

**Format for the release of Government subsidy (CFA) by MNRE to a channel partner/
beneficiaries/ RESCO developer for installation of Concentrating Solar Thermal (CST)
technology based system generating steam or pressurized hot water/oil**

In order to claim the subsidy/ Central Financial Assistance (CFA), the applicant (channel partner/beneficiary/RESCO developer) must submit an application in the specified format given in Appendix 1 with the required documents to MNRE.

Note: The beneficiary name wherever applicable refers to the name of the institution/company where the system is installed.

In case the project was installed by a manufacturer/RESCO project developer who is not a channel partner, the application along with the necessary documents needs to be forwarded through the concerned State Nodal Agency of MNRE.

The following documents (F1–F6) must be enclosed with the application without which the application would be considered incomplete and summarily rejected.

F1. Third party inspection report

After successful commissioning of the CST system¹, it must be inspected by a team of at least three members which include a representative from beneficiary, a technical representative of the Manufacturer/Installer and an official from SNA/Regional Test Centers (RTC) of MNRE or a 3rd Party directed by MNRE or official/s deputed by MNRE.

In case the project was installed by a supplier/manufacturer in RESCO mode, the system may be inspected in presence of RESCO project developer at the site by either SNA/Regional test center of MNRE/ 3rd party directed by MNRE or officials deputed by MNRE.

The inspection should normally be done within three months after the commission of the system, and based on the parameters specified in the joint inspection report (as given in **Format F1**). The outcome of the inspection report **must be satisfactory**. The system must be installed as per the technical specifications (Annexure 5 of the CST scheme).

F2. Audited Statement of Expenditure (SoE)

The audited SoE of the project must be submitted in **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, Balance of System and extra charges including GST, and the total amount incurred on the system by the beneficiary. The audited SoE must be submitted in the original letterhead and certified by a Chartered accountant duly signed and date stamped clearly mentioning his registration number.

F3. Project completion and performance report with photographs

The project completion, commissioning 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 over, if any, between parties. Performance data for at least three months need to be submitted along with at least three photographs of the installed systems which should highlight location site and the installed systems (all photographs to be pasted neatly in A4 sheet papers). In case, if the project is more than 250 sq. m., the beneficiary/manufacture need to provide a web link to access the performance monitoring data to MNRE.

¹ Process by which the CST system is designed, installed, tested, operated and maintained to undergo a verification process to check if it functions according to its design objectives or specifications and operational requirements.

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 accompany the beneficiary registration details. The format of mandate form and registration details is given as **Format 4 (A&B)**.

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

In case there is any advance CFA 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 identified in **Format 5**.

F6. Joint undertaking Certificate

The manufacturer/ RESCO mode project developer and beneficiary will have to submit an undertaking certificate jointly signed by the two parties as given in **Format F6**.

Sample Covering letter on letter head (Beneficiary/RESCO project developer)

Date: _____

From

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

To

The Advisor,
Solar thermal Division (CST)
Ministry of New & Renewable
Energy, Government of India
Block No. 14, CGO Complex,
New Delhi - 110003

Sir/Madam,

Subject: Request for release of subsidy against Sanction No. xxxxx dated xx.xx.201x for a CST project at

With reference to the above sanction number, the solar steam generating system for cooking/process heat/cooling application having xxx sq. m. collector area has been successfully installed and commissioned at xxxx (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. A monthly saving of Rupees has been realized since the commissioning of the project.

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

Yours Sincerely,

Authorized Signature of beneficiary with date and seal:

Name of the Authorized person with contact number:

Third party Inspection Report Format

Beneficiary Name	
MNRE sanction No. & Date	
Place of Installation	
Total Installed Area in (m ²)	
Manufacturer/RESCO project developer's name with full contact details	
Date of commissioning of project	

Certified that the above project has been inspected by us and following has been ascertained:

S. No.	Check Details	Yes/ No/ Comments if any
1	Whether the system has been installed and commissioned as per MNRE specifications?	
	Is the workmanship good with proper insulation done at all required components?	
2	Does the mirrors comply with the 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/RESCO project developer 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 (9 am to 4 pm)?	
6	Has the performance data generated from the system for a period of at least one month (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, type of axes and tracking options proposed in the project proposal matching with actual installed size? Specify the following - Area :..... m ² , <u>Tracking</u> : 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/RESCO developer)

(Third party)

*Note: For any diversion from above, necessary justifications need to be enclosed by the Review 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 (₹.)	Total actual expenditure incurred for installation of the system without AMC (₹.)

7. Item wise Statement of Expenditure including invoice details (Attested copy of invoices to be attached):
 - i
 - ii
 - iii
 - iv
 - v
8. Total cost for Operation and Maintenance of the system for next 5 years, if any
9. Certified that an expenditure of ₹..... has been incurred by (Beneficiary name)..... for installation of solar CST system as given in S.No.6 above.
10. The beneficiary has paid the (Manufacturer name)..... an amount of ₹..... (in words Rs) which is net of subsidy/ including subsidy (strike which is not applicable).
11. The eligible MNRE subsidy may be released to (Beneficiary name / Manufacturer name).

Certified by the Chartered Accountant
(With Name, Signature, Seal, Date and Membership No.)

Completion and Performance report of the Solar Steam Generating System

1	Name of Beneficiary	
2	Name of the contact person with contact No.	
3	MNRE sanction No. & Date	
4	Address of Installation site	
5	Date of commissioning of project	
6	Application	
7	No. of Units and total collector/reflector area(m ²)	
8	Technology and tracking options (single/dual/manual)	
9	Type and Status of Reflector/ collector	
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) :

Date		Number of Days (minimum 90 days)	Average irradiation (DNI)	Average Operating hours per day	Average Steam output per day (In case of hot water mention the average delivered)	Quantity of food cooked, (in case of cooking system)	Average Fuel Saving per day	Average Fuel saving per day
From	To		kWh/m ² /day		kg/hr or kCal/day	kg/day	kg/day or lit/day	₹./day

Note: The users will provide the performance monitoring data for at least 90 continuous days to Ministry in separate sheet, the monitoring data will include with respect to date wise number of hourly data, DNI, inlet Temp., Outlet Temp., flow rate, fuel saving, thermal efficiency etc.. Beneficiary, Supplier / manufacturer will maintain the data and forward it to the Ministry on yearly basis.

14. Performance Overview:

The system performance is satisfactory/not satisfactory. On an average, system delivers steam at the rate of kg/hr and savings of kg or Liters of conventional fuel per day (type of fuels), benefiting a saving of Rs..... per day as compare to the proposed in a proposal..... by channel partner/RESCO project developer.

15. This is to certify that the manufacturer/ RESCO project developer 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.

Signatures with name, designation, seal and date

(Beneficiary)

(Manufacturer/RESCO developer)

Third Party

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. GST 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 :

Signatures with name, designation, seal and date

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

GFR 12 C
[See Rule 239]
FORM UTILIZATION CERTIFICATE
(For State Government)
(Where expenditure incurred by Government bodies only)
Year: _____

Sl. No.	Letter No. & Date	Amount (₹./)	Certified that out of.....of grants sanctioned during the year in favour of under the Ministry / Department Letter No. given in the margin and on account of unspent balance of the previous year, a sum of has been utilized for the purpose of for which it was sanctioned and that the balance ofremaining unutilized at the end of the year has been surrendered to Government (vide No..... dated.....) / will be adjusted towards the grants 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 the following checks to see that the money was actually utilized for the propose for which it was sanctioned.

2. Kinds of checks exercised

.....
.....
.....
.....

Signature of Govt.
Auditor/Chartered Accountant

Signature.....
Designation.....

Stamp:
Date:

Joint undertaking Certificate

I, _____ (Name, authorized signatory on behalf of M/s _____ (Beneficiary/RESCO project developer) being an applicant for release of subsidy for installation/distribution of Off Grid 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/RESCO project developer 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/RESCO developer).
5. Also, the eligible MNRE subsidy of Rs.may be released to Beneficiary name / Manufacturer name/ RESCO project developer's name (strike which is not applicable).

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

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