

**Detailed Procedure**  
**on**  
**Methodology of Payment**  
**of**  
**Certificate Retainer-ship**

*Under Central Electricity Regulatory Commission (Fees and Charges of  
Regional Load Despatch Centre and other related matters) Regulations,  
2019 for the control period from 1.4.2019 to 31.3.2024*

**15 March 2022**

## Table of Contents

1.	<b>Preamble</b> .....	3
2.	<b>Objective</b> .....	3
3.	<b>Scope</b> .....	3
4.	<b>Certification Agency for System Operators</b> .....	4
5.	<b>Nodal Agency</b> .....	4
6.	<b>Eligibility Criteria for Appearing in Examination</b>	
7.	<b>Eligibility Criteria for Certificate Retainer-ship</b> .....	4
8.	<b>Certification Retainer-ship Amount</b> .....	6
9.	<b>Maintaining 'Active' Certification Status</b> .....	7
10.	<b>Role of the Certification Agency</b> .....	8
11.	<b>Role of the Nodal Agency</b> .....	9
12.	<b>Role of LDCs</b> .....	10
13.	<b>Funding for Certification and Payment of Certificate Retainer-ship</b> .....	10
14.	<b>Disbursement Process of Training, Registration and Certificate Retainer-ship Amount</b> .....	11
15.	<b>Removal of Difficulties</b> .....	12

## **1. Preamble**

- 1.1. This Procedure is issued under Central Electricity Regulatory Commission (Fees and Charges of Regional Load Despatch Centre and other related matters) Regulations, 2019 notified on 5<sup>th</sup> April, 2019 (hereinafter referred to as “the CERC Fees and Charges Regulations”).
- 1.2. All the words and expressions used in this Procedure shall have the same meaning as assigned to them in various Regulations formulated by the Central Electricity Regulatory Commission.

## **2. Objective**

The objective of this Procedure is to lay down roles, responsibilities, eligibility criteria and methodologies to be followed by the appropriate Load Despatch Centres (LDCs) and the Certification Agency for payment of certificate retainer-ship to eligible system operators.

## **3. Scope**

- 3.1 This Procedure shall be applicable to National Load Despatch Centre (NLDC) and Regional Load Despatch Centres (RLDCs), State Load Despatch Centres (SLDCs) including Area Load Despatch Centres (ALDCs)/ sub-Load Despatch Centres (sub-LDCs) and the Certification Agency.
- 3.2 However, applicability of this Procedure to State Load Despatch Centres (SLDCs) including Area Load Despatch Centres (ALDCs)/ sub-Load Despatch Centres (sub-LDCs) to the extent of payment for certificate retainer-ship amount may be decided by the respective State Electricity regulatory Commission.

## **4. Certification Agency for System Operators**

- 4.1. Certification Agency is the organization that shall be responsible for issuing certificates as specified in Regulation 33 of the CERC Fees and Charges Regulations.
- 4.2. Certification Agency shall be as designated by the Ministry of Power, Government of India on recommendation of the Central Electricity Authority (CEA).
- 4.3. At present, National Power Training Institute (NPTI) has been designated as the Certification Agency by the Ministry of Power vide letter No. 31-12/19/2019-T&R dated 8.3.2019.

## **5. Nodal Agency**

Corporate Human Resource Development Department of POSOCO (Power System Operation Corporation Limited) is designated as the Nodal Agency for the purpose of coordination with the Certification Agency and Load Despatch Centers.

## **6. Eligibility Criteria for Appearing in Examination**

- 6.1. Eligibility criteria for candidates for appearing in Basic Level Certification examination:
  - 6.1.1. Candidate shall hold graduate degree or diploma in Engineering.
  - 6.1.2. Candidate shall be a regular employee of National Load Despatch Centre, Regional Load Despatch Centres, State Load Despatch Centres (including Area Load Despatch Centres) or sub-Load Despatch Centres.

6.2. Eligibility criteria for candidates for appearing in Specialist Level Certification examination:

6.2.1. Candidate shall have 'active' status of Basic Level Certification.

6.2.2. Candidate shall hold graduate degree in Engineering.

6.2.3. Candidate shall be regular employee of National Load Despatch Centre, Regional Load Despatch Centres, State Load Despatch Centres (including Area Load Despatch Centres) or sub-Load Despatch Centres.

6.2.4. Candidate shall have put in at least 4 years of service in an LDC.

6.3. Eligibility criteria for appearing in Management Level Certification examination:

6.3.1. Candidate shall have 'active' status of Specialist Level Certification.

6.3.2. Candidate shall hold post-graduate degree or equivalent in Engineering, Management, Planning/ Economics or equivalent areas relevant for power sector development.

6.3.3. Candidate shall be regular employee of National Load Despatch Centre, Regional Load Despatch Centres, State Load Despatch Centres (including Area Load Despatch Centre) or sub-Load Despatch Centres.

6.3.4. Candidate shall have put in at least 8 years of service in an LDC.

6.4. A candidate who is not posted in a Load Despatch Centre, but is working in any other areas in the power sector (e.g. transmission, generation or distribution) may appear in the certification examination conducted by the Certification Agency. However, the expenditure for such candidates towards registration fee, application fee and for attending training program related to certification shall not be borne by the Nodal Agency.

6.5. Contractual employees working in LDCs may appear in the certification examination conducted by the Certification Agency. However, the expenditure for such candidates towards registration fee, application fee

and for attending training program related to the certification shall not be borne by the Nodal Agency.

## **7. Eligibility Criteria for Certificate Retainer-ship**

- 7.1. Executives at E7 level (existing scale Rs. 60,000/- - 3% - Rs. 2,60,000/-) or below working in system operations or system logistics technical functions (i.e. excluding non-technical functions such as human resource, finance, legal, company secretariat, executive secretaries) in RLDCs or NLDC, shall be eligible for payment of retainer-ship amount for the period of their posting in those departments.
- 7.2. The certificate should be valid for the period for which certificate retainer-ship amount is claimed and disbursed.
- 7.3. The certificate retainer-ship amount shall not be paid during the period of extraordinary leave.

## **8. Certificate Retainer-ship Amount**

- 8.1. In terms of Regulation 33 of the CERC Fees and Charges Regulations, eligible system operators shall be allowed a fixed certificate retainer-ship amount as follows:

<b>Sr. No.</b>	<b>Certification Level</b>	<b>Certificate Retainer-ship amount (in ₹ per Month)</b>
1	Basic	7500
2	Specialist	10000
3	Management	12000

- 8.2. A person having Basic Level Certificate and more than one Specialist Level Certificate and/or Management Level Certificate shall be entitled for

payment of certificate retainer-ship amount capped at the highest applicable slab.

For example, a person having both Basic Level Certificate and Specialist Level Certificate shall be entitled for a maximum certificate retainer-ship amount of ₹ 10,000/- per month. Similarly, a person having all three levels of certificates shall be entitled for a maximum certificate retainer-ship amount of ₹ 12,000/- per month.

- 8.3. Payment of the certificate retainer-ship amount for system operators of State Load Despatch Centre(s) (including Area Load Despatch Centres/ sub-Load Despatch Centres) may be incorporated by State Electricity regulatory Commissions in their respective Regulations/ Orders.

## **9. Maintaining 'Active' Certification Status**

- 9.1. The certifications shall be valid for a period of three years from date of issuance of certificate.
- 9.2. In order to retain 'active' status, system operators shall be required to renew their certification before expiry of their certificate.
- 9.3. In case a system operator is unable to renew the certification due to non-conduct of examination by the Certification Agency, such system operator shall be considered to hold 'active' status during the period falling between expiry of the certificate and renewal of the certificate if in the first available opportunity, the system operator is able to clear the certification examination and renew certification.
- 9.4. The Nodal Agency shall pay registration fees and application fees for eligible system operators for appearing in examinations for Basic Level Certification or Specialist Level Certification or Management Level

Certification when such system operators appear in the examination for the first time for any level.

## **10. Role of the Certification Agency**

10.1. The Certification Agency shall:

- 10.1.1. Prepare and issue the Manual for examination for Basic Level Certification, Specialist Level Certification and Management Level Certification in consultation with the Nodal Agency, specifying, inter-alia, course content, syllabus, pattern of examination, registration fees/ application fees, timelines for registration/ application and examination, examination center regulations, withdrawal from examination, criteria for awarding of certification, maintaining 'active' status of certificate, confirmation of credentials to third parties, dispute resolution process, disciplinary action and other related matters.
- 10.1.2. Constitute a "Governing Board" for ensuring proper administration of the system operator training, certification mechanism and certification examination system.
- 10.1.3. Implement an online service portal for all information pertaining to training and certification of system operators.
- 10.1.4. Issue Basic Level Certificate/ Specialist Level Certificate/ Management Level Certificate to qualified candidates indicating, inter-alia, name of candidate, name of respective LDC, distinct certificate number and validity period of the certificate.
- 10.1.5. Prepare list of holders of valid Basic Level Certificate, Specialist Level Certificate and Management Level Certificate across LDCs.



- 10.1.6. Conduct refresher training programs on Basic Level Certification, Specialist Level Certification, and Management Level Certification from time to time.
- 10.1.7. Raise invoices for registration fees/ application fees to the Nodal Agency. The invoices should be accompanied with list of candidates duly certified by the head/ in-charge of respective LDCs.
- 10.1.8. Raise invoices for participation of system operators in the refresher training programs for Basic Level Certification, Specialist Level Certification and Management Level Certification to the Nodal Agency.

## **11. Role of the Nodal Agency**

11.1. The Nodal Agency shall:

- 11.1.1. Disburse funds after prudence check from the Load Despatch Centre Development (LDCD) Fund to the Certification Agency against the invoice raised by them for (i) payment of registration fees and/or application fees for candidates appearing in examinations for Basic Level Certification, Specialist Level Certification and Management Level Certification, and (ii) payment towards training expenses for these examinations.
- 11.1.2. Transfer amount of certificate retainer-ship on monthly basis to eligible system operators of RLDCs and NLDC.
- 11.1.3. Enter into an arrangement with the Certification Agency for carrying out roles and responsibilities delineated in this Procedure.
- 11.1.4. Carry out any other role as may be assigned to it from time to time.

## **12. Role of LDCs**

- 12.1. Head/ in-charge of LDC(s) or a person authorized by head/ in-charge will be the nodal person for coordination with the Certification Agency and the Nodal Agency.
- 12.2. The nodal person of each LDC shall send nominations for participation in the training programs for Basic Level Certification, Specialist Level Certification and Management Level Certification to the Certification Agency.
- 12.3. The nodal person of each RLDC and NLDC shall provide to Nodal Agency, certified copy of the list of system operators with 'active' status of certification and posted in RLDC or NLDC on the last day of each month by 7<sup>th</sup> day of the next month. List of system operators shall be certified by the head/ in-charge of RLDC or NLDC.
- 12.4. Details of the eligible system operators who have availed extra-ordinary leave shall be provided by the respective RLDC and NLDC to the Nodal Agency.

## **13. Funding for Certification and Payment of Certificate Retainer-ship**

- 13.1. The funding of following expenses shall be made from the Load Despatch Centre Development (LDCD) Fund:
  - 13.1.1. Payment of registration fees and/or application fees for candidates appearing in examinations for Basic Level Certification, Specialist Level Certification and Management Level Certification for the first time for each level. However, incidental expenses for appearing in the examinations like journey TA/DA/boarding and lodging expenses shall be not paid from LDCD Fund.

13.1.2. Payment towards expenses for participation of candidates in refresher training programs on Basic Level Certification, Specialist Level Certification and Management Level Certification conducted by the Certification Agency. However, incidental expenses for attending training programs like journey TA/DA/boarding and lodging expenses shall be not paid from LDCD Fund.

13.1.3. The processing fees/ service charge/ one time charges/ annual maintenance fee chargeable by the Certification Agency.

13.1.4. Certificate retainer-ship amount for all eligible system operators of NLDC and RLDCs.

13.2. The amount towards expenses under clause 13.1.1, clause 13.1.2 and clause 13.1.3 shall be remitted to the Certification Agency by the Nodal Agency after prudence check against the invoices raised for the same.

## **14. Disbursement Process for Registration, Training and Certificate Retainer-ship Amount**

### **14.1. Registration fees/ application fees**

14.1.1. The Certification Agency shall raise invoices for registration fees/ application fees to the Nodal Agency.

14.1.2. The invoices shall be accompanied with list of candidates duly certified by the head/ in-charge of LDCs.

### **14.2. Expenses towards refresher training**

14.2.1. The Certification Agency shall raise invoices for participation of system operators in the refresher training programs for Basic Level Certification, Specialist Level Certification and Management Level Certification to the Nodal Agency.

14.2.2. The invoices shall be accompanied with list of candidates for the refresher training course duly certified by the head of the respective

LDC and undertaking that the candidates are posted at the respective LDC during that period.

#### **14.3. Expenses for Certificate Retainer-ship**

14.3.1. The calculation and disbursement of amount for certificate retainer-ship shall be on monthly basis.

14.3.2. The head/ in-charge of RLDCs/ NLDC shall provide a certified copy of the list of eligible system operators as per Clause 7 with following details to the Nodal Agency:

- Period of Regular Service on the rolls of LDC in the applicable month
- Due monthly certificate retainer-ship amount
- Validity period of the certificate

14.3.3. The Nodal Agency shall transfer the due amount of certificate retainer-ship for a month to the system operator's bank account by the 20<sup>th</sup> day of the next month.

### **15. Removal of Difficulties**

In case of any operational difficulty, this Procedure may be revised, with prior approval of the Central Electricity Regulatory Commission.