

# **NEW CONNECTION SERVICE(S) MANUAL**

# (Not to be submitted with Application. To be retained by Applicant)

#### Introduction

This manual helps you with applying to BRPL for a permanent new electricity connection. As an Applicant for such a connection, you need to fill up the following forms and submit specified documents as per of your application.

Official Forms of BRPL to be filled and submitted by the applicant (for all applications) :

- 1. New Connection Application cum Information Form for Permanent LT Connection along with self-attested passport size colour photograph of the applicant / authorized signatory (applicable in case of organisation) pasted on the form.
- 2. Declaration Supporting documents to be submitted by the Applicant (for all applications) :
  - 1. Copy of Proof of Identity of the applicant in whose name the connection is applied for
  - 2. Authorization in favour of signatory (applicable in case of organization)
  - 3. Copy of Proof of lawful ownership/occupancy of the premises for which the connection is applied for, in the name of the Applicant.
  - 4. Copy of proof of photo identity of the authorized signatory (applicable in case of organisation)

## General Instructions :

- 1. All official forms of BRPL are free of cost.
- 2. In case where a copy of certain document has to be submitted, the Applicant needs to produce the original documents for verification by BRPL representative at the time of submission; the original documents must be retained by the Applicant. The copy submitted to BRPL must be self-attested by the Applicant.
- 3. The Applicant's photograph should be self-attested.
- 4. Applicant should insist on checking the Identity Card of BRPL representatives visiting his premises.
- 5. All payments should be made only against computerized Demand Note(s), and receipt thereof must be obtained and kept safely by the applicant. In case of any complaints of harassment or corruption, please report on Helpline No. : **39999707**
- 6. Applicant should pay the Demand Note amount within the stipulated time at the cash counter only, at the Division Offices/ Payment Counters. Please note that Payments of amount of Rs. 4001/- & above should be made by way of D. D./Pay Order payable at Delhi/New Delhi in favour of BSES Rajdhani Power Limited.

#### Space Requirement

# The minimum space required to be provided by the developer / applicant for installation of distribution transformers shall be as under :

SI. No.	Category	Description	Minimum Size (Meters)					
(i)	For a load of 100kw to 300 kw or the plot size of 300 sq. meter to 1000 sq. meter	Installation of one number of 11kv Pole Mounted Distribution Transformer	4Mx 4M					
(ii)	For a load of 100kw to 300 kw or the plot size of 300 sq. meter to 1000 sq. meter	Installation of one number of 11kv Plinth Mounted Distribution Transformer	8Mx 5M					
(iii)	For a load above 300kw to 700 kw or the plot size of 1000 sq. meter to 2000 sq. meter	Installation of one number of 11kv Plinth Mounted Distribution Transformer	9Mx 5M					
(iv)	For a load above 700kw to 1500 kw or the plot size of 2000 sq. meter to 4000 sq. meter	Installation of two number of 11kv Plinth Mounted Distribution Transformer	10Mx 8M					
(v)	Cases not covered above		Actual size based on load requirement					

#### Section 1: Applicant Details

1a. Please specify applicant name as in the proof of identity of the applicant / organization.

1b. Please fill details as applicable.

1c. Please refer to this section and fill the applicable code in Section 1c. of the Application Form

Code	Type of Organization
1	Company registered under the Indian Companies Act 1956
2	Society registered under Societies Registration Act 1860
3	Trust whose trust deed is executed under the Indian Trusts Act 1882
4	Partnership whose partnership deed is executed under the Indian Partnership Act 1932
5	Proprietorship

Name of Authorized Signatory: Please specify applicant name of authorized signatory as it appears in the proof of identity of the signatory. Name of signatory cannot be a joint name, please mention a single individual's name only.



# **Charges payable for New Connection**

The charges payable by you to BSES for New connection depends on the Tariff Category and sanctioned load :

Advance Consumption Deposit / Security Deposit depending on your Sanctioned load and tariff category, as (i) Specified in Table 1 below : TABLE-1

IABLE-1								
S. No.	Tariff Category (as per Tariff Order)	Security Deposit for Permanent Connection (Rs. Per kW or per kVA as the case may be)						
(1)	(2)	(3)						
1	Domestic							
(i)	Upto 2kW	600						
(ii)	Above 2kW upto 5kW	900						
(iii)	Above 5kW	1200						
2	Non-Domestic	4500						
3	Industrial	4500						
4	Agriculture	300						
5	Public Lighting	3000						
6	Railway, DMRC, DIAL DJB	3000						
7	Mushroom Cultivation	600						
8	Advertisement and Hoardings	4500						
9	Charging stations for E-Rickshaw/E-vehicle	2500						
10	Any Other Category not Speci?ed above	To be decided by commission						
S. No.	Tariff Category (as per Tariff Order)	Security Deposit for Temporary Connection (Rs. Per kW or per kVA as the case may be)						
1	Refundable Security towards pre payment meter	3000						

<sup>(</sup>ii) In case area / Colony is electrified, the SLD charges shall be payable by all the consumer irrespective of whether it is electrified or Unelectrified area, The SLD charges as given in Table no. 2 would be leviable.

TABLE - 2												
S.No.	Type of area	Sanctioned Load	Amount (Rs.)	Road Restoration Charges	Total							
1	2	3	4	5								
I		Upto 5 KW	3000	Actual RR charges for service line	4+5							
П	Electrified Area	6KW - 150KW	Maximum of 25000 (3000 + 500 per KW or KVA)	Actual RR charges for service line	4+5							
ш		151KW-200 KW/ 215 KVA	25000 + 400 per KW or KVA	Actual RR charges for service line	4+5							
		Upto 4 KW	8000 per KW	Actual RR charges for	4+5							
i		(Other than Agriculture)	oooo per kw	service line	4+5							
		5KW - 10KW	12000 per KW	Actual RR charges for	4+5							
ii		(Other than Agriculture)	12000 per KW	service line	4+5							
		11KW - 200 KW/ 215 KVA	20000 per KW or KVA	Actual RR charges for	4.5							
	Un-electrified Area	(Other than Agriculture)	as may be	service line	4+5							
IV		Upto 4 KW	1000 1/1/1	Actual RR charges for	4.5							
10		(Agriculture)	1600 per KW	service line	4+5							
V		5 KW - 10 KW	2400 per KW	Actual RR charges	4+5							
		(Agriculture)		for service line	475							
VI		11KW - 200 KW/ 215 KVA	4000 per KW or KVA	Actual RR charges	4+5							
		(Agriculture)	as may be	for service line								

#### OTHER MISCELLANEOUS CHARGES



S. No.	Description	Charges (Rs.)
1	Non-refundable registration cum processing fee of EHT and HT connection	1000
2	Field Inspection to be scheduled on a holiday for the Licensee	500
3	Security towards pre-payment meter	3000
4	One time non-refundable charges for temporary connections	
i	LT Supply	250 per KW(Max 25000)
ii	HT Supply	1000 per KW
5	Shifting of meter and service line 1 on the same premises	
i	Single phase connection	500
ii	Three phase connection	1000
6	Installation Inspection Fee other than at the time of energising new connection	
i	Upto 5 kW	120
ii	More than 5kW upto 10 kW	200
iii	More than 10 kW	400
iv	HT Installation	1000

Registered office: BSES Rajdhani Power Ltd. (A joint venture of Reliance Infrastructure Ltd. and Govt. of NCT of Delhi) BSES Bhawan Nehru Place, New Delhi 110019 CIN: U40109DL2001PLC111527, GSTIN: 07AAGCS3187H2Z3 Tel. 3999 9707, Website : www.bsesdelhi.com



7	Special Meter Reading charges	
i	LT connection	50
ii	HT connection	200
8	Charges for reconnection in case of change of occupancy or temporary disconnection	
i	Single phase connection	200
ii	Three phase connection	500
9	Meter testing charges	
i	Single phase	200
ii	Three phase	500
iii	CT meter	1000
iv	HT meter	4000
10	Copy of duplicate bill (> one)	20

### Instructions for completing the New Connection Application cum Information Form for Permanent LT Connection Section 4 : General Particulars

4a: Details about purpose / use of electricity for which the connection is applied for

Please refer to the table below and depending on the purpose / use, for which a new connection is required, specify the applicable code and description in Section 8 of the Application-cum-Information Form.

Code	1. Domestic	Code	2. Industrial (except Household Industry)	Code	3. Agriculture
1.1	Domestic/residential lighting	2.1	Industry in conforming areas	3.1	Tube well for irrigation (except for activities listed in Code 4.8 of this Table)
1.2	Common meter - compound lighting/portico/staircase lighting/lifts/water pump/fire-fighting equipment in residential complexes	2.2	Industry in non- conforming area/urban area	3.2	Threshing and kutti- cutting in conjunction with pumping load for irrigation purposes
1.3	Co-operative group housing	2.3	Industry in rural area	3.3	Lighting in kothara
1.4	Domestic farmhouse - available for loads up to 21 kW to farmhouses for bonafide domestic self use and bounded farm houses having minimum 50% of the total land for agriculture/vegetable cultivation			3.4	Mushroom cultivation
1.5	Professionals like architects/engineers/doctors/lawyers/CA's with an area upto a maximum of 50% of the area cover for carrying out professional work				
1.6	Erstwhile DVB Staff S1 employed 2. S2 employed 3. S3 employed 4. DS1 5. DS2 6. DS3 7. DS4 8. DS5 9. DS6 10. DS7				
Code	4. Non-Domestic	Code	5. Other Specific purpo	ses / us	es
4.1	Shops/Commercial complexes/Offices	5.1	Places of worship - tem Church	ple/mosq	ue/gurudwara/
4.2	Khokas/kiosks/temporary structures such as pan shops	5.2	Hostels of recognized/ai	ded instit	utions of MCD/GoNCTD
4.3	Hotels/restaurants/ice-cream parlours/eateries/inns/ Guest houses	5.3	Dispensary/hospitals/pul hostel/orphanage/charita		es/working women's es run by MCD/GoNCTD
4.4	Auditoriums/cinema/libraries	5.4	for providing charitable s	ervice or	rtment of Health, GoNCTD lly
4.5	ATMs/Banks	5.5	Recognized centres for v spastic children, physica approved by GoNCTD		
4.6	Petrol pumps	5.6	Chesire homes/orphana	ge	
4.7	Farmhouses used for commercial activities such as marriage/parties etc.	5.7	Electric crematorium		
4.8	Cattle farms, fisheries, piggeries, poultry farms, floriculture, horticulture, plant nursery	Code	6. Charging of E-Rickshaw	/ E-Vehic	le
4.9	Hostels/schools/colleges/Hospitals, nursing homes/diagnostic centres (other than those run by MCD/GoNCTD)	6.1	Charging Stations for E-Ric Delivery point	kshaw / E	-Vehicle on Single
4.10 4.11	Household Industry Any other purpose/use not indicated in any list	6.2	Charging E-Rickshaw / E-V than Charging Station	/ehicle at	own premises other

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No Objection from Lan	dlord / Co-Owner	
REQUEST NO.		
I/We Mr./Ms/M/s		
(in case Landlord is individual) son/daughter/wife of	aged	(years)
resident of (permanent address in case landlord is an individual		
do hereby declare that :-		
1. I/We own the premises/building bearing municipal no. and add	lress :	
(hereinafter referred to as the "premises"). In case Landlord is an Organization, I, the undersigned, decla on this No Objection Letter on behalf of the Landlord. As proof o	are that I am an authorized of this authorization, I have a	l signatory, empowered to sign. attached a certified true copy of :
(specify one that applies – Power of Attorney duly extended in signatory).	n favour of signatory, or, Be	oard Resolution authorizing the
2. That I/we have rented my premises to :		
(full name of tenant, hereinafter referred to as the "Tenant"). 3. That I/we have no objection if the tenant applies for a new ele	ectricity connection on the	said premises, and the same is
<ul><li>4. That, if at any stage, the aforesaid facts in No Objection Let</li></ul>	-	
right to disconnect electricity supply of the said electricity connection submitted by the tenant at the said premise	ection, as may have been p	provided against the application
I Son/Daughter of Shri resident of do hereb		Age years
the enclosed documents is true and correct to the best of my know therein. I am well aware that concealment of facts and giving false giving false information or concealment of facts herein, I will be lial relevant provisions of law. I also undertake that the benefits concealment of the facts shall be liable to be summarily withdrawn.	vledge and belief and nothir information in punishable of ble to be punished with imp availed by me by furnisl	ng material has been concealed offence and in case I am guilty of risonment and/or fine as per the
	Signature of Applican	ıt
	Name of Applicant	t
Signature of Landlord	Place	e
Landlord's Full Name:		
ARCHITECT CEF (Letter Head of A		
Ref. No TO WHOMSOEVER IT	,	
This is to certify that :		
<ol> <li>I have personally inspected the building bearing municipal number</li> <li>The said building has been constructed as per the applicable building has been con</li></ol>		
3. The said building comprises of (specify ba		
4. The total height of the said building does not exceed 15 (fifteen) r	netres as measured in accor	rdance with the building Bye-laws
<ul><li>applicable in NCT of Delhi / National Building Code.</li><li>5. The Fire Safety Clearance Certificate from the Delhi Fire Servic prevalent building Bye-laws in NCT of Delhi.</li></ul>	ce is not required in the cas	se of the said building as per the
Signature of Architect Architect's Name :	Date	Place
Architect's Registration Number :		
SEAL		
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# **Inspection Report**

(This Installation Test Report is to be certified by a Licensed Electrical Contractor. This is for reference of consumer.)

From: M/s..... (Wiring Contractor)

Reg. No.....

To : M/s. BSES Rajdhani Power Limited (Name of the Licensee)

Dear Sir,

We hereby inform that Electrical inspection at the premises bearing No. / situated on Road / Street (as per address given below) occupied by (as per Applicant's name and signature as given below) has been completed by us and is ready for your engineer to test and connect up with your mains (As per CEA measures relating to safety and electric supply) regulation 2015 was tested by us on date ......and

the installation resistance as per regulation 34 was ...... mega ohms.

ELCB (as per regulation 42) found installed : `			d : Yes (	( ) NO (		) Make :			Capacity :						·····								
No. of circuits left to right on Distribution			Size of onducto			mps	Fans		Plugs (5 Amp)		(	Plugs (15 Amp)		Other Domestic appliances					Total kW				
				No	Watt	No	Watt	No	No Watt No Watt Desc			ription		Wa	tt								
Circuit No. 1																							
Circuit No. 2																							
Circuit No. 3																							
Circuit No. 4																							
Circuit No. 5																							
Circuit No. 6																							
																	Tota	al					
Licensed wiring Contractor Name,			ne, S	Seal & Signature				License No.				Date			D	M	M	Y	Y	Y	Y		
Address																				$\square$			
					Τ																		
					Τ																		
City														PIN									
Name of the Applicant													S/o.										
Address where																							
supply is requi	red																						
City													PIN										
Address where	e bill									-													
is to be sent City					+	_		$\left  \right $		-+										$\left  - \right $	$\left  - \right $		
		011/											PIN		Applic	ant							
Signature of AMPS/DGM (Licensee)												Signature of Applicant											
Date :																							

Note: As per notification no F.11(149)/2004 Power/2386 & 2387, Use of ISI marked motor pump sets, power capacitors, Foot/Reflex Valves in Agriculture sectors and use of CFL and electronic chokes in Govt. buildings/Govt. aided institutions/Boards / Corporations is mandatory. As per CEA guideline Regulation 14 Suitable cut out should be provided at the consumer premises.

As per CEA guideline Regulation 16 earth terminal on consumer premises.

As per CEA guideline Regulation 42 earth leakage circuit breaker whose maximum earth leakage thershold for tripping should not exceed 30 milli amp. for domestic connection and 100 milli amp. for all other installation.