



No: _____/CE/E/P&M/2022

AZAD GOVERNMENT OF THE STATE OF JAMMU & KASHMIR
OFFICE OF THE CHIEF ENGINEER ELECTRICITY AJKED, MUZAFFARABAD



Date _____

OFFICE ORDER

SUBJECT: GUIDELINES FOR VENDOR/INSTALLER/SERVICE PROVIDER REGISTRATION

Pursuant to Regulation 3 sub-regulation 10 of “**AJ&K Distributed Generation (Alternative & Renewable Energy) and Net Metering Regulations, 2022**”, the following Vendor/Installer/Service Provider registration guidelines are hereby approved for the installation of Distributed Generation Facility in AJ&K:

1. Application Form:

1.1 Eligible Vendor/Installer/Service Provider (criteria as specified in “Schedule I”) can obtain the Application Form (Form No: NM/A1 given in Schedule VI) from the Net Metering Wing, Office of the Director Planning & Monitoring, Azad Jammu & Kashmir Electricity Department (AJKED), Muzaffarabad. The Application Form can also be downloaded from www.ajked.gok.pk.

2. Receipt of applications:

- 2.1 A vendor/installer/service provider fulfilling the eligibility criteria, will apply to the Director Planning & Monitoring (AJKED) Muzaffarabad for Registration after the payment of Registration Fee (non-refundable) in the form of Demand Draft / Pay Order of an amount notified by the AJKED, in the name of “Accountant General AJK”.
- 2.2 Only complete applications in all respect shall be processed. Incomplete applications shall be returned and may be resubmitted after rectification.
- 2.3 A complete application shall be examined by the Committee constituted for the purpose by AJKED and upon being so found shall be placed before the Chief Engineer AJKED, Muzaffarabad, with a recommendation for the approval of issuance of certificate.

3. Registration Certificate:

- 3.1 On receipt of the recommendation pursuant to “sub-para 2.3” and verification of registration fee from AG Office, the Director Planning & Monitoring (AJKED) shall issue the Registration Certificate after obtaining approval from the Chief Engineer AJKED, Muzaffarabad.
- 3.2 The Registration Certificate unless revoked earlier in accordance with these guidelines shall be **valid for three years** from the date of issuance.
- 3.3 A Registration Certificate issued shall;
- Signify that the certified vendor/installer/service provider has been screened for compliance with good practices in the installation, operation or servicing of projects.
 - Bind the certified vendor/installer/service provider to comply with its obligations listed in ‘Schedule III’.
- 3.4 Relevant particulars and contact details of the certified vendor/installer/service provider shall be published on AJKED's website with links to the vendor/installer/service provider's website.

4. Renewal of Registration Certificate:

- 4.1 The application for renewal of the Registration Certificate on Company's letterhead shall be submitted to the Office of Director Planning & Monitoring (AJKED) along with the documents given in Part II of Schedule-II.
- 4.2 The applicant shall also submit Satisfactory Performance Certificate issued by Net Metering Wing, AJKED.
- 4.3 The sub para 4.2 shall only be valid in case the applicant has undertaken any project.



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- 4.4 In case, an application for renewal is received at least Thirty days before the expiry of the Registration Certificate, the certificate shall remain valid beyond its expiry date pending the outcome of the renewal application.
- 4.5 In case, the applicant fails to submit renewal application within due time, the Registration Certificate shall stand invalid/expired and shall have to reapply as a new applicant.

5. Revocation:

- 5.1 The Chief Engineer AJKED, Muzaffarabad, may, upon becoming aware of a breach of:
- Net Metering Regulations 2022/Guidelines
 - the customer agreement
- by a certified vendor/installer/service provider, revoke Registration Certificate after providing an opportunity of being heard.
- 5.2 Registration Certificate may be suspended if the AEDB's license or AJK IRD's GST/ NTN certificate issued to the certified vendor/installer/service provider becomes invalid, is suspended or is revoked.
- 5.3 A caution for the awareness of customers may be displayed on any database of the certified vendor/installer/service providers and on AJKED's website pending/awaiting the proceedings under "sub-para 5.1 and sub-para 5.2".
- 5.4 A certified vendor/installer/service provider whose certificate is revoked or suspended shall be listed in a negative list.
- 5.5 A certified vendor/installer/service provider whose certificate is suspended may apply for removal of his name after rectification, from the negative list and for restoration of the certificate.
- 5.6 A certified vendor/installer/service provider whose certificate is revoked may apply for removal of his name after rectification, from the negative list and for issuance of the certificate afresh after expiry of six months following the revocation of the certificate.

6. Complains:

- 6.1 All types of complains regarding the Registration shall be addressed to Director Planning & Monitoring, AJKED.

Chief Engineer
AJKED Muzaffarabad

Copy to:

- Secretary (Water & Energy Resource), GoAJK.
- Chief Engineer (Grids/Construction/Procurement) AJKED, Muzaffarabad.
- Chief Engineer AJKED, Mirpur.
- Director General (Surveillance, Tariff & Internal Audit) AJKED, Muzaffarabad.
- Director General (Commercial) AJKED, Muzaffarabad.
- Director Planning & Monitoring AJKED, Muzaffarabad.

Chief Engineer
AJKED Muzaffarabad



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SCHEDULE I

Eligibility Criteria:

1. AEDB Registration in the relevant or above category
2. AJK IRD's NTN Certificate
3. AJK IRD's GST Certificate
4. Office/Sub-Office in AJK or Islamabad/Rawalpindi
5. An Electrical Engineer from AJ&K registered with PEC on its Payroll / Contract

Registration Categories:

Sr.#	Category	Limit
1.	C1	1kW – 1MW
2.	C2	1kW – 500kW
3.	C3	1kW – 250kW

Registration Fee:

Sr.#	Category	Fee (non-refundable)
1.	C1	As notified by AJKED
2.	C2	
3.	C3	



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SCHEDULE II

Part I
(Documents required for Application)

1. Valid and verifiable AEDB Registration Certificate
2. Authority letter along with the copy of CNIC/passport of the applicant authorizing the signatory to apply for the certification of the vendor/installer/service provider under the regulations
3. Company Profile, details of Contact Person and valid CNIC.
4. Valid and verifiable NTN & GST registration certificates issued from "Inland Revenue Department (IRD)", AJ&K.
5. SECP CTC documents in case of (Pvt.) Ltd and valid Form-C in case of AOP.
6. Affidavit of not being blacklisted or barred from any Government or public sector Ministry/Division/organizations.
7. List of employees along with CVs of solar/wind experts (Engineers and Professionals)
8. List of industry standard software, tools, equipment.
9. Valid and verifiable PEC Registration Certificate with relevant codes.
10. Registration Fee (non-refundable) in the form of Demand Draft / Pay Order of an amount notified by Azad Jammu & Kashmir Electricity Department (AJKED) from time to time in the name of "Accountant General AJK".
11. Details of completed and ongoing projects (if any).
12. Documentary evidence of
 - a. Office in AJK or Islamabad/Rawalpindi
 - b. Electrical Engineer from AJ&K duly registered with PEC

All documents must be signed and stamped by the applicant.



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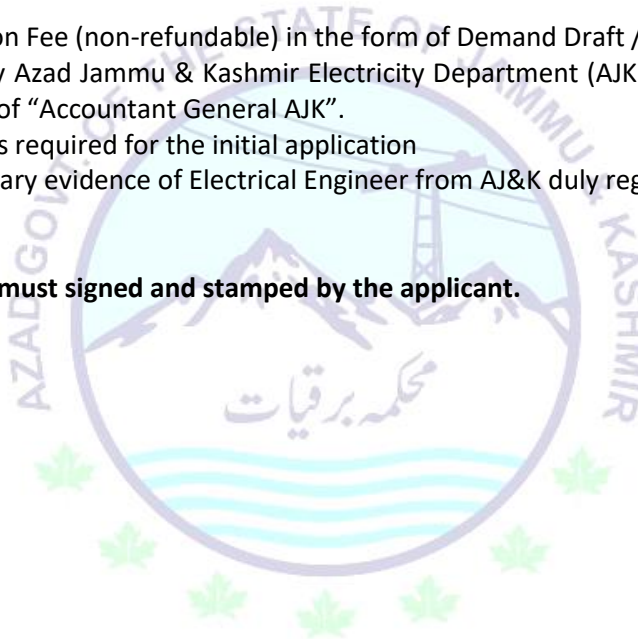
SCHEDULE II

Part II

(Documents required for application of Certificate renewal)

1. An application for renewal of Registration Certificate on Company's Letterhead
2. AEDB's active and valid Registration Certificate
3. Performance Satisfactory Certificate (in case if any project has been undertaken)
4. Valid and verifiable NTN & GST registration certificates issued from "Inland Revenue Department (IRD)", AJ&K
5. Authority letter along with the copy of CNIC/passport of the applicant
6. Pakistan Engineering Council (PEC)'s valid license or registration certificate for the relevant categories under the relevant specialization codes
7. Except to the extent already provided, particulars of projects completed during the period of certification as specified in the "Schedule V" or in the proforma available on the AJKED's website.
8. Registration Fee (non-refundable) in the form of Demand Draft / Pay Order of an amount notified by Azad Jammu & Kashmir Electricity Department (AJKED) from time to time in the name of "Accountant General AJK".
9. Affidavit as required for the initial application
10. Documentary evidence of Electrical Engineer from AJ&K duly registered with PEC

All documents must signed and stamped by the applicant.



**SCHEDULE III****Obligations of Certified Vendor/Installer/Service Providers**

A certified vendor/installer/service provider shall:

1. Educate the customer about the project equipment, its performance and its installation method.
2. Provide, at minimum, the following warranties for the equipment and the project as a whole and shall include the same in the customer agreement:
 - a. Warranty for PV modules or wind turbine generators (WTGs) against manufacturing defects — 10 years
 - b. Standard performance warranty for PV modules/WTGs — 25 years
 - c. Workmanship including locally supplied parts (except frames) — 5 years
 - d. Mounting frames and associated parts — 10 years minimum (that can be up to 25 years if opted or required by the customer)
 - e. Grid tie invertors — 5 years
 - f. Hybrid invertors — 1 years
 - g. Annual Energy Yield (kWh/year), subject to the following conditions:
 - i. No tampering by unauthorized personnel
 - ii. Regular maintenance services hired from Vendor/installer/service provider
 - iii. Not valid under force majeure condition, natural or man-made disasters
 - iv. Yield could vary + / - 10% depending upon location.
3. Rectify a breach of warranty at its own cost within fourteen (14) days of breach of warranty and shall pay appropriate compensation to the customer on vendor/installer/service provider's failure to rectify the breach of warranty as aforesaid.
4. Not conceal or misrepresent any fact which affects the customer's decision in agreeing to the installation of the project by the certified vendor/installer/service provider.
5. Include, at minimum, the details given in 'Schedule IV' to these regulations in the customer agreement which shall be entered into by the certified vendor/installer/service provider on the stamp paper of requisite value before commencing installation or related services to the customer.
6. Ensure that each project and the equipment comprised therein is compliant with the following standards and specifications:
 - i. Underwriter laboratories UL1741 standards and addresses the electrical interconnection design of various forms of generating equipment (as amended from time to time)
 - ii. IEEE 1547 2003 (as amended from time to time)
 - iii. IEC 61215 (as amended from time to time)
 - iv. Any other standards and specifications as specified by AJKED on its website, AEDB or any other competent authority.
7. Furnish to the AJKED, every six (6) months, particulars of the projects specifying the location, installed capacity and the customer's name, address and contact details as specified in the "Schedule V" or in the proforma available on the AJKED's website.
8. Take all appropriate safety measures specified by the AJKED, AEDB or any other competent authority from time to time with respect to installation practices and methods.
9. Not install a project exceeding the capacity of its respective certification category under these regulations and the license.
10. For net metering project:
 - a. Ensure that the net metering connection is approved and the generation license is granted by the AJKED

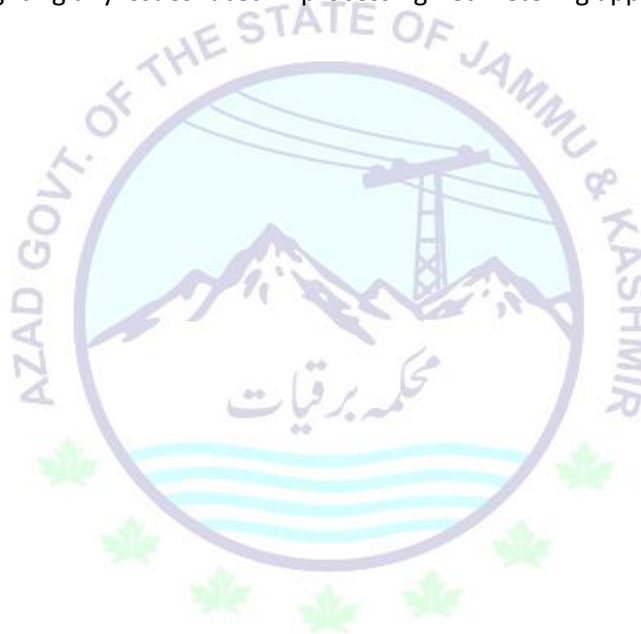


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- b. Inform the AJKED and the Customer in writing explaining the delay (if any) in processing of the relevant documentations
- c. Perform the following activities, namely:
 - i. Undertake 'net metering' promotional activities for creating public awareness, such as road shows, distributing flyers, participating in exhibitions, targeting industries/ educational institutions/ businesses, independently as well as collectively for promotion of net metering all over AJK. If needed, also participate in the training workshops and seminars.
 - ii. Coordinate and work with the AJKED, the regulatory bodies and other relevant public sector entities to expand the net metering connections portfolio at all customers' levels all over the country.
 - iii. Act as one stop shop and provide services to the customers to process their applications for net metering from start till the energization of net metering connections.
 - iv. Coordinate with AJKED for resolution of complaints regarding metering on priority.
 - v. Participation in the meetings if and when called by AJKED for sharing progress, highlighting any issues faced in processing net metering applications etc.





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1. Material Particulars of the Customer and the Project

Customer	Name, CNIC, Address
Vendor/installer/service provider	
Project Description	[Kw] [wind] / [solar] power generation system
Project Location	
Commencement	
Completion	
Net Metering or without Net Metering	
Minimum Warranties	
Additional Warranties (if any)	
Inclusions in the Project Scope	(system design) (processing of net-metering consents and licenses with AJKED)
Exclusions from the Project Scope	

2. Products and Components to be supplied by the Vendor/installer/service provider for the Project for a solar PV project

S#	Product description	Brand	S# of Equipment	Remarks	Performance expectancy
1.	PV Modules				
2.	Inverter				
3.	DC cables				
4.	AC cables				
5.	PV frames				
6.	Earthing				
7.	AC breakers, fuse links				
8.	DC breakers and fuse links				
9.	AC surge protectors				
10.	DC surge protectors				
11.	Residual Current detector (RCD)				
12.	Bus bar				
13.	Manual disconnect				
14.	Any other accessories/ attachments				



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3. Products and Components to be supplied by the Vendor/installer/service provider for the Project for a wind project

S#	Product description	Brand	S# of Equipment	Remarks	Performance Expectancy
1	Wind Turbine Generator				
2	Inverter				
3	DC cables				
4	AC cables				
5	PV frames				
6	Earthing				
7	AC breakers, fuse links				
8	DC breakers and fuse links				
9	AC surge protectors				
10	DC surge protectors				
11	Residual Current detector (RCD)				
12	Bus bar				
13	Manual disconnect				
14	Any other accessories/ attachments				



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SCHEDULE V

Particulars of Installed Projects

Sr.	Type of Installation (Wind/Solar /Hybrid)	Type of System (On-grid/Hybrid/ Off-grid)	Generation License No. & Issuing Date	System Size (kW)	Customer Details			Time Period	
					Customer Name	Place of Installation	Contact Details	Initiation date	Completion date
1.			No: AJKED/NM/___/___/___ Date: ___ - ___ - 20__						
2.			No: AJKED/NM/___/___/___ Date: ___ - ___ - 20__						
3.			No: AJKED/NM/___/___/___ Date: ___ - ___ - 20__						
4.			No: AJKED/NM/___/___/___ Date: ___ - ___ - 20__						
5.			No: AJKED/NM/___/___/___ Date: ___ - ___ - 20__						
6.			No: AJKED/NM/___/___/___ Date: ___ - ___ - 20__						
7.			No: AJKED/NM/___/___/___ Date: ___ - ___ - 20__						
8.			No: AJKED/NM/___/___/___ Date: ___ - ___ - 20__						



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- List of employees along with CVs of solar/wind experts (Engineers and Professionals)
- List of industry standard software, tools, equipment.
- Verifiable & valid PEC Registration Certificate with relevant codes.
- Registration Fee (non-refundable) in the form of Demand Draft / Pay Order of an amount notified by Azad Jammu & Kashmir Electricity Department (AJKED) from time to time in the name of "Accountant General AJK".
- Details of completed and ongoing projects (if any).
- Documentary evidence of
 - Office in AJK or Islamabad/Rawalpindi
 - Electrical Engineer from AJ&K duly registered with PEC

All **signed and stamped documents** in accordance with the Checklist given above have been attached with the Application Form.

Applicant Signature: _____

