



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'.

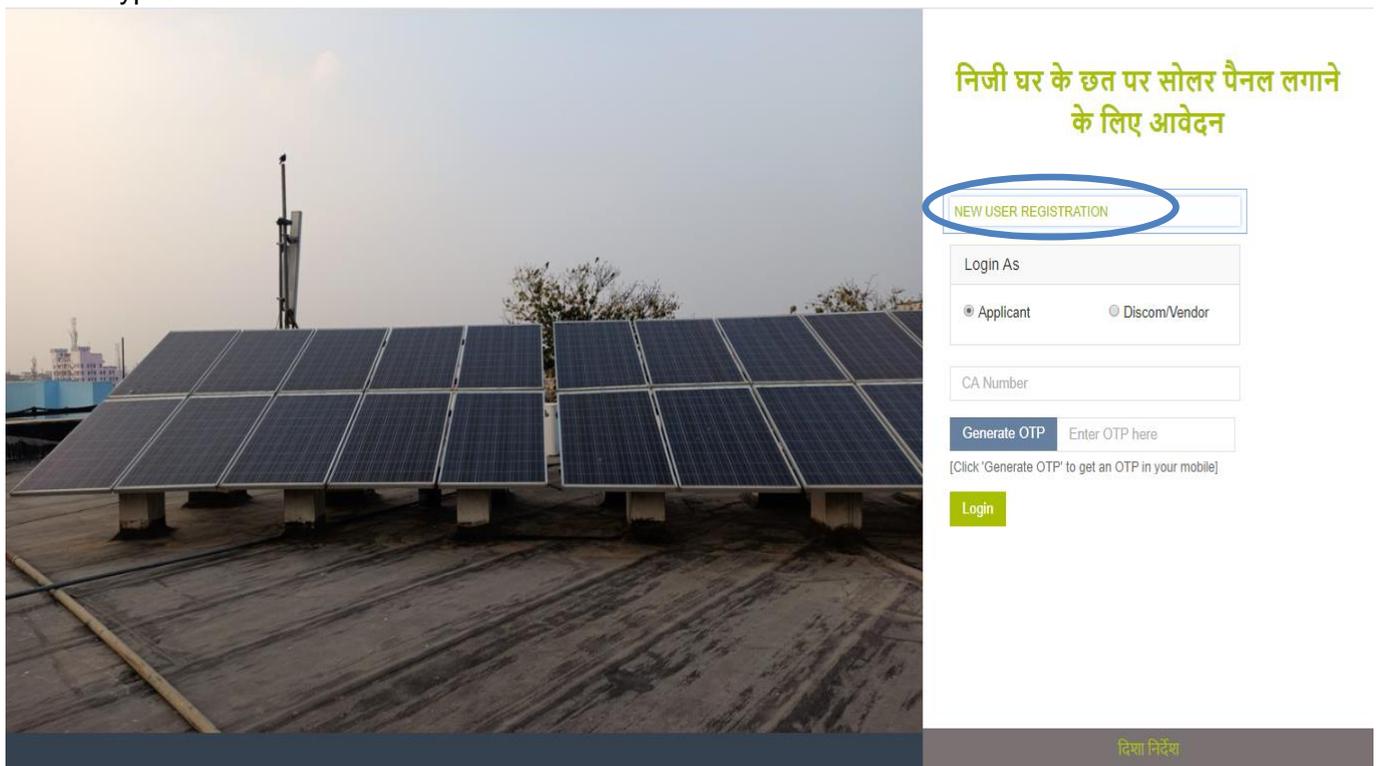


Figure 1: UWP Login Page

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

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* Provide your CA Number ⓘ

Discom* Discom Name

Full Name* First Name

Father/Husband Name Last Name

Email Email

Mobile* Mobile Number

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

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* 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

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

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.

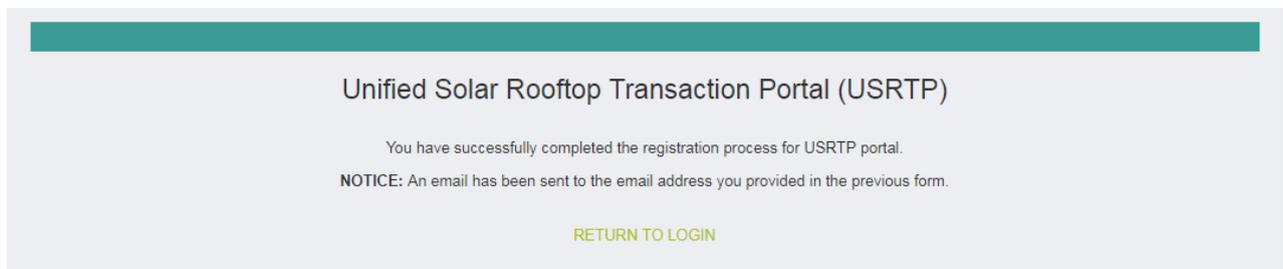


Figure 5: Registration Confirmation

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.

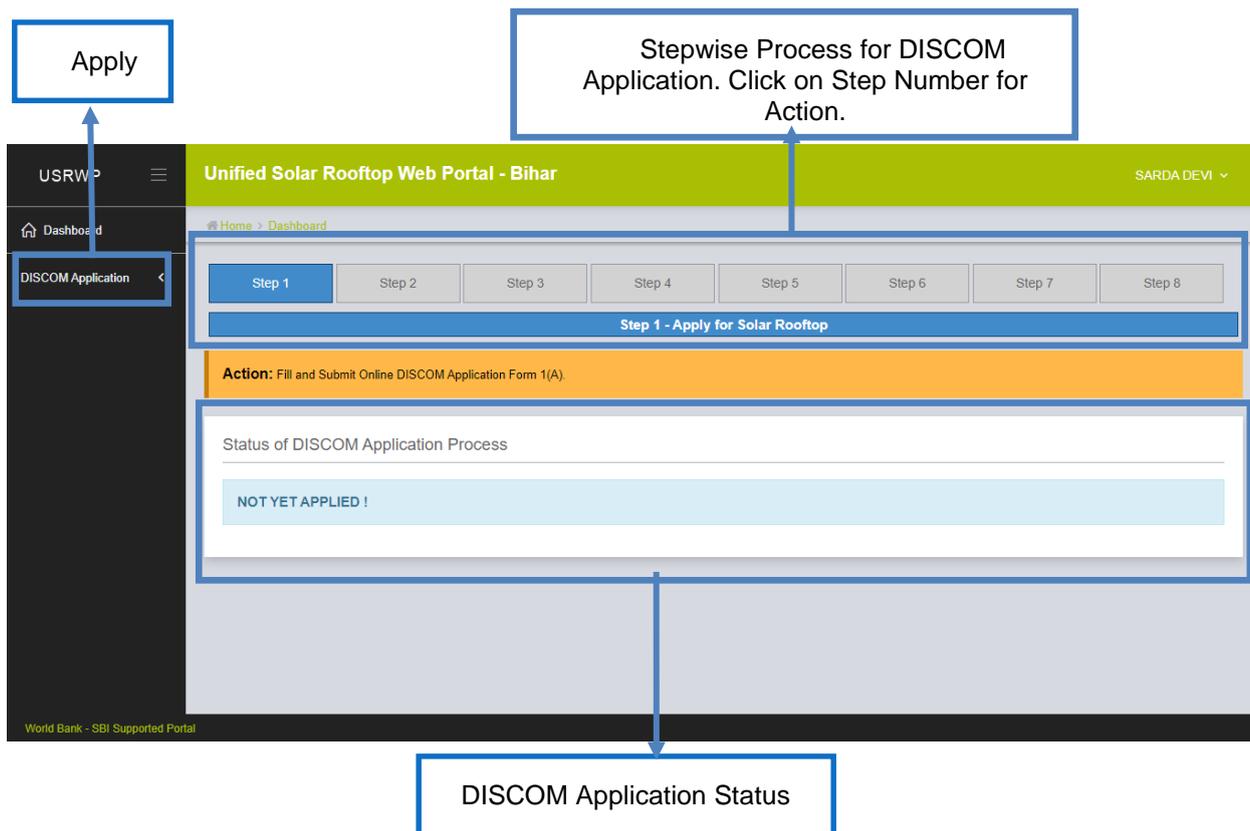


Figure 6: Registered Applicant's Homepage

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

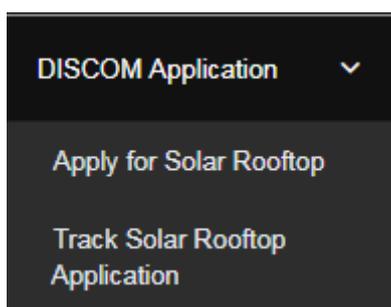


Figure 7: Registered Applicant's Menu Bar

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.

Site Details

Consumer Details

Name * ANAND PASWAN Phase Type * Single Phase

Consumer Number * 23230001148 Connected Load (kWp) * 1

Address of The Site for Installations

Address Line 1 * VILL-KONIKA, TOLA-KONIKA Sub-Division Name * ARWAL

Address Line 2 PANCH-SAKRI PANCHAYAT, BLOCK-ARWAL Service Type * LT

District * ARWAL Installing Agency * (Pref: 1) ABCD AGENCY

Pin Code * Pincode Proposed Solar PV Plant Capacity (kW) * 1

Plant Location 0 0

Details fetched from CA number

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

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

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)

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	Max file size 200 KB (.jpeg)

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.

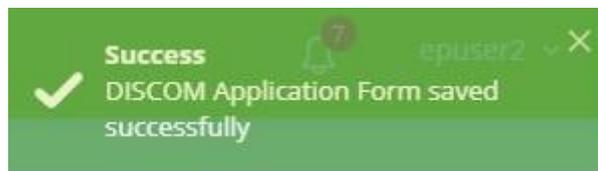


Figure 12: Notification on Saving Form 1(A)

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

[Download](#)

Click to Download

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.

The screenshot shows the 'Track Solar Rooftop Application' page with a progress bar at 28% Complete. The table below lists the application stages:

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						

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

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.

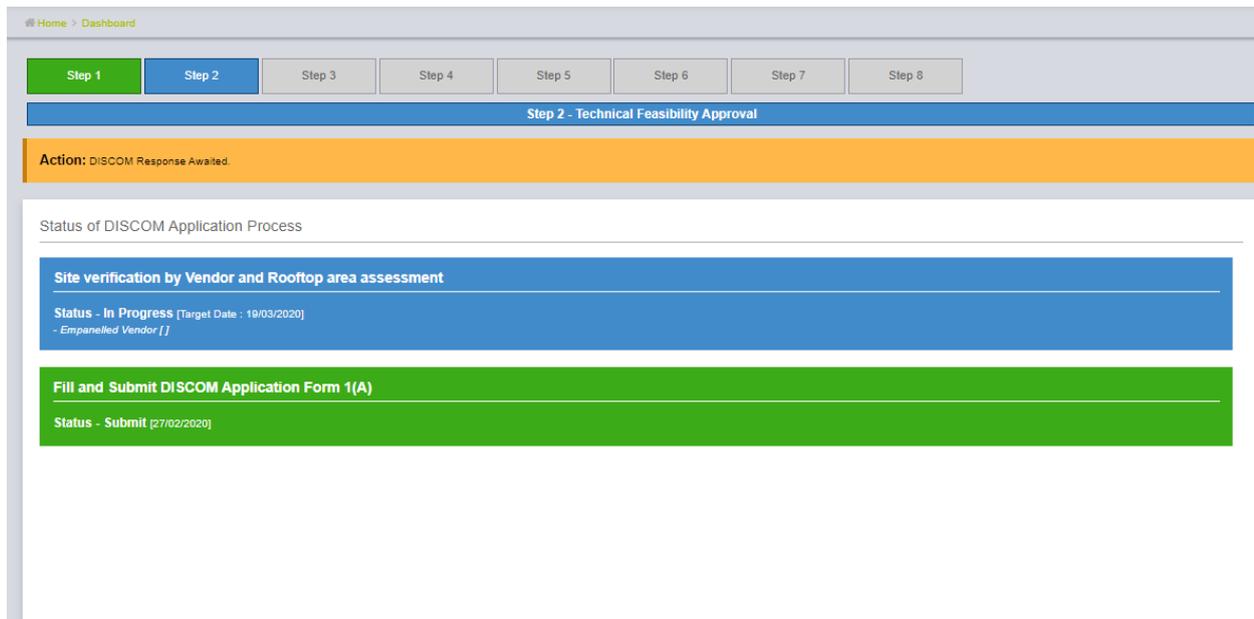


Figure 16: DISCOM Application Status Update on Consumer Dashboard

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 my 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,
 - a) then the reduced Technically Feasible Plant Capacity shall be updated in Form 1(A).
 - b) 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	Phase Type *	Singe Phase
Consumer Number *	23230001148	Connected Load (kWp) *	1

Address of The Site for Installations

Address Line 1 *	VILL-KONIKA ,TOLA-KONIKA	Sub-Division Name *	ARWAL
Address Line 2 *	PANCH-SAKRI PANCHAYAT ,BLOCK-ARWAL	Service Type *	LT
District *	ARWAL	Installing Agency *	(Pref: 1) ABCD AGENCY
Pin Code *	112233	Proposed Solar PV Plant Capacity (kW) *	1
Plant Location	1.23 <small>(Latitude)</small>	9.82 <small>(Longitude)</small>	

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 style="background-color: #00a651; width: 55%; height: 10px; margin-bottom: 5px;"></div> 55% Complete								
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 by 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.

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 kVlp 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	Address	VILL-SONBARSA ,TOLA-PRASADI ENGLISH, PANCH-SONWARSA PANCHAYAT ,BLOCK-ARWAL, District : ARWAL, Pin Code : 112233
CA Number	23230032246		
Application No.	SBP/000058		

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)

Choose file

Click to Submit

Figure 26: Upload Signed Interconnection Agreement

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 my the Concerned DISCOM Officers, and Issue the Service Connection Report	JEE at Sub-Division Office	JEE_ARWAL	26/02/2020	Accept	Synchroniztion 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

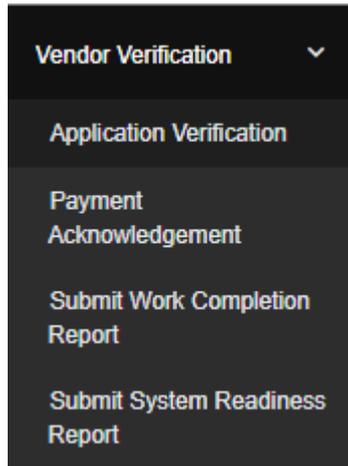


Figure 30: Vendor's Menu Bar

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

Stage 2: Verification of Application

A screenshot of the 'Unified Solar Rooftop Web Portal - Bihar' interface. The left sidebar shows the 'Vendor Verification' menu item highlighted with a blue box. The main content area displays the 'Application List for Vendor Verification'. It includes a search bar, a table with one entry, and pagination controls. The table entry shows an application with ID SBP/000056, applicant SARDA DEVI, CA Number 23230023150, target date 18/03/2020 (with 15 days remaining), and a status of Pending. The interface also shows a breadcrumb trail: Home > Vendor Verification > Application Verification.

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			

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

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

Home > Vendor Verification > Payment Acknowledgement

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 < 1 >

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

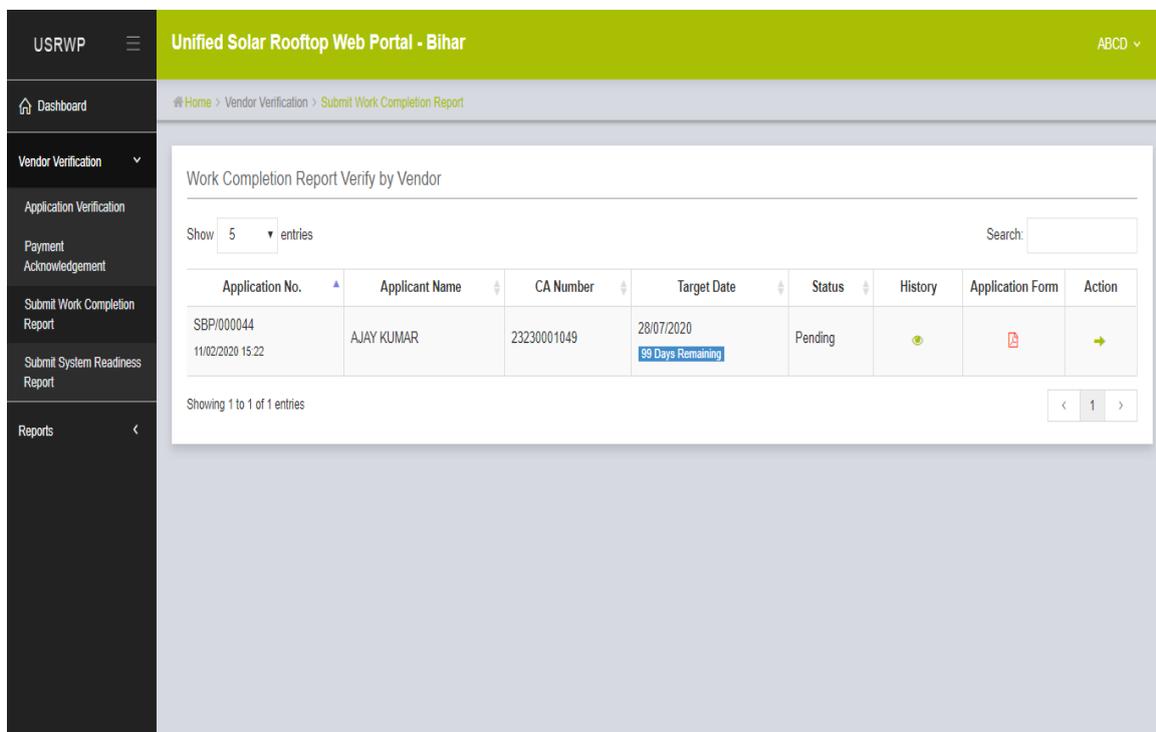


Figure 34: Work completion status

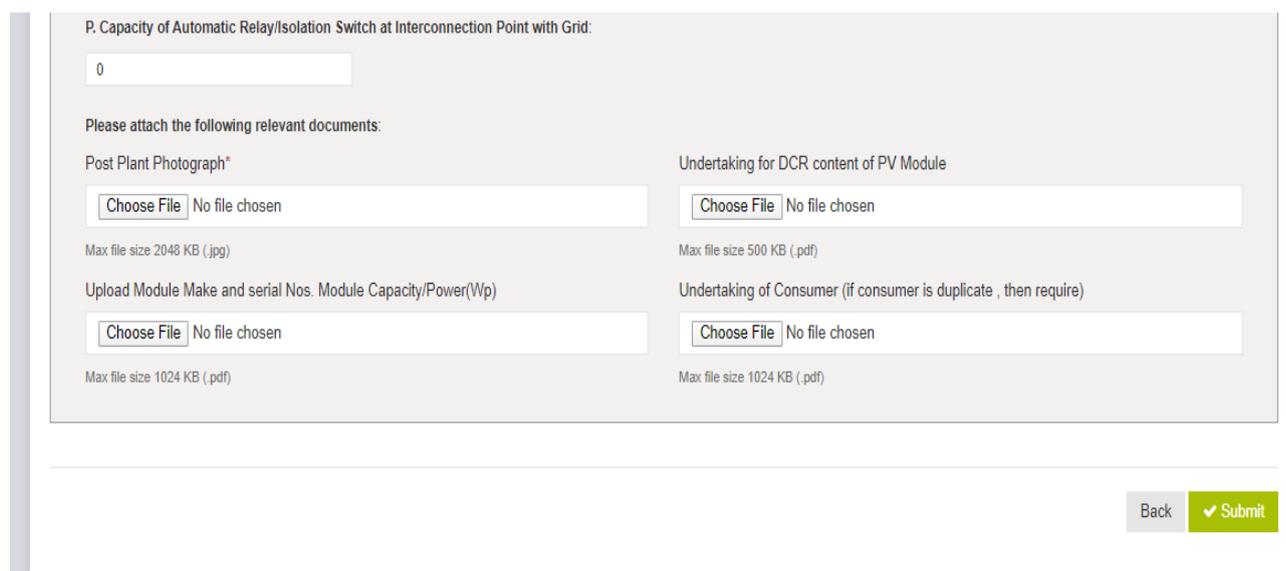


Figure 35: Work completion Documents

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.

The screenshot displays the 'System Readiness Report Verify by Vendor' interface. It includes a search bar, a table with columns for Application No., Applicant Name, CA Number, Target Date, Status, History, Application Form, and Action. A single entry is shown for application SBP/000063, submitted by AKHILESH BIND on 29/02/2020 at 13:00. The target date is 10/03/2020, and the status is 'Delayed Pending' with a '-1 Days Remaining' warning. The interface also shows a sidebar with navigation options like Dashboard, Vendor Verification, and Reports.

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			

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/ NBPDC/ 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.

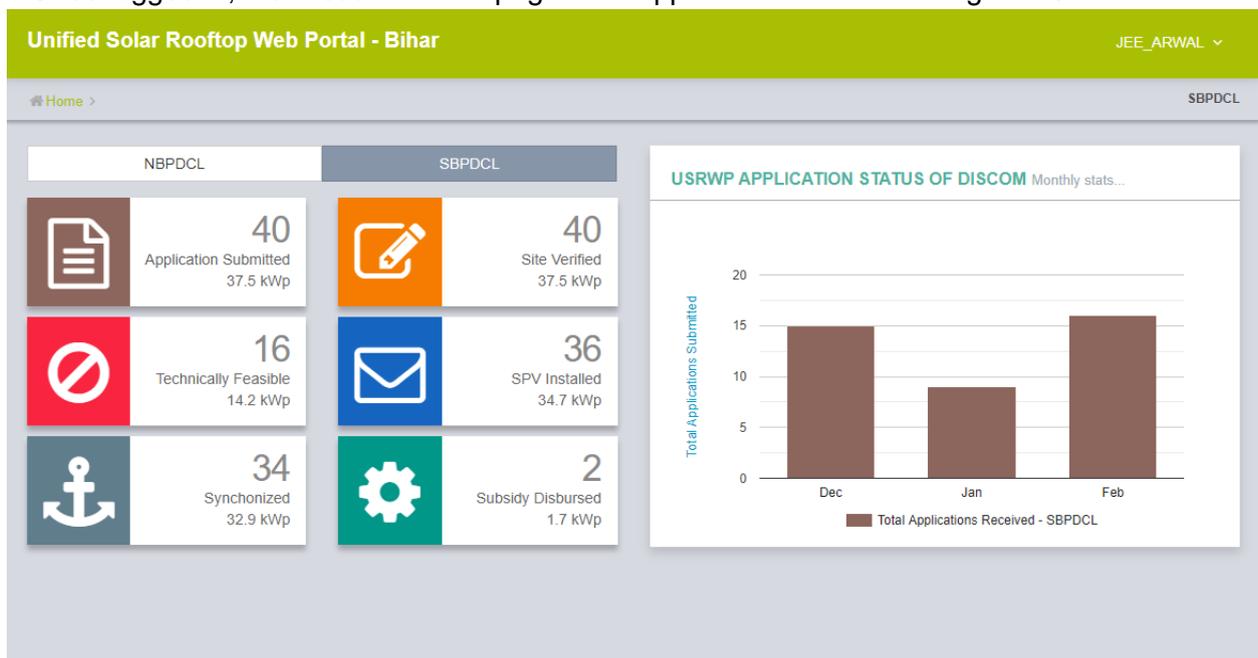


Figure 40: DISCOM Homepage

Stage 2: Technical feasibility Determination

Application List for Technical Feasibility Applications

Show entries Search:

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'.

Technically Feasible
 Deficiencies & Technical Constraints
 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 SRTPV 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 Max file size 1024 KB (.pdf)

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.

Technically Feasible
 Deficiencies & Technical Constraints
 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 constrains 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 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.

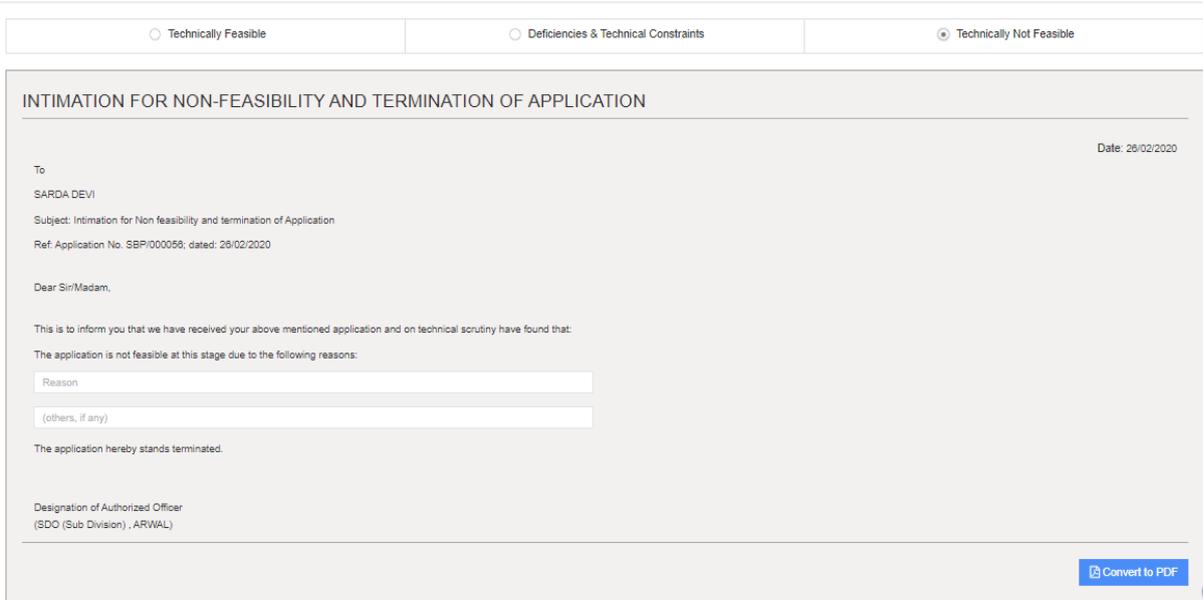


Figure 45: Technically not feasible

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

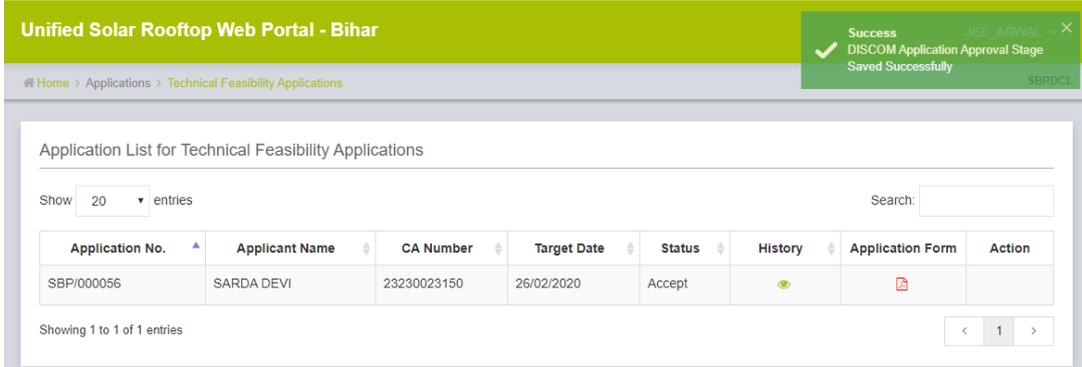


Figure 46: Approval of Discom

Stage 3: Synchronization of Plant:

Application List for Plant Synchronization

Show 20 entries 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

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.

Letter of Synchronization with NBPDC/ SBPDCL Grid and Installation of Meters

Applicant Details

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

CA Number: 23230032246

Application No.: SBP/000058

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

Upload Letter of Synchronization (Joint Inspection Report) *

Choose File | sample.pdf

Max file size 1024 KB (.pdf)

Upload Net Metering Agreement *

Choose File | sample.pdf

Max file size 1024 KB (.pdf)

Are you sure?

Yes No

Back Submit

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.

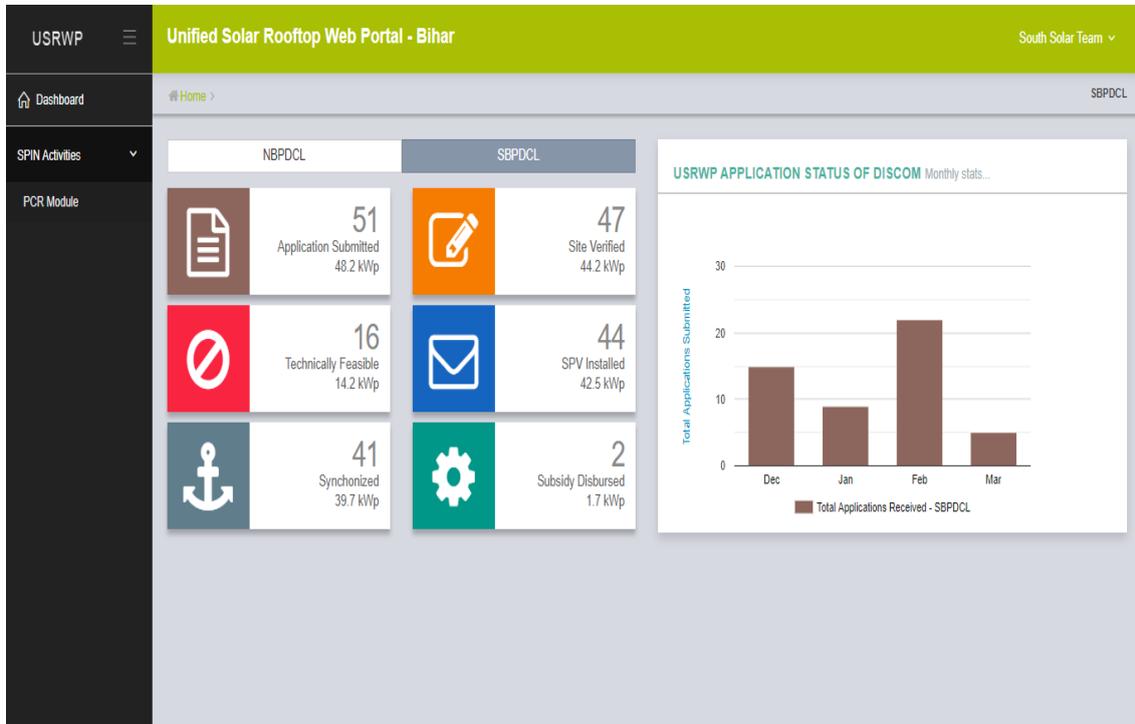


Figure 49: Solar Team Homepage

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.

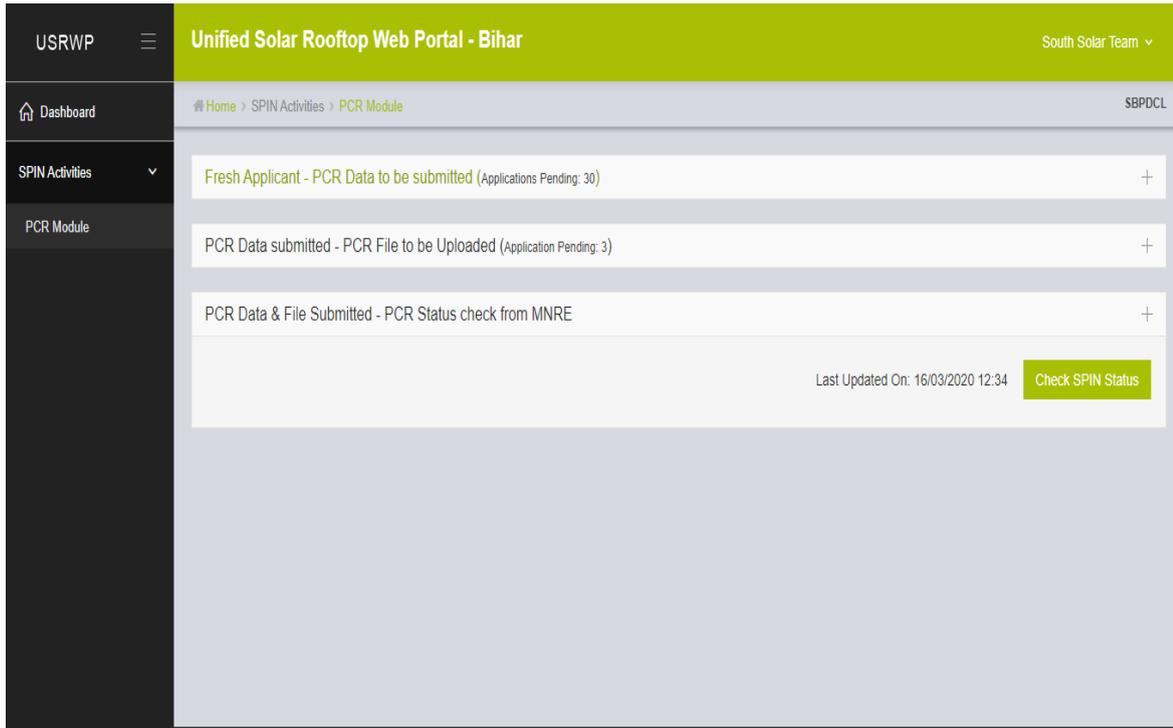


Figure 50: PCR Module Data Submission

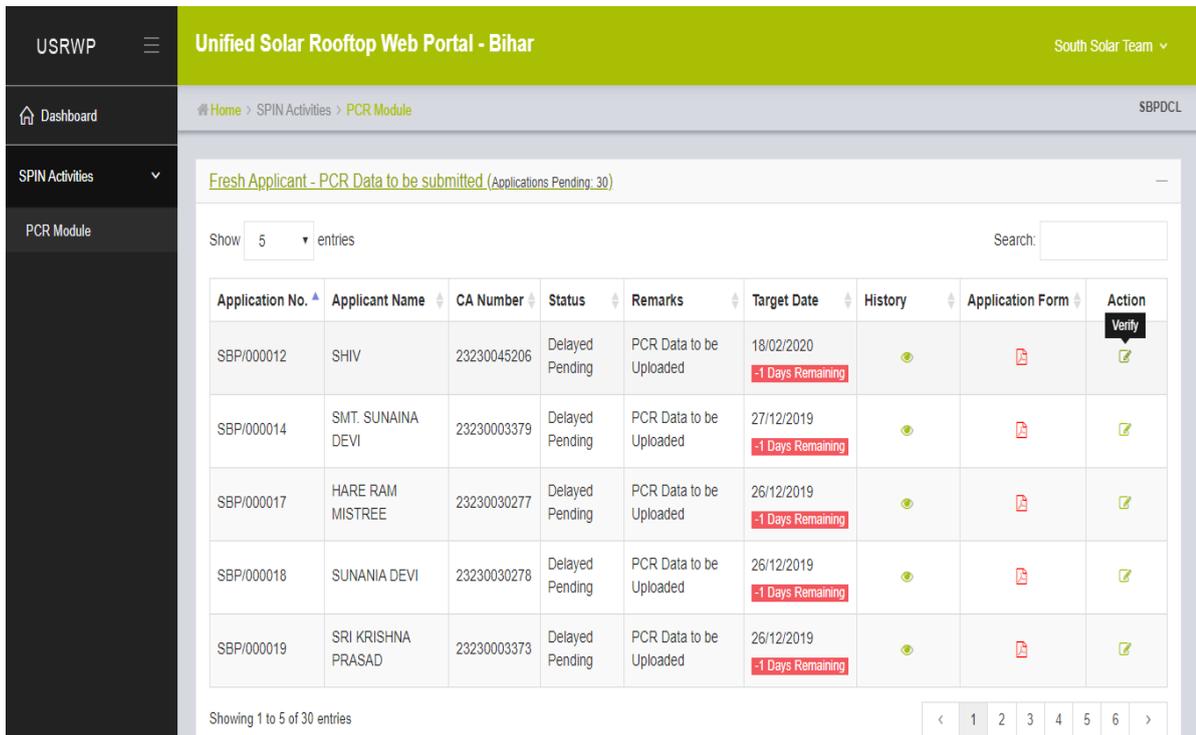


Figure 51: Data Submission action

USRWP ☰ Unified Solar Rooftop Web Portal - Bihar South Solar Team ▾

Dashboard Home > SPIN Activities > PCR Module SBPDCL

SPIN Activities ▾

PCR Module

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. * Year of Approval *

Installed by developer *

Interconnection Details +

Name of DISCOM * Consumer Account Number *

Beneficiary Details +

Category of the organization / beneficiary * Name of beneficiary / contact person / plant

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)	

Installed Project Latitude - Longitude Information +

Latitude * Longitude *

(Format : Decimal degrees (DD)
Example 41.40338) (Format : Decimal degrees (DD)
Example 2.17403)

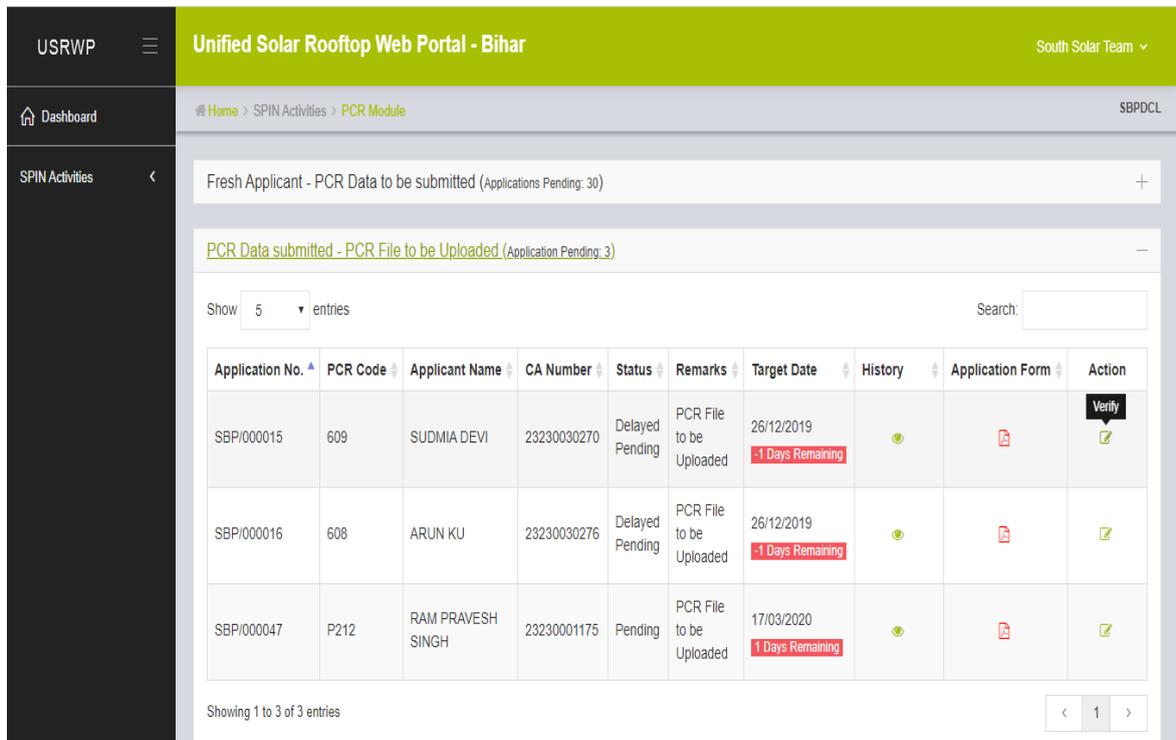
World Bank - SBI Supported Portal ↑

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



USRW/P Unified Solar Rooftop Web Portal - Bihar South Solar Team

Dashboard Home > SPIN Activities > PCR Module SBPDCL

SPIN Activities Fresh Applicant - PCR Data to be submitted (Applications Pending: 30)

PCR Data submitted - PCR File to be Uploaded (Application Pending: 3)

Show 5 entries Search:

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

Showing 1 to 3 of 3 entries

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)

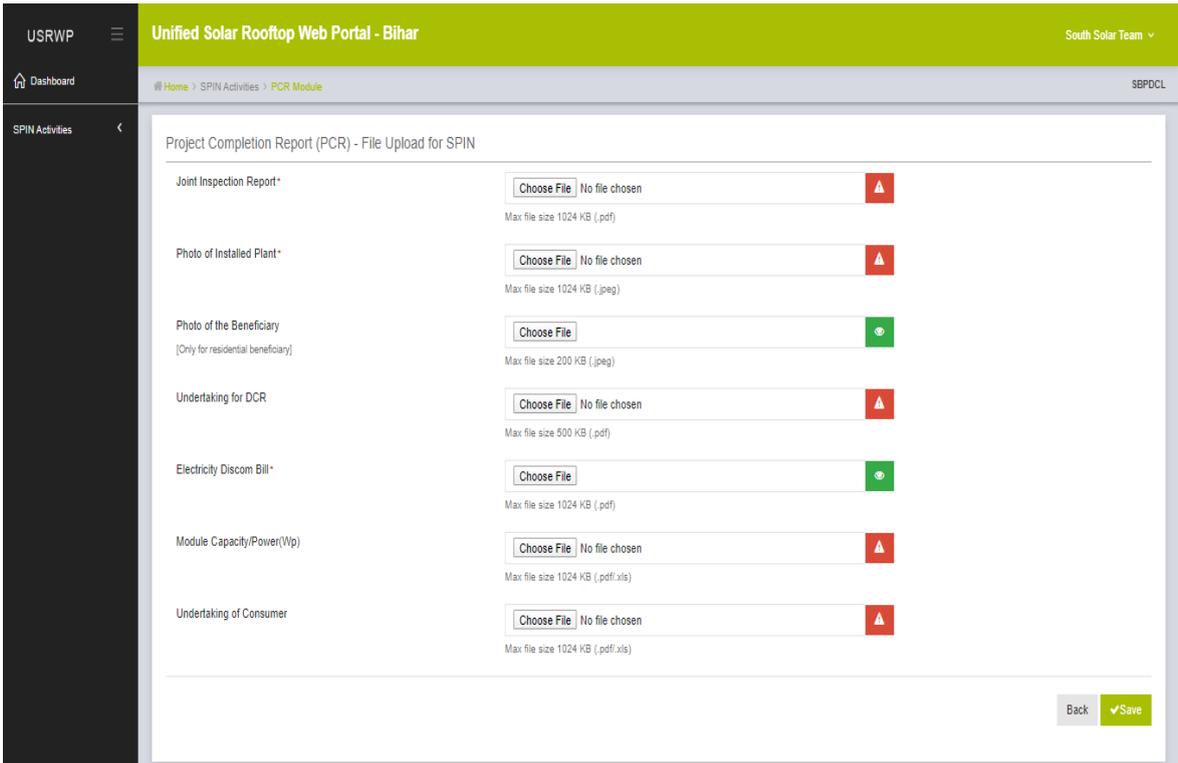


Figure 55: Necessary documents for SPIN portal

