

## SECTION – II ALTERATION / ADDITION TO EXISTING CONNECTIONS

### INSTRUCTION NO. 2.1

#### **Change of the site of connections:**

The change of site of connection shall be allowed to Agricultural & Industrial consumer by the authority which is competent to sanction the estimate for the same.

#### **I Agricultural Consumers:**

- 1.(a) The shifting of tubewells from one site to another within the Jurisdiction of DHBVNL in case of acquisition of land by Govt. authorities be allowed by over-riding priority for release of tubewell connections at the new site. The cost of shifting shall however be recovered from the consumers as per para ( 3 ) below.
- (b) No shifting of existing tubewell connections is allowed where length of LT line from transformer upto new site of tubewell bore exceeds 1200 ft.
2. Shifting of the tubewell connections on account of salinity of water, failure of bore or for any other reason can be allowed anywhere in the jurisdiction of DHBVN subject to the following conditions:-
  - i) The ground water cell of Irrigation Department shall certify the salinity/ non-suitability of water in respect of the tubewell to be shifted in case the same has been sought on the grounds of salinity of water. The suitability of water in respect of new site where this tubewell is required to be shifted could also be certified by the Ground Water Cell.
  - ii) Shifting would also be allowed in case of failure of bore of the tubewell or any other reason to which the shifting has been requested.
  - iii) The shifting would be permitted in case of both the connected as well as disconnected tubewells subject to the conditions mentioned in para i) & ii) above.
  - iv) The land which may be situated anywhere in the DHBVN jurisdiction, should be in the same name in which the original tubewell is situated. The shifting of tubewell will be allowed without any change in name.
  - v) The consumer shall not be a defaulter on account of payment of any electricity bill.
3. **Charges for change of Site :** The following charges shall be recoverable for the change of site :-
  - i) Where the consumer is disconnected, the RCO Fee as per SMI-2.3. Plus shifting charges as per (ii) below.

- ii) Shifting charges @ Rs. 7000/- per HT/LT pole of span 70 meters or part thereof excluding 20 mtrs. Cable. However, credit for Rs. 1000/- for every HT/LT span of 70 mtrs. dismantled shall be given.

## **II) Industrial Consumer.**

Shifting of industrial connection due to acquisition of land by HUDA or other state agency will be permitted to another location within the same district, under the same operation circle and in the same name with same sanctioned load, subject to the condition that the infrastructure at new location can take up additional load.

- i) The expenditure incurred on account of dismantlement at the existing premises will be borne by the consumer.
- ii) Development charges will be deposited by the consumer, if applicable.
- iii) Such consumer desirous of shifting will also pay service connection charges afresh as he is entitled to claim the same as compensation from HUDA towards acquisition of his assets.
- iv) The consumer will have no right for the shifting of connection to the new site, if the loading conditions of the system do not permit shifting.
- v) Sawmills, veneer and plywood industries shall take permission from Central empowered committee before applying for the shifting.
- vi) Shifting will be allowed only after obtaining NOC from Local Bodies and Pollution Board, if applicable.
- vii) The consumer shall not be a defaulter on account of payment of any electricity bill.

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## **INSTRUCTION NO. 2.2**

### **Change of name.**

Normally a consumer shall not, without previous consent in writing of the Nigam, assigns transfer or part with the benefit of his agreement with the Nigam. The eligibility criteria for allowing of change of name and documents required to be submitted by the applicant (consumer) are as under :-

#### **1. Eligibility Criteria:**

- 1.1 An applicant is eligible for change of name if he is legal occupant of premises or he is having consent of the existing consumer.
- 1.2 There should not be any outstanding amount in the name of the previous consumer.
- 1.3 Change of name will not be allowed in such cases where a

connection has been released on priority to the person under priority dispensation specifically applicable to him, such as Harijan/Handicapped/Ex-Servicemen etc. categories for a period of two years provided that this condition shall not be applicable in case of death of the original consumer and the connection shall be allowed to be changed in the name of legal heir of the original consumer.

**2. Documents required for change of name:**

The applicant shall have to deposit following documents/fee: -

A fresh A&A form duly executed.

Death certificate and successions certificate or probated will in case of death of a consumer.

When there is transfer of ownership or right of occupancy of a premise, the registered consumer shall intimate the transfer of right of occupancy of the premises within 15 days to the Assistant Engineer/Assistant Executive Engineer concerned. Intimation having been received, the service shall be disconnected unless application for transfer is allowed. If the transferee desires to enjoy the service connection, he shall pay the outstanding dues, if any, to the Nigam and apply for transfer of the service connection within 30 days.

Proof of ownership/tenancy/Lease Deed.

In the event of change in the name of a company, the ownership remaining the same or in the event of change of constitution of partnership firm to Private/ Public Limited Company or vice versa, a simple undertaking from the firm (old name) stating that the name of their Company has changed or that their status has changed from Private Limited to Public Limited Company or from partnership to Private/ Public Limited Company shall have to be submitted. The company under the new name would also give an under taking that in the event of any dispute arising out of this transfer, the new Company would bear the financial consequences.

The consent of the original consumer and the undertaking from the applicant (consumer) on Non Judicial Stamp Paper of appropriate value to the effect that he will be responsible to pay any dues/charges pertaining to the previous consumer as are assessed at subsequent stage and are legitimately chargeable in accordance with section 56(2) of Electricity Act, 2003.

Test report in case of revision of load only.

Processing fee at the prevailing rate.

A sum representing the difference of ACD on the basis of current rate and the amount already to the credit of original consumer.

The following additional documents needs to be submitted in case the applicant is minor: -

An undertaking to be given by the guardian on Non-Judicial Stamp papers of appropriate value owing the responsibility of connection/ payment etc.

The guardian should submit an indemnity bond to the Nigam indemnifying it against any complication arising at a later stage.

On attaining of majority, the minor be asked to re-sign the agreement or submit an affidavit owing all acts of guardian done on his behalf.

**3. Competency to effect the change of name.**

The Sub Divisional Officer (Operation) and the Executive Engineer (Operation) shall be competent to effect change of name in respect of L.T. Connections and H.T. Connections respectively.

**4. Time Limit for change of name.**

The change of name shall be effected within 7 days of submission of all documents/fee by the applicant.

4. As soon as such a requisition is received, the J.E. should be directed to visit the premises of the consumer for re-rating the installation so that the new consumer is not held responsible for any alteration in the connected load which may have been effected by existing consumer without the authority of the Nigam. In addition to this the JE should check up that all the material of the Nigam installed at the premises of the consumer is intact and has not been tampered with. He should also find out whether the change in name is motivated by genuine requirements and not for evading payment of any dues. He may also record the probable period since when the new applicant has been in-occupation of the premises.

5. In case the JE report is satisfactory and there is no change in connected load (or where there is a slight change but the existing service line can take up the load) the new consumer should be served with demand notice. It should, however, be kept in view that the issuance of demand notice should not be delayed for more than 2/3 days of the receipt of the application so that all the formalities in respect of change of name are observed within 7 days particularly where the old consumer has served notice of 7 days upon the Nigam for disconnection or change in name. After the new consumer complies with the Demand notice immediate action should be taken to take the meter reading so that final bill for the old consumer could be made out and a new account No. for the new consumer allotted and his account opened in the ledger for issuing him monthly bills. So far as the old consumer is concerned the amount of the final bill or any other charges due from him should be immediately recovered.

6. Although no physical disconnection or reconnection may be involved in the process of change of name yet a disconnection order in form E, B.CS-16 in respect of the old consumer and a service connection order in Form E.B. CS-12 in the name of the new consumer should be issued so that necessary entries could be made in the account books. Steps should simultaneously be taken to forward the agreement to the competent authority for acceptance.
7. For change of name only, the fixed service connection charges are not applicable.

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### INSTRUCTION NO. 2.3

#### **Reconnection of a Service Line.**

The problem of reconnection of service will arise only under the following three situations.

- i) When the connection had been disconnected for any default in making the payment of dues.
  - ii) When the disconnection had been made because of the breach of conditions of supply on the part of the consumer.
  - iii) Where the disconnection was effected on the request of the consumer himself on temporary basis.
2. (i) In the first case the reconnection in respect of all categories excepting Agricultural Pumping Supply consumers can be sought within a period of 6 months from the date of disconnection which will be allowed only after the consumer has deposited: -
- a. Defaulting amount.
  - b. MMC of the intervening period
  - c. Cost of meter.
  - d. Reconnection fee as per schedule of general charges. However, no reconnection charges will be recovered from the consumer whose connections were got disconnected due to floods other natural calamity reasons.
- (ii) In case of AP consumer seeking reconnection of their permanently disconnected tubewell connections (whether on default or on request) where the LT/HT line has not been dismantled, the following amount be got deposited from the consumer :-

| Sr. No. | Description | Amount to be deposited. |
|---------|-------------|-------------------------|
| (a)     | Within six  | Rs.1000/-               |

|     |   |   |
|-----|---|---|
|     | months of disconnection on default/ own request.      | In order to avoid misuse, the facility will not be available for the second time over a period of next 5 years. In case, the request for reconnection is again received in the intervening period, the farmer will be required to pay MMC charges for the entire period of disconnection. |
| (b) | After six months and upto two years of disconnection. | <b>Rs.7000/-</b>  |
| (c) | After two years of disconnection.                     | To be treated a new connection. Amount to be deposited as per SMI-1.25.   |

Where the LT/HT line has been dismantled and the reconnection is being sought within a period of two years, then the following charges shall be recoverable.

- a) Reconnection fees as per 2 (ii) above.
- b) Cost of lines at the rates prescribed in case of change of site as per SMI-2.1.

3. In the second case the reconnection shall be allowed only after the consumer had made the compliance of the notice issued by the Nigam and the consumer pays the amount of compensation/ assessment made, if any. Where the disconnection is made for a definite period the reconnection shall be allowed only after the expiry of the stipulated period and that also on the compliance made by the consumer. However, wherever unauthorized use/ theft of energy is detected in respect of LT connections (connected load in the range of 35 kW to 70 kW), the reconnection will be made only on HT supply, as this will act as deterrent and will also prevent further incidence of such use of the consumer.

4. In the cases of temporary disconnection on the request of the consumer, the reconnection shall be made as per terms and conditions laid down in the sanction order on payment of reconnection fee as per schedule of general charges.

5. Reconnection order in E.B. form CS-17 will be issued to carry out the job. Normally the supply would be restored on the same terms and conditions as existed before disconnection. This facility is available once only in a span of three years.

6. In such a case where reconnection is allowed after a period of six months, excepting in the case of temporary disconnection at his own request, a fresh test report should be obtained from the

consumer, before connecting the premises to Nigam's supply system.

7. Ordinarily no idle service should be allowed to exist for more than 1 month and action to disconnect should be taken in accordance with instruction No. 2.1 of the Manual of Instruction read with instruction No. 2.9 of Sales Manual. However in such cases where there is any definite possibility of the connection being reconnected within reasonable period the service line and equipment may be allowed to remain in- tact.

8. The facility of reconnection is available only to original consumer or his/her legal heir.

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#### **INSTRUCTION NO. 2.4**

##### **Change of Industry or Addition thereto:**

Sometimes, it may happen that an industrial consumer may like to change or install machinery for some additional industry through spare pulleys and driving shaft on the original motor. Such an arrangement should not be objected to. The Nigam as a Supplier of energy have no power to prescribe any special machinery or apparatus to be installed by the consumer for the use of energy by him. However, the following may be kept in view.

- i. The sanctioned load or contract demand of the consumer is not exceeded.
  - ii. The use of the new appliances/apparatus is not prejudicial to the supply system of the Nigam and does not in any way interfere with the efficient supply of energy to other consumers.
  - iii. The diversion of use of machinery is not catering to the industrial unit where prior sanction from any State/Central Empowered Committee is empowered.
2. The installation of additional industry within the existing load results in an improved load factor and accordingly the installation of additional industry within the sanctioned load should be welcome.
3. Provided that for the use of thresher and chaff cutters being run on the same motor of tubewell the AP tariff will be applicable.

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#### **INSTRUCTION No. 2.5**

##### **Conversion of feeding source from rural to urban feeder.**

The domestic consumers who are being fed from rural feeder can apply for conversion/shifting of feeding source from rural feeder to urban feeder. The conversion/shifting of the feeder shall be admissible on compliance of following conditions.

1. All villages/towns having sub-stations located within the village/town boundary or within 2 KM from 33 KV and above sub-station may be given as per urban mode.
- OR
- All villages/towns within municipal limits.
  2. The entire cost of line to be erected including cost of terminal equipments at the sub station end, if any, for conversion of supply from rural to urban mode will be borne by the consumers/Panchyats.
  3. The supply from this feeder shall not be given for tubewell connections for irrigation purpose.
  4. Such villages/towns should have electricity bills recovery rate of 90% or more i.e. 90% or more consumers should be paying. Certificate in this regard from the concerned SDO/XEN (OP) is to be accompanied in each case.
  5. All the Single Phase/Three Phase DS/NDS, Electro-mechanical meters will be replaced by the electronic meters.
  6. Specific approval from Whole Time Directors will be obtained in such like cases indicating the loads as well as distances of the villages/towns from sub-station. Complete sketch of both rural and urban feeders showing existing capacity of transformers, transformer to be shifted, size of conductor and maximum load recorded during the last year is to be sent while seeking approval of WTDs.

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### INSTRUCTION NO. 2.6

#### **Providing dedicated transformers to individual/a Group of existing LT Agriculture Pumping category consumers.**

In order to provide better voltage and more reliable supply to the individual/group of Agricultural consumers, to reduce line losses by increasing HT to LT ratio and to minimize the expenditure of the consumers, the dedicated transformers can be provided to the individual/ a group of Agriculture Power Supply consumers on the following terms and conditions:

1. The scheme will be available to all individual consumers or a group of maximum 4 No. consumers.
2. The conversion of LT line to HT should be technically feasible. If site condition warrants any addition/modification of the existing HT/LT line, the same will be borne by individual

consumer/group of consumers as estimated cost of conversion in addition to Rs.10,000/-. However, the cost of the pole-mounting Sub Station will not be included in the estimated cost of conversion as the same has to be provided against Rs.10,000/- to be deposited separately to qualify for the scheme.

3. It should be noted that the length of LT line of any tube-well being fed from the dedicated distribution T/F will not be more than 750 ft.
4. The cost of conversion indicated in para 2 and the qualifying amount of Rs. 10,000/- will be proportionally shared by the beneficiary consumers according to the load of respective applicants.
5. A 25 kVA transformer shall be provided for load up to 20 BHP and 63 kVA for load above 20 BHP.
6. None of the consumer(s) benefited by the scheme should be defaulter of electricity dues.
7. The consumption of such consumer(s) shall be metered & billing shall be on the basis of metered consumption.
8. Electronic meter of appropriate capacity shall be installed with MCB.

The interested consumer(s) can give their consent on the Performa attached. The respective SDO (OP) will have the technical feasibility examined as per the above guidelines.

The work of checking technical feasibility & assessing the position of defaulting amount should be completed within 15 days. The concerned SDO (OP) will ask the consumer(s) through a registered letter to deposit the estimated cost (subject to minimum of Rs.10,000/-) within 15 days from the receipt of the letter(sample of the letter is attached). The required work shall be carried out within 2 months after deposit of the amount.

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### **ANNEXURE-I**

To

The SDO (OP) Sub Divin.  
DHBVNL, \_\_\_\_\_

1. I/We the following:-

- (i) Sh. \_\_\_\_\_ S/o \_\_\_\_\_ resident of  
Vill. \_\_\_\_\_ Post Office \_\_\_\_\_ A/C No. \_\_\_\_\_.
- (ii) Sh. \_\_\_\_\_ S/o \_\_\_\_\_ resident of  
Vill. \_\_\_\_\_ Post Office \_\_\_\_\_ A/C No. \_\_\_\_\_.
- (iii) Sh. \_\_\_\_\_ S/o \_\_\_\_\_ resident of

- (iv) Vill. \_\_\_\_\_ Post Office \_\_\_\_\_ A/C No. \_\_\_\_\_.  
 Sh. \_\_\_\_\_ S/o \_\_\_\_\_ resident of  
 Vill. \_\_\_\_\_ have a tubewell connection(s) in my/our  
 name bearing A/c No. as given above.
2. I/We hereby opt for conversion of my tubewell connection to HT as per your Transformer Scheme.
  3. I/We hereby declare that there are no pending electricity dues in my name or in the name of other members of my/our family for any category of supply in DHBVNL.
  4. I/We deposit Rs.10,000/- (Rs. Ten Thousand only) or the cost of the estimate whichever is higher within one week of receipt of notice from the SDO (OP) in this regard on the basis of my/our connected load.

1. Signature  
 (Name \_\_\_\_\_)

2. Signature  
 (Name \_\_\_\_\_)

3. Signature  
 (Name \_\_\_\_\_)

Dated \_\_\_\_\_

**FOR OFFICE USE**

1. Verified that there are no pending electricity dues against this tubewell and all other category connections bearing
  - (i) A/c No. \_\_\_\_\_ of Sh. \_\_\_\_\_  
 S/o Sh. \_\_\_\_\_
  - (ii) A/c No. \_\_\_\_\_ of Sh. \_\_\_\_\_  
 S/o Sh. \_\_\_\_\_
  - (iii) A/c No. \_\_\_\_\_ of Sh. \_\_\_\_\_  
 S/o Sh. \_\_\_\_\_
 in the name of applicant or in the name of other members of his/their family.
2. Verified that the scheme is technically feasible.



1. The option of having exclusive Industrial feeders be made available to an Industrial consumer or group of consenting industries situated in an area for which they would be asked to defray the full cost of constructing such feeders.
2. The construction of such feeders being an essential system requirement the departmental charges may not be levied on the cost of work.
3. The facility of providing exclusive industrial feeder on urban mode will be available to an industrial consumer or a group of industrial consumers, if their total connected load is 1 MW or more.
4. These industrial consumers shall not have exclusive right over the feeder and the Nigam may allow additional connections on the feeder if it so decides.
5. The feeder will have only industrial consumers or connections of other categories owned by these consumers only, so that exclusiveness of the feeder is maintained.

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### **INSTRUCTION NO. 2.8**

#### **Shifting/removal of electric lines/poles necessitated by the Construction of buildings in their vicinity:**

In case where the overhead electric supply lines were/are placed by the erstwhile PWD Electricity Branch/Haryana State Electricity Board now DHBVNL under the powers conferred/assumed under the Indian Telegraph Act, 1885/Electricity Supply Act, 1948 and these lines pass through or are on any property, the owner thereof is, in the circumstances mentioned in Section-17 of the Indian Telegraph Act, 1885, entitled to apply for their removal. This will, however, be subject to the condition laid down in Section-17 of the Indian Telegraph Act, 1885 viz : if compensation has been paid to him previously under Section-10 Clause (d) of the said act, he shall, when making the request for the removal, be liable to tender to the Nigam the amount requisite to defray the expenses of their removal or one half of the amount paid as compensation which ever is less. It would, therefore, follow that if no compensation has been paid to the owner at the time of erection of the lines, he will not be liable to pay any compensation to Nigam for removal of these lines and the department will have to bear the cost of their removal. In the event of the Nigam's failure to do so the owner has a remedy under Sub Section (iii) of Section-17 of the Indian Telegraph Act, 1885.

2. In case, however, where the over-head lines have been erected otherwise than under the powers conferred/assumed by Government/Board/ Nigam, then the provisions of Rule-82 of the

Indian Electricity Rules, 1956, would be applicable and any person who proposes to erect a new building or structure in the vicinity thereof will have to give notice to the department for the removal of these lines and the department will be entitled to charge from him in accordance with the provisions of Rule-82 (2) of the said rules instead charges being levied by the Nigam in accordance with the existing procedure. This will mean that the Nigam, instead of charging the requisitionists as at present will charge for the cost of only the additional material that might be required for shifting and making the requisite changes in the existing lines to comply with the demand of requisitionists, irrespective of the actual procedure that might be followed at site in the interest of maintaining the continuity of supply with as few interruptions as might be possible. Of course, the charges for the additional material will include the usual storage charges of the same, in addition to the wages of labour employed in effecting the alterations etc. plus departmental charges to the extent of 20% of the labour charges having due regard to those that might be incurred in complying with the requirements of Section-16 of the Indian Electricity Act-1910.

3. What applies to over-head lines would equally apply to the underground lines also.

4. Besides above provisions of Indian Telegraphic Act, 1885 and Electricity Rules, 1956, the following guidelines are laid down for implementation by the field officers.

- (i) The shifting of LT/HT lines passing through ponds and residential buildings within the "Lal Dora" shall be carried out at the Nigam's cost.
- (ii) The shifting of LT/HT lines passing through Government School shall be carried out at Nigam's cost irrespective of the fact whether it falls within the "Lal Dora" or outside of "Lal Dora".
- (iii) The request of replacement of Iron Pole shall be accepted only for those iron poles, which pose danger or may cause accident to man & animals. Such replacement shall be made on the Nigam's cost.
- (iv) The shifting of HT/LT lines falling beyond "Lal Dora" is to be done, if the cost is deposited by the beneficiaries. Wherever shifting of lines/poles is required to be done at the cost of individual(s)' the work shall not be carried out without getting the estimated cost deposited in advance from concerned consumer/person.
- (v) For shifting of existing 11 KV/33 KV lines on the request of individual(s) departmental charges will not be levied and only the cost of material and cost of labour shall be recoverable. The inspection charges @ 1-1/2 % on the

- cost of estimate shall also be recovered.
- (vi) The cases in which the lines are required to be shifted on the Nigam's cost and the cost of shifting is too high, step should be taken for acquisition of land instead of shifting of lines.
- (vii) Temporary shifting of cables fixed with any building may be done at the Nigam's cost. However, if compensation has already been paid to the requisitioner at the time of initial erection of the line/cable, the requisitioner will have to defray the expenses or half the amount paid as compensation whichever is less.

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### INSTRUCTION NO. 2.9

#### **To sanction Dismantlement of Service Connection:**

In view of the apprehension of theft of energy, immediately on expiry of one month period from the date of permanent disconnection the entire service line including the poles etc. would be dismantled and if reconnection is requested after dismantlement of service, the same may be given treating it as a new connection.

Following officers are competent to sanction the dismantlement of service lines which have remained idle for 6 months or more.

| <b>Authority</b> | <b>Cost of material to be dismantled.</b> |
|------------------|---|
| CEs              | Full Powers                               |
| SEs              | Rs.50,000/- per connection.               |
| XENs             | Rs.25,000/- per connection.               |
| SDOs             | Rs.5000/- per connection.                 |

All the dismantled material should be returned to stores and a monthly report of such dismantlement should be sent to the next higher authority.

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