



Illuminating Lives



User Manual for Unified Web Portal for the State of Bihar

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ABOUT THE MANUAL

The Ministry of New and Renewable Energy (MNRE) under the Phase II of Rooftop Solar Program has proposed specific targets for Grid-Connected Solar Rooftop Project. The State of Bihar is assigned a target of 5 megawatt (MW) for fiscal year (FY) 2019-20. Successful installation of a Grid-Connected Solar Rooftop Project in a time bound manner requires interaction between multiple entities. The entities, which are the stakeholders of the solar rooftop program in Bihar include the following:

- Consumers of the Bihar Distribution Companies
- System Installers
- New and Renewable Energy Development Corporation of Bihar Limited (NREDCBL)
- Southern Power Distribution Company of Bihar Limited (SPDCBL)
- Northern Power Distribution Company of Bihar Limited (NPDCBL)

For a consumer/system installer to install a grid-connected solar rooftop system in a time bound manner with informed decision making, the need to develop an online platform providing information and enabling inter and intra stakeholder interaction was essential. Therefore, the Unified Web Portal (UWP) was developed with the support SUPRABHA-Technical Assistance (TA) Program.

The purpose of this User Manual is to provide an easy-to-follow, step-by-step, comprehensive guide to assist Consumers to access the UWP to facilitate Interconnection in the State of Bihar. This manual will guide stakeholders regarding the use of UWP. The functions and the processes to be followed are described in detail to aid the user in the use of UWP. Once registered Consumers may seek the help of System Installers in navigating through the online process of the UWP.

Section - I

Manual for
Unified Web Portal
for the State of Bihar-
Consumer user

1 Consumers Registration Process

1.1 REGISTRATION

Consumers shall register themselves on the portal to apply online to facilitate grid connectivity of the solar rooftop system.

The following steps shall be carried out by the Consumers to register on UWP:

1. Click on 'New User Registration' tab on the UWP website to access the Registration page as shown in Figure 1.
2. A category selection page shall appear which has different 'Applicant Category Types' mentioned. The Consumer shall select an appropriate applicant category from the options — 'Residential' or 'Residential Welfare Societies' to register as shown in Figure 2.
3. Click on 'Register Now' corresponding to the appropriate 'Applicant Category Type'.

The type of registration form required to be filled shall vary for different 'Applicant Category Type'.

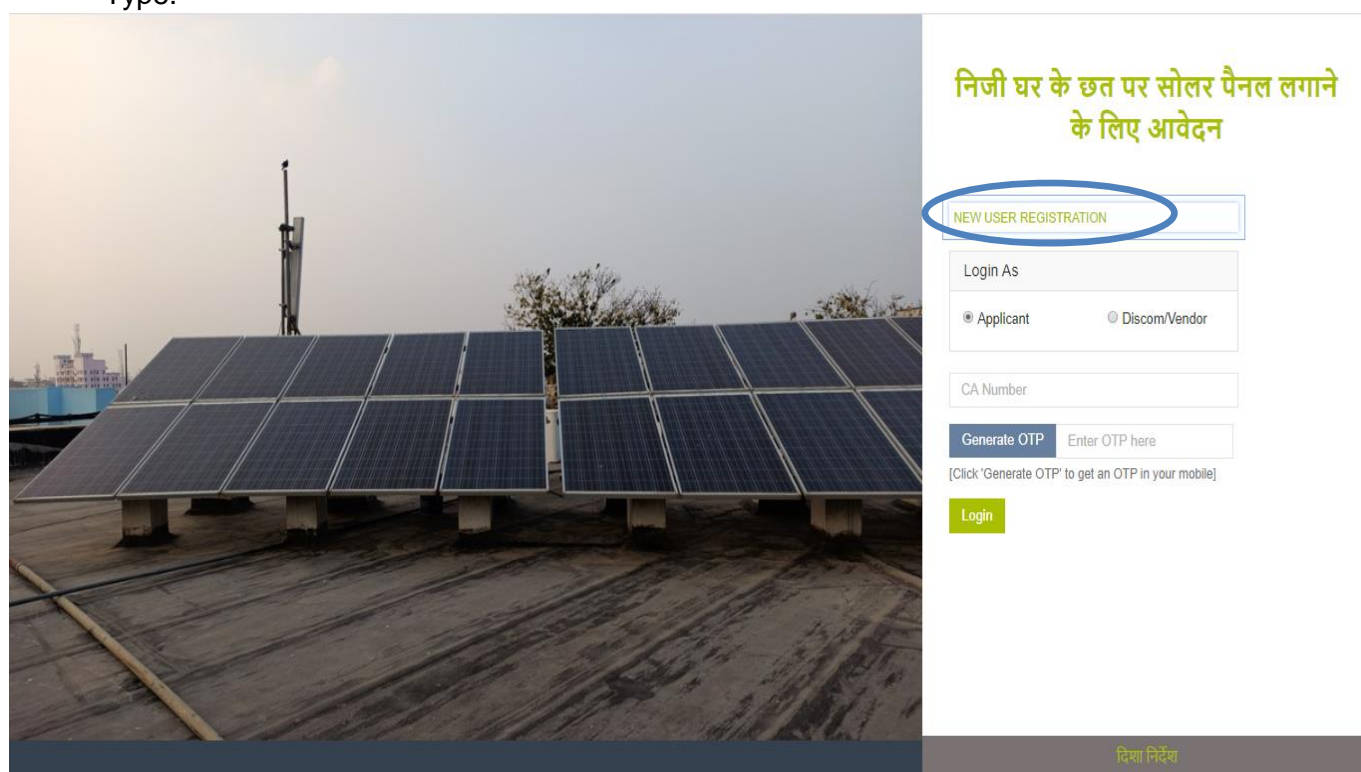


Figure 1: UWP Login Page

| Select Applicant Category for Registration | |
|--|--|
| Applicant Category Type | Applicant Sub Category |
| Domestic | <input type="radio"/> Residential |
| | <input type="radio"/> Resident welfare Association |
| <div>Register Now</div> | |

Figure 2: Applicant Category Selection for Registration

1.1.1 Registration as Residential Consumer

Click on 'Register Now'. The page as shown in Figure 3 shall appear.

REGISTRATION FORM - Residential

Fields marked with asterisk (*) are mandatory to fill in

CA Number* [Get Data](#) Provide your CA Number ⓘ

Discom* Discom Name

Full Name* First Name

Father/Husband Name Last Name

Email Email

Mobile* Mobile Number

[Generate OTP](#) Enter OTP here

[Click 'Generate OTP' to get an OTP in your mobile]

मोबाइल नंबर और ईमेल आईडी अपडेट करने के लिए यहां क्लिक करें

[Reset](#) [Login](#) [Save](#)

Figure 3: Registration Form for Residential Consumer

The Consumers shall enter CA number and click Get Data. The portal shall auto fetch the consumer data, Click Generate OTP. Enter the generated OTP and then save the details.

In case the Mobile number or Email-id is not present/updated, Use the link in the portal to Update the same.

1.1.2 Registration as Residential Welfare Association.

REGISTRATION FORM - RWA

Fields marked with asterisk (*) are mandatory to fill in

CA Number* [Get Data](#) Provide your CA Number ⓘ

Discom* Discom Name

Full Name* Entity Full Name

Short Name* Entity Short Name

Phone Number Phone Number

Email Email Id

Mobile* Entity Mobile Number

[Generate OTP](#) Enter OTP here

[Click 'Generate OTP' to get an OTP in your mobile]

Primary Contact Person Details

Name* Name

Designation* Designation

Mobile Number* 10 Digit Mobile Number

मोबाइल नंबर और ईमेल आईडी अपडेट करने के लिए यहां क्लिक करें

[Reset](#) [Login](#) [Save](#)

Figure 4: Registration Form for Residential Welfare Association

In case of RWA, the consumer shall enter the:

- I. CA number and click on Get Data for auto fetching the details.
- II. Remaining Details regarding RWAs.
- III. Details of Primary Contact person.

In case the Mobile number or Email-id is not present/updated, Use the link in the portal to Update the same.

After successful registration, the applicant shall view the acknowledgement message as depicted in Figure 5 indicating that the registration has been successfully completed. A confirmation shall be sent on the registered Email ID.

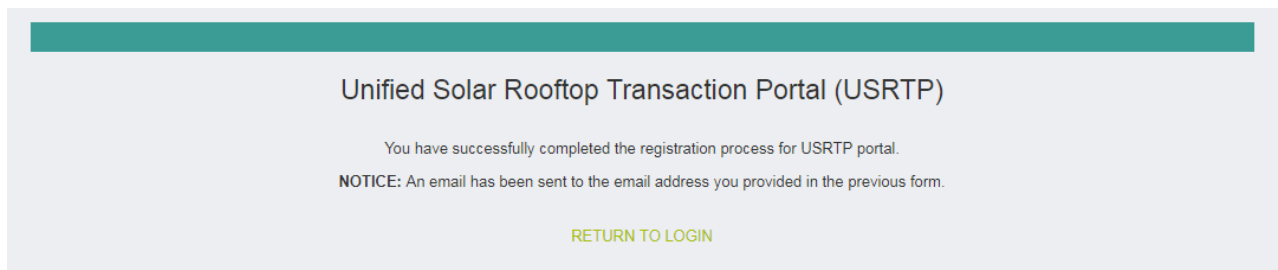


Figure 5: Registration Confirmation

The Registered Applicant shall directly login to the portal by clicking on 'Return to Login' from the registration confirmation message page (Figure 5). Alternately, 'Apply Online' link on the homepage shall provide access to the Login Page.

2 DISCOM Application Process

2.1 CONSUMER DASHBOARD

The Registered Applicant shall login into the portal using their registered Mobile number and OTP. Once logged in, the Registered Applicant's homepage shall appear as illustrated in Figure 6.

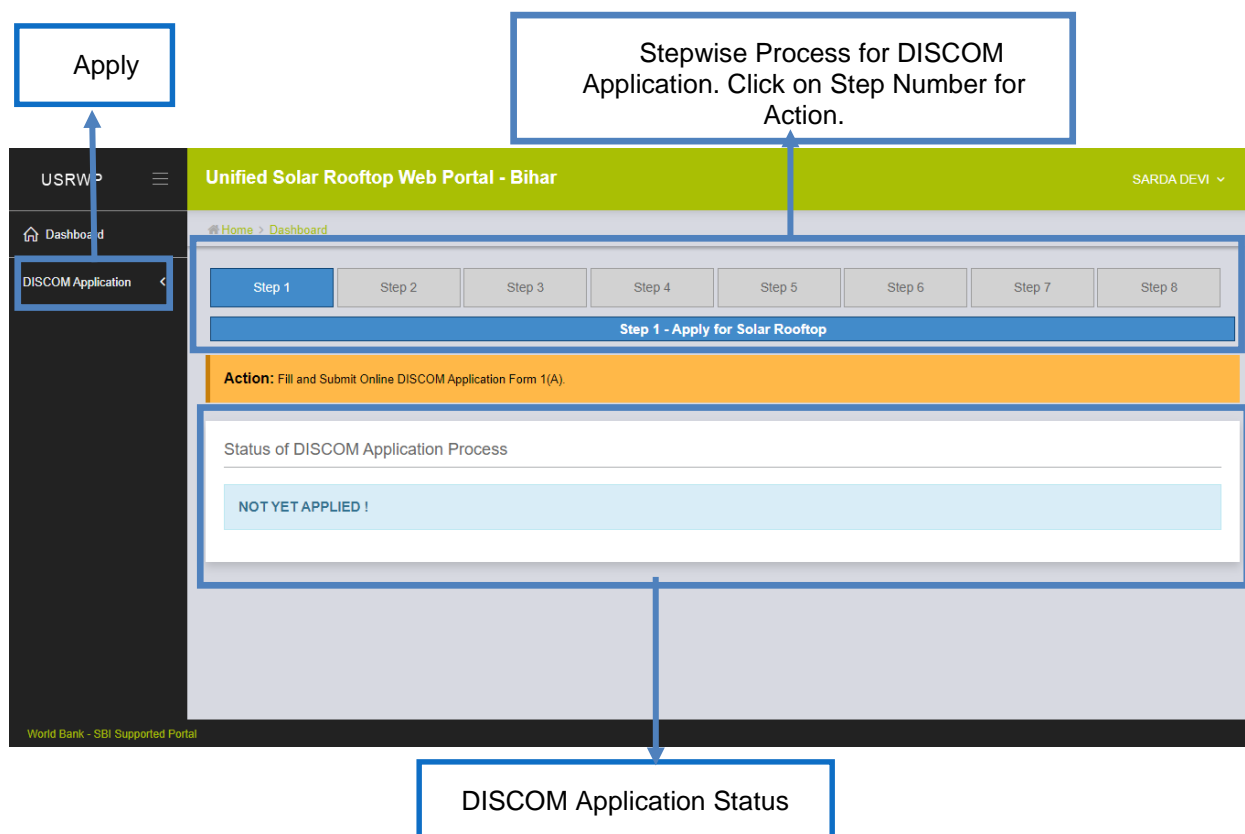


Figure 6: Registered Applicant's Homepage

To fill and submit the DISCOM Application Form 1(A), the following steps shall be followed:

1. Go to 'DISCOM Application' menu on the Registered Applicant's homepage.
2. Here two sub-menus shall be displayed as shown in Figure 7.
 - i. Apply for Solar Rooftop
 - ii. Track Solar Rooftop Application

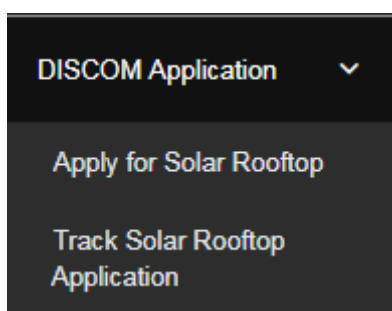


Figure 7: Registered Applicant's Menu Bar

3. Click on 'Apply for Solar Rooftop' to fill Form 1(A) and apply for interconnection of the solar rooftop system.
4. After submission of application, click on 'Track Solar Rooftop Application' to track stepwise status of the application and take further action steps.

The Dashboard shall allow tracking of the 'Status of the DISCOM Application Process'. The Active steps shall appear 'Blue' and completed steps shall appear 'Green'.

2.1.1 DISCOM Application Form 1(A)

The DISCOM Application Form 1(A) is developed under the heads of Site Details, Details of Beneficiary and Attachment section.

The steps to be followed while filling Form 1(A) are as follows:

1. The Connection details are auto fetched via CA number.
2. Enter the other details required in the section as depicted in Figure 8:
 - i. Select district and Enter the pin code of the proposed solar rooftop plant's location.
 - ii. Enter the latitude and longitude of site if known in the provided column
 - iii. Select the installation Agency consumer wish to choose for installation.
 - iv. Select 'Proposed Solar PV Plant Capacity' mentioned on the electricity bill based on consumer category.

Details fetched from CA number

Site Details

Consumer Details

Name * ANAND PASWAN

Consumer Number * 23230001148

Address of The Site for Installations

Address Line 1 * VILL-KONIKA, TOLA-KONIKA

Address Line 2 PANCH-SAKRI PANCHAYAT, BLOCK-ARWAL

District * ARWAL

Pin Code * Pincode

Plant Location 0 0

Phase Type * Singe Phase

Connected Load (kWp) * 1

Sub-Division Name * ARWAL

Service Type * LT

Installing Agency * (Pref: 1) ABCD AGENCY

Proposed Solar PV Plant Capacity (kW) * 1

Figure 8: DISCOM Application Form 1(A) – Part 1

Select installing agency, Service type, District, Pin code and Proposed Capacity

3. Enter 'Details of Beneficiary. (Tick check box if same as site address.) as given in Figure 9.

| Details of Beneficiary (Click on check box if same as site address) <input type="checkbox"/> | | | |
|--|----------------|---|-------------------------------|
| Registered Applicant/ Organization | ANAND PASWAN | Primary Contact Name | Not Applicable for Individual |
| Address Line 1 * | Address Line 1 | Mobile Number | 7011917093 |
| Address Line 2 | Address Line 2 | Phone Number | Phone Number |
| District * | -- Select -- | Email ID | abcd@gmail.com |
| Pin Code * | Pincode | Whether Beneficiary has Aadhaar Card | <input type="checkbox"/> |

Figure 9: DISCOM Application Form 1(A) – Part 2

4. The Registered Applicant shall provide following: —

- i. ID Proof (Any One) (Max. file size:200 kb, .pdf file)
 - a. Aadhaar card
 - b. Discom Bill
 - c. PAN card
 - d. Voter ID
 - e. Beneficiary Certificate
- ii. Other Documents:
 - a. Latest Electricity Bill: (Max. file size:1024 kb, .pdf file) (Can be downloaded from the link provided in portal: Also illustrated in Figure 10)
 - b. Recent Passport Size Photo (Max. file size:200 kb, .jpeg file)

| Attachment Section | | | |
|--|-----------------------------|------------------------------|------------------------------|
| Type of ID Proof * | Aadhaar Card | Latest Electricity Bill * | Choose File |
| | | | Max file size 1024 KB (.pdf) |
| ID Proof Upload * | Choose File | Recent Passport Size Photo * | Choose File |
| [Self-Attested] | Max file size 200 KB (.pdf) | | Max file size 200 KB (.jpeg) |
| CLICK HERE To Download Latest Electricity Bill | | | Back |

Click to download Electricity Bill

Figure 10: DISCOM Application Form 1(A) – Part 3

- iii. Click on 'Save' to save the Form and upload the files as illustrated in Figure 11.

Figure 11: DISCOM Application Form 1(A) – Part 4

5. On saving Form 1(A), the notification as illustrated in Figure 12 shall appear.

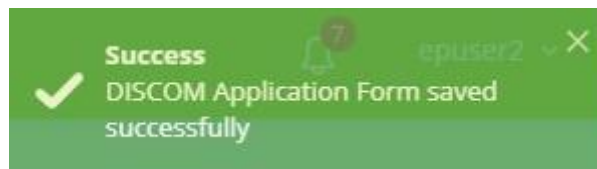


Figure 12: Notification on Saving Form 1(A)

6. The Registered Applicant shall click on 'Verify/Proceed' as shown in Figure 12.

7. On successful completion of above steps of application, an 'Acknowledgement' shall be generated. Click on 'Download' to save the 'Acknowledgement' Form 1(C) in Portable Document Format (PDF) as illustrated in Figure 13 and 14 respectively.

| ACKNOWLEDGEMENT SLIP | |
|--|--------------|
| Your application for setting up of grid connected solar rooftop has been received by SBPDCL. The following Rooftop Solar Application Number has been allotted to your application. | |
| Name of Applicant | ANAND PASWAN |
| CA Number | 23230001148 |
| Application Registration Number | SBP/000057 |
| Date of Application | 27/02/2020 |
| Solar Plant Capacity | 1.00 |

Figure 13: Acknowledgement Receipt

ACKNOWLEDGEMENT SLIP

Your application for setting up of grid connected solar rooftop has been received by SBPDCL. The following Rooftop Solar Application Number has been allotted to your application.

| | |
|---------------------------------|--------------|
| Name of Applicant | ANAND PASWAN |
| CA Number | 23230001148 |
| Application Registration Number | SBP/000057 |
| Date of Application | 27/02/2020 |
| Solar Plant Capacity | 1.00 |

Figure 14: Downloaded Acknowledgement – Form 1(C)

8. After submission of Form 1(A), the Registered Applicant can view the details of Form 1(A) from 'Apply for Solar Rooftop' page.

2.1.2 Actions and Tracking Through 'Track Solar Rooftop Application'

After successful submission of Form 1(A), the Registered Applicant shall view and take necessary steps via 'Track Solar Rooftop Application' page. To go to 'Track Solar Rooftop Application' page for further actions, the following steps shall be followed:

1. Go to the menu 'DISCOM Application'.
2. Click on the sub-menu 'Track Solar Rooftop Application'. The page as illustrated in Figure 15 shall appear.

USRWP Unified Solar Rooftop Web Portal - Bihar RAVI KUMAR RANJAN

Home > DISCOM Application > Track Solar Rooftop Application

Track Solar Rooftop Application Note: Click on → to proceed further

28% Complete

| Process Description | Responsibilities | Name | Status/Target Date | Approval Status | Form Attached | Document Attached | Action |
|---|----------------------------|-------------------|--------------------|-----------------|---------------|-------------------|--------|
| Fill and Submit DISCOM Application Form 1(A) | Applicant | RAVI KUMAR RANJAN | 06/03/2020 | Submitted | | | |
| Site verification by Vendor and Rooftop area assessment | Empanelled Vendor | | | In Progress | | | |
| Technical Feasibility Determination of LT Consumer and upload Net Meter Agreement | JEE at Sub-Division Office | | | In Progress | | | |
| Display Payment information along with vendor Bank Account details and Generate Work-Order | Applicant | RAVI KUMAR RANJAN | | No Action | | | |
| Vendor Acknowledge the Payment | Empanelled Vendor | | | No Action | | | |
| Vendor shall Complete the Plant Installation within 120 days & Submit the Work Completion Report to DISCOM. | Empanelled Vendor | | | No Action | | | |
| Vendor submit the System Readiness Report after Plant | Empanelled | | | | | | |

Click to Open 'Track Solar Rooftop Application' Page

Figure 15: Application Stage List after Submission of Form 1(A)

Click to Download Form 1(A) as PDF

2.1.3 Steps for Discom Application

Stage 1: Submission and Tracking the DISCOM Application Form 1(A)

1. Click the icon under 'Action' to download the submitted Form 1(A) in PDF file as illustrated in Figure 15.
2. On submission of Form 1(A), the consumer dashboard is updated as illustrated in Figure 16.

Home > Dashboard

Step 1 Step 2 Step 3 Step 4 Step 5 Step 6 Step 7 Step 8

Step 2 - Technical Feasibility Approval

Action: DISCOM Response Awaited.

Status of DISCOM Application Process

Site verification by Vendor and Rooftop area assessment

Status - In Progress [Target Date : 19/03/2020]
- Empanelled Vendor []

Fill and Submit DISCOM Application Form 1(A)

Status - Submit [27/02/2020]

Figure 16: DISCOM Application Status Update on Consumer Dashboard

Stage 2: Site verification by Vendor and Rooftop area assessment:

As illustrated in Figure 16, Form 1(A) is shared with DISCOM and vendor for feasibility review. Based on their review, the dashboard shall be updated and in case of any deficiencies/technical constraints in the application submitted, DISCOM/Vendor shall communicate the same to the Registered Applicant via the portal and the Consumer dashboard shall be updated automatically.

Stage 3: Technical Feasibility Determination

On receiving response from DISCOM/Vendor, the Consumer dashboard gets updated. The Registered Applicant shall view the response via the following steps as shown in Figure 17.

1. Click on 'DISCOM Application' Menu.
2. Click on 'Track Solar Rooftop Application' sub-menu and 'Track Solar Rooftop Application' page shall appear.
3. Check the 'Approval Status' for Technical Feasibility Determination.
4. Click on 'Form 3(A)' and 'Form 2' under the 'Form Attached' and 'Document Attached' section respectively and view the communication received from DISCOM



| Process Description | Responsibilities | Name | Status/Target Date | Approval Status | Form Attached | Document Attached | Action |
|--|----------------------------|------------------|--------------------|-----------------------------|---------------|-------------------|---|
| Fill and Submit DISCOM Application Form 1(A) | Applicant | SRI DASHRATH SAO | 03/03/2020 | Submit | | |  |
| Site verification by Vendor and Rooftop area assessment | Empanelled Vendor | ABCD | 03/03/2020 | Reject | | | |
| Technical Feasibility Determination of LT Consumer and upload Net Meter Agreement | JEE at Sub-Division Office | | 24/03/2020 | In Progress | | | |
| Fill and Submit DISCOM Application Form 1(A) | Applicant | | 03/03/2020 | In Progress | | |  |
| Display Payment information along with vendor Bank Account details and Generate Work-Order | Applicant | SRI DASHRATH SAO | | No Action | | | |
| Vendor Acknowledge the Payment | Empanelled Vendor | | | No Action | | | |
| Vendor shall Complete the Plant Installation within 120 days & Submit the Work Completion Report to DISCOM. | Empanelled Vendor | | | No Action | | | |
| Vendor submit the System Readiness Report after Plant installation | Empanelled Vendor | | | No Action | | | |
| Testing, Commissioning and Synchronization of Plant will be done by the Concerned DISCOM Officers, and Issue the Service Connection Report | JEE at Sub-Division Office | | | No Action | | | |

Figure 17: Track Solar Rooftop Application After Receipt of Technical Feasibility Determination by DISCOM

Click to open Form 1(A) to make rectifications to Application

5. In case of Technical Constraints,

- then the reduced Technically Feasible Plant Capacity shall be updated in Form 1(A).
- If only deficiencies are indicated, then the Registered Applicant shall modify Form 1(A) suitably as illustrated in Figure 18.

Click on 'Verify/Proceed' to resubmit Form 1(A).

Site Details

Consumer Details

Name *

ANAND PASWAN

Consumer Number *

23230001148

Phase Type *

Singe Phase

Connected Load (kWp) *

1

Address of The Site for Installations

Address Line 1 *

VILL-KONIKA ,TOLA-KONIKA

Address Line 2

PANCH-SAKRI PANCHAYAT ,BLOCK-ARWAL

District *

ARWAL

Pin Code *

112233

Plant Location

1.23

9.82

(Latitude)

(Longitude)

Sub-Division Name *

ARWAL

Service Type *

LT

Installing Agency *

(Pref: 1) ABCD AGENCY

Proposed Solar PV Plant Capacity (kW) *

1

Figure 18: DISCOM Application Form 1(A) To rectify details

Stage 4: Submit Form 4 – Check for Discom’s verification.

Upon resubmission of Form 1(A) and approval by vendor, the Registered Applicant shall check for Jee for technical feasibility determination:

1. Click on ‘DISCOM Application’ menu and select ‘Track Solar Rooftop Application’ sub-menu. the page as illustrated in Figure 19 shall appear.
2. If Jee Approves the Application Consumer can download sanction Order report submitted by JEE. (As shown in figure 23.ii.)
3. In Case there is Shortfall in application, same shall be updated in consumer’s dashboard. Annexure V with Errors sent from Discom, can be viewed and same can be updated in Application Form 1(A). (Illustrated in figure 23)
4. In case of Rejection, Consumer shall view the reasons in Annexure 4 form attached. After the application is rejected the consumer shall again proceed with apply for solar rooftop application.

| Track Solar Rooftop Application | | | | | | | Note: Click on ➡ to proceed further |
|--|----------------------------|------------|--------------------|-----------------------------|---------------------------------------|---|-------------------------------------|
| <div><div></div>55% Complete</div> | | | | | | | |
| Process Description | Responsibilities | Name | Status/Target Date | Approval Status | Form Attached | Document Attached | Action |
| Fill and Submit DISCOM Application Form 1(A) | Applicant | SARDA DEVI | ✓ 26/02/2020 | Submit | | | 📄 |
| Site verification by Vendor and Rooftop area assessment | Empanelled Vendor | ABCD | ✓ 26/02/2020 | Reject | | | |
| Fill and Submit DISCOM Application Form 1(A) | Applicant | SARDA DEVI | ✓ 26/02/2020 | Submit | | | 📄 |
| Site verification by Vendor and Rooftop area assessment | Empanelled Vendor | ABCD | ✓ 26/02/2020 | Accept | | Site Report | |
| Technical Feasibility Determination of LT Consumer and upload Net Meter Agreement | JEE at Sub-Division Office | JEE_ARWAL | ✓ 26/02/2020 | Accept | sanction Order Report | Net Meter Agreement Feasibility Report | |
| Display Payment information along with vendor Bank Account details and Generate Work-Order | Applicant | | 12/08/2020 | In Progress | | | ➡ |
| Vendor shall Complete the Plant Installation within 120 days & Submit the Work Completion Report to DISCOM. | Empanelled Vendor | | | No Action | | | |
| Vendor submit the System Readiness Report after Plant installation | Empanelled Vendor | | | No Action | | | |
| Testing, Commissioning and Synchronization of Plant will be done my the Concerned DISCOM Officers, and Issue the Service Connection Report | JEE at Sub-Division Office | | | No Action | | | |

Figure 19: Consumer’s dashboard after Jee has approved the Application

| Process Description | Responsibilities | Name | Status/Target Date | Approval Status | Form Attached | Document Attached | Action |
|--|----------------------------|------------|--------------------|-----------------------------|---------------|-------------------|--------|
| Fill and Submit DISCOM Application Form 1(A) | Applicant | KHAYAL RAM | ✓ 27/02/2020 | Submit | | | |
| Site verification by Vendor and Rooftop area assessment | Empanelled Vendor | ABCD | ✓ 27/02/2020 | Accept | | Site Report | |
| Technical Feasibility Determination of LT Consumer and upload Net Meter Agreement | JEE at Sub-Division Office | JEE_ARWAL | ✓ 27/02/2020 | Shortfall | Annexure V | | |
| Rectify Interconnection Application Form 1(A) | Applicant | | 09/03/2020 | In Progress | | | |
| Display Payment information along with vendor Bank Account details and Generate Work-Order | Applicant | KHAYAL RAM | | No Action | | | |
| Vendor shall Complete the Plant Installation within 120 days & Submit the Work Completion Report to DISCOM. | Empanelled Vendor | | | No Action | | | |
| Vendor submit the System Readiness Report after Plant installation | Empanelled Vendor | | | No Action | | | |
| Testing, Commissioning and Synchronization of Plant will be done my the Concerned DISCOM Officers, and Issue the Service Connection Report | JEE at Sub-Division Office | | | No Action | | | |
| Interconnection Process Completed. | Applicant | KHAYAL RAM | | No Action | | | |
| Fill & Update Project Completion Report (PCR) and Upload all the required Documents into SPIN Portal | Solar Team | | | No Action | | | |
| PCR Process Completed | Applicant | KHAYAL | | No Action | | | |

Figure 20: In Case of Shortfall, Annexure V can be viewed and Consumer shall update Form 1A

Track Solar Rooftop Application

Note: Click on ➡ to proceed further

28% Complete

| Process Description | Responsibilities | Name | Status/Target Date | Approval Status | Form Attached | Document Attached | Action |
|---|----------------------------|--------------|--------------------|---------------------------|---------------|-------------------|--------|
| Fill and Submit DISCOM Application Form 1(A) | Applicant | ANAND PASWAN | ✓ 27/02/2020 | Submit | | | |
| Site verification by Vendor and Rooftop area assessment | Empanelled Vendor | ABCD | ✓ 27/02/2020 | Reject | | | |
| Fill and Submit DISCOM Application Form 1(A) | Applicant | ANAND PASWAN | ✓ 27/02/2020 | Submit | | | |
| Site verification by Vendor and Rooftop area assessment | Empanelled Vendor | ABCD | ✓ 27/02/2020 | Accept | | Site Report | |
| Technical Feasibility Determination of LT Consumer and upload Net Meter Agreement | JEE at Sub-Division Office | JEE_ARWAL | ✓ 27/02/2020 | Reject | Annexure IV | | |
| Display Payment information along with vendor Bank Account details and Generate Work-Order | Applicant | ANAND PASWAN | | No Action | | | |
| Vendor shall Complete the Plant Installation within 120 days & Submit the Work Completion Report to DISCOM. | Empanelled Vendor | | | No Action | | | |
| Vendor submit the System Readiness Report after Plant installation | Empanelled Vendor | | | No Action | | | |

Figure 21: In Case of Form rejected by Jee, Annexure IV can be viewed.

| 37% Complete | | | | | | | |
|---|----------------------------|------------|--------------------|-----------------------------|---------------|-------------------|--------|
| Process Description | Responsibilities | Name | Status/Target Date | Approval Status | Form Attached | Document Attached | Action |
| Fill and Submit DISCOM Application Form 1(A) | Applicant | KHAYAL RAM | ✓ 27/02/2020 | Submit | | | |
| Site verification by Vendor and Rooftop area assessment | Empanelled Vendor | ABCD | ✓ 27/02/2020 | Accept | | Site Report | |
| Technical Feasibility Determination of LT Consumer and upload Net Meter Agreement | JEE at Sub-Division Office | JEE_ARWAL | ✓ 27/02/2020 | Shortfall | Annexure V | | |
| Rectify Interconnection Application Form 1(A) | Applicant | KHAYAL RAM | ✓ 27/02/2020 | Submit | | | |
| Submit ANNEXURE VI - Response of Rectification of Deficiencies | Applicant | | 09/03/2020 | In Progress | | | |
| Display Payment information along with vendor Bank Account details and Generate Work-Order | Applicant | KHAYAL RAM | | No Action | | | |
| Vendor shall Complete the Plant Installation within 120 days & Submit the Work Completion Report to DISCOM. | Empanelled Vendor | | | No Action | | | |

Figure 22: After rectification in Form 1A, Dashboard is updated

Stage 5: Submit Annexure VI after rectifications.

1. After the response from Jee, Consumer shall make changes in Form 1A respectively and submit Annexure VI
2. If only deficiencies are communicated from DISCOM, then select 'Deficiencies in Application'. A 'Tick' mark shall appear in the box after selection as illustrated in Figure 24.
3. Describe the corrective actions taken/changes made in Application Form to address the deficiencies in the text box provided.
4. If only technical constraints are communicated, then select 'Technical Constraints'. A 'Tick' mark shall appear in the box after selection as illustrated in Figure 24.
5. Select one from the options — 'I accept the connectivity at the reduced capacity of ___kWp as intimated by the DISCOM vide letter dated _____ and request the DISCOM to process the case' or select 'I withdraw my application'.
6. If the DISCOM has intimated both 'Deficiencies in Application' and 'Technical Constraints' via Form 3(A), perform all the steps from Step 3 to Step 6 as described above.
7. Select 'Convert to PDF' to convert Form 4 into a PDF file.
8. Save the generated PDF file and verify the contents. Figure 25 illustrates PDF version of Form 4.
9. Select 'Choose File' to upload the saved PDF Form 4.
10. Click on 'Submit' to submit Form 4 PDF file to DISCOM.

RESPONSE OF APPLICANT FOR REMOVAL OF DEFICIENCIES AS INTIMATED AFTER THE TECHNICAL FEASIBILITY

Date: 27/02/2020

To
The SDO (Sub Division)
ARWAL
SBPDCL
Subject: Response to Intimation on Deficiencies
Ref: Application No. SBP/000058; dated: 27/02/2020

Dear Sir/Madam,

The response to deficiencies/technical constraints intimated by DISCOM is as follows.

☐ Deficiencies in Application
The deficiencies in the application have been resolved by undertaking the following corrective actions.

Describe corrective actions

☐ Technical Constraints
The applicant will exercise the following option (select the appropriate choice):

☒ I accept the connectivity at reduced capacity of 1 KVA as intimated by the DISCOM vide letter dated 27/02/2020 and request the DISCOM to process the case.

☐ I withdraw my application.

KHAYAL RAM

Figure 23: Form 4 – Response of Applicant for Removal of Deficiencies as Intimated After the Technical Feasibility

RESPONSE OF APPLICANT FOR REMOVAL OF DEFICIENCIES AS INTIMATED AFTER THE TECHNICAL FEASIBILITY STUDY

Date: 27/02/2020

To
The SDO (Sub Division)
ARWAL
SBPDCL
Subject: Response to Intimation on Deficiencies
Ref: Application No. SBP/000058; dated: 27/02/2020


Dear Sir/Madam,

The response to deficiencies/technical constraints intimated by DISCOM is as follows.

Deficiencies in Application
The deficiencies in the application have been resolved by undertaking the following corrective actions:

Technical Constraints

- I withdraw my application.



KHAYAL RAM

Figure 24: PDF Version of Form 4 for Response of Applicant for Removal of Deficiencies as Intimated After the Technical Feasibility

Stage 6: Upload Payment Acknowledgement and Generate Work order

The Registered Applicant shall upload the Payment Acknowledgement slip with the vendor by following the steps below:

1. Click on 'DISCOM Application' menu and then click on 'Track Solar Rooftop Application' sub-menu to view the 'Track Solar Rooftop Application' page. Form 5 as illustrated in Figure 26 shall appear.
2. Click the icon under 'Action' as illustrated in Figure 26 to upload the Acknowledgement.

| | | | | | | | |
|---|----------------------------|------------|-----------------|-------------|-----------------------|---|---|
| Submit ANNEXURE VI - Response of Rectification of Deficiencies | Applicant | KHAYAL RAM | ✓ 27/02/2020 | Submit | ANNEXURE VI | | |
| Technical Feasibility Determination of LT Consumer and upload Net Meter Agreement | JEE at Sub-Division Office | JEE_ARWAL | ✓ 27/02/2020 | Accept | sanction Order Report | Net Meter Agreement Feasibility Report | |
| Display Payment information along with vendor Bank Account details and Generate Work-Order | Applicant | | 13/08/2020 | In Progress | | | ➡ |
| Vendor shall Complete the Plant Installation within 120 days & Submit the Work Completion Report to DISCOM. | Empanelled Vendor | | | No Action | | | |
| Vendor submit the System Readiness Report after Plant installation | Empanelled Vendor | | | No Action | | | |
| Testing, Commissioning and | JEE at Sub- | | | | | | ⬆ |

Upload Payment Information along with vendor bank

Figure 25: Track Solar Rooftop Application Page to Upload Payment Acknowledgement slip

3. The 'Display Payment Information' page shall open.
4. Click on 'Choose File' to browse and upload the PDF file. (Max file size can be 200 kb)
5. Click on 'Submit' to submit the uploaded document as illustrated in Figure 27.

Display Payment information along with vendor Bank Account details and Generate Work-Order

Applicant Details

Name
KHAYAL RAM

CA Number
23230032246

Application No.
SBP/000058

Address
VILL-SONBARSA ,TOLA-PRASADI ENGLISH, PANCH-SONWARSA PANCHAYAT ,BLOCK-ARWAL, District : ARWAL, Pin Code : 112233

| Charges Type | Amount (INR) | Vendor Bank Details | |
|-----------------------------|--------------|---------------------|------------|
| Total Cost | 52270.00 | Bank Name | ICICI Bank |
| Central Govt. Subsidy | 21600.00 | Bank Account No. | 1234567890 |
| State Govt. Subsidy | 13068.00 | Bank IFSC Code | ICICI9988 |
| Amount to be paid to Vendor | 17602.00 | Bank Branch Name | Kolkata |

Upload payment receipt

Choose File
No file chosen

Max file size 100 KB (.pdf)

Back
Submit

Choose file

Figure 26: Upload Signed Interconnection Agreement

Back

Submit

Click to Submit

Stage 7: Initiation of Solar Rooftop Plant Installation

This stage shall be initiated and plant installation shall be completed.

Stage 8: Download Work Completion Report

After completion of work, the Registered Applicant can download a Work Completion Report Uploaded By vendor from the dashboard.

| | | | | | | | |
|--|----------------------------|------------|------------|-------------|-------------------------|-------------------------|---------|
| Display Payment information along with vendor Bank Account details and Generate Work-Order | Applicant | SARDA DEVI | 26/02/2020 | Submit | Payment Receipt | Work Order | |
| Vendor shall Complete the Plant Installation within 120 days & Submit the Work Completion Report to DISCOM. | Empanelled Vendor | ABCD | 26/02/2020 | Submit | Work Completion Report | | |
| Vendor submit the System Readiness Report after Plant installation | Empanelled Vendor | ABCD | 26/02/2020 | Submit | System Readiness Report | | Remarks |
| Testing, Commissioning and Synchronization of Plant will be done by the Concerned DISCOM Officers, and Issue the Service Connection Report | JEE at Sub-Division Office | JEE_ARWAL | 26/02/2020 | Accept | Synchronization Letter | Joint Inspection Report | |
| Interconnection Process Completed. | Applicant | | 06/03/2020 | Completed | | | |
| Fill & Update Project Completion Report (PCR) and Upload all the required Documents into SPIN Portal | Solar Team | | | In Progress | | | |
| PCR Process Completed | Applicant | SARDA DEVI | | No Action | | | |

Download Bulk Documents

Figure 27: Download Documents from Track Solar Application Form

Download Work Completion Report

Download System Readiness Report

Stage 9: Download System Readiness Report

After completion of work, the Registered Applicant can download System Readiness Report After Plant Installation Uploaded By vendor from the dashboard.

Stage 10: Testing and synchronization of plant and Upload Net metering Agreement

After the System Readiness report generated by Vendor, the Discom shall test, Commission and Synchronize the plant and Issue the Service Connection Report Along with Net metering agreement. The respective documents can be downloaded by the consumer as shown in figure 27

Stage 11: Interconnection Process Completed

Section - II

Manual for Unified Web Portal for the State of Bihar- Vendor User

Stage 1: Vendor Login:

As illustrated in Figure 28, the vendor shall login into the portal using their registered Email Id and click Generate OTP. Enter the OTP and click Login.



Figure 28: Vendor login page

Once logged in, the Vendor's homepage shall appear as illustrated in Figure 29.

| Application No | DISCOM | CA No | Application Date | Applicant Name | Completed |
|----------------|--------|-------------|------------------|--------------------------|-----------|
| SBP/000056 | SBPDCL | 23230023150 | 26/02/2020 | SARDA DEVI | 9 % |
| SBP/000051 | SBPDCL | 23230004449 | 18/02/2020 | SRI RAJESH DUWEDI | 81 % |
| SBP/000050 | SBPDCL | 23230002603 | 17/02/2020 | SRI GAUTAM KUMAR ASUPAND | 81 % |
| SBP/000047 | SBPDCL | 23230001175 | 13/02/2020 | RAM PRAVESH SINGH | 81 % |
| SBP/000046 | SBPDCL | 23230024148 | 12/02/2020 | VINIT KUMAR | 81 % |

Figure 29: Vendor Homepage

To check the pending Verifications, the following steps shall be followed:

1. Go to 'Vendor Verification' menu on the homepage.
2. Here Four sub-menus shall be displayed as shown in Figure 30.
 - i. Application Verification
 - ii. Payment Acknowledgement
 - iii. Submit Work Completion Report
 - iv. Submit System Readiness Report

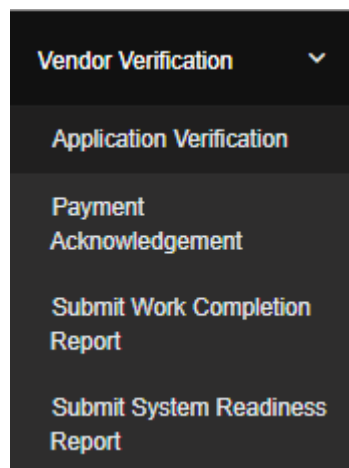


Figure 30: Vendor's Menu Bar

3. Click on 'Application Verification' to see the Applications received and pending applications.

Stage 2: Verification of Application

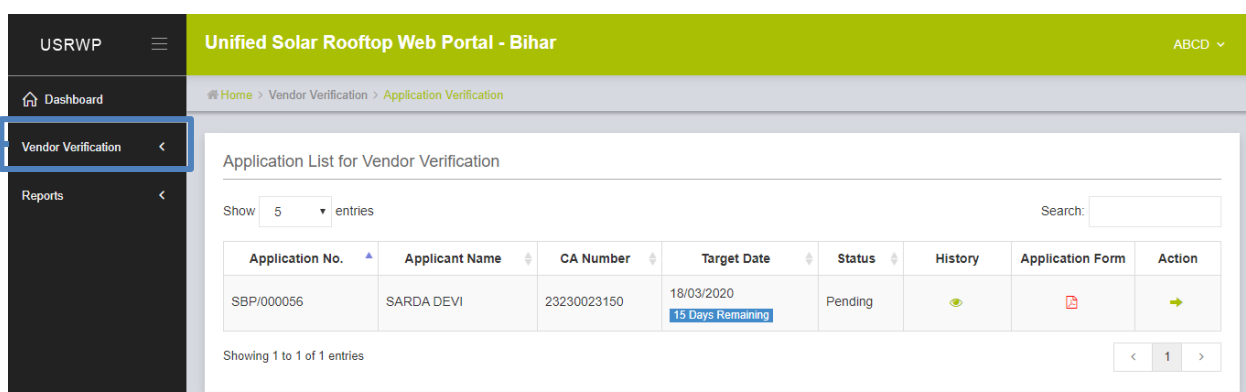


Figure 31: Application list for verification

- I. From the list of Applications, the vendor shall open the applicant's form by clicking the application form icon given against the respective applicant.
- II. After reviewing the application, the vendor shall proceed by clicking the arrow given under the action tab.

Discom Application Form Verify by Vendor

Applicant Details

| | | | |
|-----------------|-------------|---------|---|
| Name | SARDA DEVI | Address | FAKHARPUR, N/A, District : ARWAL, Pin Code : 112233 |
| CA Number | 23230023150 | | |
| Application No. | SBP/000056 | | |

Fields marked with asterisk (*) are mandatory to fill in

| | | | |
|-------------------------|----------------------|-----------------------------|----------------------------|
| Status* | Reject | If require, Reduce Capacity | 0.8 |
| Proposed Capacity (kWp) | 1 | Site Verification Report* | Choose File sample pdf.pdf |
| Remarks | area not maintained. | Latitude * | 9.115 |
| | | Longitude * | 2.556 |

Max file size 200 KB (.pdf)

Back Save

Figure 32: Application Verification

- III. The page shall be redirected and the vendor shall select the status as accepted or Shortfall and provide the Site verification report in the tab provided as shown in Figure 32.
- IV. In case of shortfall, The Vendor shall provide the reduced capacity and remarks.
- V. Vendor shall save the application and proceed.

Stage 3: Payment verification by Vendor:

Vendor shall verify the payment received from consumer and subsequently work order shall be generated for initiating the work.

| USRWP | Unified Solar Rooftop Web Portal - Bihar | | | | | | | ABCD |
|--------------------------------|--|--|--|--|--|--|--|------|
| Dashboard | Home > Vendor Verification > Payment Acknowledgement | | | | | | | |
| Vendor Verification | | | | | | | | |
| Application Verification | | | | | | | | |
| Payment Acknowledgement | | | | | | | | |
| Submit Work Completion Report | | | | | | | | |
| Submit System Readiness Report | | | | | | | | |
| Reports | | | | | | | | |

Payment Acknowledgement List for Vendor Verification

Show 5 entries Search:

| Application No. | Applicant Name | CA Number | Target Date | Status | History | Application Form | Action |
|--------------------------------|----------------|-------------|-------------|--------|---------|------------------|--------|
| SBP/000067 05/03/2020 11:41 | SHAL DEVI | 23230034735 | 05/03/2020 | Done | | | |

Showing 1 to 1 of 1 entries

Figure 33: Payment verification by vendor

Stage 4: Work Completion Report:

Vendor shall carry out completion of work within 120 days of receiving the work order and fill in the details of components/materials used in the work completion report once the work is completed. Also, Vendor shall upload the necessary documents such as Post plant Photograph, Undertaking for DCR content etc. as shown in Figure 35

The screenshot displays the 'Unified Solar Rooftop Web Portal - Bihar' interface. The left sidebar contains navigation links: Dashboard, Vendor Verification, Application Verification, Payment Acknowledgement, Submit Work Completion Report, Submit System Readiness Report, and Reports. The main content area is titled 'Work Completion Report Verify by Vendor'. It features a search bar and a table with the following data:

| Application No. | Applicant Name | CA Number | Target Date | Status | History | Application Form | Action |
|--------------------------------|----------------|-------------|---------------------------------|---------|---------|------------------|--------|
| SBP/000044 11/02/2020 15:22 | AJAY KUMAR | 23230001049 | 28/07/2020 99 Days Remaining | Pending | | | |

Below the table, it indicates 'Showing 1 to 1 of 1 entries' with pagination controls.

Figure 34: Work completion status

The screenshot shows the 'Work completion Documents' upload form. It includes the following sections:

- P. Capacity of Automatic Relay/Isolation Switch at Interconnection Point with Grid:** A text input field with the value '0'.
- Please attach the following relevant documents:**
- Post Plant Photograph***: A file upload button labeled 'Choose File' with the text 'No file chosen'. Below it, the maximum file size is specified as 'Max file size 2048 KB (.jpg)'.
- Undertaking for DCR content of PV Module**: A file upload button labeled 'Choose File' with the text 'No file chosen'. Below it, the maximum file size is specified as 'Max file size 500 KB (.pdf)'.
- Upload Module Make and serial Nos. Module Capacity/Power(Wp)**: A file upload button labeled 'Choose File' with the text 'No file chosen'. Below it, the maximum file size is specified as 'Max file size 1024 KB (.pdf)'.
- Undertaking of Consumer (if consumer is duplicate , then require)**: A file upload button labeled 'Choose File' with the text 'No file chosen'. Below it, the maximum file size is specified as 'Max file size 1024 KB (.pdf)'.

At the bottom right, there are 'Back' and 'Submit' buttons.

Figure 35: Work completion Documents

Vendor shall Complete the Plant Installation within 120 days & Submit the Work Completion Report to DISCOM.

| WORK COMPLETION REPORT | | |
|------------------------|--------------------|---|
| 1. | Application Number | SBP/000056 |
| 2. | Name of Applicant | SARDA DEVI |
| 3. | Address | FAKHARPUR, N/A, District : ARWAL, Pin Code : 112233 |
| 4. | District | ARWAL |
| 5. | Pin Code | 112233 |
| 6. | CA Number | 23230023150 |
| 7. | Install KWp | 0.8 |

Figure 36: Work completion report

Stage 5: System Readiness Report:

Vendor shall intimate the Discom once the system is installed. As shown in Figure 38.

USRWP

Unified Solar Rooftop Web Portal - Bihar

ABCD

Dashboard

Vendor Verification

Application Verification

Payment Acknowledgement

Submit Work Completion Report

Submit System Readiness Report

Reports

Home > Vendor Verification > Submit System Readiness Report

System Readiness Report Verify by Vendor

Show 5 entries

Search:

| Application No. | Applicant Name | CA Number | Target Date | Status | History | Application Form | Action |
|--------------------------------|----------------|-------------|---------------------------------|-----------------|---------|------------------|--------|
| SBP/000063 29/02/2020 13:00 | AKHILESH BIND | 23230044194 | 10/03/2020 -1 Days Remaining | Delayed Pending | | | |

Showing 1 to 1 of 1 entries

< 1 >

Figure 37: List of Applications for System Readiness Report Verification

INTIMATION TO THE DISCOM FOR READINESS OF THE SYSTEM FOR SYSTEM CHECKS,
SYNCHRONIZATION WITH THE DISCOM GRID AND INSTALLATION OF METERS

Date: 26/02/2020

To

The SDO (Sub Division)

ARWAL

SBPDCL

Subject: System Checks, Synchronization with the DISCOM Grid and Installation of Meter(s).

Ref: Application No. SBP/000056; dated: 26/02/2020

Dear Sir/Madam,

With reference to the above, I hereby confirm to you that the RTSPV system has been installed as per the Technical and Safety Standards laid out by CEA/ CSERC/ NBPCL/SBPDCL.

The system is ready for synchronization with SBPDCL grid and installation of meter(s).

I/We have procured meter from external agency as specified through the Form - 'Request for Meter Testing' and paid the meter testing fees of **INR 0** specified by the SBPDCL. I/We shall submit a hardcopy of the Form along with the meter and supporting documents to the SBPDCL within 3 days of online submission of the intimating readiness of the system.

SARDA DEVI

Figure 38: System Readiness Report

Section - III

Manual for Unified Web Portal for the State of Bihar- Discom User

Stage 1: Discom Login:

As illustrated in Figure 39, the Discom shall login into the portal using their registered Email Id and click Generate OTP. Enter the OTP and click Login.



Figure 39: DISCOM login page

Once logged in, the Discom's homepage shall appear as illustrated in Figure 40.

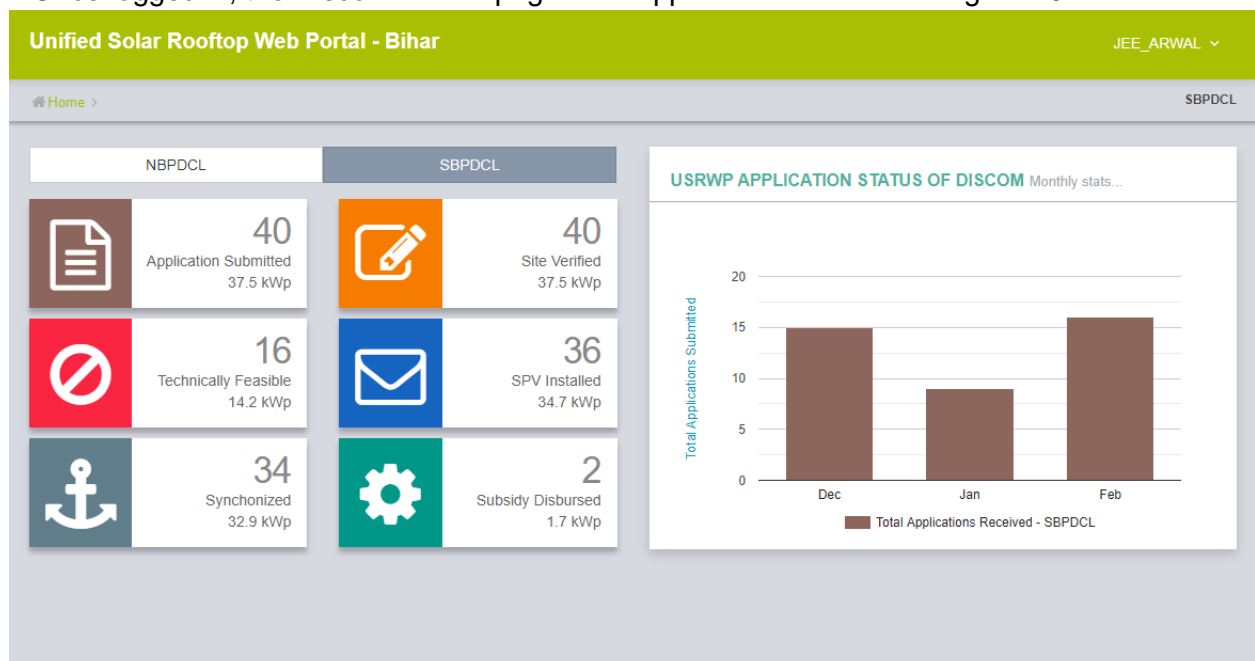


Figure 40: DISCOM Homepage

Stage 2: Technical feasibility Determination

| Application List for Technical Feasibility Applications | | | | | | | |
|---|----------------|-------------|---------------------------------|---------|---------|------------------|--------|
| Show | 20 | entries | Search: <input type="text"/> | | | | |
| Application No. | Applicant Name | CA Number | Target Date | Status | History | Application Form | Action |
| SBP/000056 | SARDA DEVI | 23230023150 | 18/03/2020 15 Days Remaining | Pending | | | |
| Showing 1 to 1 of 1 entries | | | | | | | |
| < 1 > | | | | | | | |

Figure 41: DISCOM Application list fir Technical Feasibility Determination

Discom shall receive the application form after submission from consumer and shall carry out the technical feasibility of the application form and subsequently either accept or rejects the application or update the necessary changes in the portal.

- I. From the list of Applications, the Discom shall open the applicant's form by clicking the application form icon given against the respective applicant.
- II. After reviewing the application, the Discom shall proceed by clicking the arrow given under the action tab.
- III. The page shall be redirected and the Discom shall select the status (by selecting the appropriate radio button) as 'Technically feasible' or 'Deficiencies and Technical constraints' or 'Technically not feasible'.

| | | |
|---|--|--|
| <input checked="" type="radio"/> Technically Feasible | <input type="radio"/> Deficiencies & Technical Constraints | <input type="radio"/> Technically Not Feasible |
|---|--|--|

| Performa for Technical Feasibility Report | | |
|---|--|---|
| S. No. | | |
| A. | Applicant Details : | |
| 1. | Name of the Applicant | SARDA DEVI |
| 2. | Address of applicant | FAKHARPUR, N/A, District : ARWAL, Pin Code : 112233 |
| 3. | Application registration number | SBP/000056 |
| 4. | Category [DS / NDS etc.] | Your text here |
| 5. | Type of Connection 1 Ph LT or 3 Ph | Your text here |
| 6. | Size and type of LT Cable (1 Phase/3 Phase) | Your text here |
| 7. | Phone/Mobile Number | 9650047064 |
| 8. | E-mail | Your text here |
| 9. | Sanctioned Load in KW/Contract Demand in KVA | 0 |

Figure 42: Performa for Technical Feasibility Report Part 1

| | | |
|---------------------------------|---|--|
| 9. | Sanctioned Load in KW/Contract Demand in KVA | 0 |
| 10. | CA Number | 23230023150 |
| B. Transformer Details : | | |
| 1. | Location | Your text here |
| 2. | Capacity in KVA | 0 |
| 3. | Total Connected load in KW | 0 |
| 4. | Tong Tester Reading of Current in all 3 Phases and Neutral | Your text here |
| 5. | Roof Top SPV already Proposed/connected in KW | 0 |
| 6. | Proposed Roof Top SPV to be connected in KW | 0 |
| 7. | Proposed PCU/Inverter capacity in KVA | 0 |
| 8. | Total Cumulative Capacity (5+6) in KWp of RTSPV connected to Transformer | 0 |
| 9. | Type of LT Cable/Conductor | Your text here |
| 10. | Whether the transformer capacity is adequate to deliver the proposed SRTSPV system in addition to existing solar RTPV systems | <input type="radio"/> Yes <input type="radio"/> No |
| C. Feeder Details : | | |
| 1. | Name of 11 or 33 or 132 KV feeder | Your text here |
| 2. | Name of 132/33/11 KV sub-station | Your text here |
| 3. | Type of conductor/cable (size) | Your text here |
| 4. | Total connected load on the feeder in KVA | 0 |
| 5. | Total capacity (kWp) of RTSPV systems connected on the feeder | 0 |
| 6. | Peak load on the feeder in Amps | 0 |
| D. | Upload Net Meter Agreement * | <input type="button" value="Choose File"/> No file chosen <small>Max file size 1024 KB (.pdf)</small> |

Figure 43: Performa for Technical Feasibility Report Part 2

- IV. In case of Deficiencies and Technical constraints, The Discom shall select the same and mention in the columns provided.

| | | |
|--|---|--|
| <input type="radio"/> Technically Feasible | <input checked="" type="radio"/> Deficiencies & Technical Constraints | <input type="radio"/> Technically Not Feasible |
|--|---|--|

INTIMATION OF DEFICIENCY SCRUTINIZED IN THE APPLICATION

Date: 28/02/2020

To
SARDA DEVI

Subject: Intimation of Deficiency

Ref Application No. SBPI000050, dated: 28/02/2020

Dear Sir/Madam,

This is to inform you that we have received your above mentioned Application.

☐ **Deficiencies in Application:** On scrutinizing the application the DISCOM has found that deficiencies exist in the application, because of the under-mentioned reason:

1. Reason of Deficiency

2. Reason of Deficiency

☐ **Technical Constraints:** After undertaking the technical feasibility inspection it is found that it is not feasible for the DISCOM to provide connectivity up to the applied capacity of 0.7 kWp. Technical constraints exist due to the under - mentioned reason:

1. Reason of Constraint

2. Reason of Constraint

However, the connectivity is feasible for a reduced capacity of 0.7 kWp.

Based on this communication, the Applicant can:

1. Accept the connectivity at reduced capacity Or

2. Withdraw the Application.

Please complete the above query within seven days of receipt of this intimation and submit the response as per 'Response of Applicant for Removal of Deficiencies as Intimated after the Technical Feasibility'. In case you have not completed the formality within the given period, your application shall stand cancelled and paid fees, if any, shall not be refunded.

Designation of the Authorized Officer
(SARDA DEVI)

Figure 44: Deficiencies and Technical constraints

- V. In case of Technically not feasible, The Discom shall mention the reason and hence terminate the application.

☐ Technically Feasible
 ☐ Deficiencies & Technical Constraints
 ☒ Technically Not Feasible

INTIMATION FOR NON-FEASIBILITY AND TERMINATION OF APPLICATION

Date: 26/02/2020

To
SARDA DEVI

Subject: Intimation for Non feasibility and termination of Application

Ref: Application No. SBP/000056, dated: 26/02/2020

Dear Sir/Madam,

This is to inform you that we have received your above mentioned application and on technical scrutiny have found that:

The application is not feasible at this stage due to the following reasons:

Reason

(others, if any)

The application hereby stands terminated.

Designation of Authorized Officer
(SDO (Sub Division) , ARWAL)

[Convert to PDF](#)

Figure 45: Technically not feasible

VI. After approval by Discom, the Application list is updated as shown below.

Unified Solar Rooftop Web Portal - Bihar

Success JEE ARWAL
 DISCOM Application Approval Stage
 Saved Successfully SBPDCL

[Home](#) > [Applications](#) > [Technical Feasibility Applications](#)

Application List for Technical Feasibility Applications

Show entries Search:

| Application No. | Applicant Name | CA Number | Target Date | Status | History | Application Form | Action |
|-----------------|----------------|-------------|-------------|--------|---------|------------------|--------|
| SBP/000056 | SARDA DEVI | 23230023150 | 26/02/2020 | Accept | | | |

Showing 1 to 1 of 1 entries

< 1 >

Figure 46: Approval of Discom

Stage 3: Synchronization of Plant:

USRWP

Dashboard

Applications

Technical Feasibility Applications

Synchronization of Plant

Reports

Unified Solar Rooftop Web Portal - Bihar

JEE_ARWAL

Home > Applications > Synchronization of Plant

SBPDCL

Application List for Plant Synchronization

Show20entries

Search:

| Application No. | Applicant Name | CA Number | Target Date | Status | History | Application Form | Action |
|--------------------------------|----------------|-------------|---------------------------------|-----------------|---------|------------------|--------|
| SBP/000058 27/02/2020 15:10 | KHAYAL RAM | 23230032246 | 12/03/2020 1 Days Remaining | Pending | | | |
| SBP/000059 28/02/2020 14:07 | HARIDWER SINGH | 23230033013 | 10/03/2020 -1 Days Remaining | Delayed Pending | | | |

Showing 1 to 2 of 2 entries

<

1

>

Figure 47: Application list for Plant Synchronization

After selecting the appropriate application from the list given in Figure 47, the page is redirected. The DISCOM shall upload letter of synchronization and also upload net metering agreement and click Submit as shown in Figure 48.

| USRWP | Unified Solar Rooftop Web Portal - Bihar | JEE_ARWAL |
|--------------|---|-----------|
| Dashboard | Home > Applications > Synchronization of Plant | SBPDCL |
| Applications | Letter of 'Synchronization with NBPDC/ SBPDCL Grid and Installation of Meters' | |
| Reports | <div> <div>Applicant Details</div> <div> <div>NameKHAYAL RAMAddressVILL-SONBARSA ,TOLA-PRASADI ENGLISH, PANCH-SONWARSA PANCHAYAT ,BLOCK-ARWAL, District : ARWAL, Pin Code : 112233</div> <div>CA Number23230032246</div> <div>Application No.SBP/000058</div> </div> </div> <div>Fields marked with asterisk (*) are mandatory to fill in</div> <div> <div> <div>Upload Letter of Synchronization (Joint Inspection Report) *</div> <div>Choose File sample pdf.pdf</div> <div>Max file size 1024 KB (pdf)</div> </div> <div> <div>Upload Net Metering Agreement *</div> <div>Choose File sample pdf.pdf</div> <div>Max file size 1024 KB (pdf)</div> </div> </div> <div> <div>Are you sure?</div> <div>Yes No</div> <div>Back Submit</div> </div> | |

Figure 48: Upload Letter of Synchronization and Net metering Agreement

Stage 4: Submission of Project Completion Report Data:

After Vendor has Submitted System Readiness Report, The Solar Team shall fill and Submit Project Completion Data by logging with provided email id and homepage is Shown in Figure 49.

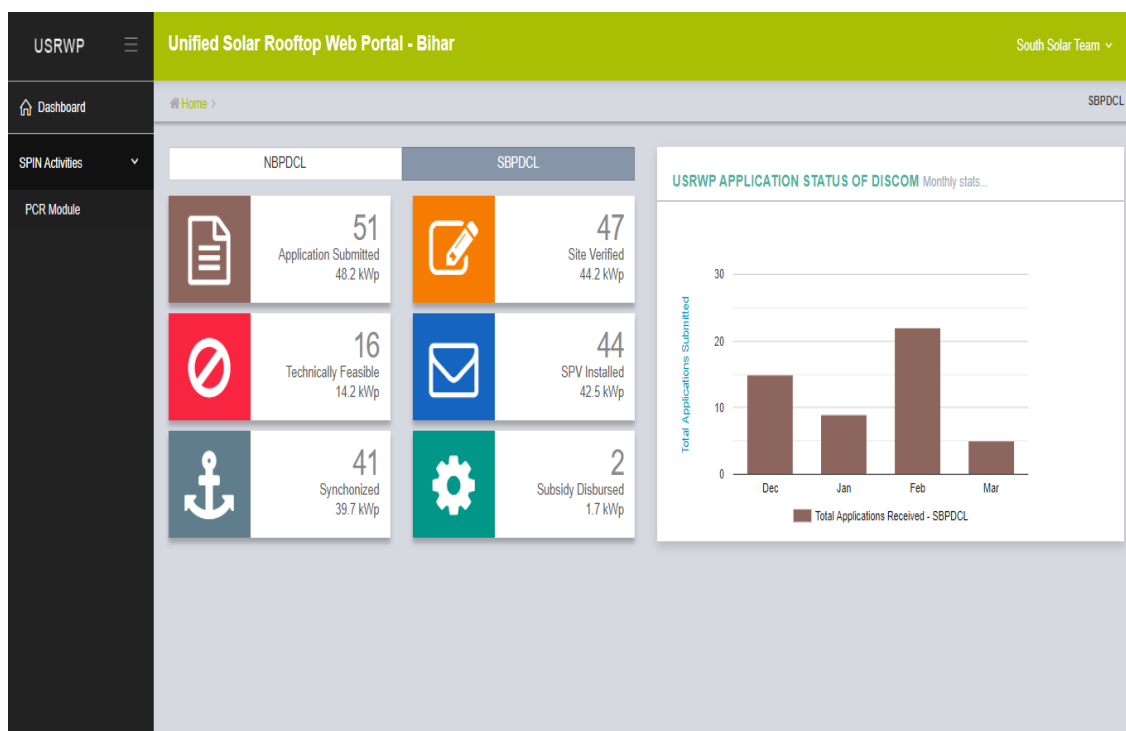


Figure 49: Solar Team Homepage

1. Select Fresh Applicant -PCR Data to be submitted Figure 50.
2. Click on verify under action tab against respective applicant Figure 51.
3. The PCR verification form shall open and solar team shall verify Figure 52.
4. After making the necessary changes, click on Submit PCR to SPIN Figure 53.

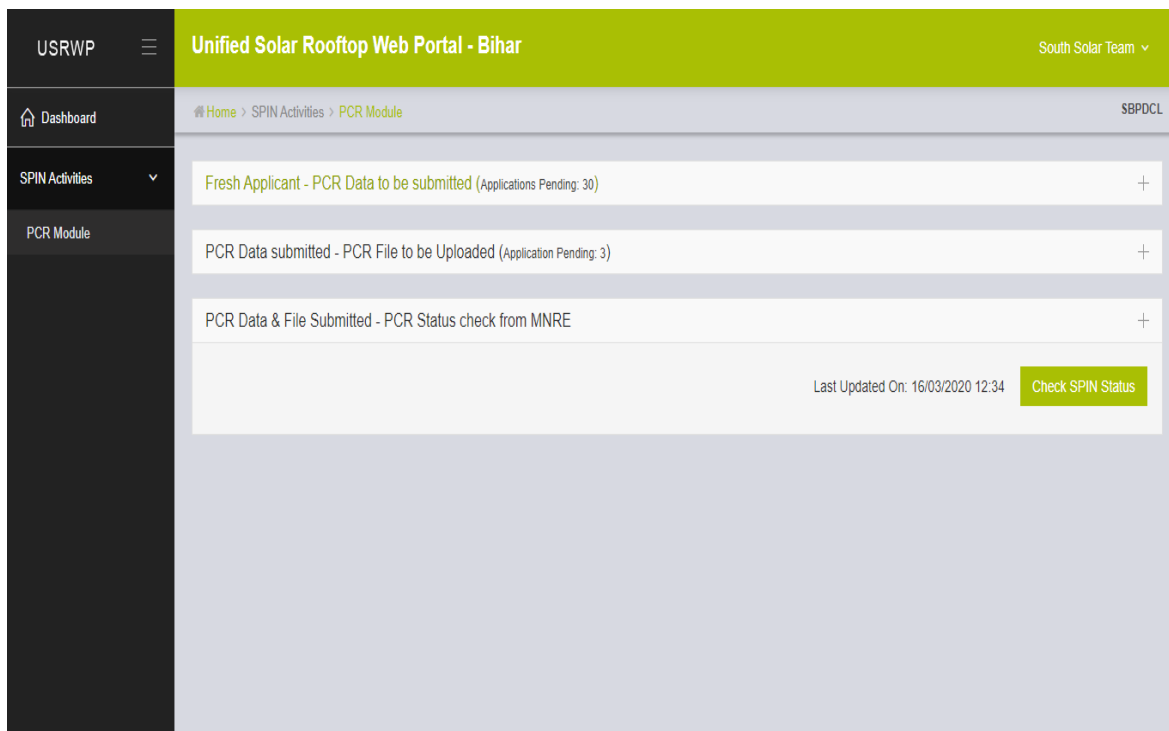


Figure 50: PCR Module Data Submission

The screenshot displays the 'PCR Module' section of the 'Unified Solar Rooftop Web Portal - Bihar'. The sidebar on the left contains 'Dashboard', 'SPIN Activities', and 'PCR Module'. The main content area shows a table of PCR data submissions. The table has columns: Application No., Applicant Name, CA Number, Status, Remarks, Target Date, History, Application Form, and Action. The table shows 5 entries, with a search bar and pagination controls. The top header shows 'USRWP' and 'South Solar Team'.

| Application No. | Applicant Name | CA Number | Status | Remarks | Target Date | History | Application Form | Action |
|-----------------|--------------------|-------------|-----------------|-------------------------|---------------------------------|---------|------------------|--------|
| SBP/000012 | SHIV | 23230045206 | Delayed Pending | PCR Data to be Uploaded | 18/02/2020 -1 Days Remaining | | | |
| SBP/000014 | SMT. SUNAINA DEVI | 23230003379 | Delayed Pending | PCR Data to be Uploaded | 27/12/2019 -1 Days Remaining | | | |
| SBP/000017 | HARE RAM MISTREE | 23230030277 | Delayed Pending | PCR Data to be Uploaded | 26/12/2019 -1 Days Remaining | | | |
| SBP/000018 | SUNANIA DEVI | 23230030278 | Delayed Pending | PCR Data to be Uploaded | 26/12/2019 -1 Days Remaining | | | |
| SBP/000019 | SRI KRISHNA PRASAD | 23230003373 | Delayed Pending | PCR Data to be Uploaded | 26/12/2019 -1 Days Remaining | | | |

Showing 1 to 5 of 30 entries

Figure 51: Data Submission action

USRWP

Unified Solar Rooftop Web Portal - Bihar

South Solar Team

Dashboard

SPIN Activities

PCR Module

Home > SPIN Activities > PCR Module

SBPDCL

Project Completion Report for Grid Connected Rooftop (Subsidized Projects)

Technology Description & System Design/Specification (Compliance to BIS/IEC Standards is mandatory)

Capacity (kWp) : 0.5

Sanction Details

Approval No. *

318/63/2019-Grid Connected Rooftop [Dated 22/11/2019 - Capac

Year of Approval *

2019-2020

Installed by developer *

ABCD AGENCY

Interconnection Details

Name of DISCOM *

SBPDCL

Consumer Account Number *

23230045206

Beneficiary Details

Category of the organization / beneficiary *

Domestic

Name of beneficiary / contact person / plant

SHIV

Figure 52: PCR Verification (I)

USRWP

Unified Solar Rooftop Web Portal - Bihar

South Solar Team

Home > SPIN Activities > PCR Module

SBPDCL

| Sl No. | Inverter Capacity/Power(W) | Inverter Make | Nos. of Modules | Capacity of each module(KWp) |
|---|----------------------------|---------------|---|------------------------------|
| Cumulative Capacity/Power of PCU/Inverters (kW) | | 0 | Cumulative Capacity/Power of PV Modules (kWp) | |
| | | | 0 | |

Installed Project Latitude - Longitude Information

Latitude *

25.225159

(Format : Decimal degrees (DD)
Example 41.40338)

Longitude *

84.784913

(Format : Decimal degrees (DD)
Example 2.17403)

Back

Submit PCR to SPIN

World Bank - SBI Supported Portal

Figure 53: PCR Verification (II)

Stage 5: PCR Data to be Uploaded:

After Submitting the PCR data to the Spin Portal, the solar team shall Upload all the necessary files onto the SPIN portal.

1. Click on PCR File to be Uploaded
2. Under Action tab, Click verify against respective applicant Figure 54

The screenshot shows the 'Unified Solar Rooftop Web Portal - Bihar' interface. The left sidebar contains 'USRWP', 'Dashboard', and 'SPIN Activities'. The main content area shows 'Fresh Applicant - PCR Data to be submitted (Applications Pending: 30)' and 'PCR Data submitted - PCR File to be Uploaded (Application Pending: 3)'. A table lists three entries with columns for Application No., PCR Code, Applicant Name, CA Number, Status, Remarks, Target Date, History, Application Form, and Action. The 'Action' column has a 'Verify' button. The table shows three entries: SBP/000015, SBP/000016, and SBP/000047. The first two are 'Delayed Pending' and the third is 'Pending'. All have a 'PCR File to be Uploaded' status and a 'Target Date' of 26/12/2019 or 17/03/2020. The 'History' column shows a green eye icon. The 'Application Form' column shows a red document icon. The 'Action' column shows a green checkmark icon.

| Application No. | PCR Code | Applicant Name | CA Number | Status | Remarks | Target Date | History | Application Form | Action |
|-----------------|----------|-------------------|-------------|-----------------|-------------------------|---------------------------------|---------|------------------|--------|
| SBP/000015 | 609 | SUDMIA DEVI | 23230030270 | Delayed Pending | PCR File to be Uploaded | 26/12/2019 -1 Days Remaining | | | |
| SBP/000016 | 608 | ARUN KU | 23230030276 | Delayed Pending | PCR File to be Uploaded | 26/12/2019 -1 Days Remaining | | | |
| SBP/000047 | P212 | RAM PRAVESH SINGH | 23230001175 | Pending | PCR File to be Uploaded | 17/03/2020 1 Days Remaining | | | |

Figure 54: PCR Data to be Uploaded

The list of Documents Required are as follows Figure 55:

1. Joint Inspection Report (.PDF file Max file size:1024 kb)
2. Photo of Installed Plant (.JPEG file Max file size:1024 kb)
3. Photo of Beneficiary *only in case of Residential beneficiary* (.JPEG file Max file size:200 kb)
4. Undertaking for DCR (.PDF file Max file size:500 kb)
5. Electricity Discom Bill (.PDF file Max file size:1024 kb)
6. Module Capacity/Power (Wp) (.PDF/.XLS file Max file size:1024 kb)
7. Undertaking of Consumer (.PDF/.XLS file Max file size:1024 kb)

USRWP

Dashboard

SPIN Activities

Unified Solar Rooftop Web Portal - Bihar

South Solar Team

Home > SPIN Activities > PCR Module

SBPDCL

Project Completion Report (PCR) - File Upload for SPIN

Joint Inspection Report*

Choose File No file chosen

Max file size 1024 KB (.pdf)

Photo of Installed Plant*

Choose File No file chosen

Max file size 1024 KB (.jpeg)

Photo of the Beneficiary

Choose File

Max file size 200 KB (.jpeg)

Undertaking for DCR

Choose File No file chosen

Max file size 500 KB (.pdf)

Electricity Discom Bill*

Choose File

Max file size 1024 KB (.pdf)

Module Capacity/Power(Vp)

Choose File No file chosen

Max file size 1024 KB (.pdf|.xls)

Undertaking of Consumer

Choose File No file chosen

Max file size 1024 KB (.pdf|.xls)

Back

Save

Figure 55: Necessary documents for SPIN portal

