

Procedure for Change in the Phase of the Proposed Solar Inverter on the Unified Single Window Rooftop PV Portal of Surya Gujarat

1. In case the **Installer**/Supplier has entered the incorrect Phase of the Proposed Solar Inverter at the of Application Submission then it can be changed at the following stages:
 - a. Before Feasibility Approval Stage
 - b. After Feasibility Approval Stage
2. **Before Feasibility Approved Stage:**
 - a. DisCom makes a comment on the Application through “Send Message” and the Installer/Supplier makes the necessary corrections by clicking on “Edit” and reply back on the Portal through “Reply Message”.
3. **After Feasibility Approval, Work Order Stage and before Meter Installation**
 - a. Once the Feasibility Approved Stage is completed by the DisCom then the phase of the proposed solar inverter can only be changed by the concerned DisCom. The request for the change of the phase has to be sent to the Concerned DisCom by the **Installer**/Supplier on their letterhead directly to the DisCom. The copy of the same letter after the submission to the Concerned DisCom shall be upload on the Portal through “Upload Document” feature against the application.
 - b. DisCom on their feasibility and discretion can change the Phase of the Proposed Solar Inverter through the Meter Installation Report. It is to noted that the “Meter Installation Report” screen will be displayed at the DisCom Login once the **Installer**/Supplier has entered the details in the Work Order and CEI Inspection Approval stage is completed.
 - c. The Screenshot is given below:

Meter Installation Report

Date and Time of Submission of Report: 2019-01-03 12:56:55		Consumer No	15045193287
Name of Consumer	MAHENDRAKUMAR C PATEL	Phase	Single Phase
Sanctioned Load	5.2kW	Phase	Single Phase
Contract Demand	7kW	Date	
Rooftop Solar PV Capacity	5.2kWp	Agreement Date	
Application No.	GUJ/RT/RES/10009966	Bi-directional Meter No.	
Meter Installed Date	<input type="text"/>		
Solar Meter No.	<input type="text"/>		

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Change the Phase
of the Inverter