

# STANDARD OPERATING PROCEDURE (SOP) FOR IMPLEMENTATION OF FREE POWER SCHEME FOR HANDLOOM WEAVER HOUSEHOLDS AND POWERLOOM UNITS

---

## 1. Introduction

The Government of Andhra Pradesh, with the objective of supporting the Handloom Weaver Households and Powerloom Units, has introduced the Free Power Scheme to provide subsidized electricity. The scheme is aimed at reducing the operational costs of individual Weavers, thereby promoting economic sustainability in the traditional weaving sector.

Under this scheme:

- Handloom weaver households are eligible for free electricity up to 200 units per month.
- Powerloom Units are eligible for free electricity up to 500 units per month.
- Any electricity consumption exceeding the specified limit shall be borne by the applicant at the applicable electricity tariff rates.
- This Scheme supersedes all the earlier schemes operative in this regard.

This Standard Operating Procedure (SOP) to ensure the systematic, transparent, and efficient implementation of the scheme.

## 2. Purpose

The purpose of this SOP is to provide clear and structured guidelines for:

- The identification and verification of eligible beneficiaries.
- The process for availing benefits under the scheme.
- The roles and responsibilities of the implementing Departments.
- The monitoring and grievance redressal mechanism.
- Ensuring transparency and accountability in the execution of the scheme.

## 3. Scope

This SOP shall be applicable to:

- i. Individual Handloom Weaver Households operating Handlooms for livelihood.
- ii. Powerloom Units engaged in weaving activities.
- iii. Officials of the Department of Handlooms & Textiles and Electricity Department involved in scheme implementation, monitoring, and compliance.

## 4. Eligibility Criteria

### 4.1 Beneficiary Eligibility

To avail of the benefits under the scheme, the applicant must meet the following criteria:

- a. The applicant must be a permanent resident of Andhra Pradesh.
- b. The applicant must be an individual Weaver engaged in Handloom weaving. In case of Powerloom unit, the applicant must be a Powerloom unit holder engaged

in power operative weaving activity.

- c. The Loom must be operational and used solely for weaving purposes.
- d. The Applicant must possess a valid Weaver Certificate issued by the Department of Handlooms & Textiles, Government of Andhra Pradesh (or) Weaver Pehchan Card issued by the Government of India. In case of Powerloom unit holders, a valid Powerloom Registration Certificate or identification issued by the concerned authority must be submitted.

## **4.2 Required Documents**

The Applicant must submit the following documents for verification:

- a. Aadhaar Card – Proof of identity and residence.
- b. Handloom Weaver Certificate – Issued by the Department of Handlooms & Textiles(or) Weaver Pehchan Card issued by the Government of India.
- c. Powerloom unit Registration Certificate- SSI registration certificate or any other certificate recognising the unit.
- d. Latest Electricity Bill – showing connection details.
- e. Bank Account Details – For verification purposes.
- f. Self-Declaration Form – Certifying that the power connection is used exclusively for weaving purposes.
- g. In case beneficiary is a tenant, he shall submit an indemnity bond from the registered consumer of the premises duly undertaking to the DISCOM to inform any change of activity or occupancy by the tenant so as to make necessary steps for discontinuing the applicable concession.

## **5. Roles and Responsibilities**

### **5.1 Responsibilities of the Beneficiary (Weaver)**

- Submit a complete and accurate application along with the required documents.
- Adhere to the prescribed unit limit (200 units for Handloom Weaver households, 500 units for Powerloom units).
- Bear the cost of electricity consumption exceeding the sanctioned limit.
- Notify the Authorities in case of any change in eligibility status (e.g., discontinuation of weaving activity, shifting of house in case of rented house).
- Applicants must not have any pending dues or arrears with the DISCOM at the time of enrolment under the scheme.

### **5.2 Responsibilities of the Department of Handlooms & Textiles**

- Verify the eligibility of applicants and maintain a database of approved beneficiaries.
- Facilitate coordination between the Weavers and the Electricity Department for seamless implementation.

### **5.3 Responsibilities of the Electricity Department**

- Process applications for the scheme and verify electricity connection details.
- Ensure the automatic adjustment of the subsidy in the monthly electricity bill of approved beneficiaries.

- Monitor electricity consumption to detect and prevent misuse.
- Address grievances related to eligibility, subsidy adjustments, and beneficiary status.

## **6. Application and Approval Process**

### **Step 1: Submission of Application**

- Eligible applicants shall submit their application along with the required documents at the nearest office of the Assistant Engineer of the concerned section.

### **Step 2: Verification of Documents**

- The officials of the Electricity Department and the District Handlooms & Textiles Office shall jointly verify the documents submitted by the Applicant.

### **Step 3: Approval and Enrollment**

- Upon successful verification, the Applicant shall be enrolled in the scheme.
- The Electricity Department shall ensure that the subsidy amount is directly adjusted in the monthly bill of the beneficiary.

### **Step 4: Implementation and Monitoring**

- The subsidy is automatically applied every month to the electricity bill of the approved beneficiary.

## **7. Monitoring and Compliance**

- The territorial DISCOM officials are authorized to verify the authenticity of the beneficiary at any point during the scheme period. If, upon inspection, it is found that the household is not engaged in weaving activity, the subsidy shall be discontinued.
- The Department of Handlooms & Textiles and the Electricity Department shall jointly conduct annual reviews to assess the effectiveness of the scheme.
- Any misuse or false declaration by the beneficiary shall result in:
  - Immediate disqualification from the scheme.
  - Recovery of subsidized amounts along with penalties as per applicable rules.

## **8. Grievance Redressal Mechanism**

- Any disputes regarding eligibility, subsidy disbursement, or implementation shall be reviewed and resolved by the District Handlooms & Textiles Officer (DHTO) in coordination with the Electricity Department.

## **9. Subsidy Release:**

- DISCOM to submit monthly / quarterly claims to the Energy Dept. along with other concessions / claims for release of funds in accordance with the retail supply tariff order applicable for the relevant financial year. The Energy Department shall arrange to provide budgetary support and release of funds to the DISCOMs from

time to time.

## **10. Conclusion**

The Free Power Scheme for Handloom Weaver Households and Powerloom Units is a welfare initiative of the Government of Andhra Pradesh aimed at supporting the traditional weaving sector by reducing financial burdens on individual weavers and Powerloom Units.

G REKHA RANI I A S  
Commissioner of H&T