

Procedural guideline for Subsidy claim in “Surya Gujarat Scheme”

Documents to be submitted at Division office by Empanelled Agency:

1. Dated covering Claim letter from the Empanelled agency on its letter head
2. UGVCL Registration letter
3. Copy of the ID proof of beneficiary.
4. Permission of CEI / EI to energize Solar PV System (for more than 10KW) and Self Certification for Solar Roof Top Installations (for up to 10 KW) duly signed and sealed by authorized person of the Empanelled Agency having electrical contractor license issued by the CEI.
5. Invoice of the System billed to the beneficiary
6. Copy of Checking Sheet or Meter replacement Performa filled by UGVCL at time of providing bidirectional meter at beneficiary’s premises, which must be duly signed by authorized person of UGVCL and beneficiary
7. Joint Inspection Report of Bi-directional meter installation (In original copy only)
8. Photograph of the installed system with play card held by the beneficiary showing the name of the beneficiary, DISCOM registration number and system capacity.
9. System Details in following format:
 - Name of Empanelled Agency: _____
 - Basic System Information:
 - GUVNL RegistrationNumber: _____
 - Consumer Name: _____
 - Consumer No. : _____
 - Sub-division _____ Division _____ Circle _____
 - Address: _____ Village: _____ Taluka: _____ District: _____
 - Contract Demand: _____ KW _____ Phase
 - PV Registration Capacity at GUVNL Portal: _____ KW _____ Phase
 - Invertor capacity: _____ KW
 - PV Installed capacity: _____ KW
 - **Solar Capacity in KW for Subsidy Claim** (Minimum of above three): _____ KW
 - Consumer Mobile No: _____
 - Invertor Login ID: _____ Password: _____
10. Certificate of the beneficiary that the system is installed and commissioned in all respect with the date of commissioning, system and invertor capacity, etc. and that has been provided the FIVE year Warranty Card and the O &M Manual

NOTE: Self certified copies of documents will be submitted in support of claims made by the Empanelled Agency and Agency shall bring the original copies of documents for verification by UGVCL officials.

Methodology:

1. Empanelled Agency should be made subsidy claim consumer wise. Empanelled agency has to submit subsidy claim to the concern Division office for maximum 10 applications in a single claim.
2. After verification of documents by SDO according to self certification documents submitted by Empanelled Agency and after submission of claim by Empanelled Agency to the concern Division, Technical section of Division will verify the claim as per EOI tender Part G, point no.10.e.g.:
 - a) Minimum capacity of all of three (applied capacity, Inverter capacity, PV module installed capacity) according to eligible subsidy claim.
 - b) Photograph of Beneficiary with photo of the system
 - c) Checking sheet/meter replacement Performa signed by JE/DE and beneficiary
 - d) Subsidy claim amount in prescribed form.
 - e) Name of consumer match with Aadhar card and Aadhar no.
 - f) Joint Inspection report(sign by S/dn. DE/JE// Empanelled Agency// beneficiary)
 - g) Summary report - claim report generated from portal.
3. If any query, raise by Division Technical section with comments, it shall be resolved by agency.
4. After claim verified by Technical section of Division office and found ok then claim further look after by the account section.
5. **The Account section of Division office** will verify the physical submitted claim. Review the documents mentioned in above list from para (2).
6. Invoice of the system billed to the beneficiary shall be match with the subsidy claim amount.
7. Process it in E-urja system for payment duly audited with due care that there will be 2% deduction towards
8. Performance Guarantee (PG) and deduction towards any other penalty and any other deduction in line with applicable laws e.g. Income Tax TDS, GST, Labour welfare cess etc. (The aforementioned data will get synced with MNRE SPIN portal and Project Completion Report (PCR) No. will be generated application-wise.)
9. Division office will forward the Invoice claim along with original payment voucher & forwarding letter to corporate office. (Existing E-urja hierarchy for approval to be observed)
10. Authorized officer of corporate office (F & A Department) will verify, approve and make necessary entries before final payment of the subsidy claim.

Note: For any query regarding above, please refer GUVNL guideline time to time.