



Gujarat Urja Vikas Nigam Limited

(An ISO 9001:2008 Company)

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The Managing Director,
Corporate Office,
DGVCL/ MGVCL/ PGVCL/ UGVCL
Surat/ Vadodara/ Rajkot/ Mehsana.

Sub: Guidelines for Processing applications under 'Ease of Doing Business'

Ref: This office letter No. GUVNL/Tech/Meeting/1054 dated 18.05.2015

The Ease of Doing Business is an index created by the World Bank Group. Higher rankings indicate better, usually simpler, regulations for businesses and stronger protections of property rights. Government of India has laid immense emphasis on Ease of Doing Business and highlighted the imperative need for India to radically improve its position in the World Bank Study. The ranking of the States will be decided based on its position as on June 2015 as per the assessment of World Bank study.

In above context, a meeting was held on 02.05.2015 at GUVNL under the Chairmanship of CMD, GUVNL. During the meeting, various issues like Online application facility, reduction of documents to be obtained for connection, stipulated timelines for releasing connection, simplification of procedures etc. were discussed. Further, a meeting was convened by the PS(EPD) on 04.06.2015 at Gandhinagar to discuss the matter with KPMG.

Based on the deliberation and decision taken during the meetings and the views received from DISCOMs, following guidelines, as approved by the Competent Authority, are to be followed and implemented by the DISCOMs.

1) Timelines for release of Residential, Commercial & Industrial connection

('A' Type Low Tension)

The timelines prescribed in the SoPs by the GERC for releasing of electricity connections are the Maximum days and therefore nothing should prevent our DISCOMs to release the connection well before the said maximum time limit.

In case of Residential, Commercial & Industrial connections (LT), if new infrastructure is not required for releasing the connection, then the same should be released within 15 days from the date of application, as under.

Activity	Time limit
Issue of Demand notice (Including Site Survey and Issuing of Feasibility Clearance)	Within 7 days of date of application
Release of connection	Within 7 days after compliance of Demand Notice/formalities by prospective applicant
Maximum Number of Days to complete application	15 Days

2) Documents for Residential & Commercial connection

In case of a simple case of residential/ commercial connection, two documents viz.(1) Legal possession of the premise & (2) Photo Identity proof should be asked.

3) Documents for LT and HT Industrial connection

(A) Documents for LT Industrial connection:

1. Identity Proof of applicant
2. Legal Occupancy Proof
3. Layout plan of premise
4. Non Agriculture Permission of the land

(B) Documents for HT connection:

1. Legal Occupancy Proof (Plot allotment letter or 7/12 and 8A Abstract or sale deed or Lease deed etc.)
2. Identity Proof of applicant
3. Non Agriculture Permission of the land
4. Site plan with key map indicating point of supply and demarking the supply area

Note:- For some category of Consumers or Industries in specific, either one or more documents may be required.

- i. GPCB Consent wherever required (To be submitted before actual release of power supply.)
- ii. Copy of Registered Partnership deed in case applicant is partnership firm.
- iii. Power of attorney on stamp paper in prescribed format for authorized signatory to sign the application forms, agreement etc.
- iv. Memorandum of Articles for Public/Private Ltd Co
- v. Company resolution giving authority to authorized signatory to sign documents viz. agreement application form.

4) Procedure for Industrial/Commercial LT/HT/EHT applications

The LT applicant should submit power supply application at the respective Sub Division office. The HT applicant shall submit application at Division Office, while EHT consumer should submit the application at Corporate Office.

5) Priority to release HT/EHT connection

Sub Division wise priority should be maintained to release HT/EHT connection.

6) Timelines for release of HT connection

As provided in Electricity Supply Code, the priority of releasing HT connection is to be maintained in the order of the date of compliance of Demand Notice/ formalities. Maintaining above priority sub-division wise, HT applications are broadly classified in to following groups depending on the quantum of work involved for releasing the connections keeping in view the Maximum timeline prescribed by GERC.

<u>Work Involved</u>	<u>Time line</u>
▪ No work involved, only replacement of CTPT	- 10 days
▪ Erection of HT line by tapping existing feeder	- 30 days
▪ Erection of new feeder/ feeder bifurcation / Feeder Strengthening / other work	- 45 days

7) Procedure for On Line registration

If the applicant wants to register his application On Line, facility for uploading required documents is provided in the portal. The list of documents including the LT/HT/EHT application form is to be put up on web portal. The system should be able to accept the form on the web and after submitting the form alongwith registration fees, the notification will go to the DE (Tech) of Division Office in case of HT/EHT applicant and to the Sub Division Office in case of LT applicant for processing further.

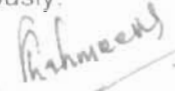
Step-1 The applicant will submit the details of their requirements for new connection through Web Portal. If user wants to register their application through Portal, facility of uploading of required documents should be given in Portal. Depending on the regulatory/utility requirements, applicant is required to submit the documents. The list of probable documents including the HT application form will be available on the Web Portal to the applicant. Applicant provides valid information for all the mandatory fields on portal screen of New connection service request and proceeds further. System should check before accepting a form that all mandatory details as mentioned in the forms are filled. The system should be able to accept the form over the web and after submitting the form, a unique application number will be generated and notification will go to the respective division office DE(TECH). On verifying the online documents, division office requests the customer to make a payment on portal before a specified date.

Step-2 The details will be captured and passed on to Registration Task of HT CRM under E-urja. All registration fee details captured should be reconciled with the collections for the day via integration with Billing system.

Step-3 Estimate will be available to the applicant and he shall also be able to make online payment of the Estimate.

Step-4 The applicant will be able to track online the progress of his application like survey, issue of estimate, work completion, two months notice for submission of Test Report. For submission of test report, facility of uploading of test report and online payment facility should be available through web portal.

Kindly take necessary action to implement above guidelines scrupulously.


(Shahmeena Husain, IAS)
Director (Admin.)

Copy fwcs to:
The PS, EPD, Gandhinagar