

## WBSEDCL PROCEDURES-B(2010)

### Procedures for effecting service connection in Low Voltage And Medium Voltage (LV&MV) for construction purpose and/or common services to Housing/ Commercial Complex

#### **1.0 Preamble:**

1.1 This procedures for effecting service connection in Low Voltage And Medium Voltage (LV&MV) supply of power only for construction purpose and/or common services of the Housing and /or Commercial Complex, shortly named as WBSEDCL PROCEDURES-B (2010),has been prepared in accordance with regulation 13.13 of the West Bengal Electricity Regulatory Commission (Standards of Performance of Licensees Relating to Consumer Services) Regulations, 2010 (hereinafter referred to as SOP Regulation). In addition there is another procedures namely WBSEDCL PROCEDURES-A(2010) which is being framed for effecting service connection to individual intending consumer under Low Voltage and Medium Voltage (LV&MV) by WBSEDCL and which will also be used by the occupier of dwelling units/ commercial units of the complex for getting service connection for their occupied dwelling units/ commercial units within the complex.

1.2 For the purpose of these WBSEDCL PROCEDURES-B (2010) following definitions is being provided here:-

- a) 'Housing complex' means multiple dwelling units as apartment blocks/ flat and number of such multistoried buildings within any specific compound constructed or developed by any person including promoter or developer or any co-operative society in a vacant land or by demolishing any premises.
- b) 'Commercial complex' means the commercial establishments within a part or units of housing complex or any exclusive commercial complex or shopping mall constructed or developed by any person including promoter or developer or any co-operative society in a vacant land or by demolishing any premises.
- c) 'Complex' means Housing complex and/or Commercial complex as defined above.
- d) 'Developer' means any person including promoter or any co-operative society who construct or develop the complex.
- e) 'Construction power' for the purpose of these procedures means the power required by the developer or the management of the complex for construction of the complex or part of it for a period of one month or more at a stretch .

- f) 'Common service' means the service for a complex which is being enjoyed by occupiers of more than one unit or all the units of the complex such as water lifting pump, staircase, common passage/space, lift, community hall etc.
- g) Before effecting service connection the intending consumer as per SOP Regulation for the construction power and other purpose of the complex as required by the developer of the complex shall be termed as developer for the purpose of these WBSEDCL PROCEDURES-B (2010). This is being done in order to differentiate between the developer and the intending consumer who will apply under the purview of WBSEDCL PROCEDURES-A(2010) as occupier of the dwelling units/ commercial units in the same complex.

1.3 Under this WBSEDCL PROCEDURES-B (2010) henceforth all the new connections on LV&MV supply shall be provided upto the contract demand not exceeding 125 KVA. The effective date of coming into force of these WBSEDCL PROCEDURES-B (2010) shall be **15<sup>th</sup> January, 2011** and the applicable tariff for construction purpose and /or common services as detailed in procedure 10.0 of these procedures shall be as follows:

- a) The developer applying for construction purpose and /or common services for contract demand below 50 KVA under these WBSEDCL PROCEDURES-B(2010) shall have tariff as applicable for respective class of consumers under LV&MV category
- b) The developer applying for common services for contract demand of 50KVA and above but not exceeding 125 KVA under these WBSEDCL PROCEDURES-B (2010) shall have tariff under Rate B- ID in L& MV supply if the tariff is on commercial basis as per procedure 10.0 of these procedures.
- c) The developer applying for construction purpose and /or common services for which tariff will be on domestic basis for a contract demand of 50KVA and above but not exceeding 125 KVA under these WBSEDCL PROCEDURES-B (2010) shall have tariff for respective category of consumers which are now being applied to those categories of consumers at high voltage though being supplied at LV&MV. The Commission will determine the tariff for these categories of consumers at LV&MV in the tariff order from 2011-12.

1.4 The cost of expenditure for effecting new service connection as applied by developer for any complexes shall be recovered as per regulation 4.2 of the West Bengal Electricity Regulatory Commission (Recovery of Expenditure for Providing New Connections) Regulations, 2005. However, for providing service connection for construction power supply or common services to the complexes vis-à-vis individual intending consumers within that complexes, notwithstanding any other thing contained elsewhere in any regulations of the Commission following procedures are to be followed.

- 1.5 The power being supplied to any complex for the purpose of construction of building or for any other purpose should not be treated as temporary supply.
- 1.6 There should not be any time limit for construction power and the same may continue till the time the purpose of consumption is changed.
- 1.7 The extension of load for the category of consumers mentioned under procedure 1.1 shall also be followed as per this WBSEDCL PROCEDURES-B(2010)

## **2.0 Guidelines for providing power to complexes in case where construction is made on a vacant land:**

2.1 Application form ‘**Annexure-A**’ and ‘**Annexure-B**’ (in duplicate) of these procedures along with the following formats in the form of a booklet shall be made available at the WBSEDCL’s Group Electric Supply office for new connections or extension of load in LV& MV as requested for by a developer, at a cost of Rs 5/- for each booklet or these forms may be downloaded from the WBSEDCL’s website free of cost:

- a) Format of declarations in ‘**Annexure-A1**’ of connected load within the complex.
- b) The format for way leave permission as per ‘**Annexure-B1**’.
- c) Format of an affidavit as per ‘**Annexure-B2**’ to be submitted by the developer.
- d) The technical requirements and space requirement for main switch, meter installation, earthing and other need for effecting service connection.
- e) Printed list of purpose of supply along with the tariff scheme as approved by the West Bengal Electricity Regulatory Commission (hereinafter referred to as ‘Commission’) vide Annexure A2

All such formats as in a) to e) above shall be made available in booklet form from 01.03.2011. Till such time it may be made available in loose form.

2.2 Single phase LV connection in a premises shall be given up-to 6 KW connected load only. Beyond that load three phase LV connection shall be given. If WBSEDCL find reason then on request from the intending consumers 3 phases supply may be given for connected load below 6 KW depending upon the type of the equipment/motor.

2.3 Submission of Application:

2.3.1 If any developer seeks power supply at LV&MV for the purpose of construction of multiple dwelling units/ commercial units of a complex in a vacant land, such person shall have to submit application in ‘**Annexure-A**’ form of these WBSEDCL PROCEDURES-B(2010) duly filled in at the concerned office of WBSEDCL with following documents:

- a) In-principle clearances for establishment from the Pollution Control Board concerned where applicable (At present on the date of issue of this order it is applicable to residential / residential-cum-commercial premises of more than 100 flats and/or 60,000 sft. Floor area);
- b) self certification of installation of capacitor at incoming side of service connection but after the meter in relation to the common service part having contract demand of 10 KVA or above only;
- c) requisite Earnest Money as follows:

Purpose of supply

- i) Having both Domestic and Commercial load with contract demand of 10 KVA and/or above - Rs. 1000/-
- ii) Commercial load with contract demand of 10 KVA and/or above - Rs 1000/-
- iii) Other than (i) & (ii) - Rs 200/-

- d) Document(s) of bonafide occupation or ownership of a premises through any one of the documents such as Passport / Voter Identity Card / Rent Bill / Rent Control Challan / Telephone Bill / Municipal or any other Tax Bill / any other documents issued by any Ministry or Department of Government showing his occupancy of the premises applied for etc.
- e) the detail list of electrical equipments with number and corresponding wattages as per 'Annexure-A1' and
- f) A sketch of new line required for service connection showing the premises from existing LV & MV line is required to be submitted.
- g) No other document other than mentioned in a) to f) above is required to be submitted unless specifically stipulated under these procedures as amended from time to time.

2.3.2 The developer is to submit in accordance with the format in **Annexure-A1** the estimated future load of the premises for the purpose of construction power, common services and the expected need of the individual dwelling units/ commercial units of the said complex for which the application for construction is sought. The projected minimum future load of any complex for the quotation purpose shall be as per following load in Table-1 irrespective of whatever declared in **Annexure-A1**.

TABLE-1		
Sl No.	Item	Minimum projected load
1	Water pump	2 KW
2	Lift	6 KW
3	Staircase	60 watt per floor per set of stair case.
4	Community Hall (if any)	5KW
5	Common passage/ space	2 KW
6	Single Room Flat/Apartment blocks/dwelling	1 KW
7	Two Room Flat/ Apartment blocks/dwelling units	2 KW
8	Three Room Flat/ Apartment blocks/dwelling units	4KW
9	For Flat/Apartment blocks/dwelling units having more than Three Room	4KW + additional 1KW for each room in excess of 3 room.
10	For commercial space/Establishment	2 KW per 1000 sq. ft or part there of

A range of connected load on different items are furnished above in Table-1. However, the connected load of different items in respect of individual dwelling units/commercial units has to be stated according to the estimated requirement of the prospective owner or occupier of the dwelling units or commercial units of the complex and a list of such connected load of each dwelling units/commercial units has to be declared by developer in **Annexure – A1** along-with the application in **Annexure-A**. When the load mentioned in **Annexure-A1** for any part of a complex is higher than the above mentioned minimum load of that part provided in Table-1 then the load of **Annexure-A1** will be considered by WBSEDCL for future estimated load computation purpose in the quotation for that complex.

- 2.4 The person(s) authorized on behalf of WBSEDCL to receive the application form duly filled up, earnest money and other duly filled up documents as stated above shall hand over a signed and dated receipt to the developer with proper office seal. WBSEDCL from time to time will notify the list of such authorized persons.
- 2.5 On receipt of application, the office will check from office record whether any out-standing dues (OSD) or theft case / unauthorise use related dues are pending against that premises or any other premises where service connection in his name exists/ lying disconnected or not. If such amount lies pending against the premises or any other premises where service connection in his name exists/ lying disconnected then the application for connection according to the SOP Regulation

shall be considered only if all dues of the developer in respect of that premises and/or any other service connection held in his name in the WBSSEDCL's area of operation have been cleared. Where there are arrears of charges outstanding for a premises, before the application is processed the developer shall be liable for clearing the dues if nexus is established with erstwhile defaulting consumer and in such case the developer shall be intimated of such dues within 10 days from the date of receipt of such application. However, if such dues are not cleared, where applicable, within hundred (100) days from the date of intimating the developer about such dues and the developer has not contested such claim then the application in **Annexure-A** will be treated cancelled and the earnest money will be forfeited.

2.6 After complying with above instruction as stated at procedure 2.5 and also after receipt/acceptance of proper application form in '**Annexure-A**' along with earnest money and other documents, an inspection at the premises to which supply of electricity is required shall have to be carried out within 7 days incase of urban areas and 15 days incase of rural areas from date of receipt of application from developer or the date of clearing the dues if applicable in terms of procedure 2.5, whichever is later.

During inspection to the complex following points are to be checked and recorded in the first part of inspection report:

- a) whether any LV distribution mains exists in the area or whether augmentation of the mains is required.
- b) whether any pole is required or any extension of feeder/line/cable is required for effecting the new service connection. If any pole is required, the number of pole(s) has to be mentioned along-with the route length for service connection.
- c) whether new transformer and/or bay or augmentation of transformer is required.
- d) whether erection and commissioning of new sub-station is required.
- e) the requirement of other material and accessories are also be recorded in details
- f) existence of the premises along-with the main switch where proposed supply is to be effected at the premises and location for installation of meters, meter box at that premises.
- g) feeding distribution sub-station;
- h) The applicable tariff for construction purpose and/or common services.
- i) total connected load as per **Annexure-A1** [ In this context it is only to be seen that the number of dwelling units, commercial units and the fixed points shown for common space under sl. no. 3 found during inspection are not higher than the number as declared by the developer in the format of Annexure –A1. If such number is found to be higher then a proportionate higher load will be recorded and taken into account for calculation of contract demand .]

- j) installation of main-switch, earthing, wiring and all electrical points etc. in the premises are complete or incomplete in pursuance to the requirement of as provided in pursuance to procedure 2.1(d);
- k) whether capacitor is being installed as per procedure 2.3.1 (b);
- l) detailed requirement within the purview of way leave permission.
- m) whether any service connection exists in the premises. If any service connection exists in the premises it is to be checked whether any splitting of load occurs or not.

On inspection, a two part inspection report (in duplicate) is to be prepared where Part-A of the inspection report is for the internal purpose of WBSEDCL and the Part-B of the inspection report is for consumer. The Part-A of the inspection report will primarily consist of information on the points from (a) to (g) above and the information related to splitting of load as per (m). The Part-B of the inspection report will indicate the information on the points from (h) to (l) above and the information related to existing service connection as per (m). In case, the premises is not suitable for effecting service connection or information submitted in terms of requirements of any of the procedure 2.1(d) ,2.3.1(b),2.3.1(d),2.3.1(e) and 2.3.1(f) are incorrect or inconsistent that is to be indicated in the Part-B of the inspection report. The developer shall be provided with a copy of Part-B of the inspection report. The acknowledgement of receipt of such report by the developer shall be preserved at the office. However, original copy of the inspection report (both Part-A and Part-B) shall be kept at the office for recording.

- 2.7 After Inspection as per procedure 2.6, WBSEDCL shall either issue a quotation or issue a letter to the developer informing inability of WBSEDCL to provide supply due to the specific non-compliance or reasons as indicated under procedures 2.1 or 2.3 or 2.6 In case of issuing quotation, quotation shall include the matters as specified in the regulation 3.1.2 of the SOP Regulation alongwith the other necessary matter as detailed in procedure 2.9 of these procedures .
- 2.8 If on inspection, it is found that erection and commissioning of new Sub-station is required for effecting service connection to the complex against the application by the developer in **Annexure-A**, then WBSEDCL will follow the procedures laid down in the regulation 4.4.1 to 4.4.6 of SOP Regulation. However, while preparing quotation under clause (c) and (e) of regulation 4.4.6 of the SOP Regulation, such quotation shall be prepared in accordance with procedure 2.9 of these WBSEDCL PROCEDURES-B(2010).
- 2.9 If on inspection it is found that erection/commissioning of new Sub-station is not required for effecting service connection to the complex against the application by the developer in

**Annexure-A**, then WBSEDCL shall prepare the quotation based on the inspection report and load and indicating the items as mentioned in regulation 3.1.2 of the SOP Regulation. WBSEDCL shall consider the following items for preparation of the quotation:

- a) The full cost of electrical infrastructure required, for effecting construction power supply along with load of future common services and also for effecting service connection to individual intending consumer of all the dwelling units/ commercial units on the basis of load estimated as per procedure 2.3.2 of these procedures.
- b) If the developer has opted to deposit full cost of the meter to WBSEDCL for the common service and the construction purpose, then the cost of the applicable meter will be also considered as additional item to service connection charge.
- c) WBSEDCL require the security deposit from the developer and that should be equal to an amount covering 3 months of estimated bills of consumption of electricity at the prevailing rates. Accordingly, in the case of a developer, the estimated security deposit on the basis of declared load for construction power and common service will be equivalent to three month's energy bill where energy bill for each month will be calculated by determining following four elements:
  - i)  $EC = \text{Energy Charge} = \text{Contract demand in KVA} \times 730 \times 0.85 \times LF \times \text{Applicable rate of energy Charge per Kwh};$

where LF will be as follows:

Consumer category	Load factor (%)
Domestic	10 %
Non-Domestic /Commercial ( connected load upto 4 KW)	15 %
Non-Domestic /Commercial ( connected load above 4 KW)	20 %
Note : i) For Common service the applicable load factor will be as per domestic or non-domestic as described under procedure 10.00. ii) For construction stage load factor shall be as per non-domestic category	

Applicable tariff rate will be as per construction power. Subsequent to termination of construction power in pursuance to procedure 5.0 the applicable tariff rate will be as per procedure 10.0 for the common services.

- ii)  $DC = \text{Demand Charge} = \text{Contract demand in KVA} \times \text{Applicable rate of Demand Charge per KVA for construction power};$   
 $FC = \text{Fixed charge} = \text{Contract demand in KVA} \times \text{Applicable rate of Fixed charge per KVA for construction power};$



Note: a) Fixed Charge will be applicable for the consumers having contract demand below 30 KVA and Demand Charge will be applicable for the consumer having contract demand of 30 KVA and above.

b) Contract demand in KVA shall be considered as per West Bengal Electricity Regulatory Commission (Terms and Conditions of Tariff) Regulations, 2007, as amended or any applicable subsequent regulations framed under section 61 of the Electricity Act'2003

iii) MR=Applicable meter rent in Rs, if any ;and

iv) ED= Electricity Duty as applicable for one month in Rs.

Thus, Security deposit = 3 x {(EC+(DC or FC )+MR+ED)}

Note: The above method of security deposit computation is applicable for developer only.

The method of security deposit computation on annual basis for the consumer after effecting the service connection applied for will be as per West Bengal Electricity Regulatory Commission (Miscellaneous Provisions) Regulation, 2005 or any applicable regulation of the Commission that will come out subsequently in future for this purpose.

d) Adjustment of earnest money and accrued interest thereon if any in pursuance to SOP Regulation

e) Total amount of quotation shall be based on (a) to (d)

2.10 a) In case of non-availability of material, required for such electrical infrastructure, in order to expedite the connection as per time frame laid down by the Commission, WBSEDCL shall initiate an offer of completing the infrastructure work on turnkey basis by the developer of the complex as per terms and conditions as laid down in the said offer. Such offer of turnkey shall be issued along-with the quotation.

b) In case of shared electrical infrastructure, (i.e. one portion of the electrical infrastructure is being utilized for the multiple dwelling unit/commercial unit of the proposed construction and rest portion is booked for the adjacent load of the other consumer in the same locality, if any, then the proportionate cost for the portion of the electrical infrastructure for which the developer has applied for service connection as per **Annexure-A** of these Procedures should be realized through (a) of procedure 2.9 of these procedures in the manner as specified in the SOP Regulation .

2.11 WBSEDCL shall issue the quotation on the basis of items prepared under procedure 2.9 along with the offer if applicable as per (a) of the procedure 2.10 of these procedures in accordance

with regulation 3.1.2 of the SOP Regulation to the consumer within 7 days from the date of inspection. While issuing the quotation WBSEDCL shall also intimate the developer about the specific requirement to be addressed in the format of way leave permission in **Annexure-B1** and the contract demand as settled during inspection as explained in procedure 2.6(g).

Where WBSEDCL will decide to establish the new sub-station (s) after detailed techno-economic study as wanted in the procedure 2.8, quotation shall have to be issued within 4 weeks from the date of taking such decision as detailed in regulation 4.4.6 (c) of SOP Regulation.

- 2.12 Quotation should be sent by registered post/courier. The quotation may also be received by the consumer or his representative with proper authorization. Documents against receipt of quotation by the developer shall have to be maintained at the concerned office.
- 2.13 The quotation shall remain valid for Ninety (90) days from the date of issue of the quotation. In case the developer fails to take action within the above validity period, the Earnest Money shall be forfeited and that should be intimated to him indicating the application/registration number so that he can use it within two years for a fresh application. However, the earnest money so forfeited against the cancelled application shall be kept under suspense head against that application/registration number. If the said developer submits any subsequent application within two (2) years from the date of deposit of earnest money, quoting that application / registration number along with the original money receipt against earnest money deposited earlier, then the said earnest money will be transferred against that new application. In case there is any downward revision of earnest money in the mean time, then the revised amount of earnest money will be considered as earnest money deposited by the developer against new application and balance amount will be refunded. In case there is an upward revision of earnest money, then the balance amount of earnest money will be deposited along with the new application.
- 2.14 On receiving the quotation the developer shall submit the quotation amount and application cum agreement form in **Annexure-B** alongwith the other necessary documents as required under these procedures. The quotation amount and the application cum agreement form in '**Annexure-B**' of these procedures shall be received and acknowledged only after verification of the application cum agreement form in '**Annexure-B**' and if it is found satisfactory. The developer shall give his declaration through affidavit as per the format enclosed in **Annexure-B2** along-with the **Annexure-B** where it shall declare specifically that he has communicated/ will communicate the prospective occupier /occupiers of all the dwelling units/ commercial units that for the occupier's portion charges for service connection work is already deposited to WBSEDCL against the estimated contract demand/ connected load as he mentioned in

**Annexure-A1.** WBSEDCL shall issue an acknowledgement receipt of the quotation amount and the application cum agreement form in **Annexure-B**. On acceptance of the quotation amount and the application cum agreement form in '**Annexure-B**' a work order will be issued by concerned officer of WBSEDCL mentioning the amount of service connection charge paid by the developer before adjustment of earnest money as 'Consumer's deposit'.

- 2.15
- a) The work under the above work order including the service connection work shall be completed as per time schedule mentioned at procedures 6.1 to 6.4 of these WBSEDCL PROCEDURES-B(2010).
  - b) While executing the work under above work order the infrastructure will be completed in all respect suitably so that the power supply can be provided as soon as individual intending consumer as future occupier of the dwelling unit/ commercial unit of the complex approaches for service connection as per WBSEDCL PROCEDURES-A(2010) .
  - c) Service connection of the developer shall only be effected for the load of common services and construction power only after obtaining test form for internal wiring signed by licensed electrical contractor.
  - d) Where the developer deposits money and the commissioning of installation for providing service connection as applied for by the developer requires time, but at the same time by taking the advantage of seasonal load variation of electrical installation, any supply can be effected to the developer on temporary basis from any existing infrastructure without hampering the safety and reliable operation of the existing system, then WBSEDCL can start supply of power partly or fully against the application if the developer agrees to this arrangement in writing . However, in such case the proposed infrastructure prepared for the developer is to be made ready and transfer his load to such infrastructure within a year. Moreover, it should be noted clearly that WBSEDCL shall not charge any service connection / disconnection / shifting charge related to that temporary arrangement.
  - e) After effecting the service connection the initial meter reading with meter particulars shall be recorded by WBSEDCL on the card (in WBSEDCL the card is commonly known as yellow card) which shall be kept within the premises of the consumer where the meter is located in accordance with the West Bengal Electricity Regulatory Commission (Electricity Supply Code) Regulations, 2007(herein after referred as 'Supply Code'). Where the meter reading is taken through Remote / Automated Meter Reading System, recording of meter reading on the yellow card is not required. Also in case of spot billing where bill is instantly handed over to consumer after reading, maintenance of yellow card is not required as per Supply Code.

2.16 A document of effecting service connection and receiving of power on effecting the service connection alongwith initial meter readings will be signed by the developer or his available representatives at the time of effecting service connection. Such documents are to be preserved by WBSSEDCL. A print out of the service connection details with meter type, meter no., metering equipment particulars, seal number along with initial reading and applicable tariff scheme at the time of effecting the service connection is to be sent to the developer (after effecting service connection the developer is to be considered as consumers for the said service connection) for verification and preservation by the developer i.e. the consumer for the service connection effected at their end as future record within seven (7) days from the date of connection. The above documents shall also include the following:

- The contact telephone no. and address of the Complaint Registration Centre(CRC), Zonal Reporting Centre (ZRC) and Centralized Call Centre (CCC) as per the SOP Regulation;
- The Grievance Redressal Mechanism;
- The address and contact telephone no./ fax no/ E mail address of the Grievance Redressal officers concerned;

In addition of above the following duty/ responsibility of the consumer will be intimated to the consumer in writing for future compliance:-

- The consumer shall be responsible for safe keeping of the yellow card which is used to record the readings of the meter;
- The consumer has to keep under observation the sealing points. In case of any accidental breakage of seal it is the duty of the consumer to report to the Group Electric Supply immediately.
- If the print out of service connection details shows any discrepancy with the actual then it shall be immediately reported to the Gr. Electric Supply within seven(7) working days from the date of occurrence
- In case of any increase of load beyond contract demand as per **Annexure-A1** it is the duty of the consumer to report the concerned Gr. Electric supply office immediately and observed all formalities for extension of load. If there is any damage due to overdrawal of load without observing the above formalities the consumer has to pay the actual cost of replacement of the damaged installation.
- The amount deposited by the developer against the connected load of each dwelling units/ commercial space/commercial unit /common space etc.

### **3.0 Guidelines for providing power in case where construction is made by demolishing a premise where electrical installation of WBSEDCL already exists:**

3.1 If any developer seeks construction power with application in **Annexure-A** as per procedure laid down at procedure 2.3.1, for construction of a complex by demolishing an existing premises, where there was service connection(s), construction power shall also be released without delay after completion of the followings activities:

- a) Carry out joint inspection of site by the representative of the developer and WBSEDCL.
- b) Identify the number of energy meters present in the old premises to be demolished.
- c) Receive application from old habitats opting for notional suspension / disconnection as the case may be. Information regarding terms and conditions of notional suspension as per Supply Code, shall be clearly disseminated in writing by WBSEDCL to the consumers opted for such notional suspension.
- d) Effect notional suspension / disconnection as the case may be of all old connections.
- e) Raise energy bill(s) as per final reading observed at the time of disconnection in case of correct meter and average bill as per Supply Code in case of stop / defective meter and realization of the up to date dues of all such cases.
- f) Realize all the outstanding dues, if any, lying with the previous consumer(s) of the premises from the developer, if the owner of the premises and developer are same. Outstanding dues cannot be realized from the individual intending consumers or flat owners or new owner(s) or any other person including the developer who has no nexus with previous owner with whom outstanding dues lies.
- g) Dismantle old disconnected service line/s along with meter/s and other properties of WBSEDCL if any, from the premises for which the application for construction power is sought.
- h) Then after the procedures laid down at procedures 2.1 to 2.16 above of these WBSEDCL PROCEDURES-B(2010) shall be followed, as given above

### **4.0 Application for additional load over the estimated contract demand/connected load :**

4.1 In case where any occupier of any dwelling unit/ commercial unit apply for additional load over the contract demand/connected load, he has to apply with earnest money as per procedure laid down in WBSEDCL PROCEDURES-A(2010) for such cases.

4.2 Where the existing consumers of construction power and/or common services apply for additional load over the contract demand/connected load already under existing service connection, he has to apply with earnest money as per WBSEDCL PROCEDURES-B(2010) for

that additional load. In such case the procedure 2.1 to 2.16 will be applied as the case may be except the time schedule of completion of service connections which will be as per procedures 7.1 to 7.4 of these WBSEDCL PROCEDURES-B(2010).

4.3 For preparation of quotation in pursuance to the application against procedure 4.2 of these procedures the service connection charge, security deposit and meter cost shall be computed as per following procedure:-

a) **Service connection (SC) charge payable for extension of load = X- Y where**

- i) X= SC charge on the basis of total load after taking into consideration of the extended load applied for along with the existing load.
- ii) Y= SC charge for existing load
- iii) Where SC charge for (i) and (ii) computed as per formula laid down in procedure 2.9 (a) of these procedures.

b) **Security deposit (SD) payable for extension of load =  $SD_T - SD_E$  where**

- i)  $SD_T$  =Security deposit on the basis of total load after taking into consideration of the extended load applied for along with the existing load.
- ii)  $SD_E$  = Security deposit lying with WBSEDCL including accumulated interest prior to the application for load enhancement.
- iii) Where Security deposit for (i) and (ii) computed as per formula laid down in procedure 2.9 (c) of these procedures.

c) In case of enhancement of load if meter is to be replaced and the new meter is to be provided on purchase cost basis then the old meter will be taken back by the licensee on the basis of either of the followings:

- i) Differential cost of the new meter and replaced meter where the cost of the replaced meter will be considered on book value.
- ii) Full cost of the meter if the previous meter is on rental basis.

## **5.0 Termination of construction power :**

When the consumer for construction supply or the management of the complex after taking handover of the complex from the developer intimate about the end of its need for construction purpose and also require the supply with change in purpose of supply for common service only, then it shall be done in accordance with the regulation 7.0 of SOP Regulation and applicable tariff will be as mentioned in procedure 10.0. The service connection for common services will be effected in the name of the complex management. After effecting service connection as per regulation 7.0 of SOP Regulation the procedure 2.15 (e) and 2.16 are to be followed.

**6.0 Time schedule for effecting the new connection under this WBSEDCL PROCEDURES-B(2010) for service connection for construction power and/or common service:**

Time schedule for effecting new service connection after receiving and acknowledging the application cum agreement form in ‘Annexure-B’ as mentioned in procedure 2.14 subject to fulfillment of procedure 2.15(c) shall be as follows:

**6.1 Time for effecting service connection where distribution mains exists:**

Within Thirty (30) days from the date of receipt of the application form in ‘Annexure-B’ subject to submission of test form by the developer where distribution mains exists.

**6.2 Time Limits for New connection where augmentation of the distributing main and/or extension of feeder/ line/ cable will be required:-**

<b>Supply voltage level and system requirement where Service connection to be effected</b>	<b>Time schedule for effecting service connection in days</b>
(a)For LV and MV supply where augmentation of the distributing main is required but additional pole(s) is/are not required for extension of overhead line or no extension of overhead line is required	within 40 days from the date of receipt of the application form in ‘Annexure-B’ & completion of other formalities as stated in procedures 2.14 and 2.15(c) of these WBSEDCL PROCEDURES -B(2010)
(b)For LV and MV supply where augmentation of the distributing main is required, and/or extension of underground cable upto 100 metres is required	within 45days from the date of receipt of the application form in ‘Annexure-B’ & completion of other formalities as stated in procedures 2.14 and 2.15(c) of these WBSEDCL PROCEDURES -B(2010)
(c)For LV and MV supply where augmentation of the distributing main is required and / or extension of overhead line with additional pole(s) is required	within 60 days from the date of receipt of the application form in ‘Annexure-B’ & completion of other formalities as stated in procedures 2.14 and 2.15(c) of these WBSEDCL PROCEDURES -B(2010)
(d)For LV and MV supply where augmentation of the distributing main is required and / or extension of underground cable above 100 metres is required	within 90 days from the date of receipt of the application form in ‘Annexure-B’ & completion of other formalities as stated in procedures 2.14 and 2.15(c) of these WBSEDCL PROCEDURES -B(2010)

**6.3 Time Limits for New connection where for supply of electricity to an applicant commissioning of a new transformer and / or bay along with accessories in an existing substation will be required:-**

<b>Supply voltage level and system requirement where Service connection to be effected</b>	<b>Time schedule for effecting service connection in months</b>
a) For a Distribution Substation	within ninety (90) days from the date of receipt of the application form in ‘ <b>Annexure-B</b> ’ & other formalities as stated in procedures 2.14 and 2.15(c) of these WBSEDCL PROCEDURES -B(2010)
a) For a 33 / 11 KV or 33/6 KV Substation	within One hundred and fifty (150) days from the date of receipt of the application form in ‘ <b>Annexure-B</b> ’ & other formalities as stated in 2.14 and 2.15(c) of these WBSEDCL PROCEDURES - B(2010)

**6.4 Time Limits for New connection where for supply of electricity to an applicant erection and commissioning of a new substation will be required.**

Service connection will be released within the following time period as specified below provided the intending consumer deposited the quotation amount along-with application cum agreement form in ‘**Annexure-B**’ as mentioned in procedure 2.14 of these WBSEDCL PROCEDURES -B(2010) and subject to condition of procedure 2.15(c) of these WBSEDCL PROCEDURES -B(2010)

- a) For erection and commissioning of a distribution sub-station -90 days from the date of taking over possession of the land or the sanction of the concerned Local Body or clearance of right of way whichever is later.
- b) For erection and commissioning of a 33 / 11 KV or 33/6 KV sub-station – 300 days from the date of taking over possession of the land by the licensee or clearance of right of way whichever is later.

However, the above time schedule for erection/ commissioning of new substation shall be revised as per investment plan approved by Commission earlier, provided those proposed Sub-station (s) is / are a part of such investment plan.



**7.0 Time schedule for effecting additional contract demand/load from the existing service for construction power and/or common service:**

Time schedule for effecting additional load from the existing service after receiving and acknowledging the application cum agreement form in 'Annexure-B' as mentioned in procedures 2.14 subject to fulfillment of procedure 2.15(c) will be as follows.

**7.1 Time Limits where extension of load can be accommodated from existing service and/or with augmentation of overhead line without additional pole and/or augmentation of underground cable within 100 metres.**

- a) Within 30 days from the date of receipt of the application in the form given in Annexure-B, completed in every respect, for a consumer having overhead line.
- b) Within 45 days from the date of receipt of application in the form given in Annexure-B, completed in every respect, where augmentation of underground cable is required.

**7.2 Time Limits where for extension of load augmentation of distributing main and/or extension of underground cable above 100 metres or extension of overhead line with additional pole(s) will be required:-**

Where augmentation of distributing main and/or extension of feeder/line/cable is required for extension of load of an applicant, the licensee shall extend the load of the applicant within the time limits specified below from the date of receipt of the application in the form given in Annexure-B, completed in every respect:

- a) For LV and MV consumers where extension of overhead line or feeder or underground cable is not required– within 45 days;
- b) For LV and MV consumers where extension of overhead line is required without any additional pole - within 60 days;
- c) For LV and MV consumers where extension of overhead line with additional pole(s) is required - within 90 days;
- d) For LV and MV consumers where extension of underground cable is required - within 90 days;

**7.3 Time Limits where for extension load commissioning of a new transformer and/or bay along with accessories in an existing substation will be required:-**

Where a new transformer and/or bay with accessories will need to be commissioned in any existing substation in order to accommodate the extension of load of an applicant, the licensee

shall extend the load of the applicant within the periods specified below from the date of receipt of the application in the form given in **Annexure-B**, completed in every respect

- 1) Distribution sub-station- 90 days
- 2) 33/11 KV sub-station- 150 days

#### **7.4 Limits where for extension of load erection and commissioning of a new substation will be required:**

Service connection will be released within the following time period as specified below provided the intending consumer deposited the quotation amount along-with application cum agreement form in '**Annexure-B**' as mentioned in procedure 2.14 of these WBSEDCL PROCEDURES -B(2010) and subject to condition of procedure 2.15(c) of these WBSEDCL PROCEDURES -B(2010)

- a) For erection and commissioning of a distribution sub-station – 90 days from the date of taking over possession of the land or the sanction of the concerned Local Body or clearance of right of way whichever is later.
- b) For erection and commissioning of a 33 / 11 KV or 33/6 KV sub-station – 300 days from the date of taking over possession of the land by the licensee or clearance of right of way whichever is later.

However, the above time schedule for erection/ commissioning of new substation shall be revised as per investment plan approved by Commission earlier, provided those proposed Sub-station (s) is / are a part of such investment plan.

#### **8.0 Service connection to individual intending consumers or occupier of dwelling units/ commercial spaces:**

For individual service connection, the occupier or owner of each dwelling units or commercial units of the said complex shall have to apply as intending consumers of the dwelling unit/ commercial unit in accordance with WBSEDCL PROCEDURES-A (2010). If the entire cost is already borne by the developer for the applied load as per **Annexure-A1** of this procedures by the developer, then service connection cost for effecting service connection to individual consumers is to be realized as detailed out in procedure 2.9(a) of WBSEDCL PROCEDURES-A (2010) for such case. It is to be noted clearly that no other cost on any head which has been already borne by the developer shall be realized. All other procedures for new connection to other individual intending consumer should be followed.

## **9.0 Meter rent or meter cost deposition:**

- 9.1 The developer may deposit the cost of the meter to WBSSEDCL for the common service and construction power and in such case no meter rent will be claimed from the developer or the complex management subsequent to termination of the construction power by WBSSEDCL in the energy bill so long the performance of the same meter will remain satisfactory, free from defect or meter not changed due to load enhancement but subject to exceptions as laid down in procedures of 9.2 and 9.3 of these procedures.
- 9.2 In case of meter becoming defective within six months of installation /effecting of the service connection where the meter is not tampered/ damaged, WBSSEDCL will replace the meter and cost of such replaced meter will not be claimed in the energy bill.

Beyond the above stated stipulated time frame when the meter is found to be tampered/ damaged/ defective or even within the above stated stipulated time frame when the meter is found to be tampered/ damaged, WBSSEDCL will replace the said defective/damaged/ tempered meter immediately with rental meter unless the meter cost for the replaced meter is deposited by the consumer. However on depositing the cost of replaced meter by the consumer, the rent of the meter will cease to be charged only from the next billing cycle after date of deposition

- 9.3 If the developer does not deposit the cost of the meter to WBSSEDCL, where applicable WBSSEDCL will install their own meter in the premises of the consumer and meter rent shall be charged by WBSSEDCL in the energy bill.

## **10.0 Tariff of Common Service and Construction Power:**

- a) During construction stage prior to termination of construction power as per procedure 5.0 the power supplied to the developer shall have tariff as applicable for construction power. In this context it shall be noted that during construction stage the electricity required for common services, if any, will be treated as electricity for construction purpose.
- b) The tariff for common service shall be normally domestic. However, if in the complex commercial contract demand as per **Annexure-A1** or subsequently has been more than 20% of the total contract demand of the complexes then the tariff for common services shall be on commercial basis from the date as per relevant regulations for the change in purpose of supply subject to the conditions that the tariff of common service as explained above will become applicable only after termination of construction power in accordance with Procedure 5.0 of these procedures.

### **11.0 Service connection under regulation 7.0 of SOP Regulation:-**

If any intending consumer/ consumer applied under regulation 7.0 of SOP Regulation then WBSEDCL will follow the SOP Regulation. After effecting service connection under regulation 7.0 the procedures 2.15(e) and 2.16 of the WBSEDCL PROCEDURES-B (2010) are to be followed for the consumers for whom such service connection is being effected.

### **12.0 Alteration of services**

If any developer required any alteration of services as defined in SOP Regulation then he has to follow the procedures as laid down in the SOP Regulations. After effecting service connection under regulation 7.0 the procedure 2.15(e) and 2.16 of these WBSEDCL PROCEDURES-B (2010) is to be followed for the developer for whom such service connection is being effected.

The charges for alteration of service will be as follows:

Connected load ( C ) in KW	Charge for alteration of service in Rs
Up to 1 KW	2000
Above 1 KW but up to 6 KW	5000
Above 6 KW	25% of the service connection charge but not below Rs. 5000.00 and not exceeding Rs. 25000.00

### **13.0 Miscellaneous :**

- 13.1 Without changing the content of the form, WBSEDCL may arrange the form as given in Annexures for new connection and extension of load separately and may change the layout in order to make IT compliant system.
- 13.2 In case due to maintenance of service any change in equipment occurs which shall necessitate changes in printed information as per procedure 2.16, then the developer shall be provided with the fresh information sheet as per procedure 2.16 within 10 days from the date of such change.

**Application form to be used by an intending consumer / a consumer requesting the licensee for an inspection of his premises and preparation of estimate of expenditure to be borne by the intending consumer / consumer for new connection/ extension of load/ alteration of service.**

( see procedure 2.1,2.3.1,2.3.2,2.6 and 2.10(b))

To:

\_\_\_\_\_

(WBSSEDCL)

\_\_\_\_\_

(Address of respective supply office of WBSSEDCL)

Sir,

I / We hereby request for an inspection of my / our premises address of which is given below by your authorised representative, and preparation as also supply of an quotation by you to me / us, giving in requisite details of the expenditures to be borne by me / us in terms of section 46 of the Electricity Act, 2003 and Regulations made thereunder, together with the deposit(s) to be made by me / us in terms of the applicable Regulations for the purpose of getting new connection for supply of electricity at my/ our premises at MV/LV having an expected connected load of ..... KW/HP for domestic / commercial/ industrial/ .....(other purpose to be mentioned) purpose/ extension of load of the existing service at my / our premises having Consumer No. .... from ..... KW/HP to ..... KW/HP as estimated by my / our licensed electrical contractor as indicated in the attached hand drawn sketch (attach hand drawn sketch if required) at my / our premises having Consumer No. .... Such Supply may be given in single / three phase (strike out\* which is not required) [Single Phase supply shall be given for the connected load upto 6KW, if not required otherwise for which reasons may be given.]

I / We am / are depositing herewith an earnest money of Rs. .... Please adjust the earnest money with the amount that will be determined to be recoverable from me / us as reasonable expenditure for providing new connection(s) under section 46 of the Electricity Act, 2003, / expenditure for extension of load and requisite deposit(s) to be made by me / us under the applicable Regulations. After making such adjustments, if any amount still remains outstanding, the same may be adjusted with my / our electricity consumption bill(s) or refunded to me / us.

I / We hereby inform you that I / we am / are the owner(s) / occupier(s) of the premises and I / we enclose copy of documents establishing sufficient proof of my / our bonafide occupation of the premises (viz., Passport / Voter Identity Card / Rent Bill / Rent Control Challan / Telephone Bill / Municipal or any other Tax Bill etc.)/ ownership of the premises/ any other documents issued by any Ministry or Department of Government showing his occupancy of the premises applied for etc.

I / We hereby inform you that I / we intend to take meter on rental basis or by purchasing the meter through depositing the cost of the meter to WBSSEDCL for construction power which include the common service power also.

I / We hereby further declare that there is no other service connection / line disconnected given/ was given by you in my / our name(s) in the premises for which the new service connection is being applied for.

I / We hereby further declare that I/we have service connection in my / our name(s) in the premises at ..... (address of the premises) where electricity is supplied by you and that there is no outstanding dues in respect of that service connection.

I / We hereby further declare that no restriction in relation to supply of power to the premises is imposed by any Court of Law.

I/We also enclose my declaration of connected load/ contract demand as per format in **Annexure-A1** of these procedures.

I/We also enclose affidavit of my declaration as per format in **Annexure-B2** of these procedures.

The full address of my / our premises, which will be inspected by you for the aforesaid purpose, Telephone No./ important land mark (if any) and nearest pole no. (if available) are given below.

Address: -

Important Land Mark: -

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone No. ....

Nearest Pole No. (if available) .....

Yours faithfully,

\_\_\_\_\_

(Signature of the applicant(s) with date)

Full Name \_\_\_\_\_

(In Block letters)

Full Address: \_\_\_\_\_

(In Block \_\_\_\_\_

letters) \_\_\_\_\_

Telephone No(s), \_\_\_\_\_

if any.

Witness (1)

Signature with date \_\_\_\_\_

Full Name \_\_\_\_\_

Address \_\_\_\_\_

Witness (2)

Signature with date \_\_\_\_\_

Full Name \_\_\_\_\_

Address \_\_\_\_\_

Note: 1) Please strike out inapplicable items.

- 2) The printed list of purpose of supply as approved by the Commission from time to time will be available from the licensee.
- 3) Please mention and describe important landmarks in the vicinity, if any, to facilitate easy identification of the premises.
- 4) Please attach, if possible, a small sketch (not to scale) indicating the location of the premises.
- 5) Earnest money to be deposited along with the application for new connection:-

Purpose of supply

- |                                                                                         |              |
|-----------------------------------------------------------------------------------------|--------------|
| a) Having both Domestic and Commercial load with contract demand of 10 KVA and/or above | - Rs. 1000/- |
| b) Commercial load with contract demand of 10 KVA and/or above                          | - Rs 1000/-  |
| c) Other than (a) & (b)                                                                 | - Rs 200/-   |

**Connected Load declaration**  
**( see procedures 2.1,2.3.1,2.3.2,2.6(g),2.14,2.16 and 10)**

The Connected Load are furnished hereunder in respect of dwelling houses /commercial establishment of Housing/ Commercial Complex

Sl No	Item	Particulars	Connected load declared in KW
1	Dwelling units	a)	
		b)	
		.....	
2	Commercial units	a)	
		b)	
		c)	
		.....	
3	Common services	a) Water pump	
		b) Lift	
		c)Staircase	
		d)Community Hall	
		e)Common passage/ space	
4	Construction power		
5	<b>Total connected load in KW ( X)= (1+2+3+4)=</b>		
6	<b>Contract Demand in KVA= (X / 0.85)=</b>		
7	<b>Total connected load for the common services and construction power in KW (Y)=(3+4)=</b>		
8	<b>Contract Demand for the common services and construction power in KVA =(Y/0.85)=</b>		

\* Please extend the list as requirement.

Signature of the applicant/authorized signatory

Name of the applicant/authorized signatory

Address of the of Housing/ Commercial Complex



## DIFFERENT CLASSES OF CONSUMERS

Applicable Class of Consumers	
(i)	Domestic (Rural)
(ii)	Domestic (Urban)
(iii)	Commercial (Rural)
(iv)	Commercial (Urban)
(v)	Irrigation
(vi)	Commercial Plantation.
(vii)	Short Term Irrigation Supply
(viii)	Short Term supply for Commercial Plantation
(ix)	Short-term supply
(x)	Public Utility / Specified Institutions / Public Bodies, as applicable.
	a) In Municipal area
	b) In Non-Municipal area
(xi)	Cottage Industry / Artisan / Weavers / Small production oriented establishment not run by electricity as motive power
(xii)	Poultry, Duckery, Horticulture, Tissue culture Floriculture, Herbal – Medicinal – Bio-diesel Plant Farming, Food Processing Unit
(xiii)	Public Water Works & Sewerage System
(xiv)	Industries
	a) Rural
	b) Urban
(xv)	Street Lighting
(xvi)	Private Educational Institutions & Hospitals
(xvii)	Emergency
(xviii)	Construction Power
(xix)	Bulk supply at single point, inter-alia, to Co-operative Group Housing Society for providing power to its members or person, for providing power to its employees in a single premises
(xx)	Common Services of Industrial Estate

**Note :**

- i) In case there is any change in class of consumer that is to be substituted in the above table as per tariff order or concerned regulations.
- ii) Public bodies means State and Central Government establishments for whom public bodies tariffs are applicable under existing tariff structure as per the order of the Commission for 2006 - 2007.
- iii) Common Services of Industrial Estates includes Street Lighting, Estate Office Establishment, Water Service, Effluent Treatment, Pump House for Sewerage and Storm Water Drainage under the authority of the Industrial Estate.
- iv) Specified Institutions means such class of consumers who are falling under the following categories:

- (a) All non-profit making educational and research institutions including public libraries, owned or aided by the State / Central Government;
- (b) All State / Central Government hospitals; and
- (c) Charitable dispensaries, maternity homes, hospitals, old age homes and social welfare establishments owned and run by either State Government or Central Government or by any charitable organisation either public or private.

In order to be treated as Specified Institutions, such classes of consumers are to satisfy the following conditions:

- (a) The electricity supply at their premises shall be either at 230 V single phase or 400 V three phase.
- (b) The educational and research institutions aided by the State / Central Government shall furnish necessary documents to indicate that they have been receiving from the State / Central Government such aid, which must be at least 50% of their total annual income for the last three years consecutively.
- (c) The educational and research institutions aided by State / Central Government and the hospitals, maternity homes, charitable dispensaries, old age homes and social welfare establishments owned and run by “Charitable Organisations” shall be required to submit their audited accounts of the last three years.
- (d) All consumers shall be required to furnish an undertaking stating that the power supply to their institutions / organisations shall be used and shall continue to be used exclusively for the purpose for which the supply has been proposed to be taken.
- (e) Libraries owned by the State Government shall be eligible to be treated as the Specified Institutions, if their applications are duly recommended by the Director of Libraries / District Library Officer concerned.
- (f) Libraries receiving grants from State Government for a continuous period of at least three years shall also qualify to be treated as Specified Institutions subject to submission of their audited accounts of the last three years along with a certificate from the Director of Libraries / District Library Officer concerned about their eligibility.

Provided that the quantum of grant received from the State Government must be at least 50% of their total annual income for the last three years consecutively.

In addition, the following conditions are also required to be complied with for becoming eligible for treating to be a Specified Institution.

(a) Certificate from concerned Corporation / Municipality / Panchayat regarding clearance of dues, if applicable, should be furnished by the consumer.

(b) WBSEDCL shall satisfy itself about the veracity of the claim of the consumer.

Provided that the status of Specified Institution shall not be allowed to any class of consumer(s) who is / are defaulter in regard to payment of electricity bills. Further, such status shall stand automatically withdrawn if it defaults in payment of electricity bills during the period for which such status of Specified Institution has been allowed.

The aforesaid status shall be given effect prospectively from the date on which WBSEDCL takes decision for such status and that date should not be more than three months from the date on which the applicant-institution has complied with all formalities.

- v) Short-term supply includes events, festivals and marriage ceremony. For such short-term supply, the fixed / demand charge shall be the fixed / demand charge under non-TOD tariff applicable to that particular category of consumer to which the applicant seeking such supply belongs. Such short-term supply shall not have any load factor rebate and power factor rebate. However, other charges for such short-term supply shall be the same as are applicable to that particular category of consumer to which the applicant seeking such short-term supply belongs. For such short-term supply, consumer shall apply to the licensee at least 10 days in advance for LV and MV consumers and at least 20 days in advance for HV consumer. For EHV category, there shall be no short-term supply.
- vi) Domestic consumer having monthly consumption of 25 units in case of monthly billing or having quarterly consumption of 75 units in case of the quarterly billing and contract demand not more than 0.3 KW shall be treated as Life Line Domestic Consumer.
- vii) Temporary supply is to be governed by the West Bengal Electricity Regulatory Commission (Recovery of Expenditure for Providing New Connections) Regulation 2005.

Application form to be used by an intending consumer/ a consumer requesting the licensee for new connection / extension of load.

\*(Please strike out inapplicable items)

(TO BE SUBMITTED IN DUPLICATE)

( see procedures 2.1,2.14,6.1,6.2,6.3,6.4,7.1,7.2,7.3and 7.4)

**To:**

\_\_\_\_\_

**(Name of Licensee)**

\_\_\_\_\_

**(Address of respective supply office of WBSSEDCL)**

\_\_\_\_\_

\_\_\_\_\_

Sir,

1. I / We hereby apply for supply of electricity in my / our favour at the premises having the following address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. This is an application for new service / extension of load under existing service and the expected connected load (in KW/HP) will be as follows for domestic / commercial / industrial / .....(other purpose to be mentioned) purpose.

- (A) FOR NEW CONNECTION IN LV & MV :
- i) Connected Load.....KW
  - ii) Contract Demand .....KVA
- ( As obtained from **Annexure-A1**)

(B) FOR EXTENSION OF LOAD UNDER EXISTING SERVICE:

- (i) Consumer No.
- (ii) Present sanctioned Load –
  - (a) Connected Load .....KW
  - (b) Contract Demand .....KVA
  - (c) Present Voltage \_\_\_\_\_

(iii) Extended Load required (including present load) -

(a) Connected Load .....KW

(b) Contract Demand .....KVA

(As per total value obtained from **Annexure-A1**)

(c) Proposed Voltage .....

3. I / We hereby declare that I / we shall abide by all provisions of the Electricity Act, 2003 and the Rules / Regulations / Orders / Statutory Notifications made under the Act, as amended from time to time.

4. I / We have already paid / I/we hereby tender an amount of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) only as the amount recoverable from me / us under Section 46 of the Electricity Act, 2003 and the Regulations made thereunder and as per the cost estimate prepared by you and sent to me / us from your end vide your letter no. \_\_\_\_\_ dated \_\_\_\_\_.

5. I / We agree that if there is any difference between the amount, I / we have paid as per provisions of Section 46 of the Act and the Regulations made thereunder, and the amount that is finally determined to be recoverable from me / us, the difference will be adjusted with my / our electricity bills in not more than 4 (four) consecutive instalments.

6. I / We have also tendered / I/we hereby tender an amount of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) only as my / our security deposit determined by you in terms of Section 47 of the Act and the Regulations made thereunder and as per estimate prepared by you and sent to me / us from your end vide your letter no. \_\_\_\_\_ dated \_\_\_\_\_.

7. I / We undertake to replenish any shortfall in security deposit if and when required and for the value of meter(s) and other apparatus installed / to be installed at my / our premises.

8. I / We enclose a Test Form for internal wiring signed by my / our licensed electrical contractor.

9. I / We also enclose a Way Leave permission as per **Annexure-B1** for erection and fixing of necessary apparatus on or within the premises.

10. I / We also enclose copies of documents showing inprinciple clearance for establishment from the West Bengal Pollution Control Board concerned.

11. I / We also enclose copy / copies of

(i) Affidavit as per **Annexure-B2**

(ii) ..... ) Any other documents of which

(iii) ..... ) compliances are called for

12. Please provide me / us with the service as requested.

Yours faithfully,

Enclosed: As stated.

\_\_\_\_\_  
(Signature of the applicant(s) with date)

Full Name \_\_\_\_\_

(In Block letters)

Full Address: \_\_\_\_\_

(In Block \_\_\_\_\_

letters) \_\_\_\_\_

Telephone No(s), \_\_\_\_\_

if any.

Witness (1)

Signature with date \_\_\_\_\_

Full Name \_\_\_\_\_

Address \_\_\_\_\_

Witness (2)

Signature with date \_\_\_\_\_

Full Name \_\_\_\_\_

Address \_\_\_\_\_

---

For use of the licensee / supplier

(To be filled up by the licensee/supplier on receipt of the application-cum-agreement form submitted by the intending consumer and the duplicate is to be handed over to the latter)

Accepted for and on

Behalf of the licensee/supplier

---

(Signature with date of the accepting official under the stamp/office seal of the licensee/supplier)

Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Form – 1**  
**( see procedures 2.1(b) and Annexure-B)**

**Way Leave Permission**

**To**

..... (Name of the Licensee)

.....

..... (Address of the Licensee)

**Sir,**

I / We have no objection to allow the fixing and erection of the necessary apparatus on or within the premises at ..... owned by me / us, for effecting service connection to the premises at ..... owned / occupied by Sri/ Smt./ M/s. son / daughter / wife of .....

I / We have no objection if the service line passes over / along / across / under premises at ..... owned by me / us for effecting service connection to the premises at ..... owned / occupied by Sri / Smt./ M/s. son / daughter / wife of .....

Yours faithfully,

Signature .....

**( Name in full )**

Address .....

.....

.....

**Date :**

**(See procedure 2.1(c),2.14 and Annexure-B)**

**(Format of Affidavit to be submitted on Non-judicial Stamp Paper of Rs 10/20/50 (Notarized) )**

I, (Name of authorized signatory), s/o or W/o (Name of the father/husband), residing at (Address) do solemnly affirm and say as follows:

I (designation) & (name of the developer's company), (Address of the developer's company ) am duly authorised by my company to make this affidavit for and on its behalf on the housing complex project ( Name of the housing complex) at (address of the housing complex) undertaken by my company..

I hereby give an undertaking on behalf of my company that my company has communicated/ will communicate to the occupier of the dwelling unit / commercial unit that for the occupier's portion charges for service connection work is already deposited to WBSEDCL against the estimated contract demand of ..... KVA or connected load of .....KW.

I declare that the statement made hereunder are true and correct to the best of our knowledge and belief.

Solemnly affirm at ..... on this day of ..... ' 20..... that the contents of this affidavit are true to my knowledge, no part of it is false or nothing material has been concealed there from and misleading material included therein.

For (Name of the Undertaking))

(Signature of the authorized Signatory)

Name; .....

Designation. ....