

Procedure for Issuance of Power Availability Certificate (PAC) to the consumers

1.0 Where the contract demand for new or additional load exceeds 100kVA, the applicant will have to apply for the feasibility clearance certificate i.e. Power Availability Certificate from HPSEBL before making the application for electric connection/ application for extension of load on the Application & Agreement form. The form of application for feasibility clearance/ PAC will be available free of cost in the designated offices of the HPSEB Ltd. and can also be downloaded from its website i.e. www.hpseb.com.

The list of documents to be enclosed with the PAC application form is as under:-

- i) Application form duly filled.
- ii) Details of proposed plant and machinery along-with connected load.
- iii) Approval of project proposal (for industrial units, the approval of Industry Department).
- iv) Process Flow
- v) ID Proof
- vi) Project report.

The application can be made online as well as offline as the consumer may feel appropriate.

2.0 As soon as the application for Power Availability Certificate is received by the concerned field units, the feasibility of feeding the load is to be examined by the operation wing/Electrical System Wing as the case may be and the complete case alongwith feasibility report may be forwarded to the competent authority as per delegation of power for issuance of PAC. The competent authority shall issue demand notice for payment of advance cost share towards IDC as per Clause No. 3.2 of H.P. Electricity Supply Code,2009 as amended from time to time for payment within 60 days.

Note:- In case of the Central and State Government/Government Agencies, if the applicant is willing to deposit in advance the entire estimated/actual cost of works including the service line, before the actual commencement of works required to be executed for supply of power and such estimated cost is more than the normative Infrastructural Development Charges (IDC) and cost of service line, the applicant shall not be required to make the separate payment of IDC under these regulations and charges towards advance cost share for getting Power Availability Certificate (PAC) under Himachal Pradesh Electricity Supply Code, 2009

3.0 The applicant has to deposit the demand notice charges for issuance of PAC within a period of sixty days failing which the commitments to supply power already intimated to industry department/or otherwise will be forfeited and consumer has to apply for PAC afresh and the power shall be made available on the terms and conditions prevailing at the time of application for power.

4.0 The PAC shall be issued to the consumer within 30 days of deposit of amount of demand notice by the consumer.

5.0 The different Officers are competent to issue the PAC up to following extent: -

Sr. No.	Designation	Delegation Of Powers for making power commitment (including PAC for builder /promoters /developers)		Competent to make commitments on Voltage
		Connected load	Contract Demand	
1.	Sr. E.E./ Adl.S.E. Incharge of Operation Division	Upto 1000 kW	Upto 1000 kVA	1-ph. 230 V or 3-ph. 0.4 kV or 2.2 kV or 11 kV or 22 kV
2.	S.E./ Dy.C.E. Incharge of Operation Circle	>1000 kW ➤ All electric furnace(S) load of 100 kW and above with contract demand of 100 kVA and above. ➤ All loads containing steel rolling mills and rolling / re-rolling mills. ➤ All loads at 33 kV and above.	>1 000 kVA	3-ph. 33 kV or 66 kV or 132 kV or 220 kV
3.	The PAC in respect of proposals received through Online Single Window System is to be issued by CE (Comm.) through online mode. The online /offline comments on power availability shall be intimated to Director of Industry after receipt of feasibility reports from the concerned Operation Division/ ES Division(in case of EHV System) or concerned SE whichever is received earlier since the comments on online application are to be furnished within five days. The field units shall intimate the feasibility report through fax/email to CE(Comm.) within three days positively. The comments on availability of power at 66 kV and above shall be intimated to Director of Industry after approval of Director (Tech.).			

Procedure followed for issuance of PAC in respect of the applications received through Common Application Form(Online) is as under:-

- i) The consumer apply for issuance of PAC alongwith the project proposal online on Single Window portal of Industry Deptt.
- ii) The Industry Department forward the application to all Departments including HPSEBL for comments on the proposal.
- iii) The comments of HPSEBL is related to arrangement for supply of power. CE(Comm.) is nodal officer for intimation of comments to Industry Deptt.
- iv) The proposal is forwarded to the concerned field units to examine the feasibility of feeding the load requisitioned by the unit and to supply the information within three days.
- v) After receipt of arrangement of feeding the load and after getting it approved from the competent authority, if required, the comments are uploaded to Single Window Portal.
- vi) After approval of SLSWC& MA, of the consumer apply for issuance of PAC through Single Window Portal online, demand is generated online and payment is made by the consumer through Credit Card/Debit Cards Net banking or offline/authorised payment gateway. The PAC is issued to the consumer after deposit of the requisite charges.

- 6.0 The consumer applying for contract demand less than 100 kVA is generally not required to apply for PAC. However if the consumer requests for same as a formality for approval of their project, the same may be issued after completing all the codal formalities.
- 7.0 The power availability certificate shall be issued to the industrial units only after the proposal for setting up of the industrial undertaking has been approved by Industry Department. Similarly the sanction of load in respect of the industrial units which do not require PAC (Contract demand ≤ 100 kVA) shall also be done after approval from Industry Department. However, in case of mere addition of Plant & Machinery is done by the enterprises for modernization of unit, intimation to this effect should be given to Industries Department and where addition in Plant & Machinery results in increase of capacity of existing product or production of any additional product/by-product, prior approval of Industries Department/State Level Single Window Clearance & Monitoring Authority is required.
- 8.0 In case where the consumer intends to increase the connected load by installation of additional plant of machinery without any change in the existing contract demand, the consumer is not required to obtain Power Availability Certificate and shall apply on A&A form for such additional load alongwith revised Test Report for sanction of the authority competent as per delegation of powers. However, for existing Industrial Consumers in case of mere addition of Plant & Machinery is done by the enterprises for modernization of unit, intimation to this effect should be given to Industries Department and where addition in Plant & Machinery results in increase of capacity of existing product or production of any additional product/by-product, prior approval of Industries Department/State Level Single Window Clearance & Monitoring Authority is required.
- 9.0 In case the standard supply voltage of the existing consumer get changed due to additional load or additional contract demand or both, the feasibility of feeding the entire demand may be examined at the higher supply voltage and rest of the procedure for issuance of PAC is same.
- 10.0 The PAC shall be valid for a period of three years or for such shorter period as may be mutually agreed upon by the HPSEBL and the applicant, provided that the validity period may be extended, from time to time, as may be mutually agreed upon by the applicant and HPSEBL.
- 11.0 The applicant shall, after grant of Power Availability Certificate (PAC) the applicant should complete the works required for release of connection and submit the application to give supply of electricity to the premises within the validity period of PAC with the connected load and contract demand by completing the codal formalities required for the sanction of load. HPSEBL shall adjust, the amount received as advance cost share deposit towards infrastructural development charges against amount recoverable under HPERC (Recovery of Expenditure for supply of electricity) Regulations, 2012.

Provided that if the applicant submits application for a contract demand lesser than the contract demand for which Power Availability Certificate has been issued, the amount of advance cost share shall be adjusted as under :-

(a) if the applicant intends to avail the balance contract demand at a subsequent stage during the validity period of the Power Availability Certificate.	On pro-rata basis.
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(b) if the applicant expresses his intention not to take supply for the balance contract demand for which Power Availability Certificate was issued.	Full amount of the advance cost share deposited by the applicant shall be adjusted after deducting therefrom 20% of the proportionate amount deposited as advance cost share in respect of such contract demand as is not to be availed
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- 12.0 Where the applicant who has been granted the Power Availability Certificate (PAC) fails to submit the application or declines to take supply for the full contract demand for which Power Availability Certificate was granted, within the validity period, the advance cost share, not adjusted as per 11 above, shall be refunded after deducting there from 20% of the proportionate amount of the advance cost share deposited in respect of the contract demand which is not to be availed.

Illustration: If the Power Availability Certificate is issued for 3000 kVA contract demand, but application is submitted or supply is taken only for 2000 kVA contract demand, 20% of the advance cost share pertaining to 1000 kVA contract demand shall be deducted.

The refund of the refundable amount of advance cost share shall be made within 30 days from the expiry of validity period or from an earlier date on which such applicant expresses his intention not to take supply for full or part of the contract demand for which the Power Availability Certificate was issued and requests for refund of such amount.

- 13.0 The indicative terms and conditions to be intimated to the consumer at the time of PAC shall be as under:-

The details of Power Availability Certificate such as Name of the Applicant, Location of the premises where power is required, purpose for which the power is required, the connected load (kW) and Contract demand (kVA) of the load requisitioned by the applicant, supply voltage at which power will be made available and the feeding sub-station from where power shall be made available shall be mentioned in the starting paragraph of the PAC. The condition of construction of new sub-station or augmentation of existing sub-station for release of the load, if required, the same shall also be mentioned.

- (i) In case of drawl of Contract demand in excess of the Contract demand sanctioned, the firm will be liable to pay penalty for over drawl as notified from time to time.
- (ii) The supply during peak load hours (6:30 PM to 10 PM) shall be governed by the additional conditions as specified in the H.P. Electricity Supply Code & Schedule of Tariff and Schedule of General & Service Charges approved by HPERC.
- (iii) The consumer has to submit proof of ownership/occupancy of the premises for which electricity connection is being applied for.
- (iv) Authorization to sign on behalf of company (i.e. Resolution of Board of Directors of the company, duly attested, authorizing the person to sign the papers / agreements on behalf of company along with attested signatures of the authorized person) should also be obtained and verified. A copy of the same be kept in the consumer file.
- (v) In case of applications for electric connections falling under Planning areas, Municipal Corporations, Nagar Panchayats and other local bodies where TCP Act, 1977 is applicable, the connection shall be released to the consumer as per Sales Circular No. 28/2019 circulated vide letter No. HPSEBL/CE(Comm.)/S-4/Vol-IV/2019-17840-18178 dated 16.02.2019 in compliance to amendment in Supply Code.
- (vi) The power will be made available on the basis of self- certified declaration/ undertaking given by the consumer at the time of sanction of load. In case of non-fulfillment of

statutory provisions/ approvals/ clearances from Govt. (Central/ State) Departments and other statutory bodies, the connection shall be disconnected without any notice, as agreed in the declaration/ undertaking.

- (vii) It should be ensured before sanction of load that the security amount payable as per HPERC (Security Deposit) Regulations, 2005 as amended from time to time, shall be got deposited with the concerned Sub Divisional Officer. The amount payable towards Security Deposit shall be in the form of Cash/ Demand Draft (D.D.) drawn in favour of the concerned Sub-Divisional Officer. The firm may opt to furnish the security in the form of Bank Guarantee in place of cash deposit where the amount payable towards security deposit exceeds Rs.10.00 lac and the same shall remain valid during the period the agreement for supply of energy remains in force. The validity of BG in no case should be less than 3 years.
- (viii) The consumer shall deposit cost towards Expenditure for Supply of Electricity as per HPERC (Recovery of Expenditure for supply of Electricity) Regulations, 2012 and its amendments.
- (ix) The cost of dedicated feeder /joint feeder along with bay and associated equipment at both ends, as the case may be, will have to be borne by the consumer as per provisions of HPERC (Recovery of Expenditure for supply of Electricity) Regulations, 2012 and its amendments. The cost of all these components will be intimated to the consumer by the Chief Engineer (Op.), / Chief Engineer(ES), as the case may be.
- (x) The cost of the whole or part of the service line/equipment paid by the consumer and maintained by the HPSEBL, shall remain the property of HPSEBL and HPSEBL shall have the right to make use of the service line/equipment for extending power supply to other consumer(s) in the vicinity or for any other purpose.
- (xi) The consumer will have to build up the load to the extent of load sanctioned /contract demand within a period of two months of readiness of HPSEBL failing which the demand charges will be levied as per provision of H.P. Electricity Supply Code, 2009 as amended from time to time.
- The metering of the consumer shall be done as per Central Electricity Authority (Installation and Operation of Meters) Regulations, 2006 as amended from time to time.
- (xii) During winter months i.e. from November to March, in case there is shortage of power, which otherwise is not a general phenomenon, the release of power will depend upon its availability.
- (xiii) No new supply to LT installations with induction motor(s) of capacity above 3 HP and /or welding transformers above 2 kVA shall be given unless shunt capacitors of appropriate ratings are installed to the entire satisfaction of the HPSEBL. The consumer shall maintain a power factor of 0.9 lagging or above at all times.
- (xiv) The consumer shall comply with the harmonics standards as specified by the Authority and for voltage levels for which harmonics standards have not been specified by the Authority, the user shall comply with the standards specified in the relevant International Electrical and Electronic Engineers regulations. In case of failure to comply the specified standards, action shall be taken as per Clause No. 2.1.9 of H.P. Electricity Supply Code, 2009.
- (xv) The consumer shall abide by the provisions of Electricity Act, 2003, all applicable laws, conditions of supply, General Conditions of Tariff and Schedule of Tariff, Supply Code, rules, regulations, orders, Directives, Notifications issued and enforced under applicable laws by HPERC/CEA/Govt. of India/Govt. of H.P. and any other instructions/circulars issued by HPSEB Ltd. from time to time, and as amended from time to time, for equitable and efficient distribution of electric energy.

- (xvi) The HPSEBL reserves the right to impose any restrictions depending upon the loading conditions of the feeding substation and availability of power as may deem fit to regulate the supply in the most efficient manner.
- (xvii) It is mandatory for the consumer to use BEE star labeled (with minimum 4 star rating) Motorpump sets, and ISI/BIS marked power capacitors, foot/reflex valves etc. as per Govt. of H.P., MPP & Power Deptt. Order No. Vidyut-C(7)-1/2008 dated 5.12.2009 and its amendment dated 28.12.2016.
- (xviii) The Power Availability Certificate shall remain valid for a period of three years from date of its issuance.

Other specific conditions of line/sub-station to be commissioned, or any other case specific conditions shall also be included while issuing the PAC to the consumer.

14.0 Standard Supply Voltage/ Supply Voltage:

Depending upon the minimum and maximum limits of contract demand (or connected load in case of domestic supply) the character of supply shall be as per the relevant provisions of the Himachal Pradesh Electricity Supply Code, 2009, as amended from time to time. The relevant provisions are as below:

14.1 Standard Supply Voltage/ Supply Voltage:

The standard supply voltage shall mean the standard voltage at which electricity shall be given to the consumer through a common or dedicated or joint dedicated feeder without payment of any lower voltage supply surcharge (LVSS). Depending upon the connected load(kW or MW), contract demand (kVA or MVA), nature of load and existence of a voltage (volts/kV) and phase in the relevant distribution system, the standard supply voltage for a consumer shall be as provided in supply code.

- (a) The maximum limits of connected load (kW or MW) and contract demand (kVA or MVA) for the supply of power at a voltage, shall be as under-

Sr. No.	Standard Supply Voltage	Maximum Connected Load	Maximum Contract Demand
1.	Single phase 230 volts or three phase 415 volts or 2.2 kV; (for supplies not involving special category loads)	50 kW	50 kVA
2.	Three phase 11 kV or 22 kV; (for supplies not involving special category loads)	3 MW	2.2 MVA
3.	Three phase 33 kV	12 MW	10 MVA
4.	Three phase 66 kV	14 MW	12 MVA
5.	Three phase 132 kV or 220 kV	No limits	

Provided that where special category loads are involved, the standard supply voltage shall be 11 kV or 22 kV, as may exist on the relevant distribution system, if –

- (i) the total connected load does not exceed 1 MW, irrespective of special category loads; or
- (ii) the total quantum of connected load in respect of special category loads does not exceed 750 kW within the overall limit of total connected load upto 3 MW and total contract demand upto 2.2 MVA:

Provided further that, if neither of the limits given in the first proviso, in relation to supplies involving special category loads, are adhered to, the standard supply voltage shall be 33 kV or the appropriate higher voltage in accordance with the limits specified in this clause:

Provided further that where a consumer having connected load of not more than 50 kW is already getting supply at LT voltage immediately before commencement of the Himachal Pradesh Electricity Supply Code (First Amendment) Regulations, 2014, he shall continue to be covered under a LT standard voltage (i.e. single phase 230 volts or three phase 415 volts) irrespective of contract demand already sanctioned in his favour, so long as he does not further extend his connected load or contract demand beyond the specified limits of 50 kW or 50 kVA respectively:

Provided further that where a consumer is getting supply at a voltage higher than the standard supply voltage as per the said specified limits, he shall continue to get supply at such higher voltage without any rebate for higher voltage supply.

(b) Where the connected load or contract demand exceeds the relevant ceiling limit specified in clause (a), the appropriate higher voltage at which both such limits can be adhered to, shall be considered as standard supply voltage and there shall be no minimum limits for supply of power at a particular voltage.

14.2 Supply at Lower Voltage:

Where the consumer seeks supply of power at a voltage lower than the standard supply voltage as detailed above, the licensee shall supply power at such lower voltage subject to the maximum limits of connected load and contract demand as specified in this para; payment of lower voltage supply surcharge (LVSS) by the consumer at the rates given in the tariff order applicable from time to time; and other conditions, as may be relevant, specified in this para or in para (14.3) and as per the provisions of the Supply Code :-

Sr. No.	Supply Voltage	Description	Maximum Connected Load	Maximum Contract Demand
1.	11 kV (for supplies not involving special category loads)	(a) If 22 kV or 33 kV voltage level exists in the relevant distribution system.	5 MW	4 MVA
		(b) If 22 kV or 33 kV voltage level does not exist in the relevant distribution system.	6 MW	5 MVA
2.	22 kV (for supplies not involving special category loads)	(a) If 33 kV voltage level exists in the relevant distribution system.	6 MW	5 MVA
		(b) If 33 kV voltage level does not exist in the relevant distribution system.	7 MW	5.5 MVA
3.	33 kV	(a) If 66 kV voltage level exists in the relevant distribution system.	15 MW	12 MVA
		(b) If 66 kV voltage level does not exist in the relevant distribution system.	18 MW	14 MVA
4.	66 kV	(a) Through a common or dedicated or joint dedicated feeder	18 MW	14 MVA
		(b) Through a dedicated or joint dedicated feeder	30 MW	24 MVA

Provided that all such supplies, excepting the same at Sr. No.4(a), shall be given through dedicated or joint dedicated feeders only and that in case of Sr. No. 4(a) the supply shall be given through a common or dedicated or joint dedicated feeder:

Provided further that in case of supply involving special category loads, the same shall be given at 11 kV or 22 kV subject to further conditions that the total connected load in respect of the special category loads does not exceed 1.5 MW within the total connected load upto 3 MW and

contract demand upto 2.2 MVA and that the supply is to be given through a dedicated feeder or a joint dedicated feeder emanating from EHV sub-station:

Provided further that if the conditions given in second proviso, in relation to the supplies involving special category loads, are not adhered to, the supply shall be given at 33 kV or at appropriate higher voltage depending on the total connected load and contract demand:

Provided further that the provisions of this para, shall be further subject to the following condition:-

- (i). that the voltage regulation limits shall have to be adhered to while deciding the supply arrangements;
- (ii). that in case of special category loads and other such loads which can cause disturbances in the power distribution system, the consumer shall provide suitable protection equipments as per the Central Electricity Authority (Measures relating to Safety and Electric Supply) Regulations, 2010 and other prudent practices to adequately insulate the distribution system from the disturbance caused by such loads;
- (iii). that the consumer already getting supply at higher voltage as compared to the standard supply voltage or the limits given in this para, shall not be entitled to any higher voltage supply rebate; and
- (iv). that in cases of joint dedicated feeder, the limits of maximum connected load and maximum contract demand as per this para shall be applicable for the summation of the connected loads and contract demands of both the consumers.

Explanation. - For the purposes of this para,-

- (a) "dedicated feeder" means the electric supply line emanating from the sub-station of the licensee through which electricity is, or is intended to be, supplied to a single consumer; and
- (b) "joint dedicated feeder" means the electric supply line emanating from the sub-station of the licensee through which electricity is, or is intended to be, supplied to two consumers.

14.3 (i) Where the contract demand has not been applied for or sanctioned, the limit corresponding to 90% of the connected load (in kW) converted into kVA by adopting power factor of 0.9 shall be deemed as the contract demand.

(ii) The supply shall be made at the minimum voltage level at which all the relevant limits and conditions are adhered to. However, if the consumer opts for supply of power at a voltage higher than the standard supply voltage, the licensee shall allow the same excepting the cases in which there may be some constraint.

(iii) Where the connected load or contract demand is to be enhanced, the standard supply voltage under as detailed above shall be redetermined as per the provisions under the said paras based on enhanced connected load and enhanced contract demand.

Explanation. - For the purposes of paras (14.1) and (14.2), "special category loads" means furnace loads and mass induction heating loads and shall also include any other load as the Commission may, after taking into consideration electrical characteristics and its impact on the distribution system, by order, declare it to be a special category load.

Note:- The procedure has been described for the general awareness of public and the clauses of this procedure should not be quoted while issuing the PAC to the consumers. For that purpose, the clauses of Supply Code, regulations and sales manual may only be referred.



