



From

The Director,
Department of Renewable Energy, Haryana
& HAREDA, Akshay Urja Bhawan,
Sector-17, Panchkula (Haryana).

To

The Additional Deputy Commissioner-cum-
Chief Project Officer, Ambala, Bhiwani, Faridabad,
Fatehabad, Gurgaon, Hisar, Jind, Jhajjar, Karnal, Kaithal,
Nuh, Narnaul, Palwal, Panipat, Panchkula, Rohrak,
Rewari, Sirsa, Sonapat & Yamunanagarh

No./2016/SWHS/HAREDA/ 2244-64

Dated: 10.08.2016

Subject: **METHODOLOGY/ OPERATIONAL PROCEDURE FOR
IMPLEMENTATION OF SCHEME ON PROMOTING THE
INSTALLATION OF SOLAR WATER HEATING SYSTEMS FOR
GENERAL PUBLIC DURING 2016-2017-GUDELINES REGARDING.**

Kindly refer to the subject cited above.

Enclose please find herewith the methodology/ operational procedure for
implementation of scheme on promoting the installation of solar water heating systems for general
public during 2016-2017.

This is for your kind information & immediate necessary action accordingly please.

A copy of the above methodology & operational procedure also available on
www.hareda.gov.in.

Sd/ 10.08.2016
Technical Adviser
for Director, Department of Renewable
Energy, Haryana & HAREDA,
Panchkula.

Encl- As above.



METHODOLOGY/ OPERATIONAL PROCEDURE FOR IMPLEMENTATION OF SCHEME ON PROMOTING THE INSTALLATION OF SOLAR WATER HEATING SYSTEMS FOR GENERAL PUBLIC DURING 2016-2017.

To conserve electricity and other conventional fuels in water heating applications, Department of Renewable Energy, Haryana/ Haryana Renewable Energy Development Agency (HAREDA) is implementing a scheme on popularizing the use of solar water heating systems. Solar water heating is a techno-economically viable option for water heating application. The cost of a 100 liters per day (LPD) system is about Rs. 22,500/- and it's payback period is 3-5 years depending upon its use and fuel replaced.

Considering the high upfront cost of the system, the Haryana Government is providing subsidy to promote the Solar Water Heating Systems technology @ Rs. 5000/-- per sq. meter of the collector area subject to max. 6 sq. meter of the collector area for the flat plate collector (FPC) type solar water heating system and Rs. 2000/- per square meter subject to max. 4.5 square meter area of the evacuated tube collector (ETC) solar water heating systems. All Haryana residents and Haryana Govt. Employees living in Chandigarh having their own house or Govt. accommodation will be eligible to avail the capital subsidy on installation and apply.

To implement the scheme during the current financial year, the following implementation methodology will be followed:

1. The scheme will be given wide publicity through press releases and advertisements.
2. **Eligibility:** All Haryana residents and Haryana Govt. Employees living in Chandigarh shall be eligible for the state financial assistance on installation of solar water heating systems on reimbursement basis after verification of the system by the concerned District Project Officer/ Assistant Project Officer of the Renewable Energy Department in the office of the Additional Deputy Commissioner-cum-Chief Project Officer of the concerned district.
3. The resident can install solar water heating system of his/ her own choice confirming to the specifications for SWHS of the Ministry of New & Renewable Energy, Govt. of India (MNRE/GOI) and submit the application for reimbursement of State Financial Assistance in the prescribed format (annexed) along with requisite documents in the office of Additional Deputy Commissioner-cum-Chief Project Officer of the concerned district. The



SWHS confirming to MNRE specifications must be installed from the BIS approved manufacturers / MNRE approved Channel Partners for SWHS/ suppliers who are on HAREDA Rate Contract for SWHS/ authorised dealer or distributor of BIS approved manufacturers, in case of Flat Plate Collector based Solar Water Heating Systems. In case of Evacuated Tube Collector (ETC) based Solar Water Heating System, it must be got installed MNRE approved ETC based system suppliers or their authorised dealer/ distributor. The supplier shall guarantee for life of the collector for at least 15 years in case of flat plate collector and for at least 10 years in case of evacuated tube based collector.

4. Only the applications of the Solar Water Heating Systems billed in the current 2016-17 and in the previous year 2015-16 will be accepted. Systems billed before 1.4.2015 will not be accepted for State Financial Assistance. However, the user shall produce/ submit his/ her case for release of subsidy within 6 months of installation of system in the Distt. Office with proper receipt. The systems billed in 2015-16 shall be eligible for State Financial Assistance applicable during 2015-16.
5. However, one time opportunity up to 30.09.2016 may be given to those applicants who have got installed their systems on or after 01.04.2012 and not availed State Financial Assistance. No old application will be accepted after 30.09.2016. The State Financial Assistance on old cases will be according to the subsidy pattern applicable during the billed year.
6. A separate register will be maintained in the office of ADC-cum-CPO of the district to enter all the received applications.
7. The application received complete in all respect will be examined by the ADC-cum-CPO office within 7 days of receipt of the application. After site visit & verifying the installed system, a Joint Commissioning Report (JCR) will be signed by the Project Officer/APO concerned, supplier and the User. If there is any discrepancy, same will be conveyed to the applicant for rectification.
8. Upon verification & satisfactorily working of the system, subsidy will be released to the beneficiary as reimbursement. For this, ADC-cum-CPO of the concerned district will



submit the claim in the prescribed format along with bank details of the user to the Director, Renewable Energy/ HAREDA.

9. The record of applicant/ beneficiary/s along with documents obtained will be maintained at District Office i.e. ADC-cum-CPO of the district. Following documents will be obtained from the applicants :

- (i) Duly filled & furnished Application in the prescribed format.
- (ii) Self Attested copy of Residence proof (electricity bill/ Voter Card/ ration card/ telephone bill/ passport)/ Employers Certificate/ copy of Identity Card
- (iii) Self attested Copy of Invoice/ Bill from the eligible supplier along with copy of its valid Rate Contract or Valid BIS license certificate or MNRE' valid approval or Valid MNRE Channel Partner Certificate.
- (iv) Duly filled format for Joint Commissioning Report.
- (v) Bank details for RTGS in the prescribed format duly verified by the banker/ supported with copy of bank pass book containing name of applicant, bank account number, address of the bank branch and IFSC code.
- (vi) Photographs of the installed solar system with user.

10. State Financial Assistance (subsidy) will be subject to availability of the funds. Subsidy will be transferred in the bank account of the beneficiary through RTGS. Subsidy will be released on first come first serve basis by the Directorate of Renewable Energy Department, Haryana & Haryana Renewable Energy Development Agency (HAREDA).

11. In case the funds are available under the scheme, the State Financial Assistance will be transferred in the account of the beneficiary within 30 days of receipt of the claim, complete in all respect, from the ADC-cum-CPO of the concerned district.

12. Solar Water Heater collector size of 1.5 sq. meter in case of ETC and 2 sq. meter in case of FPC will be taken equivalent 100 LPD for calculation of subsidy and subsidy will be applicable according to the capacity of the system in square meter or in litre per day whichever is less. System below capacity 100 LPD will not be eligible for subsidy.



13. The installed systems will regularly be monitored by the Department for a minimum period of five years for their performance. The beneficiaries of the subsidised systems will have to offer his/ her system as and when required by the Department for monitoring at his/ her premises.
14. PO/APO of the district will carry out monitoring of at least 20% of the subsidised systems and submit quarterly monitoring report to the Director, Renewable Energy Department, Haryana & HAREDA.
15. List of the beneficiaries after reimbursement of the state subsidy will be uploaded & regularly updated on the web portal of the Department www.hareda.gov.in .



FORMAT FOR SUBMISSION OF APPLICATION FOR REIMBURSEMENT OF CAPITAL SUBSIDY ON INSTALLATION OF SOLAR WATER HEATING SYSTEM UNDER GENERAL SUBSIDY SCHEME IN THE DOMESTIC SECTOR IN THE STATE OF HARYANA.

1. Name of the applicant:

2. Complete residential address:
With Mobile Nos.

3. Details of the building where the solar water heating system is installed

a) Building owned by:

b) No. of rooms:

c) No. of inmates:

d) No. of bathrooms:

4. Details about the site:

a) Size of the roof available:

b) Shadow free or not:

d) Cold water pipe connection:

Available on roof (Yes/No)

If no, source of water

e) Electricity available or not:

f) Electric heating in the system (Yes/ No)

5. Capacity of system in LPD:

6. Capacity in Square meter:

6. Undertaking by the Applicant:

a) I am living at the House. No. _____, Mohalla _____, City _____ District _____ where the system has been installed. (Proof of residence attached).

b) I have got installed a LPD solar water heating system at my residence from M/S.....at a cost of Rs...../-. (Invoice & photographs attached).



c) I will not dismantle the system at any stage without prior written permission of Additional Deputy Commissioner-cum-Chief Project Officer of the district.

d) I will regularly use and properly maintain the system and submit performance report, as & when demanded. It is requested that the subsidy amount of Rs. _____ may be released to me through RTGS in my account number _____ bank _____ IFCS Code _____ after due verification.

Signature & name of the applicant

Verification report by PO/ APO

It is certified that I have visited the site of installation on _____ at _____ (AM/PM). The information submitted by the applicant is correct. The system of capacity _____ (LPD) of _____ Type has been installed & same was found working at the time of visit. It is recommended to release an amount of Rs. _____ as capital subsidy to the beneficiary. The system has been installed as per the specifications of the MNRE. JCR has been signed by me.

Signature of PO/APO
With seal

Name _____

Designation _____

Documents Required/ Check List

- (vii) Duly filled & furnished Application in the prescribed format.
- (viii) Self Attested copy of Residence proof (electricity bill/ Voter Card/ ration card/ telephone bill/ passport)/ Employers Certificate/ copy of Identity Card
- (ix) Self attested Copy of Invoice/ Bill from the eligible supplier along with copy of its valid Rate Contract or Valid BIS license certificate or MNRE' valid approval or Valid MNRE Channel Partner Certificate.
- (x) Duly filled format for Joint Commissioning Report.
- (xi) Bank details for RTGS in the prescribed format duly verified by the banker/ supported with copy of bank pass book containing name of applicant, bank account number, address of the bank branch and IFSC code.
- (xii) Photographs of the installed solar system with user.



**JOINT COMMISSIONING REPORT (JCR) OF SOLAR WATER HEATING SYSTEM
INSTALLED UNDER GENERAL SUSIDY SCHEME**

Certified that a solar water heating system oflitre per day (LPD) capacity of -----
(type) has been installed at the house of Sh./Smt.....House No.....
Mohalla/Sector.....City.....district.....by
M/S.....on..... (Date)
of installation & commissioning)).The bill/ invoice of the system is bearing
no.....dated..... The system is as per MNRE specifications. The system has
been checked for its performance on (Date) and it is working satisfactorily.

Make of Collector / tube _____ Serial number of collector(s) _____, _____, _____.

Make of Tank _____, Tank serial number _____, _____, _____.

Signature of the beneficiary

Signature of the rep. of supplier
With name and date with name seal and date

Signature of the P.O. /APO
With name, date and seal



SOLAR WATER HEATING SYSTEM (SWHS) UNDER DOMESTIC SECTOR GENERAL PROGRAMME

Sr. No	Name & Address of the beneficiary	Date of receipt of application in the district office	Date of physical verification of the system by PO/APO	Contact number of beneficiary	Site of installation of SWHS	Type of system (FPC /ETC)	Capacity of system (in LPD)
1	2	3	4	5	6	7	8
9	10	11	12	13	14	15	
Capacity of system / collect or area (in sq. Meter)	Name of supplier of system	Cost of system (In Rs.)	Bill no. & Date	Date of commissioning of system	Name of manufacturer of FPC / ETC collector	Applicable Subsidy (In Rs.)	

It is certified that following documents / record are available in the office of the system/s of above mentioned user/s:-

- 1- Proof of residential address
- 2- Copy of bill, photographs of installed system & all other required documents.
- 3- Joint Commissioning Report of the installed system containing collector number.
- 4- The installed system confirmed to the MNRE/ GOI's specifications/ standards.
- 5- It has been verified from the Register maintained by district office that above applicant/s has/have not availed the state subsidy for the above solar water heating system/s.

Signature of PO/APO

Name _____

Designation _____

Countersigned

Addl. Deputy Commissioner-cum-
Chief Project Officer, _____



Name of beneficiary	Bank account number	IFSC CODE	Name of the bank & address	MICR Code

From

The Director,
Department of Renewable Energy, Haryana
& HAREDA, Akshay Urja Bhawan,
Sector-17, Panchkula (Haryana).

To

The Additional Deputy Commissioner-cum-
Chief Project Officer, Ambala, Bhiwani, Faridabad,
Fatehabad, Gurugram, Hisar, Jind, Jhajjar, Karnal, Kaithal, Kurukshetra,
Nuh, Narnaul, Palwal, Panipat, Panchkula, Rohrak,
Rewari, Sirsa, Sonapat & Yamunanagarh

No./2016/SWHS/HAREDA/ 3590-3610 Dated: 04.10.2016

Subject: **METHODOLOGY/ OPERATIONAL PROCEDURE FOR
IMPLEMENTATION OF SCHEME ON PROMOTING THE
INSTALLATION OF SOLAR WATER HEATING SYSTEMS FOR
GENERAL PUBLIC DURING 2016-2017-GUDELINES REGARDING.**

Kindly refer to this office No./2016/SWHS/HAREDA/ 2244-64 dated 10.08.2016, on the subject noted above vide which operational guidelines for implementation of solar water heating programme for general public during the year 2016-17 were issued.

The following additions/ amendments/ clarifications are made/ issued:

- (i) PAN Number of the applicant will also be sent with claim for reimbursement of subsidy. Claim received without PAN number will not be considered for release of subsidy. Aadhar Card number may also be included in the claim format. Accordingly, amended claim format is enclosed.
- (ii) One Family is eligible for subsidy on Solar Water Heating System subject to max. of 300 LPD only. Therefore, proposal for more than 300 LPD of a family should not be recommended for subsidy. Illustrate it; if a family installs SWHS of capacity 500 LPD, it is eligible for subsidy of max. 300 LPD. If two members of the same family apply separately for 300 LPD each, then only one member is eligible for subsidy. If there are more than one applicant from the same residential address, then while forwarding such applications, it must also be submitted the documentary proof (copy of electric bill consumer number /copy of ration card) with the claim establishing separate family.

This is for your kind information & necessary action please.

Sd/-
Scientific Engineer (A)
for Director, Department of
Renewable Energy, Haryana &
HAREDA, Panchkula.

Encl- As above.

FORMAT FOR CLAIMING STATE SUBSIDY ON INSTALLATION & COMMISSIONING OF SOLAR WATER HEATING SYSTEM (SWHS) UNDER DOMESTIC SECTOR GENERAL PROGRAMME YEAR: _____ District: _____

Sr. No	Name & Address of the beneficiary	Date of receipt of application in the district office	Register entry serial number	Date of physical verification of the system by PO/APO	Contact number of beneficiary	PAN Number	Aadhar Number	Site of installation of SWHS	Type of system (FPC /ETC)	Capacity of system (in LPD)	Capacity of system / collector area (in sq. Meter)	Name of supplier of system	Cost of system (In Rs.)	Bill no. & Date	Date of commissioning of system	Name of manufacturer of FPC / ETC collector	Applicable Subsidy (In Rs.)

It is certified that following documents / record are available in the office of the system/s of above mentioned user/s:-

- 1- Proof of residential address
- 2- Copy of bill, photographs of installed system & all other required documents.
- 3- Joint Commissioning Report of the installed system containing collector number.
- 4- The installed system confirmed to the MNRE/ GOI's specifications/ standards.
- 5- It has been verified from the Register maintained by district office that above applicant/s has/have not availed the state subsidy for the above solar water heating system/s.

Signature of PO/APO
Name _____
Designation_____

Countersigned

Addl. Deputy Commissioner-cum-
Chief Project Officer, _____

Bank details for RTGS

Name of beneficiary	Bank account number	IFSC CODE	Name of the bank & address	MICR Code

Signature of PO/APO
Name _____
Designation_____