

Annexure U

**Standard Operating Procedure (SOP) for Installation and Metering Connection of Grid
Connected Solar Rooftop PV Systems by DISCOMs**

ACTIVITY	RESPONSIBILITY	TIMELINE (Max Working Days)
Submission of Application	CONSUMER	Zero Date
Acknowledgment of Application by DISCOM	DISCOM	02
Site Verification / Technical Feasibility & issuance of Letter of Approval (LOA) / Termination	DISCOM	15
In-Principle Approval for CFA	DISCOM	10
Execution of Metering Agreement	DISCOM & CONSUMER	15-20
Installation of Rooftop Solar System	DISCOM, Empanelled Vendor & CONSUMER	90-180
Meter Procurement Intimation	CONSUMER	15 (prior intimating DISCOM on system readiness)
Submit Work Completion Report / Certificate	CONSUMER & Empanelled Vendor	90-180 (from LOA) (depending upon capacity)
Inspection by CEIG (if applicable)	CEIG	15 -20
Issuance of Safety Certificate	CEIG (if applicable)	5-10
Intimation to Install Meter	CONSUMER	7-10
Inspection by DISCOM, Installation of Meter [2] and Commissioning of the System	DISCOM [3]	15 – 20 (after CEIG approval)
Inspection for Release of CFA [4]	DISCOM	07-10
Release of CFA	DISCOM	05-10
Billing Process	DISCOM	30 (After synchronization with Grid)