

Dear Applicant

Thank you for showing interest in National Portal for installation of rooftop solar system under MNRE Simplified procedure of Rooftop Solar Programme Phase-II.

The step-by-step procedure is explained below:

Step 1: Kindly login to <https://solar.bsedelhi.com> and click on register under non-CFA. Enter required details to register yourself.

Step 2: Login into your account at <https://solar.bsedelhi.com>. Enter required details and upload required documents of Stage-1 under "File Upload" tab and click on submit.

Step 3: Team BRPL will check the documents and revert to consumer & Vendor via Email in case of any deficiency in the submitted documents, else Net-metering Acknowledgement will be issued through e-mail with one 4 digit Net metering number (NM-XXXX).

Step 4: BRPL will carry out the Technical feasibility of given application and issue the Technical feasibility approval letter to consumer & Vendor through Email if feasible. In case Technical feasibility is not found OK, the same shall be communicated to the consumer and installer with an option of reducing the solar plant capacity in order to make the project feasible or wait for the transformer augmentation to the next higher rating.

Step 5: Once the Technical Feasibility (TF/ Stage-1 approval) letter is received from BRPL, consumer needs to login into MNRE solar rooftop portal and upload the TF letter and submit for Feasibility approval at Nation Portal.

Step 6: Team BRPL will check the submitted application (along with Technical feasibility letter issued by Discom) and approve the Technical feasibility at Nation Portal.

Step 7: Consumer needs to submit the Stage-2 Documents as per the Checklist issued at the time of Technical feasibility approval sent on the mail IDs of Installer and Consumer.

Step 8: On Successful uploading of the documents, BRPL will issue Stage-2 approval if correct documents are received, else a deficiency mail will be sent to rectify the documents.

Step 9: Once BRPL issues Stage-2 approval, consumer will start installation of solar plant as per the approved SLD and submit the Installation certificate once the installation is completed.

Step 10: On submission of Solar plant installation certificate and detailed list of component in <https://solar.bsedelhi.com> portal, consumer will receive Stage-3 approval and thereafter, site visit will be carried out for inspection of the installed solar plant.

Step 11: Team BRPL will carry out site visit of the installed solar plant and approves the plant if installation is carried out as per approved SLD and compliance of other required

technical standards including availability of space for safe meter installation and healthy ELCB connections. Deficiency mail will be sent to consumer if solar plant installation at site is not found in order.

Step 12: BRPL team will install Net meter and solar meter at site after approval of solar plant installation.

Step 13: Consumer needs to enter the solar plant details in MNRE portal at <https://solarrooftop.gov.in> and click on submit for final approval.

Step 14: BRPL team will check the documents submitted by consumer at MNRE portal and thereafter approve the inspection report submitted at MNRE portal.

Step 15: Consumer case is automatically sent to MNRE for final approval and release of subsidy to Consumer's bank account.

Further it is informed that the solar plant needs to be installed after Technical feasibility approval in National Portal only. Please note that if solar plant is installed before technical feasibility in National Portal, the application will not be considered for MNRE subsidy as per MNRE office memorandum no-F.No.318/6/2022-GCRT dt 29th Nov 2022.