

**GOVERNMENT OF PUDUCHERRY  
ELECTRICITY DEPARTMENT**

**FORM HT - 1 (B)**

**APPLICATION FOR CHANGE OF DEMAND/ LOAD/ INSTALLATION  
IN HIGH TENSION SERVICE CONNECTION**

In accordance with regulations 6.3/ 6.4/ 6.5 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 one or more than one or all of the following purposes, namely –
  - (a) Enhancement or reduction of contracted maximum demand (CMD); or
  - (b) Enhancement or reduction or changes in the HT/ LT internal connected load (ICL) of the HT consumer's HT/ LT internal electrical installation like addition/ alteration/ modification/ replacement/ reduction/ removal/ shifting of furnaces, motors, machineries, equipments, apparatus, power intensive/ power consuming devices and internal/ external lighting that operate on power and consume energy; or
  - (c) Changes in the HT/ LT internal control/ switching installation (ICSI) of the HT consumer like transformer/ switchgear/ protection installations/ panels/ relays/ capacitor/ harmonic filter that are used for operation/ control/ switching/ protection of the HT/ LT internal electrical installation of the HT consumer; or
  - (d) Changes in the department's HT electrical installation (DEI) like distribution main/ feeding/ point of supply/ control/ switching/ metering arrangements that are installed, owned and maintained by the department outside/ inside the HT consumer's premises for the purpose of extending/ supplying HT power supply to the HT consumer.
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 effecting the changes 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. In case, if the required information/ data/ documents/ enclosures are not furnished within a period of thirty days, the application shall not be registered and shall be cancelled.
4. The changes proposed by the HT consumer shall normally be effected within the schedule of target period as specified under regulations 3.7/ 6.3/ 6.4/ 6.5 of the Joint Electricity Regulatory Commission (Electricity Supply Code) Regulations 2010. However nothing contained under that regulations shall be taken as requiring the department to sanction the changes, 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 sanctioning the changes, if the reasons for such delay are on account of failure of the HT consumer 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. In case, if enhancement of the CMD is proposed in an existing HT service connection, it shall be done subject to payment of the fees/ charges, if any, and subject to and fulfillment of the following, namely –
  - (a) The ultimate CMD after the proposed enhancement shall be restricted to a maximum of 4999 KVA under 11/ 22/ 33 KV depending upon the system of voltage existing at that location where the HT service connection is presently existing. The additional CMD now sought for by the HT consumer shall be extended at the same system of voltage which the HT consumer shall continue to adopt.
  - (b) Subject to availability of spare capacity and feasibility, HT power supply to the additional CMD shall be extended from the same 11/ 22/ 33 KV feeder/ feeding arrangement that is presently feeding the existing HT service connection failing which, from the nearby 11/ 22/ 33 KV feeder/ feeding arrangement that is feeding power supply to other category of consumers in that area.
  - (c) In case the HT power supply is presently availed through an industrial feeder, subject to availability of spare capacity and feasibility, preference will be given to extend power supply including the additional CMD from that Industrial feeder. However if sufficient spare capacity is not available in that industrial feeder, the HT power supply to the HT consumer shall be shifted to a nearby 11/ 22/ 33 KV feeder/ feeding arrangement that is feeding power supply to other category of consumers in that area.
  - (d) The HT power supply to the HT consumer or to that 11/ 22/ 33 KV feeder from which HT power supply has been extended to that HT consumer after enhancement of the CMD 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 11/ 22/ 33 KV feeder shall also be applicable to the HT consumer.
  - (e) The HT consumer shall avail the additional CMD within three months of serving of notice of readiness from the department for extending the additional CMD. If the HT consumer fails to do so, the agreement

- shall come into force from the day following the end of three months, and thereafter the HT consumer shall be liable to pay the minimum and other charges as are applicable, as per the agreement.
- (f) In case the ultimate CMD after the proposed enhancement is 3000 KVA or more, the HT consumer may make a separate application for extension of HT power supply through a dedicated feeder. 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. In such case, the HT consumer shall be liable to pay the entire cost of provision of a new bay, protection switchgears, panels and other accessories at the EHV substation and the cost of erection of the new dedicated feeder/ line/ cable up to the point of supply in the HT consumer's premises. In addition, the HT consumer shall also be liable to pay the supervision and other charges in vogue and to be notified/ amended by the Joint Electricity Regulatory Commission from time to time. The metering arrangements shall be provided both at the EHV Sub-Station end and at the HT consumer's end for which the HT consumer 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.
- (g) In case the ultimate CMD after the proposed enhancement is 5000 KVA or more, the power supply shall be availed only at 110 KV or 132 KV depending upon the system of voltage existing at that location where the HT service connection is presently existing. The HT consumer shall make a separate application in the prescribed format at the office of the Superintending Engineer-I, Electricity Department, Puducherry. Refer to the web site of the department for more details.
6. In case, if reduction of the CMD is proposed in an existing HT service connection, it shall be done subject to payment of the fees/ charges, if any, and subject to and fulfillment of the following, namely –
- (a) The HT consumer shall normally seek reduction in CMD only after expiry of the initial agreement period. However reduction in CMD could be considered before expiry of the initial agreement period subject to the condition that the HT consumer pays the minimum charges for the balance period of initial agreement period before the reduction of the CMD is made effective.
- (b) The proposed reduction in CMD shall, subject to fulfillment of all other conditions, be made effective at the same system of voltage at which the HT consumer is presently availing the HT power supply. However If reduction in CMD is required below the criteria for availing HT power supply, the HT consumer may opt to cancel the existing HT service connection and avail a new low voltage (LT) service connection subject to the condition that the cost of cancellation/ dismantling of the existing HT service connection and the cost of extension of LT power supply including erection/ extension of new distribution mains and LT service connection are borne by the HT consumer.
- (c) Due to the reduction of CMD, if any changes in the department's metering system is involved, and any metering associated changes are also required to be carried out simultaneously in the HT/ LT internal electrical installation of the HT consumer, the same shall be carried out by the HT consumer and the reduction of CMD shall be made effective only after such changes are completed by the HT consumer.
- (d) The reduction in CMD shall come into effect from the first day of the month following the month in which the order for reduction is issued by the appropriate authority; or the first day of the month specifically mentioned in the order for reduction; or the first day of the month following the expiry of sixty working days period after registration of the application and when the HT consumer had complied with all other requirements and no communication/ rejection/ approval/ order is received from the department.
- (e) The date from which reduction in CMD is made effective shall be extended accordingly, in case the HT consumer fails to comply with any of the requirement or fails to pay any fees/ charges as are in vogue or prescribed/ notified by the appropriate authority/ authorities from time to time.
- (f) After the reduction of CMD is made effective, the same shall be firm and final and the HT consumer shall not seek restoration of the surrendered CMD on a future date. In case, if the HT consumer requires additional CMD after the reduction is made effective, a fresh application in the prescribed format shall have to be made for enhancement of the CMD, and the same shall be treated and processed as a fresh case. and processed in accordance with the rules and regulations in force from time to time.
- (g) The HT consumer having arc/ induction furnaces, rolling and re-rolling mills and mini steel plants shall not be allowed to reduce the CMD/ ICL below the total rating of machines and furnaces installed in the premises, except in case of removal or replacement of any equipment with new equipment.
7. Irrespective of enhancement/ reduction/ no change in the CMD, the HT consumer, may if required, propose enhancement/ reduction/ changes in the ICL; and/ or changes in the HT/ LT internal control/ switching installation (Guidelines 1 (c)); and/ or changes in the department's HT electrical installation (Guidelines 1 (d)) located outside/ inside the HT consumer's premises. The HT consumer shall note that the enhancement of the ICL shall be subject to municipal/ commune panchayat clearance.
8. When the HT consumer undertakes changes in the HT/ LT Internal electrical installation that doesn't cause any enhancement/ reduction/ dislocation/ relocation of the ICL (like changes in the wiring/ cables/ switches or replacement of failed equipment/ machinery with the same capacity at the same location), then it is sufficient that an intimation is given in the prescribed format about the proposed changes to the concerned jurisdictional Executive Engineer (O&M). No approval is required in this regard from the department. However the HT consumer shall be required to produce the relevant test reports/ manufacturer's test certificates as and when called for to do so by the concerned jurisdictional Executive Engineer (O&M).

9. In case in order to effect the changes proposed by the HT consumer, if new erection/ addition/ alteration/ modification/ shifting of the department's HT electrical installation including distribution main/ feeding/ point of supply/ control/ switching/ metering arrangements are required to be carried out, and in case sufficient open space inside the HT consumer's premises has not been provided earlier for erecting the department's HT electrical installations, 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 HT consumer's premises facing public road, free of cost to the department for erecting the department's HT electrical installations, namely –
- 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
  - Separate physical partition for the above open space from the HT consumer's switching yard; and
  - Separate provision for entry of the department officials/ staff through a separate gate/ door to the above open space with access from the public road.
10. The Joint Electricity Regulatory Commission (Electricity Supply Code) Regulations 2010 specifies certain minimum technical standards for the HT/ LT internal electrical installation that needs to be complied by the HT consumer. The HT consumer shall verify and ensure compliance of the following technical standards/ requirements, in case, if any of the same has not been complied earlier, namely –
- New erection/ addition/ alteration/ modification/ shifting of department's HT electrical installation including distribution main/ feeding/ point of supply/ control/ switching/ metering arrangements that are required, if any, to be carried out to effect the proposed changes, shall be finalized during a joint inspection by the respective jurisdictional Executive Engineer (O&M) and the HT consumer shall thereafter proceed to erect/ install the HT/ LT internal electrical installation keeping in reference the department's point of supply; and
  - 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 after effecting the changes 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
  - Install circuit breaker of appropriate capacity along with switchgear and controls when the aggregate installed transformer capacity or the total apparatus capacity/ connected load after effecting the changes 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
  - The setting of fuses/ relays on the HT consumer's control gear and the rupturing capacity of circuit breakers installed, if any, at the HT consumer's premises shall be subject to scrutiny and approval of the department (Refer to guidelines 48 on testing of the protective installations of the HT consumer); and
  - 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
  - When HT power supply is availed under the underground cable system, the HT consumer may opt for compact sub-stations, the specifications for which may be got approved from the department; and
  - 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
  - Install harmonic filters depending upon the type and nature of loads already existing or proposed to be connected by the HT consumer; and
  - All transformers, switchgears and other electrical equipments of the HT consumer that are already installed or proposed to be installed at the HT consumer's premises and also those already connected or proposed to be connected directly 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
  - All electrical wiring at the HT consumer'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
  - All electric wires/ cables/ switches/ machinery/ equipments/ apparatus erected/ proposed to be erected by the HT consumer 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
  - 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
  - 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 HT consumer to the satisfaction of the concerned Executive Engineer (O&M); and
- (n) Notwithstanding any tests and inspections as are carried out by the department, and before commissioning of the changes, the HT consumer shall in accordance with the provisions of the prevailing laws, rules, regulations and terms and conditions, obtain prior approval of the Electrical Inspector about the suitability of commissioning the HT/ LT internal electrical installation that have been newly erected/ added/ altered/ modified/ replaced/ reduced/ shifted within the HT consumer's premises.
11. 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 HT consumer including **Government/ local body/ co-operative** installation are required to comply with the following before commissioning the changes, namely –
- (a) Make payment of processing fees/ charges 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) In case of enhancement of CMD, the HT consumer shall make payment of additional security deposit for the quantum of additional CMD in the mode as prescribed by the department; or
- (c) In case of reduction of CMD, the existing security deposit shall be reviewed and if the difference between the existing and new security deposit is more than 20% of the existing security deposit, the difference between the existing and the new security deposit shall be refunded by means of adjustments in six equal installments in future monthly bills not exceeding six months after reduction of CMD; and
- (d) Submit revised/ supplementary agreement wherever required and register the same within three months of commissioning the changes; and
- (e) 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 have already been connected or proposed to be connected or proposed to be altered/ modified/ shifted within the HT/ LT internal electrical installation of the HT consumer; and
- (f) 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 after the changes is likely to be 250 KW (335 HP) or more; and
- (g) When changes other than reduction in CMD/ ICL is proposed, the HT consumer shall make payment of all the dues including arrears, belated payment surcharge and additional security deposit and obtain a no-due certificate from the Senior Accounts Officer-I of this department and enclose the same along with the application. The application shall not be registered in the office of the respective jurisdictional Executive Engineer (O&M) until the no-due certificate is submitted by the HT consumer.
12. The connected load of each energy consuming device connected to the HT/ LT internal electrical installation of the HT consumer shall be assessed and expressed as per the following procedure, namely –
- (a) Based on the manufacturer's rating provided on the name/ number plate 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 proposed changes, the HT consumer shall declare the HT/ LT internal connected load to the department once in six months.
13. The HT consumer, who had already installed or propose to install generator/ inverter in the HT service connection premises, shall comply with the following requirements, namely –
- (a) The generator/ inverter shall be installed and maintained with proper interlocking/ changeover arrangement; and
- (b) The generator/ inverter shall be used only 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
- (c) Approval of the department is obtained before and after installation of the generator/ inverter; and
- (d) Approval is obtained from the Electrical Inspector before commissioning the generator/ inverter; and
- (e) In case the power supply from the HT consumer's generator/ inverter or any other source of supply from the HT consumer'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 HT consumer is responsible for the same and the HT consumer 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 HT consumer'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.

14. All HT/ LT electrical installations belonging to the department that have already been installed/ proposed to be installed in the HT consumer'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, notwithstanding that such electrical installations or any part thereof, are fixed or fastened to or embedded, in any part of the HT consumer's premises, including the open space/ land belonging to the HT consumer. The HT consumer shall be fully responsible for its safe custody and shall ensure that such installations are not handled/ removed/ disturbed/ dealt with in any manner except by the employee of the department duly authorized for that purpose. Such installations shall not also be tampered/ damaged/ broken on any account and in the event of any damage by reason of any act, neglect or default of any person/ staff/ contractor of the HT consumer, the HT consumer 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 HT consumer fails to pay the claim, it shall be treated as a contravention of the supply agreement and the HT power supply shall be liable for disconnection and shall be reconnected only after the entire cost as claimed is paid in full.
15. The HT consumer shall be fully responsible for the authenticity/ legality of the information/ data/ documents/ enclosures furnished in/ with the application. If any information/ data/ documents/ enclosures furnished is found to be wrong/ false or the HT/ LT internal electrical installation is found to be defective or commissioning of the changes as proposed in the HT consumer's premises would be in, or would result in violation of provisions of any Act/ Rules/ Regulations/ Terms and Conditions/ Tariff Order, the department shall reject the application with due notice to the HT consumer.
16. Other than those specified under these guidelines, the HT consumer shall furnish other additional information/ data/ document, if any, which may be required during the course of processing/ execution/ inspection/ commissioning of the changes.
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 should be left blank. In case, if any of the data/ information is neither applicable nor related to the HT consumer's activity, it shall be specifically mentioned as either "**Nil**" or "**No**" or "**No Change**" 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 (i):

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 (d). 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 (c) and 1 (e) 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 (e) 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 HT consumer is an individual, the HT consumer'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 HT consumer/ 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**". This will be indicated based on the status before proposing the changes.

### 24. Serial Number 5 (b):

Indicate the type of occupancy/ accommodation of the property where the HT service connection is existing as either “**owned**” or “**leased**” or “**government property**”. This will be indicated based on the status before proposing the changes.

25. **Serial Number 5 (c):**

Select and indicate an appropriate “Category of service” from the following. This shall be indicated based on the status before proposing the changes and 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
- Archeological Survey of India
- Others (Specify)

**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
- Engineering goods
- Consumer goods

**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 khandasari
- Distillery units
- Construction projects
- Shipping and transport
- Sports complexes
- Computer hardware products
- Computer software products
- IT service industry
- Places of worship and ashrams
- Foreign missionary, institutions
- Others (Specify)

26. **Serial Number 5 (d):**

Indicate in brief the purpose for which the HT power supply was obtained or presently utilized in the existing HT service connection including the business/ activity presently carried out or the service presently offered in the HT premises before proposing/ effecting the changes. The details against serial numbers 5 (e) to 5 (l) may also be furnished for the above activity carried out before effecting/ proposing the changes.

27. **Serial Number 5 (e):**

Indicate whether the above activity (Serial Number 5 (d)) relates to export oriented operation. In such case, the HT consumer 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 5 (m) & 5 (n):**

Indicate the date in which the HT service was first energized and the present status. The status shall be “**Under disconnection**” when the HT service is under disconnection; or “**Idle**” when HT power supply is available but not used for any activity; or “**Working**” when normal activity is carried out in the premises.

32. **Serial Number 5 (o) to 5 (q):**

The date, period (in months) and reason may be furnished when the HT service is under disconnection/ idle condition. Otherwise, it may be indicated as “**Does not arise**” against each item.

33. **Serial Number 5 (r) & 5 (s):**

When the HT service is under disconnection, the HT consumer must ensure that the reason/ cause for the disconnection is attended/ complied/ made good before making this application and must enclose documentary evidence for the same. (**Example:** Payment receipt when the HT service was disconnected for non-payment of dues). The HT consumer must also make a separate application in the prescribed format for reconnection of the HT service along with this application. The status may be indicated against each item. When the HT service is not under disconnection, it may be indicated as “**Does not arise**” against each item.

34. **Serial Number 6 (a):**

Indicate the existing sanctioned contracted maximum demand (CMD) in KVA.

35. **Serial Number 6 (b) & 6 (c):**

Mention as “**Enhancement**” or “**reduction**” depending upon the proposed changes in the CMD and the quantum of demand (KVA) by which the CMD is proposed to be enhanced or reduced. Mention as “**No change**” when no changes are proposed in the CMD.

36. **Serial Number 6 (d):**

Mention the “ultimate CMD” which shall be the CMD after enhancement or reduction and shall be taken as the CMD for all purposes including billing and calculation of minimum charges. The HT consumer shall ensure that the ultimate CMD is not exceeded at any given point of time. The “ultimate CMD” shall be equal to the sum or the difference between the sanctioned CMD (serial number 6 (a)) and the quantum of demand (serial number 6 (c)) depending upon whether enhancement or reduction is proposed. In case of no change in CMD, the “ultimate CMD” and the sanctioned CMD shall be the same.

37. **Serial Number 6 (e) & 6 (f):**

Furnish the existing and proposed annual energy drawal (power consumption) before and after commissioning of the proposed changes. This shall be expressed in million units.

38. **Serial Number 6 (g), 6 (h) & 6 (i):**

Indicate the present status of “Type of organization”, “Type of occupancy” and “Category of service” when the respective status is likely to change with the commissioning of the proposed changes. In such case, suitable documentary evidence shall be enclosed to substantiate the change. Refer to guidelines 23, 24 and 25 for details. (Example – The “type of organization” may change from “**individual**” to “**partnership**” or “**private limited**” to “**public limited**”. The “Type of occupancy” may change from “**Leased**” to “**owned**” or “**owned**” to “**leased**”. The “Category of service” may change when there is a change in business activity). If there is no change in any of the status, mention as “**No change**” against that item.

39. **Serial Number 6 (j) & 6 (k):**

Indicate whether the present activity (serial number 5 (d)) is likely to be changed or any additional activity is proposed to be carried out after effecting the changes. If so, briefly indicate the proposed activities. The details against serial numbers 6 (i) to 6 (u) may also be furnished for the above proposed activities. In case, if there is no change in the activity and the activity being carried out presently is likely to be continued after effecting the changes, indicate as “**No change**” against each item from serial numbers 6 (h) to 6 (u).

40. **Serial Number 6 (l):**

Indicate whether the above proposed activity (Serial Number 6 (k)) relates to export oriented operation. In such case, the HT consumer shall enclose suitable documentary support to confirm the same. If there is no change in the activity, mention as “**No change**”.

41. **Serial Number 6 (m) & 6 (n):**

Indicate whether the above proposed activity (Serial Number 6 (k)) has 24 hours continuous processes that require availability of continuous power supply. If so, give brief details about the continuous process. If there is no change in the activity, mention as “**No change**”.

42. **Serial Number 6 (o) & 6 (p):**

Indicate whether the above proposed activity (Serial Number 6 (k)) 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. If there is no change in the activity, mention as “**No change**”.

43. **Serial Number 6 (q), 6 (r) & 6 (s):**

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 proposed activity (Serial Number 6 (k)). If there is no change in the activity, mention as “**No change**”.

44. **Serial Number 6 (t):**

Indicate the probable date in which the HT consumer proposes to commission the changes. This shall be subject to fulfillment of all other conditions and approval by the department to commission the changes.

45. **Serial Number 6 (u):**

Furnish the reason for proposing the changes in the CMD/ energy drawal/ activity.

46. **Serial Number 7 (a) to 7 (e):**

Indicate the total HT/ LT internal connected load (in KW) before and after the proposed changes for each category as classified in serial number 7 (a) to serial number 7 (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. In case, if there is no change, the existing data may be indicated in the “Before change” column and it may be indicated as “**No change**” in the “After change” column.

47. **Serial Number 7 (f):**

Indicate the total connected load (in KW) which shall be the final “Internal permitted connected load” which the HT consumer should not change after effecting/ commissioning the proposed changes. In case, if the HT consumer 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.

48. **Serial Number 8 (a) to 8 (g):**

Indicate capacity of each of the HT/LT internal control/ switching installation of the HT consumer before and after the proposed changes 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. In case, if there is no change, the existing data may be indicated in the "Before change" column and it may be indicated as "**No change**" in the "After change" column.

**Note:** As specified in guidelines 10 (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) after the proposed changes 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 HT consumer 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 HT consumer shall file a separate application in the prescribed format to the office of the respective Executive Engineer (O&M).

49. **Serial Number 9 (a) to 9 (h):**

Give category-wise brief details of the proposed changes, if any, in the HT consumer's HT/ LT internal control/ switching installation. If no changes are proposed, mention as "**No change**" against each item.

50. **Serial Number 9 (i):**

Mention "**Yes**" if any additional land/ building has being acquired or built/ constructed to carry out the proposed changes; "**No**" when additional land/ building are not involved to carry out the proposed changes.

51. **Serial Number 9 (j) to 9 (n):**

The following certificates/ test report shall be obtained afresh and enclosed when any changes had been carried out or proposed to be carried out in the HT/ LT internal electrical installation, namely –

- (a) Contractor completion certificate in case of changes in the HT/ LT internal electrical installation.
- (b) Original equipment manufacturer's (OEM) test certificate in case of changes in HT/ LT equipments.
- (c) Transformer oil test certificate in case of changes in the HT consumer's transformer.
- (d) Safety certificate from Electrical Inspector in case of changes in the HT/ LT internal electrical installation.
- (e) Test report from protection wing of the department in case of changes in the protective installations of the HT consumer subject to fulfillment of the conditions as laid down in guidelines 10 (c), 10 (d) and 48.

52. **Serial Number 9 (o):**

Furnish the reasons for proposing changes in the HT/ LT control/ switching installations of the HT consumer.

53. **Serial Number 10 (a) to 10 (f):**

Give category-wise brief details of proposed changes, if any, in the department's HT electrical installation that are installed, owned and maintained by the department outside/ inside the HT consumer's premises for the purpose of extending/ supplying power to the HT consumer. The reason for proposing the above changes in the department's HT electrical installation may also be furnished. If no changes are proposed, mention as "**No change**" against each item. (Refer to guidelines 59 and 60 for more details)

54. **Serial Number 11:**

The details may be furnished for all products including existing and proposed products that are likely to be dealt with after effecting/ energizing/ commissioning the proposed changes. In case of non-production oriented installations, it may be mentioned as "**Not applicable**".

55. **Serial Number 12 (a) to 12 (c):**

Furnish details of maximum demand recorded/ billed and energy consumed during the previous two months.

56. **Serial Number 13 (a) to 13 (d):**

Furnish details of utilization of the generator/ inverter, if any, during the previous two months.

57. **Serial Number 14 (a) to 14 (c):**

Furnish details of grade "A" electrical contractor engaged when any changes had been carried out/ proposed to be carried out in the HT/ LT internal electrical installation of the HT consumer. (Refer to guidelines 10 (l) for details). The details of the contractor shall also be furnished when changes are proposed in the HT electrical installation of the department and such changes are proposed to be carried out by the HT consumer through an electrical contractor. In case, if no changes are proposed in both the HT consumer's and the department's HT electrical installation, it shall be indicated as "**Does not arise**".

58. **Serial Number 15 (a) to 15 (c):**

Furnish details of grade "A" electrical supervisor certificate holder employed by the HT consumer when the total apparatus capacity/ connected load after the changes is likely to be 250 KW (335 HP) or more. Otherwise it may be mentioned as "**Does not arise**" (Refer to guidelines 11 (f) for details).

59. **Serial Number 16 (a):**

As per regulations 3.6 (41) and 3.6 (42) of the Joint Electricity Regulatory Commission (Electricity Supply Code) Regulations 2010, in case if any changes including erection/ extension/ alteration/ modification/ shifting of department's HT electrical installation including distribution main/ line are required to be carried out for the purpose of effecting the proposed changes, the HT consumer shall pay the cost for such works after which, the Department shall take up and complete the work. However regulation 3.4 (1) specifies that the HT consumer 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 HT consumer shall procure the materials conforming to the relevant BIS specification or its equivalent and the materials should bear ISI mark wherever applicable. The HT consumer shall submit documentary evidence wherever required to verify the quality of materials used. However the HT consumer 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 HT consumer 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 HT consumer, 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 HT consumer who paid for the extension of the distribution mains. The HT consumer shall be required to give specific concurrence in this regard in order to enable the department to prepare the estimates accordingly.

60. **Serial Number 16 (b):**

If any changes are required in the meter/ metering system, the same shall normally be carried out by the department. However, as per regulation 7.3 (2) of the Joint Electricity Regulatory Commission (Electricity Supply Code) Regulations 2010, the HT consumer 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 HT consumer shall be required to give specific concurrence in this regard in order to enable the department to prepare the estimates accordingly. When the HT consumer opts to procure and supply the meter/ metering system, the following shall be ensured/ complied by the HT consumer, 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 HT consumer, 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 HT consumer.
- (d) Neither meter security deposit nor meter rent shall be collected from the HT consumer.
- (e) A locked and weatherproof enclosure of suitable design as approved by the department shall also be provided by the transferee to house the meter/ metering accessories/ metering cubicle/ CTs/ PTs in case, the same has not been provided earlier.

61. **Serial Number 17 (a) to 17 (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 HT consumer 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 HT consumer 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 HT consumer in the next month's bill. If the HT consumer 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 HT consumer shall be withdrawn and appropriate penal charges as are applicable shall be charged.

62. **Serial Number 18 (a) to 18 (r):**

The following documents shall be enclosed depending upon the applicability of the document for that particular HT consumer/ HT service connection and nature of changes proposed, namely –

- (a) **Serial Number 18 (a) to 18 (d):**  
Shall be enclosed when enhancement of CMD is proposed; or enhancement of ICL is proposed; or changes in "Type of organisation" or "Type of occupancy" or "Category of service" is proposed; or additional land/ building is involved.
- (b) **Serial Number 18 (e), 18 (f), 18 (m), 18 (n), 18 (q) & 18 (r):**  
Shall be enclosed for all proposed changes.
- (c) **Serial Number 18 (g):**  
Shall be enclosed when enhancement/ reduction of CMD or ICL is proposed.
- (d) **Serial Number 18 (h), 18 (i) & 18 (k):**  
Shall be enclosed when changes are proposed in the HT/ LT internal electrical installation.
- (e) **Serial Number 18 (j):**  
Shall be enclosed when changes in HT consumer's transformer is proposed.
- (f) **Serial Number 18 (l):**  
Shall be enclosed when the condition as specified under the note below guidelines 48 is satisfied.
- (g) **Serial Number 18 (o):**  
Shall be enclosed for all proposed changes and when the consumer has generator/ inverter installed.
- (h) **Serial Number 18 (p):**  
Shall be enclosed for all proposed changes except reduction of CMD or ICL.

63. **Serial Number 19:**

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

64. **Serial Number 20:**

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

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

**GOVERNMENT OF PUDUCHERRY  
ELECTRICITY DEPARTMENT**

**FORM HT - 1 (B)  
APPLICATION FOR CHANGE OF DEMAND/ LOAD/ INSTALLATION  
IN HIGH TENSION SERVICE CONNECTION**

In accordance with regulations 6.3/ 6.4/ 6.5 of JERC (Electricity Supply Code) Regulations 2010

Dear sir/ madam,

I/we intend to carry out the following changes in the high tension service connection for the purpose as detailed below. Accordingly an application in the prescribed format is submitted for scrutiny and sanction of the changes at the earliest. The purpose for which this application is made is indicated below (The selections have been marked with ✓ mark while non-selections have been marked with ✗ mark):

- |   |  |
|---|--|
| <input type="checkbox"/> Enhancement of contracted maximum demand   | <input type="checkbox"/> Changes in the HT/ LT internal control/ switching installation of the HT consumer (Transformer/ switchgear/ panels/ relays/ capacitor/ Harmonic filter)                                 |
| <input type="checkbox"/> Reduction of contracted maximum demand   |  |
| <input type="checkbox"/> Enhancement of HT/ LT internal connected load  | <input type="checkbox"/> Changes in the HT electrical installation of the department located outside/ inside the HT consumer's premises (HT feeding/ point of supply/ control/ switching/ metering arrangements) |
| <input type="checkbox"/> Reduction of HT/ LT internal connected load  |  |
| <input type="checkbox"/> Changes in HT/ LT Internal electrical installation that doesn't cause any enhancement/ reduction of the HT/ LT Internal connected load | <input type="checkbox"/> Changes in activity including changes in business/ product/ service/ usage at the HT premises after commissioning the proposed changes  |

### 1. Details of HT service connection

- a. HT consumer code number :
- b. Name of the HT service connection :
- c. Name of the owner/ chief of the installation/ organization :
- d. Designation of the owner/ chief of the installation/ organization :
- e. Name of authorized signatory :
- f. Designation of authorized signatory :
- g. Service location address :  
(Please indicate complete postal address including Door/ RS Number, street, village/ area/ town and pin-code)
- h. Phone/ Cell/ Fax Number :
- i. 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 that 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 in KVA :  
or sanctioned connected load in HP

**5. Existing HT service classification/ operation/ status**

- a. Type of organization as existed before proposing the changes :
- b. Type of occupancy as existed before proposing the changes :
- c. Category of service as existed before proposing the changes :
- d. Details of activity carried out before proposing the changes or at the time of proposing the changes :
- e. Does the above activity relates to export oriented operation (Yes / No) :
- f. Does the above activity relates to continuous process industry (Yes / No) :
- g. In case the above activity relates to continuous process industry, give brief details about the continuous process :
- h. Does the above activity relates to seasonal industry (Yes / No) :
- i. In case of the above activity relates to seasonal industry, indicate period of seasonal operation :
- j. Number of hours of operation per shift under the above activity :
- k. Number of shifts of operation per day under the above activity :
- l. Number of days of operation per month under the above activity :
- m. Date of availing HT service connection :
- n. HT Service connection status (Under disconnection/ idle/ working) :
- o. If under disconnection/ idle, mention the date from which the HT service is under disconnection/ idle condition :

- p. If under disconnection/ idle, mention the period for which the HT service is under disconnection/ idle condition :
- q. If under disconnection/ idle, indicate the reason for which the HT service is under disconnection/ idle condition :
- r. If under disconnection, indicate whether the reason for disconnection has been attended (Yes/ No/ Not applicable) :
- s. If under disconnection, indicate whether separate application has been made for reconnection (Yes/ No/ Not applicable) :

## 6. Details of proposed changes in demand/ energy/ activity

- a. Existing sanctioned CMD (KVA) :
- b. Proposed change in CMD (Enhancement/ Reduction/ No change) :
- c. Quantum of CMD proposed to be enhanced or reduced (KVA) :
- d. Ultimate CMD after change (KVA) :
- e. Existing annual energy drawal before effecting the changes (Million units) :
- f. Ultimate annual energy drawal after effecting the changes (Million units) :
- g. Status of type of organization after effecting the changes :
- h. Status of type of occupancy after effecting the changes :
- i. Status of category of service after effecting the changes :
- j. Does any change in activity or additional activity are proposed after effecting the changes (Yes/ No) :
- k. If yes, give details of the changed/ additional activity proposed to be carried out after effecting the changes :

- l. Does the proposed activity relates to export oriented operation (Yes / No) :
- m. Does the proposed activity relates to continuous process industry (Yes / No) :
- n. In case the proposed activity relates to continuous process industry, give brief details about the continuous process :
- o. Does the proposed activity relates to seasonal industry (Yes / No) :
- p. In case the proposed activity relates to seasonal industry, indicate period of seasonal operation :
- q. Number of hours of operation per shift under the proposed activity :
- r. Number of shifts of operation per day under the proposed activity :
- s. Number of days of operation per month under the proposed activity :
- t. Probable date of effecting/ commissioning the changes :
- u. Reason for proposing changes in demand/ energy/ activity :

## 7. Abstract of changes in HT/ LT internal connected load

<u>Type of internal connected load</u>	<u>Before change</u>	<u>After change</u>
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. Abstract of changes in consumer's HT/ LT control/ switching installation

<u>Type of equipment/ installation</u>	<u>Before change</u>	<u>After change</u>
a. Transformer capacity (KVA)	:	
b. HT shunt capacitor capacity (KVAR)	:	
c. LT shunt capacitor capacity (KVAR)	:	
d. HT harmonic filter capacity (KVAR)	:	
e. LT harmonic filter capacity (KVAR)	:	
f. Switchgear capacity (KVA)	:	
g. Brief details of protective relay/ control settings of the switchgear	:	

## 9. Details of changes in consumer's HT/ LT control/ switching installation

- a. Brief details of proposed changes in transformer :
  
- b. Brief details of proposed changes in HT shunt capacitor :
  
- c. Brief details of proposed changes in LT shunt capacitor :
  
- d. Brief details of proposed changes in HT harmonic filter :
  
- e. Brief details of proposed changes in LT harmonic filter :

- f. Brief details of proposed changes in protection switchgear/ circuit breaker :
- g. Brief details of proposed changes in control/ relay settings of the protection switchgear/ circuit breaker :
- h. Brief details of other proposed changes in consumer's HT/ LT control/ switching installation :
- i. Indicate whether additional land/ building is involved to carryout the changes (Yes/ No/ Does not arise) :
- j. Indicate whether fresh contractor completion certificate has been obtained for changes in the HT/ LT internal electrical installation (Yes/ No/ Does not arise) :
- k. Indicate whether fresh manufacturer test certificate has been obtained for the HT/ LT equipments (Yes/ No/ Does not arise) :
- l. Indicate whether fresh transformer oil test certificate has been obtained (Yes/ No/ Does not arise) :
- m. Indicate whether fresh safety certificate has been obtained for the HT/ LT internal electrical installation (Yes/ No/ Does not arise) :
- n. Indicate whether fresh test report has been obtained from protection wing for the protective installations (Yes/ No/ Does not arise) :
- o. Reason for undertaking the above changes in consumer's HT/ LT control/ switching installation :



## 10. Details of changes in the department's HT electrical installation

- a. Brief details of proposed changes in HT :  
distribution main/ feeding arrangement
- b. Brief details of proposed changes in HT :  
point of supply
- c. Brief details of proposed changes in HT :  
control/ switching arrangement
- d. Brief details of proposed changes in :  
meter/ metering arrangement
- e. Brief details of other proposed changes :  
in department's HT electrical  
installation
- f. Reason for proposing the above :  
changes in department's HT electrical  
installation

## 11. Details of existing and proposed products

<u>Sl. No</u>	<u>Name of the product (Existing and proposed)</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)

**12. Details of recorded/ billed demand/ energy**

<u>Details of demand/ energy</u>	<u>Previous Month 1</u>	<u>Previous Month 2</u>
a. Recorded maximum demand (KVA) :		
b. Billed maximum demand (KVA) :		
c. Energy billed (Units) :		

**13. Details of generator utilization**

<u>Details of operation/ demand/ energy</u>	<u>Previous Month 1</u>	<u>Previous Month 2</u>
a. Total generator capacity (KVA) :		
b. Total hours of operation :		
c. Maximum demand recorded in the generator (KVA) :		
d. Total energy generated (Units) :		

**14. Details of Grade "A" Electrical contractor**

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

**15. Details of Grade "A" Electrical Supervisor**

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

**16. Work execution/ supply of meter by HT consumer**

- |   |  |
|---|--|
| 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, if any, by the HT consumer and payment of supervision charges (Yes/ No/ Does not arise) : |  |
| b. Mention your option to procure the meter, metering cubicle and metering system accessories, if any, by the HT consumer (Yes/ No/ Does not arise) :   |  |

## 17. 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 :

## 18. 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. Depending upon the applicability of the document, mention as “**Enclosed**” or “**Not Enclosed**” or “**Not applicable**” against each document. However when the works are yet to be completed at the time of submission of this application, the HT consumer shall submit the particular document wherever specified before commissioning the changes and it shall be mentioned as “**To be submitted later**” against that 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. The details shall be furnished category-wise as indicated in serial number 7 of this application in a separate annexure in the following format irrespective of whether the work of addition/ alteration/ modification/ replacement/ reduction/ removal/ shifting are completed or yet to be completed. :

Sl. No	Details of the machinery/ equipment/ apparatus/ Device			Load per unit in KW	Quantity		Total load in KW
	Description	Make	Sl.No		Existing	Added/ Altered/ Removed	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

- f. Item-wise HT/LT equipment/ electrical installation details including transformers, generators, capacitors, switchgears, protective devices/ controls and harmonic filters. The details shall be furnished category-wise as indicated in serial number 8 of this application in a separate annexure in the following format irrespective of whether the work of addition/ alteration/ modification/ replacement/ reduction/ removal/ shifting are completed or yet to be completed. :

Sl. No	Details of the transformer/ generator/ capacitor/ switchgear/ harmonic filter			Load per unit in KVA/ KVAH/ RKVAH	Quantity		Total in KVA/ KVAH/ RKVAH	
	Description	Make	Sl.No		Existing	Added/ Altered/ Removed		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	
g.	HT/ LT Internal electrical wiring/ item-wise component layout/ single line diagram of existing 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 and internal/ external lighting along with the proposed new erection/ addition/ alteration/ modification/ replacement/ reduction/ removal/ shifting as proposed to be carried out in the HT/ LT internal electrical installation. This shall be duly certified and authenticated by the licensed electrical contractor who is carrying out the work. The component layout/ diagram shall be furnished as proposed irrespective of whether the work of new erection/ addition/ alteration/ modification/ replacement/ reduction/ removal/ shifting are completed or yet to be completed.							:
h.	Manufacturer's test report of all transformers, switchgears, capacitors, furnaces, motors, machineries, equipments, apparatus, power intensive/ power consuming devices that have been newly erected/ added/ altered/ modified/ shifted. (In case the works are yet to be completed at the time of submission of this application, the HT consumer may submit the document before effecting/ commissioning the changes)							:
i.	Work completion certificate / test report issued by the licensed Grade "A" electrical contractor in case if any addition / alteration / modification / reduction / removal / shifting has been carried out in the HT/ LT internal electrical installation. (In case the works are yet to be completed at the time of submission of this application, the HT consumer may submit the document before effecting/ commissioning the changes)							:
j.	Transformer oil test report conducted latest within one week's time at the department's laboratory or at any Government / Government approved standard laboratory, if any addition/ alteration/ modification/ replacement has been carried out in the transformer. (This document may be submitted before effecting/ commissioning the changes)							:
k.	Safety certificate issued by the Electrical Inspector about the suitability of commissioning the new erection/ addition/ alteration/ modification/ shifting carried out in the HT/ LT internal electrical installation. (In case the works are yet to be completed at the time of submission of this application, the HT consumer may submit the document before effecting/ commissioning the changes)							:
l.	Test certificate issued by the Protection wing of the MRT Division of the department in case new erection/ addition/ alteration/ modification/ replacement/ reduction/ shifting of switchgear and other protective controls and devices on the HT side is involved. (In case the works are yet to be completed at the time of submission of this application, the HT consumer may submit the document before effecting/ commissioning the changes)							:
m.	Details of grade "A" electrical supervisor certificate holder employed in case the total apparatus capacity/ connected load is more than 250 KW (335 HP). Enclose copies of the revalidated supervisor license and in case of new appointment, appointment letter issued to the supervisor certificate holder and acceptance letter of the supervisor certificate holder of having accepted the appointment or in case of an existing employment, a self certification issued by the supervisor certificate holder confirming the employment and countersigned by the authorized person who is signing this application.							:
n.	Copies of previous two month bills / receipts. (As indicated in serial number 12)							:
o.	Copies of the in-principle and regular approval issued by the department for erection and commissioning of generator/ inverter, and copies of the safety certificate/ approval issued by the Electrical Inspector for commissioning of the generator/ inverter.							:
p.	No-due certificate from the Senior Accounts Officer (HT) issued latest within seven working days prior to submission of this application.							:
q.	Authorization to sign the documents in case of jointly owned premises/ company/ organization or public sector undertaking or government installations.							:
r.	Soft copy of scanned application and all documents provided in CD.							:

**19. Land/ building/ property ownership details (Existing and proposed)**

<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.			

**20. Any other information relating to the proposed changes**

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 additional security deposit, if any, in the mode as prescribed by the department, and to submit a revised/ supplementary agreement, if required, before effecting/ commissioning the proposed changes and to register the same within three months after effecting/ commissioning the proposed changes.

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 :  
 Change approval reference : Date :  
 Date of effecting the change :

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&amp;M)