

CONSUMER SERVICES GROUP

APPLICATION FORM FOR NEW CONNECTION

(Please refer instructions overleaf to help us serve you better)

FOR REGISTERING YOUR REQUEST/TO KNOW STATUS OF YOUR APPLICATION OR ANY FEEDBACK
CALL @ 39999707 OR LOG ON TO www.bsesdelhi.com

Also, e-mail us on brpl.customercare@relianceada.com for any information grievance, feedback,
appreciation or suggestion

General Instructions

(Please go through the instructions before filing up the form)

1. All forms of BRPL are **free of cost**.
2. In case where a copy of certain documents has to be submitted, the applicant needs to produce the original documents for verification by BRPL representative at the time of submission; the original documents must be retained by the Applicant. However, a photocopy attested by Gazetted officer/ notary etc. is also acceptable. The copy submitted to BRPL must be self-attested by the Applicant.
3. Applicant should insist on **checking the Identity Card of BRPL representative** visiting the premises. In case of any feedback or complaint against our executive, please report to our helpline 011-39999707.
4. **Applicant must not pay any money to any BRPL representative in cash** including those providing application forms, visiting premises or installing meter. In case of any feedback, appreciation or complaint against our executive, please report to our helpline 011-39999707.
5. All payments should be made against computerized Demand Note(s) **at BSES counter/online**, and receipt thereof must be obtained and kept safely by the applicant.
6. Applicant should pay the Demand note amount within the stipulated time at designated cash counters only at the Division Offices. Please note that payments of Rs. 20001/- and above should be made by way of DD/pay order only payable at Delhi/New Delhi in favour of "BSES Rajdhani Power Ltd."
7. Only complete documents shall be accepted by our executive. However, in case of non-availability of any document at the time of visit, our executive shall assist in preparing the documentation and issue a deficiency letter indicating the document to be attached with the filled up prescribed forms/ available documents left with you, for submission of the same when completed, to your nearest customer care centre.
8. Applicant must ensure that wiring in his premises is complete and suitable metering space/protective devices at applicant side are provided including Earth Leakage Protective Device (ELCB) which is mandatory as per regulation-42 of CEA. (Measures relating to Safety and Electricity Supply) Regulation 2010, and amended there on.
9. **BRPL has launched Door Step Services with the sole objective to facilitate our consumer in documentation and delivery of services without the help of any middlemen. Please help us in our fight against this menace.**

REQUEST NO.

Section 4. GENERAL PARTICULARS

4a Purpose/usage of new connection - Refer to Section 4 of Application Manual and mention relevant Code here and
Mention Description of purpose/usage as mentioned in Section 4 of Application Manual here

4b Meter Choice ☐ BSES Meter ☐ Applicant's Meter ☐ Prepaid ☐ Post Paid

4c Desired Load (kW/kVA) Voltage Level ☐ LT ☐ HT ☐ EHV Phase 1ph 3ph

4d PAN Number (if available)

4e Aadhar/Voter ID/Passport No (if available).

4f GSTIN (if available)

Section 5. Near by Installation Pole No. / Feeder No. Meter No. House No.

Section 6. ELCB Installed ☐ Yes/No MCCB/Main Switch ☐ Yes/No

Section 7. List of documents attached

7a	Identity proof submitted along with this application form	
	If applicant is a person (tick any one)	
i	Electoral Identity card	
ii	Passport	
iii	Driving licence	
iv	Ration card having photograph	
v	PAN card	
vi	Aadhaar card	
vii	Photo identity card issued by any government agency	
	If applicant is an organization (if applicable)	
i	Certificate of incorporation/registration issued by the Registrar / Resolution of Board	

7b	Proof of ownership or occupancy of premises for which	
1	Certified copy of title deed	
2	Certified copy of registered conveyance deed	
3	General Power of Attorney (GPA).	
4	Allotment letter/possession letter.	
5	Valid lease agreement alongwith undertaking that the lease agreement has been signed by the owner or his authorized representative.	
6	Rent receipt for the last 3 months / Lease agreement along with no objection certificate and proof of ownership of landlord	
7	Mutation certificate issued by a Government body.	
8	Sub-division agreement.	
9	For bonafide consumers residing in JJ clusters or in other areas with no specific municipal address, the licensee may accept either ration card or electoral identity card mandatorily having the same address as a proof of occupancy of the premises.	

7c	a. Industrial	
	Valid Industrial License / Factory License / Lal Dora Certificate in case of rural village	
	b. Agricultural Consumers	
	i. Certificate of Residence from Block Development Officer	
	ii. No Objection Certificate from Development Commissioner / Block Development Officer Delhi Jal Board for tube wells	
	c. Non-domestic for Khokhas and Temporary Structure	
	i. Teh Bazaari Receipt Number	
	ii. No Objection Certificate for Khokha/Temporary Structure for single delivery supply	

* Select whichever is applicable

Date

Signature of Applicant/Authorized Signatory

Documents Received :

Identity Proof:

Ownership/Occupancy Proof:

Others:

Signature of BRPL Representative

Designation

Acknowledgment

Request No.

Name

Employee ID

- For all queries related to Billing, Metering and New Connection or complaint relating to power supply, corruption or theft, please contact BRPL Call Centre 39999707
- Once message about Demand Note is received, you can download same from BSES Website www.bsesdelhi.com
- Do not make any cash payment to any BRPL representative except at the cash counters at BRPL Division offices.

DeclarationREQUEST NO.

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I _____ son/daughter of _____ resident of _____
(hereinafter referred to as 'Applicant' which term shall mean and include executors, administrators, heirs, successors and assigns) do hereby swear and declare as under

Or

The _____, a company incorporated under the provisions of the Companies Act, 1956 or as amended, having its registered office at _____ (hereinafter referred to as "Applicant", which expression shall, unless repugnant to the context or meaning thereof, include its successors and assigns), through its Authorised representative Mr. _____, do hereby swear and declare as under:

Or

A Sole proprietorship/ a partnership firm having its office at _____ (hereinafter referred to as the applicant which unless the context otherwise provides includes its successors and assigns), through Mr. _____, who is a partner or an authorized representative do hereby swear and declare as under :

THAT the Applicant is a lawful occupant of the premises at _____ (hereinafter the "Premises").

THAT the Applicant has requested the licensee to provide a service connection at the above-mentioned premises in the Applicant's name for the purpose mentioned in the application form.

THAT in furnishing the present Declaration, the Applicant has clearly understood that should any of the statements in this declaration prove to be false or incorrect at any later stage, the licensee shall be within its lawful rights to disconnect supply to the premises without any prior notice and proceed to adjust electricity supply dues payable by the applicant against consumer security deposit and / or recover the same in accordance with Law.

THAT the Applicant has complied with all requirements under all statute for the time being in force and the Applicant himself/herself shall be held legally responsible for any issue arising out of any such noncompliance for which the licensee may initiate action in accordance with applicable law.

THAT I, the Applicant hereby agrees and undertake:

1. That no objection certificate for seeking electricity connection from the co-owner has been obtained (in case the applicant is not the sole owner of the premises).
2. To indemnify the licensee against all proceedings, claims, demands, costs, damages, expenses that the licensee may incur by reason of a fresh service connection given to the Applicant.
3. That to the best of applicants knowledge, all electrical works done within the premises are as per Central Electricity Authority (Measures relating to Safety and Electricity Supply) Regulations, 2010 as amended from time to time.
4. That the internal Wiring at the premises has been tested by a Licensed Electrical Contractor/designated officer of the Government[#] and the test certificate is available with the applicant :

[#]In case of Government Quarters/Offices,

5. *That the building has been constructed as per prevalent building Bye-Laws and the total height of the building
(i) does not exceed 15 (fifteen) meters on the date of seeking service connection; Or
(ii) is more than 15 (fifteen) meters and Fire Clearance Certificate is available with the applicant.
6. *That there is a provision of lift in the premises and the applicant has obtained the lift fitness certificate from the Electrical Inspector for the lift in the said premises and the same is available with the applicant.
* Strike out which is not applicable
7. That the applicant has applied for the correct category of tariff as per the applicable tariff schedule. For either of the following categories of connection, the applicant has the relevant documents available with him.

A. Industrial (Tick whichever is available)

- a. (i) Valid Industrial License; or
(ii) Factory License; or
(iii) Household Licence; or
(iv) Lal Dora Certificate in case of rural village; or
(v) Any other document authorizing the applicant to run the industry
OR
- b. (i) Occupancy-cum-completion certificate from concerned Municipal Corporation or DDA; or
(ii) Consent to Establish from Delhi Pollution Control Committee (DPCC) ; or
(iii) Provisional Industrial License ; or
(iv) Sanctioned building plan from concerned Municipal Corporation or DDA

NEW CONNECTION SERVICE(S) MANUAL

(Not to be submitted with Application. To be retained by Applicant)

Introduction

This manual helps you with applying to BRPL for a permanent new electricity connection. As an Applicant for such a connection, you need to fill up the following forms and submit specified documents as part of your application.

Official Forms of BRPL to be filled and submitted by the applicant (for all applications) :

1. New Connection Application cum Information Form for Permanent LT Connection along with self-attested passport size colour photograph of the applicant / authorized signatory (applicable in case of organisation) pasted on the form
2. Declaration Supporting documents to be submitted by the Applicant (for all applications) :
 1. Copy of Proof of Identity of the applicant in whose name the connection is applied for
 2. Authorization in favour of signatory (applicable in case of organization)
 3. Copy of Proof of lawful ownership/occupancy of the premises for which the connection is applied for, in the name of the Applicant.
 4. Copy of proof of photo identity of the authorized signatory (applicable in case of organisation)

General Instructions :

1. All official forms of BRPL are free of cost.
2. In case where a copy of certain document has to be submitted, the Applicant needs to produce the original documents for verification by BRPL representative at the time of submission; the original documents must be retained by the Applicant. The copy submitted to BRPL must be self-attested by the Applicant.
3. The Applicant's photograph should be self-attested.
4. Applicant should insist on checking the Identity Card of BRPL representatives visiting his premises.
5. All payments should be made only against computerized Demand Note(s), and receipt thereof must be obtained and kept safely by the applicant. In case of any complaints of harassment or corruption, please report on Helpline No. : **399999707**
6. Applicant should pay the Demand Note amount within the stipulated time at the cash counter only, at the Division Offices/ Payment Counters. Please note that Payments of amount of Rs. 4001/- & above should be made by way of D. D./Pay Order payable at Delhi/New Delhi in favour of BSES Rajdhani Power Limited.

Space Requirement

The minimum space required to be provided by the developer / applicant for installation of distribution transformers shall be as under :

Sl. No.	Category	Description	Minimum Size (Meters)
(i)	For a load of 100kw to 300kw or the plot size of 300 sq. meter to 1000 sq. meter	Installation of one number of 11kv Pole Mounted Distribution Transformer	4Mx 4M
(ii)	For a load of 100kw to 300kw or the plot size of 300sq. meter to 1000 sq. meter	Installation of one number of 11kv Plinth Mounted Distribution Transformer	8Mx 5M
(iii)	For a load above 300kw to 700kw or the plot size of 1000 sq. meter to 2000 sq. meter	Installation of one number of 11kv Plinth Mounted Distribution Transformer	9Mx 5M
(iv)	For a load above 700kw to 1500kw or the plot size of 2000 sq. meter to 4000 sq. meter	Installation of two number of 11kv Plinth Mounted Distribution Transformers	10Mx 8M
(v)	Cases not covered above		Actual size based on load requirement

Section 1: Applicant Details

- 1a. Please specify applicant name as in the proof of identity of the applicant / organization.
- 1b. Please fill details as applicable.
- 1c. Please refer to this section and fill the applicable code in Section 1c. of the Application Form

Code	Type of Organization
1	Company registered under the Indian Companies Act 1956
2	Society registered under Societies Registration Act 1860
3	Trust whose trust deed is executed under the Indian Trusts Act 1882
4	Partnership whose partnership deed is executed under the Indian Partnership Act 1932
5	Proprietorship

Name of Authorized Signatory: Please specify applicant name of authorized signatory as it appears in the proof of identity of the signatory. Name of signatory cannot be a joint name, please mention a single individual's name only.

Charges payable for New Connection

The charges payable by you to BSES for New connection depends on the Tariff Category and sanctioned load :

- (i) Advance Consumption Deposit/ Security Deposit depending on your Sanctioned load and tariff category, as specified in Table 1 below:

TABLE-1

S. No.	Tariff Category (as per Tariff Order)	Security Deposit for Permanent Connection (Rs. Per kW or per kVA as the case may be)
(1)	(2)	(3)
1	Domestic	
(i)	Upto 2kW	600
(ii)	Above 2kW upto 5kW	900
(iii)	Above 5kW	1200
2	Non-Domestic	4500
3	Industrial	4500
4	Agriculture	300
5	Public Lighting	3000
6	Railway, DMRC, DIAL DJB	3000
7	Mushroom Cultivation	600
8	Advertisement and Hoardings	4500
9	Charging stations for E-Rickshaw/E-vehicle	2500
10	Any Other Category not Specified above	To be decided by commission
S. No.	Tariff Category (as per Tariff Order)	Security Deposit for Temporary Connection (Rs. Per kW or per kVA as the case may be)
1	Refundable Security towards pre payment meter	3000

- (ii) In case area/ Colony is electrified, the SLD charges shall be payable by all the consumer irrespective of whether it is electrified or Unelectrified area. The SLD charges as given in Table no. 2 would be leviable.

TABLE 2

S.No.	Type of area	Sanctioned Load	Amount (Rs.)	Road Restoration Charges	Total
1	2	3	4	5	
I	Electrified Area	Upto 5 KW	3000	Actual RR charges for service line	4+5
II		6KW- 150 KW	Maximum of 25000 (3000 + 500 per KW or KVA)	Actual RR Charges for Service line	4+5
III		151KW-200 KW/ 215 KVA	25000 + 400 per KW or KVA	Actual RR Charges for Service line	4+5
I	Un-electrified Area	Upto 4 KW (Other than Agriculture)	8000 per KW	Actual RR Charges for Service line	4+5
ii		5KW - 10 KW (Other than Agriculture)	12000 per KW	Actual RR Charges for Service line	4+5
iii		11KW - 200 KW/ 215 KVA (Other than Agriculture)	20000 per KW or KVA as may be	Actual RR Charges for Service line	4+5
IV		Upto 4 KW (Agriculture)	1600 per KW	Actual RR charges for service line	4+5
V		5KW - 10 KW (Agriculture)	2400 per KW	Actual RR charges for service line	4+5
VI		11KW - 200 KW/ 215 KVA (Agriculture)	4000 per KW or KVA as may be	Actual RR charges for service line	4+5

OTHER MISCELLANEOUS CHARGES
TABLE - 3

S.No.	Description	Charges (Rs.)
1	Non-refundable registration cum processing fee of EHT and HT connections	1000
2	Field Inspection to be scheduled on a holiday for the Licensee	500
3	Security towards pre-payment meter	3000
4	One time non-refundable charges for temporary connections	
i	LT Supply	250 per KW (Max 25000)
ii	HT Supply	1000 per KW
5	Shifting of meter and service line1 on the same premises	
i	Single phase connection	500
ii	Three phase connection	1000
6	Installation Inspection Fee other than at the time of energising new connection	
i	Upto 5 kW	120
ii	More than 5kW upto 10 kW	200
iii	More than 10 kW	400
iv	HT Installation	1000

7	Special Meter Reading charges	
i	LT connection	50
ii	HT Connection	200
8	Charges for reconnection in case of change of occupancy or temporary disconnection	
i	Single phase connection	200
ii	Three phase connection	500
9	Meter testing charges	
i	Single phase	200
ii	Three phase	500
iii	CT meter	1000
iv	HT meter	4000
10	Copy of duplicate bill (> one)	20

Instructions for completing the New Connection Application cum Information Form for Permanent LT Connection
Section 4 : General Particulars

4a: Details about purpose / use of electricity for which the connection is applied for

Please refer to the table below and depending on the purpose / use, for which a new connection is required, specify the applicable code and description in Section 8 of the Application-cum-Information Form.

Code	1. Domestic	Code	2. Industrial (except Household Industry)	Code	3. Agriculture
1.1	Domestic/residential lighting	2.1	Industry in conforming areas	3.1	Tube well for irrigation (except for activities listed in Code 4.8 of this Table)
1.2	Common meter - compound lighting/portico/staircase lighting/lifts/water pump/fire-fighting equipment in residential complexes	2.2	Industry in non-conforming area/urban area	3.2	Threshing and kutti-cutting in conjunction with pumping load for irrigation purposes
1.3	Co-operative group housing	2.3	Industry in rural area	3.3	Lighting in kothara
1.4	Domestic farmhouse - available for loads up to 21 kW to farmhouses for bonafide domestic self use and bounded farm houses having minimum 50% of the total land for agriculture/ vegetable cultivation			3.4	Mushroom cultivation
1.5	Professionals like architects/engineers/doctors/lawyers/CA's with an area upto a maximum of 50% of the area cover for carrying out professional work				
1.6	Erstwhile DVB Staff S1 employed 2. S2 employed 3. S3 employed 4. DS1 5. DS2 6. DS3 7. DS4 8. DS5 9. DS6 10. DS7				
Code	4. Non-Domestic	Code	5. Other Specific purposes / uses		
4.1	Shops/Commercial complexes/Offices	5.1	Places of worship - temple/mosque/gurudwara/ Church		
4.2	Khokas/kiosks/temporary structures such as pan shops	5.2	Hostels of recognized/aided institutions of MCD/GoNCTD		
4.3	Hotels/restaurants/ice-cream parlours/eateries/inns/ Guest houses	5.3	Dispensary/hospitals/public libraries/working women's hostel/orphanage/charitable homes run by MCD/GoNCTD		
4.4	Auditoriums/cinema/libraries	5.4	Health centres approved by Department of Health, GoNCTD for providing charitable service only		
4.5	ATMs/Banks	5.5	Recognized centres for welfare of blind, deaf and dumb, spastic children, physically handicapped persons as approved by GoNCTD		
4.6	Petrol pumps	5.6	Cheshire homes/orphanage		
4.7	Farmhouses used for commercial activities such as marriage/parties etc.	5.7	Electric crematorium		
4.8	Cattle farms, fisheries, piggeries, poultry farms, floriculture, horticulture, plant nursery	Code	6. Charging of E-Rickshaw / E-Vehicle		
4.9	Hostels/schools/colleges/Hospitals, nursing homes/diagnostic centres (other than those run by MCD/GoNCTD)	6.1	Charging Stations for E-Rickshaw / E-Vehicle on Single Delivery point		
4.10	Household Industry	6.2	Charging E-Rickshaw / E-Vehicle at own premises other than Charging Station		
4.11	Any other purpose/use not indicated in any list				

[illegible]

do hereby declare that :-

(hereinafter referred to as the "premises").

(specify one that applies – Power of Attorney duly extended in favour of signatory, or, Board Resolution authorizing the signatory).

(full name of tenant, hereinafter referred to as the "Tenant").

3. That I/we have no objection if the tenant applies for a new electricity connection on the said premises, and the same is provided by BRPL.

4. That, if at any stage, the aforesaid facts in No Objection Letter are found to be untrue, then BRPL will have absolute right to disconnect electricity supply of the said electricity connection, as may have been provided against the application for new connection submitted by the tenant at the said premises.

I _____ Son/Daughter of Shri _____ Age ____ years
resident of _____ do hereby affirm and declare that the information given above and in
the enclosed documents is true and correct to the best of my knowledge and belief and nothing material has been concealed
therein. I am well aware that concealment of facts and giving false information is punishable offence and in case I am guilty of
giving false information or concealment of facts herein, I will be liable to be punished with imprisonment and/or fine as per the
relevant provisions of law . I also undertake that the benefits availed by me by furnishing such false information or
concealment of the facts shall be liable to be summarily withdrawn.

Signature of Applicant

Name of Applicant

Signature of Landlord

Place

Landlord's Full Name: _____

(Letter Head of Architect)

Ref. No.

TO WHOMSOEVER IT MAY CONCERN

This is to certify that:

1. I have personally inspected the building bearing municipal number and address as _____.
2. The said building has been constructed as per the applicable building Bye-laws duly sanctioned by the competent authority.
3. The said building comprises of _____ (specify basement, ground-floor, first floor, second floor, third floor etc).
4. The total height of the said building does not exceed 15 (fifteen) metres as measured in accordance with the building Bye-laws applicable in NCT of Delhi / National Building Code.
5. The Fire Safety Clearance Certificate from the Delhi Fire Service is not required in the case of the said building as per the prevalent building Bye-laws in NCT of Delhi.

Signature of Architect

Date	Place
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Architect's Name :

Architect's Registration Number :

SEAL

Inspection Report

(This installation Test Report is to be certified by a Licensed Electrical Contractor. This is for reference of consumer.)

Form : M/s (wiring contractor)

Reg.No.

To : M/s BSES Rajdhani Power Limited (Name of the Licensee)

Dear Sir,

We hereby inform that Electrical inspection at the premise bearing No. / situated on road/street (as per address given below) occupied by (as per applicant's name and signature as given below) has been completed by us and is ready for your engineer to test and connect up with your

mains (As per CEA measures relating to safety and electric supply) regulation 2015 was tested by us on dateand the

installation resistance as per regulation 34 wasmega ohms.

ELCB (as per regulation 42) found installed : Yes () NO () Make : Capacity :

No. of circuits left to right on distribution	Size of conductor	Lamps		Fans		Plugs (5 Amp)		Plugs (15 Amp)		Other Domestic appliances		Total kw
		No	Watt	No	Watt	No	Watt	No	Watt	Description	Watt	
Circuit No . 1												
Circuit No . 2												
Circuit No . 3												
Circuit No . 4												
Circuit No . 5												
Circuit No . 6												
											Total	

Licensed Wiring Contractor Name, seal & signature								License No .				Date		D	D	M	M	Y	Y	Y	Y
Address																					
City												Pin									

Name of the applicant											S/O										
Address where supply is required																					
City												pin									
Address where bill is to be Sent																					
City												Pin									
Signature of AMPS/DGM (Licensee)											Signature of Applicant										
Date :																					

Note : As per notification no F.11 (149)/2004 Power/2386 & 2387 , Use of ISI marked motor pump sets , power capacitors, Foot/Reflex Valves in Agriculture Sectors and use of CFL and electronic Chokes in Govt. buildings/GovtAided institutions/ Boards / Corporations is mandatory.

As Per CEA guideline Regulation 14 suitable cut out should be provided at the consumer premises.

As per CEA guideline Regulation 16 earth terminal on consumer permises.

As per CEA guideline Regulation 42 earth leakage circuit breaker whose maximum earth leakage thershold for tripping should not exceed 30 milli amp. for domestic connection and 100 milli amp. for all other installation.

Power Helpline

Nature of Services/Complaints

BRPL

Power Supply/

Billing & Metering/

Anti Corruption/

39999707

Door Step Services

FOR REGISTERING YOUR REQUEST / TO KNOW STATUS OF YOUR
APPLICATION / OR ANY FEEDBACK.

CALL @ 39999707 OR LOG ON TO www.bsesdelhi.com

OR E-mail at brpl.customercare@relianceada.com