

**DEPARTMENTAL SOP**  
**FOR PROCESSING DISTRIBUTED GENERATION APPLICATIONS**

1. Any person who meets the requirements of a Distributed Generator as defined under the Regulations 2(k) is required to submit application (as specified in Schedule-II of Regulations duly filled along with necessary documents) in IESCO's Office (IESCO's Office means the office which is competent to sanction the supply connection in respect of that category of consumers).
2. In case of any missing information or documents, the Applicant shall provide the same to the IESCO's Office within seven working days of being informed by the office.
3. The IESCO's Office shall perform an initial review to determine whether the Applicant qualifies for Interconnection Facility, or may qualify subject to additional requirements. Provided that the initial review shall be completed within twenty working days.
4. In case the initial review reveals that the proposed facility is not technically feasible. The IESCO's Office shall return the Application and communicate the reasons to the Applicant within three working days after the completion of initial review.
5. If the IESCO's Office is satisfied that the Applicant qualifies as Distributed Generator, then the IESCO's Office and the Applicant shall enter into an Agreement (as per schedule-I of regulations) within ten working days and Office shall send a copy of the Agreement to the NEPRA Authority within seven working days of the signing of the Agreement. The IESCO's office shall forward the Application for grant of License as specified in Schedule -III to the Authority along with following;
  - (a) Agreement
  - (b) Application for exemption from the requirement of section 24 of the Act as specified in Schedule-IV,
  - (c) Evidence of deposit of fee as may be specified by the Authority as specified in Schedule-V
  - (d) Affidavit by Distributed Generator as specified in Schedule-VI
6. Within seven working days of execution of the Agreement, the IESCO's Office shall issue the Connection Charge Estimate to the Applicant for the proposed interconnection facility up to the Interconnection Point including the metering installation.
7. The Applicant shall make the payment of Connection Charge Estimate within twenty days of its issuance.
8. The IESCO's office shall install and commission the proposed interconnection facility within thirty days of the payment of demand notice by the Applicant. Provided that the net metering arrangement shall commence upon grant of license to the Distributed Generator in accordance with Regulation 4 of these Regulations.

9. The officers & Standing Committees. which will be competent to check the interconnection facility before parallel operation, issue connection charge estimate and sign the agreement with Distributed Generators are as per following detail;

a. If SDO or XEN (Operation) office is competent to sanction the connection in respect of that category of consumers:

i. Interconnection facility  
Checking/inspection by: XEN (Operation),  
AM M&T, AM P&I

ii. Issuance of connection charge Estimate by: XEN (Operation)

iii. Signing of agreement by: XEN (Operation) and  
Witnessed by SDO & LS

b. If SE (Operation) office is competent to sanction the connection in respect of that category of consumers:

i. Interconnection facility  
Checking/inspection by: SE (Operation),  
CM M&T, XEN P&I

ii. Issuance of connection charge Estimate by: SE (Operation)

iii. Signing of agreement by: SE (Operation) and  
witnessed by XEN & SDO

c. If CE (P&E) / CEO office is competent to sanction the connection in respect of that category of consumers:

i. Interconnection facility  
Checking/inspection by: CE (P&E), SE (Operation),  
RM M&T, SE GSO, DM TSW

ii. Issuance of connection charge Estimate by: CE (P&E)

iii. Signing of agreement by: CE (P&E) and witnessed  
by DM Planning & AM Planning

**Some important pre-requisites:**

1. Submission of Load flow study (on PSSE software) will be compulsory for all distributed generator having installed capacity of more than 500 KW.
2. For distributed generator having capacity <500 KW may submit load flow study on FDRANA.
3. When the accumulative capacity of (already allowed) Distributed Generators become 80% of loading capacity of installed distribution transformer, agreements with new Distributed Generator will be signed subject to the augmentation of existing distribution transformer on cost deposit basis by the new distributed generator.