

APCPDCL

Procedure for obtaining LT/HT industrial electricity service connection by the Applicant/ Entrepreneur

Step No	Description of activity	To be done by	Remarks
1	Creation of Entrepreneur/ Applicant login and password in www.apindustries.gov.in web site duly entering required data.	Applicant/ Entrepreneur- Online activity	<u>Single Desk Portal – Registration :-</u> The applicant has to enter personal details and upload PAN card, Aadhaar Card, Photo and authorization letter to get User login and PW through mail or SMS
2	Online entry of industry/ firm details in website www.apindustries.gov.in through entrepreneur login using login credentials received through mail or SMS. Minimum of Rs 500/- processing fee is to be paid by the Applicant to the Single Desk	Applicant/ Entrepreneur- Online activity	After getting login details through mail or SMS, the applicant has to fill the industry details. Based on which processing charges in Single Desk Portal will be generated.
3	Online registration of application for obtaining LT/HT industrial electricity service connection in website www.apindustries.gov.in through entrepreneur login which was already created in step (1). Based on the details entered, demand notice along with the estimate as per the requirement will be generated and the same can be downloaded from web site. In the demand notice, common application number and new connection	Applicant/ Entrepreneur- Online activity	(i) For LT Applications:- Applicant has to enter load requirement in KW/HP, DTR requirement, Pole type and height, line length etc from the drop down menu already provided in the portal. (ii) For HT Applications:- Applicant has to fill the load requirement in KVA, Voltage requirement (11KV/33KV), Type of Poles required over the length of line from the drop down menu already provided in the portal. ➤ In both the cases the applicant is allowed to pay demand charges within 90 days ; on
	Note:- Demand notice along with estimate is automatically generated by DISCOM , based on the details entered by the Applicant in step3 and sent to www.apindustries.gov.in . This demand notice/ estimate can be viewed/ downloaded from this web site by the Applicant.		

4	Demand charges can be paid through online in websites www.apindustries.gov.in or www.apcpdcl.in using common application number or new connection registration number. Or demand notice charges can also be paid through manual mode in EROs (Cash or DD) and Sub divisions (DD only).	Applicant can pay the demand charges either through Online or manual method	For online payment, open www.apcpdcl.in and click on EODB and click on “Amounts to be paid for New Industrial Service Connections” and enter common application number or new connection registration number. Here amounts to be paid are displayed and allows the applicant to pay amount using Bill desk.
5	After receipt of payment by the Discom, concerned AE/Operation will inspect the site for verification of correctness of details entered by applicant. Deviations if any observed will be revised by AE within 2 days and message for balance demand charges if any will be sent to the applicant.	AE/Opn/Discom	
6	Payment of balance demand charges by the applicant using method as shown in step 4	Applicant can pay the demand charges either through Online or manual method	If the applicant fails to pay the demand charges, then it will be automatically added to the first bill issued to the Applicant.
7	Drawl of materials and execution of work by AE/Operation within 15 days (when RoW is required)/ 7 days (when there is no RoW) and service will be released.	AE/Opn/Discom	
8	For release of service (1) Test reports and (2) Agreement signed by both parties (ie., Applicant and department staff) will be sent to concerned authorities of Discom.	Discom staff and consumer manual mode.	
9	In case of new LT service, bill will be issued to the Applicant through Spot Billing Machine during next calendar month. In case of new HT service, bill will be issued through email, SMS and post during next calendar month.	Discom staff and consumer online method and manual mode.	LT service CC bill payment – Online methods using Debit card, Credit card or net banking (1) Website (2) Discom app (3) Paytm (4) Google pay HT service CC bill payment – Online RTGS payment using net banking to the Virtual bank account opened for each Applicant separately by the Discom.