

*Draft*

**PROCEDURE FOR SHORT TERM**  
**OPEN ACCESS**  
**IN INTRA-STATE TRANSMISSION**  
**AND DISTRIBUTION**

***(PURSUANT TO CLAUSE 5 OF HIMACHAL PRADESH ELECTRICITY REGULATORY  
COMMISSION (SHORT TERM OPEN ACCESS) REGULATIONS, 2010)***

**State Load Despatch and Communication Centre  
(Himachal Pradesh Load Despatch Society)**

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**1. OUTLINE**

- 1.1 This procedure is in accordance with the various provisions of the Himachal Pradesh Electricity Regulatory Commission (Short Term Open Access) Regulations, 2010 dated 2<sup>nd</sup> May, 2010, hereinafter referred to as “the Regulations”.
- 1.2 This procedure shall apply to the applications made for short-term open access for use of intra-State transmission system and/or distribution system with associated facilities for transmission and/or wheeling of electricity, with or without inter-State transmission system.
- 1.3 All correspondence shall be addressed to the following officer of the State Load Despatch and Communication Centre (SLDC):

**Superintending Engineer (SLDC)**  
**SLDC Complex, HP Load Despatch Society,**  
**Totu, Shimla-171011.**  
**Tel.: 0177-2837649**  
**Fax: 0177-2837649**

**2. PRE-REQUISITES**

- 2.1 The Open Access consumer hereinafter referred to as the consumer shall have to get registered with the nodal agency (i.e. SLDC) by applying on the prescribed format. (**Format I:** Application for registration as Open Access Consumer)
- 2.2 The consumer shall install SEM ABT meters (having recording in 15 minutes time slot) as per the requirements listed out in the Annexure-2 of Himachal Pradesh Electricity Grid Code. The above SEM meters shall be installed along with the already installed consumer meters. In case spare cores (2 Nos each) in the existing CT/PT are available then the connection shall be made from the existing CT/PT, otherwise new dual core CT/PT shall be installed at the cost of the consumer.

- 2.3 The consumer shall enter into an agreement with the distribution utility for settlement of Unscheduled Interchange, and provide a copy of the agreement to SLDC.
- 2.4 The consumer shall provide communication/telemetry connections up to the nearest point of the distribution/ transmission utility or to SLDC and the requirement for the same shall be finalized by SLDC.

**3. SUBMISSION OF APPLICATION**

- 3.1 In case of an Inter–State Short Term Open Access transaction, or transaction on the platform of the Power Exchanges, the relevant Central Electricity Regulatory Commission Regulations shall be applicable and the detailed procedure as specified by the Regional Load Despatch Centre (RLDC) shall be followed. SLDC will provide the Consent/Concurrence for such transactions on the formats specified in the aforementioned regulations and the procedure for the same shall also be in line with the governing regulations and procedures as amended by the Central authorities from time to time.
- 3.2 An Application for scheduling of Bilateral Transaction through Short-Term Open Access in the intra-State transmission/distribution system shall be made to the State Load Despatch Centre.
- 3.3 The Application for scheduling of a Bilateral Transaction shall be made on the prescribed format. (**FORMAT-II:** Application for Short Term Open Access)
- 3.4 The allotment priority shall be as per the regulations, and amendments issued from time to time.

**4. CONCURRENCE**

- 4.1 The consumer shall seek concurrence of STU and/or transmission licensee and/or distribution licensee involved in the transaction on the prescribed format. (Format **III**: Concurrence from STU/transmission licensee/distribution licensee)
- 4.2 Application(s) without the concurrence of the concerned utilities will not be entertained.

**5. PROCEDURE FOR ADVANCE SCHEDULING FOR SHORT TERM OPEN ACCESS TRANSACTIONS**

- 5.1 An application for advance scheduling for an open access transaction may be submitted to the State Load Despatch Center up to the fourth month, the month in which an application is made being the first month.
- 5.2 A separate application shall be made for each month, and for each transaction in a month.
- 5.3 (a) An Application for intra-State scheduling during the fourth month shall be made up to the last day of the first month.
- (b) An Application for intra-State scheduling during the third month shall be made up to the five (5) days prior to the close of the first month.
- (c) An Application for intra-State scheduling in the second month shall be made up to the ten (10) days prior to the close of the first month.
- 5.4 All the Applications received up to 17:30 Hrs on the last day as mentioned above shall be taken up together for consideration. Applications received after prescribed time shall not be considered.

**Explanantion:** *Let us say that a consumer needs Open Access for the month of June, then he has three options to apply for Open Access under Advance Scheduling:*

- i) The earliest he can apply for Open Access is in the month of March of the same year. However, he will have to apply for Open access before the last day of the month.*
- ii) If he does not apply for Open Access in March, he has the option of applying for Open Access in April of the same year. However, he will have to apply for Open Access on or before 25<sup>th</sup> of the month.*
- iii) If he does not apply for Open Access in April, then he can apply for Open Access in May of the same year. However, he will have to apply for Open Access on or before 21<sup>st</sup> of the month.*

5.5 The SLDC shall convey its acceptance or otherwise to the Applicant in five days from the last date of submission in the prescribed format (**FORMAT- IV:** “Acceptance for Scheduling”).

**6. PROCEDURE FOR SCHEDULING FOR SHORT TERM OPEN ACCESS TRANSACTIONS ON “FIRST-COME-FIRST-SERVED” BASIS**

6.1 An application for Short Term Open Access for the second month that is received after the time for Advance Reservation has lapsed shall be processed on “first-come-first-served” basis provided that such an application is received at least four (4) days in advance from the date of commencement of the Open Access transaction.

6.2 A separate application shall be made for each month, and for each transaction in a month.

**Explanation:** Let us say that a consumer needs Open Access from 7<sup>th</sup> June to 30<sup>th</sup> June of any year, then his application will be treated on “First Come First Served Basis” if it is received on any date between 22<sup>nd</sup> May to 3<sup>rd</sup> June of that year.

**7. PROCEDURE FOR SCHEDULING FOR DAY-AHEAD TRANSACTION**

7.1 Applications for open access transactions received within three (3) days prior to the date of scheduling and up to 15.00 hrs of the day immediately preceding the day of scheduling shall be processed as having been received together, and will be treated at par.

**8. PROCEDURE FOR SCHEDULING OF TRANSACTIONS IN A CONTINGENCY**

8.1 In the event of a contingency, the buyer or in its behalf, a trader may locate, a source of power to meet short- term contingency requirement and make an Application to the SLDC.

8.2 SLDC shall accept such Application only after 1500 hrs of the day immediately preceding the day of scheduling.

8.3 SLDC shall take steps to incorporate such Transactions in Day Ahead schedules/same -Day schedules, as the case may be. In case of Same Day, the transaction shall be scheduled from the 6<sup>th</sup> time block, counting the block in which acceptance is accorded as the first time block.

**9. E-BIDDING PROCEDURE**

9.1 Bids shall be invited, from the concerned Applicants, for only such period during which congestion is expected to occur.

9.2 The decision of the SLDC in respect of an expected congestion shall be final and binding.

9.3 Any Applicant intending to participate in bidding for Short-Term Open

Access shall register and obtain the “User ID” and initial “Password” in advance from the SLDC for its Authorized User(s). The “Registered Users” will be issued a system generated “User ID” and initial “Password” by SLDC to enable them to submit their ‘Bid’ electronically. Upon receipt of the User Id and initial password, the User shall immediately change the password. It shall be the responsibility of such Applicant to maintain its confidentiality/security and to prevent its misuse.

- 9.4 The Applicants shall submit their ‘Bid’ electronically through the web site of the SLDC.
- 9.5 The Bids shall be accepted up to the “bid closing time” as indicated on the web- site of SLDC, designated for e-bidding. Modification / amendment to a bid, once submitted, including submission of a second or subsequent bid by an Applicant, shall not be entertained
- 9.6 In case the applicant does not participate in the e-bidding process, his application shall be considered as withdrawn.

**10. REVISION OF SCHEDULE**

- 10.1 The Short-Term Open Access Schedules accepted by the SLDC in case of “Advance Scheduling” or “First-Come-First Served basis” may be cancelled or revised downwards by the Applicant by giving minimum two (2) days notice. The notice period shall be excluding the day on which notice is served and the day from which revised schedules are to be implemented.
- 10.2 The accepted schedules for Day-Ahead transactions and transactions in a Contingency shall not be revised or cancelled.
- 10.3 The Applicant, who has requested for revision or cancellation of the accepted schedule as above, shall pay the Transmission Charges and Operating

Charges as per the originally accepted schedule, if the period of revision or cancellation is up to two (2) days. If the period of revision or cancellation exceeds two (2) days, the Transmission Charges and Operating Charges for the period beyond two (2) days shall be payable as per the revised accepted schedule and for the first two (2) days as per the original.

**11. CURTAILMENT IN CASE OF TRANSMISSION OPERATIONAL CONSTRAINTS**

11.1 When because of transmission constraint or to maintain grid security as decided by SLDC, it becomes necessary to curtail power flow on a transmission corridor, the transactions already scheduled, would be curtailed in the manner, which in the opinion of SLDC, would relieve transmission constraints/ enhance grid security. Subject to the provisions of the HPEGC, while cancellation or curtailment of any transaction, among short-term, medium term and long-term transactions, short-term transactions shall be cancelled or curtailed first, followed by medium term and thereafter long-term transactions. Among short term transactions, bilateral transaction will be cancelled or curtailed first, followed by collective transactions. Open Access to a distribution licensee will be the last to be curtailed within a category.

11.2 In case of curtailment of the approved schedule by the State Load Despatch Centre, transmission and wheeling charges shall be payable pro-rata in accordance with the curtailed schedule.

11.3 The SLDC Operating charges , as specified under the relevant provisions of HPERC Regulations, 2010 as amended from time to time, will be payable irrespective of curtailment, if any.

**12. CHARGES FOR OPEN ACCESS:**

12.1 All payments associated with Intra-State Open Access Transactions shall be made by the Applicant to the HP SLDC.

12.2 The Applicant shall make the following payments to the SLDC within three working days from the date of acceptance of Intra State Open Access Transaction.

**a) Application Fees (as per Clause 6, Sub clause (3) of Regulations)**

An Application made for each Intra-State Open Access Transaction shall be accompanied by a non-refundable fee of Rupees five thousand (Rs.5000/-) only. Provided that the fee for Transaction on the day of the Application or on the day immediately following the day of the Application may be deposited within three working days of submission of the Application.

**b) Transmission charges (as per Clause 16 of Regulations)**

The transmission charges shall be paid by the open Access customer as determined by HPERC from time to time.

**c) Wheeling charges (as per Clause 25 of Regulations)**

The wheeling charges shall be paid by the open Access customer as determined by HPERC from time to time for the use of the distribution system.

**d) Cross Subsidy surcharge: (as per Clause 27 of Regulations)**

Cross Subsidy surcharge shall be payable by the Open Access customer as determined by the HPERC in its regulations/orders from time to time.

**e) Operating charges (as per Clause 17 26 of the Regulations)**

Operating Charges at the rate of Rs.2000/- per day or part of the day of each for the entire period of Intra-short Term open Access Transaction shall be payable by the applicant.

12.3 In addition to the above charges the Applicant shall have to bear the

following charges/losses for Intra state short Term Open access transaction:

**a) Unscheduled Inter-Change (UI) Charges:**

The Open Access customer shall have to bear the UI charges on account of mismatch between the scheduled drawl and actual drawl. These charges shall be worked out in line with the HPERC Regulations/Orders as amended from time to time. The UI rate for Intra State entity shall be 105 % ( for over drawls or under generation) and 95 % (for under-drawls or over generation) of inter-state UI rate.

**b) Reactive Energy Charges:**

The Open Access customer shall have to bear the reactive energy charges for the Open Access transaction in accordance with the Regulations of HPERC as amended from time to time

**c) Energy Losses:**

The Transmission & Distribution losses separately for the Intra-State system shall be notified by the HPERC, and these shall be apportioned in proportion to the actual energy drawl by the Open Access customer. The energy losses shall be compensated by additional injection at the injection point(s).

**d) Any Other charges:**

The Intra-State Short Term Open Access customer shall have to pay any other charges/taxes determined/levied by the Himachal/Central government or HPERC from time to time.

**13. DEFAULT IN PAYMENT**

- 13.1 In case of default in payment of the Application fee or the charges specified under the Regulations specified by HPERC, SLDC, at its discretion may not schedule the transaction or may cancel the scheduling of already scheduled transaction or may not entertain any Application of such

Applicant in future until such time the default is cured.

- 13.2 The Open Access Applicant committing default in payment shall have to pay the simple interest at the rate of 0.04 % for each day of default from the Due Date of payment.

**14. DISBURSAL OF PAYMENT**

- 14.1 SLDC, as the nodal agency, in the first instance will collect the transmission charges, the wheeling charges and the operating charges payable by the Open Access Applicant.
- 14.2 SLDC will reconcile the Short-Term Open Access Charges collected during the previous month and disburse the Transmission and Wheeling Charges within 15 working days of their receipt by SLDC.
- 14.3 The Transmission charges collected for use of the transmission system for each point of injection and each point of drawl shall be disbursed by SLDC in the following manner:
- a) The State Transmission Utility/Transmission Licensee -25 % on pro-rata basis
  - b) Long Term Open Access customers -75 %
- 14.4 The Wheeling charges collected for use of the distribution system for each point of injection and each point of drawl shall be disbursed by SLDC in the following manner:
- a) The Distribution Licensee - 25 %
  - b) The Long Term Open Access customers -75 %
- 14.5 In case of refunds arising due to curtailment/revision of transactions during the previous month, the same shall also be disbursed to the concerned Applicants by 15<sup>th</sup> day of the next month.

**15. RENEWABLE POWER PURCHASE OBLIGATION**

- 15.1 Each Open Access customer shall be required to fulfill its Renewable Power Purchase Obligations (RPO), as per Himachal Pradesh Electricity Regulatory Commission (Renewable Power Purchase Obligation and its Compliance) Regulations, 2010. The minimum percentages of RPO are prescribed in clause 4(b) of these Regulations.
- 15.2 The RPO shall be met by Open Access customers either by purchase of electricity (in kWh) from renewable sources or by purchase of Renewable Energy Certificate(s) (RECs) from the Power Exchange.
- 15.3 The Open Access Customer shall provide necessary documentary proof regarding having purchased necessary RECs to the State Agency who will be the monitoring agency for fulfilment of Renewable Purchase Obligations.

**16. GENERAL CONDITIONS:**

- 16.1 All costs/expenses/charges associated with the Application, including Bank Draft, shall be borne by the Applicant.
- 16.2 Any incomplete/vague application, and an application not found in conformity with these Procedures and Regulations, shall be summarily rejected.
- 16.3 None of the charges payable by Applicants(s) and/or any other entities involved in the transaction shall be adjusted by them against any other payments/charges.
- 16.4 The Applicant shall abide by the provisions of The Electricity Act, 2003, Indian Electricity Grid Code, CERC Regulations, HP Electricity Grid Code, and HPERC Regulations, as amended from time to time.
- 16.5 If such a need arises, SLDC shall revise and amend the detailed procedure in

line with the guidelines and directions of HPERC.

- 16.6 The applicant shall keep the SLDC indemnified at all times and shall undertake to indemnify, defend and save the SLDC from any all 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.

**Format I: Registration of Open Access Consumer**

To: SLDC, Shimla

<b>1</b>	<b>Registration Code (If Already Registered)</b>	
<b>2</b>	<b>Name of Applicant:</b>	
<b>3</b>	<b>Address for Correspondence</b>	
<b>4</b>	<b>Status of Applicant</b> (Trader/DISCOM/SSGS/IPP/ CPP/Others (Please Specify))	
<b>5</b>	<b>Contact Details</b>	
	<b>Name:</b>	
	<b>Designation:</b>	
	<b>Phone</b>	<b>Office:</b>
	<b>Mobile</b>	<b>Residence:</b>
	<b>E-mail</b>	
<b>6</b>	<b>Trading Licence number and Type</b>	
<b>7</b>	<b>Connectivity Details to the grid to be enclosed along with details of boundary meters</b>	

**Declarations:**

1. It is hereby agreed that MOU/Agreements between buyer /seller/trader shall be executed before the application for scheduling of bilateral transaction is made and shall be produced on demand.
2. All entities (including buyer, seller, trader) to the transaction shall abide by the provisions of the Himachal Pradesh Electricity Regulatory Commission (Short Term Open Access )Regulations, 2010
3. The provisions of the procedure for the scheduling of Intra-state Open Access Transactions issued by SLDC are hereby agreed.

**Date:**  
**Place:**

**Signature**  
**Name:**  
**Designation:**

**Encl: 1. Connectivity details to the Grid**

**Format II: Application for Intra State Short Term Open Access Transactions**

**To: SLDC, Shimla**

<b>1</b>	<b>Application No.:</b>	<b>Date</b>	
<b>2</b>	<b>Applicant Name:</b>		
<b>3</b>	<b>Registration Code:</b>		

<b>4</b>	<b>Scheduling Request</b>				
	<b>Date</b>		<b>Hours</b>		<b>MW</b>
	<b>From</b>	<b>To</b>	<b>From</b>	<b>To</b>	

<b>5</b>	<b>Buyer/Seller Details</b>			
			<b>Injecting Entity</b>	<b>Drawee Entity</b>
	<b>Name of Entity</b>			
	<b>Entity in which embedded</b>			
	<b>Applied Route</b>			

<b>6</b>	<b>Payment details of Non-Refundable Application Fe (Rs. 5,000)</b>
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<b>7</b>	<p><b>Declaration:</b>  <b>The Provisions of The Electricity Act, 2003, IEGC, CERC Regulations, HPEGC, HPERC regulations and SLDC procedures with respect to Intra-state Short Term Open Access transactions as amended from time to time are hereby understood and would be binding.</b></p> <p align="right"><b>Signature (with Stamp)</b></p> <p><b>Date:</b> _____ <b>Name:</b> _____  <b>Place:</b> _____ <b>Designation:</b> _____</p>
<b>8</b>	<b>For Use of SLDC</b>
	<p><b>Approval No:</b> _____  <b>Reason for refusal</b> _____</p>

**Format III: Concurrence from STU/Transmission Licensee/Distribution Licensee**

<b>1</b>	<b>Application No.:</b>	<b>Date</b>	
<b>2</b>	<b>Applicant Name:</b>		
<b>3</b>	<b>Registration Code:</b>		

<b>4</b>	<b>Buyer/Seller Details</b>		
		<b>Injecting Entity</b>	<b>Drawee Entity</b>
	<b>Name of Entity</b>		
	<b>Entity in which embedded</b>		

<b>5</b>	<b>Concurrence requested from STU/Transmission Licensee/Distribution Licensee</b>				
	<b>Date</b>		<b>Hours</b>		<b>MW</b>
	<b>From</b>	<b>To</b>	<b>From</b>	<b>To</b>	

<b>6</b>	<b>Concurrence accorded by STU/Transmission Licensee/Distribution Licensee</b>				
	<b>Date</b>		<b>Hours</b>		<b>MW</b>
	<b>From</b>	<b>To</b>	<b>From</b>	<b>To</b>	

A curtailed concurrence (or no concurrence) is being granted on account of

\_\_\_\_\_

**Signature (With Stamp)  
Name & Designation**

**Format IV: Acceptance for scheduling of Intra State Open Access Transactions**

SLDC

Acceptance No.

Ref: Original Application No.

1 Name of Applicant

2 Name of injecting Entity

3 Name of drawee Entity

Date

Date

Registration Code

<b>Open Access Scheduling Requested</b>						
4	Date		Hours		MW	Total MWH
	From	To	From	To		
<b>Open Access Scheduling Accepted</b>						
5	Date		Hours		MW	Total MWH
	From	To	From	To		

<b>Payment Schedule</b>				
6	<b>i) Intra-State Transmission/Wheeling Charges</b>		Rate	Total (Rs.)
	Transmission Charges (STU)			
	Wheeling Charges (DISCOM)			
	<b>ii) Operating Charges</b>			
	HP SLDC		2000/day	
	<b>iii) Non-Refundable Application Fee (if not paid )</b>		5000	
<b>Total (i +ii + iii)</b>				

7 A curtailed acceptance is being granted on account of

8. This acceptance is subject to provisions of HPERC (Short Term Open Access) Regulations, 2010 and amendments thereof

To,

1 .

**Signature:**

**Name & Designation**

**Date**