

Guidelines for filling of online applications of Connectivity/LTA/MTOA/Stage-I/ Stage-II/ Enhancement in Stage-II connectivity

1. Applications for Connectivity/Stage-I/Stage-II/Stage-II Enhancement/LTA/MTOA shall be made online through CTU application filing portal having facility for submission of digitally signed application along with uploading of all relevant documents (without requirement of submission of physical documents).
2. Applications shall have a legally valid digital signature certificate (Class 3 - SHA2 – Signing Component) mapped with the name of applicant company as per Interoperability guidelines of Controller of Certifying Authorities (CCA) of India and shall be valid for at least 3 months from the date of online submission of the application.

Example: If the application is made by Company-A then digital signature of signing authority should be mapped with “Company – A”. Digital signatures mapped with any other company (say Company – B) shall not be considered valid even if “Company –B” is a 100% owned subsidiary or 100% SPV of “Company –A” or “Company –A” is a 100% owned subsidiary or 100% SPV of “Company –B”.

3. The applications shall have a time and date stamp.

In case of Connectivity, LTA & MTOA applications, all the applications received online by 24:00 hrs of the last day of the month shall be construed to have arrived concurrently during the month.

In case of Stage-I, Stage-II & Enhancement in Stage-II applications, the inter-se priority for grant of connectivity to the applications received during the same month shall be as per the date of receipt of online application complete in all respects after rectification of deficiencies, if any.

4. The applications received shall be scrutinized and deficiencies (if any) shall be communicated to the Applicant within seven (7) calendar days of online application. The Applicant shall be required to rectify the deficiency and revert to CTU through the online portal within seven (7) calendar days with a complete revised application without payment of any additional application fee. If the revised application is still deficient, it shall be rejected and closed and 20% of the application fee shall be forfeited while the balance shall be refunded to the Applicant. If the revised application is found to be complete, it shall be processed as per the time and date stamp of such revised application.
5. In case of LTA applications, in addition to its online application and uploading all the necessary documents including the Application Bank Guarantee (wherever applicable), the Applicant shall submit Application Bank Guarantee (wherever applicable) in original to CTU within ten (10) calendar days of making the online application. If there are any discrepancies in the Application Bank Guarantee, the necessary amendments to the same shall be promptly submitted by the Applicant. Further in case of closure of application, the Application bank Guarantee, if any, shall be returned within 15 days of closure of application.
6. Before submission of the applications, it is advised that applicants should go through the CERC Connectivity Regulations/Detailed Procedure, 2009, Detailed Procedure for grant of connectivity to projects based on RE as amended from time to time and advisories related to filing of applications on CTU website.

Steps for filling of applications :

Step-I : Applicants are required to go through the CTU Webpage preferably using Internet Explorer for access of the online facility for filing of the online applications (www.powergridindia.com >> CTU Open Access >> Connectivity/Stage-I/Stage-II/LTA/MTOA Application >> Online Application Filing Portal. Go through the advisory and confirm to access the link for the registration page.

Step-II: On the registration page, the applicants are required to fill the mandatory details and submit the same. Upon submission, the UID for filing of application is generated and the link for filing of the applications is sent to the registered email ID.

Step-III: Through the link provided in the registered email ID, applicants should select the relevant category of application to be filed and thereafter fill the applications, upload the scanned documents, enter the details of payment of application fee alongwith GST(as applicable) and submit the same. On submission, a message will pop-up for successful submission of the application and a PDF form will be generated for taking printout and also the PDF application would be sent to the registered email ID. A link shall also be forwarded in the registered email ID for uploading of the completed digitally signed application.

Step-IV: The applicants shall have to take printout of the PDF application, enter the name of the authorized signatory, affix the Company Stamp, scan the application (manual corrections in the PDF not permitted) and digitally sign the application with legally valid digital signature certificate (Class 3 - SHA2 – Signing Component), details of which are available as advisory on CTU Open Access page. This digitally signed application shall then be uploaded through the link provided in the registered email ID. Upon successful uploading of the digitally signed application, a confirmation mail alongwith the date and time stamping of such submission of the application shall be forwarded to the registered email ID. This date and time stamping shall be considered for the inter-se priority among the applications submitted in the same month / day in case of Stage-I/Stage-II/Stage-II Enhancement applications.

Step-V: The applications shall be then processed by CTU. In case of an incomplete/incorrect application, CTU shall revert the application informing the deficiencies (only once) to the applicant within a week time. Applicant in such a case shall receive an email with link for filling the revised application within a week time from the day the deficiencies indicated by the CTU. If the applicant further submits incomplete/incorrect application or do not submit corrected application within the time line then the application shall be closed. The date and time of the submission of completed/corrected application shall be considered for processing of the application and inter-se priority in accordance with the Detailed Procedure.