches will be rated as equivalent to 100 watts. Spare 15 Amps switches/ plug points/ combined switches shall be rated as equivalent to 1000 watts.
 - (c) The connected load shall normally be expressed in KW. Ratings specified in HP/ KVA shall be converted to KW based on the standard conversion of 1 HP as equivalent to 0.746 KW and 1 KVA as equivalent to 0.9 KW.
 - (d) Upon commissioning of the HT service connection, the applicant shall declare the HT/ LT internal connected load to the department once in six months.
11. The applicant who propose to install and operate generator/ inverter in the HT service connection premises, shall comply with the following requirements, namely –
- (a) Approval of the department is obtained before and after installation of the generator/ inverter; and
 - (b) Approval is obtained from the Electrical Inspector before commissioning the generator/ inverter; and
 - (c) The generator/ inverter shall be installed and maintained with proper interlocking/ changeover arrangement; and
 - (d) The generator/ inverter shall be used as a standby backup source of power supply in case of failure of the department's main supply, and the power supply from the generator/ inverter shall not be injected into the department's power system or incorrectly connected to the department's power system; and
 - (e) In case the power supply from the applicant's generator/ inverter or any other source of supply from the applicant's premises gets extended to the department's power system causing damage to the department's power system or to other consumers or to human life, the applicant is responsible for the same and the applicant shall be liable to fully compensate the department for all the losses caused to the department or to other consumers; and
 - (f) The department shall not be held responsible for any damage caused to the applicant's HT/ LT internal electrical installation including the generator/ inverter on account of failure or malfunctioning of the interlocking/ changeover arrangement or any adverse consequence arising thereof.
12. All HT/ LT electrical installations belonging to the department that are proposed to be installed in the applicant's premises including lines, cables, switch control, structures, equipments, metering systems and seals provided therein, shall be and continue to be at all times the property of the department, not withstanding that such electrical installations/ equipments or any part there of, are fixed or fastened to or embedded, in any part of the applicant's premises, including the open space/ land belonging to the applicant. Such electrical installations of the department shall not be handled/ removed/ disturbed/ dealt with in any manner except by the employee of the department duly authorized for that purpose.
13. The above electrical installations of the department within the applicant's premises shall not be tampered/ damaged/ broken on any account and the applicant shall be fully responsible for its safe custody. In the event of any damage by reason of any act, neglect or default of any person/ staff/ contractor of the applicant, the applicant shall pay the entire cost thereof as claimed by the department for such damages or for such other loss that the department considers fit. If the applicant fails to pay the claim, it shall be treated as a contravention of the supply agreement and the HT power supply shall be extended only after the entire cost as claimed is paid in full.
14. The applicant shall avail power supply within three months of serving of notice of readiness from the department for availing the HT power supply. If the applicant fails to do so, the agreement shall come into force from the day following the end of three months, and thereafter the applicant shall be liable to pay the minimum and other charges as are applicable, as per the agreement.
15. The applicant shall be fully responsible for the authenticity/ legality of the information/ data/ documents/ enclosures furnished in/ with the application. If any information/ document furnished is found to be wrong/ false or the HT/ LT internal electrical installation is found to be defective or the extension of power supply to the applicant's premises would be in violation of provisions of Act/ Rules/ Regulations/ Terms and Conditions/ Tariff Order, the department shall reject the application with due notice to the applicant.
16. Other than those specified under these guidelines, the applicant shall furnish other additional data/ information/ document, if any, which may be required during the course of processing/ execution/ inspection/ commissioning of the HT service installation.
17. For more detailed descriptions, guidelines, procedures and sample formats, the applicant may refer to the department's web site at "<http://electricity.puducherry.gov.in>". For more details about the Joint Electricity

Regulatory Commission (Electricity Supply Code) Regulations 2010, refer to the web site of the Joint Electricity Regulatory Commission at "<http://jercuts.gov.in>".

Guidelines for filling up the form

18. General Instructions:

All columns/ items in the application shall be filled and nothing shall be left blank. In case, if any of the data/ information is neither applicable nor related to the applicant's activity, it shall be specifically mentioned as either "Nil" or "No" or "Not applicable" or "Does not arise". Any information that is getting repeated like name/ address/ phone number/ email etc shall be specifically repeated in full and not left blank. Assistance of the concerned Executive Engineer (O&M) or the authorized staff may be obtained to fill the application.

19. Serial Number 1 (a) to 1 (h):

The "Proposed HT Service name" shall be the name as indicated in the ownership/ lease document or municipal/ commune panchayat license/ permission/ no-objection certificate. The bills will be raised in this name and will be utilized in all correspondences. The owner/ chief shall be the person who owns the installation/ organization or who heads the installation/ organization. The designation held by them (like Chairman/ Managing Director/ Director) shall be indicated in serial number 1 (c). The authorized signatory shall be the person who is authorized to sign the application and all other documents and make future correspondences with the department. The names in serial number 1 (b) and 1 (d) could be the same, if the owner/ chief of the installation/ organization propose to sign himself the application and all other documents.

20. Serial Number 2 (a) to 2 (e):

The bills, communications and correspondences will be sent to this address. The contact person shall be the alternate authorized signatory who can make normal correspondences with the department. However the authorized signatory indicated in serial number 1 (d) shall only sign the documents and make requests/ applications for crucial activities/ decisions.

21. Serial Number 3 (a) to 3 (f):

Furnish the registered office/ head office details. In case the applicant is an individual, the applicant's residential address/ details shall be furnished in place of the registered office details. In case of government/ local body/ co-operative installations, respective head/ central office details shall be furnished.

22. Serial Number 4 (a) to 4 (e):

Furnish the details of HT/ LT service connections existing in other own/ sister concerns that are either wholly/ partly owned or managed by the same applicant/ management/ group/ organization within the Union Territory of Puducherry. In case if there are more than one service connection or more than one own/ sister concern existing, please furnish details of all own/ sister concerns with all HT/ LT service connections existing in that own/ sister concerns in a separate annexure. In case of government/ local body/ co-operative installations, the details pertaining to only high tension (HT) service connections existing in the Union Territory of Puducherry under the same department/ local body/ organization shall be furnished.

23. Serial Number 5 (a):

Indicate the type of organization as either "individual" or "proprietary" or "partnership" or "private limited" or "public limited" or "local body institution" or "co-operative institution" or "foreign mission institution" or "government department" or "government undertaking/ corporation".

24. Serial Number 5 (b):

Indicate the type of occupancy/ accommodation as either "owned" or "leased" or "government property".

25. Serial Number 5 (c):

Select an appropriate "Category of service" from the following (This shall not apply for tariff classification):

Government Installations

- Office premises
- Residential premises
- Commercial premises
- Auditoriums
- Sports complexes
- Hospitals
- Educational institutions
- Water tanks, pump houses
- Irrigation projects
- Service installations
- Construction projects
- Undertakings/ Corporations
- Local body installations
- Cooperative installations
- Telecommunications
- Broadcasting
- Defense establishments
- Railways
- Research institutions

Private Installations

- Residential apartments
- Commercial complex
- Educational institutions
- Cinema halls, auditorium
- Private hospitals, laboratory
- Hotels, resorts and tourism
- Agriculture, horticulture farms
- Fish, aquaculture farms
- Automobiles and spares
- Textiles and spinning
- Ginning and pressing
- Cement
- Chemical industry
- Paints and varnish
- Fertilizer
- Rice, Oil mills
- Paper mills
- Printing press
- Plastic and rubber

Private Installations

- Iron and Steel industry
- Steel Rolling mills
- Foundry and workshop
- Mining, quarry, stone crushing
- Oxygen products
- Ice and cold storage
- Food processing and products
- Milk and dairy products
- Pharmaceuticals and medicine
- Water, irrigation projects
- Sugar and khandsari
- Distillery units
- Construction projects
- Shipping and transport
- Sports complexes
- Computer hardware products
- Computer software products
- IT service industry
- Places of worship and ashrams

- Archeological Survey of India
 - Engineering goods
 - Foreign missionary, institutions
 - Others (Specify)
 - Consumer goods
 - Others (Specify)
26. **Serial Number 5 (d):**
Indicate in brief the purpose for which the HT power supply is proposed to be utilized in the HT service connection including the business/ activity proposed to be being carried out or the service proposed to be offered in the HT premises. It may be noted that the proposed activity should have been permitted by the concerned municipality/ commune panchayat.
27. **Serial Number 5 (e):**
Indicate whether the above activity (Serial Number 5 (d)) relates to export oriented operation. In such case, the applicant shall enclose suitable documentary support to confirm the same.
28. **Serial Number 5 (f) & 5 (g):**
Indicate whether the above activity (Serial Number 5 (d)) has 24 hours continuous processes that require availability of continuous power supply. If so, give brief details about the continuous process.
29. **Serial Number 5 (h) & 5 (i):**
Indicate whether the above activity (Serial Number 5 (d)) relates to a seasonal industry that operates to its full capacity only during a particular season in a year. (Like sugar mills). If so, give details about the period of seasonal operation.
30. **Serial Number 5 (j), 5 (k) & 5 (l):**
Indicate the period of operation of the installation including number of hours per shift, number of shifts per day and number of days of operation per month for the above activity (Serial Number 5 (d)).
31. **Serial Number 6 (a):**
The "Contracted maximum demand (CMD)" shall be the sanctioned CMD and shall be taken as the CMD for all purposes including billing and calculation of minimum charges. The applicant shall ensure that the CMD is not exceeded at any given point of time.
32. **Serial Number 6 (b):**
Furnish the proposed annual energy drawal (power consumption). This shall be expressed in million units.
33. **Serial Number 6 (c):**
Indicate the probable date in which the HT power supply is proposed to be availed. This shall be subject to fulfillment of all other conditions and approval by the department to commission the HT service connection.
34. **Serial Number 7 (a) to 7 (e):**
Indicate the total HT/ LT internal connected load in KW for each category as classified in serial number 8 (a) to serial number 8 (e). The Item-wise connected load details for each category of all machineries/ equipments/ apparatus including furnaces, motors, machineries, equipments, apparatus, power intensive/ power consuming devices and internal/ external lighting shall be furnished in a separate annexure.
35. **Serial Number 7 (f):**
Indicate the total connected load which shall be the final "Internal permitted connected load" which the applicant should not change after availing the HT power supply. In case, if the applicant desires to increase/ decrease the connected load, the same could be done only after making a separate application in the prescribed format with the respective jurisdictional Executive Engineer (O&M) and obtaining the approval of the department.
36. **Serial Number 8 (a) to 8 (h):**
Indicate capacity of each of the HT/LT internal control/ switching installation of the applicant including transformers, capacitors, harmonic filters, switchgears and protective relay/ control. When multiple transformers, capacitors, harmonic filters, switchgears and protective relay/ control are installed/ proposed to be installed, their total capacity may be furnished category-wise.
Note: As specified in guidelines 8 (c), when the aggregate installed transformer capacity indicated in serial number 8 (a) or the total apparatus capacity/ connected load indicated in serial number 7 (f) is likely to be above 1000 KVA (900 KW or 1206 HP) if the power is supplied at 11 KV and above 2500 KVA (2250 KW or 3016 HP) if the power is supplied at 22/ 33 KV, the applicant shall install a circuit breaker of appropriate capacity and get them tested by the Protection wing of the MRT Division of the department and obtain a test certificate for which, the applicant shall file a separate application in the prescribed format to the office of the respective Executive Engineer (O&M).
37. **Serial Number 9:**
The details may be furnished for all proposed products. In case of non-production oriented installations, it may be mentioned as "Not applicable".
38. **Serial Number 10 (a) to 10 (c):**
Furnish details of grade "A" electrical contractor engaged by the applicant to carry out the works in the HT/ LT internal electrical installation of the applicant. (Refer to guidelines 8 (l) for details). The details of the contractor shall also be furnished when the works relating to the HT electrical installation of the department are also proposed to be carried out by the applicant through an electrical contractor.
39. **Serial Number 11 (a) to 11 (c):**
Furnish details of grade "A" electrical supervisor certificate holder employed by the applicant when the total apparatus capacity/ connected load is likely to be 250 KW (335 HP) or more. Otherwise it may be mentioned as "Does not arise" (Refer to guidelines 9 (e) for details).
40. **Serial Number 12 (a) to 12 (l):**

When one or more LT service connections are under operation/ existing in the proposed HT service connection premises, all those LT service connections shall be disconnected on the date of commissioning of the HT service connection and the applicant shall arrange to cancel all the LT service connections immediately within one month after availing the HT power supply. While submitting the application for the HT new service connection, the applicant should also furnish necessary no-due certificate for each LT service connection issued by the respective revenue officers latest within seven working days before submission of the application. If more than one LT service connection exists in the premises, the details shall be furnished for each LT service connection in a separate annexure. In case, if any of the LT service connection stands in the name of a different owner other than the applicant, the applicant shall obtain and enclose a consent letter from the respective owner to cancel the LT service connection permanently.

41. Serial Number 13 (a):

As per regulations 3.6 (41) and 3.6 (42) of the Joint Electricity Regulatory Commission (Electricity Supply Code) Regulations 2010, the applicant shall pay the cost of erection/ extension/ alteration/ modification of distribution main/ line for the purpose of extending HT power supply to the proposed HT service connection after which, the Department shall take up and complete the work. However regulation 3.4 (1) specifies that the applicant can opt to get the above work of the department carried out through a licensed grade "A" electrical contractor as per the estimates and layout approved by the department. In such case the applicant shall procure the materials conforming to the relevant BIS specification or its equivalent and the materials should bear ISI mark wherever applicable. The applicant shall submit documentary evidence wherever required to verify the quality of materials used. However the applicant shall be required to pay the supervision charges as are in vogue or as approved by the Joint Electricity Regulatory Commission from time to time. The applicant shall further note that as per regulation 3.3 (6) of the Joint Electricity Regulatory Commission (Electricity Supply Code) Regulations 2010, the extension of distribution mains/ service connection, notwithstanding that it has been paid for or erected by the applicant, shall be the property of the department. The department shall maintain it at its cost and shall also have the right to use the same distribution main/ service connection for extension of power supply to any other person but such extension or service connection should not adversely affect the supply to the applicant who paid for the extension of the distribution mains. The applicant shall be required to give specific concurrence in this regard in order to enable the department to prepare the estimates accordingly.

42. Serial Number 13 (b):

The meter/ metering system shall normally be provided by the department. However, as per regulation 7.3 (2) of the Joint Electricity Regulatory Commission (Electricity Supply Code) Regulations 2010, the applicant may opt to procure and supply the meter/ metering system (metering cubicle and associated metering accessories) as per the specification to be furnished by the department and the work shall thereafter be carried out by the department. The applicant shall be required to give specific concurrence in this regard in order to enable the department to prepare the estimates accordingly. When the applicant opts to procure and supply the meter/ metering system, the following shall be ensured/ complied by the applicant, namely –

- (a) The meter/ metering system shall be provided on the high tension side of HT consumer's transformer.
- (b) The meter/ metering system notwithstanding that it has been paid for and installed in the premises of the applicant, shall at all times be the property of the department.
- (c) Such meter/ metering system or the seals provided therein shall not be disturbed, damaged, broken or tampered or dealt with in any manner by any person/ staff/ contractor of the applicant.
- (d) Neither meter security deposit nor meter rent shall be collected from the applicant.
- (e) A locked and weatherproof enclosure of suitable design as approved by the department shall also be provided by the applicant to house the meter/ metering accessories/ metering cubicle/ CTs/ PTs.

43. Serial Number 14 (a) to 14 (e):

The bills shall normally be sent in hard copy through ordinary post. However a copy of the bill could also be sent through email which the applicant may use for reference as well as for payment. (The email bill/ reminder/ messaging option/ ECS payment are likely to be commissioned in due course). The applicant may also opt to receive the hard copy of the bill through registered post in which case, the charges towards the registered post shall be recovered from the applicant in the next month's bill. If the applicant opts to make payment by cheque, the date of realization shall be taken as the date of receipt of the bill. In case of failure in realization of the cheque in any month, the facility to make payment by cheque by the applicant shall be withdrawn and appropriate penal charges as are applicable shall be charged.

44. Serial Number 15 (a) to 15 (k):

Depending upon the applicability of the document, indicate as either "Yes" when the concerned document has been enclosed; "No" when the concerned document has not been enclosed; "Not applicable" when the document is not relevant/ related to the applicant/ proposed HT service connection.

45. Serial Number 16:

Document wise land/ building/ property holdings covered under the proposed HT service connection.

46. Serial Number 17:

Other information relating to the products, power system equipments and internal electrical installation that are relevant to the department and the proposed HT service connection.

As a confirmation of having gone through the instructions/ guidelines and as an authentication of data in each page, the applicant shall sign at the bottom of all the pages of this application

**GOVERNMENT OF PUDUCHERRY
ELECTRICITY DEPARTMENT**

**FORM HT - 1 (A)
APPLICATION FOR AVAILING PERMANENT NEW
HIGH TENSION SERVICE CONNECTION**

In accordance with regulations 3.5 and 3.6 (G) of JERC (Electricity Supply Code) Regulations 2010

Dear sir/ madam,

I/we intend to avail high tension power supply for the purpose as detailed below. Accordingly an application in the prescribed format is submitted for scrutiny and sanction of the power supply at the earliest.

1. Details of new HT service connection

- a. Proposed HT service name :
- b. Name of the owner/ chief of the installation/ organization :
- c. Designation of the owner/ chief of the installation/ organization :
- d. Name of authorized signatory :
- e. Designation of authorized signatory :
- f. Service location address :
(Please indicate complete postal address including Door/ RS Number, street, village/ area/ town and pin-code)
- g. Phone/ Cell / Fax Number :
- h. Email address :

2. Details of contact person/ address

- a. Name of the contact person :
- b. Designation of contact person :
- c. Communication address :
(Please indicate complete postal address including Door/ RS Number, street, village/ area/ town and pin-code)
- d. Phone/ Cell / Fax Number :
- e. Email address :

3. Details of registered office/ permanent address

- a. Name of the contact person :
- b. Designation of contact person :
- c. Registered office address :
(Please indicate complete postal address including Door/ RS Number, street, village/ area/ town and pin-code)
- d. Phone/ Cell / Fax Number :
- e. Email address :
- f. Web site address, if any :

4. Other own/ sister concerns located in the Union Territory of Puducherry

(If more than one own/ sister concerns are existing, please furnish the following details of all own/ sister concerns with all service connections existing in those own/ sister concerns in a separate annexure)

- a. Name of the own/ sister concern :
- b. Address of the sister concern :
(Please indicate complete postal address including Door/ RS Number, street, village/ area/ town and pin-code)
- c. Category of service connection :
(HT Service/ LT Industrial/ Commercial/ Agriculture/ Domestic)
- d. Policy code number of the service :
- e. Contracted maximum demand (KVA) or sanctioned connected load (HP/ KW) :

5. New HT service classification/ operation

- a. Type of organization :
- b. Type of occupancy/ accommodation :
- c. Category of service connection :
- d. Details of proposed activity :
- e. Export oriented operation (Yes / No) :
- f. Continuous process industry (Yes / No) :

- g. In case of continuous process industry, :
give brief details about the process
- h. Seasonal operation (Yes / No) :
- i. In case of seasonal operation, please :
indicate period of seasonal operation
- j. Number of hours of operation per shift :
- k. Number of shifts of operation per day :
- l. Number of days of operation per month :

6. Details of power requirement

- a. Contracted maximum demand (KVA) :
- b. Annual energy requirement (MU) :
- c. Probable date of availing supply :

7. Details of applicant's HT/ LT internal connected load

- a. Total Inductive power load (KW) :
- b. Total resistive power load (KW) :
- c. Total welding power load (KW) :
- d. Total AC/ cold storage load (KW) :
- e. Total lighting load (KW) :
- f. Net total connected load (KW) :
(Internal permitted connected load)

8. Details of applicant's HT/ LT control/ switching installation

- a. Transformer capacity (KVA) :
- b. Generator capacity (KVA) :
- c. HT shunt capacitor capacity (KVAR) :
- d. LT shunt capacitor capacity (KVAR) :
- e. HT Harmonic filter capacity (KVAR) :

- f. LT Harmonic filter capacity (KVAR) :
- g. Protection switchgear capacity (KVA) :
- h. Brief details of proposed control/ relay settings of the protection switchgear :

9. Details of product

<u>Sl. No</u>	<u>Name of the product</u>	<u>Production capacity per month</u>	<u>Estimated energy consumption per unit of production</u>
1.			
2.			
3.			

(The above product(s) should have been permitted in the municipal/ commune panchayat license/ permission and If more number of products are involved, furnish the above details for all products in a separate annexure)

10. Details of Grade "A" Electrical Contractor

- a. Name of the electrical contractor :
- b. License number :
- c. Date of expiry of the license :

11. Details of Grade "A" Electrical Supervisor

- a. Name of the electrical supervisor :
- b. Certificate number :
- c. Date of expiry of the certificate :

12. Cancellation of LT service connection

- a. Number of LT services to be cancelled :
- b. Name in which LT service(s) is/ are existing :
- c. Category of existing LT service(s) (Domestic/ Commercial/ Agriculture/ LT Industrial) :
- d. Policy number of the LT service(s) :

- e. Sanctioned connected load (KW/ HP) :
- f. Date of availing the LT service(s) :
- g. Present status of the LT service(s) :
(Under disconnection/ Idle/ Under operation)
- h. If under disconnection/ idle, mention the date from which the service is under disconnection/ idle :
- i. If under disconnection/ idle, mention the reason for disconnection/ idle condition of the service connection :
- j. Month of last bill received :
- k. No due certificate enclosed (Yes / No) :
- l. Consent of owner to cancel LT service connection(s) is enclosed (Yes/ No) :

13. Work execution / supply of meter by applicant

- a. Mention your option to carry out the work of erection/ extension/ alteration/ modification/ shifting of department's HT lines/ HT cables, control and metering DP structures and metering housing by the applicant and payment of supervision charges (Yes / No) :
- b. Mention your option to procure the meter, metering cubicle and metering system accessories by the applicant (Yes / No) :

14. Billing and collection

- a. Do you prefer to receive copy of bill/ payment reminder/ important messages through email/ phone/ cell (Yes / No) :
- b. If yes, mention the email address/ phone/ cell to send the copy of bill/ reminder/ important messages :
- c. Preferred mode of dispatch of bills (Ordinary post/ registered post) :
- d. Preferred mode of payment of bills (Cheque/ DD / Banker's cheque/ ECS) :
- e. Name and address of your banker :

15. Documents enclosed

Wherever possible, the applicant shall submit original copies of the documents along with the application. However attested true copies shall also be submitted along with the application subject to the condition that original copies of such documents shall be produced before the Executive Engineer (O&M) whenever called for verification. Mention as “**Enclosed**” or “**Not Enclosed**” or “**Not applicable**” against each document.

- a. Registered documents confirming proof of ownership or lease document in case the premises is on lease along with registered documents of the owner of the premises who is leasing out the premises and written consent of the owner. (In case of leased premises, the lease period should be for a minimum period of two years). In case of Government department installations, an attested copy of acquisition of the land/ building or proof of taking over of the land/ building or allotment order of Government or a self certificate issued by the Government officer signing the application confirming that the said land is a Government owned property shall be enclosed. :
- b. Details of registration in case of registered companies. :
- c. Memorandum and articles of association and certificate of incorporation in case of a company. :
- d. Municipal/ Commune panchayat license/ permission/ no-objection certificate. :
- e. Item-wise connected load details of all machineries/ equipments/ apparatus including furnaces, motors, machineries, equipments, apparatus, power intensive/ power consuming devices and internal/ external lighting that make up the total connected load in the internal electrical installation and that will be used for determining the internal permitted connected load. This shall be furnished category-wise as indicated in serial number 7 of this application in a separate annexure in the following format:

<u>Sl. No</u>	<u>Details of the machinery/ equipment/ apparatus/ device</u>			<u>Load per unit in KW</u>	<u>Quantity</u>	<u>Total load in KW</u>
(1)	<u>Description</u>	<u>Make</u>	<u>Sl.No</u>	<u>in KW</u>	(6)	(7)
	(2)	(3)	(4)	(5)	(6)	(7)

- f. Item-wise HT/LT equipment/ electrical installation details including transformers, capacitors, switchgears, protective devices and controls, harmonic filters and generators. This shall be furnished category-wise as indicated in serial number 8 of this application in a separate annexure in the following format:

<u>Sl. No</u>	<u>Details of transformer/ generator/ capacitor/ switchgear/ harmonic filter</u>			<u>Rating per unit in KVA/ KW/ KVARH</u>	<u>Quantity</u>	<u>Total in KVA/ KW/ KVARH</u>
(1)	<u>Description</u>	<u>Make</u>	<u>Sl.No</u>	<u>KW/ KVARH</u>	(6)	(7)
	(2)	(3)	(4)	(5)	(6)	(7)

- g. Internal electrical wiring/ item-wise component layout/ single line diagram of proposed point of supply, switching arrangement and controls, protective devices and controls, transformers, switchgears, capacitors, generators, furnaces, motors, machineries, equipments, apparatus, power intensive/ power consuming devices, cables, internal wiring arrangement and internal/ external lighting. This shall be duly certified and authenticated by the licensed electrical contractor who is carrying out the work. :
- h. No-due certificate issued latest within seven working days prior to submission of the application for new HT service connection for each of the LT service connection(s) existing in the proposed HT service connection premises and proposed to be cancelled after energisation of the HT service connection. :
- i. Authorization to sign the documents in case of jointly owned premises/ company/ organization or public sector undertaking or government installations. :
- j. Site identification layout indicating the proposed HT service connection premises location along with prominent public roads and landmark indicated in it. :
- k. Soft copy of scanned application and all documents provided in CD. :

16. Land/ building/ property ownership details

<u>Sl. No</u>	<u>Survey Number</u>	<u>Name of the land/ building/ property owner</u>	<u>Extent of land (Sq.ft/ Ha/ a)</u>
1.			
2.			
3.			
4.			
5.			

17. Any other information relating to the proposed HT service connection

I/we, hereby, agree to pay the appropriate charges towards erection/ extension/ addition/ alteration/ modification of the distribution mains and service connection and other charges as are applicable from time to time. I/we hereby also agree to pay the security deposit in the mode as prescribed by the department, and to submit an agreement before availing the HT power supply, and to register the same within three months of availing the HT power supply.

I/we, hereby, undertake to carry out all the works in the HT/ LT internal electrical installation including erection/ extension/ addition/ alteration/ modification/ replacement/ reduction/ removal/ shifting of wires/ cables/ switches/ machinery/ equipment/ apparatus etc, in accordance with the technical standards as specified in the Central Electricity Authority (Measures relating to safety and Electric supply) Regulations 2010, the Joint Electricity Regulatory Commission (Electricity Supply Code) Regulations 2010 and the Terms and Conditions of Power Supply in force from time to time, by or under the supervision of a licensed electrical contractor having a valid grade "A" electrical contractor license issued by the appropriate licensing authority of the Government of Puducherry.

I/we, hereby, undertake to abide by all other regulations as notified/ to be notified under the Joint Electricity Regulatory Commission (Electricity Supply Code) Regulations 2010, and the Terms and Conditions of power supply and Tariff in vogue and to be issued/ amended in due course from time to time.

No:

Place :

Date :

Signature of applicant/ authorized person
(With name and designation)

Witness 1
(With signature, name, designation and address)

Witness 2:
(With signature, name, designation and address)

DATA SHEET – FOR OFFICE USE ONLY**Registration details**

Date of receipt : Name of the Division :
 Date of registration : Name of the Sub-Division :
 Registration Number : Name of the Section :

Processing fees payment details

DD/ Cash Receipt No : Date of payment :
 Name of the bank : Amount Paid (`) :

Date of inspection for estimation :
 Administrative/ expenditure sanction : Date :
 Estimate/ Supervision charges (`) :
 DD/ Cash receipt number : Date :
 Technical sanction : Date :
 Work order number : Date :
 Security Deposit (`) :
 FDR/ DD/ Banker cheque number : Date :
 Meter Security Deposit (`) :
 FDR/ DD/ Banker cheque number : Date :
 Work done by applicant (Yes / No) :
 Date of commencement of work :
 Date of completion of work :
 Date of first inspection :
 Date of final inspection after compliance of defects, if any :
 Energisation approval reference : Date :
 Date of energisation of service :

HT consumer code number : HT Tariff applicable :
 Meter procured by applicant (Yes / No) : Contracted maximum demand (KVA) :
 Meter rent applicable (Yes / No) : Internal permitted connected load (KW) :

Executive Engineer (O&M)