

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

**Introduction**

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

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

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

**General Instructions :**

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

**Space Requirement**

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

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

**Section 1: Applicant Details**

- 1a. Please specify applicant name as in the proof of identity of the applicant / organization.
- 1b. Please fill details as applicable.
- 1c. Please refer to this section and fill the applicable code in Section 1c. of the Application Form

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

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

**Charges payable for New Connection**

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

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

**TABLE-1**

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

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

**TABLE - 2**

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

**OTHER MISCELLANEOUS CHARGES**

**TABLE - 3**

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

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

## Instructions for completing the New Connection Application cum Information Form for Permanent LT Connection

### Section 4 : General Particulars

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

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

Code	1. Domestic	Code	2. Industrial (except Household Industry)	Code	3. Agriculture
1.1	Domestic/residential lighting	2.1	Industry in conforming areas	3.1	Tube well for irrigation (except for activities listed in Code 4.8 of this Table)
1.2	Common meter - compound lighting/portico/staircase lighting/lifts/water pump/fire-fighting equipment in residential complexes	2.2	Industry in non-conforming area/urban area	3.2	Threshing and kutti-cutting in conjunction with pumping load for irrigation purposes
1.3	Co-operative group housing	2.3	Industry in rural area	3.3	Lighting in kothara
1.4	Domestic farmhouse - available for loads up to 21 kW to farmhouses for bonafide domestic self use and bounded farm houses having minimum 50% of the total land for agriculture/ vegetable cultivation			3.4	Mushroom cultivation
1.5	Professionals like architects/engineers/doctors/lawyers/CA's with an area upto a maximum of 50% of the area cover for carrying out professional work				

1.6	Erstwhile DVB Staff S1 employed 2. S2 employed 3. S3 employed 4. DS1 5. DS2 6. DS3 7. DS4 8. DS5 9. DS6 10. DS7
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Code	4. Non-Domestic	Code	5. Other Specific purposes / uses
4.1	Shops/Commercial complexes/Offices	5.1	Places of worship - temple/mosque/gurudwara/ Church
4.2	Khokas/kiosks/temporary structures such as pan shops	5.2	Hostels of recognized/aided institutions of MCD/GoNCTD
4.3	Hotels/restaurants/ice-cream parlours/eateries/inns/ Guest houses	5.3	Dispensary/hospitals/public libraries/working women's hostel/orphanage/charitable homes run by MCD/GoNCTD
4.4	Auditoriums/cinema/libraries	5.4	Health centres approved by Department of Health, GoNCTD for providing charitable service only
4.5	ATMs/Banks	5.5	Recognized centres for welfare of blind, deaf and dumb, spastic children, physically handicapped persons as approved by GoNCTD
4.6	Petrol pumps	5.6	Cheshire homes/orphanage
4.7	Farmhouses used for commercial activities such as marriage/parties etc.	5.7	Electric crematorium
4.8	Cattle farms, fisheries, piggeries, poultry farms, floriculture, horticulture, plant nursery	Code	6. Charging of E-Rickshaw / E-Vehicle
4.9	Hostels/schools/colleges/Hospitals, nursing homes/diagnostic centres (other than those run by MCD/GoNCTD)	6.1	Charging Stations for E-Rickshaw / E-Vehicle on Single Delivery point
4.10	Household Industry	6.2	Charging E-Rickshaw / E-Vehicle at own premises other than Charging Station
4.11	Any other purpose/use not indicated in any list		



## Inspection Report

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

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

Reg. No.....

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

Dear Sir,

We hereby inform that Electrical inspection at the premises bearing No. / situated on Road / Street (as per address given below) occupied by (as per Applicant's name and signature as given below) has been completed by us and is ready for your engineer to test and connect up with your mains (As per CEA measures relating to safety and electric supply) regulation 2015 was tested by us on date .....and the installation resistance as per regulation 34 was ..... mega ohms.

ELCB (as per regulation 42) found installed : Yes ( ) NO ( ) Make : ..... Capacity : .....

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

Licensed wiring Contractor Name, Seal & Signature						License No.				Date		D	D	M	M	Y	Y	Y	Y
Address																			
City											PIN								

Name of the Applicant						S/o.												
Address where supply is required																		
City											PIN							
Address where bill is to be sent																		
City											PIN							
Signature of AMPS/DGM (Licensee)						Signature of Applicant												
Date :																		

**Note:** As per notification no F.11(149)/2004 Power/2386 & 2387, Use of ISI marked motor pump sets, power capacitors, Foot/Reflex Valves in Agriculture sectors and use of CFL and electronic chokes in Govt. buildings/ Govt. aided institutions/ Boards / Corporations is mandatory.

**As per CEA guideline Regulation 14 Suitable cut out should be provided at the consumer premises.**

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

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