



Procedure for Meter Installation Update on the Unified Single Window Rooftop PV Portal of Surya Gujarat

A. For Solar PV Systems below 10 kW

1. Installer/Supplier has to upload the **Self-Certificate** to complete the CEI Approval Stage
2. **Installer/Supplier** has to updated the details on the “**Work Order**” Tab
3. Once, the details in the “**Work Execution**” tab is completed then CEI Inspection stage will be cleared
4. **Installer/Supplier** has to enter the details in the “**Execution**” window and submit the details
5. When the Point 1 to 4 is completed then only the Unified Single Window Rooftop PV Portal for SURYA Gujarat shall start auto-communicating with the DisCom server for the update on the Meter Installation
6. **DisCom** Officials has to enter the following details and **close the task** in the E-urja Portal:
 - a. Solar Meter No. and Manufacturer Name
 - b. Bi-directional Meter No. and Manufacturer Name
 - c. Task Agreement Receipt at DisCom
 - d. Meter Installation Date
7. Till all the activity mentioned in 6 (a), 6 (b) and 6 (c) is not closed in e-Urja Portal, the Unified Single Window Rooftop PV Portal of SURYA GUJARAT server shall not start communicating with the DisCom server and closure of the Meter Installation stage will not be reflected in the Unified Single Window Portal.

B. For Solar PV Systems above 10 kW

1. Installer/Supplier has to **enter the Application Reference ID** to complete the CEI Approval Stage
2. **Installer/Supplier** has to updated the details on the “**Work Execution**” Tab
3. Installer/Supplier has to **enter the Application Reference ID** to complete the CEI Inspection Stage
4. **Installer/Supplier** has to enter the details in the “**Execution**” window and submit the details
5. When the Point 1 to 4 is completed then only the Unified Single Window Rooftop PV Portal of SURYA Gujarat shall start auto-communicating with the DisCom server for the update on the Meter Installation
6. **DisCom** Officials has to enter the following details and **close the task** in the E-urja Portal:
 - a. Solar Meter No. and Manufacturer Name
 - b. Bi-directional Meter No. and Manufacturer Name
 - c. Task Agreement Receipt at DisCom
 - d. Meter Installation Date
7. Till all the activity mentioned in 6 (a), 6 (b) and 6 (c) is not closed in e-Urja Portal then the Unified Single Window Rooftop PV Portal of SURYA GUJARAT server shall not start communicating with the DisCom server and closure of the Meter Installation stage will not be reflected in the Unified Single Window Portal.

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