

F. No. 318/6/2022-GCRT  
Government of India  
Ministry of New and Renewable Energy

Atal Akshay Urja Bhawan,  
Opp. CGO Complex, Lodhi Road,  
New Delhi-110003  
Dated 29<sup>th</sup> November 2022

**Office Memorandum**

Subject: Simplification of Procedure - Rooftop Solar Programme Ph-II.

This is in continuation to this Ministry's OM of even no. dated 02.02.2022 and 10.06.2022, vide which methodology for implementation of simplified procedure for installation of rooftop solar plants in the residential sector under Rooftop Solar Program Ph-II was conveyed.

2. Ministry has already started releasing applicable Central Financial Assistance (CFA) to the residential consumers for the rooftop solar plants installed under simplified procedure through National Portal [www.solarrooftop.gov.in](http://www.solarrooftop.gov.in). Sample checking of the claims received on the National Portal has revealed following issues/discrepancies:

- a. The uploaded image of the electricity bills is distorted/blurred/non-legible and in some cases false electricity bill/other documents have been uploaded against the electricity bill still such applications have been approved by the DISCOM officials and reached to the CFA claim stage.
- b. Test/False applications have been submitted on the portal and such applications have been approved by the DISCOM officials and reached to the CFA claim stage.
- c. Name of the applicant does not match with the consumer's name mentioned in the electricity bill.
- d. The bank account details submitted for receiving CFA do not match with the name of the applicant.
- e. A number of rooftop solar plants installed either on the day of technical feasibility or within a day or two of issuance of technical feasibility.

3. As several test/false claims have been observed, Ministry has mailed the details of all claims received on the National Portal to the respective DISCOMs for confirmation on the authenticity of the claims and will be processed further for release of applicable CFA only after receipt of confirmation from the concern DISCOMs.

4. In this regard, all DISCOMs are hereby instructed to sensitize the field officers, responsible for issuing technical feasibility approvals, inspection of rooftop solar plants and issuing orders for net-metering, to ensure proper due-diligence before approving any process on the National Portal. The field officers/DISCOMs shall not submit and approve any test/fake cases on the National Portal. If it is observed, at any stage, that CFA has been released to a false/fake/non eligible consumer based on approval of DISCOM officers, the concerned DISCOM authorities will be advised to take appropriate action in such cases including recovery of entire CFA amount along with penal interest. All concerned officers of DISCOMs involved in the approval process on National Portal are also advised not to share their user ID &

passwords with anyone. In order to assist the field officers of DISCOMs, a stage wise checklist has been prepared and is attached as Annexure-I.

5. The DISCOMs would be eligible to claims service charges to the tune of 1% of total CFA released under simplified procedure of Rooftop Solar Programme Ph-II to the consumers of their operating area, at the end of each calendar year.

  
(J.K Jethani)  
Sr. Director/ Scientist 'F'

To

1. CMD/MD/CEO, all DISCOMs
2. Uploading on National Portal

Copy to:

1. ACS/ Principal Secretary (Renewable Energy/Energy/Power), all States/UTs
2. Secretary, all SERCs/JERCs
3. Electricity Departments of Arunachal Pradesh/Nagaland/Mizoram/Sikkim/UTs
4. NIC, MNRE – for uploading on MNRE website

**DISCOM Checklist for processing applications on National Portal**

**A. For issuance of Technical Feasibility Approval**

1. Electricity bill should not be more than 6 months old as on the date of submission of online application and should be in the name of the applicant.
2. The uploaded image of electricity bill should be clear and legible. In case the uploaded image is distorted/mutilated/blurred, the applications shall be returned for correction.
3. The rooftop solar plant should not have been installed prior to the issuance of technical feasibility approval.
4. Any other document specified by the DISCOM in the National Portal.

**B. For issuance of Commissioning Certificate after inspection and installation of Net-meter**

1. Consumer-vendor agreement should be uploaded by the applicant while submitting online request for net-metering/inspection.
2. The name of vendor mentioned in the agreement shall be one of the registered vendors of DISCOM.
3. The solar modules used in the plant shall be one of the manufacturer in the updated ALMM list is available on National Portal.
4. Vendor has unloaded the Domestic Content Requirement (DCR) declaration from.
5. At the time of inspection, the presence of the vendor shall be ascertained.
6. The plant should have been installed as per the technical specification issued by MNRE. The specifications are available on National Portal.
7. The total capacity of solar module and solar inverter shall be same as mentioned in the online PCR submitted by the consumer.
8. Any previous RTS capacity installed in the same premises shall also be noted during inspection.
9. The uploaded image of the plant and beneficiary should be as per the sample/specimen available on the National Portal.
10. Any other document specified by the DISCOM