

# **Open Access in Intra-State Transmission**

## **Procedure for Reservation of Transmission & Distribution Capacity to Short-Term Open Access Customers**

**(finalised as per HERC notification Dated 19.05.2005)**

*Date : 09.03.2006*

*Prepared by*  
**THE STATE TRANSMISSION UTILITY  
(HARYANA VIDYUT PRASARAN NIGAM LIMITED)**

**Procedure for Reservation of Open Access Capacity  
to Short-Term Open Access Customers**

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**STATE TRANSMISSION UTILITY  
(HARYANA VIDYUT PRASARAN NIGAM LIMITED)**

**Guidelines for Reservation of Transmission & Distribution Capacity  
to Short-Term Open Access Customers**

**1.0 OUTLINE**

- 1.1 This procedure is being issued in compliance of the provisions under Para 10 “HARYANA Electricity Regulatory Commission (Open Access for Intra-State Transmission & distribution system) Regulations 2005”, dated 19.05.2005
- 1.2 The procedures shall come into force w.e.f. latest 01.10.2006.
- 1.3 The detailed procedures have been prepared as per criteria for allotment and reservation of Open Access capacity as per Para 8 of the HERC regulation on Open Access.

**2.0 PROCEDURE FOR ADVANCE RESERVATION OF OPEN ACCESS CAPACITY FOR THREE (3) MONTHS & BEYOND FOR SHORT TERM OPEN ACCESS CUSTOMERS**

**2.1 SUBMISSION OF APPLICATIONS**

- 2.1.1 All applicants as per eligibility conditions specified under Clause 4 of HERC Regulation on Open Access which intend to be covered under provisions of Para 7(ii) and 10 of the HERC regulations on Open Access for reservation, shall submit an application separately for each transaction to the STU as per the enclosed Format-I. The application shall be submitted to Chief Engineer/Planning & Commercial, HVPNL, Shakti Bhawan, Panchkula preferably in a cover marked “Application for Short-Term Open Access - Advance Reservation / Day Ahead Reservation”.
- 2.1.2 The applications under this category shall be processed on first come first serve basis, initially for a period of 3 months from the date of commencement.
- 2.1.3 A copy of the application shall be endorsed by the applicant to the following:
  - i) SLDC involved in the transaction.
  - ii) Each ALDC of DISCOM involved in the transaction.
- 2.1.4 A joint certificate of metering system installed in compliance to Clause 22 of HERC Regulation on Open Access shall be obtained by open access customer from respective M&P circle/division of STU and DISCOMs under which injection point and drawl point falls, for open access at 33kV level and only from M&P circle 66kV & above voltage level and shall be attached with the application in original.

**2.1.5** The following shall be enclosed along with the application:

- i) Copies of the Agreements/MOUs entered between the Buyer / Seller / Trader.
- ii) Non-refundable application fee @Rs. 5000/- payable to the STU in terms of Clause 10(5) of the HERC Regulations on Open Access.
- iii) Metering certificate in original from concerned M&P Divn/Circle of STU.

## **2.2 PROCESSING/APPROVAL OF APPLICATIONS**

**2.2.1** Processing of application for short term open access reservation shall be done as per clause 10 of HERC Regulation on Open Access.

**2.2.2** The various periods as provided in clause 10 of HERC Regulations on Open Access shall be considered for advance reservation. In case the due date provided in the time schedule is a “National Holiday”, the next date shall be considered.

### **2.2.3**

- i. While processing the applications, the STU shall seek the consent of each of the ALDC's / SLDC involved in the transaction.
- ii. The concerned ALDCs shall give their consent to SLDC within one week. In case of denial of access, the ALDC concerned shall furnish reasons for the same.
- iii. SLDC shall consolidate and give application wise consent to STU. In case of constraint in state system, if reported by SLDC, concerned STU will decide about reduction of the MW quantum.

**2.2.4** In case of perceived congestion in transmission and/or distribution corridor, STU will inform the concerned applicant regarding available capacity of power. The applicants must inform the STU within two days of date of intimation whether the reduced capacity of Open Access capacity during the period of congestion is acceptable to him or he opts for access only for the duration when no congestion is anticipated. In case of non receipt of revised information in time, it will be presumed that the applicant is no longer interested in revising it and STU will process the application accordingly.

**2.2.5** In case the STU does not anticipate congestion on any of the transmission/distribution corridor(s) involved, the applicant(s) shall be granted short-term access for the quantum and duration sought (however, initially for a period of 3 months).

**2.2.6** The STU shall issue transaction-wise approval (as per enclosed format) from:

- A. The point of injection of a seller to the injecting DISCOM periphery (control area boundary), and

- B. From the periphery (control area boundary) of injecting DISCOM up to the periphery (control area boundary) of the receiving DISCOM.
  - C. From the periphery (control area boundary) of the receiving DISCOM to the point of drawal of buyer.
- 2.2.7** The Applicant shall pay the advance charges to SLDC as per the Schedule of Payment issued by the STU within One day from the date of grant of access by STU.
- 2.2.8** Non-receipt or delayed receipt of the payment shall be considered as a “Payment Default” by the applicant, and access granted shall be cancelled by STU.
- 2.2.9** In case the applicant wants to surrender the reserved capacity before commencement of transaction, he will be liable to bear open access charges for next 7 days. He should request for surrender alongwith payment of 7 days short-term open access charges or the period of access granted whichever is shorter, to STU within 3 working days from the date of grant of access.

### **2.3 RE-ROUTING IN CASE OF CONGESTION WHILE PROCESSING APPLICATION**

- 2.3.1** In case of congestion or constraint in the direct intra-state link, concerned STU shall advise the affected short-term customer(s) about the feasibility of routing the transactions through other route.

The customer, while making application, may give standing instructions to the STU about considering the alternate routes in case of congestion (at the time of processing of application) or constraint (during actual operation) in the direct link. In such cases re-routing of these transactions shall be made by STU if considered feasible without awaiting consent.

In case the advance consent is not available and customer subsequently agrees to re-route the transaction on receipt of intimation from STU regarding congestion in the proposed route, they have to send a formal consent mentioning the quantum, duration and the route. Extra expenditure on account of re-routing shall be borne by the open access customer.

### **2.4 SCHEDULING**

- 2.4.1** The customer’s coordinator shall coordinate with each of the other Utilities/ ALDC/Control Room of DISCOM involved and furnish the transaction details to the SLDCs by 10.00 hours, on a daily basis, so as to enable the SLDCs to incorporate the transaction in the day-ahead schedules and revisions thereof. In

case mismatches are found in the transaction details, it will not be possible for the SLDCs to schedule the same and the customer shall be intimated accordingly.

- 2.4.2** SLDCs shall advise the DISCOMs, by 15:00 hours each day regarding their proposed Open Access transactions, transaction-wise for the next day. Modification / changes, if any, shall be conveyed by DISCOMs latest by 22:00 hrs of the same day.
- 2.4.3** The ramp-up/ramp-down, where applicable, if required, in the daily schedules (issued by the SLDC) on account of such transactions, shall commence at the time of commencement of the transaction and shall end at the time of termination of the transaction / as per provisions in Haryana Grid Code.
- 2.4.4** The 'Daily Schedules' finalized / issued by the SLDCs shall incorporate the intra-State Open Access transactions in the drawal schedules of the DISCOMs and/or the injection schedules of the concerned generators / DISCOM/Feeders/Customer. The SLDC shall incorporate such transactions to / from the point of injection / drawal in their respective Daily schedules issued by the SLDC.
- 2.4.5** The Open Access Applicant shall co-ordinate with the Injecting Utility and Drawee Utility in case of revision and send a consolidated request to the SLDCs. SLDC shall intimate the concerned ALDC of DISCOM for taking up the revision. SLDC shall entertain the request for revision and the same shall be implemented from the sixth time block considering the block in which request for revision is received as first time block. The decision of SLDC regarding acceptance of the request for revision shall be final and binding.
- 2.4.6** Energy losses as per term of clause 19 of HERC regulation on Open Access shall be applicable during scheduling.

## **2.5 NON-UTILISATION OF RESERVED OPEN ACCESS CAPACITY BY SHORT-TERM OPEN ACCESS CUSTOMER**

- 2.5.1** In accordance with the provisions contained in Clause 12, a short term customer, unable to utilize full or substantial part of the reserved Open Access capacity shall revise as per his requirement and intimate the same to the STU with copies to SLDC/ALDCs concerned mentioning the approval number vide which the approval had been accorded. The STU shall issue a revised approval to the customer to this effect. The surrender portion of Open Access capacity shall be effective from the next day of the revised approval.
- 2.5.2** The STU may on its own reduce or cancel the reserved Open Access capacity of a short term customer when such a short term customer does not utilize consecutively for 5 days the reserved Open Access capacity. STU's decision on

frequent under-utilization, depending upon grid conditions, shall be binding on all.

**2.5.3** The short term customer who has surrendered the reserved Open Access capacity under clause 2.5.1 above or whose reserved Open Access capacity has been reduced or cancelled under clause 2.5.2 above, shall bear the Open Access charges and operating charges based on original reservation of Open Access capacity for seven days (Short Term charges for seven days from date of surrender/ cancellation/ reduction shall be considered) or the period of reservation surrendered or reduced or cancelled as the case may be, whichever period is shorter.

**2.5.4** The Open Access capacity becoming available as a result of surrender by short term customer under clause 2.5.1 above or as a result of reduction or cancellation of the reserved Open Access capacity by STU under clause 2.5.2 above shall be allotted to any other short term customer in accordance with relevant provisions of Clause 8 of HERC regulations on open access.

## **2.6 COMMERCIAL CONDITIONS**

In terms of the provisions under Clause 13 of the HERC Regulations on Open Access, the following commercial conditions shall apply:

### **2.6.1 TERMS OF PAYMENT**

- i. All payments associated with short term Open Access shall be made by the Applicant/customer to the STU, for which a separate account shall be maintained by STU/ SLDC.
- ii. Payments shall be made for each approval separately.
- iii. The Applicant shall make the following payment in advance to the STU/SLDC within one day from the date of grant of access.

**a) Open Access charges (as per clause 13 of HERC Regulation on Open Access)**

Full amount for the next month or period of access, whichever is less, in respect of the following:

1. Transmission Charges of STU/ transmission licensee involved
2. Wheeling Charges of Each DISCOM / inter-DISCOM system involved

**b) Operating charges (as per clause 16 of HERC Regulation on Open Access)**

Full amount for the next month or period of access, whichever is less, in respect of SLDC

- c) **Surcharge and additional surcharge (as per clause 14 & 15 of HERC Regulation on Open Access)**
  - d) **Application fee as per Clause 10(5) of HERC Regulation on Open Access**
  - e) **In addition to above actual expenditure carried out by STU for carrying out system strengthening studies shall be reimbursed in terms of Clause 10(9) of HERC Regulation on Open Access subject to maximum of Rs. 50000/-.**
- iv. In case system owned by DISCOM is internalized, the charges for the STU under regulation 13(b) of the HERC Regulation on Open Access need not be paid by the customer. A certificate in this regard from the concerned DISCOM is to be enclosed along with the application.
  - v. In case of transaction for a period more than a month, the customer shall make subsequent payment to the STU covering the open access charges, as indicated and in schedule of payment enclosed with the approval (issued by the STU), latest by 11:00 hrs of the working day, before beginning of the next month. No separate bills shall be issued by the STU for the monthly payments.
  - vi. All payments shall be remitted only by Bank draft drawn in favour of “Accounts Officer, HVPNL Short Term Open Access Account” payable at par at the location of the STU or by electronic transfer.
  - vii. In case an applicant relinquishes / abandons an approval issued, the payment of seven days of open access charges or the period of access granted whichever is shorter shall be payable by the customer.

## **2.6.2 PAYMENT SECURITY MECHANISM**

In terms of the provisions under Clause 20 of HERC Regulation on Open Access the “payment security mechanism” specified hereunder is intended to ensure recovery of the applicable payments in case of a payment default and not as a mechanism for regular payments. The Letter of Credit provides security against payment defaults in respect of the “monthly payment” to be normally made through bank draft / electronic transfer.

- i) When the duration of access granted exceeds one month, the customer shall open a monthly irrevocable revolving Letter of Credit (LC), corresponding to the short-term open access charges for 3 months or the duration beyond one month, whichever is shorter, in favour of the STU.

- ii) The LC shall be opened in a Bank mutually agreed between the customer and the STU.
- iii) The LC shall be opened within seven (7) days of commencement of open access transaction.
- iv) The LC shall be valid for atleast one month beyond the entire duration of the transaction.
- v) The LC shall be negotiated by the STU on the basis of the “Schedule of the Payment” enclosed with the approval as and when the customer fails to remit the monthly payment in full by its due date.
- vi) In case the LC is not timely recouped, the responsibility lies with the customer and the same shall be treated as “payment default”.
- vii) The Terms of LC shall be as per the format enclosed.

### **3.0 PROCEDURE FOR ADVANCE RESERVATION OF OPEN ACCESS CAPACITY UPTO THREE (3) MONTHS FOR SHORT TERM OPEN ACCESS CUSTOMERS**

#### **3.1 SUBMISSION OF APPLICATIONS**

- 3.1.1 An application for short term open access in a prescribed format (enclosed) shall be submitted by the open access customer for each transaction to the STU. The application shall be submitted in a cover marked “Application for short term open access”.
- 3.1.2 A copy of the application shall be endorsed by the applicant to the following:
  - i) SLDC/ALDC involved in the transaction.
- 3.1.3 Applications received shall be treated as per clause 8 of the HERC Regulations on Open Access.
- 3.1.4 The following shall be enclosed along with the application:
  - i) Copies of the Agreements/MOUs entered between the Buyer / Seller / Trader.
  - iii) Non-refundable application fee @Rs. 5000/- payable to the STU in terms of Clause 10(5) of the HERC Regulations on Open Access.
  - iv) Metering certificate in original from concerned M&P Divn/Circle of STU.

## **3.2 PROCESSING / APPROVAL OF APPLICATIONS**

3.2.1 Applications received by the STU shall be given priority number on receipt of application alongwith application fee. Open access shall be allowed on first come first serve basis in accordance with clause 8(d) of HERC Regulation on Open Access. In case of congestion, the reservation shall be granted on pro rata basis.

3.2.2 While processing the applications, the STU shall seek the consent of the SLDC/ALDCs/Control Rooms (CR) involved in the transaction in a prescribed Format-II. Time taken by SLDC/ALDCs/CRs to give acceptance would be as under

Transaction up to one week - 2 day

Transaction exceeding one week - 4 days

In case of denial of access, the SLDC/ALDCs/CRs concerned shall furnish reasons for the same.

3.2.3 SLDC/ALDCs/CRs shall give their application wise consent to STU. In case of constraint in state system, STU shall decide about reduction of the MW quantum.

3.2.4 STU shall consider the applications received by it, before giving consent / indicating constraint to the customers.

3.2.5 The STU shall issue transaction-wise approval from

**A.** The point of injection of a seller to the injecting DISCOM periphery (control area boundary), and

**B.** From the periphery (control area boundary) of injecting DISCOM up to the periphery (control area boundary) of the receiving DISCOM.

**C.** From the periphery (control area boundary) of the receiving DISCOM to the point of drawal of buyer.

3.2.6 The Applicant shall pay the advance charges as per the Schedule of Payment issued by the STU within one day from the date of grant of access by the STU.

3.2.7 In case the applicant wants to surrender the reserved capacity before commencement of transaction then he should request for surrender along with payment of 7 days short-term open access charges or the period of access granted whichever is shorter, to STU within one day from the date of grant of open access.

- 3.2.8 A non-receipt or a delayed receipt of the payment shall be considered as a “Payment Default” by the applicant.

### **3.3 RE-ROUTING IN CASE OF CONGESTION WHILE PROCESSING APPLICATION**

In case of congestion or constraint in the direct intra-state link, concerned STU shall advise the affected short-term customer(s) about the feasibility of routing the transactions through other route.

The customer, while making application, may give standing instructions to the STU about considering the alternate routes in case of congestion (at the time of processing of application) or constraint (during actual operation) in the direct link. In such cases re-routing of these transactions shall be made by STU if considered feasible without awaiting consent.

In case the advance consent is not available and customer subsequently agrees to re-route the transaction on receipt of intimation from STU regarding congestion in the proposed route, they have to send a formal consent mentioning the quantum, duration and the route.

### **3.4 SCHEDULING**

- 3.4.1 The customer’s coordinator shall coordinate with each of the other Utilities/ALDC/Control Room of DISCOM involved and furnish the transaction details to the SLDCs by 10.00 hours, on a daily basis, so as to enable the SLDCs to incorporate the transaction in the day-ahead schedules and revisions thereof. In case mismatches are found in the transaction details, it will not be possible for the SLDCs to schedule the same and the customer shall be intimated accordingly.
- 3.4.2 Customer shall advise the SLDC, by 15:00 hours each day regarding their proposed Open Access transactions, transaction-wise for the next day. Modification / changes, if any, shall be conveyed latest by 22:00 hrs of the same day, under intimation to STU.
- 3.4.3 The ramp-up/ramp-down, if required, in the daily schedules (issued by the SLDC) on account of such transactions, shall commence at the time of commencement of the transaction and shall end at the time of termination of the transaction.
- 3.4.4 The ‘Daily Schedules’ finalized / issued by the SLDC shall incorporate the intra-State Open Access transactions in the drawal schedules of the DISCOMs and/or the injection schedules of the concerned generators. The SLDC shall incorporate such intra-State transactions to / from the point of injection / drawal in their respective Daily schedules issued by the SLDC.

- 3.4.5 The customer shall co-ordinate with the Injecting Utility and Drawee Utility in case of revision and send a consolidated request to the SLDCs. SLDC shall intimate the concerned STU. STU shall entertain the request for revision only on bonafide ground and the same shall be implemented from the sixth time block considering the block in which request for revision is received as first time block. The decision of SLDC/STU regarding acceptance of the request for revision shall be final and binding.
- 3.4.6 Energy losses as per term of clause 19 of the HERC Regulation on Open Access shall be applicable during scheduling.

### **3.5 COMMERCIAL CONDITIONS**

In terms of the provisions under the Regulations, the following commercial conditions shall apply

#### **3.5.1 TERMS OF PAYMENT**

- i. Payments on account of short term Open Access shall be made by the Applicant/customer to the STU.
- ii. Payments shall be made for each approval separately.
- iii. The Applicant shall make the payment in advance as specified in Clause 2.6 to the STU within one day from the date of grant of access.

### **4.0 PROCEDURE FOR ADVANCE RESERVATION OF OPEN ACCESS CAPACITY FOR DAY AHEAD / SAME DAY TRANSACTION FOR SHORT TERM OPEN ACCESS CUSTOMERS**

#### **4.1 SUBMISSION OF APPLICATIONS**

- 4.1.1 In case of day ahead transaction, a composite request for open access and scheduling for the following day shall be sent to the STU by 13:00 hrs on enclosed Format -I.
- 4.1.2 In order to utilise surplus known after issuance of first dispatch schedule by SLDC, a composite request for open access and scheduling can be submitted directly to the SLDC latest by 17:00 hrs for day ahead transaction.
- 4.1.3 Application for same day transaction to meet short term emergency requirement shall be sent to the STU through SLDCs/ALDC/Control rooms on enclosed Format -I.
- 4.1.4 The transaction shall be allowed by SLDC/STU only for a day or part thereof in blocks.

- 4.1.5 A copy of the application and scheduling request shall be endorsed by the applicant to the SLDC involved in the transaction.
- 4.1.6 The request for above transaction along with consent of buyer / seller can be sent by Fax and application money & charges through electronic transfer.

## **4.2 PROCESSING / APPROVAL OF APPLICATION**

- 4.2.1 A customer seeking short term open access shall ensure that the buyer and seller are in agreement with the proposed transactions. Any disagreement between them may lead to cancellation of proposed open access.
- 4.2.2 While processing the applications, the STU shall seek the consent of SLDC/ALDCs/CRs involved in the transaction. In case of denial of access, the SLDC/ALDCs/CRs concerned shall furnish reasons for the same.
- 4.2.3 The STU shall take steps to incorporate the transactions above in the day ahead schedule to be issued by the SLDC/ALDC concerned if the request can be accommodated without congestion. In case of congestion the STU shall intimate the applicant accordingly.
- 4.2.4 The transactions included in the schedule shall be considered as approved and if surrendered before commencement or during the period of transaction, all applicable charges shall be payable by the customer.
- 4.2.5 Prorata capacity approval shall be given in case applications are for more than available capacity.

## **4.3 SCHEDULING**

- 4.3.1 The open access customer shall submit a composite request for open access and scheduling to the STU through SLDC/ALDC for transaction.
- 4.3.2 All such transactions shall be made by the applicant after tying up all commercial terms and conditions with the concerned agencies.
- 4.3.3 Scheduling for transaction shall be affected from the sixth time block of receipt of request, after approval of open access.
- 4.3.4 Energy losses as per clause 19 of the regulation shall be applicable during scheduling.

## **4.4 PAYMENT TERMS**

- 4.4.1 The applicant shall make the following payment to the STU by 1200 hours of subsequent day when its request for open access is included in the schedules

issued by the STU. In case of default the open access granted shall be cancelled from the slots subsequent to 1200 hours without any further notice to the customer.

- 4.4.2 All payments shall be remitted only by Bank draft drawn in favour of “Accounts Officer, HVPNL Short Term Open Access Account” payable at Panchkula or by electronic transfer.
- 4.4.3 A non-receipt or a delayed receipt of the payment shall be considered as a “payment default” by the applicant.

## **5.0 GENERAL**

- 5.1 Any amendment/modification to an existing application except those specifically mentioned in the procedure, shall be treated as a fresh application.
- 5.2 The “month” means a Calendar month as per the British Calendar.
- 5.3 The duration of reservation in a day / block shall be continuous based on which the short term Open Access charges shall be applicable. For example in the application of reservation for the time period 08:00 hrs to 10:00 hrs and 17:00 hrs to 21:00 hrs of the day, the reservation of the capacity shall be from 08:00 hrs to 10:00 hrs in one block and 17:00 hrs to 21:00 hrs in another block and short term charges shall be payable accordingly.
- 5.4 In case of varying capacity reservation sought over the same time block / day, the highest capacity sought to be reserved shall be considered for capacity for reservation and charges shall be regulated accordingly
- 5.5 The request for transfer of reserved Open Access capacity by a short term customer to any other customer shall not be entertained.
- 5.6 The short-term customers who have not been granted the reservation of Open Access capacity, their applications shall stand disposed off. The applicants shall be intimated about the same by the STU.
- 5.7 All costs/expenses/charges associated with Bank Draft/Letter of Credit shall be borne by the applicant/customer.
- 5.8 An incomplete / vague application and an application not found to be in conformity with these procedures/Regulations shall be rejected.

## **5.9 CURTAILMENT OF SHORT TERM TRANSACTION**

- i. In accordance with the provisions contained in Clause 26 of HERC Regulation on Open Access, the reservation of Open Access capacity to the short-term customer

is curtailed or cancelled by the State Load Despatch Centre, due to congestion in the link, the short term customer shall be immediately intimated by SLDC accordingly.

- ii. In accordance with Clause 26 of HERC Regulation on Open Access, when because of transmission constraint or otherwise, it become necessary to curtail the Open Access service of the customers, the Short Term customer shall be curtailed first followed by the long term customer. Provided that within a category, all users shall have same curtailment priority and shall be curtailed pro-rata to the reserved Open Access capacity in case of short term customers.
- iii. In case of transmission constraint or otherwise power from one DISCOM to another needs to be re-routed, SLDC shall allow such re-routing to the extent of the surplus Open Access capacity available without curtailing the existing long term and short term transactions.
- iv. In case of curtailment of more than 50% of the reserved Open Access capacity by the State Load Despatch Centre on any particular day on account of transmission constraints, the open access charges for that day shall be payable by the short-term customers on pro-rata basis in accordance with the open access capacity actually provided.

**5.10** None of the charges payable by Short-Term Open Access customers and/or any other utilities involved in the transaction shall be adjusted by them against any other payments / charges.

**5.11** In case of a force majeure as determined and notified by the SLDC, STUs may curtail/suspend a scheduled transaction. The decision of the STUs as to the existence of a force majeure condition, shall be final and binding.

**5.12** The applicants shall abide by the provisions of The Electricity Act, 2003, and Indian Electricity Grid Code as amended from time to time and Haryana Electricity Grid Code as amended from time to time.

### **5.13 PAYMENT DEFAULT**

- i. In case of payment default the customer shall be liable to pay the outstanding payment in full along with surcharge @ 0.1 % per day from the due date of payment to the actual date of payment. The surcharge so received shall be retained by the STU.
- ii. Also, any new application of such customers shall be entertained by the STUs only after the receipt of outstanding payment along with surcharge.

**5.14** The average energy losses shall be applied as provided under Clause 19 of amended Regulations.

## **5.15 Disbursal of Payment**

- i. STU will reconcile the short-term open access charges collected during the previous month and disburse the same to the concerned Utilities and Load Despatch Centres within 10 (ten ) working days of the next month.
- ii. In case refund due to curtailment or surrender of capacity by any open access customer becomes due during the previous month, the same shall also be disbursed to the concerned short-term open access customer with in 10 (ten ) working day period of the current month by STU.
- iii. STU will only disburse the amount actually received from short term open access customers.

**5.16** The applicant/customer shall keep each of the STU/SLDC/ALDC's/CRs indemnified at all times and shall undertake to indemnify, defend and save the STU/SLDC/ALDCs/CRs harmless from any and all kinds of damages, losses, claims and actions including those relating to injury to or death of any person or damage to property, demands, suits, recoveries, costs and expenses, court costs, attorney fees, and all other obligations by or to third parties, arising out of or resulting from the transactions.

**6.0** The open access customer shall enter into commercial agreement in terms of clause 11 of the HERC Regulation on Open Access and shall submit copy of the same to STU alongwith application.

**7.0** Unscheduled interchange charges shall be governed as specified under Clause 17 of the HERC Regulation on Open Access.

**8.0** Reactive energy charges shall also be payable as per provisions in Clause 18 of the HERC Regulation on Open Access.

**9.0** Open access customer shall abide by the IEGC / Haryana Grid Code and all other codes/instructions issued by SLDC/STU/HERC.

**10.0** Communication facilities as per clause 23 of the HERC Regulation on Open Access shall be ensured by open access customer.

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**HARYANA VIDYUT PRASARAN NIGAM LIMITED**  
**FORMAT – 1**  
**APPLICATION FOR GRANT OF SHORT-TERM OPEN ACCESS**  
**ADVANCE RESERVATION / SAME DAY/ DAY-AHEAD TRANSACTION**  
**(to be sent by Short-Term Open Access Applicant)**

1.	Application	No.	Date:
2.	Name of the Applicant		
3.	Address for Correspondence		
	Phone No.:	Off:	Fax:
	E-mail id:		
4.	<b>Agreement/MOU Details</b> (copy to be enclosed) Applicant Type – Buyer/Seller/Trader/Captive Generator <i>(needs to fill up only relevant agreement details)</i>		
	With	No.	Date
			Valid upto
			Max. MW
			Capacity already utilized earlier
			Balance MW
	Buyer		
	Seller		
5.	<b>Coordinator Detail</b>		
	Name		
	Designation		
	Phone Numbers		Off:
			Res:
			Fax
			Mobile
	Email-id		
6.	<b>Capacity Applied</b>		
	Period		Time Period
	From (Date)	To (Date)	From (Hrs.)
			To (Hrs.)
			Capacity (MW)
7.	<b>Injecting Utility Details</b>		
	Name:		
	Point of Injection		
	Name of concerned SLDC		

8.	<b>Drawee Utility Details</b>		
	Name		
	Point of Drawal		
	Name of concerned SLDC		
9.	<b>Name of Trader, if any</b>		
10.	Whether internalized DISCOM		
11.	Applied Route (in case of inter-DISCOM transfer)		
12.	Whether re-routing to be considered through alternate Route in case of congestion / constraints	YES	NO
	In CASE answer is "YES", please specify priority		
13.	Non-refundable Application fee	Rs.5000/-	
	Details – if payment through Electronic Clearing Schemes (ECS)		
	Bank Draft No.: In favour of : Payable at :	Dated:	

14. I do hereby authorize STU to process my application through alternate path (if available) as per priority mentioned above, if there is a congestion in the direct link, without waiting for my further consent in this regard. I further, authorize STU that if there is a constraint during the period of actual operation, to schedule the transaction through alternate route as per priority mentioned above. The additional short-term open access charges arising due to re-routing of the transaction shall be paid by the due date as per the advice sent by STU.

15. It is hereby certified that

(a) All Utilities (including buyer, seller, trader ) to the transaction shall abide by the provisions of the Haryana Electricity Regulatory Commission, Panchkula Regulation No. HERC/11/2005 as amended from time to time.

(b) M/s \_\_\_\_\_ have a valid license ( No. \_\_\_\_\_ issued by \_\_\_\_\_ and valid upto \_\_\_\_\_ ) for intra-State trading and will abide by the HERC Regulations on intra-State Trading, as amended from time to time.

*(Note: This clause is applicable only in case applicant is a trader.)*

(c) The Applicant hereby agrees to keep each of the SLDC indemnified at all times and undertakes to indemnify, defend and save the SLDC harmless from any and all damages, losses, claims and

actions relating to injury to or death of any person or damage to property, demands, suits, recoveries, costs and expenses, court costs, attorney fees, and all other obligations by or to third parties, arising out of or resulting from the transactions under this Approval.

- 16. The provisions of the ‘ Procedures for reservation of Open Access capacity to Short Term Open Access customers’ issued by STU are hereby agreed.
- 17. Details of Application Fee: Draft No..... Dated.....

**Signature**

**Place :**

**Name:**

**Dated :**

**Designation:**

**Enclosures:**

- 1. Copy of agreements.
- 2. Bank draft.
- 3. Copy of the certificate from concerned STU/SLDC/ALDCs/CRs, in case system owned by the STU is internalized.
- 4. Metering Certificate from concerned M&P Divn./Circle of STU.

**Copy :**

- a) Other STUs involved in transaction.
- b) RLDCs involved in transaction.

<b>Date &amp; Time of Receipt of Application (to be filled in by STU)</b>	
<b>Priority No. (to be filled in by STU)</b>	

**FORMAT - 2 :**  
**REQUEST FOR CONSENT FOR SHORT TERM OPEN ACCESS**  
*(to be sent by STU to concerned SLDC/ALDCs/CRs)*

Ref. No. : \_\_\_\_\_

Dated: \_\_\_\_\_

Consent to be sent by SLDC/ALDCs/CRs : \_\_\_\_\_

Ref: Application number \_\_\_\_\_

Dated \_\_\_\_\_

1. Name of Applicant :
2. Name of Injecting Utility :
3. Name of Drawee Utility :
4.    a) Intervening State Utility:  
       b) Inter-DISCOM link

**5. Consent sought for :**

From (Date)	To (Date)	Time Period		Capacity (MW)
		From (Hrs)	To (Hrs)	

6. The SLDC/ALDCs/CRs to furnish consent application wise. In case of congestion in the State transmission/distribution system, the STU shall decide the reduced quantum (MW) to be allowed.
7. In case, consent is not received by .... Hrs. on ..... (Date), then approval to this transaction would not be granted by STU.

**Place :** \_\_\_\_\_ **Signature**  
**Name :** \_\_\_\_\_

**Dated :** \_\_\_\_\_ **Designation :** \_\_\_\_\_

**To**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**FORMAT – 3 :**  
**CONSENT FOR SHORT TERM OPEN ACCESS**  
*(to be sent by concerned SLDC/ALDCs/CRs to STU )*

Ref. No. : \_\_\_\_\_

Dated: \_\_\_\_\_

Consent sent by SLDC/ALDCs/CRs : \_\_\_\_\_

Ref: Application number \_\_\_\_\_

dated \_\_\_\_\_

1. Name of Applicant :
2. Name of Injecting Utility :
3. Name of Drawee Utility :
4. a. Intervening State Utility:  
b. Inter-DISCOM link

**5. Consent accorded for**

From (Date)	To (Date)	Time Period		Consent Sought (MW)	Consent accorded (MW)
		From (Hrs)	To (Hrs)		

6. A curtailed consent is being accorded on account of a perceived congestion in \_\_\_\_\_ network.

Place :

**Signature**  
Name :

Dated :

Designation :

To

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FORMAT – 4 :**  
**REQUEST FOR REVISING THE SHORT -TERM OPEN ACCESS**  
*(to be sent by STU to Applicants)*

Ref. No. :

Date:

To,  
M/s \_\_\_\_\_ (Applicant)  
\_\_\_\_\_

**Ref. : Application No. :**

**Dear Sir,**

With reference to your application for reservation of Open Access capacity for short-term open access, there is an anticipated congestion as follow:

Trans. System/ ID Link	Congestion period		Time Period		Total Capacity Available (MW)	Total Capacity available on alternate route-1 (MW)	Total capacity available on alternate route-1 (MW)	Total Capacity available on alternate route-2 (MW)
	From Date	To Date	From Hrs.	To Hrs.				

Please send your revised request, if any latest by \_\_\_\_\_. In case no reply is received by the specified time, your application will be processed as per capacity sought in the original application.

**(Signature )**

Place :

Name:

Date:

Designation:

***Note: Total Capacity available as shown through alternate route is available for all the applicants to all the STUs.***

**FORMAT – 5 :**  
**CONFIRMATION FOR REVISED CAPACITY /ALTERNATE ROUTE**  
*(to be sent by Applicant to STU)*

Ref. No. :

Date:

To,

STU  
 \_\_\_\_\_

Ref. : Original Application No. :

**Dear Sir,**

With ref. to your letter no. \_\_\_\_\_ dated \_\_\_\_\_, I do hereby confirm that  
*(strikeout or delete the clauses which are not applicable)*

- i) I would like to avail the short-term access only for the duration when no congestion is anticipated in the corridor and I do not want to avail the capacity during the congestion period.
- ii) I would like to revise the capacity from \_\_\_\_\_MW (in original application) to \_\_\_\_\_ MW during the congestion period.
- iii) I would like to avail the part/full capacity applied through alternate route(s). I do hereby authorize STU to process my application as one of the applicant, for reservation of Open Access capacity through alternate route, as follows:

S.No.	Congestion period				Applied Capacity (MW)	Revised Capacity on Original Path (MW)*	capacity requested to be processed for alternate route-1 (MW)	capacity requested to be processed for alternate route-1 (MW)
	From Date	To Date	From Hrs.	To Hrs.				

*\* The sum of the capacity through all the routes cannot be greater than the original applied capacity.*

In case of reservation of Open Access capacity through alternate route is made, the excess short-term charges as per HERC Regulation will be paid by me.

**(Signature)**

Place : Name:

Date: Designation:

**FORMAT – 6 :**  
**APPROVAL FOR SHORTTERM OPEN ACCESS**  
*(To be issued by STU)*

Approval No. \_\_\_\_\_ Dated: \_\_\_\_\_

Ref: Original Application No. \_\_\_\_\_ Dated: \_\_\_\_\_

Revised Letter No. : \_\_\_\_\_ Dated: \_\_\_\_\_

1. Name of customer :
2. Name of injecting Utility :
3. Name of Drawee Utility :
4. a) Intervening inter-DISCOM link, if any  
       b) Intervening State Transmission Utility:

**5. Open Access Capacity Applied:**

From (Date)	To (Date)	Time Period		Capacity (MW)
		From (Hrs)	To (Hrs)	

**6. Open Access capacity approved**

From (Date)	To (Date)	Time Period		Capacity (MW)
		From (Hrs)	To (Hrs)	

7. A curtailed approval is being granted on account of \_\_\_\_\_  
 \_\_\_\_\_ .
8. In accordance with your consent for re-routing of the transaction though alternate route, during the congestion period from \_\_\_\_ (date) to \_\_\_\_ (date) (Time Period from \_\_\_\_Hrs. to \_\_\_\_Hrs.) has been approved on route \_\_\_\_\_ for the period from \_\_\_\_ (date) to \_\_\_\_ (date) (Time Period from \_\_\_\_Hrs. to \_\_\_\_Hrs.).

9. The above approval is in accordance the provisions of the “Procedure for reservation of Open Access capacity to short term Open Access Customers” issued by STU.
10. This approval is subject to full payment made by applicant on or before the due date as specified in the “Schedule of Payment” enclosed.
11. LC may be opened by \_\_\_\_\_for Rs.\_\_\_\_\_ within seven days of commencement of transactions.
12. This approval is subject to
  - a. The trader/licensee holding a valid license/permission granted by HERC.
  - b. Haryana Electricity Regulatory Commission (Open Access in intra-State Transmission) Regulations, 2005.
  - c. The responsibility of ensuring compliance with the provisions of the Electricity Act, 2003, the HERC Regulations on Open Access in intra-State transmission, 2005 and intra-State Trading License, shall lie with the Applicant/Customer.
13. Standard conditions/format for LC copy enclosed.

**Signature**

**PLACE :**

**NAME :**

**DATE :**

**DESIGNATION :**

To

\_\_\_\_\_(applicant)\_\_\_\_\_

**Copy to:**

- SLDC

- ALDCs/CRs

**Enclosure : SCHEDULE OF PAYMENTS**

## SCHEDULE OF PAYMENTS

- a. Approval No. \_\_\_\_\_ dated : \_\_\_\_\_
- b. Ref. : Application No. dated :
- c. Due date :

MW-Days: (to be calculated by multiplying Capacity approved (MW) with No. of days multiplied with applicable day rate (full/half/one-fourth) depending upon the no. of hours in continuous time block.)

From (Date)	To (Date)	Time Period		Capacity (MW)	MW-Days
		From (Hrs)	To (Hrs)		
Total MW-Days:					

### Short-Term Open Access Charges :

S.No.	Particulars	ST-Rate	Total MW-Days	Amount (Rs.)
1.0	Transmission Charges	RS./MW/Day		
1.1	STU/Licensee			
1.2	Wheeling Charges			
1.2.1	DISCOM-1			
1.2.2	DISCOM-2			
1.3	Inter-DISCOM Link			
	Open Access charges for the system as per clause 8 of approval (Bidding)			
	Open Access charges due to re-routing of transaction*			
	Sub-Total (1)			
2.0	Surcharge DISCOM-1 DISCOM-2			
3.0	Additional Surcharge DISCOM-1 DISCOM-2			
4.0	Operating Charges	Rs/Day		
4.1	SLDC	1000/-		
4.2	ALDC-1	1000/-		
4.3	ALDC-2	1000/-		
	Sub-Total (2)			
5	Total Payment 1+2+3+4			

Due date for subsequent payment :

i. Amount Rs.----- Due date :

ii. Amount Rs.----- Due date :

iii. Amount Rs.----- Due date :

**Signature:**\_\_\_\_\_

Place:\_\_\_\_\_

Name:\_\_\_\_\_

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

Designation:\_\_\_\_\_

*\* The details of Open Access charges on account of rerouting is enclosed.*

**FORMAT - 7 :  
DETAILS OF PAYMENT**

*( to be submitted by the customer along with the payment )*

a. Ref. Approval No. \_\_\_\_\_ dated : \_\_\_\_\_

b. Ref. : Application No. dated :

c. Payment for the period : From : (date) To : (date)

S.No.	Particulars	ST-Rate	Total MW-Days	Amount (Rs.)
1.0	Open Access Charges	RS./MW/Day		
1.1	STU/Licensee			
1.2	Wheeling Charges			
1.2.1	DISCOM-1			
1.2.2	DISCOM-2			
1.3	Inter-DISCOM Link			
	Transmission charges for the system as per clause 8 of approval (Bidding)			
	Open Access charges due to re-routing of transaction*			
	Sub-Total (1)			
2.0	Surcharge DISCOM-1 DISCOM-2			
3.0	Additional Surcharge DISCOM-1 DISCOM-2			
4.0	Operating Charges	Rs/Day		
4.1	SLDC	1000/-		
4.2	ALDC-1	1000/-		
4.3	ALDC-2	1000/-		
	Sub-Total (2)			
5	Total Payment 1+2+3+4			

1. Details of Bank Draft:

- a. Name of Bank with address.
- b. Draft No. & Date
- c. For Amount Rs. \_\_\_\_\_ in favour of “**\_STU Short-Term Open Access**” payable at Panchkula.
- d. In case payment through ECS, details.

**Signature:** \_\_\_\_\_

Place: \_\_\_\_\_

Name: \_\_\_\_\_

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

Designation: \_\_\_\_\_

**Terms for Letter of Credit  
( Short Term Open Access)**

1. The letter of Credit is irrevocable, revolving and shall revolve automatically immediately after release of monthly payment to STU as per the payment schedule through this LC up to a limit of Rs.\_\_\_\_\_.
2. The letter of Credit will be operated after the expiry of the due date of monthly payment as indicated in the “Schedule of payments” enclosed with the approval issued to the Short Term Open Access Customer by the RLDC.
3. The Letter of Credit shall remain valid upto \_\_\_\_\_i.e (Upto one month after the expiry of transaction)
4. The Total value of the Letter of Credit would be Rs.\_\_\_\_\_.
5. All charges relating to opening, advising, confirmation, amendment, recoupment, operation ,usance, negotiation, remittance etc. or any other charges would be borne by Applicant.
6. The amount would be paid immediately by the Bank once Letter of Credit is operated by the authorised officer of STU.

**List of Documents**

- I The Copy of the application for grant of Short Term Open Access
- II The copy of the approval issued by STU for Short Term Open Access indicating
  - A Reserved capacity for the Short Term Customer.
  - B Period Of Transaction.
  - C Schedule of monthly Payments .
- III. Specimen Signature of the Officer of STU authorised to operate the Letter Of Credit.