

**Cancellation Procedure:**

- (a) Cancellation of green tariff in the running financial year shall not be allowed.
- (b) Consumers will have the option to cancel the green tariff by giving an advance notice of 30 days. The application for cancellation shall be submitted as per the following format by 1<sup>st</sup> of March of financial year.

<b>Green Energy Cancellation Application</b>
Letter No. (if any) Date:
To The Chief General Manager (IPC), TSSPDCL, 1st floor, 'A' Block, # 6-1-50, Mint Compound, Behind New Secretariat, Hyderabad-500 063
Sir, Sub:- Application for Cancellation of Green Energy to Service Connection No. ...., Category:....., .....(Name and Address of the Consumer) - Reg. I/We hereby apply for Cancellation of GREEN ENERGY TARIFF on my existing electricity connection of my/our premises described above from 1 <sup>st</sup> April of next Financial Year. Name of Applicant: Consumer Service Connection No: Address: Registered mobile no. Reason for cancellation:
“Undertaking by the Applicant” 1. I/We request you to discontinue our Green Energy Tariff as approved by the State Commission. 2. I/We agree on the Cancellation of Green Energy Tariff which shall take effect from 1 <sup>st</sup> April FY..... Place: Date: (Name and Designation of the authorized person with official seal)

- (c) The discontinuation of green tariff shall commence from 1<sup>st</sup> of April of next financial year based on the application received from the consumer for cancellation as per timelines mentioned above.
- (d) Cancellation authority would be same as approving authority.

- (e) Processing of application for cancellation shall follow the same hierarchy and flow as mentioned above.
- (f) Intimation of cancellation shall be conveyed to the consumer through web-based application or mobile app or through letter or e-mail in the following format.

**Approval for Discontinuation of Green Energy Tariff**

DISCOM Logo, DISCOM name & address

From

To

CGM (IPC), Address

<Name and Address of the applicant>

Sir,

Sub: Cancellation of Green Energy Tariff for (Name of the Applicant and Consumer No. of the applicant) - Reg.

Ref: i. Your cancellation request dated.....

ii. Your Cancellation acknowledgement Number....

Madam/Sir,

Referring to the above correspondence, this is to inform that your cancellation application for Green Energy Tariff is approved and the same will take effect from 1<sup>st</sup> April FY.

Cancellation applicable from \_\_\_\_\_ (Month & year).

Thanking you,

Yours Sincerely,

< Name and Designation of authorized person with official seal>

- (g) Information of cancellation of supply under Green Energy Tariff shall be communicated by CGM (IPC) to CGM (Rev) to discontinue billing of applicable charges.
- (h) Till such time the facility for on-line cancellation is developed by the DISCOM, e-mail/offline applications for cancellation will be entertained and DISCOM shall provide the acknowledgement of the cancellation application received from the consumer.