

## **Annexure-I &II**

**(Note: To be submitted by the Applicant at the time of submission of application)**  
**Application for Empanelment Criteria of Accredited Energy Auditor's Firm for Verification and Check-Verification under PAT Scheme**

The Secretary  
Bureau of Energy Efficiency,  
4<sup>th</sup> Floor, Sewa Bhawan R.K.Puram, Sector-1,  
New Delhi-110066

Dear Sir,

I am accredited with Bureau of Energy Efficiency as Accredited Energy Auditor and hereby apply for Empanelment of Accredited Energy Auditor Firm for Verification and Check Verification under PAT Scheme and meet the following criteria for Firm empanelment:

- a) has at least one Accredited Energy Auditor whose name is included in the list of the Accredited Energy Auditors maintained by the Bureau under regulation 7 of the Bureau of Energy Efficiency (Qualifications for Accredited Energy Auditors and Maintenance of their List) Regulations, 2010;
- (b) has at least three certified energy auditors certified by the Bureau (for definition of "energy auditor" refer Clause (c) of sub-regulation (1) of regulation 2 of the Bureau of Energy Efficiency (Qualifications for Accredited Energy Auditors and Maintenance of their List) Regulations, 2010;
- (ba) has at least one sector expert with experience of more than ten years in the said sector applied for, if Accredited Energy Auditor has the required experience in a specific sector, the same shall be treated as sector specific experience;
- (bb) The Empanelment of the AEA firm shall be sector specific based on the experience of sector experts engaged by the firm.
- (c) has adequate expertise of field studies including observations, probing skills, collection and generation of data, depth of technical knowledge and analytical abilities for undertaking verification and check-verification;
- (d) has a minimum turnover of ten lakhs rupees per annum in at least one of the previous three years or in case of a newly formed organisation, a net worth of ten lakhs rupees.

2. The self - attested photocopies of the following documents are enclosed: -

(a) Firm registered under the Indian Partnership Act, 1932 (9 of 1932) or a company incorporated under the Companies Act, 1956 (1 of 1956) or any other legal entity competent to sue or to be sued or enter into contracts (certificate of registration or incorporation as the case may be, attached).

(In case an Accredited Energy Auditor is not the owner of a Firm, but works in a Firm and wish to get empanel the Firm, he/she may submit an authority letter from the authorized official of the Firm, in original, that the said Firm allow the Accredited Energy Auditor to apply for empanelment of the Firm with BEE for Verification and Check Verification under PAT Scheme and will abide by the provisions of The Accredited Energy Auditor shall ensure that he/she has read the G.S.R. 269 (E) [Energy Conservation (Energy Consumption Norms and Standards for Designated Consumers, Form, Time within which, and Manner of Preparation and Implementation of Scheme, Procedure for Issue of Energy Savings Certificates and Value of per Metric Ton of Oil Equivalent of Energy Consumed) Rules, 2012] dated 30<sup>th</sup> March, 2012 before applying for empanelment and will give an undertaking that he/she will abide by the mandatory provisions as listed in the notification)

3. I request that the certificate of empanelment may be considered for my firm

4. I hereby state that information furnished above is true and correct to the best of my knowledge.

5. The undersigned and my Firm confirms that we have read the G.S.R. 269 (E) [Energy Conservation (Energy Consumption Norms and Standards for Designated Consumers, Form, Time within which, and Manner of Preparation and Implementation of Scheme, Procedure for Issue of Energy Savings Certificates and Value of per Metric Ton of Oil Equivalent of Energy Consumed) Rules, 2012] dated 30<sup>th</sup> March, 2012 before applying for empanelment and give this undertaking that we will abide by the mandatory provisions as listed in the above notification.

Dated this ..... day of .....20.....

Place.....

Yours faithfully,

Signature.....

Name.....

Designation.....

For and on behalf of.....

**Encl: As above**

**Note: Please also submit Annexure-II along with this Annexure-I**

**Annexure II**  
**(Note : To be submitted by the applicant at the time of submission of application.)**  
**BUREAU OF ENERGY EFFICIENCY**

Serial Number (to be filled by BEE)	As on .....(DD/MM/20YY)		
<b>A.</b>			
1	Name of Accredited Energy Auditor		Photograph of the Accredited Energy Auditor
2	Father's name		
3	Month and year of accreditation as Accredited Energy Auditor, pl specify)		
<b>B.</b>	<b>Information in respect of firms' name</b>		
4	Firm name under which verification/check-verification under PAT Scheme, is proposed to be conducted		
5	a)Type of firm/ private/ Government / NGO etc.  b) Details of Registration under the Indian Partnership Act, 1932 (9 of 1932) or a company incorporated under the Companies Act, 1956 (1 of 1956) or any other legal entity competent to sue or to be sued or enter into contracts(certificate of registration or incorporation as the case may be, attached).		
6	Name of contact person along with designation, address, telephone, mobile and fax number along with STD codes and email address ( All details compulsory)		
7	Professional postal address with Pin Code of the		

	<p>i)Accredited Energy Auditor</p> <p>ii) Firm</p>	
8	E-mail address of Accredited Energy Auditor and Chief Executive Officer of Firm	
9	<p>Telephone numbers of Accredited Energy Auditor with STD Code</p> <p>(R)</p> <p>(O)</p> <p>Mobile no:</p>	
10	Year of establishment of the firms' name	
11	Year of commencement of energy audit by the firm	
12	<p>No. of branch offices</p> <p>(List of complete addresses including heads of all branch offices with telephone, fax and email addresses)</p>	
13.	<p>Turnover per annum (Rs.Lakhs/annum)</p> <p>a) 2014-15</p> <p>b) 2015-16</p> <p>c) 2016-17</p> <p>d) 2017 -18</p> <p>d) In case of newly formed organization, please write net worth in Rs. Lakhs</p>	<p>a)</p> <p>b)</p> <p>c)</p> <p>d)</p>

<b>C</b>	<b>Details of Associated Energy Auditors</b>	
14	Number of energy auditors available	
(I)	Number of full-time energy auditors in position with work experience of all energy auditors associated with the firm ( Please attach Bio Data and write one paragraph each for at least 3 energy auditors giving their qualification, no. of detailed energy audits/baseline energy audits carried out, with plant names, per designated consumer sector)	
(II)	No. of part-time energy auditors in position during the current year / previous year associated with the firm.	
15	List of Designated Consumer Sectors in which the firm has conducted energy audits since inception	

<b>D</b>	<b>Remarks( if any)</b>	
16.		

I hereby state that information furnished above is true and correct to the best of my knowledge.The undersigned and my Firm alsoconfirms that we have read the G.S.R.

269 (E) [Energy Conservation (Energy Consumption Norms and Standards for Designated Consumers, Form, Time within which, and Manner of Preparation and Implementation of Scheme, Procedure for Issue of Energy Savings Certificates and Value of per Metric Ton of Oil Equivalent of Energy Consumed) Rules, 2012] dated 30<sup>th</sup> March, 2012 before applying for empanelment and give this undertaking that we will abide by the mandatory provisions as listed in the above notification

Place.....

Signature: Date:.....

Name.....

Designation.....

For and on behalf of.....

(Note: Responsibility of the authenticity of the above information rests with the concerned Accreditedenergy auditor and his/her firm.)