PARADIP PORT TRUST

PORT ELECTRICAL DIVISION

No. EM/PED/ESTG-10/2014/1098 Date: 09.10.2014

**CIRCULAR**

The revised Power Supply Norms & Conditions as at Appendix – I & II of this circular shall come into force with immediate effect till further orders.

 Executive Engineer,

 Port Electrical Division – II,

 Paradip Port Trust.

Copy to:

1. The P.S. to Chairman, PPT for kind information of Chairman, PPT.
2. All Heads of Departments, PPT for kind information.
3. All Heads of Offices for wide circulation.
4. The PRO, PPT for publication in forthcoming Port Gazette.
5. The DM (MS), PPT to please arrange telecast in Paradip Parikrama for wider circulation.

Appendix-I

**POWER SUPPLY NORMS**

Paradip Port is availing single-point power supply from Orissa Power Transmission Corporation Limited (OPTCL) for Port operations and linked domestic as well as commercial consumption. Since the demand for power is on the rise, it has become necessary to exercise control on power supply to the consumers.

**1. RESERVATION:**

Paradip Port Trust is not bound to provide power supply to any private consumer and reserves the right to withdraw / restrict the power supply, already provided, if necessary.

**2. PRIORITY IN POWER DISTRIBUTION:**

Priority in the power distribution system shall be given in the following order:

* 1. For cargo operations of the Port.
	2. Lighting of harbour area, signaling, pump houses, street lighting, Port offices, stores, stack yards, jetty, security posts, etc.
	3. Port Trust Quarters, Hospitals, Educational Institutions, Clubs, Recreation Centers.
	4. State & Central Govt. offices such as Police, Customs, Coast Guard, Banks, LIC, NAC, NGO, etc., and residences of their employees.
	5. Private Domestic Consumers:

Residing in Port Trust Quarters.

Residing in the houses constructed by private owner / company over the land allotted to the party by Port OR private land.

* 1. Private Commercial Consumers:

Shopping unit, market complex constructed by Port.

Building with commercial shopping unit constructed by the Pvt. party over the land allotted by Port OR private land.

Industrial / Manufacturing unit, processing plant constructed by the Pvt. party on Port allotted land OR private land.

Any other commercial unit or industrial unit such as Private Hospitals, Clinics, Consultancy Offices etc., constructed by the Pvt. party on Pvt. Land OR Port allotted land.

* 1. In case of all the consumers, the power supply shall be liable for disconnection if load is enhanced without prior written permission of the Port.
	2. The maximum permissible connected load for various categories of consumers shall be as given in the Table at Sl. No. 18.

**3. PROCEDURE FOR AVAILING POWER SUPPLY:**

In all cases of permanent power supply required to be availed at places other than the Port Trust Buildings/lands, prior administrative approval of the Chairman, PPT has to be obtained.

In all cases of permanent power supply required to be availed at the Port Trust Buildings/lands, prior administrative approval of the Chief Mechanical Engineer, PPT has to be obtained.

In all cases of temporary power supply administrative approval of the Chief Mechanical Engineer, PPT has to be obtained.

In all cases of Metered power supply except Category – I consumers, Energy Meters as specified by PPT, duly tested and certified by an independent Govt. authorized agency has to be provided by the applicant / consumer in consultation with AEE (E), Meter Section, PED.

**For Domestic power supply:**

i) Application for availing single phase domestic power supply in the Port Trust Qrs. has to be submitted by all the consumers (other than Port Employees) to PED with the following:

Qrs. allotment order.

Connected load details.

Security Deposit amount, in case of permanent power supply.

ii) In case of applicants requiring to avail domestic power supply at places other than the Port Trust Qrs., the consumer has to apply furnishing the evidence that the allotment/ construction are authorized. Valid allotment order of land/building from allotting authority, approval of construction plan/subsequent modification, alteration, if any, need to be furnished by the consumer to ensure that it is safe to provide power supply to the building.

iii) A feasibility study on providing power supply shall be submitted by the concerned AEE/AE (E).

**For 3-phase power supply/Commercial power supply:**

The applicants require to avail 3-phase power supply for commercial use other than the Port Trust buildings need to apply with required documents of valid allotment of land / building, approval of construction plan or modification, if any, to the original plan, purpose of allotment with the trade to be carried out in details.

All the necessary formalities as per prevailing I.E. rules to be fulfilled so as to process for approval to 3-phase power supply subject to availability of power with Port Trust.

 **E.g.** Clearance from Electrical Inspectorate, Govt. of Odisha, etc.

**For Temporary power supply:**

There will be no free power supply to any Contractor for execution of any work.

Temporary power supply will be provided from one point at the nearest available source on declaration of the electrical load required to be availed. Further articulation up to consumer’s end shall have to be done by the consumer at his own cost.

All necessary formalities as per the prevailing Indian Electricity Rules are to be fulfilled by the consumer at his own cost.

Temporary power supply can be provided to parties, subject to the approval of the CME, PPT. On special cases, temporary power supply through energy meter may be provided to only those applicants whose minimum period of allotment is more than 6 months, subject to approval of the CME, PPT. In all the cases of Temporary Power Supply, energy charges shall have to be deposited by the consumer in advance. The advance energy charges deposited by the applicant in case of metered temporary power supply will be adjusted against the actual metered consumption of power.

All temporary power supply shall be provided subject to approval of the CME, PPT.

**Load Enhancement:**

In case of load enhancement for single & three phase power supply to the Port Trust buildings/land, approval of CME, PPT has to be obtained.

In case of consumers not allotted with Port building/land, the enhancement of power supply has to be approved by the Chairman, PPT.

***Procedure***: A consumer has to apply in the prescribed format to the Port Electrical Division (PED) for load enhancement. PED will prepare the estimate for the modification to the electrical installation of the consumer *(inclusive of the modification required inside the consumer’s premises in case of consumers occupying the Port Trust Buildings, and up to the consumer’s premises for other consumers)*required for load enhancement. Additional security deposit is to be deposited by the consumer. In case the applied load enhancement is found feasible to be effected, PED will intimate the consumer to deposit the estimated cost. After accepting the deposit from the consumer, PED will carry out the necessary modification to the electrical installation on “Deposit Work” basis and then only the consumer will be allowed to draw the enhanced load. All the cost on account of load enhancement shall have to be borne by the consumer.

The consumer shall have to properly justify the reason behind such enhancement of load & fulfil all necessary formalities as in case of permanent power supply as per clause no. 3 (d) & (e) of power supply norms shall be applicable for enhancement of load.

In case of load reduction for single & three phase power supply to the Port Trust buildings/land, approval of the CME, PPT has to be obtained.

In case of reduction of connected load, no refund of differential security deposit can be entertained. The consumer shall have to properly justify the reason behind such reduction of load.

The enhancement/reduction of the approved load can only be permissible once in a year.

All the applications shall have to be made in the prescribed format as given at Annexure – 1 to 3.

**4. CONSUMER CARDS:**

 Consumer cards shall be provided to all the consumers except the consumers under Category–I. It shall be the responsibility of the consumer to safely retain the card and, on demand by Port Trust authorities / any Agency authorized by PPT, the consumer must produce the consumer card for verification. ***Failure to produce the card shall be treated as a default by the consumer and relevant provisions contained in the tariff shall apply***. In the event of loss of the card, the consumer must inform the Executive Engineer, PED immediately for issue of a duplicate consumer card. The duplicate consumer card shall be issued on payment of Rs. 200/- (Rupees Two Hundred) only to PPT.

**5. ROUTINE LOAD SURVEY AND INSPECTION:**

 The consumer shall co-operate with the Port Trust authorities or their authorized representative for taking meter reading, load survey, surprise inspection, routine inspection etc. Non-cooperation / resistance / misconduct during the above shall be treated as violation of power supply conditions. Formats at Annexure – 4 & 5 shall be used for this purpose.

**6. RESPONSIBILITY OF PORT ELECTRICAL DIVISION:**

(a) On receipt of a complaint from the consumer in connection with the meter reading or energy meter in Port Trust Qrs., PED will promptly attend to the same, preferably within 96 Hours.

* + - 1. A Complaint Register containing all the relevant data will be maintained for the above.

**7. RESPONSIBILITY OF THE CONSUMERS:**

1. To ensure that the energy meter is not bypassed or tampered and its seal is intact.
2. To preserve the “Consumer Card” safely (to be provided to all the consumers except those under Category–I) and produce the same on demand by Port Trust or its authorized agency.
3. To cooperate with Port Trust or its authorized agency for recording the meter reading in time, conducting load survey and also routine inspection / random surprise checks.
4. Not to connect load exceeding the maximum permissible limit.
5. Locked houses shall be billed at a higher rate. Hence, the consumer has to arrange for recording the meter reading in consultation with PED, if he is not available in the house during the 1st week of the month.
6. The Meter Reader shall record the meter reading and serve the bill on the spot. The consumer may cross-check the correctness of the meter reading appearing on his bill and on the energy meter.
7. To arrange for payment of energy bills in time to avoid payment of surcharge on delayed payment.

**8. AD-HOC BILLING:**

 Normally, all the consumers shall be billed as per the meter reading and prevailing electricity tariff. In emergency cases, if there is any problem in the meter reading system and the meter reading has not been taken, the consumers may be billed on the basis of the consumption in the previous month till the system is restored and meter reading is taken. After the meter reading is taken, the payment shall be adjusted on the basis of the actual consumption (difference between the last reading and current reading). In such cases only, free units of Category – I consumers shall be allowed.

**9. BILLING IN CASE OF LOCKED HOUSES**:

 In case of locked premises, the energy charges will be collected on the basis of the consumption during the previous month for a period of 2 months. During this period, the consumer shall have to co-ordinate with Port Electrical Division and get the Meter reading for adjustment (without free units), based on the actual consumption. In case the consumer fails to make the above arrangement, billing shall be done on the basis of 30% load factor (without free units) for Category-I consumers and on the basis of 50% load factor for other consumers, without any provision of adjustment for the 3rd and 4th months. If the consumer does not clear the dues, it shall be treated as a default and power supply shall be disconnected with approval of the CME, PPT.

For any specific reason, if a consumer is out of his quarter for a long period, on request of the consumer the power supply can be disconnected and meter reading can be taken by Revenue Section, PED.

Consumer can avail the power supply on his return to his premises, without any reconnection charges on written request, provided the meter reading has not been advanced after the disconnection of power supply.

**10.** **BILLING IN CASE OF DEFECTIVE METER**:

1. For the consumers residing in the Port Qrs., the average consumption of last 3 months shall be taken for billing for a maximum period of 2 months. Within this period, the defective meter shall be repaired/replaced by PPT in case of Category-I consumers. Other categories of consumers staying in Port Qtrs. not replacing the defective meters maximum within 2 months shall be considered under default & power supply to such premises can be disconnected with approval of CME, PPT.
2. For consumers availing power supply from PPT at places other than the Port Qrs., the average consumption of last 3 months shall be taken for billing as a temporary arrangement, for a maximum period of 1 month after which billing shall be done at 50 % load factor for the next month. Within this period, the consumer shall have to repair / replace the defective meter failing which it shall be treated as a violation of the power supply condition and the power supply shall be disconnected with approval of CME, PPT.
3. In case of any damage to the meter caused be any consumer, in the premises where it is fixed, it shall be treated as a ‘default’ on the part of the said consumer.

 In case of category –I consumer, the cost of the meter shall be borne by the consumer & Paradip Port Trust shall replace the damaged meter.

In case of other consumers, the meter shall be replaced by the concerned consumer at his own cost within a time frame of 15 days on intimation to EE, PED. Besides, the consumer has to pay a penalty of Rs.5000/- failing which it shall be treated as a default and power supply shall be disconnected with approval of CME, PPT.

**11. ELECTRICITY CHARGES FROM GOVT. / PRIVATE ORGANIZATIONS**:

 It shall be the responsibility of the Govt. / Private organizations to collect the electricity charges from their employees and deposit the same with the Port Trust. Port Trust shall not receive the electricity charges from the individual consumers.

However, on the specific request of any organization and with due approval of CME, PPT, the electricity charges may be received from the individual employees provided the organization undertakes to clear the dues if the individual employees fail to pay the electricity charges.

If the individual employees & the organisation undertaken fails to clear the outstanding electricity dues within the approved period, the same will be treated as violation of Condition of Power Supply and the power supply will be disconnected with approval of the CME, PPT.

**12. PART PAYMENT**:

Normally, part payment shall not be permitted. However, in specific cases, part payment may be accepted with the approval of CME, PPT subject to the conditions that:

i) The consumer makes a down payment of minimum 30% of the outstanding dues.

ii) The consumer undertakes to clear the balance payment within a specified date.

iii) The consumer continues payment of the current dues alongwith outstanding as per (ii) above.

(iv) In case of failure of making outstanding payment as per commitment the matter will be treated as violation of power supply norms & power supply shall be disconnected with approval of the CME, PPT.

**13. RETIRED PORT TRUST EMPLOYEES:**

 Retired Employees in occupation of Port Quarters shall be served with the energy bills and they shall pay the electricity charges through Port Electrical Division.

**14. PAYMENT OF DUES:**

The electricity charges shall be paid at the Revenue Section of Port Electrical Division (PED) near CISF Gate No.4 as per the timing specified from time to time.

**15.** **PENALTY FOR OVERDRAWAL**:

 a) The consumer shall have to ensure that the connected load is within the approved permissible limit or where such approval has not been taken (for example Port Trust Qrs.), the maximum limit as mentioned at Clause No.18.

 b) In the event of violation of the above, penalty as under shall be imposed on the consumer provided the entire load is through the meter:-

For domestic consumer: ₹5,000/- (Rupees Five Thousand) for each 1 kW or part thereof of load enhancement with the approval of CME, PPT.

For commercial consumers: ₹10,000/- (Rupees Ten Thousand) for each 1 kW or part thereof of load enhancement with the approval of CME, PPT.

However, if the additional load is within 10% of the permissible limits, the consumer shall be cautioned without imposition of penalty. But, the consumer has to reduce the connected load as per the approved load within a time frame of 15 days and intimate EE, PED for load verification failing which it will be treated as a default and power supply shall be disconnected with the approval of CME, PPT.

 c) If the connected load is above the permissible limit and all the load is not through the meter, then the penalty will be as under:-

For domestic consumer: Rs.10,000/- for each 1 kW or part thereof of enhanced load plus Rs.10,000/- for meter bypassing, with the approval of CME, PPT.

For commercial consumers: Rs.20,000/- for each 1 kW or part thereof of enhanced load plus Rs.20,000/- for meter bypassing, with the approval of CME, PPT.

Grace of 10% as mentioned at ‘b’ above shall not be extended where the part or entire load is not through the meter.

 In any case of overdrawal, the consumer shall have to reduce their load to their approved load and undertake not to overdraw power unauthorizedly in future. Power supply can only be provided after realization of penalty and submission of undertaking for non-overdrawal of power.

**16. REMEDIAL MEASURE:**

Any dispute arising on billing will be referred to CE&ME, PPT for settlement. In case the dispute is not resolved, then the consumer may appeal to the Chairman, PPT whose decision shall be final and binding.

**17.** **REVIEW**:

 Chairman, PPT shall have the discretion to review the above conditions in case of necessity.

18. ***CEILING LIMIT FOR CONNECTED LOAD BY DIFFERENT CONSUMERS:***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl. No.** | Consumer Category | **Nature of Power Supply** | **Type / Purpose of Power Supply** | **Maximum Limit** |
| 1. | Port Employees / Private Consumers residing in Port Trust Qrs. | Permanent | 1-Φ / Domestic | 5 kW |
| 2. | Govt./Semi Govt / PSU staff residing in Port Trust Qrs. | Permanent | 1-Φ / Domestic | 5 kW |
| 3. | Private Consumers residing in privately owned buildings, constructed either over the land leased by Port Trust or over self-owned land. | Permanent | 1. 1-Φ Domestic, if the load is 5 KW or less.
2. 3-Φ Domestic, if the load is more than 5 KW.
 | 5 kW for each Floor. |
| 4. | Residential Colony of a firm constructed over the land allotted by Paradip Port Trust. | Permanent | 3-Φ, Non-Commercial | To be decided on case-to-case basis depending on feasibility. |
| 5. | Temple / Mosque / Church | Permanent | 1-Φ / Domestic | 5 kW |
| 6. | Clubs, Recreation Centres & Guest Houses of PPT. | Permanent | 1-Φ / 3-Φ | As required. |
| 7. | Cyclone Shelters of PPT. | Permanent | 1-Φ / 3-Φ | As required. |
| 8. | Port Trust Hospital. | Permanent | 3-Φ  | As required. |
| 9. | Educational Institutions.  | Permanent | 3-Φ, Non-Commercial | 20 kW |
| 10. | Govt. / Semi Govt. / PSU Offices. | Permanent | 3-Φ, Commercial | 90 kW |
| 11. | Private Offices. | Permanent | 3-Φ, Commercial | 90 kW |
| 12. | Hotels: |
| (a) | Economy Hotels | Permanent | 3-Φ, Commercial | 100 kW |
| (b) | Standard Hotels | Permanent | 3-Φ, Commercial | 150 kW |
| (c) | 2 Star Hotels | Permanent | 3-Φ, Commercial | 250 kW |
| (d) | 3 Star Hotels | Permanent | 3-Φ, Commercial | 300 kW |
| (e) | 5 Star Hotels | Permanent | 3-Φ, Commercial | As required |
| **Sl. No.** | Consumer Category | **Nature of Power Supply** | **Type/Purpose of Power Supply** | **Maximum Limit** |
| 13. | Small Commercial shopping unit. | Permanent | 1-Φ / Commercial | 10 kW |
| 14. | Large commercial shopping unit. | Permanent | 3-Φ, Commercial | 30 kW |
| 15.  | SSI, Manufacturing Unit, Workshop, Process Plant constructed by Pvt. party over Port Trust allotted land. | Permanent | 3-Φ, Commercial | 50 kW  |
| 16. | Business / Industrial Unit constructed by Pvt. Party over Pvt. land. |  |  | To be considered on case-to-case basis, subject to approval of Chairman, PPT. |
| 17. | Private consumer seeking power supply for construction / contract works of Port Trust. | Temporary | 3-Φ, CommercialOR1-Φ, Commercial | As required. |
| 18. | Private consumer seeking power supply for construction / contract works of parties other than Port Trust over land allotted to the party by Port Trust. | Temporary | 3-Φ, CommercialOR1-Φ, Commercial | 30 kW: 3-Φ5 KW: 1-Φ |
| 19. | Public Meetings. | Temporary | 1-Φ, Commercial | 5 kW |
| 20. | Social Functions like Operas. | Temporary | 3-Φ, Commercial | 10 kW |
| 21. | Special Functions such as Baliyatra, Lord Viswakarma Pooja. | Temporary | 3-Φ, CommercialOR1-Φ, Commercial | As required. |

\* In exception case, if any consumer require to avail power supply above the ceiling limit, approval from Chairman, PPT is required.

Executive Engineer (El.),

Port Electrical Division,

Paradip Port Trust

**ANNEXURE – 1**

**TEMPORARY SUPPLY**

**APPLICATION FOR SINGLE / THREE PHASE POWER**

To

The AEE/AE (El.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Port Electrical Division, Paradip Port Trust.

1. Name and Address of the Applicant:

2. Location at which required: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Period for which required: From \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Estate / Traffic Dept. / Work Order No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Purpose: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. Details of Electrical Installations to be fixed in the premises: (Enclosed / Not Enclosed)

7. List of Documents Enclosed:

 a. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ b. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ c. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 I / We hereby undertake to abide by all the prevailing power supply norms of Paradip Port Trust.

Date: Signature of the Applicant.

(FOR OFFICIAL USE)

Feasibility Report:

Demand Load as Verified by the undersigned: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ kW.

Consumer Category: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Power supply may be made from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sub-Station which has a full capacity of \_\_\_\_\_\_\_ kW and the present load is \_\_\_\_\_\_\_\_ kW. Spare Capacity: \_\_\_\_\_\_\_\_\_kW.

Recommended and forwarded to EE (PED) for further action please.

 AEE/AE (El.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, PED.

Amount to be deposited by the Applicant:

a. Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ b. Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

c. Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ d. Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total: Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 AEE (El.), \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, PED.

Recommended under Category \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

 EE, (PED)

**ANNEXURE – 2**

**PERMANENT SUPPLY**

**APPLICATION FOR POWER SUPPLY FOR DOMESTIC AND COMMERCIAL PURPOSE**

To

The AEE/AE (El.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Port Electrical Division, Paradip Port Trust.

1. Name and Address of the Applicant:

2. Location at which required: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Purpose for which required: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Allotment Order No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Total Demand Load required: \_\_\_\_\_\_\_\_Phase, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_kW.

6. Details of Electrical Installations to be fixed in the premises: (Enclosed / Not Enclosed)

7. List of Documents Enclosed:

 a. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ b. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ c. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 I / We hereby undertake to abide by all the prevailing power supply norms of Paradip Port Trust and carry out the Electrical Installation works at our cost.

Date: Signature of the Applicant.

(FOR OFFICIAL USE)

Feasibility Report:

Demand Load as Verified by the undersigned: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ kW.

Consumer Category: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Power supply may be made from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sub-Station which has a full capacity of \_\_\_\_\_\_\_ kW and the present load is \_\_\_\_\_\_\_\_ kW. Spare Capacity: \_\_\_\_\_\_\_\_\_kW.

Recommended and forwarded to EE (PED) for further action please.

 AEE/AE (El.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, PED.

Amount to be deposited by the Applicant:

a. Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ b. Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

c. Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ d. Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total : Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 AEE (El.), \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, PED.

Recommended under Category \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 EE, (PED)

**ANNEXURE – 3**

**APPLICATION FOR ADDITIONAL DEMAND LOAD**

To

The AEE/AE (El.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Port Electrical Division, Paradip Port Trust.

1. Name, Consumer No. and Address of the Applicant:

2. Location at which required: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Present Demand Load: \_\_\_\_\_\_\_\_\_\_\_kW, 4. Additional Load Required: \_\_\_\_\_\_\_\_\_\_\_ kW

5. Purpose: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. Justification: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. Whether change of trade required: Yes/No. If yes, supporting documents from the concerned statutory body to be furnished.

8. Details of Electrical Installations to be fixed in the premises: (Enclosed / Not Enclosed)

9. List of Documents Enclosed:

 a. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ b. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ c. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

10. Arrear Dues, if any: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 I / We hereby undertake to abide by all the prevailing power supply norms of Paradip Port Trust.

Date: Signature of the Applicant.

 (FOR OFFICIAL USE)

Feasibility Report:

Demand Load as Verified by the undersigned: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ kW.

Consumer Category: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Power supply may be made from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sub-Station which has a full capacity of \_\_\_\_\_\_\_ kW and the present load is \_\_\_\_\_\_\_\_ kW. Spare Capacity: \_\_\_\_\_\_\_\_\_\_\_kW.

Recommended and forwarded to EE (PED) for further action please.

 AEE/AE (El.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, PED.

Amount to be deposited by the Applicant:

a. Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ b. Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

c. Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ d. Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total: Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 AEE (El.), \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, PED.

Recommended under Category \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 EE, (PED)

**ANNEXURE – 4**

**SURPRISE CHECK REPORT**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Area Checked: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Name & Address of the Consumer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Consumer No. \_\_\_\_\_\_\_\_\_\_ Maximum Demand Load: \_\_\_\_\_\_ kW, Actual \_\_\_\_ kW

4. Did the Consumer Co-operate? YES / NO. If no, state the facts:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Whether the electrical appliances like lights, fans, AC, Geyser, Heater etc are functioning even after the Main Switch is in OFF position? YES / NO

6. IF YES, how the by-passing of the meter has been done:

7. Energy Meter Reading at the time of Check:

8. Whether the seal of the energy meter is intact:

9. Whether the energy meter is functioning when the load is applied: YES / NO

10. Other type of tampering, if any:

11. Action taken, in case of any irregularity:

12. Remarks, if any:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Signatures of the team conducting the check)

NB: A copy of the report must be forwarded to CME, PPT within 24 hours of the check.

**ANNEXURE – 5**

**LOAD SURVEY REPORT**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of the Consumer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Consumer No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Permissible Demand Load: \_\_\_\_\_\_\_\_\_\_\_\_ kW.

Actual Connected Load as per survey: \_\_\_\_\_\_\_\_\_\_\_\_ kW. Penalty, if any: \_\_\_\_\_\_\_\_\_\_\_\_

Meter Reading: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Meter Condition: OK / Not OK.

Remarks, if any:

Signature of AEE/AE (El)

(Enclose details of load Survey Report duly signed by the surveying team).

**Appendix - II**

**CONDITIONS OF ELECTRIC POWER SUPPLY**

|  |
| --- |
| 1) **Collection of Electricity Charges**: The electricity charges shall be collected as per the meter reading from all the consumers except those who are availing temporary power supply without meter. |
| 2) **Delayed Payment Surcharge:** For all consumers except the consumers under Category-I, a surcharge @ 1.25% per month shall be levied for delayed payment if the payment is not made on due date. If the consumer does not make payment for 2 consecutive months, it shall be treated as a default and provisions under Clause – 5 shall apply. Surcharge @ 1.25% shall continue to be levied till the arrear is fully cleared. |
| 3) **Connection Charges**: The following connection charges shall be applicable to all the consumers except those under Category-I:a) Connection charges will be collected for permanent power supply @ Rs.500.00 for LT single phase, Rs.700.00 for LT three phase and Rs.1,000/- for HT 11kV. |
| b) Connection charges for temporary power supply will be collected @ Rs.100/- for LT single phase, Rs.250/- for LT three phase and Rs.500/- for HT 11 kV. |
| 4) **Cost of meter**: All the consumers except Category – I consumers availing single phase or three phase power supply shall fix energy meter as specified by PPT, at their own cost in their premises in consultation with AEE (E), Meter Section, PED. The meter should be duly tested and certified by an independent Govt. authorised agency. |
| 5) **Violation of power supply conditions**:5.1. Any violation of power supply conditions including, but not limited to the following shall be treated as a default by the consumer: a) Connected load in excess of the contract demand. b) Extension of unauthorized power supply to nearby places. c) Non-payment of electricity dues in time. d) Energy Meter tampering in any form. e) Locked houses, consecutively for more than 2 months.  f) Resistance, non-cooperation, misconduct, etc. by the consumer during load survey / routine inspection/ surprise checks. g) Damage to the energy meter in consumer premises. h) Un-authorised power connection by the consumer to his premises when the supply is disconnected by PED for any violation of supply conditions on the part of the consumers.5.2. Paradip Port Trust reserves the right to initiate any or all of the following actions for any default by the consumer as mentioned at 5.1 above with the approval of the CME, PPT. a) Power supply disconnection without notice. b) Cancellation of allotment in case the consumer is in occupation of Port Qtrs/buildings/plots/land. c) Forfeiture of Security Deposit d) Levy of penalty per default: i) Connected load in excess of contract demand: As per clause no. 15 of power supply norms. ii) Extension of unauthorized power supply to nearby premises: Rs.25,000/-  iii) Non-payment of electricity dues in time: As per clause no. 2 of conditions of power supply. iv) Tampering of energy meter in any form: Rs.25,000/-. v) Locked houses, consequently for more than 2 months: As per clase no. 9 of power supply norms. vi) Resistance, non-cooperation, misconduct, etc. by the consumer during load survey/routing inspection/surprise checks: Rs.25,000/- vii) Damage to the energy meter in consumer premises: As per clause no. 10 (c) of power supply norm. viii) Un-authorised power connection by the consumer to his premises when the supply is disconnected by PED for any violation of supply conditions on the part of the consumers: RS.25,000/- per each detected case as additional penalty. e) Any other appropriate actions decided by the CME, PPT. |
| 5.3. In addition to 5.2, the consumer shall have to pay the following re-connection charges for temporary as well as permanent power supply: (Domestic & Commercial) i) Single phase LT (a) For violation of 5.1. (c) Rs. 1,000/- (b) For any other violation(s) of 5.1 Rs. 3,000/- ii) 3 Phase LT Rs. 5,000/- iii) 11 kV HT Rs.10,000/- |
| 6) **Security deposit**: Security deposit for consumers other than Category-I shall be deposited for 6 months which is refundable. The security deposit shall be calculated on the basis of approved connected load taking 30% load factor into consideration. For category-I consumers the security deposit shall be calculated on the basis of approved connected load taking 10% load factor into consideration for 2 months. This security deposit calculation shall apply to all the new consumers. |
| 7) **Approved Connected Load of Port Trust Quarters**: Bachelor Quarters: 1.5 kW  ‘A’ type/‘I’ R Quarters: 2 kW ‘B’ type (two rooms)/‘II’ R Quarters: 2.5 kW  ‘B’ type (three rooms)/‘III’ R Quarters: 3 kW ‘C’ type/ ‘IV’ R Quarters: 4 kW  Modified ‘C’ type/‘D’ type/ ‘V’ R Quarters: 5 kW Chairman’s Residence: No Limit |
|  |

 Executive Engineer (E),

 Port Electrical Division,

 Paradip Port Trust.