

## **1.0 Requirements for New Connections/ Load Enhancement**

- 1.0.1** Applications for all new connections/ load enhancement up to 45 KW load are processed by the new connection counter at the respective district offices.
- 1.0.2** Applications for all new connections and load enhancement for loads 45 KW or above are processed by the commercial cell of Key Consumer Cell.

### **1.1 Formalities to be completed at the time of submission of application**

- 1.1.1** Application on prescribed forms in triplicate (all the columns duly filled in along with contact phone No., if any) along with details of existing as well as proposed additional power and lighting loads.
- 1.1.2** Remit Rs. 10,000/- (draft/pay order) towards processing fee in f/o BSES RAJDHANI POWER LTD. (BRPL) or BSES YAMUNA POWER LIMITED (BYPL) depending upon the location where the new connection/ load enhancement is being sought. BRPL covers operational area of South and West Delhi, and BYPL covers operational area of East and Central Delhi.
- 1.1.3** Copy of valid MCD License if applicable.
- 1.1.4** Certified copies of Memorandum and Articles of Association/ partnership deed in duplicate.
- 1.1.5** Certified Copy of resolution of Board of Directors or Power of attorney in favour of the signatory for signing the documents. The signature of authorized signatory shall also be attested.
- 1.1.6** Sanctioned Bldg. Plan along with sanction letter of the building plan issued by competent authority i.e. DDA/ MCD/ Cantonment Board/ Railways etc. in triplicate.
- 1.1.7** Proofs of lawful occupancy i.e. lease deed/ conveyance deed/ allotment letter/ possession letter/ rent receipt (in original)/ property tax receipt in duplicate.
- 1.1.8** Copy of last paid bill of existing connections, if any.

### **1.2 Formalities to be completed after sanction of load**

- 1.2.1** Payment of Advance Consumption Deposit at the applicable rates.
- 1.2.2** Payment of Estimate Charges as per demand note raised by the company for requested connection.
- 1.2.3** Agreement and tariff schedule in triplicate in Rs. 50 stamp paper.
- 1.2.4** Appendix in triplicate for specifying the contract demand. According to DERC notification, it can be minimum up to 60% of the sanctioned load. Without this agreement, contract demand will be treated as sanctioned demand.

### **1.3 Formalities to be completed after execution of work**

- 1.3.1** Test certificate for equipment installed by you i.e. Transformer, OCB & cable from Electrical Inspector, Govt. of NCT of Delhi in original along with one attested photocopy.
  - 1.3.2** Draft/Pay order for Rs. 3300/- towards testing and calibration charges of HT relay installed in your Premises, Draft/PO should be in favor of BSES RAJDHANI POWER LTD.
  - 1.3.3** Pay order of Rs. 500/- towards testing inspection fee in favor of BSES RAJDHANI POWER LTD (For additional load).
  - 1.3.4** No dues certificate from AFO (D) ..... of the existing connection.
  - 1.3.5** Valid lift fitness certificate, if applicable.
  - 1.3.6** Test notice along with list of installation & shunt capacitors installed against each motor of 5 BHP and above, welding transformer on any capacity along with Sr .No. , Make, RPM, Rating of motors and welding transformer, etc. duly signed by the license wiring contractor and authorized signatory in duplicate.
  - 1.3.7** NOC from Chief Fire Officer if building is more than 15 meters height.
  - 1.3.8** Building completion certificate from DDA/MCD if building is more than 15 meter height.
- 1.4** **Note:** All the supporting documents should be duly signed and stamped by authority signatory and attested by notary public affixing thereon the notarial stamp for Rs. 5/-