

F. No. 318/6/2022-GCRT
Government of India
Ministry of New and Renewable Energy

Atal Akshay Urja Bhawan,
Opp. CGO Complex, Lodhi Road,
New Delhi-110003
Dated 29th November 2022

Office Memorandum

Subject: Simplification of Procedure - Rooftop Solar Programme Ph-II.

This is in continuation to this Ministry's OM of even no. dated 02.02.2022 and 10.06.2022, vide which methodology for implementation of simplified procedure for installation of rooftop solar plants in the residential sector under Rooftop Solar Program Ph-II was conveyed.

2. Ministry has already started releasing applicable Central Financial Assistance (CFA) to the residential consumers for the rooftop solar plants installed under simplified procedure through National Portal www.solarrooftop.gov.in. Sample checking of the claims received on the National Portal has revealed following issues/discrepancies:

- a. The uploaded image of the electricity bills is distorted/blurred/non-legible and in some cases false electricity bill/other documents have been uploaded against the electricity bill still such applications have been approved by the DISCOM officials and reached to the CFA claim stage.
- b. Test/False applications have been submitted on the portal and such applications have been approved by the DISCOM officials and reached to the CFA claim stage.
- c. Name of the applicant does not match with the consumer's name mentioned in the electricity bill.
- d. The bank account details submitted for receiving CFA do not match with the name of the applicant.
- e. A number of rooftop solar plants installed either on the day of technical feasibility or within a day or two of issuance of technical feasibility.

3. As several test/false claims have been observed, Ministry has mailed the details of all claims received on the National Portal to the respective DISCOMs for confirmation on the authenticity of the claims and will be processed further for release of applicable CFA only after receipt of confirmation from the concern DISCOMs.

4. In this regard, all DISCOMs are hereby instructed to sensitize the field officers, responsible for issuing technical feasibility approvals, inspection of rooftop solar plants and issuing orders for net-metering, to ensure proper due-diligence before approving any process on the National Portal. The field officers/DISCOMs shall not submit and approve any test/fake cases on the National Portal. If it is observed, at any stage, that CFA has been released to a false/fake/non eligible consumer based on approval of DISCOM officers, the concerned DISCOM authorities will be advised to take appropriate action in such cases including recovery of entire CFA amount along with penal interest. All concerned officers of DISCOMs involved in the approval process on National Portal are also advised not to share their user ID &

passwords with anyone. In order to assist the field officers of DISCOMs, a stage wise checklist has been prepared and is attached as Annexure-I.

5. The DISCOMs would be eligible to claims service charges to the tune of 1% of total CFA released under simplified procedure of Rooftop Solar Programme Ph-II to the consumers of their operating area, at the end of each calendar year.


(J.K Jethani)
Sr. Director/ Scientist 'F'

To

1. CMD/MD/CEO, all DISCOMs
2. Uploading on National Portal

Copy to:

1. ACS/ Principal Secretary (Renewable Energy/Energy/Power), all States/UTs
2. Secretary, all SERCs/JERCs
3. Electricity Departments of Arunachal Pradesh/Nagaland/Mizoram/Sikkim/UTs
4. NIC, MNRE – for uploading on MNRE website

DISCOM Checklist for processing applications on National Portal

A. For issuance of Technical Feasibility Approval

1. Electricity bill should not be more than 6 months old as on the date of submission of online application and should be in the name of the applicant.
2. The uploaded image of electricity bill should be clear and legible. In case the uploaded image is distorted/mutilated/blurred, the applications shall be returned for correction.
3. The rooftop solar plant should not have been installed prior to the issuance of technical feasibility approval.
4. Any other document specified by the DISCOM in the National Portal.

B. For issuance of Commissioning Certificate after inspection and installation of Net-meter

1. Consumer-vendor agreement should be uploaded by the applicant while submitting online request for net-metering/inspection.
2. The name of vendor mentioned in the agreement shall be one of the registered vendors of DISCOM.
3. The solar modules used in the plant shall be one of the manufacturer in the updated ALMM list is available on National Portal.
4. Vendor has unloaded the Domestic Content Requirement (DCR) declaration from.
5. At the time of inspection, the presence of the vendor shall be ascertained.
6. The plant should have been installed as per the technical specification issued by MNRE. The specifications are available on National Portal.
7. The total capacity of solar module and solar inverter shall be same as mentioned in the online PCR submitted by the consumer.
8. Any previous RTS capacity installed in the same premises shall also be noted during inspection.
9. The uploaded image of the plant and beneficiary should be as per the sample/specimen available on the National Portal.
10. Any other document specified by the DISCOM

F. No. 318/6/2022-GCRT
Government of India
Ministry of New and Renewable Energy

Block No. 14, C.G.O Complex,
Lodhi Road, New Delhi-110003

Dated 10 June 2022

Office Memorandum

Subject: Simplification of Procedure - Rooftop Solar Programme Ph-II.

This is in continuation of this Ministry's OM of even no. dated 02.02.2022, vide which simplification of procedure for installation of residential grid connected rooftop solar plants was conveyed.

2. In this regard, a National Portal, www.solarrooftop.gov.in, is being designed and will be launched soon. The process for installation of rooftop solar plants, starting from registering the applications to release of subsidy in residential consumers' (beneficiaries') bank account after installation and inspection of plant, can be tracked online at the national portal.
3. In order to protect the interests of beneficiaries and ensure that the vendors installing the rooftop solar plants have the requisite expertise, follow minimum specifications and standards specified by the Ministry and maintain the plant for at least five years from the date of installation, it has been decided that such vendors have to register/empanel themselves with the beneficiaries' Distribution Utility (DISCOM).
4. The vendors currently empanelled with the beneficiaries' DISCOM through tendering process under RTS Programme Ph-II will be considered as empanelled vendors for this purpose. Other vendors willing to register/empanel themselves in the Programme under simplified procedure may get themselves registered with the consumers' DISCOM by submitting an application along with declaration (as per Annexure) and depositing a PBG of Rs. 2,50,000/- (Rupees Two Lakh Fifty Thousand only) valid for at least five years. The vendors can submit the application at the Division/Circle level and the name of the vendor will be included in the list of registered/empanelled vendors within a period of one month from the date of submission of the application. Registration/empanelment of vendors will be valid initially for one year from the date of empanelment and can be renewed thereafter on yearly basis. The DISCOM will notify the registered/empanelled vendors on its website for information of residential consumers and update the same every month.
5. The registered/empanelled vendor selected by the beneficiaries will conduct the physical survey to assess the RTS capacity and guide the beneficiary on the RTS capacity that can be installed in the beneficiary's premises considering technical and financial parameters. The vendor shall also provide assistance to the beneficiary in getting necessary approvals, installing the net-meter and facilitating inspection by the DISCOM.
6. In case of any misleading information is provided by any vendor or conditions mentioned in the declaration are not met, the DISCOM will take action against the registered/empanelled vendor including blacklisting and forfeiture of PBG.

7. The subsidy available under the simplified procedure will be the same for beneficiaries all over the country. The rates of subsidy will be notified for each calendar year and will be applicable for all beneficiaries who have registered their application on the national portal during the calendar year.

8. This issues with the approval of competent authority.



(J.K Jethani)
Sr. Director/ Scientist 'F'

To

1. ACS/ Principal Secretary (Renewable Energy/Energy/Power), all States/UTs
2. Secretary, all SERCs/JERCs
3. CMD/MD/CEO, all DISCOMs
4. Electricity Departments of Arunachal Pradesh/Nagaland/Mizoram/Sikkim/UTs
5. NIC, MNRE – for uploading on MNRE website and National Portal for Solar Rooftop.

Format of Declaration from vendor

1. Name of the Firm _____
2. Legal status of the Firm (Ltd/Pvt/Proprietary/Partnership/LLP) _____.
3. GSTIN number of the Firm _____
4. PAN number of the Firm _____.
5. Provident Fund number of the Firm (if applicable) _____
6. The Firm has sufficient (at least three) technical manpower trained in the skills required to execute the work of installation of rooftop solar plants.
7. The Firm fulfils all statutory requirements, for example those relating to electrical safety, to install rooftop solar plants.
8. The Firm will install rooftop solar plants fulfilling minimum technical standards and specifications issued by the MNRE.
9. The Firm will provide comprehensive maintenance of the rooftop solar plant installed by the Firm for at least 5 years.
10. The Firm will provide all necessary information related to installation of rooftop solar plants and Do's and Don'ts to the beneficiary.
11. The Firm will also provide name, contact number and e-mail of the person where the beneficiary can register a complaint related to rooftop solar plants installed by the Firm. This details will also be made available to the State authorities and MNRE.
12. In case of any discrepancy in terms of quality and services provided by the Firm, the concerned distribution company/Electricity Department can blacklist the Firm and encash the performance bank guarantee, apart from taking other legal actions.
13. The signatory of this declaration is authorised by the Firm and the Firm will abide by all the conditions mentioned above. In case of any misinformation or concealment of facts, appropriate legal action may be taken against the Firm by the affected parties.
14. Along with this declaration, the Firm is submitting a performance bank guarantee of Rs. 2.5 lakh valid for five years.
15. The Firm is willing to work in urban/rural areas of _____, _____, (name of districts).

Authorised Signatory
Name: _____
Designation: _____
Name of the Firm: _____

DRAFT FORMAT FOR PERFORMANCE BANK GUARANTEE (PBG)

(To be on non-judicial stamp paper of appropriate value as per Stamp Act relevant to place of execution.)

Ref:

Bank Guarantee No:

Date:

xx.xx.2022

To,

[Insert the name and complete Address of the State Implementing Agency]

In consideration of the [*Insert name and address of the Bidder*] (hereinafter referred to as 'Bidder') submitting the response to Request for Proposal (RfP) inter alia for selection of the Project in response to the RFP No. [*Insert the NIT No of Tender*] dated [*Insert the Date of issuance of RfP*] issued by the [*Insert the name of Implementing Agency*] (hereinafter referred to as _____) and considering such response to the RFP (if applicable) of [*insert the name of the Bidder*] as per the terms and conditions of the RFP and amendments, the [*insert name & address of Bank*] hereby agrees unequivocally, irrevocably and unconditionally to pay to [*Insert the name of Implementing Agency*] at [*Insert the complete Address of Implementing Agency*] forthwith on demand in writing from [*Insert the name of Implementing Agency*] or any Officer authorized by it in this behalf, any amount upto and not exceeding **Rs. 2,50,000/- (Rs. Two Lakh Fifty Thousand only)**, on behalf of M/s. [*Insert name of the Bidder*] .

This guarantee shall be valid and binding on this Bank up Five (05) Years from date of issuance of the BG and shall not be terminable by notice or any change in the constitution of the Bank or the term of contract or by any other reasons whatsoever and our liability hereunder shall not be impaired or discharged by any extension of time or variations or alternations made, given, or agreed with or without our knowledge or consent, by or between parties to the respective agreement.

Our liability under this Guarantee is restricted to **Rs. 2,50,000/- (Rs. Two Lakh Fifty Thousand only)**.

Our Guarantee shall remain in force until [*Insert the Exact Date, completing on 5 Years counting from Date of signing of BG*] and [*Insert the name of Implementing Agency*] shall be entitled to invoke this Guarantee till [*Insert the Exact Date, completing on 5 Years counting from Date of signing of BG*].

The Guarantor Bank hereby agrees and acknowledges that the [*Insert the name of Implementing Agency*] shall have a right to invoke this BANK GUARANTEE in part or in full, as it may deem fit.

The Guarantor Bank hereby expressly agrees that it shall not require any proof in addition to the written demand by [*Insert the name of Implementing Agency*], made in any format, raised at the above-mentioned address of the Guarantor Bank, in order to make the said payment to [*Insert the name of Implementing Agency*].

The Guarantor Bank shall make payment hereunder on first demand without restriction or

conditions and notwithstanding any objection by [*Insert name of the Empanelled Bidder*] and/or any other person. The Guarantor Bank shall not require [*Insert the name of Implementing Agency*] to justify the invocation of this BANK GUARANTEE, nor shall the Guarantor Bank have any recourse against [*Insert the name of Implementing Agency*] in respect of any payment made hereunder.

This BANK GUARANTEE shall be interpreted in accordance with the laws of India and the courts at [*Insert the name of City/State*] shall have exclusive jurisdiction. The Guarantor Bank represents that this BANK GUARANTEE has been established in such form and with such content that it is fully enforceable in accordance with its terms as against the Guarantor Bank in the manner provided herein.

This BANK GUARANTEE shall not be affected in any manner by reason of merger, amalgamation, restructuring or any other change in the constitution of the Guarantor Bank.

This BANK GUARANTEE shall be a primary obligation of the Guarantor Bank and accordingly [*Insert the name of Implementing Agency*] shall not be obliged before enforcing this BANK GUARANTEE to take any action in any court or arbitral proceedings against the Bidder, to make any claim against or any demand on the Bidder or to give any notice to the Bidder or to enforce any security held by [*Insert the name of Implementing Agency*] or to exercise, levy or enforce any distress, diligence or other process against the Bidder.

Notwithstanding anything contained hereinabove, our liability under this Guarantee is restricted to **Rs. 2,50,000/- (Rs. Two Lakh Fifty Thousand only)** and it shall remain in force until [*Insert the Exact Date, completing on 5 Years counting from Date of signing of BG*] with an additional claim period of **thirty (30) days** thereafter. We are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only if [*Insert the name of Implementing Agency*] serves upon us a written claim or demand.

Signature _____

Name _____

For

[*Insert Name of the Bank*]
Banker's Stamp and Full Address.

Dated this ____ day of ____, 20__

(Bank Contact Details & E Mail ID is to be provide)

Witness:

1. Signature Name and Address	2. Signature Name and Address
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Note: The DISCOMs can modify this format as per their requirements.

F. No. 318/6/2022-Grid Connected Rooftop
Government of India
Ministry of New and Renewable Energy

Block-14, CGO Complex,
Lodhi Road, New Delhi-110003
Dated 2 February 2022

OFFICE MEMORANDUM

Subject: Simplification of procedure - Rooftop Solar Programme Ph-II

This refers to PIB release issued on 21.01.2022 regarding simplification of Rooftop Solar Programme of Ministry of New and Renewable Energy, announcing that the residential consumers will have flexibility to get the rooftop solar plant installed by themselves or through any vendor of their choice.

2. The new simplified procedure will be as follows:
 - i. A national portal for registering applications from the beneficiary, approval thereof and tracking progress will be developed. There will be a portal in the similar format at the level of the DISCOMs and both the portal will be linked.
 - ii. The household beneficiary, who wishes to install Rooftop Solar (RTS) under the new mechanism will apply on the national portal. The beneficiary will be required to submit necessary information including details of bank account where the subsidy amount will be transferred. At the time of application, the beneficiary will be informed about the complete process and subsidy amount that can be availed for installation of the RTS plant.
 - iii. The application will be forwarded online to the concerned DISCOM for issuance of technical feasibility approval within next 15 working days. After the application is transferred to the DISCOM it will also be displayed on the DISCOM portal.
 - iv. After obtaining technical feasibility, the beneficiary will install the RTS plant from any vendor of his choice by selecting solar modules fulfilling the conditions of DCR and enlistment under ALMM and inverters which are certified by BIS. The list of empanelled vendors will be provided on the portal. In order to ensure quality and post installation services, MNRE will issue standards and specifications for RTS plant and a format of agreement to be executed between beneficiary and the vendor. The agreement among other terms and conditions will have the provision to ensure that the RTS plant installed meets safety and performance standards and that the vendor would maintain the plant for next 5 years or higher period as per terms of the agreement.
 - v. The beneficiary has to install RTS plant within a specified period otherwise his application will be cancelled and he has to re-apply for installation of RTS plant.
 - vi. Upon installation of RTS plant, the beneficiary will apply for net-metering on the national portal, which will be forwarded online to the concerned DISCOM. The concerned DISCOM will either procure and install the net-meter or it will advise the beneficiary to procure the net-meter as per prescribed specifications and get it tested from the DISCOM authorized lab. The decision of the DISCOM will be posted on the portal.

- vii. After installation of the net-meter, the DISCOM officer will submit a commissioning and inspection report on the national portal, which will also be reflected on the DISCOM portal.
- viii. On receiving the inspection report, the subsidy will be released directly in the bank account of the beneficiary by the DISCOM.
- ix. The whole process will be monitored and a grievance redressal mechanism will be put in place.

3. It is expected that the national portal will be developed in about six to eight weeks. Till the national portal comes into operation, the existing procedure for availing subsidy for installation of rooftop solar plant through DISCOMs will continue and will be the only authorized procedure to avail subsidy from MNRE. After the National portal set up, the beneficiary will have the choice of installing RTS availing either of the options.

4. The general public may be advised not to trust any misleading/spurious information being published on websites/social media particularly asking for registration fee or other payment for getting Government of India subsidy for installation of rooftop solar plants. Authentic information in this regard will be made available on the official website of Ministry www.mnre.gov.in or on SPIN portal www.solarrooftop.gov.in.



(J K Jethani)

Sr. Director/Scientist-F

To

1. ACS/Principal Secretary (Energy/Power/Renewable Energy), all States/UTs
2. Secretary, all SERCs/JERCs
3. CMD/MD/CEO, all DISCOMs
4. Electricity Departments of Arunachal Pradesh/ Nagaland/ Mizoram/ Sikkim/UTs