

**DRAFT DELHI ELECTRICITY SUPPLY CODE  
AND PERFORMANCE STANDARDS  
REGULATIONS, 2012**

**(TO BE PUBLISHED IN DELHI GAZETTE EXTRAORDINARY PART IV)**

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**

**Delhi Electricity Regulatory Commission**

Viniyamak Bhavan, C-Block, Shivalik, Malviya Nagar, New Delhi-110017

**Notification**

Delhi,

**No. F.17(85)/Engg./DERC/2011-12/** In exercise of the powers conferred by section 50 of the Electricity Act 2003, read with sections 57, 86 and 181 of the said Act, the Delhi Electricity Regulatory Commission hereby makes the following Regulations, namely: Delhi Electricity Supply Code and Performance Standards Regulations.

**Chapter I**

**General**

**1. Short title, commencement and interpretation**

- (i) These Regulations may be called "Delhi Electricity Supply Code and Performance Standards Regulations, 2012".
- (ii) These Regulations shall be applicable to all the Distribution and Retail Supply Licensees including Deemed Licensees and all consumers in the National Capital Territory of Delhi.
- (iii) These Regulations shall also be applicable to incidents of unauthorized supply, unauthorized use, diversion and other means of unauthorized use/ abstraction of electricity.
- (iv) These Regulations shall come into force on the date of publication in the official Gazette.
- (v) These Regulations shall be interpreted and implemented in accordance with, and not at variance from, the provisions of the Act read with the Indian Electricity Rules, 1956 and any regulations in this regard made by the Authority.
- (vi) All the prescribed forms and formats annexed to the Regulations (except for Annexure-XIII) are for guidance, the Licensee may make suitable amendments in the forms/formats after seeking prior approval of the

Commission and such amended forms/ formats would be posted on the website of the respective Licensees for use by consumers.

## 2. Definitions

(1) In these Regulations, unless the context otherwise requires:

- a. **“Act”** means the Electricity Act, 2003.
- b. **“Agreement”** means an agreement, with its grammatical variations and cognate expressions, entered into by a Licensee and its consumer including any commercial arrangement for supply of electricity as also open access and trading.
- c. **“Apparatus”** means electrical apparatus and includes all machines, fittings, accessories and appliances connected to the Electrical Distribution System.
- d. **“Applicant”** means owner or occupier of any land/premises, who makes an application to a Licensee for supply of electricity or for laying distribution network.
- e. **“Area of Supply”** means the geographic area within which Licensee is for the time being authorized by his license to supply electrical energy.
- f. **“Assessing Officer”** means an officer designated as Assessing Officer by Government of National Capital Territory of Delhi under provisions of Section 126 of the Act.
- g. **“Authorised Officer”** means an officer designated as Authorised Officer by the Government of National Capital Territory of Delhi under provisions of Section 135 of the Act.
- h. **“Authority”** means the Central Electricity Authority.
- i. **“Average Power Factor”** means the ratio of kWh (kilo watt hour) to the kVAh (kilo Volt Ampere Hour) registered during a specific period.
- j. **“Billing cycle”** means the period for which the bill is raised.
- k. **“Billing demand”** means highest of the following:-
  - (i) the contract demand, or
  - (ii) the maximum demand indicated by the meter during the billing cycle, or

(iii) the sanctioned load wherever contract demand has not been provided in the supply agreement.

**l. “Breakdown”** means an occurrence relating to the equipments of the distribution system of the Licensee including electrical line up to the consumer meter that prevents its normal functioning.

**m. “Commission”** means the Delhi Electricity Regulatory Commission.

**n. “Connected load”** means aggregate of the manufacture’s rating of all energy consuming devices in the consumer’s premises, which can be simultaneously used. This shall not include the load of spare plug, sockets, load exclusively installed for fire fighting purposes. Only heating or cooling apparatus shall be taken into account as per prevailing season (1<sup>st</sup> April to 30<sup>th</sup> September for cooling use and 1<sup>st</sup> October to 31<sup>st</sup> March for heating use).

The connected load shall be worked out with tolerance of 5% in cases involving change of tariff. The definition of connected load in general is for the purpose of working out assessment of consumption.

**o. “Contract demand”** means:

The demand in kVA (kilo Volt Ampere) as provided in the supply agreement, for which the Licensee makes specific commitment to supply from time to time subject to the governing terms and conditions. In any case, it shall not be less than 60% of the sanctioned load.

**p. “Day(s)”** means any period specified by day(s) to be treated as working days, unless specified otherwise.

**q. “Demand charges”** means the amount chargeable for the billing cycle or billing period based upon the billing demand in kVA.

**r. “Developer”** means any person who undertakes the development of an area (including electrification on their own or through a Licensee) for any use within the licensed area including public land development agencies (like Delhi Development Authority, Municipal Corporation of Delhi, New Delhi Municipal Council, Delhi State Industrial Development Corporation etc.), private colonizers, builders, group housing societies, co-operatives, associations etc.

- s. “Distribution System”** means the system of wires and associated facilities used for distribution/supply of electricity between the delivery points on the transmission lines or the generating station connection and the point of connection to the installation of the consumers.
- t. “Electrical Inspector”** means a person appointed as such by the Appropriate Government under sub-section (1) of Section 162 of the Electricity Act, 2003 and also includes the Chief Electrical Inspector.
- u. “Electricity Rules”** means the Indian Electricity Rules, 1956 to the extent saved by the Act or the rules made under the Electricity Act thereafter.
- v. “Energy charges”** means the charges for energy actually consumed by the consumer in kWh/kVAh (kilo Watt Hour/kilo Volt Ampere Hour) as the case may be, in any billing cycle. Demand/Fixed charges, wherever applicable, shall be in addition to the energy charges.
- w. “Extra High Tension (EHT)”** means the voltage of 33000 Volts and above under normal conditions subject to the percentage variation permissible under the Indian Electricity Rules 1956.
- x. “Electrified Area”** means all areas other than those specified as unelectrified areas.
- y. “Fixed Charges”** means the amount chargeable for the billing cycle/billing period based upon sanctioned load.
- z. “Force Majeure”** means the occurrence of any event/circumstances which are beyond the control of a Licensee which could not be reasonably foreseen by the licensee and which has the effect of preventing/delaying due performance of any obligation by the Licensee.
- za. “Forum”** means the Consumer Grievance Redressal Forum established under section 42(5) of the Act.
- zb. “Government of National Capital Territory of Delhi”** means the Lt. Governor of National Capital Territory of Delhi as referred to in Article 239AA of the Constitution
- zc. “High Tension”** means the voltage between 650 volts and 33000 Volts under normal conditions subject to the permissible percentage variation of +6% and –9% or as specified in the Rules/Regulations framed under the Act.

**zd. “Licensed Electrical Contractor (LEC)”** means a contractor licensed under rule 45 of the Indian Electricity Rules 1956 or any subsequent re-enactment thereof.

**ze. “Licensee”** means any person who has been granted a license under section 14 of the Act and includes a deemed licensees.

**zf. “Load Factor”** is the ratio of the total number of units consumed during a given period to the total number of units which would have been consumed had the connected load been maintained throughout the same period and shall usually be expressed as the following percentage:

$$\text{Load Factor (\%age)} = \frac{\text{Actual units consumed in a given period}}{\text{Connected load in kW x No. of Hours in the period}} \times 100$$

**zg. “Low Tension (LT)”** means the voltage of 230 volts between phase and neutral or 400 volts between any two phases under normal conditions subject to the permissible percentage variation of +6% or as specified in the Rules/Regulations framed under the Act.

**zh. “Maximum demand”** means the highest load measured in kVA or kW at the point of supply of a consumer during conservative period of 30 minutes or as specified by the Commission, during the month.

**zi. “Meter”** means a device suitable for recording consumption of electrical energy including for recording consumption in both Kwh/Kvah supplied or any other parameter/ events, such as, MDI, time -of -day metering, remote reading and shall include, wherever applicable, other associated equipment such as, CT, PT.

**Explanation:** It shall also include any seal or sealing arrangement and other measures/ attributes provided by the Licensee for securing reliability and for preventing theft/unauthorised use of electricity.

**zj. “ Ombudsman”** means electricity Ombudsman as appointed under sub-section (6) of section 42 of the Act.

**zk. “Premises”** for the purpose of these Regulations means land or building or part or combination thereof in respect of which a separate meter or

metering arrangements have been made by Licensee for supply of electricity.

**zl. “Professional(s)”** means individuals engaged in those activities involving services based on professional skills namely Doctor, Lawyer, Architect, Chartered Accountant, Company secretary, Cost and Works Accountant, Engineer, Town Planner, Media professionals and documentary Film Maker.

**zm. “Rural area”** means the area covered by gram Panchayats, including major and minor panchayats or the village and areas not notified as urbanised by Government of National Capital Territory of Delhi.

**zn. “Sanctioned load”** means the load in kW/HP (kilo Watt/Horse Power) which the Licensee has agreed to supply from time to time subject to the governing terms and conditions.

**zo. “Service Line”** means an electric supply line through which energy is, or is intended to be supplied by the Licensee from a distributing main to a single or group of Consumers from the same point of the distributing main.

**zp. “Tariff Order”** mean the Order issued from time to time by the Commission on Annual Revenue Requirement and Tariff for Licensee and consumer.

**zq. “Theft of electricity”** shall mean theft of electricity as defined in Section 135 of the Act.

**zr. “Urban areas”** means all areas other than rural areas;

**zs. “Unauthorised use of Electricity”** shall have the meaning in terms of Section 126 of the Act.

**zt. “Unelectrified area”** shall mean areas requiring/undergoing development (including smaller pockets within larger developed areas, which themselves require/are undergoing development, such that the area does not have any existing distribution network/ appropriate transformation capacity to cater to the demand/ potential load of such area. Such areas shall continue to be treated as unelectrified till such time a distribution network has been established and electrified to cover the proposed plotting/ development layout thereof.

(2) Unless the context otherwise requires, words or expressions occurring in these Regulations and not defined herein but defined in the Act / Electricity Rules/Tariff Order shall bear the same meaning as in the Act/ Electricity Rules/Tariff Order or in absence thereof, the meaning as commonly understood in the Electricity Supply Industry.



## Chapter II

### System of Supply and Classification of Supply

#### 3. System of Supply

- i The declared frequency of the alternating current (AC) shall be 50 cycles per second.

The declared voltage of the AC supply is as follows:

a. Low Tension

Single Phase: 230 volts between phases and neutral.

Three Phase: 400 volts between phases.

b. High Tension (HT) - Three Phase: 11 kV between phases.

c. Extra High Tension (EHT) - Three Phase: 33kV or 66 kV between phases.

- ii The Licensee shall design, install, maintain and operate a distribution system in conjunction with the transmission system.

- iii The voltage at the point of supply shall, subject to availability of regulated voltage from transmission Licensee, remain within the limits of the Indian Electricity Rules, 1956 which at present are as under:

- a. In the case of low tension,  $\pm 6\%$ ; or  
 b. In the case of high tension, + 6% to - 9%; or  
 c. In the case of extra high tension, + 10% to -12.5%.

General Instructions about voltage level at which Sanctioned load is to be released:

Sanctioned Load (SL)	Voltage level at which connection is to be given
SL* $\leq$ 100 kVA	415 V
100 kVA < SL $\leq$ 4 MVA	11 kV
SL > 4 MVA	33 kV or above, as per technical feasibility

\*Supply at 11 kV or above may also be given at the option of the consumer in case the load is exceeding 50 kVA.

Where due to space constraints consumer is unable to install a transformer, supply at LT (415 V) may be given for loads more than 100 kVA but limited to 200 kVA (100 kVA < SL < 200 kVA) and tariff, as per the Tariff Order shall be applicable.

#### **4. Classification of Supply**

The Voltage of Supply and number of phases shall be determined by the Licensee depending on the Contract Demand / Sanctioned Load of the Consumer.

##### **(i) Domestic Connection**

a. Connections under this category are provided for consumers as specified below:

- (i) Residential consumers
- (ii) Hostels of recognized/aided institutions of Municipal Corporation of Delhi or Govt. of the NCT of Delhi.
- (iii) Staircase lighting in residential flats separately metered .
- (iv) Compound lighting, lifts and water pumps etc., for drinking water supply and fire fighting equipment in residential complexes.
- (v) Dispensary/Hospitals/Public Libraries/School/Working Women's Hostel/Orphanage/Charitable homes run by the Municipal Corporation of Delhi or the Government of the NCT of Delhi.
- (vi) Small Health Centers approved by the Department of Health, Government of NCT of Delhi for providing Charitable Services only.
- (vii) Recognized Centers for welfare of blind, deaf and dumb, spastic children, physically handicapped persons as approved by the Government of NCT of Delhi.
- (viii) Places of worship.
- (ix) Cheshire homes/orphanage providing charitable services only & registered as such with Government of NCT of Delhi or the Central Government.
- (x) Electric crematoriums.
- (xi) Bread and Breakfast Establishments (Residential Premises) registered u/s 3 of the National Capital Territory of Delhi

(Incredible India) Bread and Breakfast Establishments (Registration & Regulations) Act, 2007.

- (xii) Available, for load upto 21kw, to farms houses for bonafide domestic self use and bounded farm houses having minimum 50% of the total land for agriculture/ vegetable cultivation.
- (xiii) Cattle / Dairy Farms/ Dhobhi Ghat with total consumption of not more than 200 units (kWh) in one month & connected load upto 2kW.
- (xiv) The consumers running small commercial establishments from their households in JJ Clusters, provided that the total consumption of electricity does not exceed 200 units (kWh) in one month.

Where separate meters, under different K. Nos., for domestic lighting/fan and domestic power, are in existence at the same premises, the billing shall be done under domestic category for total consumption of all such connections/meters taken together.

- b. All connections up to a load of 10 kW shall be serviced through a Single Phase 230 V, 50 Hz supply and connections above 10 kW shall be provided with a three phase 400 V, 50 Hz. supply. Past cases where 3 phase connections have been given for loads less than 10 kW, no. changes are contemplated by these Regulations.
- c. Professionals as defined in Regulation 2 (i)zl of the above Regulations may utilize the domestic connection at their residence, for carrying out their professional work in the nature of consultancy without attracting non-domestic tariff for the electricity consumed, provided the area used for professional activity does not exceed the area permitted to be used for such activity in residential area under the Master Plan for Delhi, 2021 (MPD

2021), which as per MPD 2021 is permissible on any one floor only but restricted to less than 50% of the permissible or sanctioned FAR, whichever is less on that plot/dwelling unit

## **5. Non – Domestic Low Tension (NDLT-I)**

- i. Connections under this category are provided for consumers having load upto 100 kW for lighting, fan and heating/cooling power appliances in all non-domestic establishments as defined below:
  - a. Hostels (other than those recognized/aided institutions of Municipal Corporation of Delhi or Govt. of the NCT of Delhi)
  - b. Schools/colleges (Other than those run by Municipal Corporation of Delhi or the Government of NCT Delhi)
  - c. Auditoriums
  - d. Hospitals, nursing homes/diagnostic centers other than those run by Municipal Corporation of Delhi or the Govt. of NCT of Delhi.
  - e. Railways (other than traction)
  - f. Hotels and restaurants
  - g. Cinemas
  - h. Banks
  - i. Petrol pumps
  - j. All other establishments, i.e., shops, chemists, tailors, washing, dyeing etc. which do not come under the Factories Act.
  - k. Cattle farms, fisheries, piggeries, poultry farms, floriculture, horticulture, plant nursery
  - l. Farm houses being used for commercial activity
  - m. DMRC for its commercial activities other than traction.
  - n. Ice-cream parlours and
  - o. Any other category of commercial consumers not specified/covered in any other category in this Section

- ii All connections up to a load of 10 kW shall be serviced through a Single Phase 230 V, 50 Hz supply and connections above 10 kW and upto 100 kW shall be provided with a three phase 400 V, 50 Hz. supply. Wherever three phase supply is required for loads below 10 KW, necessary justification shall be provided alongwith such request for consideration of Licensee for extending such supply.

Explanation: Past cases where 3 phase connections have been given for loads less than 10 kW, no changes are contemplated by these Regulations.

## **6. Mixed Load High Tension (MLHT)**

- i MLHT connections are provided to consumers having load (other than industrial load) above 100 kW for lighting, fan, heating/cooling and power appliances in Domestic/Non-Domestic establishments including pumping loads of Delhi Jal Board / Delhi Development Authority/ Municipal Corporation of Delhi and supply to Delhi Metro Rail Corporation (DMRC) Ltd. for their on going construction projects and for commercial purposes other than traction.
- ii All connections shall be serviced through 11 kV, 50 Hz. three phase supply. Supply at extra high voltage (33 kV and more) or 400 volts may also be given

## **7. Small Industrial Power (SIP)**

- i Such connections are provided to Industrial consumers with load up to 100 kW including for lighting, heating and cooling load.
- ii All connections shall be serviced through a Single Phase 230 V, 50 Hz supply or three phase 400 V, 50 Hz. supply.

**8. Large Industrial Power**

- i Such connections are provided to large industrial consumers having load above 100 kW including for lighting, heating and cooling load.
- ii All connections shall be serviced through 11 kV, 50 Hz. Three Phase Supply. Supply at extra high voltage (33 kV and above) or LT may also be given

**9. Agriculture Connection:**

- i Connections under Agriculture Category are provided for tube wells for irrigation, threshing and kutti-cutting in conjunction with pumping load for irrigation purposes and for lighting load for bonafide use in Kothra.
- ii All connections shall be serviced through a Single Phase 230 V, 50 Hz supply or Three Phase , 400 V, 50 Hz supply.

**10. Mushroom cultivation**

- i Connections upto 100 kW under this category are provided for mushroom growing/cultivation.
- ii All connections shall be serviced through a Three Phase 400 V, 50 Hz supply.

**11. Street lighting**

- i Connections under this category are provided to all street lighting consumers including Municipal Corporation of Delhi, Delhi Development Authority, Public Works Department/Central Public Works Department/Delhi State Industrial Development Corporation/Military Engineering Service/Co-operative Group Housing Societies and the Slums Department of the Government of NCT of Delhi etc.
- ii All connections shall be serviced through 400V, 50 Hz, Three Phase Supply or 230 V, 50 Hz. Single Phase Supply depending upon load.

**12. Signal and Blinkers**

- i Such connections are provided for traffic signals and blinkers of Traffic Police
- ii All connections shall be serviced through 230 V, 50 Hz. Single Phase Supply.

**13. Railway Traction**

- i Connections under this category are provided for railway traction other than Delhi Metro Rail Corporation for connected load above 100 kW.
- ii All connections shall be serviced through 220kV, 66kV or 33kV, 50Hz, Three Phase Supply.

**14. Delhi Metro Rail Corporation Ltd.**

- i Connections under this category are provided for Delhi Metro Rail Corporation for its traction and operational requirements.
- ii All connections shall be serviced through 220 kV, 66 kV or 33 kV, 50 Hz. Three Phase Supply.

## Chapter III

### New and Existing Connections

#### New Connections

#### 15. General

- i The Licensee shall prominently display at all offices where application for new connection is accepted, the detailed procedure for new connection and the complete list of documents required to be furnished along with the application. No other document, which has not been listed, shall be asked to be submitted by the applicant. Rate/amount of security and cost of service line to be deposited by the applicant in accordance with the stipulation in the Regulations shall also be displayed.
- ii Where applicant has purchased existing property and connection is lying disconnected, it shall be the duty of the applicant to verify that the previous owner has paid all dues to the Licensee and has obtained "no-dues certificate" from the Licensee. In case "no-due certificate" is not obtained by the previous owner, the applicant before purchase of property may approach the Business Manager of the Licensee for a "no-dues certificate". The Business Manager shall acknowledge receipt of such request and shall either intimate in writing outstanding dues, if any, on the premises or issue "no-dues certificate" within one month from the date of application. In case the Licensee does not intimate outstanding dues or issues "no-dues certificate" within specified time, new connection on the premises shall not be denied on ground of outstanding dues of previous consumer.
- iii Where a property/premises has been sub-divided, the outstanding dues for the consumption of energy on such Premises, if any, shall be divided on pro-rata basis based on area of sub-division.
- iv A new connection to such sub-divided premises shall be given only after the share of outstanding dues attributed to such sub-divided premises is duly paid by the applicant. A Licensee shall not refuse connection to an applicant only on the ground that dues on the other portion(s) of such



premises have not been paid, nor shall the Licensee demand record of last paid bills of other portion(s) from such applicants.

- v In case of complete demolition and reconstruction of the premises or the building, the existing installation shall be surrendered and agreement terminated. Meter and service line will be removed, and only fresh connection shall be arranged for the reconstructed premises or building, treating it as a new premises after clearing the old dues on the premises by the consumer(s).

## **16. Electricity Connection in Electrified Colonies/Areas**

The Licensee shall process any application for new connection submitted along with other necessary documents within the time frame as given below:

- i The Applicant shall make requisition for new connection in the form prescribed in **ANNEXE-I** to these Regulations or as approved by the Commission from time to time. If the Applicant wishes to provide the meter himself, he shall explicitly inform the same in writing to the Licensee at the time of making the application.
- ii The Licensee shall issue dated receipt to the applicant and any deficiencies in the application shall be intimated in writing within 3 days of receipt of application. The application shall be considered to be accepted only on removal of such deficiencies. In case consumer has not been intimated within stipulated 3 days about any deficiencies in his application, the application shall be deemed to have been accepted by the Licensee.
- iii The Licensee shall inspect the Premises in the presence of the applicant or his representative within 5 days from the date of acceptance of the application. If upon inspection, the Licensee finds that;
  - (a) the information as furnished in the application is false or
  - (b) the installation is defective or
  - (c) the energisation would be in violation of any provision of the Act/Electricity Rules/Tariff Order.

The Licensee shall not sanction the load and shall intimate the applicant the reasons thereof in writing.

- iv In all other cases, except as provided in the Act or these Regulations, the Licensee shall sanction the load and raise a demand note in accordance with the provisions of these Regulations under proper receipt to the applicant, giving breakup of the estimate of applicable charges including security deposit for providing such connection. The Licensee shall issue the demand note within 7 days of acceptance of application. A Licensee may at the request of the Applicant collect payment at the time of making the application which shall be received on account and subject to completion of all commercial formalities.
- v Once a demand note is raised, the Licensee shall be under obligation to energise the connection subject to the provisions of clause (vii) below.
- vi The amount of security deposit shall be as per the Regulation 29 or as approved by the Commission from time to time. The Licensee shall pay interest to the consumer at the rate of 9% per annum, or any other rate prescribed by the Commission payable annually on such deposit w.e.f. date of such deposit in cases of new connection energized after the date of this notification or in other cases, from the date of notification of these regulations. The interest accrued during the year shall be adjusted in the bill for the first billing cycle of the ensuing financial year.
- vii The applicant shall make the payment within 7 days of receipt of demand note. The Licensee's obligation to energize the connection shall arise only after receipt of the full payment but the total time period shall be as stipulated in Section 43 of the Act. In case applicant finds difficulty in making the payment within 7 days, he shall request the Licensee, in writing, for an extension of time. The time thus extended shall not be counted in working out the total time taken for energisation of connection by Licensee and no compensation for delay in connection under section 43 of the Act, shall be payable for the said period.
- viii The Licensee shall energise the connection within 12 days from the date of receipt of the payment, through a correct meter as notified by the

Authority under section 55 of the Act, if such connection is to be provided from the existing network.

- ix If the Licensee fails to provide connection to an applicant within a period specified in sub-section (i) to (viii) above, he shall be liable to pay the applicant, compensation as per Schedule III of these Regulations after necessary hearing by the appropriate authority.

Such compensation shall be adjusted in the first bill and, if required, in subsequent bills of the applicant.

- x The Licensee shall, however, not be held responsible for delay in providing the connection, if the same is on account of reasons such as right of way, acquisition of land, delay in permission for road cutting, over which Licensee has no control provided that the reasons for the delay are communicated to the applicant within the period specified for energisation.
- xi The Licensee shall issue the first bill within two billing cycles of energising the connection. In case, the consumer does not receive the first bill within two billing cycles from the date of energizing of the connection, he shall complain, in writing, to the Business Manager of the concerned District Office of the Licensee and the Licensee shall issue the bill within next fourteen days. In, any case, if a bill is not raised within four billing cycles from the date of energizing the connection, the Licensee shall pay compensation as specified in Schedule III of the Regulations.

#### **17. Connection where system augmentation is required:**

- i Wherever the existing transformation capacity is loaded up to 80% of its capacity, the Licensee shall take appropriate action for augmentation of capacity. However, new connection shall not be denied in such cases.
- ii For connection requiring augmentation of distribution system, the Licensee shall inform the applicant the approximate time frame by which applied load can be energized which shall not exceed the time schedule given in Table 1 below:

**Table 1**

1.	Extension of LT line upto 5 poles	Fifteen days
2.	Electrified Areas where extension of lines or augmentation of Distribution Transformer is required	Sixty days
3.	Electrified Areas where new Distribution Transformer is required	Ninety days
4.	Electrified Areas where existing 11 KV network needs to be strengthened	One hundred and twenty days
5.	Electrified Areas where existing (66/33 kV grid sub-station needs to be augmented	Two hundred and forty days
6.	Electrified Areas where new 66/33kV grid sub-station needs to be established	Three hundred & sixty five days

The above time schedule shall commence upon completion of all formalities including the Licensee receiving payment of all dues including the amount mentioned in the demand note to undertake such augmentations. Compensation for delay in releasing the connection beyond the stipulated date shall be as specified in Schedule III and shall be payable after necessary hearing by the appropriate authority.

**18. Connection in Un-electrified areas:**

- i The Licensee shall within three months of notification of these Regulations intimate to the Commission the details of un-electrified colonies / areas under its area of supply. The Licensee thereafter shall review its area of supply and file with the Commission, the revised list of un-electrified colonies/area once in two years.
- ii Within three months of notification of these Regulations, the Licensee shall submit the detailed plan for electrification of these areas duly taking into account the number of pending applications for service connections, potential for load growth etc. While submitting the plans for electrification, the Licensee shall ensure that all relevant laws of the land are complied with.
- iii The Licensee shall electrify such areas as per schedule given in Table 2 below and release new connection to the applicants.

**Table 2**

1.	Un-Electrified Areas Where extension from nearby existing network is possible	Six months After receipt of deposit of consumers' share of necessary development charges as specified in these Regulations to cover the electrification requirement for supplying electricity to 50% of the prospective consumer base.
2.	Un-Electrified Areas/ Green Field Projects Where new network is to be laid or grid station needs to be established	Twelve months after receipt of deposit of consumers' share of necessary development charges as approved by the Commission under Miscellaneous Charges to cover the electrification

		<p>requirement for supplying electricity to 50% of the prospective consumer base and availability of Right of Way and land for grid from the revenue authorities, land owning agencies. Licensee shall apply for land not later than 30 days of having known of the requirement to such land / revenue agencies with copy to the Commission</p>
--	--	---

Where an area is being developed by a Developer, the charges shall be levied and recovered in terms of Regulation 30.

Compensation for delay in releasing the connection beyond the stipulated date shall be as specified in Schedule III .

## 19. Temporary Supply

Temporary supply shall be given for short-term requirements such as marriages, religious functions, construction activities, exhibitions, cultural functions, etc. The Licensee shall deal with the application for temporary supply as follows:

- i The applicant shall make request for temporary supply in the format prescribed in **ANNEXE-II** to these Regulations or as approved by the Commission from time to time.
- ii The Licensee shall issue dated receipt of the request to the applicant. Any deficiencies in the application shall be got corrected immediately at the time of receipt of application. The application shall be considered to be accepted on removal of such deficiencies.
- iii The Licensee shall examine the technical feasibility of the connection requested for and if found feasible shall sanction the load and raise a

demand note in accordance with the provisions of the Regulations within two days of acceptance of application. Service line of the size as specified by the Licensee or higher size, can be provided by the applicant at his own cost.

If the temporary connection is for less than 7 days and temporary connection sought is less than for 20 KW the consumer shall have the option of paying to the licensee the rental of the service line which shall be Rs.250 for loads 0-10 KW, and Rs.500 for loads 11-20 KW. In this case, the Licensee shall lay the service line.

If the connection is not found technically feasible, it shall intimate to the applicant in writing within three days of acceptance of application giving reason for the same. No connection upto 20 kW shall be rejected on technical grounds.

- iv The applicant shall make the payment in accordance with the demand note within two days of receipt of demand note failing which the sanction shall stand lapsed. If the applicant himself is not a registered consumer with the licensee, he should furnish one surety from any of the registered consumer within the licensee's area giving full name, address, K. No., and copy of the latest paid electricity bill. Alternatively, the consumer shall have an option to give security amount of Rs.100/KW /day to the licensee which shall be adjusted against the consumption in the temporary connection. Also Licensee may, at the request of applicant, accept payment at the time of making application which shall be received on account and subject to completion of all commercial formalities.
- v After payment of applicable charges, the Licensee shall energise the connection in accordance with the date indicated in the application.
- vi If there are dues on the premises, temporary connection can be refused till the dues are paid by the consumer.
- vii Temporary connection shall be granted for a period of upto three months at a time, which can be further extend depending upon the requirement.
- viii The grant of temporary connection does not create a right in favour of the applicant for claiming a permanent connection, which should be governed by Regulation 15 and 16 for providing new connection.

## Existing connections

### 20. Transfer of Connection

The Licensee shall deal with the application relating to transfer as prescribed below:

#### **(1) Change of consumer's name due to change in ownership/occupancy of property**

- (i) The applicant shall apply for change of consumer's name in the format prescribed at **ANNEXE-III** to these Regulations or as approved by Commission from time to time, along with copy of latest bill duly paid. The application shall be accepted on showing proof of lawful ownership/occupancy of property; NOC (No Objection certificate) from the registered consumer/ authorized person/ previous occupant of the premises shall be required for cases involving transfer of security deposit in the name of applicant. The Licensee shall issue dated receipt of the request of the applicant. Any deficiencies in the application shall be intimated in writing within seven days of receipt of application. The application shall be accepted only on removal of such difficulties.
- (ii) The change of consumer's name shall be effected within two billing cycles after acceptance of application. However, if the change of consumer's name is not effected within the said two billing cycles, compensation as specified in Schedule III shall be paid by the Licensee.
- (iii) In case NOC (No Objection certificate) from the registered consumer/ authorized person/previous occupant is not submitted, application for change of name shall be entertained only if security deposit as stipulated in this Regulation is paid afresh. However, the original security deposit shall be refunded to the claimant as and when a claim is preferred by the concerned.

#### **(2) Transfer of consumer's name to legal heir:**



- (i) The applicant shall apply for change of consumer's name in the format prescribed at **ANNEXE-IV** to these Regulations or as approved by the Commission from time to time, with a copy of latest bill duly paid. The application shall be accepted on showing mutation letter issued by the land agencies or any other proof of legal heir ship. The change of consumer's name shall be effected within two billing cycles after acceptance of application. The Licensee shall issue dated receipt of the request of the applicant. Any deficiencies in the application shall be intimated in writing within seven days of receipt of application. The application shall be accepted only on removal of such difficulties.
- (ii) However, if the change of consumer's name is not effected within the said two billing cycles, a compensation as specified in Schedule III shall be paid by the Licensee.
- (iii) Any charge for electricity or any sum other than charge for electricity as due and payable to licensee which remains unpaid by a deceased consumer or the erstwhile owner/occupier of any land/premises as the case may be, shall be a charge on the premise transmitted to the legal representative/successors-in-law or transferred to the new owner of the premise as the case may be, and same shall be recoverable by the license as due from such legal representative or successor-in-law or new owner/occupier of the premises as the case may be.

## **21. Load Reduction**

- (i) The Application for load reduction shall be accepted only after one year from original energisation for connections up to 100 KW and two years from original energisation for connections above 100 KW. The applicant shall apply for load reduction to the licensee in the format prescribed at **ANNEXE-IV** to the Regulations or as approved by the Commission from time to time. The Security Deposit (Advance Consumption Deposit) already deposited by the consumer with the licensee shall be refunded to the consumer on pro-rata basis.
- (ii) The Licensee, after verification, shall sanction the reduced load within ten days from the date of acceptance of such application.
- (iii) Such load reduction shall be effective from next billing cycle.

(iv) The difference in security deposit arising out of load reduction at the original deposited rates shall be adjusted in the bills within sixty days.

(v)

(vi) If the load reduction is not sanctioned within the said period, compensation as specified in Schedule III shall be paid by the Licensee.

## **22. Change of category**

- (i) The applicant shall apply for change of category on the format prescribed at **ANNEXE-VI** to the Regulations or as approved by the Commission from time to time. The Licensee shall issue dated receipt of the request of the applicant. Any deficiencies in the application shall be intimated in writing within seven days of receipt of application. The application shall be considered to be accepted only on removal of such difficulties.
- (ii) In case change to such category is not permitted under any law in force, the Licensee shall inform the consumer within ten days from the date of application.
- (iii) The Licensee shall inspect the premises to verify and shall change the category within ten days from the date of receipt of application.
- (iv) Change of category shall be effective from the billing cycle succeeding the billing cycle of change or lapse of 30 days, whichever is earlier. If the category is not changed within the said period, compensation as specified in Schedule III shall be paid by the Licensee.

**23. Load Enhancement:** For consumers seeking load enhancement, security deposit shall be payable for the enhancement in the sanctioned load sought. Service Line Charges shall be payable only if change of service line is required for the new Sanctioned Load.

**24. Conversion from 1 phase to 3 phase LT and vise-versa****25. Conversion from LT to HT and vice-versa**

For Regulations 23 to 25, the procedure laid down in Regulation 16, 22 and 34 shall be followed wherever applicable. Security deposit shall be taken at the prevailing rates for the increase in load.

## Chapter IV

### Agreement and Miscellaneous Charges

#### 26. Agreement

- i An agreement, as prescribed at format at **ANNEXE-I** or as approved by the Commission from time to time, shall be executed by the applicant in duplicate on stamp paper (in case of bulk consumers) of a prescribed value, for getting a new connection and for change in the agreed parameters like contract demand. In case of any special circumstances, special clauses may be added to the agreement, if agreed to between the Licensee and the consumer, provided such clauses do not contravene the provisions of the Electricity Act 2003 and other rules and Regulations in force. These special clauses shall form a part of the agreement. A copy of the agreement shall be given to the consumer after execution.

#### 27. Termination of Agreement

- i If power supply to a consumer remains disconnected for a period of one hundred and eighty (180) days for non-payment of charges or dues or non-compliance of any direction issued under these Regulations, the Licensee shall issue a show cause notice to the consumer for termination of the agreement. The consumer may send a reply to the notice within seven days. In case no effective steps are taken by the consumer for removing the cause of disconnection and for restoration of power supply, the agreement of the Licensee with the consumer for power supply shall be terminated on expiry of the period of seven days, from the date of service of the notice. During the period of temporary disconnection the consumer shall be liable to pay the demand charges or fixed charges, as the case may be.
- ii Domestic and single-phase Non-domestic category of consumers may terminate the agreement after giving a fifteen days notice after expiry of

the lock in period of one year. The consumers other than domestic and single-phase non-domestic category can terminate the agreement after the expiry of the lock in period of two years by giving one month's notice.

Provided that, if the agreement is to be terminated before the expiry of the initial lock in period of the agreement, for categories other than domestic and single phase non-domestic consumers, then the consumer shall be liable to pay fixed/ demand charges, as per the applicable tariff, for the balance of the lock in period.

Further, provided that, the Licensee shall arrange for special meter reading, at a mutually acceptable date and prepare final bill. Such bill shall be stamped as final bill. The agreement shall be terminated on payment of final bill. The receipt of the payment of the final bill shall be treated as "No dues certificate".

- iii On termination of the agreement, the Licensee shall be entitled to remove the service line and other equipment of the Licensee from the premises of the consumer. After permanent disconnection, if the consumer wishes to revive the connection, then it would be treated as an application for new connection and would be entertained only after all outstanding dues have been cleared.

## **28. Registration-cum-Processing Fees**

Registration cum processing fees of Rs. 10,000/- shall be levied while applying application for EHT and HT new connection. These charges shall be adjusted by the Licensee while issuing the demand note.

## 29. Security Deposit

All new consumers shall pay security at the following rates:

**Table 3**

<b>S. No.</b>	<b>Category</b>	<b>Amount (Rs./KW)</b>
1	Domestic	600
2	Non-Domestic	1500
4	Industrial	1500
5	Agriculture	300
6	Street Light	1500
7	Railway, DMRC	1500
8	Mushroom Cultivation	600
9	Temporary Connection: Upto 3 days  Upto 7 days and multiple thereof, in block of 7 days For regular use/construction works	300  500 per 7 days block or part thereof 1.5 times relevant category

## 30. Service line cum Development (SLD) Charges

(i) For area developed and sponsored by development agencies like Delhi Development Authority, Municipal Corporation of Delhi, Public Works Department or private developers, the electrification shall be carried out by Licensee after charging 50% of cost towards HT feeders, sub-station including civil works, LT feeders and 100% cost towards service line and street lights. This funding arrangement is for areas wherein the 11kV supply can be extended from the existing network.

In cases where the electrification of areas would necessitate establishment of 66 or 33kV grid sub-station with associated sub-transmission and distribution network involving EHT system, for such electrification work 100% expenditure on pro-rata basis for EHT works are to be borne by the concerned development/sponsoring agencies so that other consumers of Delhi are not burdened with these high development cost. 11 kV works and LT works shall be chargeable as in para above.

(ii) In case of private development agency, land for sub-station duly approved by the civic body or built up space for sub-station shall be provided to the Licensee by the developer. In case development is carried out by a Government Agency, the land for sub-station shall be provided through the Government of National Capital Territory of Delhi. The same procedure for acquisition of land and levy of cost shall be applicable in case the grid sub-station is required for electrification of the area.

(iii) In case the area/colony is electrified by the Licensee, the SLD charges shall be payable by all consumers irrespective of whether it is electrified or un-electrified area. SLD charges, as given in Table-4, shall be leviable.

**Table 4**

**Service Line cum Development Charge**

S.No.	Sanctioned Load (kW)	Amount (Rs)
1	Upto 5	3000
2.	More than 5 upto 10	7000
3.	More than 10 upto 20	11000
4.	More than 20 upto 50	16000
5.	More than 50 upto 100	31000
6.	More than 100 kW (at 11kV)	50 % of the cost of HT cables/line/switchgear

**Note**

- (a) Consumers seeking sanctioned load above 100 KVA and upto 4 MVA shall ordinarily be given supply at 11kV and in such cases 50% of the cost of 11 kV cables/lines/switchgear is payable by the consumer concerned. However,

where due to space constraints consumer is unable to install transformer, supply at LT (415 V) may be given for loads more than 100 kVA but upto 200 kVA (100 kVA <SL < 200 kVA) and tariff, as per the Tariff Order shall be applicable.

- (b) Consumers seeking sanctioned load above 4 MVA shall be given supply at 33/66 kV or higher voltage depending upon technical feasibility and if required, shall provide land to the licensee. In such cases 100% of the cost of 33 kV or 66 kV cables/lines/switchgear used exclusively to feed the consumer shall be charged. Proportional cost of new grid sub-station, if required to be installed, shall also be charged from the consumer.
- (iv) For new connections energized through bus-bar, requiring only a small service line, in such cases, Service Line charges will not be charged from the consumer. Such connections shall be given on payment of Rs.1000 only. Service line cum development charges shall not be payable in such connections.

It is clarified that in case of change of an occupier of a premises, where new service line is not required to be laid, does not attract any service line or development charges to be levied on a consumer. Such connections shall be re-energized on payment of advance consumption deposit/ security deposit only.

### **31. Service Line shall include the following:**

- i Service line charges includes the cost of GI pipe, bricks, sand etc.
- ii All new connection shall be energized using busbars and not through insulated taped 'loop' connection of the cable.
- iii Road cutting permission and other necessary clearances shall be taken by the Licensee on behalf of the consumer. The cost of the same shall be charged to the consumer and shall be shown separately in the demand note.
- iv The service line shall be maintained by the Licensee and it shall have right to use the same service line for extension of supply to any other consumer through busbars without affecting the supply of all other consumers.

### **32. Installation Inspection Fee**



- i When the installation is inspected for the first time at the time of energising new connection, the Licensee shall not charge any installation inspection fee.
- ii In case of subsequent inspections on the consumer's request, installation inspection fee at the following rate shall be charged by the Licensee

**Table 5**

<b>S No.</b>	<b>Category</b>	<b>Charges (Rs.)</b>
1	Upto 5 kW	60
2	More than 5 upto 10 kW	100
3	More than 10 kW	200
4	HT Installation	500

**33. Sub-station space for HT Supply**

- i A consumer taking supply at high voltage, where a sub-station is required to be installed by the Licensee, shall provide and maintain at his own expense a locked weather proof and waterproof enclosure of agreed design, for the purpose of housing the Licensee's metering and other equipment.
- ii The Licensee shall have no right to utilize the substation in the consumer's premises for the supply of electrical energy to other consumers except HT network.

**34. Additional Charges:**

- (i) Special meter reading charges in case requested by consumer shall be Rs. 25/- for Low Tension and Rs. 100/- for High Tension.
- (ii) Duplicate Bill: Rs 10 per bill
- (iii) Dishonoured cheque charges Rs. 200/-. However, if the cheques get dishonoured on two successive occasions, the consumer shall be required to pay next two bills through Local Pay Order/Demand Draft/Cash.

- (iv) Reconnection charges Rs. 200/- (for single phase connections) Rs. 500/- (for three phase connections).
  
- (v) Meter shifting charges Rs. 500/- (for single phase connections) Rs. 1000/- (for three phase connections).
  
- (vi) The consumer shall have the option of getting the meter testing done by a third party, from the list of approved third party meter testing labs, approved by the Commission. The Third Party Meter Testing Charges shall be prescribed by the Commission from time to time.

## Chapter V

### METERING AND BILLING

#### Metering

#### 35. General

- i No installation shall be serviced without a meter except where specifically exempted by the Commission. All meters shall conform to requirements as laid down in the Regulations issued by the Authority under Section 55 of the Act.
- ii The Licensee shall comply with the Regulations referred at sub-clause (i) above for energizing a new connection or for replacement of meter or for other purposes such as energy audit and interface meter. The consumer, if so desired, may procure a meter conforming to the regulations issued by the Authority under Section 55 of the Act and the Licensee shall test, install and seal the meter.

Provided that, if any consumer elects to provide his own meter at any stage, the same shall be procured by Licensee at consumer's cost or the consumer may purchase on his own. Meter purchased by the consumer or on consumer's behalf, shall be tested, installed and sealed by the Licensee. The said meter will, however, have to be consistent with the CEA Regulations published under section 55 of the Act and should have all additional features approved by the Commission. The features approved by the Commission shall be posted on the website of the Licensees. The consumer shall claim the meter purchased by him or paid by him as his asset only after it is permanently removed from the system of the Licensee.

- iii The responsibility of keeping the meter under safe custody shall lie with the consumer. The consumer shall provide suitable and adequate space for installation of the meter where the licensee or its representatives may have ready access. The consumer shall promptly notify the licensee about any fault, accident or problem noticed with the meter.

- iv It shall be the responsibility of the Licensee to maintain the meter and keep it in working order at all times.
- v The Licensee shall evolve a format of Meter Particulars Sheet for recording the particulars of the meters at the time of installation and replacement. A copy of the sheet duly signed by the authorized signatory of the Licensee shall be made available to the consumer under proper receipt. Initial installation and replacement of the meter shall be done by the engineer of the Licensee in the presence of the consumer or his authorized representative after giving one week's notice. The consumer or his authorized representative shall sign the meter particulars sheet.
- vi Licensee may also have a provision of such metering system where the display unit is at the consumer premises and where the metering unit is outside the premises such as pole etc. In such cases, the responsibility of safe custody of metering unit shall lie with the Licensee.
- vii Meter sealing/de-sealing protocol: The treatment of meter seals shall be in accordance with Section 12 of Regulations of the Authority.
- viii. Seals of the meter can be broken only on the following grounds:
- Restoration of supply
  - Testing of meter
  - Suspected theft

The seals of the meter installed at a consumer's premises can be broken at site without authority letter to this effect from an officer not lower than the rank of D.G.M. of the licensee along with the following details:

(a) Reasons for breaking the seals

(b) Person authorized to break the seal on behalf of D.G.M.

This authority letter shall be handed over to the concerned consumer before breaking the seals of the meter.

- ix. It shall be the responsibility of the licensee to seal the meter again after the seal has been broken. No theft case can be booked till the meter is re-sealed.

x. Any new meter installed and energized at a consumer premises or any seal broken, as explained at (viii) above shall be sealed within 2 working days of such installation/breakage of seal.

After sealing the meter, the representative of the licensee shall hand-over the meter seal particulars sheet to the consumer clearly indicating the seal no., licensee representative who sealed the meter, meter reading at the time of sealing and date and time when the meter was sealed.

### **36. Wiring**

- (i) Consumer shall install the wiring at its premises as per the provisions of the Indian Electricity Rules, 1956 and Standards specified by Bureau of Indian Standards.
- (ii) At the time of testing of installation, if the Licensee's representative finds that there is a defect in the consumer wiring, he shall serve notice in writing to make such modifications as are necessary to render the installation safe.
- (iii) The connection shall be energized only on removal of the defect.
- (iv) The licensee shall disseminate information with respect to Earth leakage in internal wiring for consumer benefit, as also about the need to maintain distinct phase and neutral wires per metered network within the premises.

### **37. Reading of meters**

- i. The meter shall be read once in every billing cycle. It shall be the duty of Licensee official reading the meter to check condition of LEDs (light emitting device) on electronic meters. In case E/L LED indicator, provided on electronic meters, is found 'ON' he shall inform the consumer that there is leakage in the premises and advise him to get his wiring checked and leakage removed. He shall also inform concerned district manager about the leakage.
- ii. The consumer shall extend all facilities to the Licensee to read the meter.
- iii. In case, for any reason, meter is not read during any billing cycle, the Licensee shall send a provisional bill based on average consumption of last

three billing cycles when readings were taken. Such provisional billing shall not continue for more than two billing cycles at a stretch. The amount so paid shall be adjusted against the bill raised on the basis of actual meter reading during subsequent billing cycles. Alternatively, if the consumer furnishes the meter reading(s) himself, the billing for that billing cycles(s) shall be done based on that/those reading(s) subject to adjustment in next billing cycle.

- iv. If the meter is rendered inaccessible on two consecutive meter reading dates, the Licensee shall serve a fifteen days clear notice to the consumer under proper receipt, to keep open the premise for taking meter reading on date and time indicated in the notice. If the consumer does not comply with the notice, the Licensee shall after expiry of the notice period cut off supply of the consumer for so long as such refusal or failure continues.
- v. If the provisional billing continues for more than two billing cycles, compensation as specified in Schedule III shall be paid by the Licensee.
- vi. When a domestic consumer gives prior information in writing about inaccessibility of the meter to the Licensee due to continued absence from residence, the Licensee shall not send any notice/provisional bill to the consumer provided the consumer pays the fixed charges for such period in advance. Whenever the meter is made accessible by the consumer for taking the meter reading, the entire consumption shall be taken as if the consumption was for the period excluding the intimated period of inaccessibility. This facility shall be available to the consumer if he has paid up to date dues.
- vii. If the consumer desires to have a special reading taken, the same shall be arranged by the Licensee and the charge, as prescribed in this Regulation, shall be included in the next bill of the consumer.

### **38. Testing of meters**

- (1) The Licensee shall conduct periodical inspection/testing and calibration of the meters as specified by the Regulations framed by Authority in this regard, in the following manner:

a. Periodicity of meter tests

The Licensee shall observe following time schedule for regular meter testing:

<b>Category</b>	<b>Interval of testing</b>
Railways, DMRC	Six months
Bulk supply meters (HT)	One year
LT meters	Five years

- b. Should the consumer dispute the accuracy of the meter, he may, upon giving notice/complaint to that effect and after paying the prescribed testing fee, have the meter tested by the Licensee.
- c. The Licensee shall, within fifteen days of receiving the complaint, carry out testing of the meter as per the procedure prescribed herein, and shall furnish duly authenticated test results to the consumer. The consumer shall be informed of proposed date and time of testing at least two days in advance.
- d. The meter testing team of the Licensee shall ensure testing of meter in accordance with IS 15207:2006. The testing of meter shall be done for a minimum consumption of 1 kWh. Optical Scanner shall be used for counting the pulses/revolutions. The meter testing report shall be in the format given in **ANNEXE-VII** or as approved by the Commission from time to time.
- e. When the meter is found to be fast beyond the limits of accuracy specified by the IS 15707:2006 in this regard, the Licensee/consumer, as the case may be, shall replace/rectify the defective meter within fifteen days of testing. The Licensee shall adjust/refund the excess amount collected on account of the said defect, based on percentage error, for a maximum period of six months or less depending on period of installation of meter prior to the date of consumer's complaint and up to the date on which defective meter is replaced/rectified.
- f. When the meter is found to be slow beyond the limits of accuracy, specified in the IS 15207:2006 and the consumer does not dispute the accuracy of the test, the Licensee/consumer, as the case may be, shall replace/rectify the defective meter within fifteen days of testing. The consumer shall pay the difference due to the defect in the meter at normal rates, based on percentage error, for a maximum period of not more than six months or less

depending on period of installation of meter prior to date of test and up to the date on which defective meter is replaced/rectified.

- g. If the consumer disputes the meter test report or even otherwise wants the meter to be tested by a third party agency, either at site or a laboratory (at the choice of the consumer), the Licensee shall within seven days, arrange for such testing, as may be approved by the Commission from time to time. For on-site testing, the third party testing the meter must have NABL accreditation for on-site testing of meters. The decision of such laboratory shall be binding on the consumer and the licensee.
- h. When the meter is found to be fast beyond the limits of accuracy specified in the IS 15707:2006, the Licensee shall replace/rectify the defective meter within seven days of the testing. The Licensee shall adjust/refund the excess amount collected on account of the said defect, based on percentage error, for a maximum period of six months or less depending on period of installation of the meter.
- i. When the meter is found to be slow beyond the limits of accuracy, specified in the IS 15707:2006 and the consumer does not dispute the accuracy of the test, the Licensee shall replace/rectify the defective meter within seven days of the testing. The consumer shall pay the difference due to the defect in the meter at normal rates, based on percentage error, for a maximum period of not more than six months or less depending on period of installation of the meter.
- j. However in all the above cases, the cost of the meter testing shall be borne by the Licensee if the meter test result is found to be beyond the limits of accuracy specified in IS 15707:2006. If the meter test results are within the limits of accuracy specified in IS 15707:2006, the consumer shall bear the cost of the meter testing.



- k. The Licensee shall keep record of all such meter tests and submit a report to the Commission, every six months.
- l. The meter testing fee chargeable by the Licensee in the subsequent bill for on-site testing of meter by the licensee's staff, in case the meter test result is found to be within the accuracy specified in IS 15707:2006, shall be as under:-

**Table 4**

<b>Category of meter</b>	<b>(Rs./meter)</b>
Single phase	50
Three phase	100
CT meter	500
HT meter	2000

The meter testing team of the DISCOM shall carry an Accucheck meter/reference meter with a valid calibration certificate, from NABL, alongwith a printer. The print-out of the meter test result shall be provided by the team to the consumer at the site itself.

- m. In case the meter test result is found beyond the accuracy specified in the IS 15707:2006, the Licensee shall change the meter, without charging meter cost from the consumer.
- o. The consumer has an option of getting the third party meter testing done through Public Grievances Cell of GoNCTD. The test result of such testing shall be binding on the consumer as well as the licensee. The charges for such testing shall be as prescribed by the Public Grievances Cell. The testing shall be by an agency having NABL accreditation.

### **39. Meter not recording**

- a. If the meter is not recording/stuck as reported by the consumer, the Licensee shall check the meter within fifteen days of receipt of complaint and if found not recording/stuck, the meter shall be replaced by the Licensee/consumer, as the case may be, within fifteen days thereafter.
- b. Where the Licensee observes that meter is not recording any consumption for the last two consecutive billing cycles, he shall notify the consumer. Thereafter, the Licensee shall check the meter and if the meter is found stuck/stopped, the meter shall be replaced within five days.

#### **40. Burnt meter**

- a. In case the meter is found burnt upon inspection by the Licensee on consumer's complaint or otherwise, the Licensee shall restore connection in six hours upon receiving the complaint by bypassing the burnt meter after ensuring that necessary corrective action at site is taken to avoid future damage. New meter shall be provided by the Licensee/consumer, as the case may be, within five days.
- b. The Licensee shall get the burnt meter removed from site/consumer's premises and test the same. If it is established, based on test results, that meter got burnt due to technical reasons e.g. voltage fluctuation, transients etc. attributable to system constraints, the Licensee shall bear the cost of meter.
- c. In case upon inspection of the consumer's installation and subsequent examination of the meter, it is established that meter got burnt due to reasons attributable to the consumer e.g. tampering, defect in consumer's installation, meter getting wet due to falling of water, connection of unauthorized load by the consumer etc., the consumer shall bear cost of the new meter as may be specified by the Commission from time to time. In case the meter is found burnt and there is reason to believe that an official of the Licensee gave a direct connection, pending replacement of meter, a case of theft of energy shall not be booked. Consumer's complaint for replacement of burnt meter or the complaint regarding disruption in supply of energy shall be considered sufficient for this purpose. In case a consumer

hinders replacement of burnt meter or does not intimate the licensee, the drawl of energy under such circumstances shall be dealt as per Part XIV of the Act.

- d. In case seal of meter, meter terminal or junction box is broken to give direct supply to the consumer by bypassing the meter, the representative(s) of the DISCOM shall give the same in writing to the consumer or his representative, indicating his full name, ID Card / Employee no. with signature and the regular electricity supply, meter seals etc, will be restored within next four days.

## **Billing**

### **41. General**

- i The Licensee shall give an option to the consumer to register himself for the electricity bills through SMS and e-mail alerts.
- ii The Licensee shall notify Billing and Payment Schedule area wise, district wise or circle wise as may be decided by the Licensee.
- iii The Licensee shall raise the bill for every billing cycle based on actual meter readings. The bills sent to consumers by the Licensee should reflect details e.g. present and last meter readings, sanctioned load, fixed charges, quantity of electricity consumed during the cycle, rate, total amount to be paid for consumption, Current Security Deposit with the Licensee, and details of past arrears, if any, last date for payment, surcharge for delayed payment, Government subsidy, if any, etc.
- iv Delivery of each bill to the consumer shall be effected at least fifteen days before the due date for payment of the bill.
- v Provisional billing (based on average consumption) shall not be for more than two billing cycles. In case meter is rendered inaccessible for two consecutive billing cycles, action as per Para 37(iv) shall be followed.
- vi Licensee shall provide complete details in the bill of all arrears except for those arising due to non-payment of last bill. Such arrears shall be recoverable in installments alongwith LPSC as given below:

### **Table 7**

<b>Arrear for period</b>	<b>Amount to be recovered in each installment</b>
Upto twelve months	50% in first installment and balance in two equal installments
More than twelve months and upto twenty four months	In four equal installments

#### **42. Bill particulars**

The billing format shall be as specified by the Commission from time to time. Further, date of printing of bill shall be mentioned on the bill.

#### **43. Billing during the period defective/stuck/stopped/burnt meter remained at site**

- i The consumer shall be billed for the period the defective/stuck/stopped/burnt meter remained on site, subject to a maximum of six months, based on the estimated energy consumption by taking the consumption pattern of the consumer for the twelve months prior to the period during which the meter remained defective. The amount already paid by the consumer for the period meter remained non functional or defective, shall be adjusted in this bill. The assessment bill shall be raised within two billing cycles from the date of changing the meter.
- ii In cases where the recorded consumption of past twelve months prior to the date meter became defective is either not available or partially available, the consumption pattern for the next twelve months after the installation of new meter would be used for billing purposes.
- iii In case, the Maximum Demand Indicator (MDI) of the meter at the consumer's installation is found to be faulty or not recording at all (unless tampered), the demand charges shall be calculated based on maximum demand during corresponding months/billing cycle of previous year, when the meter was functional and recording correctly. In case,

the recorded MDI of corresponding month/billing cycle of past year is also not available, the average maximum demand recorded for the next six billing cycles after changing the meter shall be considered.

#### **44. Complaint on consumer bills**

- i All complaints, received in any of the offices/Consumer Care Centres of the Licensee/ web-site of the Licensee shall be routed through their call centre. For all such complaints, including the complaints received directly in the call centre, a unique complaint no. shall be generated and intimated to the complainant immediately on receipt of such complaint.
- ii If no additional information is required from the consumer, the Licensee shall resolve the consumer's complaint and intimate the result to the consumer within fifteen days of receipt of the complaint. In case, any additional information is required, the same shall be obtained, the issue resolved and result intimated to the consumer within thirty days of receipt of the complaint. Till the complaint on the bill is resolved, the consumer shall pay the amount based on average consumption of last three consecutive undisputed bills. Amount so recovered shall be subject to final adjustment on resolution of the complaint.
- iii In case the complaint is genuine and revision of the bill already issued becomes necessary, the due date for payment of the bill shall be reckoned from the date of service of the revised bill.
- iv There shall be a gap of clear 18 days between the date of bill generation and due date for payment of bill. In case, the bill is received late by the consumer and the time available for payment is less than fifteen days, the provisions of Regulation 38 (iii) of this Supply Code and Performance Standards Regulations, 2010 regarding compensation, shall apply. Also, the consumer may apply within two days of receipt of such bill for extension of due date and the Licensee shall extend the due date so as to allow fifteen clear days from the date of communication of grant of such extension.

- v In case of non-receipt of bill by the consumer, the Consumer shall approach the Licensee, who shall furnish duplicate bill immediately with due date for payment extended as above and no late payment surcharge shall be leviable if the complaint is correct.

**45. Arrears appearing in bills**

- (i) If the arrears appear in a bill for the first time, for which payment has already been made within due date, or which are not due to the Licensee, the Licensee shall pay to the consumer compensation at the rate of 10% of the arrear amount subject to a ceiling of Rs. 500/-.
- (ii) In case the said arrears are raised again for the second time, compensation at the rate of 15% of the arrear amount subject to a ceiling of Rs.750/- shall be payable to the consumer by the Licensee.
- (iii) If the arrears appear in a bill for which payment was made after due date, no compensation shall be paid. If such arrear, for which the payments have been made after the due date, appear in any subsequent bill(s), the case shall be dealt in accordance with clauses (i) and (ii) above.
- (iv) The compensation mentioned in clauses (i) and (ii) shall be adjusted at the time of making payment for the bill in which such arrears have appeared. Notice to such effect shall be prominently displayed at all bill collection centers of the Licensee.
- (v) In case the arrears, as mentioned in clauses (i) and (ii), appear in a bill for the third time or thereafter, the consumer shall be entitled to make a petition to the Forum and the Forum shall decide the compensation to be paid to such consumer on a case-to-case basis. The provisions of this para shall also apply to the bills, which have been wrongly raised by the Licensee.

**46. Change of ownership/Change of occupancy/vacancy of premises**

- i It shall be the responsibility of the consumer to get a special reading done by the Licensee at the time of change of occupancy or on the premises falling vacant and obtain no-due certificate from the Licensee.
- ii The consumer shall request in writing to the Licensee for special reading to be taken at least seven days in advance of the said vacancy of the premises by the existing user or change of the occupancy, as the case may be.
- iii The Licensee shall arrange for a special reading to be done and deliver the final bill, including all arrears till the date of billing, at least three days before the vacancy of the premises. The final bill thus raised shall mention that no other dues are pending on the premises and the bill is final. The final bill shall also include payment for the period between the date of special reading and date of vacancy of premises on pro-rata basis.
- iv Once the final bill is raised, the Licensee shall not have any right to recover any charge(s), other than those in the final bill, for any period prior to the date of such bill. The Licensee shall disconnect the supply to the premises on its vacancy. It shall be the responsibility of the consumer to make the payment on vacation of the premises and the Licensee shall issue No-demand certificate on receiving such payment. However, in cases of change of occupancy, connection shall not be disconnected and after getting the commercial formalities for change of name, the same shall be affected.

**47. Payment on self assessment by the consumer**

- i In case of non-receipt of bill the consumer may deposit self assessed bill in the format prescribed in **ANNEXE-VIII** to the Regulations or as approved by the Commission from time to time, for the period for which bill has not been received provided that it is not less than the average consumption of the last six months. The payment so made by the consumer shall be adjusted in the next bill.

- ii In case of dispute regarding levy of surcharges, the Licensee shall settle the dispute within one billing cycle from the date of protest by the consumer after giving him an opportunity for reply and personal hearing.

**48. Advance payment of anticipated bills by consumer**

- i If a consumer intends to make advance payment of bills, the Licensee, in the format prescribed at **ANNEXE-IX** to the Regulations or as approved by the Commission from time to time, shall accept the same and the amount so paid shall be adjusted towards energy and other charges in the next bill. Interest at the rate of 0.5% above the Savings Bank rate of State Bank of India as applicable on 1<sup>st</sup> January and 1<sup>st</sup> July of the Calendar year, for next six months, payable half yearly on such deposit shall be paid on balance amount lying unadjusted with the Licensee. Such interest amount shall be adjusted in the future bill of the consumer.
- ii The minimum amount to be paid is Rs. 5000/- and multiples of Rs. 1000/- thereafter or six month billing of the consumer, whichever is higher.
- iii In case a consumer's premises remains vacant for some duration and he desires to pay fixed charges in advance, then sub clause (ii) above, shall be applicable.



## Chapter VI

### Disconnection and Reconnection

#### 49. Disconnection on non-payment of the Licensees Dues

- i The Licensee may issue a disconnection notice in writing, as per section 56 of the Act, to the consumer who defaults on his payment of dues giving him fifteen clear days to pay the dues. Thereafter, the Licensee may disconnect the consumer's installation on expiry of the said notice period by removing the Service Line / Meter or as the Licensee may deem fit. If the Consumer does not make the payment within six months of the date of disconnection, such connections shall be treated as Dormant Connection.
- ii The Licensee may take steps to prevent unauthorized reconnection of such consumers disconnected in the manner as mentioned above. Wherever Licensee discovers that connection has been re-connected unauthorisedly, Licensee may initiate action as per provisions of section 138 of the Act. Further, in case Licensee discovers that the supply to such premises has been restored through another live connection, notice to registered consumer/user of such live connection shall be given to stop such illegal supply immediately failing which pending dues of disconnected connection shall be transferred to his account and non-payment of such transferred dues may be dealt with as per Sub-Regulation (i) above.

#### 50. Disconnection on Consumer's request

- i In case consumer desires his meter to be disconnected, he shall apply for the same on the format prescribed at **ANNEXE-X** of the Regulations or as approved by the Commission from time to time.
- ii The Licensee shall carryout a special reading and prepare final bill including all arrears up to the date of such billing within five days from such

request. Upon payment, the Licensee shall issue receipt with 'Final Bill' stamped on it. This receipt shall be treated as 'No Dues Certificate'.

- iii Thereafter, the Licensee shall not have any right to recover any charge(s) for any period prior to this date of billing.
- iv Licensee shall not raise any bill after disconnection. In case bills are raised even after disconnection, penalty @ Rs. 500 per bill shall be payable.

#### **51. Reconnection**

The Licensee shall reconnect the consumer's installation within two days of payment of past dues, reconnection charges and Service Line Charges, as applicable, for that Category of Consumer if the same has been removed by the Licensee at the time of disconnection. Dormant connections, however, would be reconnected only after all the formalities as required in the case of a new connection are complied with by the consumer.

**CHAPTER – VII**  
**UNAUTHORIZED USE AND THEFT OF ELECTRICITY UNDER SECTION 126**  
**READ WITH 135 OF ELECTRICITY ACT, 2003**

**Unauthorised Use and Theft of Electricity Under Section 126**

**52. Procedure for booking a case for unauthorized use of Electricity**

- (i) The licensee shall publish the list of Assessing Officers in all the Offices who have been designated for this purpose by the State Govt. under section 126 of the EA, 2003 and the licensees shall also issue photo identity cards to such officers indicating so.
- (ii) An Assessing Officer, designated as such by the State Govt. under Section 126 of the Act will on receipt of reliable information regarding “unauthorized use of electricity” as in Explanation (b) of the said section, promptly inspect such premises.
- (iii) The inspection team of the Licensee shall carry along with them their Visiting Cards and Photo Identity Cards (Photo I-Card should indicate that he is an authorised officer of licensee under section 126). Photo ID card should be shown and Visiting Card handed over to the consumer before entering the premises.
- (iv) On inspection of the premises/area and/or scrutiny of the records, the assessing officers shall prepare an inspection report and in case he/she comes to the conclusion that the consumer is indulging in unauthorized use of electricity then an inspection report inter-alia indicating connected load for unauthorized use of electricity, condition of meter and its seals and also details of evidence as laid down in the

- explanation (b) of sub-section (6) of Section 126 of the Act, substantiating the unauthorized use, as per format prescribed in ANNEXURE - XI or as approved by the Commission from time to time shall be prepared. The Authorised Officer will photograph/videograph the means of such unauthorized use.
- (v) The report shall clearly indicate whether sufficient evidence substantiating the fact that unauthorised use of electricity was found or not. The material utilised for the purpose of such unauthorised use shall be confiscated and be kept as a proof along with videography of the premises. All documents prepared should be readable / legible.
- (vi) Two or more connections shall not be clubbed unless it is proved that the connections are used to serve/supply the same establishment.
- (vii) The assessing officer will sign the inspection report and a copy of the same shall be handed over to the person or his representative present at site under proper receipt. The person present at site may also sign the inspection report along with two or more independent witnesses available at site. Here provisions of Section 100 of CrPC shall be adhere to in toto.
- (viii) In case of refusal to accept the report, a copy of the inspection report shall be pasted at a conspicuous place in/outside the premises and photographed. Simultaneously another copy of the same report shall be sent under registered post/recognised couriers.
- (ix) In case, theft of electricity is detected by the above authorised officer of licensee at the time of inspection and in case he himself is not an authorized officer appointed by the Commission under the provision of Section 135 of the Act, then an immediate reference reporting the facts shall be made to the concerned authorized officer appointed for taking

further action under Regulation 49. The assessing officer will also take suitable measures to ensure that status of the means adopted for theft is maintained in "as is where is basis" at the premises till arrival of the authorized officer designated under Section 135 of EA, 2003.

(x) **Notice to the Consumer:**

- (a) If the Assessing Officer suspects that the unauthorised use of electricity has taken place, he shall serve, within seven days of Inspection, a provisional assessment order along with show cause notice to the consumer, giving reasons as to why a case of unauthorised use of electricity should not be booked against such consumer. While doing so the assessing officer shall compute the amount payable by the person benefited by the unauthorized use of electricity as per provision laid down in Sub-Section 5 read with Sub-Section 6 of Section 126 of Electricity Act, 2003 , however, for determination of energy loss by the above act then assessing officer shall assess the same as per procedure specified in Regulation 48.1.11 (iv). The show cause notice should clearly state the time, date and place at which the reply has to be submitted and the designation of the person to whom it should be addressed.
- (b) The person, on whom an order of assessment along with show cause notice have been served shall be entitled to file objections, if any, against the provisional assessment before the assessing officer with in 7 days.
- (c) Within seven days of submission of the objection(s), the assessing officer will scrutinize the case and if no unauthorized use of electricity is established then after taking the reasons on record pass a Speaking Order dropping the case immediately and the consumer shall be informed accordingly with a copy to the next higher officer.

**(xi) Personal Hearing**

- (a) Within four days from the date of submission of consumers' reply, the Licensee shall arrange a personal hearing with the consumer.
- (b) During the personal hearing, the Licensee shall give due consideration to the facts submitted by the consumer and pass, within three days, a speaking order as to whether the case of Unauthorized Use of Electricity is established or not. Speaking Order shall contain the brief of inspection report, submissions made by consumer in his written reply and oral submissions during personal hearing and reasons for acceptance or rejections of the same.

**(xii) Final Order**

- (a) In case Unauthorized Use of Electricity is not established, further proceedings shall be discontinued and case of Unauthorized Use of Electricity shall be dropped immediately & the consumer shall be informed accordingly.
- (b) Where it is established that there is a case of Unauthorized Use of Electricity, the Licensee shall assess the electricity charges as per provisions contained in sub-section 5 read with 6 of the Section 126 of the Act and in case of determination of energy consumption he shall apply the formula prescribed in Annexure-XIII and serve the assessment bill along with Speaking order on the person under proper receipt. In the final Assessment Order under section 126(3), it shall be clearly mentioned that the Order is challengeable before the Appellate Authority (name, designation and address to be mentioned) under section 127 of the Act within 30 days of the said order.
- (c) The person served with the order of assessment may accept such assessment and deposit the assessed amount with the licensee within seven days of the service of the order on him.

- (d) The consumer/person will be required to deposit the assessed amount with the licensee within seven days of receipt of the final order of assessment. The licensee may extend the last date of payment of the assessed amount or allow the payment in installments subject to payment of interest on the unpaid amount for the extended period beyond seven days at the rate of 16 percent per annum until the amount is paid in full but not exceeding six months.
- (e) The amount, the extended last date and/or time schedule of payment/installments should be clearly stated in the speaking order. A copy of the speaking order shall also be handed over to the consumer under proper receipt.
- (f) The person served with the final order of assessment may accept it and deposit the assessed amount with the licensee or may file an appeal before the Appellate Authority designated by the State Govt. under section 127 of Electricity Act.

**(xii) Appeal to appellate authority**

- (a) The consumer/person aggrieved by the final assessment order made under Regulation 52(xi)(d), may within thirty days of the said order, prefer an appeal in such form, verified in such manner and accompanied by such fee as specified by the Commission in the Delhi Electricity Regulatory Commission (Procedure for Filing Appeal before the Appellate Authority) Regulations framed there under sub-section (zo) of Section 181 of the Act.
- (b) No appeal shall be entertained by the appellate authority prescribed by the State Government unless the person deposits with the licensee

an amount equal to half of the assessed amount inclusive of the amount already deposited as per Regulation 52(xi)(d) and enclose documentary evidence of such deposit along with the appeal. No appeal will lie against the final order of the assessment if it has been passed with the consent of the parties.

- (c) The appellate authority will then expeditiously disposed off the appeal & pass a final order (Appellate Order) and forward copies thereof to the licensee, the assessing officer and the appellant. The order of the appellate authority shall be final.
- (d) In case the Appellate Authority holds that no case of unauthorized use of electricity is established, no further proceedings will be initiated by the licensee and the amount deposited by the appellant shall be refunded along with interest at the rate of 16 percent per annum on half yearly rest (compounded every six months) for the period from the date of deposit till the amount recovered is adjusted through adjustment in the electricity bills of the immediately succeeding months. The appellant may also opt for cash refund of the amount deposited by the appellant along with interest at the rate of 16 percent per annum compounded every six months till payment of such amount is made by the licensee.
- (e) Where a case of unauthorized use of electricity is established, the person will, within thirty days, effect payment of the balance amount as per the Appellate Order.



- (f) In case the amount payable as determined by the appellate authority is less than the amount already deposited by the person the excess amount will be refunded by adjustment in the bills of the immediately succeeding months along with interest at the rate of 16 percent per annum compounded every six months from the date of such excess deposit till the date of actual adjustment.

**(xiii) Default in payment of amount assessed or installments thereof:**

In case of default in payment of the assessed amount or any installments thereof by a consumer/person, the licensee may, after giving not less than 15 days clear notice, disconnect the supply of electricity. The defaulter, on the expiry of seven days or the period as allowed by the licensee under Regulation 52(xi)(e) from the receipt of the final order of assessment or the period allowed for making payment as per the decision of the Appellate Authority, will also be liable to pay interest on the outstanding amount at the rate of 16 percent per annum compounded every six months till the assessed amount or any installments thereof is finally paid subject to the condition that the extension period shall not be allowed for more than six months.

**53 General**

- i The Licensee shall develop a format for requesting withdrawal of charges on Unauthorized Use of Electricity.
- (ii) The levy of charges on account of Unauthorized Use of Electricity shall continue till the cause of levy is removed and verified by the Licensee as per procedure laid down in Regulation 52(x) & 52(xi).

- (iii) In the cases where consumer has been paying electricity charges for higher tariff category but using electricity for lower tariff category, no case of unauthorized use of Electricity shall be booked.
  
- (iv) In the case of change in tariff category either due to tariff order of the Commission or any other order, regulation or statutory provision, it shall be incumbent upon the licensee to identify such cases and give them opportunity by servicing an advance notice to get their tariff category changed and till then no case of unauthorized use of Electricity shall be booked in such cases.

**iv 54 Theft of Electricity**

**(i)** A person shall be guilty of an act of theft of electricity if he dishonestly does an act as defined under section 135 (1) (a to e) of the Act.

**(ii) Procedure for booking a case of theft****(a) Authorized Inspection Officer ( A.I.O.)**

The Licensee shall publish the list of the Authorized Officers (designated by the Commission) of various districts, prominently in all the District Offices as well as on website and the Photo ID Card issued to such officers shall indicate so.

**(b) Access to the premises:**

**(b)** An authorized officer on receipt of reliable information regarding theft of electricity and has reason to believe that electricity has been, is being drawn dishonestly shall promptly conduct inspection of such premises.

**(c)** The inspection team of the Licensee, headed by such Authorized Officer shall carry along with them their Visiting Cards and Photo Identity Cards. Photo ID card should be shown and Visiting Card handed over to the consumer before entering the premises. Photo ID card of the Authorized Officer shall clearly indicate that he has been nominated as authorized officer as per provisions of section 135 of the Act.

**(d)** While conducting search the inspecting officer and his team shall follow the same instruction laid down under sub-section 2, 3 & 4 of Section-135 of the Electricity Act, 2003.

**(e)** In cases, where significant law and order problem is anticipated all events shall be recorded through Video Camera, A.I.O. shall

immediately seek assistance from his senior officer(s) and also call for police help.

- (f) If such entry or inspection reveals nothing to indicate the commission of or engagement in any act of theft of electricity by the person/consumer, the authorized inspecting officer, the employees accompanying him and the Licensee shall not be liable for loss, inconvenience caused to the person/consumer, if any, on account of such entry, inspection, search.
- (g) The inspection of the meter made by the person authorized for reading the meter or Meter Reader as the case may be including any other employee of the Licensee for the purpose of recording of meter reading for consumption shall not be deemed to be inspection of the installation of the consumer for the purpose of this clause as a detailed examination of the meter, its seals and its component parts is generally not made by such a person while reading the meter.
- (h) The Authorised Officer shall prepare a report giving details such as connected load, condition of meter seals, working of meter and mention any irregularity noticed (such as tampered meter, current reversing transformer, artificial means adopted for theft of energy) as per format given in Annexure-XI or as approved by the Commission from time to time.
- (i) The report shall clearly indicate whether sufficient evidence substantiating the fact that theft of energy was found or not. The details of such evidence should be recorded in the report.
- (j) No case for theft shall be booked only on account of seals on the meter missing or tampered or breakage of glass window, unless

corroborated by consumption pattern of consumer and such other evidence as may be available.

## **55 Direct Theft**

### **(i) Disconnection of Supply in case of Direct Theft**

In case sufficient evidence is found to establish direct theft of electricity, Licensee shall disconnect the supply and seize all material evidence including wires/cables, meter, service line etc., from the premises and within 24 hrs from time of inspection, file a FIR in the police station as per the provisions of section 135 of the Act in proforma shown in Annexure-XVII, in case he fails to do so then he may file complaint against the above consumer before the designated Special Court. A Copy of such filing shall be served upon the consumer under proper receipt within two days of such filing. The Licensee shall also assess the energy consumption for past twelve (12) months as per the assessment formula prescribed in Regulation 59 and prepare a final assessment bill on two times the rates as per applicable tariff and serve upon the consumer under proper receipt along with intimation of committing of theft under section 135 & 138.

- (ii) THE WHOLE EVENTS AFTER REACHING THE PREMISES AND UP TO LEAVING THE PREMISES WOULD BE RECORDED THROUGH VIDEO CAMERA. A.I.O. SHALL KEEP ONE CD WITH HIM AND HAND OVER ANOTHER CD TO ASSESSING OFFICER (A.O.).
- (iii) Intimation of amount levied on account of theft of electricity including the amount of compounding in case of first offence:
- (iv) The Designated and Authorized Officer shall also serve upon the consumer or the person in occupation or possession or in charge of the

place or premises with intimation of loss on account of committing of theft of electricity, an amount calculated on the basis of formula suggested in Regulation 59 & amount of compounding made in the form prescribed in Annexure- XIV & XVI. Such notice shall contain and indicate:

- (a) The matter relating to the inspection carried out by the A.I.O. indicating therein date and timings etc.
- (b) The matter relating to an act of theft of electricity detected by the A.I.O. during inspection of the installation/equipment in the premises of the person;
- (c) In case it is a first offence under section 135 of the Act then the consumer is required to give his consent for compounding of offence in proforma prescribed in Annexure-XV. The assessing officer shall also send intimation to the said designated officer appointed by the State Government for compounding of offence under section 152 who in return shall allow such compounding of offence of theft of electricity for implementation of the provisions of Section 152 of the aforesaid act and after approval from the above the amount of compounding shall be deposited by the person with the Govt.
- (d) Information relating to outcome of non-compliance of the above Regulations, i.e. criminal proceedings against the consumer in case of non depositing of the compounding amount under section 135 of Electricity Act, 2003.

**(v) Lodging of FIR/Complaint in Special Court.**

FIR shall be got lodged immediately by the A.O. in the police station on the proforma attached as Annexure-XV immediately with in 24 hrs. after detection of theft and subsequent disconnection of supply. In case of non filing of FIR then the licensee may file complaint before the Special Court within 72 hours of the disconnection of supply. However, for seeking waive

off of criminal liability, a person can also deposit the amount of compounding even after lodging of FIR/complaint for the first offence after getting approval from the authorized officer under section 152. In such eventuality, the Authorized Officer (under section 152) should accept the amount of compounding and intimate the same to the concerned police station and courts regarding compounding of offence under Section-152 of the I.EA-2003. The amount payable in such circumstances shall be the amount payable under Regulation 59 along-with interest calculated at the prevailing RBI prime lending rate for the said period.

## **56 SUSPECTED THEFT**

- (ii) In case of suspected theft, the Authorized Officer shall Remove the old meter under a seizure memo and seal it in the presence of the consumer/ his representative. While doing so the authorized officer shall follow the provisions laid down under section 100 of Cr. PC, The Licensee shall continue the supply to the consumer with a new meter. The old meter shall be tested only in a NABL accredited laboratory nominated by the Commission and the laboratory shall give a test report, in writing, which along with photographs/ videographs shall constitute evidence thereof. The list of NABL accredited laboratories shall be notified by the Commission. The Authorized Officer shall record reasons to suspect theft in the premises in his report.
  
- (ii) The report shall be signed by the Authorized Officer and each member of the inspection team along with independent witnesses and the same must be handed over to the consumer or his/her representative along with seizure memo at site immediately under proper receipt. In case of refusal by the consumer or his/her representative to either accept or give a receipt, a copy of inspection report must be pasted at a conspicuous

place in/outside the premises and photographed. Simultaneously, the report shall be sent to the consumer under Registered Post.

Provided that, in case of suspected theft, if no Corroborative evidence is found from meter download, then personnel of the Distribution Licensee shall not enter the consumer premises beyond the electricity meter, except in case of direct theft.

(iii) Service of a copy of memorandum of inspection and seizure.

It may contain following items:

(a) Inspection Report (Meter Details)– in the prescribed proforma

(b) Meter Change Report – in case of installation of new meter

(c) Details of connected load / sanctioned load – in the prescribed proforma

(d) Search and Seizure Memo

(iv) After detailed examination of the evidence and the consumption pattern of the consumer and taking into account other corroborative evidences like connected load, sanctioned load, seasonal variation & the outcome of the analyses made after analyzing the meter download data etc. If the Licensee is convinced that a prima-facie case is made out for the abstraction, consumption or use of electricity dishonestly against the consumer, the Licensee shall, within seven days of inspection, serve on the consumer a seven days show cause notice giving reasons, as to why a case of theft should not be booked against such consumer giving full details for arriving at such decision and points on which reply to be submitted. The notice should clearly state the time, date and place at which the reply has to be submitted and the designation of the consumer to whom it should be addressed.

Provided that If the consumption pattern for last one year is reasonably uniform and is not less than 75% of the assessed consumption, no further



proceedings shall be taken and the decision shall be communicated to the consumer under proper receipt within three days and connection shall be restored through original meter.

- (v) In case show cause notice is not served even after 30 days from date of inspection, the case of suspected theft shall be considered as dropped and no further action can be initiated against the consumer and the licensee shall initiate penal proceeding against the erring official i.e. assessing officer.
- (vi) Theft will not be limited to physical interference with the meter found in physical inspection. It will also include theft committed by resorting to external methods such as remote control/ high voltage injection etc. which interfere with the accurate registration of energy consumed. Theft of electricity may be established by analysis of metering data downloaded by a third party authorized laboratory. In case theft of energy is determined the show cause notice will be sent to the consumer/user.
- (vii) **Personal hearing in case of suspected theft:**

(a) In all cases falling under preceding clause the authorized officer shall, within four days of the date of receipt of objections of occupant or consumer, arrange a personal hearing, if requested for by the occupant/person. In case, the occupant/person fails to appear on the appointed date and time, the authorized officer may proceed ex-parte and shall serve an assessment order upon the occupant or consumer in manner as specified under Regulation 55(iii) & 55(iv).

(b) The authorized officer shall give due consideration to the facts submitted by the occupant or consumer and taking into account the other corroborated evidences including report submitted by the NABL Lab and pass, within three days of the personal hearing under

preceding clause (i), a speaking order as to whether a case of theft is prima-facie established or not. Speaking order shall contain the brief of inspection report, submission made by occupant or consumer in his written reply and oral submission during personal hearing and reasons for acceptance or rejection of the same.

(c) In case of a decision that a case of theft is not established no further proceedings shall be required and the consumer/person informed accordingly (Suspected Theft). The assessing officer shall inform the consumer of his decision within three days.

(d) Provided further that in case of theft such officer of the licensee, shall disconnect the supply and lodge a FIR in writing relating to the commissioning of such offence in the police station having jurisdiction within 24 hours from the time of such disconnection.

(viii). Where the theft of electricity by an occupant or consumer is prima-facie established, the authorized officer will assess the amount payable by the occupant or person, who has been benefited by such theft as per procedure, specified in Regulation 59. The assessment order will be delivered to the concerned occupant or person within 24 hours of the speaking order under Regulation 56(vii)(b)

(a) An occupant or consumer not satisfied with the assessment order may prefer, within 15 days of the receipt of the assessment order, a representation before the next higher authorized officer (notified by the licensee). Who after giving the occupant or consumer an opportunity of being heard pass a final assessment order within seven days of the representation having been received.

(b) The officer will furnish a copy of the final assessment order to the occupant or consumer and the Assessing Officer. The Assessing Officer will submit a copy of the final assessment order in the Special Court immediately after submission of the challan by the

Police.

- (c) An occupant or consumer will deposit with the licensee the assessed amount in the final assessment order, within thirty days of the receipt of assessment order.
- (d) The licensee may extend the last date of payment of the assessed amount, in final assessment order, or allow the occupant or consumer to make payment in installments which cannot be allowed beyond six month subject to payment of interest for the unpaid amount for the extended period beyond thirty days at the prescribed interest calculated at the prevailing RBI prime lending rate for the said period.
- (e) After the assessed amount, in final assessment order, is deposited in full by the occupant or consumer, the licensee will resume supply of electricity to the premises within 48 hours of such deposit. If the assessed amount, in final assessment order, is deposited by a consumer, who is not an existing consumer, the supply to his premises will be released treating it as a case of release of a new connection.
- (f) In case the amount determined in the assessment order issued under Regulation 59 varies from the earlier assessed amount, then any excess amount or shortfall in the earlier deposited amount will be adjusted/ recovered in the electricity bills of the immediately succeeding months.

**57 Restoration of supply disconnected on account of booking a case of direct theft / establishment of theft in suspicious case.**

- (i) The service of a consumer disconnected under condition mentioned above for the act of dishonest use of electricity shall be reconnected upon payment by the consumer of 100% of assessed amount for such theft of electricity within 48 hours.
- (ii) The compounding of offence for theft of electricity can be allowed once only.
- (iii) For any subsequent offence of theft of electricity, restoration/non-restoration of supply would depend upon deposit of total loss assessed as per Regulation 59 or civil liability as defined in Section 154 (5) of the Electricity Act, 2003 or as per decision given by court of competent jurisdiction.

Provided that the service of a consumer who is not a consumer of the Licensee shall not be restored and the payment of amount levied on account of theft of electricity shall not entitle such consumer to be a consumer of Licensee on such payment.

- (iv) In case the civil liability finally determined by the Special Court is less than the amount deposited by the consumer or occupant –under assessed amount made in under Regulation 59 the excess amount so deposited will be refunded within fifteen days from the date of communication of the order of the Special Court to the licensee together with the interest at the rate of 16 percent per annum compounded every six months for the period from the date of such excess deposit till the date of payment.

**58 Compounding:**

- (i) The State Government or any officer authorized by it may accept from any consumer or occupant who has committed or is reasonably

suspected of theft of electricity, a sum of money as compounding fee at rates notified by the State Government. In the event of such rates not having been notified, rates as given in Section 152 of the Act will apply.

- (ii) On receipt of such amount, all criminal proceedings against the consumer or occupant under this Act shall be dropped. The payment of compounding fee will be in addition to any civil liability accruing under Regulation 57(iv).
- (iii) The compounding of fees against an offence of theft of electricity shall be allowed only once to any occupant or consumer.

**59 For calculating loss on account of committing theft of energy:**

If on an inspection of any place or premises or after inspection of the equipments, gadgets, machines, devices found connected or used, or after inspection of records maintained by any consumer, the assessing officer comes to the conclusion that such consumer is indulging in theft of electricity, he shall calculate the loss on account of committing theft of energy by the procedure given as under.

**(i) Period of assessment:**

The period of assessment shall be taken as a period of 12 months immediately preceding the date of inspection for all categories of consumer or from the date of release of connection or date of last checking by inspecting party, whichever is less or exact period of theft if determined.

**(ii) Method for assessment of quantity in units for theft of electricity**

**Quantity of units consumed per month shall be worked out as per formula prescribed in Annexure-XIII.**

**60(i) Compounding for theft of electricity under Section 152 of Electricity Act-2003:**

If any consumer involved in theft of electricity comes forward for compounding under Section 152 of Electricity Act 2003, the amount required for compounding of offence will be calculated in accordance with the rates specified in the said provision of the Act provided the same rate have not been amended by the Govt. of NCT of Delhi by notification in the official Gazette.

**(ii) Disconncetion of Supply in case of default of Payment:**

In case of default in payment of the assessed amount, the Licensee will, after giving a fifteen days notice, in writing, file a case against the consumer in the designated Special Court as per the provisions of section 135 of the Act.

**60.GENERAL CONDITIONS:**

- (i) If the inspection/search/seizure is made under section 135(2) of the Electricity Act, then the Search Warrant/Authorization letter must contain the following:-
- i. The Section under which the inspection is made.
  - ii. The reasons to believe as mandated under Sub-Section (A) of the above provision of the Act.
  - iii. Address of premises is to be inspected.
  - iv. The name of the Authorized Officer who is conducting the action.
  - v. The above search warrant should be signed by the authorised officer and shall be served upon to the consumer/occupier of the premises in presence of two independent witnesses before starting the action.
- (ii) As provided in section 135(4) of the Act, the provisions of code of Criminal Procedure 1973, relating to searches and seizures, under Section 100 shall apply to all searches and seizures under the Act in toto.

Any consumer who, without reasonable cause, refuses or neglects to attend and witness a search under this section, when called upon do so by an order in writing delivered or tendered to him, shall be deemed to have committed an offence under Section 187 of the Indian Penal Code (45 of 1860) and may be prosecuted under the above provision of Law.

- (iii) For all actions under sections 126 or 135, an inspection/ site report shall be prepared in the format prescribed by the Licensee in its Service Manual. It shall be signed by the authorized officer, the consumer/occupier of the premises or his representative and the witnesses (in case of search and seizure), in whose presence the operation was carried out. A copy of the report shall be served on the consumer/occupier or his/her representative, as the case may be, at the site itself under a proper receipt.
- (iv) In all actions under section 126 or 135, initial version of the consumer/ occupier of the premises or his or her representative, as to the alleged theft/unauthorized use, shall be recorded by the inspection team during the inspection itself, by way of a statement recorded preferably in a question and answer form. In case the consumer/occupier of the premises or his/her representative refuse to give his version, then this fact shall be recorded in the inspection/site report.
- (v) Testing of the meter if seized by DISCOM staff, shall be done in an NABL accredited lab in the presence of the consumer/occupier or his representative and in the laboratory, the seal of the seized meter shall be removed in his presence in case he chooses to be present. Three working days advance notice is to be given to the consumer to enable him to be present at the testing. If the consumer or his representative does not turn up at the time of the testing in spite of notice duly served upon him, the meter can be tested in the absence of the consumer. In such cases of

removal of the meter from the site, pending replacement of the meter by a new meter, the distribution licensee shall give direct supply to the premises and replace the meter within 2 days. This fact that direct supply has been given, shall be stated in the inspection/ site report. The NABL accredited laboratory testing the meter shall give a test report in writing. However, if the consumer/occupier of the premises or his/her representative demands testing of the suspected meter from a third party NABL accredited laboratory notified by the Commission, the same shall be arranged by the licensee. The charges for the testing shall be borne by the distribution company if the meter is found to be defective or is inaccurate beyond the permissible limits or the consumer if the meter is found to be accurate i.e. within the permissible limits of accuracy. In all cases, a copy of the test report shall be served upon the consumer within 10 days of the receipt of the test report by the licensee.

- (vi) The assessment for unauthorized use/theft of electricity shall be made as per the provisions of the Act and the methodology prescribed in Regulation 52(xi)(d) of these regulations. Connected load shall be used for assessment of energy as per the methodology prescribed in Annexure – XIII only where it is not possible to assess the correct energy used/consumed by the consumer at any time after installation of meter. In case meter has been tampered, the accu-check meters installed in series with the meter would give the percentage of tempering during the period of pilferage and the same shall be used for assessment of energy and not the connected load. Only in case of direct theft the assessment shall be done using LDHF formula. In all other cases of meter tampering the assessment shall be done by taking into account the average monthly billing in the next six months after detection of theft and installation of new meter.
- (vii) In cases of action under section 135 where prosecution before the Special Court has been initiated, final civil liability of the consumer shall



be determined by the Special Court as provided in section 154 (5) of the Act.

- (viii) The distribution licensee may, taking into consideration the financial position and other circumstances of the consumer/user, extend the last date of payment of any amount payable by him or allow the payment to be made in instalments. Such postponement or grant of instalments shall be clearly intimated to the consumer/user in writing.
- (ix) In case a consumer comes forward and voluntarily declares tampering of meter and/or seals:
  - (a) The tampered meter shall be replaced with a new meter by the Licensee immediately and the Licensee shall raise the assessment bill at two times the normal tariff for the period of last six months reckoned from the date of declaration.
  - (b) The energy bill, for the period the meter is not replaced, shall be sent as per the procedure for defective meters.
  - (c) The Licensee shall not move the Special Court or initiate any other action if a consumer voluntarily declares the tampered meter and pays the requisite charges in time.
- (ix) While making the assessment bill, the Licensee shall give credit to the consumer for the payments already made by the consumer for the period of the assessment bill. The bill shall clearly indicate the timing, days and place where it is to be deposited. All such payments shall be made by way of Demand Draft/Bank Pay Orders only.
- (xi) **Amount levied on account of theft of electricity recoverable as arrears of land revenue**

The financial loss calculated under Regulation 59 in case of theft and Regulation 52(xi)(d) in case of UUE due from the consumer as a result of the proceedings under these conditions shall be deemed to be the

arrears of electricity consumption charges, which shall be recoverable along with interest calculated at the prevailing RBI prime landing rate for the said period.

- (xii) Levy of compensation charges under these conditions shall be without prejudice to the Licensee's right to take any other action provided in these conditions or in the Electricity Act-2003 or any other law governing the supply of electricity to the consumer.
- (xiii) While booking a theft case, solely on account of the date and time not matching on real time basis the date and time are to be downloaded by the meter readers whenever they access the meter for routine meter reading and no theft/UUE case shall be booked in the period prior to which the meter was last accessed by the meter reader.

## Chapter VIII

### Complaint Handling Procedure

#### 62. General

- i Complaints regarding no current/ failure of power supply, voltage fluctuation, load shedding and scheduled outages, metering, billing and other commercial complaints shall be addressed by the Licensee as per the provisions of these Regulations.
- ii Power supply complaints may be lodged at the Licensees Centralized Call Centers/Complaint Centers. Complaints regarding metering, billing and other commercial issues shall be lodged at Centralized Commercial Complaint Center/Commercial Manager Office.  
The contact numbers of these centers shall be printed on the electricity bills, displayed at the Bill Collection centers and uploaded on the Licensees website. The contact numbers of Asstt. Managers/designated officers, who can be approached in case of delay in redressal of complaint would also be notified as above.
- iii No Current/failure of power supply  
Power supply in premises could fail due to any one of the following reasons, which could be attributed to Licensee:
  - a. Fuse blown out/ tripping of MCB
  - b. Burnt meter
  - c. Service line broken
  - d. Service line snapped from pole
  - e. Fault in distribution mains
  - f. Distribution transformer failure
  - g. Fault in HT system
  - h. Problem in grid (33 kV or 66 kV) substation
  - i. Planned/scheduled/emergency Maintenance work.
  - j. Load Shedding
  - k. Street light complaint

**63. Procedure for lodging complaint:**

- i Complaint can be lodged over the telephone to the Centralised Complaint Receiving Centre of the Licensee, giving the details of name, address, telephone no., if available and brief nature of the complaint.
- ii All complaints received shall be immediately acknowledged by providing a complaint number to the complainant. The Centralised Complaint Receiving Centre shall keep a detailed log of all complaints received in a database/ register.
- iii In case the Centralised Complaint Receiving Center is aware that the complaint is due to any of the reasons listed at (e) – (j) in para 62(iii) above, he shall inform the complainant the reason(s) for power failure and also indicate the approximate time required for restoration of power supply. Nevertheless, he shall register each complaint received and issue a unique complaint number for such complaints also.
- iv. The Centralised Complaint Receiving Center shall communicate the complaint to the mobile service groups at the concerned Complaint Centers. The mobile service group would then proceed to the address provided by the complainant, investigate the cause of complaint and resolve the problem. Upon resolution of the complaint, the Centralised Complaint Receiving Center shall be informed of the status who would log the same in the record.
- v. In case, the cause of the complaint is more severe, due to any reason(s) listed at (e)–(j) above, the Mobile service group shall inform the nature of the fault and approximate time required for rectification to the complainant and also to the Centralized Complaint Receiving Center. He

shall also inform the next higher authority to take appropriate action to deploy additional resources and materials to resolve the complaint.

- vi. All complaints shall be monitored by the Centralized Complaint Receiving Center regarding resolution of the complaint within the stipulated time limit as given below:

**Table 8**

<b>Nature of cause of power supply failure</b>	<b>Maximum Time Limit for restoration.</b>
Fuse blown out or MCB tripped	Within three hours for Urban areas Within eight hours for Rural areas
Service line broken Service line snapped from the pole	Within six hours for Urban areas Within twelve hours for Rural areas
Fault in distribution mains	Temporary Supply to be restored within four hours from alternate source, wherever feasible.  Rectification of fault and thereafter Restoration of normal power supply within twelve hours
Distribution transformer failed/burnt	Temporary Restoration of supply through mobile transformer or another backup source within eight hours, wherever feasible  Replacement of failed transformer within forty-eight hours
HT mains failed	Temporary restoration of power supply within four hours, wherever feasible.

	Rectification of fault within twelve hours
Problem in grid (33 kV or 66 kV) substation	Restoration of supply from alternate source, wherever feasible within six hours Roster load shedding may be carried out to avoid overloading of alternate source.  Repair and restoration of supply within forty-eight hours
Failure of Power Transformer	Restoration of supply from alternate source, wherever feasible within six hours Roster load shedding may be carried out to avoid overloading of alternate source.  Replacement action to be intimated to the Commission within seventy-two hours and replacement of power transformer within 20 days
Burnt meter	Restoration of supply by bypassing the burnt meter within six hours Replacement of burnt meter within three days
Street light complaint	Restoration within seventy-two hours

- vii. In case no information is received from Mobile Service Group by the Complaint Center/Centralized Call Center within the stipulated time given above, the Call Center/Complaint Center shall escalate the complaint to the concerned Authorized Officer/District Manager.
- viii. The escalation process shall be inbuilt within the system and shall escalate automatically every two hours up to the level of GM (Operations) using the server-based system until the resolution of the complaint is logged. All complaint-handling officers shall be provided with mobile wireless based

communication devices for the dissemination of complaint related information.

- ix In the event that the next higher authority is unavailable or is unable to resolve the problem within the stipulated time, the complaint will be escalated to the General Manager (Operations).

### **Voltage Complaints**

- x. In the case of Low / High voltage, the complaint should be lodged at the Centralised Call Center/Complaint Center giving name, address, telephone no., if any, of the complainant along with brief nature of the problem faced. The operator on duty shall register the complaint and intimate the complaint number in every case.
- xi The Centralized Call Center/Complaint Center shall communicate the complaint to the mobile service groups at the concerned Service Centres. The mobile service group would then proceed to the address provided by the complainant, investigate the cause of complaint and resolve the problem.
- xii In case problem is local e.g. due to loose connection of service line, the mobile group shall rectify the fault themselves. In case the voltage problem is due to some other reason(s), such as, deficiency in the system, the mobile group shall bring this to the notice of the Area Assistant Manager/Designated Officer.
- xiii The Area Assistant Manager/Designated Officer shall ascertain if the problem can be rectified by changing the Tap position of the transformer or proper control of the capacitors installed in the system and if possible, he shall do so. However, in case the Assistant Manager finds that problem is due to deficiency in the distribution system requiring up-gradation of

distribution lines, transformers, capacitors etc., he shall inform the District Manager for taking further necessary action.

- xiv. The consumer shall also be informed of the need to switching on or switching off of the capacitors installed in his premises when the connected load is not in operation which shall also help the consumer to extend the life of the capacitors besides avoiding over voltage problems, if the capacitors are not controlled automatically.
- xv. The voltage problem shall be resolved with the time limits specified in Table given below:

**Table 9**

<b>No.</b>	<b>Cause of problem related to voltage variation</b>	<b>Time limit for the rendering service</b>	<b>Authorised Person</b>	<b>Next higher level for complaint</b>
1.	Local problem	Within 4 hours	Assistant Manager	District Manager
2.	Tap of transformer	Within 3 days	Assistant Manager	District Manager
3.	Repair of distribution line / transformer / capacitor	Within 30 days	Assistant Manager	District Manager
4.	Installation and Up-gradation of HT / LT System	Within 90 days	Assistant Manager	District Manager



xvi The Licensee shall submit to the Commission monthly MIS reports giving category-wise number of complaints received and the complaints, which could not be resolved within the stipulated time and reasons thereof,

xvii. Scheduled outages/load shedding:

In case of frequent load shedding or scheduled outages (excluding statutory power cuts), amounting to more than 12 hours on any day, the complaint can be lodged with the District Manager of the concerned area in the format given at **ANNEXE-XIII**. The District Manager shall acknowledge the receipt of such complaint and arrange to prevent such recurrences.

### **Metering and Billing Complaints**

xviii Metering and billing complaints could be due to one of the following reasons:

- (a) Delay in providing new connection.
- (b) Delay in transfer of connection.
- (c) Delay in enhancement/reduction of load.
- (d) Replacement of defective/burnt meter.
- (e) Change of category.
- (f) Disconnection and restoration of supply.
- (g) Seals missing.
- (h) Wrong billing.
- (i) Vacation of premises/change of occupancy.

xix. In case of metering and billing complaints, these shall be referred to Commercial Manager. These shall be resolved in the time frame allowed as per these Regulations and consumer shall be apprised accordingly.

**xx. Monitoring of Complaints**

- (a) Daily MIS reports shall be provided to the CEO, and GM (Operations) giving the number and status of pending complaints.
- (b) MIS reports, giving category-wise total number of complaints received and details of the complaints which could not be attended within the stipulated time, along with reasons thereof, shall be submitted to the Commission on monthly basis both for power supply and metering, billing and other commercial complaints.

## CHAPTER IX

### Guaranteed and Overall standards of performance

#### 64. Guaranteed standards of performance

(i) The Standards specified in the Schedule - I shall be the Guaranteed Standards of Performance, being the minimum standards of service that a Licensee shall achieve, and the Standards specified in the Schedule-II shall be the Overall Standards of Performance which the Licensee shall seek to achieve in the discharge of his obligations as a Licensee.

(ii) The Commission may from time to time add, alter, vary, modify or amend the contents of the Schedule – I and Schedule - II, by a general or special order passed by the Commission.

#### 65. Compensation

(i) The Licensee shall be liable to pay to the affected consumers compensation specified in Schedule – III for Licensee's failure to meet the Guaranteed Standards of Performance specified in Schedule – I. The compensation shall be paid by the Licensee in the manner specified in Schedule III:

(ii) The Licensee concerned shall pay the compensation referred to under sub-clause (i) above by way of adjustment in the current or future electricity bill(s) as laid out in Schedule-III.

#### 66. Information on Standards of Performance

(i) For Guaranteed Standards, each Licensee shall furnish to the Commission, in a report for every month and in a consolidated annual report, the following information:

(a) The levels of performance achieved by the Licensee with reference to the standards specified in Schedule – I to this Regulation;

- (b) The number of cases in which compensation were payable under Regulation 65 above, and the aggregate amount of the compensation payable and paid by the Licensee,
- (c) The number of claims made by consumers against the Licensee for failure to meet the Guaranteed Standards of Performance and the action taken by the Licensee including the reasons as to delay in payment, or non-payment of compensation for such claims; and
- (d) The measures taken by the Licensee to improve performance in the areas covered by Guaranteed Standards and Licensee's targets of improved performance for the ensuing year.
- (ii) The monthly reports under sub-clause (i) shall be furnished to the Commission within 15 days of the close of the month and the annual report under the sub-clause (i) shall be furnished to the Commission within 30 days of the close of the financial year.
- (iii) The Licensee shall furnish to the Commission, in a report for every quarter and in a consolidated annual report for each financial year, the following information as to the Overall Standards of Performance:
- a. The level of performance achieved with reference to those specified in Schedule – II to this regulation; and
  - b. The measures taken by the Licensee to improve performance in the areas covered by Overall Standards and Licensee's targets of improved performance for the ensuing year.

The Quarterly reports under sub-clause (iii) shall be furnished to the Commission within 15 days of the close of the quarter and the annual report under the said sub-clause (iii) shall be furnished to the Commission within 30 days of the close of the financial year.

- (iv) The Commission shall, at such intervals as it may deem fit and not inconsistent with the provisions of the Act, arrange for the publication of the information furnished by Licensees under this Regulation.

## **Chapter X**

### **Miscellaneous**

#### **67. General**

- i The Licensee shall monitor the progress of each case of new connection, billing, metering, disconnection, reconnection and theft on monthly basis and send MIS reports to the Commission every quarter, mentioning the performance standards achieved, violation of code in each category, penalty leviable, penalty adjusted etc.
- ii The Licensee shall keep uploading the area-wise list and current status of new connection, billing, metering, disconnection, reconnection and number of theft cases on the website giving overall figure of such cases booked, decided and pending. The Licensee shall also upload at its website all the reports sent to the Commission in accordance with these Regulations.

#### **68. Notice to the Consumer**

Any order/ notice to the consumer by the Licensee including the notice under section 56 of the Electricity Act, 2003 shall be deemed to be duly served by the Licensee if it is:

- (a) Sent by registered post at the correct postal address of the addressee, or
- (b) Delivered by hand to the person residing at the address notified to the Licensee by the consumer, or
- (c) Affixed at a conspicuous part of such premises and photographed in case there is no person to whom the same can, with reasonable diligence, be delivered.

**69. Exemption**

(i) The standards of performance specified in this Regulation shall remain suspended during Force Majeure conditions such as war, mutiny, civil commotion, riot, flood, cyclone, lightning, earthquake, lockout, fire, etc., affecting the Licensee's installations and activities.

(ii) Non-compliance of a standard contained in this Regulation shall not be treated as a violation, and the Distribution Licensee shall not be required to pay any compensation to affected consumer(s), if such violation is caused due to State Transmission Utility and/or Central Transmission Utility, grid failure, a fault on the Transmission Licensee's network or on account of instructions given by State Load Dispatch Centre, over which the Distribution Licensee has no reasonable control..

**70. Power of relaxation and power to remove difficulties**

- i The Commission may, in public interest and for reasons to be recorded in writing, relax any of the provision of these Regulations.
- ii If any difficulty arises in giving effect to the provisions of these regulations, the Commission may, by any general or special order, make such provisions, not inconsistent with the provisions of the Act, which appears to be necessary or expedient for the purpose of removing the difficulties.

**71. Repeal and Savings**

- i Save as otherwise provided in these Regulations, the Delhi Electricity Regulatory Commission (Performance Standard – Metering and Billing) Regulations 2002 are hereby repealed.
- ii Notwithstanding such repeal
  - a. Anything done or action taken or purported to have been taken, or proceedings initiated under such repealed Regulations, shall be deemed to have been taken under these Regulations to the extent that same were not inconsistent with the Act.

- b. The Commission may, at any time and on such terms as it may think fit, amend, alter or modify any provision of these Regulations or remove any error or defect in these Regulations.

**Jayshree Raghuraman,  
Secretary**

**SCHEDULE – I**  
**GUARANTEED STANDARDS OF PERFORMANCE**

**1. Restoration of Power Supply**

<b>Nature of cause of power supply failure</b>	<b>Maximum Time Limit for restoration.</b>
1.1 Fuse blown out or Miniature Circuit Breaker tripped	Within three hours for Urban areas Within eight hours for Rural areas
1.2 Service line broken Service line snapped from the pole	Within six hours for Urban areas Within twelve hours for Rural areas
1.3 Fault in distribution line/system	Temporary Supply to be restored within four hours from alternate source, wherever feasible.  Rectification of fault and thereafter Restoration of normal power supply within twelve hours
1.4 Distribution transformer failed/burnt	Temporary Restoration of supply through mobile transformer or another backup source within eight hours, wherever feasible  Replacement of failed transformer within forty-eight hours
1.5 High Tension mains failed	Temporary restoration of power supply within four hours, wherever feasible.



	Rectification of fault within twelve hours
1.6 Problem in grid (33 kV or 66 kV) substation	Restoration of supply from alternate source, wherever feasible within six hours Roster load shedding may be carried out to avoid overloading of alternate source.  Repair and restoration of supply within forty-eight hours
1.7 Failure of Power Transformer	Restoration of supply from alternate source, wherever feasible within six hours Roster load shedding may be carried out to avoid overloading of alternate source.  Rectification action plan to be intimated to the Commission within seventy two hours  Rectification to be completed within fifteen days
1.8 Burnt meter	Restoration of supply by bypassing the burnt meter within six hours  Replacement of burnt meter within three days
1.9 Street Light Faults	Rectification of street light faults within seventy two hours

## **2. Quality of Power Supply**

### **Voltage variations:**

(i) The Licensee shall maintain the voltages at the point of commencement of supply to a consumer within the limits stipulated hereunder, with reference to declared voltage:

- (a) In the case of Low Voltage, +6% and -6%;
- (b) In the case of High Voltage, +6% and -9%; and,
- (c) In the case of Extra High Voltage, +10% and -12.5%.

The voltage problem shall be resolved with the time limits specified in Table given below:

<b>No.</b>	<b>Cause of problem related to voltage variation</b>	<b>Time limit for the rendering service</b>
1.	Local problem	Within four hours
2.	Tap of transformer	Within three days
3.	Repair of distribution line / transformer / capacitor	Within thirty days
4.	Installation and Up-gradation of High Tension / Low Tension System	Within ninety days

### 3. Harmonics

Requirements will be specified separately at an appropriate time after conducting a detailed study.

#### 4. Complaints about meters

Nature of complaint	Time to be taken by Licensee
Complaint lodged for accuracy test of meter	Within fifteen days of receiving the complaint, the Licensee shall test the meter and if needed, the meter shall be replaced within fifteen days thereafter
Complaint lodged for defective / stuck meter	Within fifteen days of receiving the complaint, the Licensee shall check the meter and if needed, the meter shall be replaced within fifteen days thereafter
Complaint lodged for burnt meter	The Licensee shall restore supply within six hours upon receipt of complaint bypassing the burnt meter and new meter shall be provided within three days

#### 5. Applications for New connections/Additional Load

##### a. Cases where power supply can be provided from existing network

New connections will have to be provided by the Licensee in accordance with the time frame as per Section 43 of the Act and these Regulations.

##### b. Cases where power supply requires extension of distribution system

- (i) The Licensee shall acknowledge the receipt of the application within three days and shall intimate to the applicant in writing about the time frame in which connection can be provided, the amount of security and

other charges payable within seven, fifteen, thirty and forty five days of receipt of application for Low Tension, High Tension (11KV), High Tension (33KV) and Extra High Tension (above 33KV), respectively.

- (ii) The supply of electricity in such cases shall be effected by the Licensee within the time limits specified hereunder:

1.	Electrified Areas (where extension of LT line upto five poles is required)	fifteen days
2.	Electrified Areas (Where extension of lines or augmentation of Distribution Transformer is required)	Sixty days
3.	Electrified Areas (Where new Distribution Transformer is required)	One hundred and twenty days
4.	Electrified Areas (Where existing 11 KV network needs to be strengthened)	One hundred and eighty days
5.	Electrified Areas (Where existing 66/33 kV grid sub-station needs to be augmented)	Two hundred and forty days

**c. Erection of substation to extend supply**

<p>(i) Un-Electrified Areas (Where augmentation from nearby existing network is possible)</p>	<p>Six months (After receipt of deposit of consumers' share of necessary development charges as specified in these Regulations to cover the electrification requirement for supplying electricity to 50% of the prospective consumer base.</p>
<p>(ii) Un-Electrified Areas/ Green Field Projects (Where new network is to be laid or grid station needs to be established)</p>	<p>Twelve months (after receipt of deposit of consumers' share of necessary development charges as approved by the Commission under Miscellaneous Charges to cover the electrification requirement for supplying electricity to 50% of the prospective consumer base and availability of Right of Way and land for grid from the revenue authorities, land owning agencies. Licensee shall apply for land not later than 30 days of having known of the requirement to such land / revenue agencies with copy to the Commission)</p>

Provided that the distribution Licensee may approach the Commission for extension of time specified above, in specific cases where the magnitude of extension of electrification works is such that it requires more time, duly furnishing the details in support of such claim for extension. Such request should be made immediately after preparation of the scheme for such extension.

The Licensee shall not, however, be held responsible for the delay, if any, in extending supply, if the same is on account of problems relating to statutory clearances, right of way, acquisition of land, or the delay in consumer's obligation to obtain approval of Electrical Inspector to Government for his High Tension or Extra High Tension installation, etc. over which Licensee has no reasonable control.

#### **6. Transfer of Consumer's connection and conversion of services**

The Licensee shall give effect to transfer of consumer's connection, change of category and conversion of the existing services from Low Tension to High Tension and vice-versa within the following time limits:

<b>Nature of request</b>	<b>Time to be taken by Licensee</b>
Change of consumer's connection due to change in ownership/occupancy	Change shall be effected in two billing cycles
Transfer of ownership to legal heir	Change shall be effected in two billing cycles
Load reduction	Licensee, after verification, shall sanction the reduced load within ten days from the date of acceptance of application and such load reduction shall be valid from the next billing cycle
Change of category	Licensee shall inspect the premises and change the category within ten days from the date of acceptance of application. Such change of category shall be effective from the date of deposit of inspection fee.



## 7. Complaints about consumer's bills

Nature of complaint	Time to be taken by Licensee
Complaints on billing	Licensee shall acknowledge the complaint immediately, if received in person, or within three days from the date of receipt if received by post. If no additional information is required, Licensee shall resolve the complaint and intimate the result to the consumer within fifteen days of receipt of the complaint. In case any additional information is required, the same shall be obtained, the issue resolved and result intimated to the consumer within thirty days of receipt of the complaint.
Final bill for vacation of premises/change of occupancy	The consumer shall make a request to the Licensee for a special reading at least seven days in advance before the premises are to be vacated or change of occupancy and the Licensee shall arrange for a final bill to be delivered, including arrears if any, at least three days before the vacation of the premises or change of occupancy. It is the consumer's responsibility to make the payment before the vacation of the premises.

## 8. Issues relating to disconnection/ reconnection of supply

Issue under consideration	Time to be taken by Licensee
Non payment of dues by the consumer	Licensee to give fifteen days notice to pay the dues and if not paid, the Licensee may disconnect the

	consumer's installation on the expiry of the notice period.
Request for reconnection	Licensee shall reconnect the consumer's installation within two days of payment of past dues along with reconnection charges and Service Line charges, wherever applicable, . Dormant connections would be reconnected only after all formalities as required in the case of new connections is complied with.
Consumer wanting disconnection	Licensee to carry out special reading and prepare final bill, including all arrears upto the date of billing, within five days of receiving such request

## SCHEDULE-II

### Overall Standards of Performance

**1.1 Normal fuse-off calls:** The Licensee shall maintain the percentage of fuse-off calls rectified within the time limits prescribed under sub-paragraph 1.1 of Schedule-I to total calls received not less than 99%.

**1.2 Line Breakdowns:** The Licensee shall ensure restoration of power supply within the time limits prescribed in sub-paragraph 1.3 of Schedule-I. The Licensee shall achieve this standard of performance in at least 95% of the cases.

**1.3 Distribution Transformer Failures:** The Licensee shall maintain the percentage of distribution transformers replaced within the time limits prescribed in sub-paragraph 1.4 of Schedule-I to the total distribution transformers failed not less than 95%.

**1.4 Period of scheduled outages:** Interruption in power supply due to scheduled outages, other than the load-shedding, has to be notified in advance and shall not exceed twelve hours in a day and in each such event, the Licensee has to ensure that the supply is restored by 6:00PM. The Licensee shall achieve both of these standards of performance in at least 95% of the cases.

### 1.5 Reliability Indices

The following reliability/outage indices are prescribed by the Institute of Electrical and Electronics Engineers (IEEE) Standard 1366 of 1998. The

Licensee shall compute and report the value of these indices from 2005-06 onwards:

(a) **System Average Interruption Frequency Index (SAIFI):** The Licensee shall calculate the value as per the formula and methodology specified below.

(a) **System Average Interruption Duration Index (SAIDI):** The Licensee shall calculate the value as per the formula and methodology specified below.

(b) **Momentary Average Interruption Frequency Index (MAIFI):** The Licensee shall calculate the value as per the formula and methodology specified below.

**Method to compute Distribution System Reliability Indices** The Indices shall be computed for the Discom as a whole by stacking, for each month all the 11KV/33KV feeders in the supply area, excluding those serving predominantly agricultural loads, and then aggregating the number and duration of all interruptions in that month for each feeder. The Indices would then be computed using the following formulae:

$$1. \quad \text{SAIFI} = \frac{\sum_{i=1}^n (A_i * N_i)}{N_t} \quad \text{Where,}$$

$A_i$  = Total number of sustained interruptions (each longer than 5 minutes) on  $i^{\text{th}}$  feeder for the month

$N_i$  = Connected load of  $i^{\text{th}}$  feeder affected due to each interruption

$N_t$  = Total connected load at 11KV in the Distribution Licensee's supply area

$n$  = number of 11KV feeders in the licensed area of supply (excluding those serving predominantly agricultural loads)

$$2. \quad \text{SAIDI} = \frac{\sum_{i=1}^n (B_i * N_i)}{N_t} \quad \text{Where,}$$

$B_i$  = Total duration of all sustained interruptions on  $i^{\text{th}}$  feeder for the month.

$N_i$  = Connected load of  $i^{\text{th}}$  feeder affected due to each interruption

$N_t$  = Total connected load at 11KV in the Distribution Licensee's supply area

$n$  = number of 11KV feeders in the licensed area of supply (excluding those serving predominantly agricultural loads)

$$3. \quad \text{MAIFI} = \frac{\sum_{i=1}^n (C_i * N_i)}{N_t} \quad \text{Where,}$$

$C_i$  = Total number of momentary interruptions (each less than or equal to 5 minutes) on  $i^{\text{th}}$  feeder for the month

$N_i$  = Connected load of  $i^{\text{th}}$  feeder affected due to each interruption

$N_t$  = Total connected load at 11KV in the Distribution Licensee's supply area

$n$  = number of 11KV feeders in the licensed area of supply (excluding those serving predominantly agricultural loads)

Note: The feeders must be segregated into rural and urban and the value of the indices must be reported separately for each month.

**4. The Licensee shall propose the target level of these indices annually while submitting ARR.** The Commission would accordingly notify these indices.

**1.6 Frequency variations:** The Licensee shall achieve coordination with other network constituents such as State Transmission Utility, State Load Dispatch Center, distribution Licensees and other transmission Licensees in an endeavor to maintain the supply frequency as per the Indian Electricity Grid

Code as amended from time to time. The Licensee shall furnish the unscheduled Interchange (UI) amount receivable/payable daily, on a monthly basis, once the scheme of UI is introduced within the State.

**1.7 Voltage Unbalance:** The Licensee shall ensure that the voltage unbalance does not exceed 3% at the point of commencement of supply. Voltage Unbalance shall be computed in a manner to be specified by the Commission separately or as part of the Distribution Code or Distribution Operating Standards. The Licensee shall submit an exception report to the Commission giving details of the instances when the voltage was beyond the permissible band at the distribution transformer level.

**1.8 Billing mistakes:** The Licensee shall maintain the percentage of bills requiring modifications following complaints to the total number of bills issued, not greater than 0.2%.

**1.9 Faulty meters:** The Licensee shall maintain the percentage of defective meters to the total number of meters in service, not greater than 3%.

**1.10 Minimise electrical accidents:**

Increase or decrease in no. of electrical accidents compared over a period of time will also be an indicator of the Licensee's performance.

**1.11 The Summary of Overall performance standards is as follows:**

Service area	Overall Standard of Performance
Normal fuse-off calls	At least 99% calls received should be rectified within prescribed time limits

	in both Cities and Towns and in Rural areas
<b>Line Breakdowns</b>	At least 95% of cases resolved within time limit in both Cities and Towns and in Rural areas
<b>Distribution Transformer failure</b>	At least 95% of DTRs to be replaced within prescribed time limits in both Cities and Towns and in Rural areas
<b>Period of scheduled outage</b>	
Maximum duration in a single stretch	At least 95% of cases resolved within time limit
Restoration of supply by 6:00 PM	

<b>Street Light Faults</b>	
Rectification of line faults	At least 90% cases should be complied within prescribed time limits
Replacement of fused/defective unit	
<b>Continuity Indices</b>	
SAIFI	To be laid down by the Commission based on the targets proposed by the Licensees.
SAIDI	
MAIFI	
<b>Frequency variations</b>	To maintain supply frequency within range as per IEGC.
<b>Voltage Unbalance</b>	Maximum of 3% at point of commencement of supply
<b>Percentage billing mistakes</b>	Not exceeding 0.2%
<b>Percentage faulty meters</b>	Not exceeding 3%

**SCHEDULE –III**  
**GUARANTEED STANDARDS OF PERFORMANCE AND COMPENSATION TO**  
**CONSUMERS IN CASE OF DEFAULT**

Service Area	Standard	Compensation payable to consumer in case of violation of Standard (default shall be considered from the time consumer has made complaint)
<b>1. New Connection</b>		
Release of connection	Within thirty days of receipt of application (along-with prescribed charges)	Rs.10 per Rs 1000 (or part thereof) of the demand charges deposited by consumer for each day of default
<b>2. Billing</b>		
First Bill	Within four billing cycles	5% of the billed amount subject to maximum of Rs. 100/- upto 01.06.2007 10% of the billed amount subject to maximum of Rs. 250/- beyond 01.06.2007
Provisional Billing	For not more than two billing cycles	
<b>3. Network expansion/enhancement required to release supply</b>		
Electrified Areas (where extension of line upto five poles is required)	Fifteen days	Rs.10 per Rs 1000 (or part thereof) of the demand charges deposited by consumer for each day of



Electrified Areas (Where extension of lines or augmentation of Distribution Transformer is required)	Sixty days	default
Electrified Areas (Where new Distribution Transformer is required)	One hundred and twenty days	Rs.10 per Rs 1000 (or part thereof) of the demand charges deposited by consumer for each day of default
Electrified Areas (Where existing 11 KV network needs to be strengthened)	One hundred and eighty days	default
Electrified Areas (Where existing 66/33 kV grid sub-station needs to be augmented)	Two hundred and forty days	Rs.10 per Rs 1000 (or part thereof) of the demand charges deposited by consumer for each day of default
Un-Electrified Areas (Where augmentation from nearby existing network is possible)	One hundred and twenty days	10% of the amount deposited by developer per week of default

Un-Electrified Areas/ Green Field Projects (Where new network is to be laid or grid station needs to be established)	Twelve months	
<b>4. Transfer of consumer's connection and conversion of services</b>		
Transfer due to change in ownership/occupancy of property	Within two billing cycles of acceptance of application	Rs. 50 for each day of default
Transfer to legal heir	Within two billing cycles of acceptance of application	
Load reduction	Within ten days of acceptance of application, shall be effective from next billing cycle	
Change of category	Within ten days of acceptance of application, shall be effective from the date of deposit of inspection fee	Rs. 50 for each day of default
<b>5. Meter complaints</b>		
Testing of meter	Within fifteen days of receipt of complaint	Rs. 25 for each day of default
Replacement of burnt meter	Within six hours restoration of supply by bypassing the burnt meter. Meter to be	Rs. 50 for each day of default

	replaced within three days	
Replacement of defective meter	Within fifteen days of declaring meter defective	Rs. 50 for each day of default
<b>6. Power supply failure</b>		
Fuse blown out or MCB tripped	Within three hours for Urban areas Within eight hours for Rural areas	Rs. 50 for each day of default
Service line broken Service line snapped from the pole	Within six hours for Urban areas Within twelve hours for Rural areas	
Fault in distribution line/system	Temporary Supply to be restored within four hours from alternate source, wherever feasible.  Rectification of fault and thereafter Restoration of normal power supply within twelve hours	Rs. 50 for each day of default
Distribution transformer failed/burnt	Temporary Restoration of supply through mobile transformer or another backup source within eight hours, wherever feasible	Rs. 100 for each day of default

	Replacement of failed transformer within forty eight hours	
HT mains failed	Temporary restoration of power supply within four hours, wherever feasible.  Rectification of fault within twelve hours	Rs. 200 for each day of default
Problem in grid (33 kV or 66 kV) substation	Restoration of supply from alternate source, wherever feasible within six hours  Roster load shedding may be carried out to avoid overloading of alternate source.  Repair and restoration of supply within forty eight hours	Rs. 200 for each day of default

Failure of Power Transformer	Restoration of supply from alternate source, wherever feasible within six hours Roster load shedding may be carried out to avoid overloading of alternate source.  Rectification action plan to be intimated to the Commission within seventy two hours  Rectification to be completed within twenty days	Rs. 500 for each day of default per day
Street light faults	Rectification within seventy two hours	Rs. 50 for each day of default

<b>7. Voltage fluctuation</b>		
Local problem	Within four hours	Rs. 50 for each day of default
Tap of transformer	Within three days	
Repair of distribution line / transformer / capacitor	Within thirty days	Rs. 100 for each day of default
Installation and Up-gradation of HT / LT System	Within ninety days	

Note : The provisions from Sr. no. 1 to Sr. no. 5 shall come into effect from 01.06.2007. The provision at Sr. no. 6 and 7 shall come into effect six months thereafter ie. from 01.12.2007

**Manner of payment of compensation amount:**

1. The Licensee shall register every complaint of a consumer regarding failure of power supply, quality of power supply, meters, bills etc., at the Centralized Complaint Center or Complaint Centers, Commercial Manager and intimate the complaint number to the consumer.
2. The Licensee shall maintain consumer-wise records regarding the Guaranteed standards of performance in order to give a fair treatment to all consumers and avoid any dispute regarding violation of standards.
3. All payments of compensation shall be made by way of adjustment against current and/or future bills for supply of electricity, but not later than ninety days from the date of violation of a Guaranteed Standard.

If the Licensee, however, fails to dispense the compensation amount as laid down in paragraph 3 above the aggrieved consumer(s) can approach the respective Consumer Grievance Redressal Forum for redressal of grievances of consumers to seek such compensation. In such event, additional penalty may be levied on Licensee for not implementing regulations faithfully on a case-to-case basis.

## ANNEXE-I

Company Name M/s \_\_\_\_\_

**Application for Connection**

Application Number																				
-----------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Category of Electricity Usage	Domestic	Residential	Hostel	Educational Institution	Religious	Charitable	Others
	Non Domestic	Shop	Bank	Hospital	Auditorium	Hotel	Others
	Public Lighting	Municipal Corporation Of Delhi	PWD	Delhi Development Authority	CGHS	CPWD	Others
	Industrial		Agricultural			Railway Traction  DMRC	
	Change of Name			Temporary Connection			

--

1	Applicant's Name (In Capital)																			
2.a	Address at which supply is required (Billing Address)	House																		
		Street																		
		Colony/Area																		
		Pin																		
	Telephone No. (if any)																			
	E-mail (if any)																			
2.b	Office address																			
2.c	Permanent address																			

				Pin	
3	Please indicate whether you want to install your own Bureau Of Indian Standards approved meter			Yes / no	
3	Nearest Landmark Pole No./Feeder pillar No./Nearest h. no and New K No. (if available)				
4	Load applied for (in kw)				
5	List of Document attached	1	Passport Size Photograph of Applicant		
		2	Electrical Contractor Certificate for Internal Wiring (in the prescribed form)		
		3	Fire Fighting/Lift Safety Certificate (wherever applicable)		
		4	Address Proof Anyone of the following a. Electoral Identity Card b. Passport c. Driving License d. Ration Card e. Photo Identity Card issued by any Govt. Agency		
		5	Proof of Ownership/Occupancy (Anyone of the following) a. GPA b. Possession Letter c. Rent Receipt with Proof of Ownership of Landlord d. Lease Agreement		
		6	No Objection Letter of Landlord along with Proof of Ownership of landlord		



		7	<p>Other Documents; applicable for selected consumer category</p> <ul style="list-style-type: none"> <li>a. Industrial Valid Industrial License/lal Dora Certificate in case of rural areas</li> <li>b. Agricultural Consumers <ul style="list-style-type: none"> <li>i. Certificate of Residence from Block Development Officer</li> <li>ii. No Objection Certificate from Development Commissioner/Block Development Officer for tube wells</li> </ul> </li> <li>c. Non-domestic for Khokhas and Temporary Structure <ul style="list-style-type: none"> <li>i. Teh Bazaari Receipt Number</li> <li>ii. No Objection Certificate for Khokha/Temporary Structure for for Municipal Corporation Of Delhi/Delhi Development Authority/Land Owning Agency</li> </ul> </li> </ul>	
		Date :		Signature of Applicant

**List of Documents**

List of Document attached	1	Passport Size Photograph of Applicant	
	2	Electrical Contractor Certificate for Internal Wiring (in the prescribed form)	
	3	Fire Fighting/Lift Safety Certificate (wherever applicable)	
	4	Address Proof Anyone of the following a. Electoral Identity Card b. Passport c. Driving License d. Ration Card e. Photo Identity Card issued by any Govt. Agency	
	5	Proof of Ownership/Occupancy (Anyone of the following) a. GPA b. Possession Letter c. Rent Receipt with Proof of Ownership of Landlord d. Lease Agreement	
	6	No Objection Letter of Landlord along with Proof of Ownership of landlord	

7	<p>Other Documents; applicable for selected consumer category</p> <p>a. Industrial Valid Industrial License/lal Dora Certificate in case of rural village</p> <p>b. Agricultural Consumers</p> <p>iii. Certificate of Residence from Block Development Officer</p> <p>iv. No Objection Certificate from Development Commissioner/Block Development Officer for tube wells</p> <p>c. Non-domestic for Khokhas and Temporary Structure</p> <p>iii. Teh Bazaar Receipt Number</p> <p>iv. No Objection Certificate for Khokha/Temporary Structure for single delivery supply</p>	
Date :	Signature of Applicant	

**Enclosure to ANNEXE-I****DECLARATION /UNDERTAKING**

This Declaration/Undertaking is executed on this (date)\_\_\_\_\_day of (month)\_\_\_\_\_ (year) 200 at New Delhi by

\* Mr./Ms./Mrs.....  
 son/daughter/wife of \_\_\_\_\_], aged \_\_\_\_\_yrs.  
 Resident of \_\_\_\_\_ unless the context otherwise provides includes his/her/their respective heirs, Legal representatives, successors and assigns and the Applicant(s) hereby swear(s) and declare(s) as under

OR

\* (Name of Applicant), a company duly incorporated under the provisions of the Companies Act, 1956 and having its registered office at \_\_\_\_\_(hereinafter referred to as The Applicant(s) which unless the context otherwise provides includes their legal representatives, and assigns, through its authorized representative hereby swears and declares as under

OR

\* A Sole proprietorship/ a Partnership Firm having its office at \_\_\_\_\_ hereinafter referred to as the Applicant, which unless the context otherwise provides includes its successors and assigns, through Mr.\_\_\_\_\_, who is a Partner or an authorized representative hereby swears and declares as under:

That the applicant shall abide by the provisions of The Electricity Act, 2003, all applicable laws, Conditions of Supply/Tariff Orders and any other Rules or Regulations as maybe notified by the DERC, as applicable from time to time.

\* Delete whichever is not applicable

Signed and delivered in the presence of:

Witnesses:

1.

Signature of the Applicant

2.

Signature of the BM (D)

## Inspection Report

From

M/s (Wiring Contractor)

Ref. No. \_\_\_\_\_ -

M/s

\_\_\_\_\_  
\_\_\_\_\_

(Name of the Licensee)

Dear Sir,

We hereby inform you that Electrical installation at the premises bearing no. \_\_\_\_\_ situated on \_\_\_\_\_ Road/Street occupied by \_\_\_\_\_ has been completed by us and is ready for your engineer to test and connect up with your mains. The installation was tested by us on \_\_\_\_\_ and the installation resistance was \_\_\_\_\_ mega ohms. The installation comprises the following:

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	

1. Licensed wiring Contractor (Name)	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 : _____																					

### ANNEXE II

Company Name M/s \_\_\_\_\_

### Application for Temporary Connection

Application Number																		
--------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Paste (do not staple)  
attested  
Passport size  
Photograph  
of Applicant

1	Applicant's Name In Capital)																			
	(Owner/Other																			
2.a	Address	House																		
		Street																		
		Colony/Area																		
		Pin																		
	Telephone No.																			
	E-mail																			
2.b	Office address																			
			Pin																	
2.c	Permanent address																			
			Pin																	



3	Load Applied for (in kw)													
4	Purpose of Temporary Connection	1. Marriage/function 2. Construction 3. Thresher 4. Others												
5	Period of Connection	1. Less than 16 days 2. 16 days and beyond 16 days upto 3 months												
6	Temporary Connection period	<table style="width: 100%; border: none;"> <thead> <tr> <th style="width: 30%;"></th> <th style="width: 30%; text-align: center;">Date</th> <th style="width: 20%; text-align: center;">Month</th> <th style="width: 20%; text-align: center;">Year</th> </tr> </thead> <tbody> <tr> <td>From</td> <td></td> <td></td> <td></td> </tr> <tr> <td>To</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Date	Month	Year	From				To			
	Date	Month	Year											
From														
To														
Signature of Applicant														



	Name (In Capital) in whose name connection to be changed													
5	List of Documents to be enclosed	1.	Copy of latest bill duly paid ☺											
		2.	Proof of ownership of property ☺											
		3.	NOC of previous owner for transfer of security deposit ☺											
			Signature of Applicant											

**ANNEXE IV**

Company Name M/s \_\_\_\_\_

**Application for Transfer of Ownership to Legal heir**

Application Number																			
-----------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Category of Electricity Usage:	Domestic	Residential	Hostel	Educational Institution	Religious	Charitable	Others
	Non Domestic	Shop	Bank	Hospital	Auditorium	Hotel	Others
	Industrial	Agricultural		Railway Traction  DMRC			

Paste (do not staple)  
attested  
Passport size  
Photograph

<b>A</b>	<b>Connection Particular of previous Owner:</b>														
1	Existing Consumer No.														
2	Address at which supply is provided (Billing Address)	House													
		Street													
		Colony/Area													
		Pin													
3	Name (In Capital) of Original Reg. Consumer														
	Telephone No.														

	E-mail		
<b>B</b>	<b>Particular of New Owner</b>		
2	Name (In Capital)		
	Telephone No.		Mob
	E-mail		
4	List of Documents:	1. Copy of latest bill duly paid 2. Copy of Mutation letter/Legal heir certificate 3. NOC from other Legal heir in case correction is to be changed in the name of one of the Legal heirs	
		Signature of Applicant	

**ANNEXE V**

Company Name M/s\_\_\_\_\_

**Application for Load Enhancement/Reduction**

Application Number																				
--------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Category of Electricity Usage:	Domestic	Residential	Hostel	Education al Institution	Religious	Charitable	Others
	Non Domestic	Shop	Bank	Hospital	Auditorium	Hotel	Others
	Industrial	Agricultural		Railway Traction DMRC			
Load Enhancement				Load Reduction			
Existing Load _____KW			Addl. Load _____KW	Reqd./ reqd.		Total Load_____KW after enhancement/Reduction	
			Load Reduction _____KW				

1	Existing Consumer No.													
2	Applicant's Name In													
	Capital) Owner/Other													
3	Address at which supply is provided (Billing Address)	House												
		Street												
		Colony/Area												
		Pin												
	Telephone No.													
	E-mail													
4	List of Documents:	1. Installation Test Report is additional wiring is done 2. Any other document (please specify)												
		Signature of Applicant												

**ANNEXE VI**

Company Name M/s \_\_\_\_\_

**Application for Change of Category:**

Application Number																				
-----------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Present Category of Usage:	Domestic	Category of usage to be changed to	Domestic
	Non Domestic		Non Domestic
	Industrial - SIP		Industrial – SIP
	Industrial – LIP		Industrial – LIP

1	Applicant's Name (In Capital)																			
2.a	Address	House																		
		Street																		
		Colony/Area																		
		Pin																		
	Telephone No.																			
	E-mail																			
3	(a)	Existing Consumer K.No.																		



	(b) Existing Load as per electricity bill (kW/HP)	
4	Change of Category desired	
5	List of document attached	1. Installation Inspection Report. 2. 3. 4.
Signature of Applicant		

**ANNEXE VII****METER TESTING REPORT****1. CONSUMER PARTICULARS**

Name of consumer .....

Address.....

K. No.....

Sanctioned Load.....

**2. METER PARTICULARS**

Meter No. .... Size.....

Dial No. ....

Size.....

Type..... C. T. Ratio.....

E/L LED Status

Rev LED status

C. T. Ratio.....

**3. REVOLUTION/PULSE TEST**

Meter Constant..... Load

.....

Load .....

Reading before test..... Reading after test

.....

Reading after test .....

No. of Revolution/pulse taken..... Actual Time Taken for the test.....

Energy Recorded by meter..... Energy Recorded by accucheck.....

Sl. No of Accucheck..... Calibration validity upto.....

Error.....

## RESULT

Consumer Meter recorded .....% Less/More Consumption, Need Replacement/Results are within Limits

---

It is to certify that the testing has been carried out as per the procedure prescribed by the Commission. An external load of ..... kW was used for testing for 1 kWh and total time taken was.....min. The testing was carried out by using optical scanner for counting the pulses/revolutions. Before entering the premises the Identity Card was shown and Visiting Card handed over to the consumer.

Signature of Consumer

Signature of Company Official

*Note: Approximate time taken for test for different external loads is as under*

<i>Load in kW</i>	<i>Approximate time in Minutes</i>
1 kW	60
2 kW	30
4 kW	15
5 kW	12







**ANNEXE XI****Inspection Report**

Date of Inspection										SI No									
Name of the Consumer										Dist.									
										Zone									
Name of the User										K. No.									
Address										Book No.									
										Load Details									
										Sanctioned Load									
										Billing Load									
										Total Connected Load									
										Category/Tariff Code									
<b>Type of Irregularity</b>										Inspecting Agency		E NF		Zone		Pvt.		Others	
Misuse/ Unauthorized Use					Excess Load														
Direct Theft					LP F														
D A E					LP F														

Meter No. (Painted)_____	CT _____ Box _____ Seal _____ No. _____ _____ _____	Found _____ _____ _____
Meter No. (Dial) _____	Meter _____ Seal _____ _____ _____	Box _____ Found _____ _____ _____
Reading (KWH)_____	Meter _____ Terminal _____ Seal _____ No _____	Found _____ _____ _____
Reading (KVAH)_____	Half _____ Seal _____ No. _____	Found _____ _____ _____
Reading (KVARH)_____	Working meter _____	
MDI)_____	Cable Status _____	
Power Factor)_____		
Size)_____		
Type)_____		
CT Ratio)_____		

Shunt Capacitor \_\_\_\_\_No. of Shunt Capacitor of \_\_\_\_\_rating make \_\_\_\_\_ found installed in working order to maintain the power factor/no shunt capacitor found installed. Power factor measured \_\_\_\_\_lagging



--

Generator: \_\_\_\_\_ KVA found installed with/without permission  
 Details of Paper Seal (Johnson's)  
 Pasted \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Other observations by Inspection  
 Team: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Advice to Consumer :- You are requested to please appear before EAC on time and date mentioned in show Cause Notice inspection team member/police man

Signature of Consumer

Signature of authorized officer \_\_\_\_\_

Name 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_

Designation \_\_\_\_\_

Employee No. \_\_\_\_\_

## ANNEXE XII

### Form for lodging complaint regarding load shedding

4. Name of the Consumer:
5. Address and contact No:
6. Area affected due to load shedding:
7. Date of load shedding
8. Duration of load shedding

Signature of Applicant

**ANNEXE XIII****Assessment of energy in cases of theft/pilferage**

Assessment of energy in the cases of theft/pilferage shall be done based on the following formula :

Units assessed = L x D x H x F, where

Where L is load (connected/sanctioned load whichever is higher) in kW where kWh rate is applicable and in kVA where kVAh rate is applicable.

D is number of days per month, during which theft / pilferage is suspected and shall be taken for different categories of use as below :

- |    |  |         |
|----|--|---------|
| a) | Continuous industry  | 30 days |
| b) | Non-continuous industry  | 25 days |
| c) | Domestic use   | 30 days |
| d) | Agriculture  | 30 days |
| e) | Non-Domestic (continuous)<br>Viz. Hospitals, hotels and restaurants,<br>guest houses, nursing homes, petrol pumps. | 30 days |
| f) | Non domestic (general) i.e. other than (e)   | 25 days |

H is use of supply hours per day, which shall be taken for different categories of use as below :

- |    |   |         |
|----|---|---------|
| a) | Single shift industry (day / night only)  | 10 hrs. |
| b) | Non-continuous process industry (day and night)   | 20 hrs. |
| c) | Continuous process industry   | 24 hrs. |
| d) | Non-domestic (general) including restaurants<br>Hotels, hospitals, nursing homes, guest houses,<br>petrol pumps | 20 hrs. |
| e) | Domestic  | 8 hrs.  |
| f) | Agriculture   | 10 hrs. |

F is load factor, which shall be taken for different categories of use as below :

a)	industrial	60%
b)	non-domestic	60%
c)	domestic	40%
d)	agriculture	100%
e)	direct theft#	100%

The working hours for the purpose of assessment in the cases of bonafide domestic use for operating domestic water pump, microwave ovens, washing machines and petty domestic appliances shall not be considered for more than one hour working per day on 100% load factor.

### **Assessment of energy in case of temporary connection**

In the case of temporary connection the assessment for pilferage of energy shall be done as per the following formula:

Units assessed = L x D x H, where

L = Load (connected/declared connected/sanctioned load  
whichever is higher) in kW

where kWh rate is applicable and in kVA where kVAh rate is  
applicable

D = No. of days for which supply is used

H = 12 hours

**(Intimation of committing of theft and option for compounding of offence of theft Under Section 135, 138 read with 152 of Electricity Act 2003).****( Name of Licensee)**

From (Designated &amp; Authorized Officer of Licensee),

-----  
-----  
-----

To Sh. \_\_\_\_\_

(complete address)

Memo No:

Dated:

**Subject:- Theft of Electricity-Option to Compound.**

Dear Sir,

Your premises bearing A/C No. \_\_\_\_\_ was inspected by the checking party consisting of S/Shri:-

<b>Sr. No.</b>	<b>Name of Officer/Official</b>	<b>Designation</b>
1		
2		
3		
4		

On dated \_\_\_\_\_ at time \_\_\_\_\_(AM/PM)

2. During above inspection, the following act(s) of dishonest use of electricity were noticed by the authorized Inspecting officer (A.I.O.):-

The memorandum of inspection and seizure was duly handed over to you/ Sh. \_\_\_\_\_ being present at the time of such inspection.

Or

The memorandum of inspection and seizure was pasted on your premises in the presence of Shri \_\_\_\_\_ and Sh. \_\_\_\_\_.

3. The above facts indicate that you have been indulging in dishonest use of electricity which is an offence under Section-135/138 of Indian Electricity Act-2003 and invites registration of FIR under the said section.



1. The DGM\_\_\_\_\_ with reference to the site checking Report  
No.\_\_\_\_\_dated

2. The .....(concerned officer of Licensee)

3. The. ....

**Consent Form for Compounding of offence u/s 152 of the Indian Electricity Act, 2003.**

The Designated & Authorized Officer,

\_\_\_\_\_  
(name of the designated officers by the  
govt. with complete address)

**Subject:- Consent for Compounding of offence U/S 152 of Indian Electricity Act, 2003.**

With reference to your memo no. .... and .....  
I hereby submit my consent for compounding the offence. I am ready to pay  
Rs.....as the Compounding amount to settle the case.

Please accept the same.

Applicant Name & Address

Compounded for Rs.....

Designated & Authorized Officer,  
(under section 152 notified by govt. )  
with complete address



**(Intimation of committing of theft and option for compounding of offence of theft Under Section 135, 138 read with 152 of Electricity Act 2003).**

**( Name of Licensee)**

From (Designated & Authorized/Assessing Officer of Licensee),  
-----  
-----  
-----

To Sh. \_\_\_\_\_  
(Designated and authorized officer notified by the Govt. of India under Section 152)  
  
(complete address)

Memo No: \_\_\_\_\_ Dated: \_\_\_\_\_

**Subject:- Theft of Electricity-Option to Compound.**

Dear Sir,  
The premises of Sh.....having H.No.....  
bearing A/C No. \_\_\_\_\_was inspected by the checking party consisting of S/Shri:-

Sr. No.	Name of Officer/Official	Designation
---------	--------------------------	-------------

1  
2  
3  
4

On dated \_\_\_\_\_ at time \_\_\_\_\_(AM/PM)

2. During above inspection, the following act(s) of dishonest use of electricity were noticed by the authorized Inspecting officer (A.I.O.):-

The memorandum of inspection and seizure was duly handed over to you/ Sh.\_\_\_\_\_being present at the time of such inspection.

Or

The memorandum of inspection and seizure was pasted on your premises in the presence of Shri \_\_\_\_\_ and Sh. \_\_\_\_\_.

3. The above facts indicate that the consumer was indulging in dishonest use of electricity which is an offence under Section-135/138 of Indian Electricity Act-2003 and invites registration of FIR under the said section.

4. The provisional **loss to the Licensee**, on account of committing theft of electricity by the consumer has been worked out as under.

5. However, as per Electricity Act-2003, there is a provision to compound the offence under Section 152 of Act.

6. **The compounding amount** (as per Section 152 of the Act) and amount of Rs\_\_\_\_\_ is to be paid the consumer for the above dishonest act(s). Details of compounding amount is as under:-

---

---

7. He has been given opportunity to opt for compounding the offence by paying the above mentioned amount within 3 days of the issue of this letter subject to approval of the above by you u/s 152 notified by the Govt.. If you will allow compound the offence, no further proceedings shall be initiated against the consumer. In case you may not allow to compound the offence within the period specified, action shall be taken against the consumer under the Electricity Act-2003 and FIR shall be lodged with the concerned Police Station under Section-135/138 of IEA- 2003.

8. Please submit your approval on the above. This is subject to the option given by the consumer for compounding of offence under section 152.

9. The compounding shall be allowed subject to your approval.

**Stamp & Signature**  
**Assessing officer of Licensee**

Copy forwarded to:

1. The DGM\_\_\_\_\_ with reference to the site checking Report No.\_\_\_\_\_dated
  
2. The .....(concerned officer of Licensee)
3. The. ....

**(Lodging of FIR against the person on account of theft of Electricity Under Section 135/138 read with 151 of the Indian Electricity Act 2003).**

**(LICENSEE)**

From .....

To The Station House officer,  
Police Station \_\_\_\_\_(Complete address)

Memo No:

Dated:

**Subject:- Lodging of FIR against Shri \_\_\_\_\_ under section-135, 138 of Electricity Act-2003.**

On receiving information through reliable sources/on receiving complaint that at the above mentioned address where electricity is dishonestly being consumed by the person, the premises of Shri/Smt. \_\_\_\_\_

(give name and complete address and also account No. in case the person is a consumer), was inspected on dated \_\_\_\_\_ time \_\_\_\_\_ by the checking Party whose names have been mentioned below:-

Sr. No.	Name of Officer/Official	Designation
1		
2		
3		
4		

The inspection was done in the presence of  
1. Shri/Smt. \_\_\_\_\_ (occupant of the place/adult male Member / owner of the place).

2. Two independent witnesses (i) Sh./Smt. ....  
(ii) Sh./Smt. ....

3. In case no witness from the neighborhood available then the name of Member of RWA & Address

Sh./Smt. ....  
.....

During the above inspection, the following acts of dishonest use of electricity were detected by the checking team.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The Memorandum of inspection and seizure was duly handed over to Shri \_\_\_\_\_ being present at the time of checking.

OR

The Memorandum of inspection and seizure was pasted on his premises in the presence of Shri/Smt. \_\_\_\_\_ and Shri/Smt. \_\_\_\_\_

---

The above facts indicate that Shri/Smt. \_\_\_\_\_ have been indulging in dishonest use of electricity under Section-135/138 of I.E.A.-2003 which causes loss of revenue to the Licensee amounting to Rs. \_\_\_\_\_.

Accordingly, you are requested to lodge an FIR under section-135/ 138 of Indian Electricity Act-2003 against the above said person under intimation to this office.

DA/Copy of memo. of inspection  
Along with seizures, photos and CD  
of video recorded.

Name & Designation of Officer  
of Licensee with complete  
address

Endst.No.Ch- \_\_\_\_\_ / \_\_\_\_\_ Dated \_\_\_\_\_  
Copy of the above is forwarded to the following for information & n/action  
please:-

1. The \_\_\_\_\_, \_\_\_\_\_.
2. The Asstt. Commissioner Police, \_\_\_\_\_.
3. The GM (Operation) Licensee \_\_\_\_\_, \_\_\_\_\_.
4. The DGM(OP)Divn./, \_\_\_\_\_
5. \_\_\_\_\_

**Name & Designation of  
Officer of Licensee with  
complete address**