

# PROCEDURE FOR ISSUANCE OF RENEWABLE ENERGY CERTIFICATE TO THE ELIGIBLE ENTITY BY CENTRAL AGENCY

## 1. OBJECTIVE

- 1.1. This procedure shall provide guidance to the entities to implement Renewable Energy Certificate mechanism as envisaged under Central Electricity Regulatory Commission (Terms and Conditions for recognition and issuance of Renewable Energy Certificate for Renewable Energy Generation) Regulations, 2010 notified by CERC, (hereinafter referred to as “**the CERC REC Regulations**”). This procedure shall be called ‘*Procedure for Issuance of Renewable Energy Certificates to the Eligible Entities*’.
- 1.2. This procedure is issued in compliance to the Regulation 3(3) of the CERC REC Regulations and prepared in order to implement the CERC REC Regulations to facilitate development of market in power from renewable energy sources by issuance of ‘**Renewable Energy Certificates (REC)**’.
- 1.3. Words and expressions used in these Procedures and not defined herein but defined in the Act, the CERC REC Regulations or any other Regulations issued by the Central Commission shall have the same meaning assigned to them respectively in the Act, the CERC REC Regulations or such other Regulations issued by the Commission.

## 2. APPLICABILITY AND SCOPE

- 2.1. This procedure shall be applicable to all Eligible Entities, who have received ‘Certificate of Registration’ from the Central Agency, and shall be eligible to avail Renewable Energy Certificates.
- 2.2. This procedure shall be applicable to the Central Agency while issuing the Renewable Energy Certificates to the Eligible Entities.

## 3. STEP-WISE DESCRIPTION OF THE PROCEDURE

The basic procedure for issuance of Renewable Energy Certificates to the Eligible Entities includes the following steps:

**3.1. Step-1:** An application for issuance of Renewable Energy Certificate shall be made by the Eligible Entity to the Central Agency. The application for issuance of certificate shall include (i) Energy Injection Report (ii) Registration Certificate and shall be made in the specified format (**FORMAT-3.1: "Application for Issuance of Renewable Energy Certificates to the Eligible Entities"**). The application shall be accompanied by applicable fee & charges towards issuance of certificates as determined by CERC from time to time. While making application for issuance of RECs, the Applicant (Eligible Entity) shall quote the unique Registration Number assigned to it by Central Agency at the time of registration.

**3.2. Step-2:** The Central Agency shall assign an acknowledgement number to the Eligible Entity for its registered application request for issuance of Renewable Energy Certificates, referring to Unique Number assigned to the concerned Eligible Entity at the time of registration, for any future correspondence.

**3.3. Step-3:** After receipt of application for issuance of renewable energy certificates from the Eligible Entity, the Central Agency shall undertake a preliminary scrutiny within 2 working days to ensure that the Application Form is complete in all respect along with necessary documents and applicable fees and charges. As part of preliminary scrutiny, the Central Agency shall ensure fulfilment of following conditions:

- a) The application is made in the format specified by the Central Agency from time to time.
- b) The status of Accreditation of the Eligible Entity with the Central Agency has not expired.
- c) The status of Registration of the Eligible Entity with the Central Agency has not expired.
- d) The Energy Injection report is attached for the same period for which application is made towards issuance of Renewable Energy Certificate by the Eligible Entity.
- e) The application is accompanied with fees & charges.

**3.4. Step-4:** After conducting the preliminary scrutiny, the Central Agency shall intimate in writing to the Applicant for submission of any further information or seek clarification, if necessary, to further consider the application for issuance of Renewable Energy Certificates or reject application. The reasons for rejecting the application for issuance of Renewable Energy Certificates shall be recorded and intimated to Applicant in writing within 2 working days from date of receipt of the application by Central Agency.

**3.5. Step-5:** While considering any application for issuance of Renewable Energy Certificate, the Central Agency shall verify and ascertain availability of following information:

- a) Verification of the time period for which the Central Agency may have already issued Renewable Energy Certificates to the concerned Eligible Entity.
- b) Verification of Renewable Energy Certificates claimed by the Eligible Entity from the Energy Injection Reports submitted by the concerned State Load Despatch Centre in respect of concerned Eligible Entity.
- c) Details of fee & charges made for issuance of certificates.
- d) Confirmation of Compliance Auditor report, if any.

**3.6. Step-6:** The Central Agency shall only issue Renewable Energy Certificates to the Eligible Entity after confirming, the claims made by the Eligible Entity, with the Energy Injection Report submitted by the SLDC. In case of any discrepancy, in the Energy Injection Report enclosed by the Eligible Entity alongwith Application and regular Energy Injection Report received by Central Agency from concerned State Load Despatch Centre, the information contained in regular Energy Injection Report furnished by concerned State Load Despatch Centre shall be considered as final and binding for the purpose of issuance of Renewable Energy Certificates. However, in case energy units reported under Energy Injection Report by concerned State Load Despatch Centre exceed that claimed by Eligible Entity for same period then, Central Agency shall seek necessary clarification from concerned State Load Despatch Centre before issuance of the Renewable Energy Certificates.

**3.7. Step-7:** The Central Agency shall issue the Renewable Energy Certificates to the Eligible Entity within fifteen (15) days from the date of receipt of

application form along with complete information necessary for processing of application for issuance of RECs.

**3.8. Step-8:** In case the Eligible Entity is not fulfilling any of the conditions mentioned under Step-5 and fails to provide necessary information/clarification in the matter within stipulated timeframe, the Central Agency may reject the application and shall intimate to the Eligible Entity, in writing, the reasons for rejecting the application for issuance of RE certificates.

**3.9. Step-9:** Upon issuance of RE Certificates to Eligible Entity, the Central Agency shall also intimate about such issuance to the concerned State Agency.

#### **4. FUNCTIONS, ROLES AND RESPONSIBILITIES OF ENTITIES INVOLVED**

The roles and responsibilities of the entities involved is elaborated in the following paragraphs,

##### **4.1. Eligible Entity**

- a. The Eligible Entity shall apply for issuance of Renewable Energy Certificates in the format specified by the Central Agency.
- b. In case the Eligible Entity is connected with the transmission network, it shall coordinate with the concerned State Transmission Utility/State Load Despatch Centre for record of meter readings and energy injection report corresponding to electricity generated by the said renewable energy project.
- c. In case the Eligible Entity is connected with the distribution network of Distribution Utility, it shall coordinate with the concerned Distribution Licensee for record of meter readings and energy injection report corresponding to electricity generated by the said renewable energy project.
- d. Comply with the duties and obligations specified by the Central Agency.
- e. Comply with the directions, duties and obligations specified by the Appropriate Commission in this regard, from time to time.

- f. Pay fee and charges, as determined by the CERC from time to time, to Central Agency for issuing renewable energy certificates.

#### **4.2. State Load Despatch Center**

- a. Follow Indian Electricity Grid Code and State Grid Code for the purpose of accounting renewable energy injected into the grid.
- b. In case the Eligible Entity is connected to the transmission network, maintain the record of meter readings and communicate the energy injection report for each accredited RE project of the registered Eligible Entity within State to the Central Agency on monthly basis.
- c. In case the Eligible Entity is connected to the distribution network of Distribution Utility, establish protocol for receipt of information and maintenance of the record of meter readings for such RE projects. Further, arrange to communicate injection report for each accredited RE project of the registered Eligible Entity within State to the Central Agency on monthly basis.
- d. Communicate renewable energy injected into the grid for each accredited RE project of the registered Eligible Entity within State to the State Agency.

#### **4.3. Distribution Licensee**

- a. In case of RE projects concerned to the distribution network, the concerned distribution licensee shall undertake joint meter reading (along with concerned RE Generator) and maintain energy accounting information of such Renewable Energy Generator on monthly basis.
- b. In case renewable energy generator is connected with the network of the distribution licensee, submit energy injection report to the concerned SLDC on monthly basis.

#### **4.4. Central Agency**

- a. Comply with the directions issued by the Central Electricity Regulatory Commission from time to time.
- b. Verify the claim made by the Eligible Entity in its application with the energy injection report submitted by the concerned SLDC.

#### **4.5. Compliance Auditors**

- a. Comply with the duties and obligations specified by the CERC.
- b. Upon undertaking detailed investigation/audit, submit the report on revocation of Registration of the Eligible Entity, if necessary, to the Central Agency/Central Commission.

### **5. INFORMATION REQUIREMENT - APPLICATION FORM & CONTENT**

For the purpose of issuance of renewable energy certificates, the Central Agency shall take into account following information:

- Renewable Energy Injection Report submitted by the concerned SLDC.
- The Registration Number issued by Central Agency to the Eligible Entity, to be submitted by the eligible entity along with the application, describing validity of 'Registration'.
- Details of Fee and Charges
- Compliance Auditor report, if any.

### **6. REPORTING REQUIREMENT: FORMAT FOR RE CERTIFICATE**

The Central Agency shall issue the renewable energy certificates to the Eligible Entity in the format as elaborated in the **FORMAT 3.2**.

### **7. TIMELINES**

**7.1.** The Eligible Entity shall apply for issuance of renewable energy certificates within three (3) months from the date of renewable energy generated and injected into the electricity grid.

**7.2.** The application for issuance of Renewable Energy Certificates may be made on a fortnightly basis, i.e., on the first day of the month or on the fifteenth day of the month.

7.3. The Central Agency shall issue the renewable energy certificates to the Eligible Entities within fifteen (15) days from the date of 'application for issuance' made by the Eligible Entity along with requisite information complete in all respect.

7.4. The Central Agency shall inform the applicant with regard to the incompleteness of the application within two working days.

7.5. The Eligible Entity shall furnish the additional information or respond to clarification as sought by the Central Agency within 5 working days so as to enable Central Agency to issue certificates in timely manner.

7.6. In case the Eligible Entity fails to furnish the information requested within the stipulated time frame, the Central Agency shall abandon the process of issuance of RECs to the Eligible Entity and retain the Processing Fees paid for application for issuance.

## 8. FEES AND CHARGES

The fees and charges towards processing of application and issuing the RE certificates shall be as mentioned below:

- Application Processing Fees: Rs. \_\_\_\_\_/- shall be payable at the time of submitting application for issuance of RECs to Central Agency.

All fees and charges shall be payable by way of Demand Draft drawn in favour of \_\_\_\_\_(Name of Central Agency) payable at New Delhi.

## 9. EVENT OF DEFAULT AND CONSEQUENCES THEREOF

9.1. It will be the responsibility of the State Agency to ensure that the Renewable Energy Generator, registered under the REC Scheme, is abiding with the directions given to it from time to time.

9.2. Necessary penal actions or measures may be initiated by State Agency/Central Agency for revocation of accreditation/registration in such cases through separate process.

## **10. POWERS TO REMOVE DIFFICULTIES**

- 10.1.** If any difficulty arises in giving effect to any provision of these Procedures or interpretation of the Procedures, the Central Agency may make such provisions or propose amendments, not inconsistent with the provisions of CERC REC Regulations, upon seeking due approval from Central Commission, as may appear to be necessary for removing the difficulty.



FORMAT 3.1

APPLICATION FOR ISSUANCE OF RENEWABLE ENERGY CERTIFICATE

Section A: Energy Injection Report

Energy Injection Report No. \_\_\_\_\_ Date of Energy Injection Report \_\_\_\_\_

<i>Registration Number of the Applicant</i>	
<i>Name of the Applicant</i>	
<i>Energy Injection Period (Month &amp; Year)</i>	<i>Month:</i> <i>Year:</i>
<i>Total Quantity of Energy Injection (MWh) during the Month</i>	
<i>Name of the concerned Licensee</i>	
<i>Quantum of Energy For which issuance of RECs is requested (MWh)</i>	

Date:

(Sign and Seal)

Name of the Signatory Authority:

**Section B: Registration Certificate (To ascertain validity)**

**CERTIFICATE OF REGISTRATION**

This is to certify that \_\_\_\_\_ (*Name of the Applicant*) having/proposing to install its RE generating station at \_\_\_\_\_ (*Proposed Location, Physical Address/Unique Number*) with Capacity \_\_\_MW, utilising \_\_\_\_\_ (*Name of the RE Resource*) has been registered with Central Agency as 'Eligible Entity' for its said RE Generating Station with effect from\_\_\_\_\_.

This registration is granted subject to fulfilling the Rules, Regulations and Procedures specified by the Central Agency from time to time.

The validity of this certificate is mandated through ongoing surveillance.

**Issue Date**

**Expiration Date**

**Certificate Number**

Authorised Signatory of Central Agency

(Address of the Central Agency)

**Section C: Details of Fee& Charges**

Name of the Bank:

Bank Draft Number/ECS Reference Number:

Date of Transaction:

Amount Paid:

**Section D: Compliance Auditor Report (if applicable)**

This is to certify that \_\_\_\_\_ (*Name and Registration Number of the Applicant, if applicable*) having its RE generating station at \_\_\_\_\_ (*Location, Address*) with Capacity \_\_\_MW, utilising \_\_\_\_\_ (*Name of the RE Resource*) is Complying/Not Complying with its duties and obligation as specified by the Central Electricity Regulatory Commission (Terms and Conditions for Recognition and Issuance of Renewable Energy Certificate for Renewable Energy Generation) Regulations, 2010.

*(This section is applicable in case the Eligible Entity is not complying with the Regulations)*

The Applicant was found not to be eligible to receive Renewable Energy Certificates on following grounds,

1. The Applicant has made wilful and prolonged default in activities required to be carried out by it as per CERC REC Regulations.
2. The Applicant has not complied with following term/condition\_\_\_\_\_ (pl specify condition) of accreditation or registration.
3. The Applicant is using excess fossil fuel than permissible as per Regulations.
4. The Applicant has submitted false information to avail Accreditation/Registration.
5. The Applicant has failed to make deposit or furnish the security or pay fees or other charges, as required by its accreditation or registration.
6. Any other reason, as specified below:\_\_\_\_\_

Date:

(Sign and Seal)

Name of the Compliance Auditor:

FORMAT 3.2

**RENEWABLE ENERGY CERTIFICATE**

This certifies the issuance of One Renewable Energy Certificate to

\_\_\_\_\_ (Name of the Eligible Entity)

representing One MWh of Green Power Generated from

\_\_\_\_\_ (Location of the Plant)

Certificate Number (MH-WE-0910-XXXX-01082011)



(National Load Despatch Centre)

Date of Issue : \_\_\_\_\_

\_\_\_\_\_

Expiration Date : \_\_\_\_\_

(Name of the Signatory Authority)