## Step-by-Step existing process for installation of Rooftop Solar PV System under Net Metering arrangement in DHBVN e-solar portal

Application for installation of Rooft Solar System in MNRE PM Surya Ghar Portal	Application for installation of Rooftop Solar PV System in DHBVN e-solar portal	Acknowledge ment for receipt of application	Site Verification/ T echnical Feasibility	Approval for installation of Rooftop Solar PV System and issuance of letter of approval (LOA)	Signing of Net Metering Agreement with Nigam Installation of Rooftop Solar PV System	Installation of Rooftop Solar PV System	Work Completion Report	Submission of safety certificate by consumer	Commissioning of Rooftop Solar PV System
<ul> <li>Applicant Shall tender an application in MNRE PM Surya Ghar Portal with DHBVN Electricity Account No. and Registered Mobile No.</li> <li>Applicant shall download the PM Surya Ghar portal reference no. of the application.</li> </ul>	<ul> <li>Applicant shall tender an application to SDO with a processing fees of Rs 1000/- for seeking permission for installation of Rooftop Solar PV System with MNRE National Portal reference no.</li> <li>(Annexure-I)</li> </ul>	<ul> <li>Acknowledgement of receipt of application shall be given by subdivision office to consumer on same day.</li> <li>(Annexure-II)</li> </ul>	<ul> <li>Site verification shall be carried out by SDO (OP), within 3 working days from the receipt of Application</li> <li>System feasibility check shall be done within 15 days for 5kWp above capacity plant, however it shall be done within 10 days for plant having capacity upto 5kWp</li> <li>(Annexure-III)</li> </ul>	<ul> <li>Approval shall be granted by XEN (OP) within 7 days from the date of system feasibility check by the SDO</li> <li>Annexure-IV)</li> </ul>	<ul> <li>Agreement shall be signed by consumer and concerned SDO, within 30 days from the date of (LOA)</li> <li>(Annexure-V)</li> </ul>	<ul> <li>After approval of installation, consumer shall install Rooftop Solar PV System from companies/firms empanelled with MNRE.</li> <li>Installation of Solar Rooftop shall be done in 180days from date of LOA.</li> </ul>	<ul> <li>Applicant shall submit the "work completion report" along with enclosures</li> <li>Annexure-VI)</li> </ul>	<ul> <li>For PV system upto 20 kWp work completion report by empanelled agency is suffice.</li> <li>For PV system above 20kWp inspection report of Chief Electrical Inspector shall be required before commissioning</li> <li>(Annexure-VII)</li> </ul>	<ul> <li>Applicant may procured the meter from empanelled firm, if meter is not available in Nigam Store. Meter shall comply the specifications issued by Nigam.</li> <li>After submission of work completion report and safety certificate by applicant, commissioning of system shall be done within 7 days by the SDO.</li> </ul>

SDO. • Joint Commissioning Report of the RTS plant will be uploaded by SDO on DHBVN esolar portal and MNRE portal.

• Annexure-VIII)