

GENERATION OF ELECTRICITY

FORMAT-1

PERIODICITY-ANNUAL DATA OF YEAR 20.....20.... Submission by 30th June

NAME AND ADDRESS OF UTILITY:

Sl. No.	Name of Power Station	Type of Prime-mover*	Installed Capacity of Power Station as at year end			Gross Electricity Generation in MkWh	Electricity Consumption in Unit & Stn. Auxiliaries in MkWh
			Nos. of Units	Unit Size in MW	Stn. Capacity in MW		
(A)	Owned by the Utility						
1	Station-1						
2	Station-2						
3	Station-3						
4	Station-4						
(B)	Jointly Owned by the Utility (in respect of its share)						
1	Station-1						
2	Station-2						

*Hydro turbine, Steam turbine (Coal), Steam turbine (Lignite), Steam turbine (Multifuel), Gas turbine, Diesel engine, Wind turbine, etc.

Details of concern person for future communication/clarification

S.No.	Name of the officer	Designation	Mobile No.	Email Address	Fax No.	Official Phone No.
1.						
2.						

Signature of Aurtherised Person

Seal

FORMAT-2

PERIODICITY- ANNUAL
 DATA OF YEAR: 20...20....
 SUBMISSION-BY 30th JUNE

TRANSMISSION OF ELECTRICITY**Name & Address of State Transmission Utility/SEB/ED:**

Figs. in MkWh

1.	Electrical Energy imported from :		
	(a)	Within the State/UT/System – (i) State/Pvt/Jt. Power Stations (ii) Captive Power Plants (CPPs)	
	(b)	Central Generating Stations (Station-wise)	
	(c)	Outside the State/UT/System (i) Utilities – State/Pvt.(Name-wise) – Jt.(Name-wise)	
	(d)	Outside the country	
2.	Total Electrical Energy Imported (1a+1b+1c+1d)		
3.	Electrical Energy exported to :		
	(a)	Licensees within the State/UT/System: (furnish break-up licensee wise)	
	(b)	Other State Electricity Boards/Electricity Departments (Outside the State/System but within the country)-give break-up entity wise	
	(c)	Outside the country	
	(d)	Any other entity within the State/UT/System- give break-up entity wise	
4.	Total electrical energy exported (3a+3b+3c+3d)		

FORMAT-3
 PERIODICITY- ANNUAL
 DATA OF YEAR : 20...20...
 SUBMISSION-BY 30TH JUNE

DISTRIBUTION OF ELECTRICITY

Figs. in MkWh

Name & Address of the DISCOM/SEB/ED/Licensee :

1.	Electrical Energy imported from :		
	(a)	Within the State/UT/System	
	(b)	Captive power plants(from within or outside the State/UT/System)	
	(c)	Central generating stations (Station-wise)	
	(d)	Outside the State/UT/System(from within the country)	
	(e)	Outside the country	
2.	Total Electrical Energy Imported (1a+1b+1c+1d+1e)		
3.	Electrical Energy sold to :		
	(a)	Directly to consumers within the State/UT/System(Area of operation)	
	(b)	Licensees within the State/UT/system- furnish break-up licensee wise	
	(c)	Any other entity within the State/UT/System-furnish break-up entity wise	
4.	Total electrical energy sold (3a+3b+3c)		

FORMAT-4

PERIODICITY- ANNUAL
 DATA OF YEAR 20.... 20....
 SUBMISSION-BY 30TH JUNE

TRADING OF ELECTRICITY**Name & Address of the TRADING COMPANY Category of Licence:**

Figs. in MkWh

1.	Electrical Energy purchased from :		
	(a)	State/Private./Joint Utility Power Stations (Station name-wise)	
	(b)	Captive power plants (Name-wise)	
	(c)	Central Generating Stations (Name-wise)	
	(d)	Outside the country (Name-wise)	
2.	Total electrical energy purchased (1a+1b+1c+1d)		
3.	Electrical Energy sold to :		
	(a)	Licensees (Licensee name-wise)	
	(b)	Outside the country (Name-wise)	
	(c)	Any other entity (Entity name-wise)	
4.	Total electrical energy sold (3a+3b+3c+)		

Note: Please furnish break-up of each of above for round the clock, off peak, peak and as & when required trading.

FORMAT-5
Periodicity-Annual
Data of year 20-- 20---
Submission by -30thJune

DETAILS OF ACTUAL SALE AND PURCHASE OF GROSS ELECTRICAL ENERGY

Figures in MkWh

Name of Utility/Licensee:

Name of Utility/Non-Utility/Entity (To whom Sold /from whom purchased)	SALES (MkWh)	PURCHASES (MkWh)	REMARKS, IF ANY
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- Note:-**
- (i) Gross energy sale/purchase may be indicated utility/non-utility name-wise clearly & separately in this table.
 - (ii) Purchase of energy from captive power plant if any, may also be indicated.
 - (iii) Details of energy sold to licensees may be indicated Licensee-name wise.
 - (iv) Wheeling of energy should not be included in the above data.
 - (v) Energy imported/exported from /to Central Generating Stations may be given separately for each Power House.

Name and address of the Utility:

INSTALLED ELECTRICITY GENERATING CAPACITY

FORMAT-6

Periodicity-Annual Data of year 20--- 20--- Submission by—30th June

Figs. in MW

Sl. No.	Type of Prime mover (Fuel base)	AS AT THE BEGINNING OF THE YEAR		New Capacity added (I.C)	Change in capacity during the year due to Re-ration*	Capacity Retired during the year	AT THE END OF THE YEAR		Remarks if any
		Installed Capacity	Re-rated Capacity				Installed Capacity	Re-rated Capacity	

1. Hydro Turbine
2. Steam Turbine
 - Coal -
 - Lignite –
 - Gas/ Multifuel
3. Diesel Engine
4. Gas Turbine
5. Nuclear
6. Wind Turbine
7. Solar
8. Others, if any

I.C = Installed Capacity

* Use (+) if due to up ration or (-) if due to deration.

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Periodicity-Annual
Data of year 20---- 20---
Submission by -30th June

DETAILS OF ELECTRICITY GENERATING CAPACITY ADDED

Name and address of the GENCO/Utility:

Sl. No.	Name of Power House	Unit size in MW	Type of Prime mover (Fuel base)	Boiler	MAKE Turbine	Generator	Date of Commissioning
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Note: - The details of each unit are to be furnished in this format. Indicate primary fuel within brackets along with type of prime-mover.

FORMAT-8
Periodicity-Annual
Data of year 20--- 20---
Submission by- 30th June

DETAILS OF ELECTRICITY GENERATING SETS RETIRED FROM SERVICE

Name and address of the GENCO/Utility:

Sl. No.	Name of the Power House	Unit size in MW	Type of Prime mover	Date of Commissioning	Date of Retirement	Reason(s) for Retirement
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Periodicity-Annual
Data of year 20--- 20---
Submission by 30th June

DETAILS OF DERATIONS OF ELECTRICITY GENERATING SETS

Name and address of the GENCO/Utility :

Sl. . No.	Name of the Power House	Unit No.	Date of Commissioning	Type of Prime mover	Rated Capacity (I.C) (MW)	Derated capacity (MW)	Date of Deration	Reason(s) for Deration
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I.C. = Installed Capacity

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Periodicity-Annual
Data of year 20--- 20---
Submission by -30th June

DETAILS OF FUEL CONSUMPTION

Name of the GENCO/Utility:

Sl. . No.	Name of Power House	Fuel Name	<u>F U E L</u> <u>C O N S U M E D</u>		Kilo calories per unit generated	Overall Thermal Efficiency
			Qty. used mt /kl / MMSCM	Average Calorific value in kilo calories per kg./litre		

Note :- - Fuel consumption details regarding Gas/Diesel stations are to be shown separately.
 -Give details of all primary & secondary fuels consumed during the year.
 -mt = Metric Tonne
 -kl = Kilo Litre
 -MMSCM = Million Metric Standard Cubic Metre

FORMAT-11
Periodicity-Annual
Data of year 20--- 20---
Submission by -30th June

DETAILS OF STEP-UP TRANSFORMERS IN SERVICE AT THE POWER STATIONS AND VARIOUS SUB-STATIONS AS ON 31-03-20..

Name of the Utility/Entity :

Sl. . No.	Name of Power House or Sub-station	No. of Transformers	Voltage Class* in use	Voltage Ratio in use	Different Capacity in use (kVA)	No(s). in each capacity size	Aggregate capacity (kVA)
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TOTAL

* State if voltage class is 400 kV,220kV,132kV,110kV,78kV,66kV,33kV,22kV,13.2kV,11kV,6.6kV,4.4kV,3.3kV and other voltage if any.

Note: - Power House/Sub-stations to be designated by the highest voltage that exists in the station.

Please ensure that only details of step-up transformers are indicated in this proforma.

Please indicate aggregate capacity along with total no. of transformers.

FORMAT-12
Periodicity-Annual
Data of year 20--- 20---
Submission by 30th June

DETAILS OF STEP-DOWN TRANSFORMERS * IN SERVICE AS ON 31-03-20.....

Name of the Undertaking

Sl. No.	Voltage Class	S T E P D O W N T R A N S F O R M E R S					Aggregate capacity (kVA)
		Total No. of Sub-stations	Different Voltage - ratio in use	Different Capacities in use (kVA)	No. in each capacity-size	Total No. of Transformers	
1.	400 kV						
2.	220 kV						
3.	132/110 kV						
4.	78/66 kV						
5.	44/33 kV						
6.	22 kV						
7.	13.2 kV						
8.	11 kV						
9.	6.6 kV						
10.	4.4 kV						
11.	3.3 kV						
12.	Any other (specify)						

TOTAL

(*) Secondary voltage above 500 volts.

FORMAT-13
Periodicity-Annual
Data of year 20--- 20---
Submission by -30th June

DETAILS OF DISTRIBUTION TRANSFORMERS * IN SERVICE AS ON 31-03-20..

Name of the Utility/Non-Utility/Entity:

Sl. . No.	Voltage Class	Voltage Ratio	Total No. of transformers	Different capacities in use (kVA)	No. in each capacity size	Aggregate capacity (kVA)
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Total :

* Secondary voltage below 500 Volts.

FORMAT-14
Periodicity-Annual
Data of year 20--- 20---
Submission by -30th June

DETAILS OF TRANSMISSION AND DISTRIBUTION LINES AS ON 31-03-20---

Name and address of the Utility/Non-Utility/Entity:

Sl. No	Nominal Voltage	Length of line in km at the beginning of the year			Length of line added during the year in km at the beginning			Total Length of line in Ckt km at the end of the year			Remarks
		Single Ckt	Double Ckt	Multi Ckt*	Single Ckt	Double Ckt	Multi Ckt*	Single Ckt	Double Ckt	Multi Ckt*	
1.	EHV Lines: above 500kV										
2.	500 kV DC lines										
3.	400 kV										
4.	230 kV										
5.	220kV										
6.	132 kV										
7.	110 kV										
8.	78 kV										
9.	66 kV										
10.	33 kV										
11.	22 kV										
12.	11 kV										
13.	6.6 kV										
14.	4.4 kV										
15.	3.3 kV										
16.	2.2 kV										
17.	440/230 V, 3 phase, single phase if available										
18.	* Direct current lines (volts)										
19.	Any other (specify)										

**. Note: Give break-up for U.G. (Underground) & O.H. (Overhead).
Indicate voltage of operation. * Mention no. of Ckts.**

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Periodicity-Annual
Data of year 20--- 20---

Submission by -30th June

DETAILS OF ELECTRICITY CONSUMERS, CONNECTED LOAD AND CONSUMPTION

Name of the Utility		<u>NUMBER OF CONSUMERS</u>												<u>C O N N E C T E D L O A D (kW)</u>			
Sl. No.	Consumer Category	At the beginning of the year		Added during the year		At the end of the year		At the beginning of the year		Added during the year		At the end of the year		Consumption (kWh)			
		R	U	R	U	R	U	R	U	R	U	R	U	R	U		
1.	Domestic																
2.	Commercial																
3.	Industrial																
	a. Low & Medium Voltage																
	b. High Voltage with demand less than 1 MW																
	c. HV/EHV with demand of 1MW & above																
4..	Railways																
5.	Irrigation																
6.	Public Lighting																
7.	Public Water works & Sewage disposal																
8..	Any other category																
9.	Pvt. Licensees* (Licensee wise)																
10.	Entities within State/U.T (Entity wise)																
11.	Entities outside State/U.T (Entity wise)																
12.	Total																

Note :- Energy consumed through unmetered connection should be estimated and indicated clearly.

* Dealing in purchase and further sale of energy.

Give separate break-up for LT & HT supply for Item 7 to 11.

Give break-up for Rural (R) & Urban (U) areas separately

DETAILS OF MANPOWER

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Periodicity-Annual
Data of year 20--- 20---
Submission by -30th June

Name of Utility:

(A) Regular (i.e. monthly paid)	<u>NUMBER OF EMPLOYEES</u>		Training provided No. of Personnel/Tech/Adm/Others	Type of Training Induction/Refresher/ Management/Others
	As on 31-03-20.(Yr.Start)	As on 31-03-20.(Yr.end)		
1. Managerial and higher executives (Rank of Chief Engineer and above)				
2. Technical & Scientific Officers				
3. Non-technical: Executive, clerical, accounting, revenue collection, meter reading staff & officers, etc.				
4. Technical Supervisory staff in				
(a) Generation				
(b) Transmission				
(c) Distribution				
(d) Trading				
(e) Others				
5. Technicians and Operating Staff in				
(a) Generation				
(b) Transmission				
(c) Distribution				
(d) Trading				
(e) Others				
TOTAL REGULAR (1) to (5) = (A)				
(B) Non-Regular				
(a) Technical : Trainees & Apprentices				
(b) Work Charged Staff (Monthly paid basis)				
i. Skilled				
ii. Unskilled				
Total (b) = (i)+(ii)				
(c) Casual (daily paid basis)				
i. Skilled				
ii. Unskilled				
Total (c) = (i)+(ii) (i.e.=c)				
Sub-Total (a)+(b)+(c) = (B)				
Grand Total (A)+(B)				

General Guidelines for filling form for manpower in the electricity supply industry.

1. Managerial and higher executives: All engineering posts of the rank of Chief Engineer and above is to be included.
2. Technical and scientific officers: All engineering posts above the rank of supervisor/Junior Engineer/ Scientific Officer may be included.
3. Non-Technical : All regular non-technical employees i.e. Executive, clerical, accounting, revenue collection, meter reading staff and officers may be included.
4. Technical supervisory staff :
 - a) Generation: All technical staff of the rank of supervisor/Section officer/Junior engineer/ Assistant Controller engaged at generating stations and those associated with planning of generation may be included.
 - b) & c) Similar staff mentioned above engaged in transmission & distribution system.
 - d) & e) Similar staff mentioned above engaged in trading & other activities.
5. a) Technicians and operation staff : All the technical staff below the rank of supervisor/Junior engineer engaged at generating stations.
 - b) & c) Similar staff mentioned above engaged in Transmission and Distribution system.
 - d) & e) Similar staff mentioned above engaged in other activities.

FORMAT-18
Periodicity-Annual
Data of year 20--- 20---
Submission by -30th June

DETAILS OF THEFT OF ELECTRICITY

Name and Address of Discom/Licensee/SEB/Electricity Deptt. =

- i) No. of cases where inspection was carried out:
- ii) No. of cases where theft of electricity was detected:
- iii) Estimated quantity of electrical energy considered as theft in above cases for the period:
- iv) Estimated cost of such energy:
- v) No. of cases where penalties were imposed:

FORMAT-19
Periodicity Annual
Data of year 20--- 20---
Submission by -30th June

STATISTICS ON ELECTRICAL ACCIDENTS

Name of Utility/Non-Utility/Entity:

Sl. . No.	INSTALLATIONS	H U M A N		A N I M A L S	
		FATAL	NON-FATAL	FATAL	NON-FATAL
1.	Installations of suppliers of electricity including SEBs/Licensees/Generating Companies:				
	(a) Generating Station				
	(b) Transmission System (Lines, sub-stations, towers, etc.)				
	(c) Distribution system (Lines, sub-stations, poles, transformers, etc.)				
2.	Installations of industrial consumers:				
	(a) Owned by Govt./Semi -Govt. bodies/local authorities.				
	(b) Owned by private companies				
3.	Installations of consumers other than industrial consumers e.g. domestic/agriculture/commercial consumers, etc.:				
	(a) Owned by Govt./Semi Govt. bodies/ local authorities.				
	(b) Owned by private companies.				
	(c) Persons(s)				

TOTAL (excluding suicides)

N.B. :- Indicate the number of human/animal affected. Also show the corresponding number of accidents within brackets.

FORMAT-20
Periodicity-Annual
Data of year 20--- 20---
Submission by -30th June

REASONS FOR ELECTRICAL ACCIDENTS

Name of Undertaking:

Sl. No.	REASONS	H U M A N		A N I M A L S		TOTAL
		FATAL	NON-FATAL	FATAL	NON-FATAL	
(i)	SNAPPING OF CONDUCTORS					
(ii)	ACCIDENTAL CONTACT WITH LIVE ELECTRIC WIRE / EQUIPMENT					
(iii)	VIOLATION / NEGLIGENCE OF SAFETY MEASURES / LACK OF SUPERVISION					
(iv)	DEFECTIVE APPLIANCES/ APPARATUS / TOOLS					
(v)	INADEQUATE / LACK OF MAINTENANCE					
(vi)	UNAUTHORISED WORK					
(vii)	ANY OTHER REASONS					
	TOTAL					

N.B. : Main reasons for accidents mentioned at Sl.No.(vii) are :- (Please specify)