

## **PROCEDURES AND GUIDELINES FOR APPLYING SERVICE CONNECTION**

### **AT LOW TENSION (LT)**

#### **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. The applicant requiring up to 10 KW load must give not less than one month's notice before supply or additional supply is required. In case of load above 10 KW, longer period of notice may be required to enable the MeECL to make necessary arrangement for such supply, which is subjected to its availability in the system.
2. In case of service connection to a premises where the number of applicants is more than one, and the total connected load is above 50 kW, the applicant shall provide free of cost necessary land (reasonably required) belonging to the applicant, for installation of the transformer.
3. In case the connected / contracted load of any new connection is projected to be more than 50 kW, a separate transformer of adequate capacity shall be installed at applicant's cost. The space / room required for housing the transformer, sub- station, switch gears, meters and panels shall be provided by the applicant, free of cost, which is easily accessible to the MeECL.
4. The MeECL will provide service line from the nearest distribution mains.
5. Any length of service connection beyond 30 meters requires LT line extension. The cost of extension of LT line along with service connection up-to the premises is payable by the intending applicant.
6. No service connection shall be provided to a applicant having induction motors of capacity 3 BHP and above or having welding transformer, unless suitable capacitor of adequate capacity, as prescribed by the MeECL is installed.
7. The service line once laid shall not be transferred / interfered with or shifted from one place to another except by the MeECL.
8. If an applicant desires to have the position of an existing service line altered, the MeECL may use its discretion to permit shifting of the line, subject to the following conditions:
  - (a) That the applicant shall make advance payment and observe all formalities as may be required by the local office of 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 local office of 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.
9. Only dry type of transformers shall be used for installations inside the residential / commercial buildings.
  10. The room for installation of transformer shall necessarily be in the periphery of the ground floor.
  11. Oil filled transformer installed indoors shall conform to the provisions of relevant CEA Regulations.
  12. 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.
  13. 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.
  14. It shall not be incumbent on the MeECL to ascertain the validity of way-leave or permission obtained by the applicant.
  15. The service connection/ extension of distribution mains, notwithstanding that it has been paid for by the applicant shall be the property of the licensee. The licensee 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.
  16. Power supply to a building or a group of buildings having more than one connection with a total load exceeding 30 kW, shall be considered as a multi-applicant complex, supply

- of which shall be as specified in the Supply Code 2012 and the applicants are requested to meet the Assistant Executive Engineer concerned
17. Power supply to a Housing Colonies and Multi storied Building shall be as specified in the Supply Code 2012 and the applicants are requested to meet the Assistant Executive Engineer concerned
  18. 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

### **Wiring on the applicant's premises**

19. The wiring on 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.
20. All plugs shall be provided with switches on the live wire and not on the neutral.
21. All electrical installation works should be carried out by a licensed electrical contractor as required under CEA's regulations.
22. The applicant shall install linked quick break main switch/ MCCB/ main fuse on each pole other than the earth neutral, which will be erected within one meter of the MeECL's meter box.
23. On testing the applicant's installation including earth, if the MeECL is satisfied with the test results, the MeECL shall arrange to provide supply.
24. If the electrical installation is defective or in violation of provision of Act / Electricity Rules, 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**

25. An intending applicant, who is the owner of the premises, shall give proof of his ownership.
26. 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.
27. 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 month of the receipt of such application. The MeECL shall intimate in writing the dues outstanding on the premises or issue a No Objection Certificate to the applicant.

28. A 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**

29. 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.

30. The Application duly filled up, along with the application fee of Rs 10,000/- (rupees ten thousand only) for industrial category and Rs 200/- (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.

31. 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 Identification

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
- vii. Certificate of residence or identity from the Headman / Nokma / Village level worker / Primary school teacher / in-charge of primary health centre.

(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

32. In addition, applicants who purchased an existing property whose electricity connection has been disconnected, shall submit a No Dues Certificate for the said property, issued by the MeECL.

33. The application and the necessary documents shall be verified at the time of receipt of application. Written acknowledgement shall be issued on the spot, if the application is accepted.
34. On receipt of application, the MeECL shall inspect the premises of the applicant and the applicant along with the licensed electrical contractor or his representative shall be present during the inspection. Inspection shall be carried out in accordance with CEA Regulations on safety. During the inspection, the MeECL shall:
- (i) Specify the point of supply and the place where meter and the cut-out/ MCB shall be fixed. The position of the equipments and apparatus of the MeECL shall be so fixed as to permit easy access to the employees of the MeECL at any time. The MeECL will in no case fix its apparatus or any of its property in a place which entails entry by its employees into religious quarters, rest room etc.
  - (ii) Specify the layout of the proposed lines and substation and estimate the distance between the point of supply and the nearest Distribution mains from where supply could be given.
  - (iii) Verify other particulars mentioned in the application form, as required.
  - (iv) Inspect the work completed by the applicant including earthing. The MeECL shall release the supply only after it is satisfy with the test results.
  - (v) If the MeECL is not satisfied, he shall intimate to the applicant shortcomings on the spot. The applicant shall get the defects rectified.
35. Having agreed on the position of service line, the MeECL shall prepare an estimate of the cost involved on the basis of standard rates and send it to the applicant for payment in full before the service line is laid.
36. The MeECL shall commence the work only after the applicant has (i) deposited the cost of the estimate (ii) procured materials required for service connection (iii) execute the agreement in the prescribed form and (iv) comply to the instructions as directed by the MeECL.
37. Service lines shall as far as possible, be laid by the MeECL in the order of the dates of receipt of payment for service line charges.

### **Applicable Charges**

38. In all cases of new connections, the applicant shall bear the Service Connection Charges that is the cost of service connection from the Distribution Mains to the point of supply and cost of extension of mains, if required.
39. The cost of poles, overhead supply lines, meters, plant and equipment, shall be borne by the applicant 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 one month. 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 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.
  - iv. To keep ready the item of materials procured by them (e.g. plank, meter box, etc).
  - v. To keep provision for placing the meter reading card in the meter box.