

KARNATAKA ELECTRICITY REGULATORY COMMISSION

No. 16 C-1, Miller Tank Bed Area, Vasanth Nagar

Bengaluru- 560 052

Ref: KERC/ Secretary/ 2020 | 58

Dated: 20th May 2020

INSTRUCTIONS FOR HEARING IN KERC DURING COVID-19 PANDEMIC/ LOCKDOWN

Preamble:

In pursuance to Regulation 9, 10, 11, 12, 16 and 24 of Karnataka Electricity Regulatory Commission (General & Conduct of Proceedings) Regulations, 2000, these Instructions are being issued for hearing urgent cases in KERC, during COVID-19 pandemic/lockdown, through video conferencing. These instructions shall be followed scrupulously until further directions from the Commission.

In view of the Covid-19 pandemic warranting social distancing and lockdown situation prevailing across the Country, resulting in restricted movement, KERC has decided to conduct the hearing through Video Conferencing. The Petitioners/ Respondents or their Counsel(s) will address the Commission through Video conferencing (VC) from their Office/ Home Offices, through designated Video Conferencing Software using " NIC Webex platform". For this purpose, the KERC will invite Petitioners/ Respondents or their Counsel(s) by sending the 'link' through email. The detailed guidelines are annexed to these instructions as Annexure-I.

1. Protocol for filing the Petitions/ Counter/ Rejoinder/ Any other associated documents are as detailed below: -

A. For Fresh Filing:

For fresh filing of Petitions/ Complaints, the Petitioners / Applicants should send the following documents through email to the Assistant Secretary's

email id: asst.secykerc@gmail.com with a copy to the Secretary email id: kerc-ka@nic.in in pdf and word formats, along with the following:

- a) Scanned copy of Vakalatnama/ Power of Attorney.
- b) Fee to be paid as per KERC (Fees) Regulations, 2016 and its receipt/ UTR should be shared. For remittance of fee through bank account, the bank details are as follows:

Karnataka Electricity Regulatory Commission	
Name of Bank	State Bank Of India
Address	Vasanth Nagar Branch, Vasanth Nagar , Bangalore-52
SBI Account Number	34957749266
RTGS/ NEFT IFS Code	SBIN0021882
MICR Code	560002366

After necessary scrutiny by the Assistant Secretary and Registry Section of KERC and after ensuring that the requisite court fee has been duly paid by the Petitioner/ Vakalatnama, Affidavit(s), Applicant to KERC, through the above stated mode, the matter will be considered for listing for hearing.

- c) Soft copies of the Petition/ Affidavit(s)/ Annexures/ Court Rulings etc.
- d) An undertaking shall be given by the Counsel duly signed that the hard copies of Petitions/ Annexures etc. in original will be filed within 3 working days in person or through post/Courier;
- e) A request letter to take up the matter through video conferencing mode;
- f) Subsequent to the filing, Commission will examine the documents with respect to its regulations and will notify date and time of hearing;

B. For Pending Matters/ Cases:

- a) The Counsels should inform the Assistant Secretary/ Secretary of the Commission regarding availing of Video Conferencing link by the Counsel, by mentioning the name of the case/ case number.
- b) An undertaking shall be given by the Counsel to file hard copies of submissions with the required documents, duly signed in original within 3 working days. Subsequent to it, Commission will notify date and time of hearing on its website.
- c) Once hearing date is decided by the Commission, all soft copies of the submissions should be shared through email to the email ID of Assistant Secretary asst.secykerc@gmail.com and copy to the Secretary email id: kerc-ka@nic.in. at least 3 working days prior to the hearing, in PDF and Word Format.

C. Matters relating to Public Hearing on Regulations, Tariff Determination & Press Conference on Pronouncement of Tariff Orders:


The interested persons who want to take part in the public hearings on Regulations, Tariff determination etc. shall furnish their E-mail IDs to the Asst. Secretary -asst.secykerc@gmail.com for getting the link to participate in the Public Hearing. Persons/stakeholders willing to make written submissions before the public hearing, may furnish the softcopies to the above E-mail ID while seeking the link to participate in the hearing, through video conferencing.

The pronouncement of Orders on Retail Supply tariff/ Transmission Tariff will be made by a prior notice on Commission's website. Stakeholders/ Press persons, willing to participate in the Press Conference through Video conference shall obtain a link from KERC by sending specific request to the Asst. Secretary/ Secretary KERC.

2. GUIDELINES FOR HEARING THROUGH VIDEO CONFERENCING:

- a) The parties are requested to familiarise themselves with Video Conferencing Platform including uploading documents, sharing screen etc.as per guidelines shared with these instructions.
- b) Petitioners/ Respondents or their Counsels attending the hearings through Video Conferencing are strictly prohibited from making Audio, Video recording through any mode.
- c) Counsels/ Advocates appearing and presenting their respective cases must observe the Dress Code.
- d) Petitioners / Respondents or their Counsels are required to login into the Video Conferencing Session/ Room, five minutes prior to the allotted time. They will be allowed to join when the hearing starts.
- e) Parties shall be seated in proper ambient surroundings ensuring that there is no background noise or disturbance. Mobile phones should be in switched off/ mute/ vibration mode all the times.
- f) Parties should keep their respective devices. Microphones on mute mode at all the times and un-mute the same only when their names are called out to present or when they wish to interject. However, interjection should be kept as minimum as possible, with the permission of the Commission.
- g) On the conclusion of the hearing, or in accordance with the directions of the Commission, the contesting parties shall file their respective final written submissions (not exceeding 10 Pages) (doc or pdf format) to the designated email address of the Assistant Secretary of the Commission email address- asst.secykerc@gmail.com). After completion of filing the written arguments/ submissions with supporting documents /citations, the Commission will take up the case for final hearing. No further submission is permitted by the Commission and the matter will be reserved for Orders, The Orders will be pronounced in due course and hosted in KERC website, by informing the concerned parties.

- h) Regarding the final written submissions, synopsis, analysis of relevant documents and inferences; legal propositions; relevant provisions of Law; and Case Laws/ Citations, whilst exhaustive repetition of the contents of documents should be avoided, short and relevant excerpts of the documents with appropriate cross referencing will be preferred. Final versions of the list of dates, relevant documents, provisions of law may be included in the Appendix to the final written submissions.
3. These Instructions also contain detailed Standard Operating Procedure for Counsels/ Petitioners/ litigant for participating in hearing through Video Conferencing, as per Annexure – I.


Secretary 20/05/20 .

For Karnataka Electricity Regulatory Commission

ANNEXURE - I

Standard Operating Procedure for Counsel/ Advocate/ Petitioner/ litigant for participating in hearing through Video conferencing:

Minimum requirements for video conference.

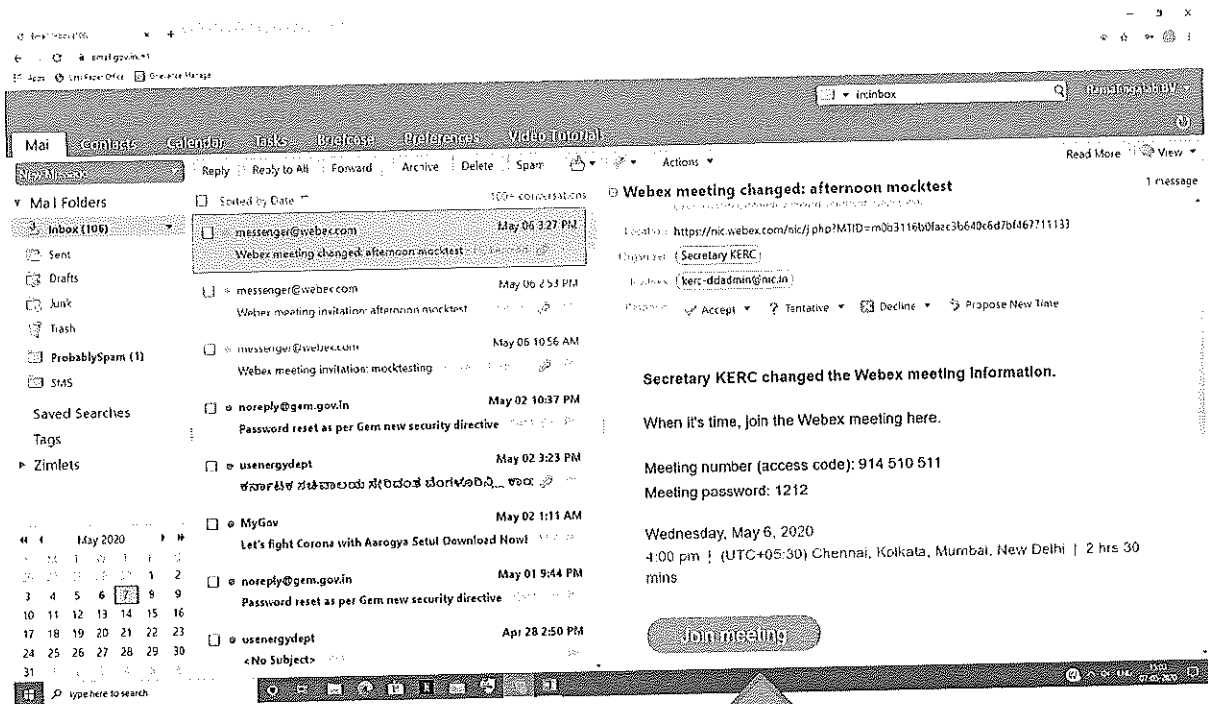
1. A desktop or laptop with internet connectivity with adequate speed and memory.
2. Device ensuring uninterrupted power supply.
3. Video camera/Web camera
4. Microphones and speakers.
5. Display unit.
6. Document visualizer.
7. Comfortable sitting arrangements ensuring privacy.
8. Adequate lighting.
9. Insulations as far as possible /proper acoustics.

Steps to join the meeting.

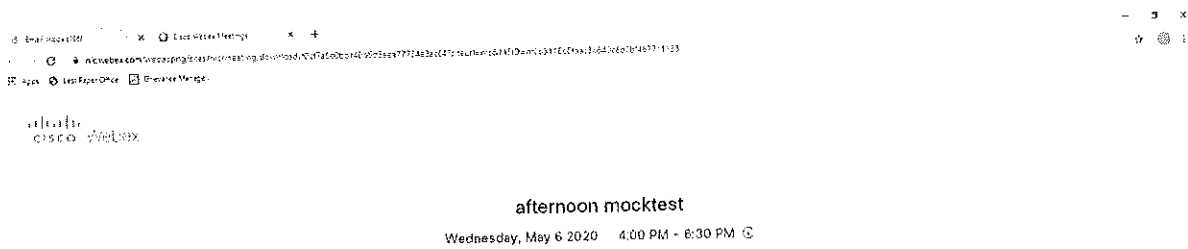
1. Join a Meeting:

The Commission invites you to a Webex meeting, you receive an invite with instructions on how to join in an email invitation. You can click the Join link to join the meeting. You might be asked to enter a meeting password; it is in your email invitation. The Webex user interface is simple. Meeting options in the centre and participants and other panels on the right.

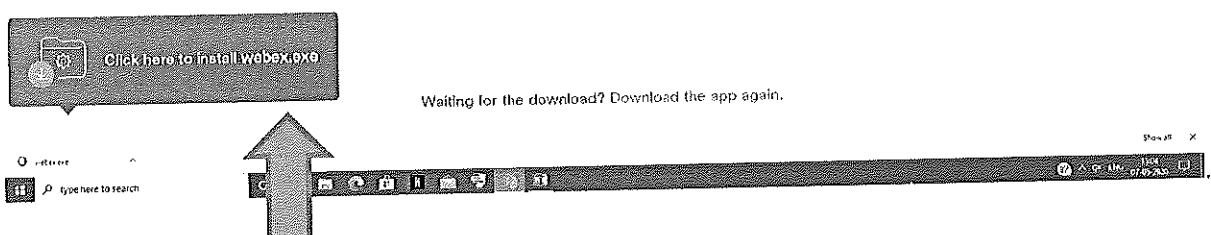
Step 1 : Invitation on your email id. Choose "Join meeting"



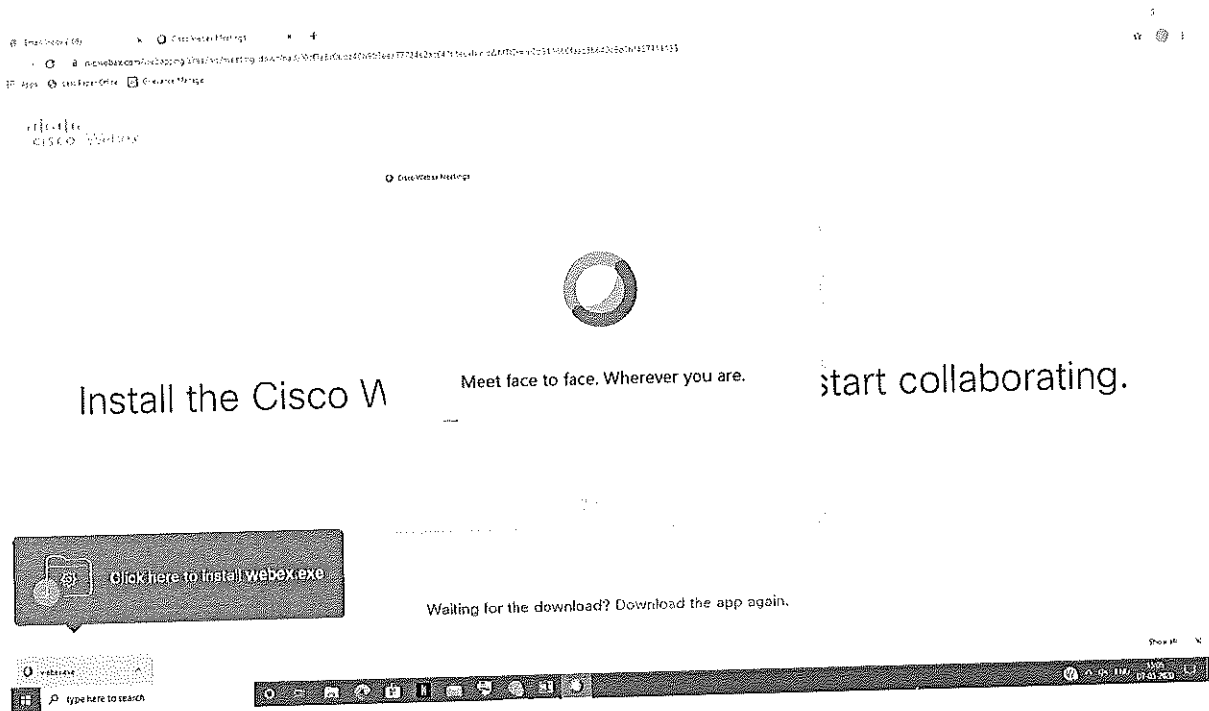
Step 2 Choose the "download the windows app" (For windows operating system only)



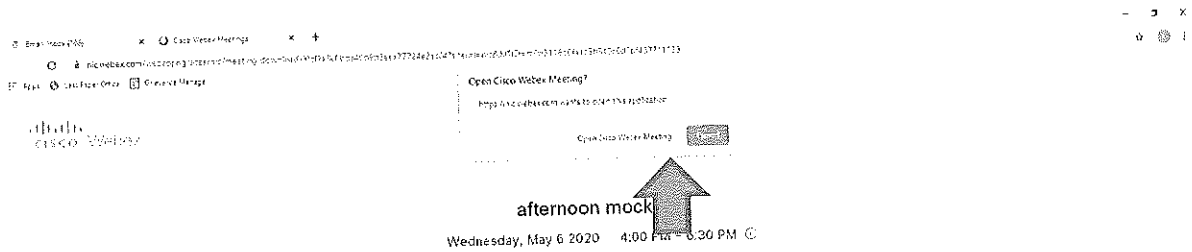
Install the Cisco Webex Meetings app and start collaborating.



Step 3: Download and install the webex.exe

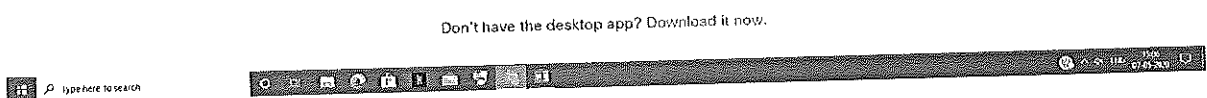


Step 4: Choose "the open the desktop app" for the starting the meeting.

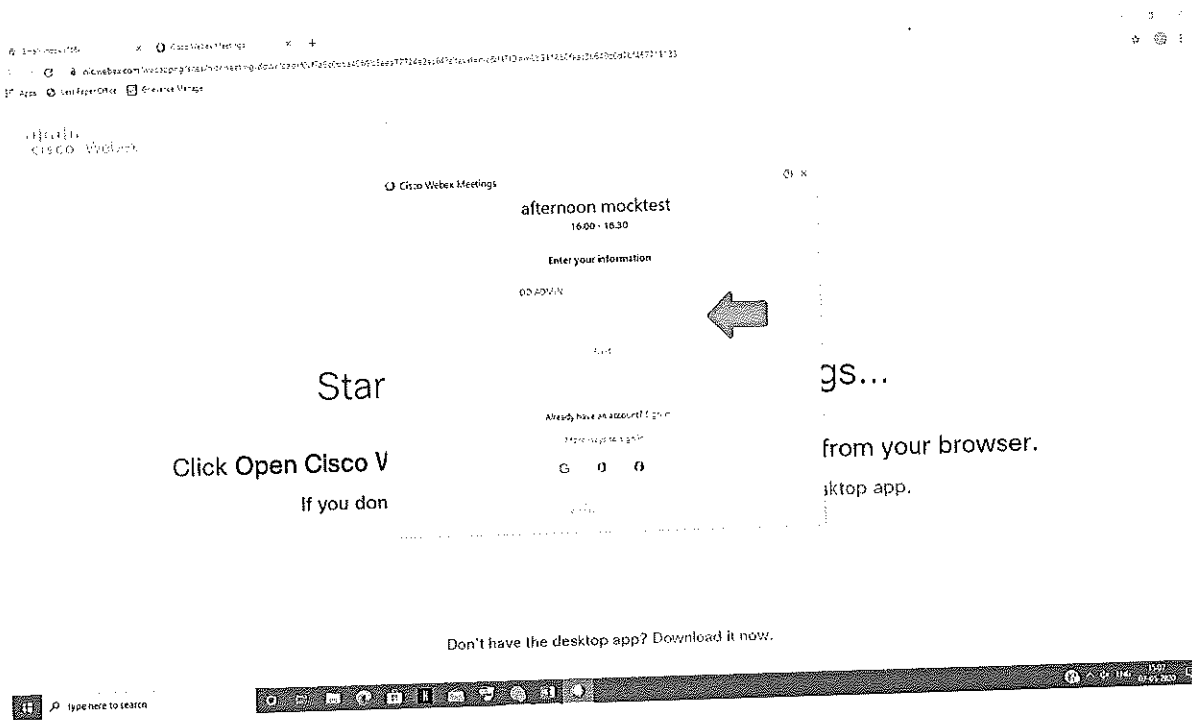


Starting Cisco Webex Meetings...

Click **Open Cisco Webex Meetings** if you see a message from your browser.
If you don't see a message from your browser, open the desktop app.

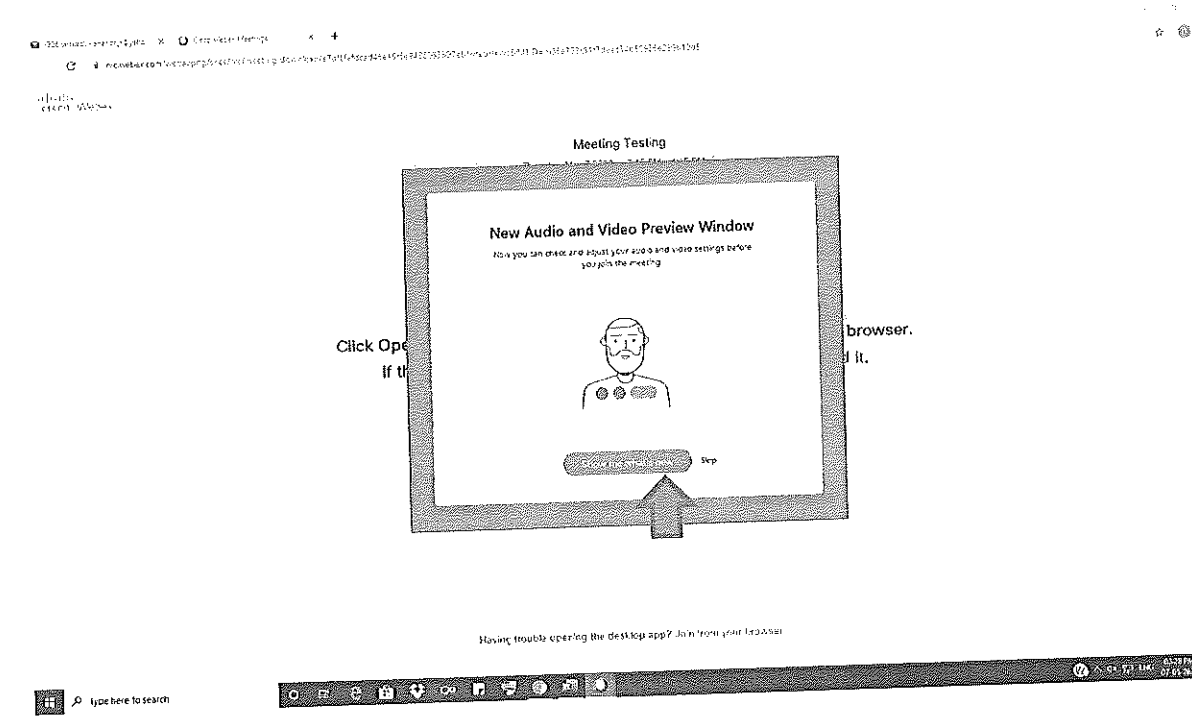


Step 5: Enter the mail id. You might be asked to enter a meeting password.



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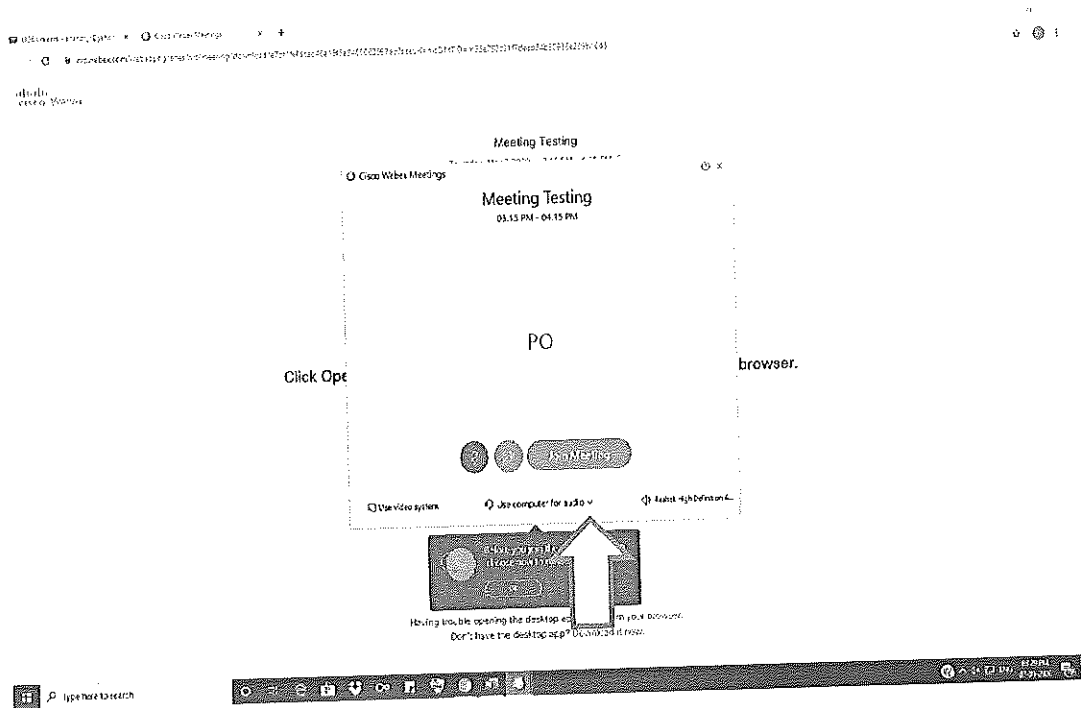
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Having trouble opening the desktop app? Join from your browser




2. Connect Audio

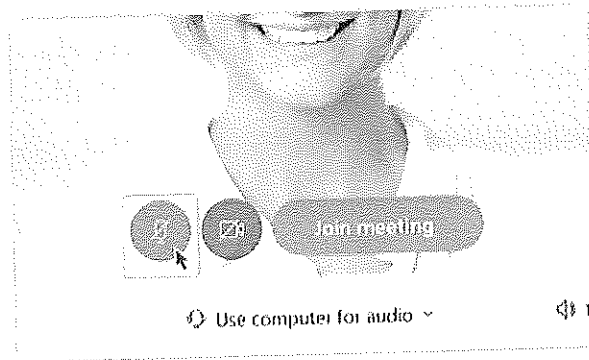
Before you join a meeting you can choose the settings you use for audio in the meeting. Click the audio connection options in the Webex Meetings app.



- Use computer for audio—Use your computer with a headset or speakers. This is the default audio connection type.

You can change your headset, speakers, and microphone.



If you want to join the meeting with your audio muted, click Mute my microphone . You'll see  when your microphone is muted. Click Unmute my microphone  when you want to speak in the meeting.

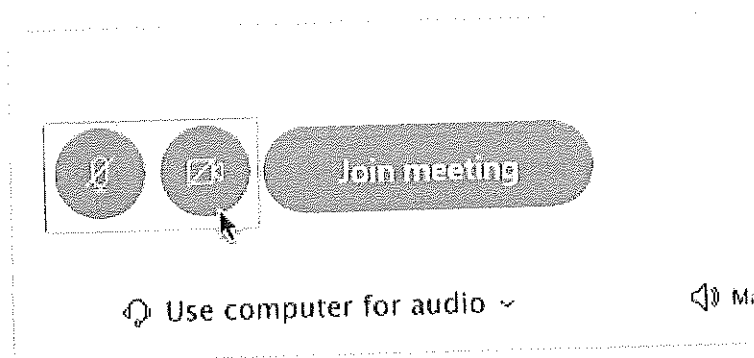


3. Start Your Video

Before you join a meeting you can choose the settings you use for video in the meeting. If you want to join the meeting with your video turned off, click Turn off

my video .

You'll see  when your video is turned off. Click Turn on my video  when you want to show your video.




By default, your self-view video shows in mirror view. You can turn off mirror view if you want to see yourself in your self-view video the same way that other meeting participants see you.

If you're happy with the audio and video settings that you chose for this meeting, you can save them for your next meeting.

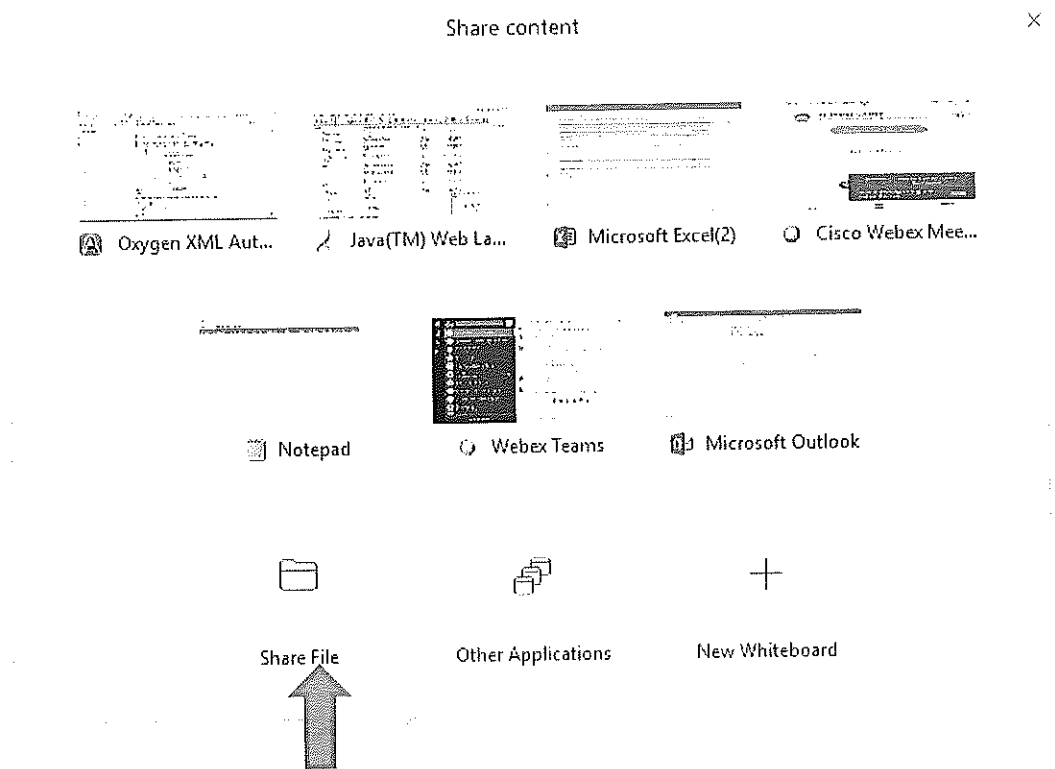
To join the meeting from a compatible video device, connect to a device.

4. Share Content

You can share content during a Webex meeting. In the Participants panel,

grab the ball  and drop it next to your name. You become the presenter.

Select Share content  and start sharing.



Go to the Share menu for more sharing options.

Technical Helpdesk

Shri Anand – 9844427570 / Shri Ramanna - 8494885505