



BAHRIA TOWN LAHORE

Office of Electrical (Net-Metering)

Guidelines / SOP for Net-Metering

The provision of service is subject to the issuance of Feasibility Assessment Report in advance. BTL will not be responsible (in any case) for the installation of a solar system other than that.

Step.1 – Apply for “Net-Metering Feasibility Assessment”

- Submit the application at Net-Metering Office Alfalah Plaza on the prescribed format ([Link](#))
- The processing time for the above activity is 15 working days

Step.2 – After getting the above approval, proceed for solar system installation

- The system should be installed through a licensed vendor of PPIB (<https://www.ppib.gov.pk>)
- It's also advised to consult the list of Blacklisted Installers posted over the BTL website ([Link](#))
- The system capacity should not exceed the permitted limit of the feasibility report
- A-grade installation material should be used i.e. cables, breakers, SPDs, earthing etc.
- Only the Tier-1 Inverter & Solar-Panels should be installed for Net-Metering
- Earthing bores are prohibited outside the premises of the building

Step.3 – Consider the BTL Building Control By-Laws for mounting structure installation

- Max permitted structure height (9 feet for roof floor // 3 feet for mumty)
- The edges of the solar panels should not protrude out of building structure or open spaces
- Foundation for the mounting structure should be placed on RCC slabs with concrete pads
- The installation of Solar should not affect drainage, water-proofing, sky-lights, or open-patios
- Mounting structure should be made of stainless steel of minimum 16-gauge
- The stability of the structure will be responsibility of the owner and the installer

Step.4 – Upgrade the metering point in assistance with the metering team

- Standard protocol to be followed (as guided by the metering team)
- Standard Meter Box (22" x 18") with specific color and design should be installed
- Standard Cable Work to be executed (i.e. 16/25mm, 4-core, w/o joint, color-code-RYBB)
- Intimate the Net-Metering Office at least 1-week prior to the execution of the above job
- Any deficiency w.r.t the old cable work and metering point for whatsoever reasons will have to be upgraded to the standard level with zero tolerance
- Any physical working on the metering point is subject to the permission from the Metering Office, failure to which may result in imposition of heavy fine

Step.5 – The licensed installer will complete the documentation as follow

- Net-Metering File as per PPIB format (each page must be signed/stamped by installer/applicant)
- Approved Feasibility Assessment Report (In Original)
- A print of email sent to BTL Net-Metering Department (btlmetering@bahriatown.com.pk)
 - The email should be sent through the registered email ID of the installer (PPIB website)
 - The email must be stating the details of installing engineer i.e. Name, Contact, CNIC
 - The title of the email should contain consumer details i.e. Address, Name, Contact
- Undertaking from the applicant on an e-stamp paper as per the format issued by BTL ([Link](#))
- Colored Photos (12 No.) of the installed solar equipment as per issued format ([Link](#))
- Stability Certificate of the Mounting Steel Structure from the Respective Vendor
- Layout plan and the section details of the mounting structure

Step.6 – Get the completed documents/file scrutinized through Net-Metering Office

- Only designated rep of the installation company is allowed to process
- A diary number will be issued from the Billing dept upon the file submission
- The physical inspection will be done within 7 working days from the date of submission
- The presence of the installing engineer is mandatory at the time of the system inspection
- The application will be rejected and closed if a major objection is found during inspection
- However a grace period of 3-days will be given to rectify minor objections if any
- Once the inspection report is processed, the service fee challan will be issued by Billing dept
- Currently the service fee is Rs. 75,000/- which may change as or when required

Step.7 – Submit the paid copy of the paid challan in the Billing dept for further processing

- Bidirectional/Green Meter will be installed within 7 working days after the challan submission
- The old meter will be collected by the installation team after recording the final readings
- The very next bill will be charged on the basis of the final readings of the removed meter
- The subsequent bill will be converted to the Net-Metering pattern

Contact Details (for further information)

- Metering Department 042-35341624
- Billing Department 042-35341623
- Building Control Department 042-35341612

Disclaimers:

- ❖ Any delay in the defined timelines due to unforeseen circumstances is beyond BTL control
- ❖ BTL reserves the right to terminate the active Net-Metering Agreements with a 3-month notice
- ❖ BTL may revise the criteria for the Netting-Off or the Adjustment of the export units as and when required
- ❖ BTL reserves the right to discontinue the Net-Metering Service at any point of time without assigning a reason
- ❖ These guidelines are for the residential consumers only, Net-Metering service is not being offered in commercial