



Date 05-6-2025

OFFICE ORDER

SUBJECT: GUIDELINES FOR VENDOR/INSTALLER/SERVICE PROVIDER REGISTRATION (Revised)

Pursuant to Regulation 3 sub-regulation 10 of "AJ&K Distributed Generation (Alternative & Renewable Energy) and Net Metering Regulations, 2022", the Vendor/Installer/Service Provider registration guidelines were initially approved vide this office order no. 6649-54 dated 25-08-2022 for the installation of Distributed Generation Facility in AJ&K.

Subsequent to certain amendments, the revised 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.



No: _____/CE/E/P&M/2025
AZAD GOVERNMENT OF THE STATE OF JAMMU & KASHMIR
OFFICE OF THE CHIEF ENGINEER ELECTRICITY AJKED, MUZAFFARABAD



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.

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 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. Complaints:

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 AJKED, Poonch.
- Chief Engineer AJKED, Mirpur.
- Director General (Surveillance, Tariff & Internal Audit) AJKED, Muzaffarabad.
- Director General (Commercial) AJKED, Muzaffarabad.
- Director IT AJKED, Muzaffarabad, to publish the same on AJKED Website.
- Director Planning & Monitoring AJKED, Muzaffarabad.

Chief Engineer

AJKED Muzaffarabad

