

## Public Notice

All consumers/stakeholders of Madhyanchal Vidyut Vitaran Nigam Ltd (MVVNL) are hereby informed that public hearing on the True-Up of FY 2018-19, Annual Performance Review for FY 2019-20 and Annual Revenue Requirement for FY 2020-21 is scheduled on 28.09.2020 at 11:00 AM through Video Conferencing (VC) by the Hon'ble Uttar Pradesh Electricity Regulatory Commission (UPERC). The instructions for the procedure to participate in the public hearing through VC is available on the website of the Hon'ble UPERC: [www.uperc.org](http://www.uperc.org) and website of the MVVNL: [www.mvvnl.in](http://www.mvvnl.in).

As directed by the Hon'ble UPERC, MVVNL is arranging VC facilities at six (6) of its designated offices as mentioned below, for enabling consumers/stakeholders willing to participate in the public hearing:

1. Chief Engineer (Distribution) Lesa - Cis Gomti, Bangla Bazar, Lucknow
2. Chief Engineer (Distribution) Lesa - Trans Gomti, Vibhuti Khand, Gomti Nagar, Lucknow
3. Chief Engineer (Distribution) Lucknow Zone, 4/85, Indralok Hydril Colony, Krishna Nagar, Lucknow
4. Chief Engineer (Distribution) Bareilly Zone, Katzu Marg, Near Circuit House, Bareilly.
5. Chief Engineer (Distribution) Ayodhya Zone, Kunj Kutir, Hydril Colony, Civil Lines, Ayodhya.
6. Chief Engineer (Distribution) Devipatan Zone, Hydril Colony, Gayitripuram, Gonda.

Further, it may also be noted that consumers/stakeholders can also directly register with the Hon'ble UPERC by 25.09.2020, 12:00 noon (as telephonically informed by the Hon'ble UPERC) for attending the public hearing through VC on their own. The summary of the procedure for the same is mentioned as under :

### **3. Detailed procedure for Participating in Public Hearing for the Stakeholders:**

a) **Step 1:** All stakeholders who wish to participate in the Public Hearing shall send an e-mail on [office@uperc.org](mailto:office@uperc.org) by providing their name, organization, designation, consumer account no., mobile number, address to register themselves before the last date as provided in the Public Notice.

b) **Step 2:** An e-mail regarding link of VC (Google Meet) etc. of the Public Hearing will be sent on the registered e-mail id. The participants will be heard by the Commission in a sequence and the same will be available on UPERC website.

**Note:** Detailed instructions and SOP for participating in public hearing in UPERC through Video Conferencing is also available on MVVNL and the Hon'ble UPERC website.

**INSTRUCTIONS FOR PUBLIC HEARINGS IN UPERC**  
**THROUGH VIDEO CONFERENCING**

1. In view of the prevailing pandemic of Covid-19 (Corona Virus) and subsequent requirement of social distancing, UPERC has decided to conduct Public Hearings through Video Conferencing (VC). The Commission has prepared the following set of instructions for participating in the Public Hearing, which is required to be followed by the Stakeholders for the smooth conduct of the Hearing.

All the Stakeholders who are participating in the Public Hearing through VC shall submit their written suggestions and objections in hard copies (one original + 5 sets of copies) along with verified affidavit (as prescribed) to the Secretary, UPERC within the prescribed time provided in the Public Notice (also available at UPERC website [www.uperc.org](http://www.uperc.org)). The submission should also be sent in PDF and Word/Excel format on the email id: [office@uperc.org](mailto:office@uperc.org). It should be ensured that the Licensee name for whom the submission pertains to, is written in the subject line, otherwise it may not be taken into consideration.

2. **The Stakeholder may participate in the hearing in following ways:**

**Mode (a)** The Stakeholders may address the Commission over a video-link from designated rooms in the UPERC office or from designated office(s) of the Licensee (The Licensee to put up the details of the designated office(s) on their website).

**OR**

**Mode (b)** The Stakeholders may participate through VC from their own place (office/residence etc.) over a video link sent on their email ids for attending hearing through VC Platform (Google Meet).

3. **Detailed procedure for Participating in Public Hearing for the Stakeholders:**

- a) **Step 1:** All stakeholders who wish to participate in the Public Hearing shall send an e-mail on [office@uperc.org](mailto:office@uperc.org) by providing their name, organization, designation, consumer account no., mobile number, address to register themselves before the last date as provided in the Public Notice.



- b) **Step 2:** An e-mail regarding link of VC (Google Meet) etc. of the Public Hearing will be sent on the registered e-mail id. The participants will be heard by the Commission in a sequence and the same will be available on UPERC website.

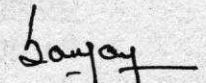
In case the e-mail is not received, the Registered participants are requested to check spam folders and if it is not found in the spam also, the stakeholders may contact at email id: - [office@uperc.org](mailto:office@uperc.org)

- c) **Step 3:** The Registered participants shall open/click the link for VC received on their registered e-mail id and the same will redirect them to the VC platform (Google Meet) for attending the Public Hearing. The Registered participants may follow the operating procedure as provided in Annexure-1 for further details in regard to VC.

#### **4. DO's and Don'ts for participating in Public Hearing:**

- a) Registered participants who wish to participate in the Public Hearing as per Mode (a), are required to report 30 minutes in advance from the scheduled time of hearing.
- b) The links sent for VC should not be further shared. If more than one person from a group/organization/forum want to participate in the VC, they are required to register individually.
- c) Participants should keep their respective microphones on mute at all-times and un-mute the same only when their names are called out to present.
- d) Participants should be seated in proper ambient surroundings ensuring that there is no background noise or disturbance.
- e) Participants are requested to familiarize themselves with Google Meet VC platform.
- f) Stakeholders who do not wish to participate in VC but want to submit their written submissions may positively submit the same in the hard copies (one original + 5 sets of copies) along with verified affidavit (as prescribed) to the Secretary, UPERC within the prescribed time provided in the Public Notice (also available at UPERC website [www.uperc.org](http://www.uperc.org)). The submission should also be sent in PDF and Word/Excel format on the email id [office@uperc.org](mailto:office@uperc.org). It should be ensured that the Licensee name for whom the submission pertains to, is written in the subject line, otherwise it may not be taken into consideration.

5. All Stakeholders shall mandatorily follow the procedure / instructions listed out above subject to which the Commission may take necessary action as deemed fit.
6. The Stakeholders should regularly check the Commission's website ([www.uperc.org](http://www.uperc.org)) & concerned Licensee's website for updates / information etc.

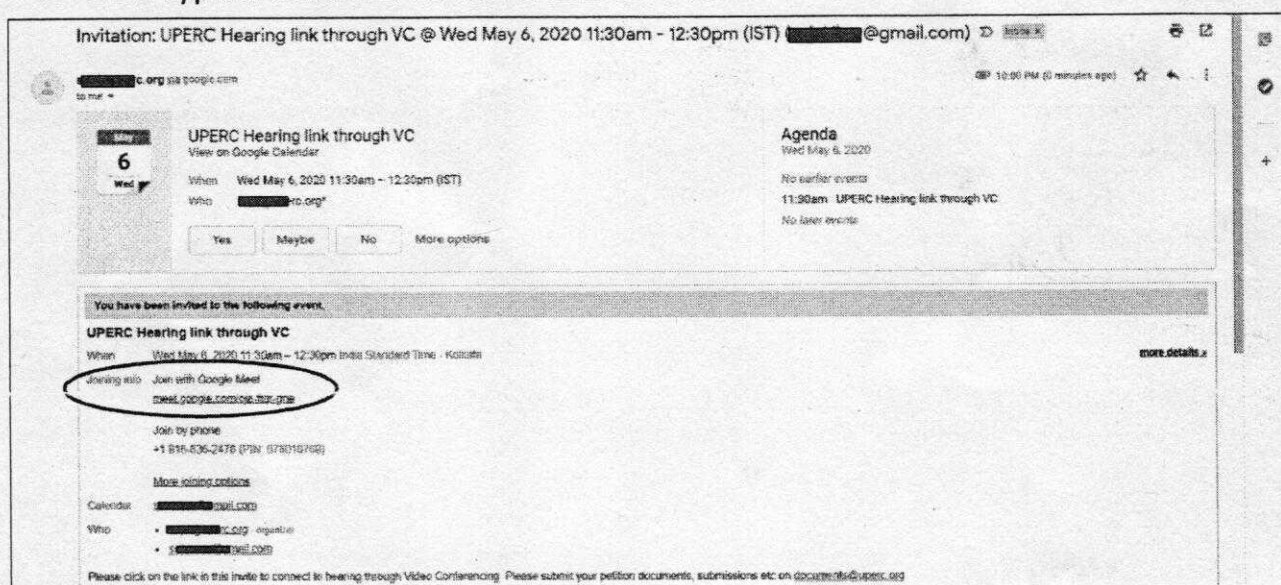
  
Secretary



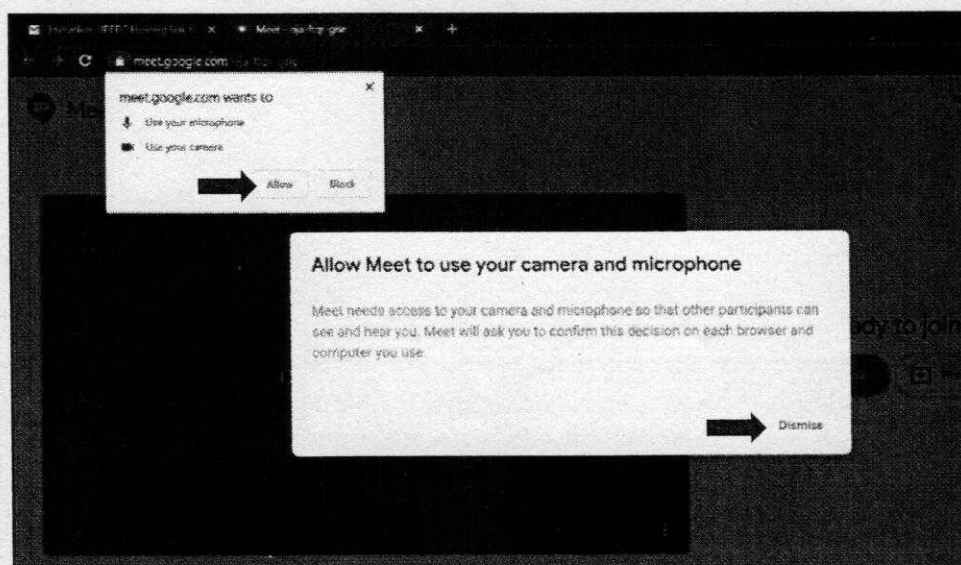
## Standard Operating Procedure for participating in hearing through video conferencing

### A. How to join hearing

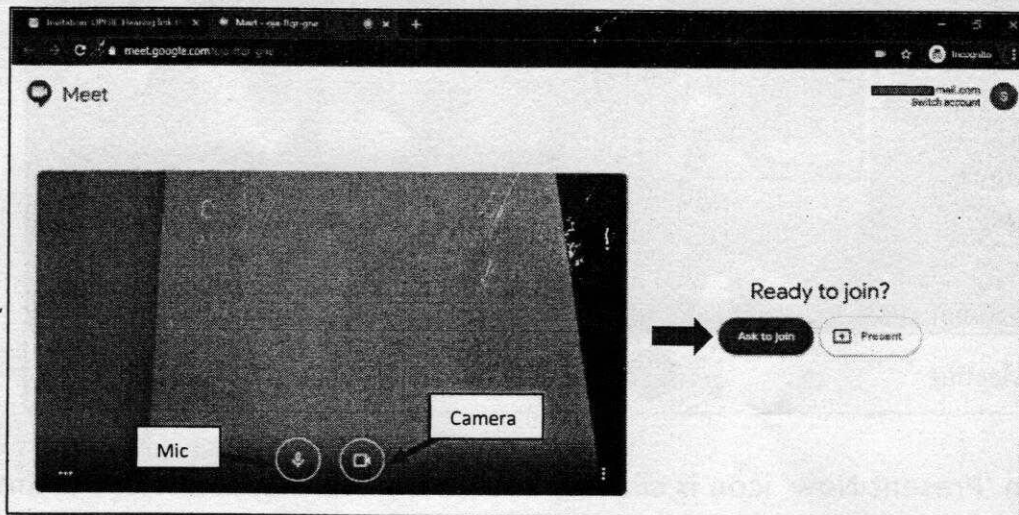
1. Google Meet shall be used for Video Conferencing.
2. Participants shall be sent a link mentioning time slot for their hearing on their registered email id. Clicking this link will connect them to video conferencing platform.
3. A typical email invite will look like this:



4. To join the hearing, click on the link as circled in the illustration above.
5. Upon clicking the link, internet browser of your system will open. The opened webpage will look like this:



6. Click on 'Allow' and 'Dismiss' as marked above. (Click on 'Allow' to allow access for both microphone and camera to be used by Google meet)
7. Click on Join/Ask to join the hearing. Please make sure that your Mic and Camera are turned on as marked below:



8. Once you join, the Video Conferencing web page will look as illustrated below:



9. The participants may mute/un-mute their audio by clicking on the 'Mic' icon as shown above. Likewise, video feed may be stopped/started by clicking on the 'Camera' icon as shown above.

## B. Sharing screen



1. Participants can share documents/presentations on their systems through 'Present Now' option available in Google Meet as marked below:



2. When 'Present Now' icon is clicked, the system will ask you to share the screen. Once sharing is started, you may open the file/document/presentation which you want other participants to see. Participants will then be able to see them on their screens. Click on 'Stop Sharing' icon when you want to stop sharing your desktop screen.

**Hardware/Software required:** PC/ Laptop with webcam (external/in-built)., and audio microphone capability, speakers, Internet Browser (preferably Google Chrome)