



**Electricity Regulatory Authority**  
**Ministry of Energy and Natural Resources**

**Regulatory Reporting Regulation 2025**



**Electricity Regulatory Authority**  
**Ministry of Energy and Natural Resources**

**Foreword**

We are pleased to present the Regulatory Reporting Regulation 2025 which aims to ensure the efficient reporting of data to the Authority by the Licensee, supporting evidence-based decision-making and enabling comprehensive monitoring of Licensees' performance. By enhancing the efficiency of the reporting process, the regulation will contribute significantly to the Authority's ability to make informed, evidence-based decisions and to effectively monitor the performance of Licensees. Ultimately, it seeks to enhance the consistency and overall effectiveness of our regulatory efforts.

Through the implementation of this regulation, we aim to address the growing need for comprehensive oversight and improved accountability within the regulatory landscape. It is designed to streamline data collection and reporting mechanisms, ensuring that the information provided by Licensees is reliable and actionable. This regulation will also promote a culture of compliance, helping to minimize risks and reinforcing our commitment to maintaining high standards of governance and regulatory integrity.

Therefore, Authority approves and adopts the Regulatory Reporting Regulation 2025 on December 24, 2024 during 126<sup>th</sup> Commission Meeting and shall come into force from January 1, 2025.

  
Signature of the Chairperson

# Table of Contents

## Contents

Title and Commencement .....	1
Scope .....	1
Objective .....	1
Revocation .....	1
General Conditions .....	1
Structure of the Accounts and Supplementary Information .....	2
Compliance .....	3
Amendment .....	3
Definitions .....	3
Schedule 1: Construction Licensee Report .....	5
Schedule 2: Generation Licensee Reports .....	7
Schedule 3: Transmission and Distribution Licensees' Report .....	8
Schedule 4: System Operator Licensee Report .....	12
Schedule 5: Solar and other Alternative Renewable Energy Licensee Report .....	14

In exercise of the power conferred by Section 11.1 (i) of the Electricity Act of Bhutan 2001, the Electricity Regulatory Authority, hereby, adopts the Regulatory Reporting Regulation 2025 as follows:

### **Title and Commencement**

1. This Regulation is called the Regulatory Reporting Regulation 2025.
2. This Regulation comes into force from January 1, 2025.

### **Scope**

3. This Regulation is applicable to all Licensees, issued license by the Authority in accordance with Part 3 of the Act.

### **Objective**

4. This Regulation is to provide for an efficient supervision of Licensees by the Authority, including reporting of financial and technical data related to electricity generation, system operation, transmission and distribution, and supply.

### **Revocation**

5. This Regulation revokes the Accounting and Reporting Regulation 2006.

### **General Conditions**

6. The Licensees shall submit periodic financial and technical reports to the Authority, regarding their Licensed Activities as per the **Schedule 1, 2, 3, 4 and 5** of this Regulation.
7. The Licensee shall provide any information not specified in this Regulation, if requested by the Authority within the specified timeframe.
8. The Licensee shall notify safety incident to the Authority no later than the end of the next day following its occurrence. If the incident is of a significant nature, the Licensee shall submit to the Authority, a comprehensive report in writing, within five days from the date of the incident.
9. The Generation and Transmission and Distribution Licensee shall submit the annual financial accounts including but not limited to balance sheets, profit and loss statements, cash flow statements, and fixed asset registers in accordance with the provisions of the Companies Act

or any other relevant legislation. The Authority may set requirements as to further specification.

10. The Licensee shall not debit its Licensed Activities with costs related to non-Licensed Activities. The transfer of revenues other than declared profits from Licensed Activities to non-Licensed Activities is not permitted unless explicitly approved by the Authority.
11. The transfer of funds, including such financial assets and capital as will be made available from Licensed Activities to non-Licensed Activities or other companies, shall take place on market terms.
12. Internal settlement of services between Licensed Activities and non-Licensed Activities or between different Licensed Activities shall take place at arm's length on market terms.
13. Internal transactions between Licensed Activities and non-Licensed Activities or between different Licensed Activities shall be documented by agreements in writing. The Authority may order the use of a particular method of cost calculation or cost allocation.
14. Where joint fixed assets are utilized, settlement for transfer of ownership shall be at market price. In the absence of a market price, costs of procuring the asset at current replacement value, upon consideration of the accumulated depreciation and including a reasonable return on capital, shall be employed.

### **Structure of the Accounts and Supplementary Information**

15. The Authority may require the Licensee to separate Licensed Activities into independent business segments with separate budgets and accounts. Where this is required by the Authority, the Licensee shall assign revenues and expenses to the respective business segments so that the operating result for the business segments provides a correct picture of operations for the year.
16. Licensees are required to report to the Authority even in cases where the owner is also subject to reporting. A Licensee who has ownership interests in companies subject to reporting shall not incorporate such interests under the business segments but shall prepare financial accounts as required under the accounting standards; where necessary as per accounting standards, shall also be prepared at Licensee's parent company level taking into consideration the size of such ownership interests in companies subject to reporting.

17. The names of all companies in which the Licensee has ownership interests and the size of such interests shall be stated, as well as the accounting principles employed when incorporating the said interests in the annual accounts.
18. The Licensee shall have a register of fixed assets encompassing all such assets. The register shall provide an overview of acquisition cost, acquisition date, depreciation rates and schedule, accumulated depreciation and write-downs or revaluations, net book value, investment contributions and similar items.
19. The following supplementary information shall be reported to the Authority:
  - (1) Full details shall be given on the accounting principles used for Capitalization and for dealing with and reporting connection fees, investment contributions, government support and subsidy, contributions, if any, received from consumers, etc; and
  - (2) All forms of remuneration paid by enterprises of a commercial nature for use of installations or rights associated with the Licensee's Licensed Activities shall be specified.

## **Compliance**

20. The contravention of any provisions of this regulation is a violation and liable for a monetary penalty of Nu 50,000 for each violation.
21. The repetitive violation is a serious violation, and shall be penalized in accordance with the Penalty Rules and Regulations 2024.

## **Amendment**

22. The Authority may amend this Regulation as and when required.

## **Definitions**

23. In this Regulation unless the context otherwise provides:
  - (1) "Act" means the Electricity Act of Bhutan, 2001;
  - (2) "Alternative renewable energy" means different renewable energy technologies other than hydro;
  - (3) "Authority" means the Electricity Regulatory Authority established pursuant to Part 2 of the Act;

- (4) "Day" means a working day, other than a Saturday or Sunday, or a Public Holiday;
- (5) "Initial Cost Estimate" – The Cost of Completion of the Project submitted during the License Application;
- (6) "License" means a license issued under the provisions of Part 3 of the Act;
- (7) "Licensed Activities" means the designated activities which the Licensee is permitted to undertake under the terms of his license;
- (8) "Licensee" means any person issued with a license in accordance with Part 3 of the Act;
- (9) "Significant Safety Incident" means an incident arising from the design, construction, operation or maintenance of electric power plant or equipment that:
  - (a) Result in death of person;
  - (b) Results in an injury to person which results in disability; and
  - (c) Causes damage to property other than property belonging to a Licensee.

## Schedule 1: Construction Licensee Report

The Construction Licensee shall submit the quarterly progress report of the project to the Authority by end of each quarter in the following format:

1. Construction progress of the project

Sl.No	Contract package/name of the work	Physical work Completion as of ... (%)
1.	Civil Package	
2.	H&M Package	
3.	E&M Package	
4.	Transmission Line	
<b>Overall % completion</b>		

2. Project cost

Sl.No	Contract package/name of the work	Initial Cost Estimate (Nu Mill)	Revised Cost Estimate (Nu Mill) (if any, along with reasons)	Expenditure till date (Nu Mill)
	(1)	(2)	(3)	(4)
1.	Civil Package			
2.	H&M Package			
3.	E&M Package			
4.	Transmission Works			
	<b>Overall</b>			

*Note: The item listed in first column of the table above are indicative and do not necessarily require the inclusion of the same items. You may provide further information for each item. However, the format of the table must be maintained as shown above.*



3. Update on the Construction Schedule:

Sl. No	Contract Package/name of the work	Completion date as per License Application	Revision to the completion date if any	Remarks
1.	C-1 Package: Construction of DT, Dam, Intake and Desilting Arrangements including H&M works	March 2023	April 16, 2024	Attach the latest construction schedule (gant chart/integrated construction schedule) and detailed justification writeup for any delays of the work.
2.				
3.				
4.				
<b>Expected Commissioning Date of Generating Units</b>				
<b>Unit 1:</b>				
<b>Unit II:</b>				

*Note: The components listed in first column of the table above are indicative and do not necessarily require the inclusion of the same items. You may include the information either in full detail or as appropriate, depending on your convenience. However, the format of the table must be maintained as shown above.*

## **Schedule 2: Generation Licensee Reports**

The reports prepared by Generation Licensees for submission to the Authority shall be in the format specified by the Authority where applicable and should contain, amongst other matters, the following information:

The Generation Licensee shall inform the Authority, System Operator and Transmission and Distribution Licensee before 10 days of any reduction or addition of installed capacity. A detailed explanation of its proposed actions and the impact on other Licensees and consumers shall be included in this information.

### **Monthly Submission**

The Licensee shall submit the following monthly data by 15<sup>th</sup> Day of the following month:

1. Actual Energy generation, auxiliary consumption, transformation losses and net energy sent out;
2. Sales revenue; and
3. Actual Energy exports from each plant.

### **Annual Submission**

The Licensee shall submit the following annual data by 31<sup>st</sup> January of every year:

1. The current installed and available capacity over the preceding twelve months;
2. Availability factor and water utilization factors over the preceding twelve months;
3. Number of employees of Head office and each hydropower plant; and
4. Annual outage plan giving details of the activities to be carried out in the following year and the actual outage plan executed in preceding year with preventive measures implemented to minimize avoidable outages.

The Licensee shall submit the following annual data by 31<sup>st</sup> July of every year:

1. Audit Report of Annual Financial Accounts of preceding year;

2. Asset values by asset category showing gross values; accumulated depreciation; depreciation for the year; additions, disposals and revaluations; and net values; with due accounting for assets received from the government owned agency and assets handed over to another agency;
3. Capital expenditure undertaken over the preceding 12 (twelve) months, incorporating comparison with respect to capital expenditure plan submitted during tariff filing for the year, along with the completion report;
4. Capital investment plans for the forthcoming five-year period showing a breakdown by asset category, including any plans for asset disposals or revaluations; and
5. The generation Licensee operating solar plant and other alternative renewable energy shall submit the data as per the Schedule 5 of this Regulation to the Authority.

### **Schedule 3: Transmission and Distribution Licensees' Report**

The reports prepared by Transmission and Distribution Licensees for submission to the Authority shall be in the format specified by the Authority where applicable and should contain, amongst other matters, the following information:

#### **Monthly Submission**

The Licensee shall submit the following monthly data by 15<sup>th</sup> Day of the following month for the previous month:

1. Actual quantum of energy purchased from hydropower and other energy sources, if any, along with plant/source-wise break-up;
2. Actual quantum of energy wheeled from each hydropower plant and any other energy source, if applicable, and accounted for at receiving end;
3. Actual quantum of energy import with cost;
4. Actual energy sales by customer category (HV, MV and LV); and
5. The Distribution Licensee shall compute and report the monthly feeder wise reliability indices (SAIFI, SAIDI, MAIFI, CAIFI and CAIDI) of the Distribution system and submit to Authority. All calculations shall be made considering the following factors:

- (1) Including all types of outages
- (2) Excluding the following:
  - (a) Scheduled outages
  - (b) Momentary outages < 5 minutes
  - (c) Grid outages
  - (d) Events of Force Majeure or other things that are beyond the control of the Licensee, such as cyclones, earthquakes, floods, storm, wars, riots, strikes, landslides, fire or any other occurrences which are beyond the control of the Licensee; and
  - (e) A separate calculation and report of reliability indices for the planned or scheduled outages clearly indicating these outages and their impact on the system reliability.

#### **Annual Submission**

The Transmission and Distribution Licensee shall submit the following annual data by 31<sup>st</sup> January of every year for previous year:

1. Annual outage plan giving details of the activities to be carried out in the following year and the actual outage plan executed in preceding year with preventive measures implemented to minimize avoidable outages; and
2. Availability of transmission system expressed in percentage of network uptime during the preceding year.

The Transmission and Distribution Licensee shall submit the following annual data by 31<sup>st</sup> July of every year for previous year:

3. Data on performance of the Transmission and Distribution system, capturing the following information:
  - (1) The supply capacity expressed in MVA;
  - (2) Energy exchange, if any, with other Distribution Licensees;
  - (3) The historical demand pattern and maximum demand recorded;
  - (4) Revenue received from sale of energy, broken down by customer category;

- (5) Losses, with estimated breakdown by technical and commercial losses at each voltage level, along with computation of AT&C losses at distribution system level;
  - (6) Five-year forecast of number and type of new connections by customer category, including customers from rural electrification projects, and new large consumers, who will be supplied in each Distribution Zone, along with projections of corresponding demand growth in terms of both energy and peak demand;
  - (7) Plans in ongoing year for meeting forecasted demand;
  - (8) Capital expenditure undertaken over the past 12 (twelve) months, incorporating comparison with respect to capital expenditure plan submitted during tariff filing for the year, along with the completion report;
  - (9) Investment plans for Transmission and distribution system upgrade and augmentation in the forthcoming five-year period aligned with projections of load growth and improving reliability of supply to consumers; and
  - (10) Number of employees of Head Office and each Electricity Service Division.
4. Audit Report of Annual Financial Accounts of preceding year;
  5. Full schedule of assets constituting the transmission and distribution system with enumeration of distribution plant and installations in terms of numerical quantities and applicable technical parameters as at end of preceding year, for example, transmission line length, voltage-wise overhead and underground distribution line lengths in kilometers, service line lengths, number and capacity of distribution and power transformers in kVA with primary and secondary voltages, switchgear types and voltage grades, etc;
  6. Asset values by asset category showing gross values; accumulated depreciation; depreciation for the year; additions, disposals and revaluations; and net values; with due accounting for assets received from the government owned agency and customers; and assets handed over to another agency;
  7. Asset utilization rate of lines and transformers;
  8. The Customer Service Charter as and when updated;
  9. The number of complaints and disputes regarding the Licensed Activities, covering

performance standards and aspects of consumer service, measures taken for redressal and outstanding issues, if any; and

10. Report on anticipated constraints in distribution system for the upcoming year and the remedial plans.

In addition, the Transmission and Distribution Licensee shall submit the annual data of Solar Licensee, Exempt Solar Licensee, and other Alternative Renewable Energy Licensees as mentioned in Schedule 5 of this Regulation by 1st March of every year for the previous year.

## **Schedule 4: System Operator Licensee Report**

The reports prepared by System operator licensees for submission to the Authority shall be in the format specified by the Authority and should contain, amongst other matters, the following information:

### **Quarterly Submission**

The Licensee shall submit the following quarterly data by 5<sup>th</sup> day of the following month for previous quarter:

1. Submits report/data detailing energy scheduling, actual dispatch and deviations, along with the deviation charges issued to other Licensees and also the details on deviation pool account;
2. Progress report of capital expenditure over the past three months, with comparison of capital expenditure plan submitted during the filing of charges to Authority along with the completion report;
3. Employee cost incurred with comparison of expenses submitted during the charges filing;
4. Operation and maintenance expenses with comparison of expenses submitted during the charges filing;
5. Administrative expenses with comparison of expenses submitted during the charges filing; and
6. As per Section 153 of Grid Code Regulations, System Operator to submit System Performance Report containing the following information:
  - (1) Performance of generating stations: This will be a comprehensive appraisal of the operational performance, reliability and output composed with all generating stations in the system
  - (2) Analysis of Peak demand, energy availability and Demand forecast: A comparison between forecasted demand and the actual data, Peak energy demand & overall Energy availability.
  - (3) Cross-border Electricity: Data on the import and export of electricity across national borders, including volumes and key trends.
  - (4) Frequency profile- The report on the performance of grid frequency, including the maximum and minimum frequency observed and time spent under different frequency

bands.

- (5) Voltage profile: A detailed voltage profile of key and critical substations showing any major deviations or trends.
- (6) Generation and Transmission shutdowns: A list of all major/significant shutdowns with respect to generation and transmission including steps taken/proposed towards their reduction in near future.
- (7) Transmission Constraints and Future Remedial Plans, e.g..an evaluation of existing transmission system constraints, such as congestions points and the identification of future plans on any remedial transmission upgrades necessary to alleviate these concerns.

#### **Annual Submission**

The Licensee shall submit the following annual data by 31<sup>st</sup> July of every year:

1. Audit Report of Annual Financial Accounts of preceding financial year along with GDM balance sheet;
2. Asset values by asset category showing gross values; accumulated depreciation; depreciation for the year; additions, disposals and revaluations; and net values; along with due accounting for assets received from government owned agency and assets handed over to another agency;
3. Charges collected from System Operator Users during the previous financial year; and
4. Revenue generated, if any, during the previous financial year.



## **Schedule 5: Solar and other Alternative Renewable Energy Licensee Report**

1. The Solar Licensee, Exempt Solar Licensee, and other Alternative Renewable Energy Licensees shall submit the report to the Transmission Licensee and Distribution Licensee in the format specified by the Authority and should contain, amongst other matters, the following information under Annual Submission. The Transmission Licensee and Distribution Licensee shall submit the same report to the Authority by 31<sup>st</sup> January of each year for the previous year.
2. The Solar Licensee, Exempt Solar Licensee, and other Alternative Renewable Energy Licensees shall inform the Authority, System Operator and Transmission and Distribution Licensee before 10 days of any reduction or addition of installed capacity. A detailed explanation of its proposed actions and impact on other Licensees and consumers shall be included in this information.

### **Annual Submission**

1. The Solar Licensee, Exempt Solar Licensee, and other Alternative Renewable Energy Licensees shall submit the following annual data to the Transmission and Distribution Licensee by 31<sup>st</sup> January and the Transmission and Distribution Licensee shall submit these data to the Authority by 1<sup>st</sup> March of every year for the previous year:
  - (1) Actual energy generation;
  - (2) Actual energy injected to Grid;
  - (3) Self-consumption from Plant;
  - (4) Self-consumption from Grid;
  - (5) Capital cost/project completion cost;
  - (6) O&M cost;
  - (7) Revenue generated;
  - (8) Actual Auxiliary loss or consumption; and
  - (9) Capacity utilization factor