

**Ministry of New and Renewable Energy**  
**Rooftop Solar Division**

Process for installation of Rooftop Solar system at residential house under simplified procedure

The applicants willing to install rooftop solar system under simplified procedure will be required to apply through National Portal. In order to register at National Portal the applicant will require an active mobile number and an active e-mail id. The applicant will also have to download SANDES APP for received OTP.

The entire process has been explained in the following steps.

Step-1: Download SANDES app and register on the National Portal by selecting the local Distribution Company or Electricity department, as the case may be, referred as GESCOM, and enter Electricity connection number / Consumer number (mentioned in electricity bill), email id and mobile number. The registration process involves OTP authentication of mobile number and activation through email id. While sending activation link on email, the entire procedure will also be communicated to the applicant.

Step-2: After successful registration the applicant can proceed for submitting application for installation of grid connected rooftop solar system at residential house. The information already entered at the time of registration will be prefilled in the application form and the applicant will have to enter details such as, name on electricity bill, address, capacity of proposed rooftop solar system and details of existing rooftop solar system capacity installed, if any. The applicant also has to upload copy of latest electricity bill. On submission of application, the applicant will get a copy of application on email and it can also be downloaded after login to the portal.

Step-3: Application will be forwarded to the GESCOM for technical feasibility approval as per prevailing regulations. The applicant is advised to initiate installation of the rooftop solar system only after getting the feasibility approval from GESCOM. The technical feasibility approval or rejection, as the case may be, will be informed to the applicant through email.

Step-4. On receipt of feasibility approval from GESCOM, the applicant can proceed to install rooftop solar system. It is mandatory to get the rooftop solar system installed from any of the vendor registered/empanelled with GESCOM. Ministry has specified minimum technical specifications and standards for rooftops solar systems, which are to be followed. The applicant will have the option to choose equipment of higher quality/efficiency. The domestically manufactured solar modules using domestically manufactured solar cells listed in the ALMM should only be used by the applicant. In addition, the inverter should also be BIS certified. In order to protect the interest of the applicant an agreement to be signed between applicant and the vendor and a model format of the agreement is available on National Portal under **Help Document** section. It is mandatory for the vendor to provide comprehensive maintenance of the rooftop solar plant installed by the firm for at least 5 years.

Step-5: On completion of installation of rooftop solar system, the applicant has to submit project completion details for net-metering and approval (The project completion details will include wattage, make and numbers of solar modules, make and wattage of inverter, name of vendor that has installed the system, uploading of photograph of system, etc). Applicant also has to apply for net-metering. The net-metering application will forwarded to GESCOM and applicant has to follow instructions of GESCOM regarding payment of net-metering charges, signing of net-metering agreement, etc., as applicable.

Step-6: GESCOM officials will install the net-meter and inspect the system for fulfilment of minimum technical specifications and standards.

Step-7: Upon successful inspection and installation of net-meter, commissioning certificate would be generated online by GESCOM.

Step-8: Applicant has to submit bank details and upload copy of cancelled cheque. The fund handling agency will release the central Government subsidy directly into the bank account. The details of central Government subsidy available under simplified procedure may be checked on the National Portal.

**Note:** The applicant shall also check various informative material placed at Help Document section of the portal for better understanding of the procedure.