

**Bhopal Dated: 5<sup>th</sup> May, 2005**

No. 1077/MPERC/2005 - In exercise of the powers under sub-sections (i) and (k) of Section 86 and sub-section (1) of Section 181 of the Electricity Act 2003 (36 of 2003) and all powers enabling it in that behalf, Madhya Pradesh Electricity Regulatory Commission hereby makes the following Regulations providing for guidelines to the licensees in the State of Madhya Pradesh for Reporting Regulatory Compliance on implementation of directives contained in various regulations issued by the Commission from time to time under the provisions of the Electricity Act 2003 (36 of 2003).

## **MPERC (Guide lines for Reporting of Regulatory Compliance) Regulations, 2005**

### **1. Introduction**

1.1 The MPERC recognizes the need for effective monitoring of compliance of directives issued through various regulations notified as per the provisions made in the Electricity Act, 2003. Monitoring of compliance of the provisions of the Electricity Act, 2003 deliberated in the form of directives of various regulations is of paramount importance to ensure the implementation of true spirit of Electricity Act, 2003. These guidelines outline the Commission's approach to compliance system and reporting regulatory compliance in the state of Madhya Pradesh by the transmission, trading and distribution licensee's.

### **2. Short title and commencement**

2.1 These Regulations may be called the Madhya Pradesh Electricity Regulatory Commission (Guide lines for Reporting of Regulatory Compliance) Regulations, 2005.

2.2 These Regulations shall be applicable to the licensees in the territory of Madhya Pradesh.

2.3 The Regulations shall come into force from the date of their publication in the official gazette.

### **3. Definition**

3.1 In these regulations, unless the context otherwise requires:

- (a) "Act" means the Electricity Act, 2003 (No.36 of 2003);
- (b) "Commission" means the Madhya Pradesh Electricity Regulatory Commission.
- (c) "Distribution licensee " means a licensee authorised to operate and maintain a distribution system for supplying electricity to the consumers in his area of supply;
- (d) "Transmission licensee " means a licensee authorised to operate and maintain a transmission system for transmitting electricity to the licensees/consumers in his area of supply;
- (e) "Trading licensee " means a licensee authorised to trade in his area of operation;
- (f) "Reporter of compliance" means a person appointed by the licensee for reporting of regulatory compliance in area of operation of the licensee.

3.2 All other expressions used herein but not specifically defined herein but defined in the Act shall have the meaning assigned to them in the Act. The other expressions used in herein but not specifically defined in these guidelines or in the Act but defined under any law passed by the parliament applicable to electricity industry in the state shall have the meaning assigned to them in such law. Subject to the above, the expression used herein but not specifically defined in these Regulations or in the Act or any law passed by the parliament shall have the meaning as is generally assigned in the electricity supply industry.

#### **4. Regulatory Objective**

4.1 The objective of "compliance reporting system" is that the licensee should build a sound and effective regulatory compliance mechanism. The issues of reporting compliance are brought out very clearly and any non-compliance of any type during the relevant reporting period is reported out clearly and separately with reasons and assessment of the impact of such non-compliances on consumers and/or other entities.

#### **5. Regulatory Compliance Reporting System**

5.1 The licensee shall adopt a compliance-reporting system to satisfy the license conditions.

5.2 The Commission directs licensees to submit a report on compliance. The report should bring out summary of all issues requiring implementation of directives issued under various regulations notified by the Commission from time to time under the provisions of relevant Acts. Issue wise status of compliance, partial compliance and non-compliance be reported to the Commission for the prescribed period within the specified time limit. Such report should also contain justified reasons on the issues where the directives could not be complied, if any.

5.3 The intention of the regulatory compliance reporting system is to ensure that the internal audit is ensured by the "Regulatory compliance reporting officer" on a regular basis. This is also required to have authenticated information submitted through the Chairperson and Managing Director with the knowledge of the Board of Directors of the Licensee in order to improve the quality of information. This would require timely submission not leaving out any portions of the information and verifying the correctness before the same is sent to the Commission with narrative report on compliance or non-compliance.

## **6. Reporting Procedure**

6.1 The Licensee shall submit "Regulatory compliance report" to the Commission half-yearly and annually. The report should be mainly based on the issues as per relevant format specified in Annexure A for the licensees.

6.2 The licensee shall be guided by but not be limited to the items specified in the Annexure A. The licensee shall carefully go through the directives contained in various regulations issued by the Commission from time to time pertaining to his business and identify all the items that need to be reported in the compliance format in addition to the items specified in Annexure A.

6.3 The "Regulatory Compliance Report" should be fragmented in three parts as given below:

- i. Report on issues fully complied with
- ii Report on issues partially complied with and detailed reasons for partial compliance and future course of action to achieve full compliance
- iii Report on issues not complied with and detailed reasons and future course of action to achieve compliance.

6.4 Regulatory Compliance report shall be signed by the Reporter of Compliance and also by the Chairperson and Managing Director of the licensee.

6.5 Board of Directors of the licensee shall approve the "Regulatory Compliance Report" before its submission to the Commission. A resolution of the Board of Directors of the licensee shall be submitted to commission along with the regulatory compliance report stating that "we have taken note of the regulatory compliance report for the period from \_\_\_\_\_ to \_\_\_\_\_ and we have taken note on the items on which the compliance is found inadequate. We request Commission to grant \_\_\_\_\_ time period for compliance of such items".

Provided that in cases, the licensee is unable to convene a meeting for approval of the Regulatory Compliance Report, the same shall be obtained by circulation of the report to the Board of Directors.

6.6 A Certificate shall be attached with the Regulatory Compliance report. Format of the certificate is given at Annexure B, which is to be submitted with the report.

6.7 Regulatory Compliance Report shall be submitted to the Commission as per following periodicity

Half yearly report for the period April to September be submitted by 31st December, and

Consolidated report for the financial year be submitted by 30th June.

6.8 Commission may consider appropriate action as per relevant provisions of Act, against licensee in case of delay in submission of Regulatory Compliance report.

## **7. Reporter of Compliance**

7.1 The Licensee shall appoint an officer not below the rank of Additional Chief Engineer as "Reporter of Compliance". This officer should be exclusively entrusted with the responsibility of reporting regulatory compliance. He should not be a serving officer of the licensee. The licensee may appoint any of the retired officer of the rank not below the level of Additional Chief Engineer, who is well conversant of the prevailing Acts, rules, regulations and practices, either retired from the services of the licensee or from the services of any other licensee in India. He could be engaged on payment of an honorarium or lump sum salary or as consultant.

7,2 The Commission will approve a suitably qualified Reporter of compliance, to ensure that reporting is conducted by a person who meets the requirements of this Regulation. To obtain approval of the Reporter of compliance, licensee/s should make a submission to the Commission of their nominated Reporter which provides details of the Reporter of compliance's field of work, core expertise and past experience

7.3 If the proposed Reporter meets the above approval criteria, the Commission will give approval to his/her appointment.

7.4 Reporter of compliance at times may, find himself to be placed in a position of conflict between his duty to the entity and his responsibilities to the Commission. In such an event, even though the loyalty of the reporter would rest with the utility with which it has to closely interact and work with, the Reporter's primary responsibility must be to the Commission. The Commission being a representative of the public interest this requirement is consistent with the law in this matter. In conducting reporting, the Reporter must:

- do so honestly, fairly, professionally, independently and objectively; and
- in doing so, exercise a standard of skill, care and diligence that would be reasonable to expect of a person who is skilled, and who has substantial experience, in the provision of services of a nature which is the same as or is similar to the one to be provided by the Reporter in connection with reporting.

7.5 The "Reporter of Compliance" shall function in coordination with the licensee and the Commission and shall be working as a nodal agency for regulatory compliance. He shall be responsible for auditing and authenticating reports received from various field offices of the licensee. He shall ensure that the Regulatory Compliance Report covers all the issues pertaining to implementation of directives of various regulations issued by the Commission. He shall specifically bring out issues in the report, which need attention of the licensee and Commission. He shall complete the report and put up the same before the Chairperson and Managing Director of the Licensee for further submission to the Board of Directors' approval and thereafter to the Commission.

## **8. Confidentiality of Regulatory Compliance report**

8.1 The licensee may identify portion of information provided in compliance report which is confidential. Claim for confidentiality should be made only after careful consideration and where it is felt that the disclosure of information will generally cause material damage to the commercial interests of the licensee.

8.2 Although the view point of the licensee/s for maintaining the information provided in compliance report as confidential will be

considered by the Commission, the Commission shall be bound by the legal requirement of transparency in the operations of the licensee.

## 9. **Savings**

9.1 Nothing in these Regulations shall be deemed to limit or otherwise affect the inherent power of the Commission to make such orders as may be necessary to meet the ends of justice.

9.2 Nothing in these Regulations shall bar the Commission from adopting in conformity with the provisions of the Act a procedure, which is at variance with any of the provisions of these Regulations, if the Commission, in view of the special circumstances of a matter or class of matters and for reasons to be recorded in writing, deems it necessary or expedient for dealing with such a matter or class of matters. However, the licensee shall be given an opportunity to present its case on such procedures before they are adopted for seeking compliance of regulatory directives.

9.3 Nothing in these Regulations shall, expressly or impliedly, bar the Commission from dealing with any matter or exercising any power under the Act for which no Regulations have been framed, and the Commission may deal with such matters, powers and functions in a manner it thinks fit.

By Order of the Commission

**Ashok Sharma, Deputy Secretary**

**Annexure A – Contents of Compliance Report**

Selected major directives of regulations are given below, which require reporting on status of compliance. However the licensee/ "Reporter of Compliance" shall go in details through each of the regulations carefully and the directives, which are not covered herein but are relevant for reporting, should be covered under reporting chapter on relevant regulation. Report should be narrative and where the formats have been prescribed, it should be duly filled in with due narration/ explanation in the report. For details / clarification, respective clauses of the relevant regulation be referred.

**Report by Transmission Licensee only**

**CHAPTER I- MP Grid Code**

Sl. No.	Clause no.	Brief details of clause	page no. of enclosed report on which details are given
1	3.1.3 & 3.4	- Constitution of Grid Code Review Committee - STU to constitute the Grid Code Review Committee - <b>Within One month from notification of the Code</b> Revision of the Grid Code-- <b>Within 15 days by recorded means of communication</b>	
2	3.6.4	- STU has to submit i)A report on the outcome of such review; ii)Any proposed revisions to the Grid Code from time to time as STU reasonably thinks necessary for the achievement of the objectives of this Code. iii)All written representations or objections from Users arising during the review / consultation process-- <b>At the conclusion of each review meeting of the Grid Code Review Committee</b>	
3	4.3.1, 4.3.2	- STU has to submit 10 year perspective transmission plan updated every year - 5 year plan for identification of major State Transmission System, which shall fit into national power plan formulated by Central Government long term plan developed by CEA	

		and the 5 year plan prepared by Central Transmission Utility <b>- By September 30<sup>th</sup> every year</b>	
4	4.3.3, 4.3.4	- Demand forecast for power within Area of Supply - Proposal for the requirement of generation for the State to meet the load demand as per the forecast - Reactive power planning exercise, Transmission system planning using load flow, short circuit, and transient stability study, relay coordination study and other techniques and simulation of contingency and system constraint conditions <b>- To be submitted by the STU by September 30<sup>th</sup> every year</b>	
5	14.6	- Report on any major failure <b>- To be immediately informed and an enquiry report to be submitted within 2 months of the incident</b>	
<b>Chapter II.- MIS Regulations</b>			
1	3.2, 3.3	- Specified formats with narrative report on each of format to be submitted quarterly in both hard and soft copies <b>- Within 30 days of the end of the quarter</b>	
<b>Chapter III- Open Access Regulations</b>			
1	10.6	- Agreement between the Nodal Agency and Open Access customer <b>- Within 7 days of formalization of agreement</b>	
2	11.2	- Relinquishment or transfer of Long Term Open Access rights and obligations specified in the Bulk Power Transmission Agreement <b>- With approval of the Commission and after paying the compensation determined by it</b>	
3	14.1	- Actual Energy losses on account of use of the transmission and distribution system <b>- To be reported within 30 days of the end of every half-year</b>	
<b>Chapter IV- MP Regulation on treatment of other business of licensee</b>			
1	3 (1)	- Details of other business including nature, proposed capital investment, nature and extent of the use of assets and facilities of the Licensed Business for the Other Business, impact and manner of the use of assets and facilities for the Other Business on the Licensed Business and on the ability of the Licensee to carry out the duties	

		and obligations of the Licensed Business - <b>At least 30 days prior to the engagement in any Other Business for optimum utilization of the Licensed Business' assets</b>	
2	4 (1)	- Separate financial statements for Other Business including a P&L statement, balance sheet and a statement of source and application of funds - Information that is required to review the additional cost incurred by the licensee for Other Business - Auditor's certificate - <b>Within 6 months of the end of the financial year</b>	
3	4 (2)	- Information to establish that the Other Business duly bear an appropriate share of overhead costs and other common costs - <b>At the time of the ARR petition</b>	
<b>Chapter V- MPERC SLDC Fee &amp; Charges Regulations</b>			
1	3.1	- Separate financial accounts for SLDC - <b>to be submitted every year to the Commission within 6 months of the end of the financial year</b>	
2	3.2	- Generating Companies and intra-state Transmission Licensees in Madhya Pradesh intending to get connected to the State Grid shall submit an application to the SLDC in the specified format - <b>At least one month before the proposed date of connection to the State Grid</b>	
3	3.3	- The SLDC, after scrutinising the application and after being satisfied of the completeness and correctness of the information furnished in the application, shall register the application in SLDC records duly intimating the applicant regarding the acceptance and file a copy with the Commission - File information about the Generating Companies and Transmission Licensees connected to the State Grid and being monitored/ serviced by them to the Commission - <b>Annual information filing to be done by November 15<sup>th</sup> every year</b>	
4	5.1	- Petition for determination of fees and charges with statements containing the Expected Revenues from the Fee and Charges of the ensuing financial year, under its currently approved Fee and Charges - <b>Annually by September 15<sup>th</sup></b>	

5	5.4	- 5 year Investment Plan commencing with the ensuing financial year and must include the sources of funds for investment - Updated every year <b>- Along with the petition</b>	
6	5.5	- Proposal to bridge revenue gap, if any, between the Expected Revenues from the currently applicable Fee and Charges and the revenue requirement for the ensuing financial year <b>- Along with the petition</b>	
<b>Chapter VI- Conditions of License</b>			
1.	7.2(b)(ii) ) and (iv)	Submission of interim profit and loss account, cash flow statement and balance sheet for first / second six months of financial year <b>Within 90 days from the end of the period to which it relates</b>	
2.	7.2(b)(ii) i) and (iv)	Submission of financial statement <b>Within six months from the end of financial year</b>	
3	9.1	Submission of information in the prescribed enclosed formats of Condition of license <b>First submission – within 60 days from the date of notification</b> <b>Subsequent submissions: - within 30 days from the end of the financial year</b>	
4.	9.3	Information of Major Incident affecting any part of the Transmission System <b>Preliminary Report – within 15 days from the date of incident.</b> <b>Final Report with all facts and details – with 2 months from the date of incident</b>	
5.	9.9 & 9.10	Submission of 5 Year Business Plan subsequently the progress of Business Plan of previous year along with the proposal for updating the Business Plan for next 5 Years <b>Within 3 months from the date of issuance of Conditions of License.</b> <b>Within the first quarter of next financial year</b>	
6.	10.2	Submission of 5 Year Investment Plan (Correlated with the Business Plan) <b>Within 3 months from the date of issuance of Conditions of License</b>	
7.	10.2(a)	Annual investment plan with details of investment	

		<p>schemes to be carried out during the financial year subsequently the progress of Investment Plan of previous year along with the proposal for updating the Business Plan for next 5 Years</p> <p><b>During the First month of each financial year.</b>  <b>During the First month of each financial year</b></p>	
8	10.4	<p>Existing tendering procedure for approval of the Commission. The Commission would approve a standard tendering procedure however, in cases where the tendering conditions are specified by the Financial Institutions, the licensees can bring the case to commission's notice for information purpose.- as and when required.</p>	
9.	17	<p>Grid Code</p> <p><b>With in 3 Months from the date of notification of these Conditions of License.</b></p>	
10.	18.2	<p>The Licensee to submit the existing Planning and Security Standards and the Operating Standards for the Transmission System for the approval of the Commission.</p> <p><b>With in 60 days from the date of notification of these Conditions of License.</b></p>	
11.	18.3(a)	<p>The Licensee to submit the proposal for Transmission Planning and Security Standards and Transmission Operating Standards for approval of the Commission.</p> <p><b>With in 3 Months from the date of notification of these Conditions of License or such longer period as Commission may allow.</b></p>	
12.	18.10(a)	<p>The Licensee shall on an annual basis forecast the quantum of power to be wheeled through its transmission system based on the forecast made available by Users within the Area of Transmission in each of the next succeeding five years.</p> <p><b>All this information to be given with the Annual Revenue Requirement (ARR).</b></p>	
13.	18.10(b)	<p>The Licensee shall estimate the quantum of inter-State transmission that will occur through its wires in each of the succeeding five years.</p>	
14	18.10(c)	<p>The Licensee shall prepare and submit forecasts to the Commission in accordance with the guidelines issued by the Commission from time to time</p>	
15	18.11	<p>The Licensee shall submit to the Commission a report indicating the performance of the Transmission System during the previous financial year</p> <p><b>Within 3 months of the end of each financial year</b></p>	

16	19.4	<p>The Licensee shall submit to the Commission on an annual basis, a statement showing in respect of each of the 5 succeeding financial years forecasts of circuit capacity, power flows and loading on the Transmission System under standard planning criteria, together with:</p> <p>(a) such further information as shall be reasonably necessary to enable any Person seeking Use of System to identify and evaluate the opportunities available when connecting to and making use of such system; and</p> <p>(b) a commentary prepared by the Licensee indicating its views as to those parts of its Transmission System most suited to new connections and transport of further quantities of electricity.</p> <p><b>Within first quarter of each financial year.</b></p>	
<b>Chapter VII- Transmission Performance Standards</b>			
1	7.1, 7.2, 7.3, 7.4	<p>Quarterly reports on Guaranteed and Overall Standards of Performance</p> <p><b>- Within 30 days from the end of the quarter</b></p>	

**Report by Distribution Licensee only**

<b>S.no.</b>	<b>Clause no.</b>	<b>Brief details of clause</b>	<b>page no. of enclosed report on which details are given</b>
<b>Chapter I- MIS Regulations</b>			
1	3.2, 3.3	<p>- Specified formats to be submitted quarterly in both hard and soft copies</p> <p><b>- Within 45 days of the end of the quarter</b></p>	
<b>Chapter II - MP Regulation on treatment of other business of licensee</b>			
1	3 (1)	<p>- Details of other business including nature, proposed capital investment, nature and extent of the use of assets and facilities of the Licensed Business for the Other Business,</p>	

		<p>impact and manner of the use of assets and facilities for the Other Business on the Licensed Business and on the ability of the Licensee to carry out the duties and obligations of the Licensed Business</p> <p><b>- At least 30 days prior to the engagement in any Other Business for optimum utilization of the Licensed Business' assets</b></p>	
2	4 (1)	<p>- Separate financial statements for Other Business including a Profit &amp; Loss statement, balance sheet and a statement of source and application of funds</p> <p>- Information that is required to review the additional cost incurred by the licensee for Other Business</p> <p>- Auditor's certificate</p> <p><b>- Within 6 months of the end of the financial year</b></p>	
3	4 (2)	<p>- Information to establish that the Other Business duly bear an appropriate share of overhead costs and other common costs</p> <p>- At the time of the ARR petition</p>	

**Chapter III- Regulation on establishment of Ombudsman & Forum**

1	5.4	<p>- Monthly report to be submitted by the Forum</p> <p><b>- Within 15 days of the close of the month for which the report is being submitted, to the Licensee, the Electricity Ombudsman and the Commission</b></p>	
2	5.5	<p>- Quarterly report detailing number of representations received and settled in relation to each licensee, to be submitted by the Electricity Ombudsman</p> <p><b>- Within 1 month after each quarter</b></p>	

**Chapter IV - MP Distribution Code**

1	5.3.3	<p>- 5 year Demand forecast starting with ensuing year, revised annually</p> <p><b>- By 31<sup>st</sup> March every year</b></p>	
---	-------	--	--

**Chapter V - MP Electricity Supply Code**

1	4.7	To prepare ready reckoner for per unit material cost for extension works by licensee- <b>Yearly</b>	
2	5.2	Licensee to intimate the commission on summary of cases where supply at more than one point has been given in the premises, annually <b>To submit information half-yearly in Format ESC 1.</b>	
3	6.38	The licensee shall send formats of 'self declaration of connected load' to all consumers once in six months. <b>To submit information half-yearly in Format ESC 2.</b>	
4	6.39	The licensee shall carryout periodic survey of streetlights and record the type of lamps being used along with their load. <b>To submit information half-yearly in Format ESC 3</b>	
5	7.35	The distribution licensee shall pay interest, at 7% or the bank rate, whichever is higher, on such security deposits taken from the consumer <b>To submit information half-yearly in Format ESC 4</b>	
6	7.36	Refund of security deposit upon termination of the agreement within 60 days of completion of formalities. In case of delay beyond 60 days period, interest higher than the prevailing Bank Rate shall be payable to the consumer as approved by the Commission. <b>To submit information half-yearly in Format ESC 5.</b>	
7	8.1	No new connection to be released without meter <b>To submit information half-yearly in Format ESC 6.</b>	
8	8.8	All new meters should be installed in a tamper-proof meter box. The licensee shall prepare and implement a phased plan to install tamper-proof metering boxes for all the meters, which are at present installed without meter boxes - <b>to submit details</b>	

		<b>with first report</b>	
9	8.11	Sealing of meter to be ensured by licensee <b>To confirm that proper sealing of meters is ensured - reporting half yearly .</b>	
10	8.13	The licensee shall submit a list of all the types of meters installed in its area of operation, to the Commission. The information shall include the specification of each type of meter and the total number of units of each type in use and in stock with the licensee. <b>To submit information half-yearly in Format ESC 7</b>	
11	8.14	It shall be the responsibility of the licensee to satisfy himself regarding the accuracy of the meter before it is installed and may test them for this purpose <b>Licensee to confirm that accuracy of meters is assured before installation to consumer's premises- report half yearly</b>	
12	8.15	The licensee shall conduct periodical inspection/testing of the meters as per the following schedule: (a)Single phase meters: at least once every five years (b) LT 3 phase meters: at least once every 3 years (c)HT meters including MDI: at least once a year. Wherever practicable, CT and PT shall also be tested along with meters <b>To submit information half-yearly in Format ESC 8.</b>	
13	8.17	Licensee shall test the meter within 30 days of the receipt of the application from consumer <b>To submit information half-yearly in Format ESC 9.</b>	
14	8.19	The licensee shall endeavor to identify and develop independent meter testing facilities at convenient locations in one year from the date of notification of this Code <b>Licensee to ensure implementation of directives and inform on the action taken in the matter in half-yearly report</b>	
15	9.3	Licensee to display the meter reading and	

		<p>payment status of high value consumers on the Internet.</p> <p><b>To submit information half-yearly in Format ESC 10. However, the licensee shall continue to display the information as per the format on their web sites updating it every month.</b></p>	
16	9.14 & 9.15	<p>If for any reason, meter is not accessible for reading, the licensee shall send a notice in writing to the consumer to keep the meter available for reading at the time and date given in the notice. If after the notice being given as described, the consumer still does not give access to the meter for reading, the licensee shall be free to send a provisional bill together with a surcharge. If the meter remains inaccessible even for the next reading cycle, the consumer will be served with a notice, to open his premises for reading of the meter at a fixed time and date. If the meter is not accessible at the time fixed in the notice, the supply will be liable to be disconnected after serving a 24-hour notice under section 163 (3) of The Electricity Act, 2003 (36 of 2003).</p> <p><b>To submit information half-yearly in Format ESC 11.</b></p>	
17	9.19	<p>The meter reader shall furnish a list of connections where the meter reading could not be recorded or the meter has not recorded any consumption of electricity, to the officer in charge (OIC) of the Distribution Center. The OIC shall prepare a list of such consumers where meter reading could not be taken or the defective meter could not be replaced (refer clause 8.21) within thirty days and report the same to the Assistant Engineer and Executive Engineer. The licensee shall develop and have in place a detailed document describing systems, procedure and accountability regarding replacement of defective meters.</p> <p><b>Licensee to submit the document with first report</b></p>	
18	9.31,	(I) The licensee shall set-up call center or	

	10.2, 10.3 & 10.6	centers to provide guidance and information to any consumer on telephone (ii) Adequate publicity of the addresses/ locations and working hours of the collection centers including those of banks where consumers can make payments and to provide a choice of maximum alternative modes of payment . (iii)Provision of drop boxes for payment through cheques (iv) Separate queuing arrangement on the collection window should be made for senior citizens, women and physically challenged persons and they should be attended on priority on rush days <b>A brief report on various activities to be submitted by the licensee in half-yearly report.</b>	
19	10.14	Licensee will lay down a policy for grant of installment facility for the purpose of recovery of dues subject to approval of the Commission. The said policy shall also designate the officer(s) authorized to grant installment facility <b>To submit with half yearly report</b>	
20	10.15	Disputed/Erroneous Bills: To resolve the dispute within a maximum period of seven days from the date of receipt of written complaint and OIC of center shall send a report to the officer in charge of the division giving reasons for the discrepancy. If on investigation, the Licensee finds the bill to be erroneous, a revised bill shall have revised due date not less than seven days of the date of delivery of revised bill. Excess amount paid by the consumer, if any, shall be adjusted in the subsequent bill(s). In case it is established that the meter reading recorded was incorrect, responsibility may be fixed and the licensee may take suitable action. The licensee shall provide quarterly feedback to the Commission on the analysis of disputed / erroneous bills. <b>To submit information every half-yearly in Format ESC 12.</b>	
21	10.17	To ensure that no default in payment is	

		<p>continued beyond a reasonable period subject to a maximum of three months without action for temporary disconnection. To ensure that all such cases are monitored regularly and timely action is initiated. A report of cases of permanent disconnection will be submitted to the Commission on a half yearly basis.</p> <p><b>To submit information every half-yearly in Format ESC 13.</b></p>	
22	10.20	<p>The licensee would publish the details of such consumers, who are liable to be disconnected but have not been disconnected, in such a manner as may be directed by the Commission</p> <p><b>To submit information every half-yearly in Format ESC 14.</b></p>	
23	9.1	<p>In respect of domestic consumers meter should be read only during daylight hours. The periodicity of the meter reading for various categories of consumers has been prescribed . The licensee may, however, improve upon the schedule if it finds that necessary or useful.</p> <p><b>To submit confirmation about implementation of schedule of readings as per directives of supply code</b></p>	
<b>Chapter VI- Conditions of license</b>			
1	7.11.c	<p>Profit &amp; Loss account, Balance sheet, Cash flow statement</p> <p><b>-Within 90 days of the end of the period (interim) and within 6 months of the end of the financial year (audited).</b></p> <p><b>-For the current financial year, within the first 6 months (interim)</b></p>	
2	9.19	<p>Various details about licensee's business in formats enclosed with regulations.</p> <p><b>-60 days from the coming into force of the Conditions of License.</b></p> <p><b>-Within a month of the end of the financial year.</b></p>	
3	9.21.b	<p>Report on Major Incident</p> <p><b>-Within 2 months of the incident.</b></p>	

		<b>-Else, Interim report and reasons for final report not being submitted in 2 months</b>	
4	9.9, 9.10, 10.2	5-year Business Plan(year wise load growth, year wise distribution loss reduction proposal along with specific action plan, metering plan, 5-year investment plan, treatment of previous losses, debt restructuring plan, program for rural electrification, cost reduction plan, projected profit and loss account, projected balance sheets, projected cash flow statements and projected important financial parameters)  <b>-Within 3 months of the date of effectiveness of the Transfer Scheme</b> <b>-Annual update and progress report within the first quarter of the current financial year.</b>	
5	10.2	Highlights of the annual investment plan as well as permission for reallocation of funds within approved schemes <b>-Along with the "Expected Revenue Calculation" for the year</b>	
6	11.2	Transfer of assets over Rs.100 lakhs <b>-Permission must be sought within 60 days of written notice of intention to the Commission</b>	
7	17.13	Power Purchase Agreement (including analysis of economic, technical, system and environmental aspects of commercially viable alternatives) <b>-Authorization to be sought within 180 days of application to the Commission</b> <b>-if PPA is for less than 6 months, Commission needs to be informed within 30 days of such agreement</b>	
8	20.4	Distribution code review <b>-Done periodically as per provisions made in code and report to be submitted to the Commission</b>	
9	20.5	Compilation of existing codes and practices relating to construction of the Licensee's Distribution System and its Distribution facilities	

		<b>-Within 60 days of the grant of this license</b>	
10	21.3	Report on the performance of the Licensee's Distribution System <b>-Within 3 months of the end of each financial year</b>	
11	23.3	Annual forecast of the demand for power within the Area of Supply for 10 years <b>-Within 1 month of the start of the current financial year</b>	
12	24.2	Standards of Performance Compliance Report <b>-Within 1 month of the end of the quarter</b>	
<b>Chapter VII- Distribution Performance Standards</b>			
1	7.1, 7.2, 7.3	Quarterly reports on Guaranteed and Overall Standards of Performance <b>- Within 30 days from the end of the quarter</b>	
<b>Chapter VIII- Establishment of Ombudsman/ Forums</b>			
1.	Chapter 1	Concerned officers of the Licensee shall personally hear the consumer complaints every Tuesday, which shall be earmarked as the "Complaint Redressal Day".	To confirm whether this is being followed
2	3.3	Forum to decide every complaint, preferably within 30 days and in any case not exceeding 45 days from the date of receipt of complaint by it.	Forum to submit quarterly report in formats prescribed and given to them
<b>Chapter IX- Security deposit regulations</b>			
1	1.21	Licensee to pay interest at bank rate on security deposit w.e.f.10th June'04	To confirm compliance
	1.22	Interest on security be paid every month commencing from Oct'04	To confirm compliance

**Report by Trading Licensee only**

S.No.	clause no.	Brief details of clause	page no. of enclosed report on which details are given
<b>Chapter I- Electricity Trader Regulation</b>			
1	2.1, 6.2	<ul style="list-style-type: none"> <li>- Details of the professional and the supporting staff engaged by him on full-time basis</li> <li>- <b>Within sixty days from the date of grant of License</b></li> <li>- <b>Within a month after the completion of every financial year</b></li> </ul>	
2	2.3	<ul style="list-style-type: none"> <li>- Declaration of the maximum trading volume proposed to be handled in a year</li> <li>- Future plans for trading during the initial three years</li> <li>- <b>At the time of the application for trading license</b></li> </ul>	
3	2.5, 6.1	<ul style="list-style-type: none"> <li>- Quarterly Audited certificate of compliance with Net worth criteria</li> <li>- <b>Within a period of 15 days from the end of that quarter</b></li> </ul>	
4	2.8	<ul style="list-style-type: none"> <li>- Earnings history, balance sheet, cash flow, credit rating, funding arrangements and risk management strategy, which will demonstrate that the applicant has met the net worth requirement</li> <li>- <b>At the time of the application for trading license</b></li> </ul>	
5	3.6 (b)	<ul style="list-style-type: none"> <li>- Details of all transactions entered into during the financial year</li> <li>- <b>Within 30 days of the end of the financial year</b></li> </ul>	
6	3.6 (c)	<ul style="list-style-type: none"> <li>- Certificate from a Chartered Accountant as regards compliance that the transaction between Trading licensee and any of its subsidiaries or holding company or a subsidiary of such holding company shall be undertaken on an "arms-length basis" and at a value that is fair and reasonable in the circumstances</li> </ul>	

		- <b>Within 30 days of the end of the financial year</b>	
7	5.2 (b), 5.7, 6.6	- Audited Financial statements, business plan to Commission, SLDC and STU - Auditor's report - <b>Within 6 months of the end of the financial year</b> - <b>Copies available to any person requesting them, at a price not exceeding the cost of duplicating them</b>	
8	5.2 (b)	- Half yearly interim profit and loss account, cash flow statement and balance sheet together with such supporting documents - <b>Within 45 days of the end of the half year</b>	
9	6.3	- Annexure I and II of MP Electricity Trader Regulation - <b>Within 15 days of the end of the quarter</b>	
10	6.8	- Information to the Central Electricity Authority as required under Sections 73 (i) and 74 of the Central Act - <b>As and when asked for</b>	
<b>Chapter II- MIS Regulations</b>			
1	3.2, 3.3	- Specified formats to be submitted quarterly in both hard and soft copies - <b>Within 30 days of the end of the quarter</b>	
2	3.4	- Details of a working group to coordinate with the Commission - <b>Within 30 days of the notification of this regulation</b>	
<b>Chapter III - Regulation on treatment of other business of licensee</b>			
1	3 (1)	- Details of other business including nature, proposed capital investment, nature and extent of the use of assets and facilities of the Licensed Business for the Other Business, impact and manner of the use of assets and facilities for the Other Business on the Licensed Business and on the ability of the Licensee to carry out the duties and obligations of the Licensed Business	

		- <b>At least 30 days prior to the engagement in any Other Business for optimum utilization of the Licensed Business' assets</b>	
2	4 (1)	- Separate financial statements for Other Business including a P&L statement, balance sheet and a statement of source and application of funds - Information that is required to review the additional cost incurred by the licensee for Other Business - Auditor's certificate - <b>Within 6 months of the end of the financial year</b>	
3	4 (2)	- Information to establish that the Other Business duly bear an appropriate share of overhead costs and other common costs - <b>At the time of the ARR petition</b>	

**Annexure B- Half-yearly/Annual Regulatory Compliance Report**

To

The M.P. Electricity Regulatory Commission,  
Urja Bhawan, Shivaji nagar,  
Bhopal.

1. The enclosed report is a Half-yearly/Annual Compliance Report for the period \_\_\_\_\_ and has been prepared in a manner that meets the requirements of the compliance systems and reporting.

2. The enclosed report covers information about all the details that were to be furnished to the Commission during the period specified at Serial No. 1 above.

3. Enclosed report has been discussed by the Board of Directors and has their approval for submission before the Commission.

4. The licensee, having made due enquiry, is not aware of any breach of any of the obligations of license conditions or regulations. / The breach of conditions has been in respect of the following points:

i)

.....

.....

ii)

.....

.....

iii)

.....  
.....

Dated the \_\_\_\_\_ day of \_\_\_\_\_ 200\_\_.

Signature

Signature

Name

Name

Reporter of Compliance  
Managing Director

Chairman                      and