

## Guidelines / Procedure for Availing New Power Supply

Given below are the guidelines for Owner / Builder / Developer desirous of availing Power Supply for their new project in Mumbai license area :

### PROCEDURE

- 1) Applicant to submit the duly signed PSAF Application form along with the attached documents as per list of attachments (Annexure 1) at any Tata Power Customer Relations Centre (visit [cp.tatapower.com](http://cp.tatapower.com) for a complete list).
- 2) Tata Power will conduct site visit and technical feasibility after the submission of duly completed PSAF.
- 3) Tata Power will issue Proposal Letter after conducting site visit / technical feasibility.
- 4) Consumer to submit the acceptance of the proposal letter / substation agreement (if applicable) after receipt of proposal letter.
- 5) Tata Power will commence substation erection and commissioning activity.
- 6) Consumer has to erect the equipments in their scope wherever applicable (ex: HT consumers).
- 7) Consumer has to submit individual PSAF for every new connection required.
- 8) Tata Power will intimate the charges payable by the applicant for every new connection based on Schedule of Charges / Rates as approved by MERC for Tata Power from time to time. This will include:
  - a) Application registration and processing charges.
  - b) Service connection charges.
  - c) Security Deposit.
  - d) Any other charges approved by MERC from time to time.
- 9) Tata Power will initiate the process of provision of power supply / last mile connectivity as per MERC Standard of Performance, Regulations 2005, only after receipt of payment of charges.
- 10) Kindly refer the List of Compliances (Annexure 4) given overleaf, to be adhered by applicant before energisation.
- 11) To pay for the said supply at the prevailing tariff rates and also to pay the charges based on the Schedule of Charges / Rates for the individual connections Approved by MERC for Tata Power from time to time (Annexure 5)
- 12) Regarding Power Supply for a New Project, kindly submit in addition to the application: Covering Letter & Load Break Up Sheet at following address: **Distribution Customer Acquisition (DCA), Technopolis Knowledge Park, Ground floor, Mahakali Caves Road, Andheri (E), Mumbai 400 093.**

### Annexure - 1

#### **LIST OF ATTACHMENTS TO BE SUBMITTED FOR AVAILING NEW POWER SUPPLY**

- a) Covering letter for the power supply application required to be submitted by the Owner / Builder / Developer on their LetterHead as per the prescribed format and the details to be filled, duly signed and stamped.
- b) Power Supply Application Form (PSAF) to be filled, duly signed and stamped by Owner / Builder / Developer.
- c) Proof of Ownership OR Occupation of Premises (As per Annexure 2):
- d) Proof of Identity (As per Annexure 3)
- e) Location Map of the site.
- f) Plot plan / layout Plan.
- g) Approved plan by local municipal authority.
- h) Detailed Load Breakup for the project (as per Tata Power Format).
- i) Sub station lease deed if substation to be created as per Tata Power format. (As per Tata Power proposal letter)
- j) Power Supply Agreement for the load of 50KW / 63kVA and above as per Tata Power format (to be submitted before energization).
- k) No Objection Certificate from Directorate of Industries / MCGM permits for Industrial Load (to be submitted before energization).
- l) No Objection Certificate from Pollution Control Board for industry (to be submitted before energization).

#### Annexure - 2

##### **Proof of Ownership or Occupation of Premises**

(copy of any one of the following documents to be submitted):

- i) Aadhar Card (for Residential Consumers only)
- ii) Ration Card (for Residential Consumers only)
- iii) Voter ID Card (for Residential Consumers only)
- iv) Passport (for Residential Consumers only)
- v) Purchase / Sale Agreement with Builder /Previous Owner  
Owners NOC with Leave & License / Lease
- vi) Agreement if applicant is not premises owner
- vii) Society Share Certificate / Maintenance Bill or Receipt / Society  
Letter (Applicable for Changeover Applicants)
- viii) MCGM / MBMC Property Tax Bill / Receipt
- ix) Govt. Issued Property Card or 7/12 Extract / IOD
- x) MIDC / SEEPZ Order / Letter of Allotment /Approval  
Lease Agreement.
- xi) Society Registration Certificate for Common Services like  
Lift, Staircase, Waterpump, etc.

#### Annexure - 3

##### **Proof of Identity**

(copy of any one of the following documents to be submitted):

- i) Aadhar Card
- ii) Voter's Identification Card
- iii) Passport
- iv) Driving License
- v) Photo Pass (Recognized Organization Photo Identity Card)
- vi) Sr. Citizens Identity Card issued by Govt.
- vii) Collector / Govt. Authorised Photo ID
- viii) Photo ID in Purchase / Sale Agreement

Distribution Customer Services, The Tata Power Company Limited, Dharavi Receiving Station, Near Shalimar Indl Estate, Matunga, Mumbai 400 019

For all Queries please contact Call Centre at 1-800-209-5161 (Toll Free) Or Email us at : [customercare@tatapower.com](mailto:customercare@tatapower.com)

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### Annexure - 4

#### LIST OF COMPLIANCES

Following documents need to be submitted by the prospective consumers

From which Authority	Compliances	Remarks
<b>CONSUMER</b>		
Consumers	Power supply Application Form	Duly signed by customer along with all necessary documents / payments.
LEC	Work Completion & Test Report	Duly certified by Licensed Electrical Contractor.
Consumers	Power Supply Agreement	For consumers having sanctioned load 50 KW / 63KVA and above.
EI	Submission of EI clearance for HT arrangement	HT consumers to comply.
EI	Submission of DG set permission	In cases where DG set of above 5 kVA capacity is installed by consumer.
Directorate of Industries/MCGM	NOC for establishment of Industries from Directorate of Industries / MCGM permit for Industry .	Applicable in case of industrial load.
PCB	NOC from Pollution Control Board for industry if applicable	For applicable industries only.
<b>BUILDER / DEVELOPER / OWNER</b>		
Owner	Substation Agreement(from Builder / Developer/ Owner of premises)	If substation space is utilized within consumer premises
MCGM	Submission of MCGM approved Commencement Certificate Copy	Applicable for all new buildings.
MCGM	Submission of MCGM approved Occupation Certificate (OC) copy for residential buildings.	OC is not necessary for non - residential buildings as per Governments directive No. ESA/1009/PK No. 7041/Energy 5 dated 25th June 1999, if the applicant gives a written undertaking that if the building is found illegal by the concerned authorities (CIDCO / MCGM /Government Office etc.) the Licensee shall have the right to disconnect the power supply
MCGM	MCGM approved Occupation Certificate (OC) copy for residential buildings.	Applicable for all new residential buildings.
MCGM	Submission of MCGM permission for substation building.	Tata Power will indicate the substation location in the drawings submitted by the consumer and the consumer should obtain MCGM's permissions for the same.
Chief Fire Officer	Submission of CFO's clearance	Generally, if the building has more than 7 floor/15 metres. However, for theatre it is required even if height is less than 15 mtrs.
EI	Submission of EI clearance if the height of the building is more than 15 metres (High Rise Clearance)	To certify that the work carried out beyond metering point by consumer, meets all the specified requirements. However, for theatre it is required even if height is less than 15 metres

### Annexure - 5

#### Tata Power - D Tariff w.e.f. 1st July 2013

Sr. No.	Consumer Category	UOM	Fixed Charge / Demand Charge	Total Energy Rate
			₹	₹/kWh
<b>Low Tension categories</b>				
1.	LTI - Residential			
	Below Poverty Line (BPL)	Per month	3	1.97
	Other Residential			
	0-100 Units	Per month	40	2.13
	101-300 Units	Per month	75	3.62
	301-500 Units	Per month	75	6.25
	Above 500 Units (balance Units)	Per month	100	7.78
2.	LT II - LT Commercial			
	0-20 kW	Per month	250	6.97
	>20 kW & < 50 kW	Per kVA/month	200	7.18
	>50 kW	Per kVA/month	200	7.73
3.	LT III - LT Industrial below 20 kW load	Per month	250	6.52
4.	LT IV - LT Industrial above 20 kW load	Per kVA/month	200	7.39
5.	LTV - Advertisement & Hoarding	Per month	400	18.38
6.	LT VI - Streetlights	Per k VA/month	200	6.42
7.	LT VII - Temporary Supply			
	A) TSR - Temporary Supply Religious	Per conn/month	200	4.02
	B) TSO - Temporary Supply Others	Per conn/month	400	15.07
8.	LT VIII - Crematorium & Burial Grounds	Per conn/month	200	4.02
9.	LT IX - Public Services	Per conn/month	250	6.86
<b>High Tension categories</b>				
10.	HT I - Industry	Per k VA/month	200	7.09
11.	HT II - Commercial	Per k VA/month	200	7.38
12.	HT III - Group Housing Society	Per k VA/month	200	6.21
13.	HT IV - Temporary Supply	Per k VA/month	200	11.94
14.	HT VI - Public Services	Per k VA/month	200	7.31

Note : In addition to above Tariff, FAC, TOSE, ED & Other Govt. Charges, if any will be payable.

### Annexure - 6

#### Charges for Tata Power Consumers

S. No.	Category	Amount (₹)
1)	<b>Application Registration &amp; Processing Charges</b>	
	Residential	
	Single Phase	50.00
	Three Phase	75.00
	LT Commercial	
	Single Phase	50.00
	Three Phase	75.00
	LT Industrial	
	Single Phase	50.00
	Three Phase	75.00
	HT Supply	200.00
2)	<b>Service Connection Charges for New Connection</b>	
	LT Supply	
	Single Phase	For Loads upto 5 KW
	Loads Above 5 KW and upto 10 KW	2000.00
	Three Phase	3000.00
	LT Supply	
	Three Phase	
	a) Motive Power upto 27 HP or other loads upto 20 KW	9000.00
	b) Motive Power upto 27 HP but upto 67 HP or other loads	
	above 20 kW but upto 50 kW	19500.00
	c) Motive Power above 67 HP but upto 134 HP or other loads	
	above 50 kW but upto 50 kW	40000.00
	d) Motive Power above 134 HP but upto 201 HP or other loads	
	above 100 kW upto 150 kW	60000.00
	HT Supply	
	For loads upto 500 kVA	350000.00
	Loads above 500 kVA	400000.00
3)	<b>Security Deposit based on Sanctioned Load</b>	
	<b>Category</b>	<b>Rate Rs. Per Sanctioned Load/ Contract Demand (KW/KVA)</b>
	Residential	200/-
	LT Industries	500/-
	LT Commercial/Temporary Supply	1000/-
	HT Industrial	1200/-
	HT Commercial/Temporary Supply	1500/-