

DEENDAYAL PORT TRUST

MECHANICAL ENGINEERING DEPARTMENT

ELECTRICAL DIVISION

**POWER SUPPLY NORMS FOR KANDLA,
GOPALPURI AND AO BUILDING**

POWER SUPPLY NORMS FOR KANDLA, GOPALPURI AND AO BUILDING

Deendayal port is availing double circuit power supply from GETCO 66KV network for Port Operations and linked domestic as well as commercial consumption. It is also availing single-point power supply from PGVCL at Gopalpuri, Gandhidham for domestic and commercial consumption.

1. RESERVATION

Deendayal Port Trust is a distribution licensee at Kandla and complete undertaking at Gopalpuri so it is bound to provide power supply to any private consumer in its area.

Priorities in power distribution	
1	For cargo operations of the Port
2	Lighting of harbour area, signaling, pump houses, street lighting, Port offices, stores, stack yard, 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: <ul style="list-style-type: none"> 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
6	Private Commercial Consumers: <ul style="list-style-type: none"> Shopping unit, market complex constructed by Port. Building with commercial shopping unit constructed by the private party over the land allotted by Port OR private land Industrial / Manufacturing unit, processing plant, Oil Tank Unit constructed by the Pvt. party on Port allotted land OR private land Any other commercial unit of industrial unit such as Private Hospitals, Clinics Consultancy Offices etc., constructed by the Pvt. party on Pvt. Land OR Port allotted land
7	In case of all the consumers the power supply shall be liable as per GERC T&C

Permission of enhancement of load				
Event	Competent Authority	In case of failure in obtaining written prior approval of competent authority		
		Employee (Gopalpuri)	Private consumer(Gopalpuri)	For Kandla
For enhancement/reduction in load requirement	Written prior approval of CME is requirement, failing which the occupant will be liable for penalization and disconnection. In this regard, no additional cost will be recovered from the Port Employee.	Rs. 10,000.00 per incident per kva as per actual load requirement, which will be deducted from the salary. After deduction of the penalty from salary only the employee can appeal before the committee consisting of CME/FA&CAO/Secretary. The committee can reduce the penalty maximum of 5%. The appellate authority for filing appeal against the decision of the committee is Dy. Chairman. The appellate authority can reduce the penalty maximum 20%. In any case, the maximum reduction will be upto 25%. On 2nd	Rs. 20,000.00 per incident per kva as per actual load requirement After depositing the penalty of Rs. 20,000.00 the consumer can appeal before the committee consisting of CME/FA & CAO/Secretary. The committee can reduce the penalty maximum of 5%. The appellate authority for filing appeal against the decision of the committee is Dy. Chairman. The appellate authority can reduce the penalty maximum 20%. In any case, the maximum reduction will	As per GERC Norms

JAR 00

		incident, there will be disciplinary action against the employee.	be upto 25%. On 2nd incident, there will be disconnection.	
COMPETENT AUTHORITIES FOR ALLOWING POWER SUPPLY				
Event			Competent authority for granting administrative approval	
In all cases of permanent power supply required to be availed at places other than the Port Trust Buildings/lands,			CME, DPT	
In all cases of permanent power supply required to be availed at the Port Trust Buildings/ lands			DY. Chief Mechanical Engineer, DPT	
In all cases of temporary power supply			XEN (E)	

Authority of power connection/disconnection/meter reading/energy bill/distribution/collection/Theft Detection		
1	Power connection	M/s. PTC India Ltd., Electricity Distribution Consultant engaged by Mechanical Engineering Department with the written permission of XEN (E)
2	Power dis-connection	
3	Meter sealing	
4	Breaking of meter sealing	
5	Meter reading	M/s. PTC India Ltd., Electricity Distribution Consultant engaged by Mechanical Engineering Department
6	Generation of Energy billing	
7	Distribution of energy billing	
8	Data punching in the DPT system and software	
9	Ensuring collection from private consumers	Approval from Chairman to be taken and written intimation to CISF and Police to be sent before conducting drive. The checking squad should be accompanied with CISF. The requirement of Police will on need basis in case of anticipation of resistance. However, the assistance of police is mandatory in case of second attempt of checking at the same place in case of disputes. The Checking squad will comprise of members from Consultant firm, DPT and CISF/Police.
10	Theft Detection Checking Drives	

Flow chart of process for supply of power connection							
Submission of application in Electrical Division by the consumer	Forwarding application of the consumer by Electrical Division to competent authority for approval	Forwarding application of the consumer by Electrical Division to M/s. PTC for survey after approval of competent authority	Submission of test report duly signed and stamped by electrical supervisor license holder alongwith estimate by M/s. PTC India Ltd. to Electrical Division	Issue of letter by Electrical Division for deposit of estimated amount and security deposit to the applicant	Issuance of letter by Electrical Division to the consumer and M/s. PTC India Ltd. for release of connection	Release of connection by M/s. PTC India Ltd.	Intimation by M/s. PTC India Ltd. to Electrical Division regarding release of power.
Start	→	→	→	→	→	→	Finish

Handwritten signature/initials

Time line for release of power connection					
Forwarding application of the consumer by Electrical Division to competent authority for approval	Forwarding application of the consumer by Electrical Division to M/s. PTC for survey after receipt of approval of competent authority	Submission of report alongwith estimate by M/s. PTC India Ltd. to Electrical Division	Issuance of power release order by Electrical Division to the consumer and M/s. PTC India Ltd. for release of connection	Release of connection by M/s. PTC India Ltd.	Intimation by M/s. PTC India Ltd. to Electrical Division regarding release of power.
1 day from the date of receipt of application by consumer	1 day from the date of receipt of approval from competent authority	2 days from the date of receipt of intimation from Electrical Division	1 day from the date of receipt of report from M/s. PTC India Ltd.	2 days Issuance of power release order by Electrical Division	1 day from the date of release of power to the applicant

Pre-requisite for release of power connection		
For Domestic power supply at port quarter		
In case of port employees residing in port quarters		
Requirement	Supporting documents	Authority to whom application to be submitted
Application in prescribed format	(1) Quarter allotment order (2) Connection load details along with test report (3) Administrative approval of competent authority	Electrical Division
In case of allotment of play- ground/club/or any other place within the port colony/Office buildings and premises		
Application in prescribed format	(1) Permission letter from GA Deptt. (2) Load details, along with test report (3) Copy of receipt of security deposit. (4) Administrative approval of competent authority	Electrical Division
In case of allotment of port quarters to private consumers		
Application in prescribed format	(1) Quarter allotment order (2) Connection load details along with test report (3) Copy of receipt of security deposit (4) Administrative approval of competent authority	Electrical Division

Pre-requisite for release of power connection		
For commercial/industrial power supply		
Require-ment	Supporting documents	Authority to whom application to be submitted
Applicat ion in prescri- bed format	(1) Permission letter from the competent authority (2) Feasibility report issued by licensed electrical contractor regarding assessment of load details (3) Copy of receipt of security deposit/estimated cost (4) Administrative approval of competent authority (5) NOC from Fire Brigade Section (in case of oil jetty or for carrying out hot work) (6) Meter testing report from PGVCL in case consumer wishes to install his own meter.	Electrical Division

Handwritten signature

Norms for temporary power supply	
1	There will be no free power supply to any consultant/Contractor for execution of work etc.
2	In respect of contractor engaged by DPT, the payment towards monthly consumption charges will be paid by the contractor instead of adjusting same from running account bill. In case of default of the payment only, deduction of monthly power consumption charges will be adjusted from the running account bill along with applicable penalty.
2	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.
3	All necessary formalities as per the prevailing Indian Electricity Rules and GERC are required to be fulfilled by the consumer at his own cost.
4	As per clause no. 4.45 of GERC Supply Code, Temporary connection shall be granted for a period of up to 12 months at a time and after 12 months application is required for further continuation.
5	For extension of the period of temporary supply, the consumer shall apply to the licensee in writing at least 14 working days before the date of expiry of temporary supply. The licensee may grant extension and send to the consumer a demand note of advance electricity charges for the period of extension within 7 working days of receiving the written request.

SECURITY DEPOSIT FOR PRIVATE CONSUMER WHO HAVE BEEN ALLOTTED PORT QUARTER/SHOPS/INDUSTRIES/COMPANIES ETC.		Connection charges (non-refundable)
For port quarter	Rs. 20,000.00 (Will carry no interest)	Rs. 1000.00
For commercial shop consumers in the shopping complex of DPT	Rs. 20,000.00 (Will carry no interest)	Rs. 1000.00
Temporary connection	Rs. 20,000.00 (Will carry no interest)	Rs. 1000.00
For industrial consumer	As per the estimate given by Electrical Division	As per estimate
Note: Security Deposit will be accepted in the form of Bank Guarantee issued by any nationalized bank having its branch at Gandhidham in cases of permanent connections and the amount of security deposit is above one lac.		

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 load survey, the power connection will be immediately disconnected and restoration of the same will be done after making payment of Rs. 500.00. FIR for obstruction in duty would be filed by XEN (E) against the concerned.

(A) METER READING AND BILLING IN CASE OF LOCKED HOUSES OF PORT QUARTER
(1) ALLOTTED TO EMPLOYEES
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 and load details available in respect of particular premises, whichever is higher. During this period, the consumer shall have to coordinate with Port Electrical Division and get the meter reading for adjustment, based on the actual consumption. In case the consumer fails to make the above arrangement, the power will be disconnected and it will be reconnected only after actual reading.
In case, the premises is not approachable for meter reading due to any unauthorized construction by the occupant, the energy charges will be Rs. 5,000.00 per month which will be non-refundable and non-adjustable.
(2) ALLOTTED TO PERSONS OTHER THAN PORT EMPLOYEES
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 load and details available in respect of particular premises, whichever is higher. During this period, the consumer shall have to coordinate with Port Electrical Division and get the meter reading for adjustment, based on the actual consumption. In case the consumer fails to make the above arrangement, the power will be disconnected and it will be reconnected only after actual reading. The reconnection charges of Rs. 500.00 will be levied in such cases.
In case, the premises is not approachable for meter reading due to any unauthorized construction by the occupant, the energy charges will be Rs. 5,000.00 per month which will be non-refundable and non-adjustable.

Handwritten signature/initials

(B) METER READING AND BILLING IN CASE OF LOCKED COMMERCIAL CONSUMERS (Shops)

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 and load details available in respect of particular premises, whichever is higher. During this period, the consumer shall have to coordinate with Port Electrical Division and get the meter reading for adjustment, based on the actual consumption. In case the consumer fails to make the above arrangement, the power will be disconnected and it will be reconnected only after actual reading. The reconnection charges of Rs. 500.00 will be levied in such cases.

Note:

(1) For any specific reason, if a consumer is not opening shop for a long period, on request of the consumer the power supply can be disconnected and meter reading can be taken by Electrical Division and Consumer can avail the power supply on his return to his premises, without any reconnection charges on written request.

(2) In case, the premises is not approachable for meter reading due to any unauthorized construction by the occupant, the energy charges will be Rs. 5,000.00 per month which will be non-refundable and non-adjustable.

ADHOC 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 highest consumption in the previous six months or on the load basis, whichever is higher 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).

DAMAGE TO ENERGY METER

In case of any damage to the meter caused by 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 DPT Employees, the cost of the meter shall be borne by the consumer and Deendayal Port Trust shall replace the damaged meter. Damage type would be accessed and tested by the consultant firm and detailed site report would be submitted to the competent authority.

In case of other consumers, the meter shall be replaced by DPT at his own. Besides, the consumer has to pay a penalty of Rs. 5,000/- failing which it shall be treated as a default and power supply shall be disconnected.

ELECTRICITY CHARGES FROM OTHER GOVERNMENT ORGANIZATION

- | | |
|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (1) | The responsibility of electricity charges and accumulated outstanding dues for which the concerned government department will give an undertaking in this regard. |
| (2) | The monthly energy bill will be raised in favour of the government organization mentioning the name of the occupant. The individual, who is occupying the quarter, may be choose to deposit the amount directly. |

DISCONNECTION PROCESS IN CASE OF NON PAYMENT OF MONTHLY ENERGY BILL

- | | |
|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | The monthly energy bill is due on 15 th of month in which bill has been raised. |
| 2 | Non-receipt of the energy bill will not be an acceptable reason for non-payment. |
| 3 | If payment is not received by 15 th of the month in which bill has been raised, the power will be disconnected without any intimation within 14 days from due date of payment of monthly charges. Penalty for delayed payment would be applicable post due date. |
| 4 | Power will be re-connected only after payment of Rs. 500.00 towards re-connection charges and clearing of outstanding dues. |
| 5 | Payment will be accepted with the interest on delayed period of payment. |

RESPONSIBILITY OF THE CONSUMERS

- | | |
|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | To ensure that the energy meter is not bypassed or tampered and its seal is intact. |
| 2 | 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 |
| 3 | Not to connect load exceeding the maximum permissible limit. |

RESPONSIBILITY OF ELECTRICAL DIVISION	
1	Issuance of monthly energy bill to all consumers.
2	To attend the complaint within time bound manner as per GERC norms on receipt of a complaint from the consumer and depending on type of complaint.
3	A Complaint Register/24X7 hotline contact no. (to be finalized at a later stage) containing all the relevant data will be maintained for the above by the consultant firm

PART PAYMENT FOR COMMERCIAL CONSUMERS (SHOPS) AND PERSONS OTHER THAN PORT EMPLOYEES RESIDING IN PORT COLONY	
Normally part payment shall not be permitted. However, in specific cases, part payment may be accepted with the approval of CME, DPT subject to the conditions that:	
1	Part payment will be allowed in case of outstanding amount of more than Rs. 50,000.00 only
2	Four monthly equal instalment will only be allowed.
3	The liabilities towards GST and duty are required to be paid upfront by the consumer.
4	Interest at applicable rates from time to time will be levied.
5	In case of non-payment of current bill during the instalment period, the facility of part payment automatically stand cancelled and the power will be disconnected as well as no facility of part payment will be allowed.

PENALTY IN CASE OF TAPPING ENERGY THROUGH BYPASSING THE ENERGY METER/GIVING UNAUTHORISED POWER CONNECTION TO OTHERS/TEMPERING OF METER/UNAUTHORISED RE-CONNECTION WHEN THE POWER HAS BEEN DISCONNECTED BY ELECTRICAL DIVISION	
In case of port employee residing in port quarter	
1	<p>Imposition of penalty of minimum Rs.20,000.00 (additional penalty over and above Rs.20000 will be calculated based on the maximum connected load found during the site detection), immediate disconnection of power and initiation of disciplinary proceeding by the concerned department.</p> <ul style="list-style-type: none"> - After deduction of the penalty from salary or payment is made by the employee, the employee can appeal before the committee consisting of CME/FA&CAO/Secretary. The committee can reduce the penalty maximum of 5%. - The appellate authority for filing appeal against the decision of the committee is Dy. Chairman. - The appellate authority can reduce the penalty upto 25%. In any cases, the maximum reduction in penalty will be 25%. - Any appeal will be entertained only after payment of whole payment. - The connection will be restored immediately after (within 3 days) payment of penalty.
In case of person other than port employee residing in port quarter/office/room etc.	
2	<p>Imposition of penalty of Rs.30,000.00 (additional penalty over and above Rs.30000 will be calculated based on the maximum connected load found during the site detection), immediate disconnection of power.</p> <ul style="list-style-type: none"> - After payment is made by the person, the person can appeal before the committee consisting of CME/FA&CAO/Secretary. The committee can reduce the penalty maximum of 5%. - The appellate authority for filing appeal against the decision of the committee is Dy. Chairman. - The appellate authority can reduce the penalty upto 25%. In any cases, the maximum reduction in penalty will be 25%. - Any appeal will be entertained only after payment of whole payment. - The connection will be restored immediately (within 3 days) after payment of penalty.
In case of commercial consumers (shop)	
3	<p>Imposition of penalty of Rs.40,000.00 (additional penalty over and above Rs.40000 will be calculated based on the maximum connected load found during the site detection), immediate disconnection of power.</p>

Handwritten signature

	<ul style="list-style-type: none"> - After payment penalty is made by the person, the person can appeal before the committee consisting of CME/FA&CAO/Secretary. The committee can reduce the penalty maximum of 5%. - The appellate authority for filing appeal against the decision of the committee is Dy. Chairman. - The appellate authority can reduce the penalty upto 25%. In any cases, the maximum reduction in penalty will be 25%. - Any appeal will be entertained only after payment of whole payment. - The connection will be restored immediately (within 3 days) after payment of penalty.
--	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

PENALTY IN CASE OF TAPPING ENERGY THROUGH BYPASSING THE ENERGY METER/GIVING UNAUTHORISED POWER CONNECTION TO OTHERS/TEMPERING OF METER/UNAUTHORISED RE-CONNECTION WHEN THE POWER HAS BEEN DISCONNECTED BY ELECTRICAL DIVISION

In case of Industries

1	<p>Imposition of Penalty of Rs. 5,00,000.00 and immediate disconnection of power.</p> <ul style="list-style-type: none"> - After payment of penalty is made by the person, the person can appeal before the committee consisting of CME/FA&CAO/Secretary. The committee can reduce the penalty maximum of 5%. - The appellate authority for filing appeal against the decision of the committee is Dy. Chairman. The appellate authority can reduce the penalty upto 25%. In any cases, the maximum reduction in penalty will be 25%. - Any appeal will be entertained only after payment of whole payment. - The connection will be restored immediately (within 3 days) after payment of penalty.
---	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

FORMATION OF THEFT COMMITTEE AND FILING OF F.I.R. IN LOCAL POLICE STATION

1	The members of theft committee	XEN (E), AE (E), JE {{as decided by XEN (E)}} and personal of Vigilance Department nominated by CVO.
2	The mandate of theft committee	<p>Monthly visit of the areas where power is supplied by DPT</p> <ul style="list-style-type: none"> - Submission of report to the Chairman mentioning report of theft/no theft. - Seeking approval of the Chairman for filing FIR in the local police station against the person who is involved in theft of power. <p>XEN (E) will be responsible for filing of FIR in local police station on the name of DPT.</p>

Maximum pre-approved load for port quarters

1	'F' type Quarters:	8 kW
2	'E' type (two rooms) Quarters	8 kW
3	'D' type (three rooms) Quarters	8 kW
4	'C' type Quarters	10 kW
5	B' & 'A' type Quarters:	10 kW
6	Chairman's/Dy. Chairman Residence	As per requirement

Providing free power for Garden Lights

1	Chairman's/Dy. Chairman Residence	As per requirement
2	HOD	<ul style="list-style-type: none"> - 2 KW (only for LED). - 150 unit per month is free of charge. - Above 150 unit, it is chargeable from occupant.

Providing free power for servant quarters

1	Chairman's/Dy. Chairman Residence	<ul style="list-style-type: none"> - 100 units free - Above 100 units per month, it is chargeable from occupant.
2	HOD residing at "A" & "B" type quarter	<ul style="list-style-type: none"> - 100 units free. - Above 100 units per month, it is chargeable from occupant.

A.R.S.

Authority to issue order for connection/dis-connection/re-connection/fixing and breaking of meter seal	XEN (Electrical)
Authority for executing above orders	M/S. PTC INDIA PVT. LTD. or person who has been given written authorization.

APPLICABLE INTEREST RATE		
Area	Interest rate	Remarks
Interest rate at Kandla area	15% per annum as per GERC norms	Nil
At Gopalpuri and Gandhidham	15% per annum	Nil
Government agencies at Gopalpuri and Gandhidham	6% and 15% per annum	6% will be applicable for first delayed month. Beyond delayed period of first month, interest at the rate of 15% will be levied from first month of delayed period.

CONCESSIONAL TARIFF IN RESPECT OF EMPLOYEE RUN SOCIETY	
1	The maximum concession of 75% of the total unit run during the month will be allowed. However, other fixed charges is required to be paid in full.
2	Any concession will be allowed on valid or regularized allotment of land/building only.
3	The Board is the authority for approving any concession on tariff.

REMEDIAL MEASURE
Any dispute arising on billing will be referred to CME, DPT for settlement. In case the dispute is not resolved, then the consumer may appeal to the Chairman, DPT whose decision shall be final and binding. However, such appeals will be entertained only after payment of whole payment.

REVIEW
The Chairman, DPT shall have the discretion to review the above conditions in case of necessity.

