

**Project completion Report for Solar Power Plants (1-100kWp)  
Part-A (by the installer)**

S No	Component	Observation
1	Sanction No & Date	
2	<b>Category</b> :-Nodal Agency/ Channel partner (Name) and Complete Address	
	Site/ Location with Complete Address	
	Longitude/ Latitude	
3	<b>Capacity of system installed(kWp)</b>	
4	<b>Specification of the Modules</b>	
	Type of modules(multi/mono)	
	Make of Modules and year of manufacturing	
	Wattage and no of modules	
	Module Efficiency	
	No of series &Parallel combinations	
	Tilt Angle of Modules	
4.1	IEC certificate Date of issue Agency Validity Enclose a IEC certificate	
4.2	Whether imported or indigenous.	
4.3	RFID tag is pasted inside or outside	
4.4	Type of RFID	
5	<b>PCU</b>	
	Make,& rating Type of Charge controller/MPPT	
	Capacity of inverter and year of manufacturing	
	AC Output	
	Whether hybrid or stand alone	
	Whether indigenous or imported	

	Enclose test certificate as per MNRE requirement	
	Input Voltage to Inverter	
6	<b>Batteries</b>	
	Make of batteries and year of manufacturing	
	Type : Tubular Lead Acid /VRLA/GEL	
	Rating and no.	
	No of series and parallel combinations	
	Enclose test certificate as per MNRE requirement	
7	Depth of Discharge Proposed	
	Autonomy (Days)	
8	<b>Structures</b>	
	Tracking or non tracking	
	Indigenous or imported	
9	<b>Cables Make and size</b>	
	Enclose Certificate: Rating :-	
	voltage of cable	
10	<b>Distribution Box</b>	
	Name	
	Make	
	Certificate	
11	<b>Earthing and protections</b>	
	Lightening Arrester (Type)	
12	<b>Date of Commissioning</b>	
13	<b>Enclose Generation data for one month ( for without battery systems )</b>	
13a.	<b>Enclose energy consumption data for one month ( for battery based systems)</b>	
14	<b>Monitoring Mechanism for the installed System</b>	

	Technical Person Trained to maintain system Name with Mobile no.	
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**Declaration**

\_It is to certify that all the components/subsystems and materials including junction boxes, cables, distribution boards. switches, circuit barkers used are as per MNRE requirement and as per DPR submitted.

(Channel Partner/SNA )

With seal

Date:

Place:

**PART-B ( By the customer)**

S No	Component	Observation
1	Name of the customer	
2	Location	
	Capacity (kWp)	
	Location	
3	Whether training was provided by installer for operation and maintenance	
4	Whether the following documents were provided or not	
	I-V curves of all modules	
	Inverter manual	
	Warranty card for system	

5	Date of handing over of the system	
6	Cost breakup	Total project cost: User Share: MNRE share: User payment (Only cheques are allowed) Cheque No. & date

It is to certify that all information given above is true and correct to best of my knowledge

(User signature and stamp)

Date and place

### PART-C

#### Inspection report (by inspecting Officer)

S No	Component	Observation
1	Site/ Location with Complete Address	
2	Capacity of system installed(kWp)	
3	Whether the system was installed in shadow free area or not? If not mention the details	
	Gap between rows of the modules	
	Any inter module shading exists or not	
	Whether the modules contains information about company name, serial no and year manufacturing inside	
	RIFD pasted inside or outside	
4	<b>PCU</b>	

	Whether the information given in part A is same or found any deviation	
5	<b>Batteries</b>	
	Whether the information given in part A is same or found any deviation	
6	<b>Structures</b>	
7	<b>Cables Make and size</b>	
8	<b>Distribution Box</b>	
9	<b>Earthing and protections</b>	
10	<b>Cumulative generation data at the date of visit or cumulative energy consumption data at the time of visit</b>	
11	User Feed Back	
12	Any specific problem	

1. Signature of User With Stamp and date
2. Channel partner signature with stamp and date
3. Signature of inspecting Officer and date

**List of enclosures:**

- 1. Copy of invoice billed to user**
- 2. List of serial no. of modules and batteries installed in the system**
- 3. Test certificates of the components**
- 4. Statement of Expenditure**
- 5. Original Color photographs**