

STANDARD OPERATING PROCEDURE FOR "SHORT TERM OPEN ACCESS

In accordance to provisions of Clause 5.2 of UPERC (Terms and Conditions for Open Access) Regulations, 2019, UPSLDC is the nodal agency for Short Term Open Access. Further, to streamline the process of approval of Short Term Open Access (STOA)/Grant of NoC and make it more efficient and transparent, UPSLDC has developed the associated software and also framed a "Standard Operating Procedure (SoP)" detailing the relevant information and complete procedure with timelines for completing a particular activity related to sanction/approval of STOA:

A. Process For Short Term Open Access

There is a three step process for online approval / grant of NoC for STOA

- ü **Pre-Registration at SLDC portal**
- ü **Registration at SLDC portal**
- ü **Approval by SLDC**

B. Basic formalities to be completed by the entity before applying for STOA

Before applying for approval of Short Term Open Access (STOA)/ Grant of NoC for Short Term Open Access, following formalities have to be completed by the applicant/entity:

- (a) Connectivity Agreement with STU as per Clause 2.1 (b) of the UPERC Grant of Connectivity to intra-State Transmission System Regulations, 2010) and subsequent amendment/clarifications issued by Hon'ble Commission. Online facility for the same has been developed by STU and is available at web link www.upptcl.org.
- (b) Installation of ABT meter in co-ordination with STU, which is responsible for installation of ABT meter as per Clause 29.5 of UPERC (Terms and Condition of Open Access) Regulations 2019. Software facility for online request for installation of ABT meters, nomination of officers by STU for inspection of ABT meter at factory premises thereafter sealing of main, check and standby ABT meters in accordance to provisions of applicable regulations has been created by STU and is available at web link www.upptcl.org.
- (c) **The procedure for obtaining permission, inspection and installation of ABT Metering system on "Online ABT Portal"**
 - Applicant shall register himself on "Online ABT portal" and submit online request to Director (Operation), UPPTCL for permission of procurement of ABT Metering system.
 - Online Approval/denial (with reason) shall be provided by Director Operation office within 07 days.
 - After the grant of permission, applicant shall procure ABT Metering system and request for inspection of same at the manufacturer's premises through "Online ABT portal" developed by STU. This online request shall automatically be transferred to concerned nodal officer of the concerned transmission licensee.

- Nodal officer shall nominate the officers for the purpose of inspection within 07 days (this nomination will be visible to the applicant also) and inspection of ABT Metering system shall be completed within 15 days of nomination. In case of any delay in inspection, message shall be sent to nodal officer.
- After the inspection, applicant will ensure the delivery of ABT Metering system at consumer and/ or substation end.
- After the delivery of ABT Metering system, applicant shall make online request for commissioning/sealing of same through the online system.
- This online request shall automatically be transferred to concerned nodal officer of transmission as well as Discom.
- These nodal officers shall nominate the officers from the respective field units within 07 days (it will be visible to the applicant) for joint commissioning/sealing of ABT Metering system. Joint commissioning/sealing of ABT meters shall be completed by STU/Discom before the representative of consumer/entity within 07 days of nomination. In case of any delay in sealing of metering system message shall be sent to nodal officer.
- It will be the responsibility of officers from STU to upload the sealing report on “Online ABT Portal”. This sealing report shall be visible to SLDC as well as the applicant.
- STU shall further take MRI reports of meters installed and send them to EA unit of UPSLDC so that their compatibility can be checked with EASS software.
- Applicant can download sealing report of “ABT Metering system”

C. Pre-Registration

Applicant (Open Access Customers) can pre register themselves by accessing the link (<https://www.eass.upsldc.org/eass/OAPreRegistration.jsp>) and get user id and password through registered email for accessing Open Access Module for subsequent registration and filing of application for STOA.

D. Formalities to be completed prior to Registration (Process for issuance of Enclosure ST-11)

- The Applicant shall make a request to concerned Transmission/Distribution Licensee through online software module (Open Access Management System) on UPSLDC web portal, for approval/grant of ‘Enclosure ST11’.
- Following documents need to be uploaded by the consumer/entity while making request for Enclosure ST-11:-
 - Ø ABT Sealing certificate of all interface meters.
 - Ø Connectivity Agreement (as applicable).
 - Ø Latest Electricity Bill in case of Discom consumer.
 - Ø Duly signed Single Line Diagram of the Entity.
 - Ø ID Proof & Address Proof of the consumer/entity.
 - Ø Self declaration along with supporting documents in case of captive consumers

- The request so submitted by the applicant will be automatically forwarded online to the Nodal Officers (Coordinator) of the concerned licensees. An automatic SMS alert will also be sent to respective email ID and mobile numbers of the Nodal Officers (Coordinator) of the concerned licensees. The date and time of such request will be recorded in the database of STOA module for further monitoring by the Coordinators and the Management.
- In case all the documents and information provided by the applicant/consumer is found to be in order, the Discom/Transmission Licensees shall provide their online consent/approval to the grant of STOA or else record the reasons for rejection in writing on the software module of STOA. The Discom/Transmission Licensee are required to provide their consent/rejection within a period of 10 days from the date of such request by the STOA consumer/entity.
- Concerned Transmission and Discom licensees, while giving consent for Short Term Open Access, must ensure that total of existing contracted capacity plus registration applied for STOA must not exceed the total capacity of their system (sub- station, line and transformers) for the period of validity of Enclosure ST-11.
- The certificate for Enclosure-ST11 shall be generated automatically after approval by Discom/Transmission Licensee.
- If the consumer/Entity desires to continue STOA beyond the validity period of Enclosure ST-11 it shall apply at least 10 days prior to expiry of validity of Enclosure ST-11 for timely action in the matter.
- The Discom/STU may however cancel any Enclosure ST-11 issued on the basis of clearly identified technical/Commercial/legal reasons after duly communicating the same to Management/UPSLDC

E. Formalities to be completed for Registration of STOA transactions

For registration for STOA, following documents are required to be submitted online by the applicant for STOA

- Ø Enclosure ST-11 Certificate from concerned Discom and Transmission Licensee.
- Ø Power Purchase Agreement/ Power Sale Agreement.
- Ø Affidavit in accordance with Clause 8 (3) (a) of CERC (Open Access in inter-state Transmission) Regulations, 2008 & amendment thereof.
- Ø Latest Electricity Bill in case of Discom consumer.
- Ø Duly signed Single Line Diagram of the consumer/Entity.
- Ø Trading license in case of Trader.
- Ø ID Proof & Address Proof of the consumer/entity.
- Ø Other documents as may be specified.

G. Registration of STOA transaction in UPSLDC

- a. After getting all the documents required for Short Term Open Access as mentioned above, customers shall apply for registration for STOA transaction (sale/purchase of power). Fresh registration will be required in case there is change in injection/drawl point and or quantum of STOA as per the UPERC (Terms and conditions of Open Access) Regulation, 2019.

- b. UPSLDC shall check the registration form (ST-11) and documents attached and process the request in accordance with UPERC (Terms and conditions of Open Access) Regulation, 2019. UPSLDC is required to provide the approval of registration within five (5) working days from the date of online request or else reject the request by giving reasons in writing.
- c. In case of request for first time registration, necessary details regarding registration shall be communicated to all concerned units of UPSLDC for further necessary action.

H. Application for STOA

- Ø After completion of registration process consumer/entity can submit online application against the approved registration through online module for STOA as per concerned CERC/UPERC Open Access regulations
- Ø UPSLDC shall check the application form and process the request in accordance with the concerned CERC/UPERC open access regulations within a period of three (3) working days.