

Guidelines to Apply for Grant of Long/Medium-Term Open Access

Fields which are marked with ‘’ in online form are mandatory to be filled.*

Step 1 – Register

- To apply for Grant of Long/Medium-Term Open Access applicant will have to get himself/herself registered on portal by submitting Name, Address, Email ID & Mobile No. in the respective fields of Registration form.
- Thereafter, registration will be completed and Login Credentials will be sent on the registered Mobile No. & Email ID. Applicant will have to login with the Login Credentials.

Step 2 – Login

- To login, submit your Registered Email ID, Password & Captcha in the respective fields and click on **Login** button.

*In case user forgets password, click on **Forgot Password?** link to recover the password.*

Step 3 – Submit Basic Information

- After login, user will be redirected to Dashboard. Click on **Application Form** side menu. Thereafter, submit following details in Basic Information form:
 - Application Type (Long Term/Medium Term)
 - Customer Name
 - Nature of Customer (Buyer/Seller/Trader/Captive User)
 - If user selects Trader then fill following also:
 - Trading License No. and Type
 - Validity
 - Details of Proposed Open Access i.e., Period (From & To Date and Hours)
 - Capacity in Megawatt
 - Proposed Date/Month of Commencement of Open Access
 - Is Electricity System Strengthening Involved? (Yes/No)

Step 4 – Submit General Information

- After submission of Basic Information, user will be redirected to General Information form. Submit following details in General Information form:
 - Registered Address
 - Name and Contact Details of Prime Person for Communication purpose
 - Name and Contact Details of Alternate Person for Communication purpose
 - Details of Non-Refundable Application Fee Submitted:
 - Bank details
 - Payment Type
 - Instrument No.
 - Date

- Amount (in Rs.)
- Details of PPA/PSA/MoU & Parties
 - Name & Address of Parties (Seller & Buyer Names and Date of PPA/PSA/MoU)
- Validity Period
 - Date of Commencement
 - Date of Expiry
 - Capacity (in MW)

Step 5 – Submit “Technical Information of Injecting and Drawee Entity to Grid” Details

- After submission of General Information, user will be redirected to Technical Information of Injecting and Drawee Entity to Grid form. Submit following details in the form:
 - Involvement of Grid System during Transaction
 - Intra-State Transmission Network
 - Intra-State Distribution Network
 - Inter-State Transmission Network
 - Details of Drawee Entity
 - Intra-State Transmission Network
 - Intra-State Distribution Network
 - Inter-State Transmission Network
 - Details of Injecting Entity
 - Name
 - Status (in terms of Ownership)
 - Whether Existing or New Entity
 - Utility in which it is embedded
 - Whether Existing Long-term or Medium-term Customer
 - Open Access Requirement of Entity
 - Existing Capacity in Use (Contracted) (MW)
 - Open Access Capacity Sought for (MW)
 - Point of Grid Connectivity (Existing/Proposed)
 - Name of sub-station
 - Voltage level of injection
 - Name of licensee(owner of S/S)
 - ABT Interface Metering
 - Type
 - Make
 - Rating
 - Other relevant information to support processing of application
 - Other information as notified by STU on its website
 - Details of Drawee Entity
 - Name
 - Status (in terms of Ownership)
 - Whether existing or New entity
 - Utility in which it is embedded

- Whether existing Long term-Medium term customer
- Open Access Requirement of Entity
 - Existing Capacity in Use (Contracted) (MW)
 - Open Access Capacity Sought for (MW)
- Point of Grid Connectivity (Existing/Proposed)
 - Name of sub-station
 - Voltage level of Drawee
 - Name of licensee (owner of S/S)
- ABT Interface Metering
 - Type
 - Make
 - Rating
 - Other relevant information to support processing of application
 - Other information as notified by STU on its website

Step 6 – Submit “Technical Information of "Electricity System" of Injecting and Drawee Entity” Details

- After submission of Technical Information of Injecting and Drawee Entity to Grid, user will be redirected to Technical Information of "Electricity System" of Injecting and Drawee Entity form. Submit following details in the form:
 - Select Generating Station Type (Existing Generating Station/New Generating Station)
 - If user selects Existing Generating Station then submit following:
 - Existing Details of Station
 - Name
 - Name of Promoter
 - Location (with district)
 - Generation capacity (in MW)
 - Details of Units
 - Unit-1 (MW)
 - Unit-2 (MW)
 - Unit-3 (MW)
 - Type
 - Fuel
 - Previous three years generation (in MU)
 - Whether captive plant?
 - Load Type (Base Load/Peaking Load)
 - Interfacing voltage level with grid (KV)
 - Provision of Reactive Power
 - Other Relevant Information
 - Augmentation/Renovation/Modernization/Extension details of station (if any)
 - Specific details
 - Commissioning Schedule

- Other relevant information
- Description of "electricity systems" along with single line diagram (connected and/or proposed)
 - User can upload three supporting documents (if any)
- Other information as notified by STU on its website.
- If user selects New Generating Station then submit following:
 - New Station Details
 - Name
 - Name of Promoter
 - Location (with district)
 - Generation Capacity (in MW)
 - Details of Units
 - Unit-1 (MW)
 - Unit-2 (MW)
 - Unit-3 (MW)
 - Commissioning Schedule
 - Type
 - Fuel
 - Whether captive plant?
 - Load Type (Base Load/Peaking Load)
 - Interfacing voltage level with grid (KV)
 - Whether identified station of CEA
 - Status of clearances
 - Land Requisition
 - In Possession
 - Proposed to be acquired (tentative date of acquiring)
 - Along with Upload:
 - Fuel Agreement
 - Environment and Forest
 - TEC
 - PPA with Beneficiaries
 - Other Relevant Information
 - Description of proposed "electricity systems" along with single line diagram
 - Other information as notified by STU on its website.

Step 7 – Submit Details of Final Beneficiary

- After submission of Technical Information of "Electricity System" of Injecting and Drawee Entity details, user will be redirected to Details of Final Beneficiary form. Submit following details in the form:
 - Select Whether Distribution Licensee or other than Distribution Licensee
 - If user selects Distribution Licensee then submit following:
 - Name of entity

- Address of entity
- Utility in which it is embedded
- Allocation of power (MW)
- Other relevant information
- Other information as notified by STU on its website
- If user selects Other than Distribution Licensee then submit following:
 - Name of Person/Entity
 - Address of Person/Entity
 - Utility in which it is embedded
 - Place of installation to be benefitted
 - Allocation of power (MW)
 - Quantum of special loads like arc furnace etc.
 - Reactors/Capacitors installed (Yes/No)
 - Beneficiary is consumer of Distribution Licensee
 - Existing contracted capacity, if applicable
 - Name of Distribution Company, if applicable
 - Other relevant information

Step 8 – Upload Documents and do Final Submission of Application

- After submission of Final Beneficiary Details, user will be redirected to upload relevant documents required for the application. Upload following document(s), which are applicable, in PDF format whose size should not exceed 2 MB each:
 - Non-refundable application fee by Demand Draft /RTGS/NEFT/IMPS
 - Connection Agreement/Load Sanction letter from Discom
 - Self-certified copy of PPA/PSA/MoU entered between the parties (buyer and seller) of transaction stating contracted power, period of transaction, Drawal pattern, point(s) of injection and Drawal etc.
 - Self-certified copy of trading license. (if applicable)
 - Detailed description of "electricity systems" of injecting and drawee entities (involved in the transaction) already connected and/or proposed to be connected with Intra-state transmission system along with single line diagram
 - Injecting Entity
 - Drawing Entity
 - Connectivity and interface metering related supporting documents including outdoor and indoor layout single line diagrams.(if existing user 's of intra-state system)
 - Any Other Document, if any
- After uploading the documents, applicant will have to agree with the declaration and do the final submission of application.
- Application will then be forwarded to the Department for further actions.
- Department will raise the query in the application, if any, which has to be answered by the applicant in stipulated time. Once the query is resolved department will proceed with the application.

- Status of Application i.e., Approved/Rejected by the department, will be displayed on the login of applicant and will also be informed through SMS/Email.