

### Guidelines for Generation Based Incentive

**Grid Interactive Solar PV Power Generation Projects** 

Ministry of New and Renewable Energy Block 14, CGO Complex Lodhi Road New Delhi 110003 (http://mnre.gov.in) January, 2008



#### No.32/61/ 2007-08/PVSE Government of India Ministry of New and Renewable Energy

# GUIDELINES FOR GENERATION BASED INCENTIVE FOR GRID INTERACTIVE SOLAR POWER GENERATION PROJECTS

With a view to develop and demonstrate technical performance of grid interactive solar power generation, achieve reduction in the cost of the grid connected solar systems and the cost of solar power generation in the country, the Ministry of New and Renewable Energy will support Grid Interactive Solar Power Generation projects as demonstration projects in the country. The Ministry will consider support for a maximum capacity up to 50 MW during the 11<sup>th</sup> plan period. as per the guidelines and norms given below. The Indian Renewable Energy Development Agency (IREDA) will assist the Ministry in fund handling, monitoring and other associated activities in this regard.

The following are the broad guidelines for submission of proposals by the interested project developers, details of incentives and other related guidelines.

#### 1. Eligible Organizations

1.1 All existing registered companies, central and state power generation companies and public/private sector PV power project developers who have set up or propose to set up a registered company in India will be eligible for consideration of generation based incentive. Individuals, NGOs, financial institutions, societies and other unorganized investors are not eligible to participate directly.

#### 2. Eligible Projects & Eligibility Criterion

2.1 Grid interactive solar PV Power Generation plants of a minimum installed capacity of one MWp per plant at a single location will be eligible for generation based incentive. However, one mega-watt capacity may be set-up through modular units to make one megawatt at a single location.

2.2 A maximum cumulative capacity of 10 MWp of Grid interactive solar PV power generation projects can be set up in a State.

2.3 Any project developer, who fulfills the procedural requirements and the guidelines specified by the Ministry, will be eligible for consideration of generation based incentive. Any project developer can set up grid interactive PV power generation projects up to a maximum of 5 MWp capacity in the country, either through a single project or multiple projects of a minimum capacity of one MWp each.

2.4 The gird interactive solar PV power generation projects will be undertaken on Build Own and Operate basis.

2.5 Setting up of captive grid interactive solar PV power plant or captive utilization of solar PV power is not covered under the generation-based incentive scheme of the Ministry.

2.6 In case any project developer is desirous of availing the accelerated depreciation benefit for the project under section 32 of the Income Tax Act 1961, they would not be eligible for generation-based incentive.



- 3.0 Procedures to be followed by Project developers for availing Generation base Incentive
- 3.1 The grid interactive solar PV power projects will be considered for generation based incentive on first come first served basis, in accordance with the guidelines of the Ministry and compliance of the procedural requirements for filing the applications/requests for incentive. Mere information to the Ministry and/or IREDA about the intention of the company/project developer to set up a grid interactive PV power plant will not be sufficient basis for this purpose.
- 3.2 Before submission of application, the interested solar power project developers are required to ensure compliance of all legal and procedural requirements and obtain all necessary clearances from the concerned State Government/State Utility/State Nodal Agency/local bodies and other organizations, as specified by the concerned State Government and/or Central Government.
- 3.3 The state agencies and utilities will provide all assistance and support to the project developers for evacuation of power from the project site, as done in case of other renewable energy based projects, unless specific guidelines for solar power projects are approved by the respective regulatory commissions, which are different from the existing guidelines for other renewable energy projects.
- 3.4 The interested project developers are required to submit complete applications in duplicate to the Ministry with two copies to IREDA. The project developer will also submit copies of the DPR for the project.
- 3.5 For each project submitted to IREDA and the Ministry for generation based incentive in the prescribed formats, among other details information on technical and performance features, technical specifications, requirement and availability of land, title of the land, capital cost, estimated life of the PV power plant, quantum of electricity expected to be generated and fed to the grid, proposed sale price of electricity from PV power plant, duration of power purchase agreement and power purchase rate (s), arrangements for power evacuation and the time frame for installation / commissioning of the grid PV power plant etc. are required to be furnished.
- 3.6 On receipt of application, which is complete in all respect, the eligibility for generation-based incentive will be examined in accordance with the guidelines of the Ministry.
- 3.7 Applications which are incomplete or do not provide firm and clear information will not be considered on first come first served basis. The concerned project developer will be informed accordingly and the complete application will be treated as a fresh application.
- 3.8 On examination by the Ministry, if a proposal is found to be eligible, the prospective developer will be informed whether the proposal falls within the approved limit of installed capacity allowed for the concerned state. The applicant will also be informed of the timeframe for installation and commissioning of the plant, which will normally be as stated by the project developer, but not later than 31<sup>st</sup> December 2009. This communication will not automatically entitle the project developer to claim the generation-based incentive for any project, unless commissioned within the specified timeframe.
- 3.9 The project developers will be required to install and commission the grid connected PV power projects, within the time frame communicated at the time of acknowledging

the eligibility of the project. The first progress report must be submitted to the Ministry with a copy to IREDA not later than six months from this date. In case there is no progress on procurement and installation of the plant is noticed in the first six months after the eligibility has been communicated, the Ministry may consider cancellation of the project. In case of progress in the first six months and subsequent delays in completion of project work beyond the specified completion date communicated to the project developer, Ministry will impose penalty by reducing the incentive by 1% for each month of delay, subject to a maximum of 5%. In all cases even the delayed project should be completed by 31<sup>st</sup> December, 2009, failing which the Ministry will review the decision to provide incentive for that project.

3.10 Considering the possibility that the full capacity of maximum one MWp be commissioned in phases by modular commissioning, incentive would be calculated on the commissioning of a minimum of 250 kWp and above and sale to the grid, but the disbursement of the incentive would begin only when a minimum capacity of one MWp is commissioned and power sold to the grid.

3.11 All eligible projects will be inspected by a team consisting of officials from the Ministry, concerned state nodal agency, utility and IREDA before the project starts feeding power into the grid and only after the satisfaction of the team regarding compliance to the requirements, the project will be approved for generation based incentive. The generation-based incentive will be approved only after demonstration of satisfactory commissioning of the plant at the project site and its interfacing with the grid of the utility.

3.12 While the generation based incentive scheme is applicable to the entire country, preference/priority would be given to those projects, which are proposed in the States that have approved and/or notified tariff for solar power.

3.13 A dedicated electronic meter or any other meter (s) as specified and approved by the utility will be installed at the point of power evacuation and/or any other point as specified by the utility. This will be used to monitor the quantum of net electricity being fed to the grid from that project.

3.14 The PV power project developers are not allowed to use any other source of power generation along with the solar PV power project. No other power generating source will be connected to the same meter which is used to monitor quantum of PV power fed to the grid from the grid connected PV power plant. At any time after the PV power plant is connected to the grid, if it is found that any other source of power generation is in use or have been used to feed power to the grid through the same meter at that project site, that project will not be eligible to receive generation based incentive. Inhouse consumption of PV power generated from the grid interactive PV power project shall not be eligible for incentive. In other words only sale of power to the grid is eligible.

3.15 The grid interactive solar PV power plants, which receive generation based incentive will not be transferable to a new management or sold to any other company without prior written approval from Ministry. In the event of transfer without prior approval from the Ministry, generation based incentive will not be continued for that PV power generation project. However, the Ministry may review the project afresh and decide about new quantum of incentive for that project, if any, for the remaining period.

3.16 PV power project developers shall not avail accelerated depreciation benefit under Section 32 of the Income Tax Act 1961. The PV power project developers who submit their applications to the Ministry with a copy to IREDA and required to submit a declaration to this effect. On approval of the project, IREDA will enter into an



agreement with the project developer, among other matters, in this regard. If any violation of this condition is found, IREDA will immediately stop release of generation-based incentive to that project and refer the matter to the Ministry.

3.17 Third party sale, banking and wheeling of power is not permitted while availing generation-based incentive.

3.18 The project developers will maintain a record of power generation, incident solar radiation on the PV array surface and other technical features of the power plant for the entire period during which they will receive incentives. A copy of the data should also be available in electronic form. This record will also be made available readily for verification / audit purposes, if required.

#### 4.0 Generation based Incentives

4.1 Wherever the state electricity regulatory commissions have fixed a separate tariff for solar power or they fix the tariff for solar power during the period for which the Ministry is providing incentive, the utilities will offer a minimum of that tariff to the solar PV grid interactive power projects in their respective states. In absence of such tariff orders, the utilities will offer the highest tariff for purchase of power to the PV power project developers, that is being offered by the utilities for purchasing power in their respective states on medium term or the highest tariff being provided for purchase of power from any other energy source for which orders/guidelines are already issued for that State. The PPA would draw reference to the orders of the State Electricity Regulatory Commission's order in this regard and enclose copies of the same. The Ministry will not consider proposals, which do not follow these guidelines on power purchase agreements.

4.2 The Ministry may provide, through IREDA, a generation-based incentive of a maximum of Rs. 12 per kWh to the eligible projects which are commissioned by 31<sup>st</sup> December, 2009, after taking in account the power purchase rate (per kWh) provided by the State Electricity Regulatory Commission or utility for that project.

4.3 The maximum amount of generation based incentive applicable for a project will be determined after deducting the power purchase rate for which PPA has been signed by the utility with a project developer, from a notional amount of Rs. 15 per kWh. In all cases the maximum amount of generation-based incentive shall not exceed Rs. 12 per kWh. In case the project developer has submitted to the state electricity regulatory commission or the utility or to the Ministry an application, where a lower power purchase price or sale price of power from the proposed grid connected PV power plant has been sought, in that case the generation based incentive will be determined with that amount as the base and a lower rate of incentive will be approved by the Ministry The project developers will be required to submit documentary proof and give an undertaking about correctness of this information.

4.4 Any project that is commissioned after 31<sup>st</sup> December, 2009 would be eligible for a maximum incentive with a 5% reduction and ceiling of Rs. 11.40 per kWh.

4.5 The generation-based incentive will continue to decrease, as and when the utility sign a PPA for power purchase at a higher rate. The proposed annual escalations agreed with the utility, as in force, should be reflected in the PPA.

4.6 The generation based incentive approved for a grid interactive PV power generation project may be available for a maximum period of ten years from the date of approval and regular power generation from that project, provided the utility continues to purchase power from that grid interactive PV power plant.



4.7 The Ministry may, at any given time, even before 31<sup>st</sup> March, 2010, announce a new generation based incentive and guidelines, which will be applicable to all such proposals / projects that have not been approved by that time.

4.8 The incentive will be released by IREDA to the eligible PV power project developer on quarterly basis, on receipt of certified information about the net electricity fed to the grid from the PV power project during the period of claim. The concerned utility will provide such information to the project developer on periodic basis. The PV power project developers will be required to produce a certificate from the concerned utility about the solar PV power purchase rate granted by the utility for eligible projects, each time they seek funds from IREDA towards generation-based incentive.

#### 5.0 Technical Performance Optimization

- 5.1 With a view to encourage technology development and reduction in the cost of the PV power plant projects, the PV power project developers are expected to utilize the state of the art technology to set up the plants. They are expected to use large capacity and higher power output PV modules available for the specific technology used in setting up the power plant.
- Qualification of PV modules, to be used in grid interactive power plants, in accordance the standards issued by BIS or IEC 61215 certification or other international certification on qualification of PV modules will be necessary. The interested project developer will give an undertaking in the application to use such modules and provide to Ministry and IREDA copies of such certificates either at the time of application or latest at the time of the first progress report. Non-compliance of this requirement will result in withdrawal of approval for generation based incentive.
- 5.3 The electronics, cables, controls, structures etc. must qualify to latest BIS or international standards which are acceptable to utilities and which fulfill all safety norms for grid power projects. The PV power project developers will provide a copy of the test certificate(s)/report(s) latest with the first progress report.
- 5.4 The PV power project developers are required to optimize generation of electricity in terms of kWh generated per MWp of PV capacity installed vis-à-vis available solar radiation at the site (may be obtained through use of efficient electronics, lower cable losses, maximization of power transfer from PV modules to electronics and the grid, maximization of power generation by enhancing incident radiation by optional methods like seasonally changing tilt angles etc).
- 5.5 The gird interactive solar PV plant may be connected to preferably 33 KV grid line to minimize power transfer losses. However, the choice of grid voltage may be determined in consultation with the concerned state utility.
- 5.6 PV power project developers will be required to maintain and provide to IREDA technical information on daily solar radiation availability, hours of sunshine, duration of plant operation and the quantum of power fed to the grid. The project developer will install suitable instruments, meters and data loggers for this purpose. This information will be provided at the time of seeking reimbursement from IREDA. This will help in estimation of generation in kWh per MWp PV array capacity installed at the site.

#### 6.0 Monitoring

- 6.1 The PV power project developers will install suitable instruments and make adequate arrangements to monitor the performance and ensure satisfactory operation of the grid connected PV power plants.
- 6.2 IREDA will make suitable arrangements to monitor the progress and performance of the grid interactive solar PV power generation projects.
- 6.3 The concerned state nodal agency may also visit the project site and provide their feed back and recommendation to IREDA.
- 6.4 All PV power plant projects will be open to inspection by the officials from Ministry, IREDA, concerned state nodal agency and any independent organization appointed by the Ministry/IREDA for performance monitoring.
- 6.5 The Ministry may also undertake field evaluation studies for any of the grid interactive solar PV plants through professional and independent organizations.

#### 7.0 Progress Report

7.1 The project developers of all approved projects will be required to submit annual progress report about the project and the annual report of the company, which has set up and own the grid interactive PV power plant.

#### 8.0 Solar Thermal Power Generation

- 8.1 The broad guidelines specified above will also be applicable for grid connected solar thermal power generation projects.
- 8.2 The generation based incentive for solar thermal power generation project will, however, be limited to a maximum of Rs. 10 per kWh. The same method to determine the eligible incentive will be adopted in this case.
- 8.3 The technical performance optimization parameters will change as necessary.
- 8.4 The maximum capacity of 50 MW would apply to solar thermal projects as well.
- 9.0 Further continuance of the scheme, restructuring of the incentive scheme would depend up on the success of the scheme during the stipulated period.

The application format is available on the website of the Ministry (http://mnre.gov.in)

For any clarification please contact:

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# Financial Incentives to Supportive Agencies and Release of Funds

The Demonstration Programme will be implemented as per the guidelines and norms given in Annexure I, additional guidelines for incentive to other agencies and release of funds to IREDA are given below and in the other Annexures III-VI.

#### 1.0 Financial Incentives to Utilities and State Nodal Agencies

1.1 The utilities that purchase solar PV power from an approved project would be eligible for a promotional incentive of Rs. 0.10 per kWh. This incentive will be paid to the utility, only after the documentary evidence of the utility having paid the developer the price of the power that has been fed in to the grid has been submitted to IREDA. This incentive will be paid through IREDA for a maximum period up to ten years, if the utility continues to purchase power from that project and timely payments are made by the utility to the project developer.

The concerned state nodal agency will also received one time promotional incentive of 1.2 Rs. 2 lakhs per MWp capacity of project(s) approved and installed in that states, subject

to a maximum of Rs. 20 lakhs per state.

#### Incentive to IREDA and release of Funds 2.0

2.1 A maximum of 1% of the total funds released in a year by IREDA to grid interactive PV power project developers as generation based incentive, will be paid by the Ministry to IREDA towards administrative charges for implementation of the demonstration programme.

2.2 During the implementation of the demonstration programme, the Ministry will provide funds to IREDA for the organization of business meets, meeting of experts/committees, awareness programmes and other related activities not specified separately, as considered necessary for promotion of grid PV power generation in the country. IREDA will make specific requests for seeking funds on annual basis.

2.3 At any given time, the Ministry may announce a new generation based incentive for all

such projects that have not been approved at that time.

2.4 The Ministry will provide funds to IREDA for release of generation-based incentive to the eligible PV power project developers as per guidelines and the details provided in Annexure I - Annexure VII. 2.5

50% of the estimated generation based incentive for the first year for a project approved by the Ministry will be released to IREDA as the first installment in advance.

2.6 The remaining 50% of generation based incentive, promotional incentive for utilities, one time incentive for state nodal agencies and the administrative charges for IREDA will be released to IREDA after disbursement of funds for the first quarter of the projects approved by IREDA and receipt of the first quarterly progress report in the format given in Annexure III. At that time among other documents IREDA will furnish a summary of that project for which the balance of first year's requirement of funds as generation based incentive is required.

2.7 IREDA will seek funds every year for the release of generation-based incentive for a project in subsequent years, for the full year, on the basis of actual generation from the plant in the first three quarters of the first year. For release of funds in advance IREDA

- will be required to submit progress report and a certificate to the effect that 50% of the funds for the project for the first three quarters of the power generation have been disbursed.
- 2.8 IREDA will release funds to PV power project developers and utilities on quarterly basis on receipt of certified information on firm figures for net power fed to the grid from each approved PV power project, as agreed with the PV power project developers. IREDA will verify this information, in a manner considered appropriate by IREDA. IREDA will claim administrative charges on quarterly basis and furnish separate details for that amount to the Ministry. Any interest earned on unspent balance will become a part of the funds available with IREDA.
- 2.9 IREDA will furnish an annual report on generation of electricity from each plant, the tariff given by the state / central utility to the project developer as per format given in Annexure-IV.
- 2.10 IREDA will submit in duplicate audited statement of expenditure and utilization certificate for the funds released to IREDA as per Annexure V and VI.
- 2.11 During the last year of the release of generation based incentive for a project IREDA will submit a detailed project completion report as per <u>Annexure VII</u>. Utilization certificate and consolidated audited statement of expenditure for settlement of accounts.
- 3.0 Progress Report
- 3.1 IREDA will submit quarterly progress reports for each approved project and on completion of the specific project, a final project completion report to the Ministry as per the Annexure III and Annexure VII

- FORMAT FOR THE QUARTERLY PROGRESS REPORT (QPR)
- 1. Name of the State:
- 2. Name of the Project:
- 3. Project Location
- 4. Name of utility
- 5. Approved PV Capacity for which funds are disbursed
- 6. Present status of the plant and performance data
- 7. Date of project commissioning
- 8. Duration for which power is fed to the grid (Quarter No/Year) ..... to ......
- 9. Power purchase rate given by the Utility
- 10 Eligible generation based incentive rate
- 11. Total number of units actually fed to the grid in the quarter
- 12. Expenditure Incurred by IREDA on release of generation based incentive
  - Project Developer
  - Utility
- Administrative charges eligible & claimed by IREDA 13
- 14 Incentive eligible & released to state nodal agency
- Other promotional activities performed 15
- 16 Funds required from the Ministry (Please enclose details on separate sheet)

#### Certified that

- (i) The above mentioned grid interactive solar PV power project has been functioning successfully and the distribution of funds for generation based incentive is in accordance with the guidelines of the MNRE demonstration programme for period .... to ..... during FY .....
- (ii) Complete technical, performance, generation and other details for the project are available with IREDA

Date Place

> Signature (Name & Designation of the Authorized Officer) Date & Office Seal

#### Annexure IV

#### FORMAT FOR THE ANNUAL PROGRESS REPORT

- 1. Name of the State:
- 2. Name of the Project:
- 3. Project Location
- 4. Name of utility
- 5. Approved PV Capacity for which funds are disbursed
- 6. Present status of the plant and performance data
- 7. Date of project commissioning
- 8. Duration for which power is fed to the grid (Quarter No/Year)
- 9. Tariff rate given by the Utility
- 10. Eligible generation based incentive rate
- 11. Total number of units actually fed to the grid in the year
- 12. Expenditure Incurred by IREDA on release of generation based incentive
  - Project Developer
  - Utility
- 13. Administrative charges eligible & claimed by IREDA
- 14. Incentive eligible & released to state nodal agency
- 15. Funds required from the Ministry (Please enclose details on separate sheet)
- 16 Other promotional activities performed

Certified that

- (i) The above mentioned grid interactive solar PV power project has been functioning successfully and the distribution of funds for generation based incentive is in accordance with the guidelines of the MNRE demonstration programme for FY ......
- (ii) Complete technical, performance, generation and other details for the project are available with IREDA.
- (iii) Audited SOE and UC have been submitted (copy enclosed) to the Ministry.

Date Place

> Signature (Name & Designation of the Authorized Officer) Date & Office Seal



#### ANNEXURE - V

#### (To be submitted on the Letter Head)

#### FORMAT FOR SUBMITTING AUDITED STATEMENT OF ACCOUNTS Separate certificate for each project may be given

S. No.	Annual Generation of Electricity	Tariff rate given by the utility	Eligible generation based incentive rate	Annual generation based incentive disbursed to project developer	Annual generation based incentive disbursed to utilities	Actual Total Annual Expenditure Incurred on generation based incentive
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3. 4.		IDE ELS		gelm with the		
5. 6.		H ELER		net retweet pr	States of the last	
7. 8.						
9. 10.						
otal						

Expenditure incurred on release of generation based incentive, as above (a)	
Administrative charges for IREDA @ 1% (b)	
Total eligible generation based incentive from MNRE (a +b)	
Funds released to state agencies (agency wise) (c)	
Funds released by MNRE and available with IREDA (d)	
Interest Accrued on funds released by MNRE (e)	
Balance to be released by MNRE (a+b+c-d-e)	

The above information is based on audited annual accounts and verifications carried out by IREDA and the auditors.

Place:

Signature

Date (Name & Designation) and Seal

of IREDA

Signature (Name & Designation) and Seal of Auditor



#### ANNEXURE - VI

# FORMAT FOR SUBMITTING UTILISATION CERTIFICATE (To be submitted in duplicate on the letterhead)

S. No.	Letter No. & Date	Amount
		(Sanctioned)
		(Réleased)
		(Released)
	TOTAL	
- on account of purpose of remaining under the control of the	d that I have satisfied myself that been duly fulfilled / are being ful oney was actually utilised for the province.	cin-aid released during the year in favour of tetter No. given in the margin and Rs ar, a sum of Rs has been utilised for the s sanctioned and that the balance of Rs een surrendered to Government (vide No towards the grants-in-aid payable during the next t the conditions on which the grants-in-aid was filled and that I have exercised the following checks ourpose for which it was sanctioned.
Kinds of check	s exercised	
1.		
2.		
3.		
4.		
5.		6:
		Signature
+		Designation Date
		Official seal

(27)

## Consolidated Statement of Expenditure

(10 be sen	t in duplicate to the Ministry of New and the financial year (from to	Renewable Energy
1. Title of the Project/	Demonstration programme	
2. Name of the organi	zation:	
<ol><li>Ministry of New an</li></ol>	d Renewable Energy latter	
ivo, and date of san	ctioning the project	
Amount brought for	ward from the previous financial warr	
quoting willistry of	New and Renewable Energy	
the said amount was	on which the authority to carry forward	
5. Amount released by	Minister CN 13	:
during the financial	Ministry of New and Renewable Energy	
(please give letter N	o. & date of sanctions showing the amount	
<ol> <li>Interest accrued on fun</li> </ol>	ds available	nt paid)
7. Total amount (Sr.	No. 4+5+6):	
8. Actual expenditure in	ncurred during the financial year :	
	lable at the end of the financial year	:
10. Unspent balance refu	nded, if any.	
(Please give details o	f cheque no etc.)	
Amount allowed to be	carried forward to the next	
financial year vide le	tter no. and date	:
Certified that the expenditure	of Do	
7 was actually incurred on the	of Rs (Rupees	mentioned against Column
sanctioned and balance amount	ne Project / Demonstration programme int of Rs is available on	for the purpose for which it was or refunded on
(Signature & Seal of	(6)	
Head Finance, IREDA)	(Signature of Head of the organization)	(Signature & Seal of Auditor)

ACCEPTED AND COUNTERSIGNED

COMPETENT AUTHORITY
MINISTRY OF NEW AND RENEWABLE ENERGY



#### Annexure -VII

#### PROJECT COMPLETION REPORT BY IREDA

- 1. Name of the State:
- 2. Name of the Project:
- 3. Project Location
- 4. Name of utility
- 5. Approved PV Capacity for which funds are disbursed
- 6. Present status of the plant and performance data
- 7. Date of project commissioning
- 8. Duration for which power is fed to the grid
- 9. Tariff rate(s) given by the Utility (Quarter No/Year)
- 10. Eligible generation based incentive rate (Quarter No/Year)
- 11. Total number of units actually fed to the grid (Quarter No/Year)
- 12. Expenditure Incurred by IREDA on generation based incentive (as per SoE)
- 13. Funds released so far & balance requested from Ministry (Please provide details)

#### Certified that

- (i) The distribution of funds for generation-based incentive for the above mentioned grid interactive solar PV power project has been successfully completed in accordance with the guidelines of the MNRE demonstration programme for FY .......
- (ii) Complete technical, performance, generation and other details for the project are available with IREDA
- (iii) Financial year-wise Audited SOE and UC have been submitted (copies enclosed) to the Ministry.

Place

Signature (Name & Designation of the Authorized Officer) Date & Office Seal