

Standard Operating Procedure for Solar Application with Subsidy

Step-1: Visit the Tamil Nadu Solar Rooftop Portal at <https://www.tnebltd.gov.in/usrp/applystate.xhtml>. The consumer shall validate the Service Number by entering Service Number along with the Region Code and the registered mobile number linked to the DISCOM service connection. Upon successful validation, the consumer can proceed to the next step of the PM Surya Ghar application process.

Step-2 : It redirects to the National Portal (NP) to log in using your Consumer Service Number, along with the Region Code and the registered mobile number linked to your (DISCOM) Service Connection.

Step-3 : Apply for Rooftop Solar under the tariff categories LA IA, LA ID, and LA IE. Fill out the required details in the National Portal (NP) application form. Once submitted, a National Portal Application Reference Number (e.g., NP-TNGD26-...) will be generated for the consumer's Service Connection Number.

Step-4 : Enter the National Portal Application Reference Number (e.g., NP-TNGD26-...) on the TN Solar Portal (<https://www.tnebltd.gov.in/usrp/autonogen.xhtml>) to generate the TN Solar Portal Reference Number (e.g., 600.....) for the consumer's Service Connection.

Step-5 : In the TN Solar Portal, the application is validated against the Service Connection Number (SC No.), the sanctioned load, and the applicable tariff.

Step-6 : Once the application is validated, an SMS is sent to the consumer's registered mobile number containing the TN Solar Portal Reference Number (e.g., 600.....) and the consumer can Upload a photocopy of the electricity bill receipt and a recent photograph of the consumer in TN Solar Portal Reference Number (e.g., 600.....).

Step-7 : If the documents are not uploaded initially, the consumer can upload a photocopy of the electricity bill receipt and a recent photograph in the TN Solar Portal (<https://www.tnebltd.gov.in/usrp/applycfa.xhtml>) at a later stage using the TN Solar Portal Reference Number (e.g., 600.....).

Step-8 : For solar applications with a sanctioned capacity exceeding 10 kW, the system shall automatically validate the requested load against the available Distribution Transformer (DT) capacity. If the available DT capacity is insufficient to accommodate the proposed solar capacity, the application shall be marked as not feasible, and the following message shall be displayed to the applicant: "The proposed solar capacity is

not feasible, Kindly contact the concerned Assistant Engineer (AE) to verify and update the DT capacity, if required". For the rooftop solar plant capacity up to 10 KW, no technical feasibility check required.

Step-9 : If the proposed solar capacity exceeds the sanctioned load of the existing service connection (i.e., the dynamic additional load), the system shall automatically enhance the sanctioned load during the solar conversion process. If a phase change is required, the system shall automatically change the phase during the solar conversion process (i.e., the dynamic phase change). If both load enhancement and phase change are required, the system shall automatically perform both during the solar conversion process. The consumer shall be required to accept the Terms and Conditions for the load enhancement and/or phase change and agree to pay the applicable load enhancement and/or phase change charges. The applicable charges for the load enhancement and/or phase change shall be automatically calculated and added to the consumer's next Current Consumption (CC) bill for payment.

Step-10 : The application can be viewed by the Assistant Engineer (AE) user. Upon receipt of the application, the AE can enter the estimate sanction against the application received from the TN Solar Portal (e.g., 600.....).

Step-11 : The consumer installs the rooftop solar plant through any of the registered vendors listed on the National Portal.

Step-12 : Once the installation is completed, the consumer submits the plant details through the National Portal. These details are automatically fetched from the National Portal into the TN Solar Portal for further processing, provided that the estimate sanction process has been completed from the TN Solar Portal side.

Step-13 : Once the readiness status is updated in the TN Solar Portal, the consumer will be notified via SMS to upload the readiness details in the TN Solar Portal (<https://www.tnebltd.gov.in/usrp/consumerreadiness.xhtml>) and to accept the agreement online.

Step-14 : Once the AE approves the safety inspection and confirms the solar plant installation details (such as plant make, inverter make, inverter capacity, etc.), the Solar Bi-directional Meter is installed and the new meter details entered by the AE, the commissioning report is then generated. The same status is automatically updated with the National Portal and the consumer can claim the subsidy through the National Portal.