



TATAPOWER-DDL

Documents Required for New Connection

S no.	Basic Documents Required
1	One Recent Passport size photograph
2	Photo Identity Proof (any of the following) a) Driving license b) Electoral Identity Card/Smart Card (Aadhar Card)-Acknowledgement is also Acceptable c) Photo Identity Card issued by any Govt Authority d) Passport e) Pan Card f) Ration card with applicant Photo
3	Proof of Ownership (any of the following) a) Registered / Notarized GPA (IF GPA is Irrevocable then NOC from Owner is required) b) Registered Sale deed/Registry c) Registered Conveyance Deed (in case of free hold property -sold by Govt.) d) Registered / Notarized Perpetual Deed/ Lease Deed e) Registered Agreement to sell f) Registered Will / Notarized Will + NOC from Legal Heirs (Affidavit that no body will challenge) g) Mutation Letter from DDA/Land & development officer (Mutation is provided to legal heirs only) h) Registered Relinquishment Deed/Notarised R.D. with Property Papers i) Notarised/Registered Special Power of Attorney (SPA) + Agreement To sell + Will is Required j) Registered Gift Deed k) Allotment letter/Possession Letter
	In case Applicant is a Tenant: a) NOC from Landlord is required along with proof of ownership of landlord. b) Valid Lease/Rent Agreement
	NOTE:- 1. Any document registered by any state like Punjab or U.P. is acceptable 2. IF Documents are in language other than HINDI or ENGLISH then it has to be translated through gd. Translator in Court. 3. If property is mortgaged with Bank->A bank letter (mentioning the name of owner /Proper address/ type of property papers & purpose of loan with loan no.) along with photocopy of property papers is required. 4. If documents are mortgaged in any authority issued by govt. like Thrift & Housing Co-operative Society same can be accepted 5. Whenever owner of the property has expired and All the legal heirs decided to give rights on property to one of the legal heir that is called Relinquishment Deed. 6. If there is any tampering /over writing in property papers then Rectification Deed on Rs.50/- stamp paper is required (sign of Seller/legal heir of the seller And Buyer's) (IF Seller is not available then an ID BOND on Rs. 100 stamp paper along with Rectification deed is required

DOCUMENTS FOR ATTRIBUTE CHANGE [NAME/ CATEGORY/LOAD CHANGE]	
All documents should be Photocopied and self-attested by applicant.	
Document Type	Documents
Photo	One Passport size Photograph of applicant
Identity Proof of Applicant - Any one of these	▪ Driving license
	▪ Electoral Identity Card
	▪ Photo Identity Card issued by any Govt. Agency
	▪ Passport
	▪ Pan Card
	▪ Ration card with applicant Photo
Proof of Ownership	For Application for Name Change of Registered Consumer
	1.Copy of latest bill duly paid
	2.Proof of ownership of property
	3.NOC of previous owner for transfer of security deposit
	4.NOC of Co-Owner in case co-occupants are other than Spouse/in blood relation
	Application for Transfer of Ownership to Legal Heir
	1.Copy of latest bill duly paid
	2.Copy of Mutation letter/Legal heir certificate
	3.NOC from other Legal heir in case connection is to be changed in the name of one of the Legal heirs
	Application for Category Change
	1.ID proof (any one of the mentioned above in the detailed list)
	Note: Category change from domestic/commercial category to Industrial Category will require a Valid Industrial License issued by MCD in the name of the applicant.
Application for Load change(Enhancement/Reduction)	
1.Only ID proof is required (any one of the mentioned above in the detailed list)	

Please Note: *"The list of documents mentioned herein is not exhaustive. In case of any discrepancy, TPDDL reserves its right to seek more documents and details on a case to case basis"*

Documents required for various requests

Notification Type	Priority	Documents Required
PROTOCOL SHEET POSTING	WRONGLY POSTED	Copy of protocol sheet provided at the time of meter installation or replacement
METER/NETWORK STOLEN	METER STOLEN	<ol style="list-style-type: none"> 1. Written Application 2. Police FIR copy 3. ID proof of applicant
METER/NETWORK STOLEN	METER/NETWORK STOLEN	<ol style="list-style-type: none"> 1. Written Application 2. Police FIR copy 3. ID proof of applicant
METER/NETWORK STOLEN	CABLE/NETWORK STOLEN	<ol style="list-style-type: none"> 1. Written Application 2. Police FIR copy 3. ID proof of applicant
OWO (Transformer Shifting, Pole shifting etc.)	OUTSIDE WORK ORDER	<ol style="list-style-type: none"> 1. Written Application 2. Copy of last paid bill 3. ID proof of applicant
METER SHIFTING	METER SHIFTING	<ol style="list-style-type: none"> 1. Written Application 2. ID Proof of applicant 3. Copy of Last paid bill
METER SHIFTING	SHIFTING & CABLE CHANGE	<ol style="list-style-type: none"> 1. Written Application 2. ID Proof of applicant
METER SHIFTING	SHIFTING & METER CHANGE	<ol style="list-style-type: none"> 1. Written Application 2. ID Proof of applicant
ASSESSMENT	REASSESSMENT REQUIRED	<ol style="list-style-type: none"> 1. Written application 2. Copy of last bill 3. Proof for connection not in use i.e. water bill, telephone bill etc. (if applicable)
BILL REVISION	WRONG FINAL BILL	Copy of Protocol Sheet provided at the time of disconnection
BILL REVISION	Bill Revision-court order	Copy of court Order
MOVE OUT-FINAL BILL	ENFORCEMENT MOVE OUT	<ol style="list-style-type: none"> 1. Written Application 2. ID Proof of applicant
MOVE OUT-FINAL BILL	POST SUPPLY DISCONNECTION	<ol style="list-style-type: none"> 1. Written Application 2. ID Proof of applicant
FINAL BILL	BILL PREPARATION	<ol style="list-style-type: none"> 1. Written Application 2. ID Proof of applicant
PAYMENT RELATED COMPLAINT	CHEQUE BOUNCED WRONGLY	Bank statement/Bank Letter
PAYMENT RELATED COMPLAINT	COPY OF CHEQUE REQUIRED	Bank statement
PAYMENT RELATED COMPLAINT	PAYMENT NOT ADJUSTED	Bank statement copy/bank letter if paid through cheque or payment receipt if paid through cash.
PAYMENT RELATED COMPLAINT	PAYMENT NOT ADJUSTED-NAME CHAGNE	Bank statement copy/bank letter if paid through cheque or payment receipt if paid through cash

Notification Type	Priority	Documents Required
PAYMENT RELATED COMPLAINT	WRONG PAYMENT ADJUSTED	Cheque No. and date of payment details/ Bank statement copy/bank letter if paid through cheque or payment receipt if paid through cash.
REFUND	SD REFUND (SECURITY REFUND)	<ol style="list-style-type: none"> 1. Written Application 2. ID Proof of Registered Customer 3. Receipt of security deposit
SD CORRECTION/INTEREST COMPLAINT	SD CORRECTION	<ol style="list-style-type: none"> 1. Written Application 2. Copy of CD receipt/DN
PAYMENT RELATED COMPLAINT	LATE PAYMENT ADJUSTED	Bank statement copy/bank letter if paid through cheque or payment receipt if paid through cash.
ECS PAYMENT	Activate ECS	<ol style="list-style-type: none"> 1. Duly filled & verified ECS form (verification to be done from concerned bank) 2. One dummy cheque copy 3. Copy of electricity bill copy

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