

**PROCEDURES AND GUIDELINES FOR APPLYING SERVICE CONNECTION AT  
11 KV / 33 KV HIGH TENSION (HT) & 132 KV EXTRA HIGH TENSION (EHT)**

**Note.**

***The procedures and guidelines mentioned herein are in accordance with the Meghalaya Electricity Supply Code 2012. In case of any inadvertent omissions / additions, the provisions of the Meghalaya Electricity Supply Code 2012 and any subsequent amendments shall prevail.***

**Technical Requirements**

1. An applicant requiring high tension supply must provide and maintain at his expense a leak and weather proof enclosure of a design to be approved by the MeECL for the purpose of housing the licensee's terminals, high tension switchgear and metering equipments.
2. High tension applicant requiring a supply above 500 KVA should install suitable circuit breakers on the supply side; fitted with automatic overload protective devices.
3. All supplies of **3 MVA** and above shall be released through independent feeders with provision of meters at both ends.
4. All Steel/Arc/Induction/Rolling Mills shall be provided supply at a voltage of 33 KV or above through independent feeders with metering installed at both ends. Difference of more than 3% between readings of both meters installed shall be investigated by the MeECL & corrective action taken.
5. Supply to a new HT applicant shall normally not be extended from the rural feeder. If due to the prohibitive cost of extension of separate feeder from the nearest 33/11 kV or EHT sub-station, or for any other reason, the supply is given from a rural feeder, the applicant shall be informed that the supply shall be restricted and regulated in accordance with the restrictions imposed on the rural feeders as per grid conditions, which shall be complied with.
6. The service line once laid shall not be transferred / interfered with or shifted from one place to another except by the MeECL.
7. If an applicant desires to have the position of the existing service line altered, the MeECL may in its discretion permit shifting of a service line subject to the following conditions:

- (a) That the applicant shall make advance payment and observe all formalities as may be required by the MeECL to arrange such alteration. The advance payment shall include dismantling charges, transport charges, erection charges, replacement charges and all other cost of materials and labour as may be applicable and decided by the MeECL.
  - (b) The applicant shall execute the new agreement for the new service line before shifting. The new agreement shall commence from the date of charging the new service line by the MeECL.
  - (c) The old agreement shall be deemed to have been terminated from the date of coming into force of new agreement at the new place after alteration.
8. Only dry type of transformers shall be used for installations inside the residential / commercial buildings.
  9. The room for installation of transformer shall necessarily be in the periphery of the ground floor.
  10. Oil filled transformer installed indoors shall conform to the provisions of relevant CEA Regulations.
  11. Where the supply line to the applicant's premises from the MeECL's mains has to go upon, over or under the adjoining premises of any other person (and whether or not the adjoining premises is owned jointly by the applicant and such other person) the applicant shall arrange at his own expense, necessary way-leave and permission in writing from the partly / parties concerned, through court affidavit. The MeECL shall not be bound to afford supply until the way leave or permission is granted. Should, however, the way-leave or permission be withdrawn, the supply will be cut off forthwith.
  12. It shall not be incumbent on the MeECL to ascertain the validity of way-leave or permission obtained by the applicant.
  13. MeECL shall not be responsible if the reasons for delay are on account of right of way, acquisition of land, technical feasibility, delay in clearances from other offices of the Government and lack of transmission capacity etc, over which the MeECL has no reasonable control, provided the reasons for the expected delay are communicated to the applicant within the period specified for energisation.
  14. The service connection/ extension of distribution mains, with the exception of independent feeders, notwithstanding that it has been paid for by the applicant shall be the property of the MeECL. The MeECL shall maintain it at its cost and shall also have the right to use the same service connection/ extension for supply of

energy to any other person but such extension or service connection should not adversely affect the supply to the applicant who paid for the extension of the distribution supply network.

15. Power supply for temporary purposes shall be as specified in the Supply Code 2012 and the applicants are requested to meet the Assistant Executive Engineer concerned

### **Electrical Works at the Applicant's premises**

16. The electrical works at the applicant's premises should conform to the relevant CEA's rules and regulation. The materials used for wiring shall conform to the relevant specification of the Bureau of Indian Standards or its equivalent. Wherever applicable, the materials used shall bear ISI mark.
17. All electrical installation works should be carried out by a licensed electrical contractor as required under CEA's regulations.
18. The following controls shall be installed as per CEA's regulations.
  - (i) A linked switch with fuse(s) or a circuit breaker for applicants having aggregate installed transformer/ apparatus capacity up to 1000 KVA if supplied at voltage of 11 kV and 2500 KVA if supplied at a voltage of 33 kV.
  - (ii) A circuit breaker along with linked switch for applicants having an aggregate installed transformer/ apparatus capacity above 1000 KVA if supplied at 11 kV and above 2500 KVA if supplied at 33 kV.
  - (iii) On either case, suitable automatic circuit breakers shall be installed on the low tension side of each transformer or on each LT feeder emanating from the transformer.
19. Manufacturer's test certificate in respect of all HT & EHT apparatus shall be produced.
20. On testing the applicant's installation including earth, if the MeECL is satisfied with the test results, the MeECL shall arrange to provide supply.
21. If the electrical installation is defective or in violation of provision of Act / Electricity Rules / Regulations, the MeECL shall not release the connection. This condition shall also apply even after release of connection and the MeECL shall disconnect such connections.

### **Documents Required**

22. An intending applicant, who is the owner of the premises, shall give proof of his ownership.
23. An intending applicant, who is not the owner of the premises he occupies, shall give proof of his being in lawful occupation of the premises and also execute an indemnity bond indemnifying the MeECL, against any losses on account of disputes arising out of release of service to the occupant. No Objection (NOC) from the owner shall also be required.
24. Where the applicant has purchased an existing property whose electricity connection has been disconnected, it shall be the applicant's duty to verify that the previous owner has paid all dues to the MeECL and obtained a No Dues Certificate from the MeECL. In case, such No Dues Certificate has not been obtained by the previous owner before changing ownership of property, the new owner may approach the MeECL for such a certificate which shall be given by the MeECL within 1 (one) month of the receipt of such application. The MeECL shall intimate in writing the dues outstanding against the premises or issue a No Objection Certificate (NOC) to the applicant.
25. An applicant requiring supply for industrial purposes shall obtain the necessary license or permission from the local authority or any other competent authority as might be required under the statute, prior to the requisitioning of supply from the MeECL. Even after giving the connection, the supply shall come to an end, in case it is found the said connection violates the prevailing statute in the State.

### **Application Procedure**

26. An application for supply or an additional supply of electricity by an lawful owner or an occupier of the premises shall be made in duplicate in the prescribed form, copies of which shall be available free of cost from the local office of the MeECL. The same may also be downloaded from the MeECL website <http://www.meecl.nic.in>. Photocopies of a blank application form or the form downloaded from the website of the MeECL may also be used by the applicant and shall be accepted by the MeECL. Any assistance or information required in filling up the form shall be given to the applicant by the MeECL.
27. The Application duly filled up, along with the application fee of Rs 10,000.00 (Rupees Ten thousand) only for industrial category and Rs 200.00 (Rupees Two

hundred only) for the other categories, is to be **submitted with the all the attested true copies of the documents mentioned in the application form, failing which, the application shall be rejected.** The MeECL may ask for the original documents from the applicant, if required, for verification.

28. The documents (attested true copies) to be submitted along with the application form, for the purposes below are:

(a) Proof of Ownership / Occupancy

(i) In case the applicant is the owner, proof of ownership of the premises, such as registered sale deed or partition deed or succession or heir certificate issued by the competent authority or Registered Will of the owner.

(ii) In case the applicant is not the owner of the premises:

(1) Proof that the applicant is in lawful occupation of the premises, such as Power of Attorney or lease deed or rent agreement or copy of allotment order issued by the owner of the property.,

(2) Indemnity bond, indemnifying the MeECL against any losses on account of disputes arising out of release of service to the occupant, and

(3) Permission (NOC) of Landlord along with proof of ownership of the premises by the landlord.

(b) Proof of Identity

Application for new connection is to be accompanied with a photograph of the applicant and identity proof of the applicant. Any one of the following identity proofs may be submitted:

- i. Electoral identity card
- ii. Pass port
- iii. Driving license
- iv. Ration card
- v. Photo identity card issued by Government agency
- vi. PAN card

(c) Industrial supply- Necessary license or permission from the District Industries / Pollution Control Board for any kind of polluting unit / local authority or any other competent authority as may be required.

(d) Partnership firm / partnership deed- Authorization in the name of the applicant for signing the requisition form and agreement.

- (e) Public or Private Limited Company- Memorandum and Articles of Association and Certificate of incorporation together with an authorization in the name of the applicant for signing the requisition form and agreement along with permanent address.
- (f) Building Permission- NOC from Headman / Nokma / MUDA / Municipal Board / Cantonment Board, as applicable

29. In addition, an applicant who purchases an existing property, where the electricity connection had been disconnected earlier, shall submit a No Dues Certificate for the said property, issued by the MeECL.
30. The application and the attached documents shall be verified at the time of receipt of application. Written acknowledgement shall be issued on the spot, if the application is accepted.
31. After receipt of application, the MeECL shall intimate the applicant in writing the date of inspection of the site to examine the feasibility. The applicant or his authorized representative shall remain present at the time of inspection.
32. In case supply is found feasible, the MeECL shall specify the layout of the proposed lines and sub-station, fix the point of entry of the supplier's line, the position of meter, metering equipment and other equipments of the supplier. The MeECL shall also verify other particulars mentioned in the application form, as required.
33. Having agreed on the layout mentioned above, the MeECL shall prepare an estimate of the cost involved on the basis of standard rates and intimate the applicant of the charges required to be paid, the amount of security deposit and other charges, if any. Copies of the agreement and the form of the required test report shall also be forwarded simultaneously.
34. The MeECL shall commence the work only after the applicant has (i) deposited the cost of the estimate (ii) execute the agreement in the prescribed form and (iii) comply to the instructions as directed by the MeECL. If the applicant wishes, he may execute the job on his own after payment of due supervision charges to the MeECL.
35. After completion of the installation, the applicant shall furnish to the MeECL the test report and the permission from the Electrical Inspector to energize the installation.
36. On receipt of the report(s), the MeECL shall intimate the applicant in writing the date of inspection and testing of the applicant's installation.

37. The MeECL shall inspect the work completed by the applicant including earthing and release supply only after the MeECL is satisfied with the test results. If the MeECL is not satisfied, the applicant shall be intimate of the shortcomings on the spot. The applicant shall get the defects rectified.
38. Execution of the work, shall as far as possible, be taken up by the MeECL in the order of the dates of receipt of payment.

### **Applicable Charges**

39. In all cases of new connections, the applicant shall bear the cost of poles, overhead supply lines, meters, plant and equipment, along with any other miscellaneous expenses.
40. When the MeECL completes the work of extension of distribution mains and is ready to give supply, the MeECL shall serve a notice on the applicant to take power supply within three months. If the applicant fails to avail supply within the notice period, the agreement shall come into force from the day following the end of the notice period, and thereafter the applicant shall be liable to pay charges as applicable, as per the agreement.
41. If any information furnished in application form is found wrong or the installation is defective or the energisation would be in violation of provision of the Act / Electricity Rules / Regulations / Tariff Order, the MeECL shall reject the application with due notice to the applicant. This condition shall also apply even after release of connection and MeECL shall disconnect such connections.
42. The applicant shall ensure the following:
- i. Not to shift the point of entry of supply after the same has been identified by the MeECL at the time of inspection.
  - ii. Not to place any item (e.g. sand, stone etc.) which will obstruct the place where the connection is to be given or underground cable is to be laid.
  - iii. To have a proper marking for the laying of the underground cable to the point of entry.