

CONSUMER SERVICES GROUP

APPLICATION FORM FOR NEW CONNECTION

(Please refer instructions overleaf to help us serve you better)

**FOR REGISTERING YOUR REQUEST / TO KNOW STATUS OF YOUR APPLICATION OR ANY
FEEDBACK CALL @ 19123 OR LOG ON TO www.bsesdelhi.com**

*Also, e-mail us on brpl.customercare@relianceada.com for any information grievance, feedback,
appreciation or suggestion*

General Instructions

(Please go through the instructions before filing up the form)

1. All forms of BRPL are **free of cost**
2. In case where a copy of certain documents 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. However, a photocopy attested by **Gazetted officer/ notary** etc. is also acceptable. The copy submitted to BRPL must be self attested by the Applicant.
3. Applicant should insist on checking the Identity Card of BRPL representative visiting the premises. In case of any feedback or complaint against our executive, please report to our helpline **19123**.
4. Applicant must not pay any money to any BRPL representative in cash including those providing application forms, visiting premises or installing meter. In case of any feedback, appreciation or complaint against our executive, please report to our helpline **19123**.
5. All payment should be made against computerized Demand Note(s) at BSES counter/ online, and receipt thereof must be obtained and kept safely by the applicant.
6. Applicant should pay the Demand Note amount within the stipulated time at designated cash counters only at the Division Offices. Please note that payments of **Rs 20001/-** and above should be made by way of **DD/ pay order** only payable at Delhi/ New Delhi in favour of "**BSES Rajdhani Power Limited**"
7. Only complete documents shall be accepted by our executive. However, in case of non-availability of any document at the time of visit, our executive shall assist in preparing the documentation and issue a deficiency letter indicating the document to be attached with the filled up prescribed forms/ available documents left with you, for submission of the same when completed, to your nearest customer care centre.
8. Applicant must ensure that wiring in his premises is complete and suitable metering space/ protective devices at applicant side are provided including **Earth Leakage Protective Device (ELCB)** which is mandatory as per **Regulation No 44 of "Central Electricity Authority (Measures relating to Safety and Electric Supply) Regulations, 2023**, and amended there on.
9. **BRPL has launched Door Step Services with the sole objective to facilitate our consumer in documentation and delivery of services without the help of any middlemen. Please help us in our fight against this menace.**

REQUEST NO.

Section 4. GENERAL PARTICULARS

4a Purpose/usage of new connection - Refer to Section 4 of Application Manual and mention relevant Code here and
Mention Description of purpose/usage as mentioned in Section 4 of Application Manual here _____

4b Meter Choice BSES Meter Applicant's Meter Prepaid Post Paid

4c Desired Load (kW/kVA) Voltage Level LT HT EHV Phase 1ph 3ph

4d PAN Number (if available)

4e Aadhar/Voter ID/Passport No. (if available).

4f GSTIN: (if available).

4h UPIC No: (if available).

Section 5. Nearby Installation Pole No. / Feeder No. Meter No. House No.

Section 6. ELCB installed Yes/No MCCB/Main Switch Yes/No

Section 7. List of documents attached

7a	Identity proof submitted along with this application form	
	If applicant is a person (tick any one)	
i	Certified copy of registered conveyance deed	
ii	General Power of Attorney (GPA)	
iii	Allotment letter/ possession letter	
iv	Valid lease agreement along with undertaking that the lease agreement has been signed the owner of his authorized representative	
v	Rent receipt for the last 3 months/ Lease agreement along with no objection certificate and proof of ownership of landlord	
vi	Mutation certificate issued by a Government body	
vii	Sub-division agreement	
	If applicant is an organization (if applicable)	
	Certificate of incorporation/ registration issued by the Registrar/ Resolution of Board	

7b	Proof of ownership of premises for which	
1	Certified copy of title deed	
2	Certified copy of registered conveyance deed	
3	General Power of Attorney (GPA)	
4	Allotment letter/ possession letter	
5	Valid lease agreement along with undertaking that the lease agreement has been signed the owner of his authorized representative	
6	Rent receipt for the last 3 months/ Lease agreement along with no objection certificate and proof of ownership of landlord	
7	Mutation certificate issued by a Government body	
8	Sub-division agreement	
9	For bonafide consumer residing in JJ cluster or in other areas with no specific municipal address, the licensee may accept either ration card of electoral ration card or electoral identity card mandatory having the same address as a proof of occupancy of the premises	

7c	* Select whichever is applicable	
a	Industrial	
	Valid Industrial License/ Factory License/ Lal Dora Certificate in case of rural village	
b	Agricultural Consumers	
i	Certificate of Residence from Block Development Officer	
ii	No Objection Certificate from Development Commissioner/ Block Development Officer Delhi Jal Board for tube wells	
c	Non-domestic for Khokhas and Temporary Structure	
i	The Bazaari Receipt Number	
ii	No Objection Certificate from Khokha/ Temporary Structure for single delivery supply	

Date

Signature of Applicant/ Authorized Signatory



Acknowledgment

Documents Received:
Identity Proof: _____
Ownership/Occupancy Proof: _____
Others: _____

Request No.

Signature of BRPL Representative

Name

Designation

Employee ID

1. For all queries related to Billing, Metering and New Connection or complaint relating to power supply, corruption or theft, please contact BRPL Call Centre 19123
2. Once message about Demand Note is received, you can download same from BSES Website www.bsesdelhi.com
3. Do not make any cash payment to any BRPL representative except at the cash counters at BRPL Division offices.

(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:

Sl. 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:

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

TABLE-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 Specified 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

- (ii) The normative SLD charges shall be payable by the applicant for taking new electricity connection at LT supply for the connections upto 200kW/215 kVA 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	6
I	Electrified Area & Un-electrified Area	Upto 5 KW	3000	Actual RR charges for service line	4+5
II		More than 5 kW and upto 150 kW	(Rs. 3000 + Rs. 500 per kW or per kVA as the case may be for load beyond 5kW), limited to a maximum of Rs. 15000/-	Actual RR charges for service line	4+5
III		More than 150kW to 200kW/ 215kVA	Rs.15000/- + Rs.400 per kW or per kVA as the case may be for load beyond 150kW	Actual RR charges for service line	4+5

OTHER MISCELLANEOUS CHARGES

TABLE - 3

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 energizing 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

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 1. S1 employed 2. S2 employed 3. S3 employed 4. DS1 5. DS2 6. DS3 7. DS4 8. DS5 9. DS6 10. DS7
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Code	4. Non-Domestic	Code	5. Other Specific purposes / uses
4.1	Shops/Commercial complexes/Offices	5.1	Places of worship - temple/mosque/gurudwara/ Church
4.2	Khokas/kiosks/temporary structures such as pan shops	5.2	Hostels of recognized/aided institutions of MCD/GoNCTD
4.3	Hotels/restaurants/ice-cream parlours/eateries/inns/ Guest houses	5.3	Dispensary/hospitals/public libraries/working women's hostel/orphanage/charitable homes run by MCD/GoNCTD
4.4	Auditoriums/cinema/libraries	5.4	Health centres approved by Department of Health, GoNCTD for providing charitable service only
4.5	ATMs/Banks	5.5	Recognized centres for welfare of blind, deaf and dumb, spastic children, physically handicapped persons as approved by GoNCTD
4.6	Petrol pumps	5.6	Cheshire homes/orphanage
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-Vehicle
4.9	Hostels/schools/colleges/Hospitals, nursing homes/diagnostic centres (other than those run by MCD/GoNCTD)	6.1	Charging Stations for E-Rickshaw / E-Vehicle on Single Delivery point
4.10	Household Industry	6.2	Charging E-Rickshaw / E-Vehicle at own premises other than Charging Station
4.11	Any other purpose/use not indicated in any list		

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 2023 was tested by us on date.....and the installation resistance as per regulation 36 was.....mega ohms.

ELCB (as per regulation 44) found installed: Yes () NO () Make: Capacity:

No. of circuits left to right on Distribution	Size of Conductor	Lamps		Fans		Plugs (5 Amp)		Plugs (15 Amp)		Other Domestic appliances		Total kW
		No	Watt	No	Watt	No	Watt	No	Watt	Description	Watt	
Circuit No. 1												
Circuit No. 2												
Circuit No. 3												
Circuit No. 4												
Circuit No. 5												
Circuit No. 6												
											Total	

Licensed wiring Contractor Name, Seal & Signature						License No.				Date		D	D	M	M	Y	Y	Y	Y		
Address																					
City																		PIN			
Name of the Applicant												S/o									
Address where supply is required																					
City																		PIN			
Address where bill is to be sent																					
City																		PIN			
Signature of Wiring Contractor:										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 and use of CFL and electronic chokes in Govt. buildings/ Govt. aided institutions/ Boards/ Corporations is mandatory.

As per CEA 2023 Regulation 16 Suitable cut out should be provided at the consumer premises.

As per CEA 2023 Regulation 18 earth terminal on consumer premises.

As per CEA 2023 Regulation 44 earth leakage circuit breaker whose maximum earth leakage threshold for tripping should not exceed 30 milli amp. for domestic connection and 100 milli amp. for all other installation.

Power Helpline

Nature of Services/Complaints	BRPL
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Power Supply/	
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Billing & Metering/	19123
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Anti Corruption/	
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Door Step Services	
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