

Format for the release of Government subsidy to channel partner/ beneficiaries for installation of solar steam generating systems (CST Division)

In order to claim the subsidy the applicant (channel partner/beneficiary) must submit their application to MNRE in the specified format given in Annexure 1. In case, if the project was installed by a manufacturer who is not a channel partner, the document needs to be forwarded through the concerned SNA. The following documents must be enclosed with the application without which the application would be considered incomplete and summarily rejected. The beneficiary name wherever applicable refers to the name of the institution/company where the system is installed.

F1. Joint inspection report

After commissioning, the system must be inspected by a team of three members which include a representative from beneficiary, an official from Manufacturer and a third official who must be from SNA/Regional Test Centers (RTC) of MNRE/ 3rd Party directed by MNRE / officials deputed by MNRE. The inspection should be based on the parameters specified in the joint inspection report (as given in Format F1) and the outcome of the report must be satisfactory. The system must be installed as per the technical specifications given in MNRE website www.mnre.gov.in. The inspection should normally be done within a month after the commission of the system.

F2. Audited Statement of account (SoE)

The audited SoE of the beneficiary must be submitted as given in the format F2. The audited SoE must contain the details of the total invoice cost of the system separately showing the cost of the solar collectors and extra charges, and the total amount incurred on the system by the beneficiary. The audited SoE must be submitted in the original letter head of a certified Chartered accountant duly signed and date stamped by the Chartered accountant clearly mentioning his FR Number.

F3. Project completion and performance report with photographs

The project completion and performance report is mandatory to claim the subsidy as it ascertains the authenticity of the project. The project completion and performance report must be submitted as per format F3. This report also certifies the handing and commissioning of the system. Performance data for at least 15 days need to be

submitted. The applicant must submit at least three photographs of the installed systems which should highlight location site and the installed systems. All the photographs need to be pasted neatly in an A4 sheet paper

F4. Mandate form and Registration Details

To facilitate electronic mode of transfer of the subsidy amount the beneficiary/channel partner to whom the subsidy is released need to submit the bank account details in a mandate form duly completed. Mandate form must also be accompanied by the registration details. The format of mandate form and registration details is also provided. This document will be identified as F4 (A &B).

F5. Utilization Certificate (In case of any advance released)

In case, if there is any advance released along with the sanction of the project, a Utilization certificate in the format as given in GFR19-A must be submitted. The copy of Utilization certificate is also provided. This document will be identified as F5.

F6. Joint undertaking Certificate from Channel partner/ beneficiary.

The manufacturer and beneficiary had to submit an undertaking certificate jointly signed by the two parties as given in Format F6.

Annexure 1.

Date:

From

XXXXXX (Beneficiary Name, Address, E-mail and phone number)

To

The Director,
Solar thermal Division
Block-14, MNRE. CGO Complex, New Delhi.

Sir/Madam,

Subject: Request for release of subsidy against Sanction Number **XXXXXX**
dated **XXXXXXX**.

With reference to the above sanction number, the solar steam generating system for cooking/process heat/cooling application of **XXXX** square meter area has been successfully installed at **XXXXXX** (location) on **XXXX** (date of commission) by M/s **XXXX** (Manufacturer name). The installation/commissioning of the project abide to the conditions directed by MNRE in the respective sanction order. **XXXX Rupees are saved** and benefited by the application of the Solar Cooking/process heating/cooling system. In this regard, MNRE may kindly do the needful to release the eligible subsidy of Rs. **XXXX** against the verification of following enclosures.

Enclosures (✓ mark the appropriate box)

- | | |
|---|--------------------------|
| 1) Joint Inspection Report (F1) | <input type="checkbox"/> |
| 2) Audited SoE in the letter head of CA (F2) | <input type="checkbox"/> |
| 3) Project completion and performance report with photographs (F3) | <input type="checkbox"/> |
| 4) Mandate form and Registration details (F4 A & B) | <input type="checkbox"/> |
| 5) Utilization Certificate (F5) (Applicable, if any Advance amount is released) | <input type="checkbox"/> |
| 6) Joint Undertaking certificate from beneficiary and manufacturer (F6) | <input type="checkbox"/> |
| 7) Colour Photographs of the installed project duly endorsed by the Beneficiary
(One of the CST field in focus condition and other of application) | <input type="checkbox"/> |

Yours Sincerely,

Authorized Signature of beneficiary with date and seal:

Name of the Authorized person with contact number:

Joint Inspection Report Format

(For the purpose of releasing subsidy/settlement of accounts on solar steam generating systems)

Beneficiary Name	MNRE sanction No. & Date
Place of Installation and Total Area in Sq.m	Date of commissioning of project
Serial Number of the installed system	Manufacturer Name

Certified that the above project has been inspected by us and following has been ascertained (Please Tick Yes/No):

S.No	Check Details	Yes	No
1	Whether the system has been installed and commissioned as per MNRE specifications and its Workmanship is good with proper insulation done at all required components?		
2	Does the mirrors comply to solar grade quality and the supplier has given warranty/ guaranty to replace them at his own cost if found deteriorating within 5 years?		
3	Have the supplier/manufacturer followed all safety measures while installing the system including IBR certificate from concerned department (if required). ?		
4	Have all the solar dishes have been checked for their focuses on the receivers and it is verified that no manual adjustments (for Scheffler dishes) is required during the whole day to keep the focal spots within the receivers ?		
5	Is there any shadows observed/expected on the dishes or from outside structure during the day time hours (9am to 4pm) ?		
6	Has the performance data generated from the system for a period of at least 15 days (as enclosed) been studied?		
7	Is the system delivering the required heat output as envisaged in the proposal submitted to MNRE ?		
8	Is the system properly integrated with pressurized vessels/boilers ?		
9	Does the system area, number of dishes, number of axes and tracking options proposed in the project proposal matching with actual installed size? Specify the following - area :..... sq. m , Tracking: Single axes / dual axis / manual		
10	Is the beneficiary satisfied with the installation & performance of the system ?		

Signatures with name, designation, seal and date

(Beneficiary)

(Manufacturer)

(Official *)

Note: For any diversion from above, necessary justifications need to be enclosed by the Committee for considering the release of subsidy

AUDITED STATEMENT OF EXPENDITURE
(On the letter head of Chartered Accountant)

1. **Beneficiary Name:**
2. **Channel partner / Manufacturer Name:**
3. **MNRE sanction No. & date:**
4. **Eligible MNRE subsidy as per sanction:**
5. **Advance amount released by MNRE (if applicable):**
6. **Project Details :**

System Size (m ²)	Total estimated cost as per sanction (in Rupees)	Total actual expenditure incurred for installation of the system without AMC (in Rupees)

7. **Item wise Statement of Expenditure including invoice details:**

8. **Total cost for Operation and Maintenance of the system for next 5 years, if any**
.....

9. Certified that an expenditure of Rs. has been spent by**(Beneficiary name)**..... for installation of solar system as given in S.No.6 above. The beneficiary has paid the **(Manufacturer name)**..... an amount of Rs.....which is **net of subsidy / including subsidy** (strike which is not applicable) , and the eligible MNRE subsidy may be released to **Beneficiary name / Manufacturer name** (strike which is not applicable).

Certified by the Chartered Accountant
with Name, Signature, seal , Date and Membership Number

Project Completion and Performance report of the Solar Steam Generating System

1. Name of Beneficiary :
2. Name of the contact person :
3. MNRE sanction No. & Date :
4. Address of Installation site :
5. Date of commissioning of project and S. No. of the system :
6. Application : Cooking/Process heating/ Cooling
7. No. of Dishes and total Dish Area in sq. m :
8. Technology and tracking options (single/dual/manual) :
9. Type of Mirror and Status of Mirror :
10. Type of Fuel used in the existing system :
11. Beneficiaries Satisfaction : Satisfied / Not satisfied
12. Any other comments, if any :
13. Format for submitting Performance (may take additional page if necessary) :

From Date	To Date	Number of Days	Average irradiation during this period (KWh/m ² /day)	Average operating hours per day	Average Steam output per day (Kg/Hr). In case of hot water mention the average kCal delivered per day	Quantity of food cooked, in case of cooking application (Kg/day)	Average Fuel Saving per day (Kg/day) or (L/day)	Average Fuel Saving per day (Rs/day)
		30	XX-X	XX-X	XX-X	XX-X	XX-X	XX-X

14. **Performance Overview:** The system performance is satisfactory/not satisfactory. On an average, system delivers steam at the rate of Kg/hour and savings of Kg or Litres of conventional fuel per day, benefiting a saving of Rs..... per day as compare to the proposed by channel partner.
15. This is to certify that the manufacturer has successfully completed, commissioned and handed over the system on DD/MM/YYYY, ~~and it is working~~ satisfactorily. Beneficiary will not decommission, replace or transfer the system for next 5 years without the prior approval from MNRE. Few photographs of the system are also attached with this report.

Signature of Beneficiary with date & seal Name of the authorized person	Signature of Installer with date & seal Name of the authorized person	Signature of 3 rd Party Official with date & seal Name of the authorized person
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Note: Beneficiary, Supplier / manufacturer will maintain the data and forward it to the Ministry on yearly basis. To Claim for the subsidy beneficiary must submit at least 15 days performance data of the System.

MANDATE FORM
Electronic Clearing Service (Credit Clearing)/ Real Time Gross Settlement
(RTGS) facility for receiving payments.

A. Details of Accounts Holders:-

Name of Account Holder	
Complete Contact Address	
Telephone Number/Fax/E-mail	

B. Bank Account Details:-

Bank Name	
Branch Name with Complete Address, Telephone No. and E-mail	
Whether the Branch is computerized?	
Whether the Branch is RTGS enabled? If yes then what is the Branch's IFSC Code	
Is the Branch also NEFT enabled?	
Type of Bank Account (SB/Current /Cash Credit)	
Complete Bank Account No. (Latest)	
MICR Code of Bank	

Date of effect:-

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information I would not hold the use Institution responsible. I have read the option invitation letter and agree to discharge responsibility expected of me as a participant under the Scheme.

Signature of Customer

Date

Certified that the particulars furnished above are correct as per our records.

(Bank's Stamp)

Date:

Signature of Customer

1. Please attach a photocopy of cheque along with the verification obtained from the bank.
2. In case your Bank Branch is presently not "RTGS enabled", then upon its up gradation to "RTGS Enabled" branch, please submit the information again in the above Performa to the department.

Registration details

1. Type of Registration –
2. Agency Name –
3. Act/Registration No. –
4. Date of Registration (DD/MM/YY) –
5. Registering Authority –
6. State of Registration -
7. TIN Number –
8. TAN Number –
9. Block No./Building/Village/Name of Premises -
10. Road/Street/Post Office –
11. Area/Locality –
12. City –
13. State -
14. District -
15. Pin Code -
16. Contact Person -
17. Phone No. -
18. Alternate Phone/Mobile No.
19. Email-

(Note: Registration details of the company to whom the subsidy is to be released)

GFR 19 – A
 (See Rule 212 (1))
Form of Utilization Certificate

S.No.	Letter No. and Date	Amount (Rs.)	Certified that out of Rs. _____ of Grants-in-aid sanctioned during the years _____ in favour of _____ under this Ministry/ Department letter No. given in the margin and Rs. _____ on account of unspent balance of the previous year, a sum of Rs. _____ has been utilized for the purpose of _____ for which it was sanctioned and that the balance of Rs. _____ remaining un utilized at the end of the year has been surrendered to Government (vide No. _____ dated _____) will be adjusted towards the grants-in-aid payable during the next year _____ .
		Total	

1. Certified that I have satisfied myself that the conditions on which the grants-in-aid was sanctioned have been duly fulfilled/are being fulfilled and that I have exercised that following checks to see that the money was actually utilized for the purpose for which it was sanctioned.

Kinds of checks exercised.

- 1.
- 2.
- 3.
- 4.

Signature _____

Designation _____

Joint undertaking Certificate

I, _____ (Name, authorized signatory on behalf of M/s _____ (Beneficiary) being an applicant for release of subsidy for installation/distribution of Off Grid Solar cookers/ CST applications vide Sanction no. _____ Dated _____ under scheme for Off-grid and Decentralized Solar thermal applications of the Govt. of India, MNRE, New Delhi, do hereby affirm and state as follows—

1. The CST systems ofcapacity having.....collector/reflector area have been installed as per MNRE specifications.
2. The systems have been installed on net of subsidy basis and it is excluded of 5 years AMC.
3. The user has not claimed any subsidy for the installed systems under any other programs of MNRE.
4. If there is any deviation from the declaration, the Ministry can recover the released subsidy under the above sanction mentioned from M/s _____(Beneficiary).
5. Also, the eligible MNRE subsidy of Rs.may be released to Beneficiary name / Manufacturer name (strike which is not applicable).

.....
Authorized Signatory with date, Name and Seal
(Beneficiary)

.....
Counter Signed by the Manufacturer/Channel
Partner with date, Name and Seal