

## “UNIFIED SINGLE WINDOW ROOFTOP PV PORTAL (USRTP) FOR SURYA-GUJARAT”

30 November 2020



**DEVELOPED BY: \***



**Energy & Petrochemicals  
Department  
Government of Gujarat**



**giz** Deutsche Gesellschaft  
für Internationale  
Zusammenarbeit (GIZ) GmbH

\*Project Developed By: AHA! Solar Pvt. Ltd. (AHA! Solar) for GIZ and Gujarat Urja Vikas Nigam Limited (GUVNL).  
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-- End of Section ---

## LIST OF ACRONYMS

Acronyms	Definition
API	Application Programming Interface
APPC	Average Power Purchase Cost
AHA	AHA Solar
BIS	Bureau of Indian Standards
BOS	Balance of System
BRD	Business Requirement Definition
CEIG	Chief Electrical Inspector to Government
CERC	Central Electricity Regulatory Commission
CFA	Central Financial Assistance
DC	Direct Current
DE	Deputy Engineer
DGM	Deputy General Manager
DISCOMs	Distribution Companies
DO	District Office
EE	Executive Engineer
EA	Empanelled Agency
EPC	Engineering, Procurement, and Construction
FIs	Financial Institutions
FIT	Feed-in Tariff
FY	Financial Year
GEDA	Gujarat Energy Development Agency
GERC	Gujarat Electricity Regulatory Commission
GiZ	Deutsche Gesellschaft für Internationale Zusammenarbeit GmbH <or> German International Corporation
GOG	Government of Gujarat
GOI	Government of India
GST	Goods and Service Tax
GUVNL	Gujarat Urja Vikas Nigam Limited (GUVNL)
GW	Gigawatt
GWp	Gigawatt Peak
HO	Head Office
HTML	Hypertext Markup Language
IFP	Investor Facilitation Portal
IFSC	Indian Financial System Code
JNNSM	Jawaharlal Nehru National Solar Mission
MNRE	Ministry of New and Renewable Energy
SE	Superintending Engineer
SPIN	An online application for Solar Photovoltaic Installation (Grid-Connected Rooftop)
TPL	Torrent Power Limited
USRTP	Unified Single Window Rooftop PV Portal

# 1 ABOUT THE MANUAL

The Ministry of New and Renewable Energy (MNRE) under the aegis of Jawaharlal Nehru National Solar Mission (JNNSM) has proposed specific targets for grid-connected Rooftop Solar PV Project. Successful installation of a grid-connected Rooftop Solar PV Project in a time bound manner requires interaction between multiple entities. The entities, which are the stakeholders of the solar rooftop program in Gujarat include the following:

1. Consumers of the Electricity Distribution Companies (DISCOMs)
2. DisCom Empaneled Vendor or System Installer or Installer
3. Gujarat Urja Vikas Nigam Limited (GUVNL)
4. Dakshin Gujarat Vij Company Limited (DGVCL)
5. Madhya Gujarat Vij Company Limited (MGVCL)
6. Paschim Gujarat Vij Company Limited (PGVCL)
7. Uttar Gujarat Vij Company Limited (UGVCL)
8. Torrent Power Limited, Ahmedabad (TPL-A)
9. Torrent Power Limited, Surat (TPL-S)
10. The Chief Electrical Inspector to Government of Gujarat (CEIG)
11. Ministry of New and Renewable Energy (MNRE)

For DisCom's Empaneled Vendor / Installer (the "Installer") to install grid-connected Rooftop Solar PV (RTPV) 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 Single Window Clearance Portal for processing the Rooftop Solar PV Applications i.e. Unified Single Window Rooftop PV Portal (USRTP) for SURYA-Gujarat has been developed with the support of the GiZ under Indo German Energy Programme.

The purpose of this Installer User Manual is to provide an easy-to-follow, step-by-step, comprehensive guide to assist Installer to access the USRTP to facilitate Application Submission, Interconnection and Subsidy Application in the State of Gujarat. This manual will guide the Installer regarding the use of USRT. The functions and the processes to be followed are described in detail to aid the user in the use of USRTP. Once registered, the users of this portal may seek the help of System Administrator in navigating through the online process of the USRTP.

**--- End of Section---**



## 2 DEFINITION

### 2.1 “User”

The entities those have access to this online portal are DisCom’s empaneled Vendors, all DISCOMs, Chief Electrical Inspector and GUVNL. All of these are referred to as **“USER”**.

### 2.2 “Installer”

All the DisCom’s empaneled vendors authorized for installation of solar roof top are referred to as **“Installer or Discom’s Empaneled Vendor or Customer”**

### 2.3 “Member”

The Officers of GUVNL, DISCOMs and Chief Electrical Inspector are referred to as **“Member”**.

### 2.4 “Applicant / Consumer”

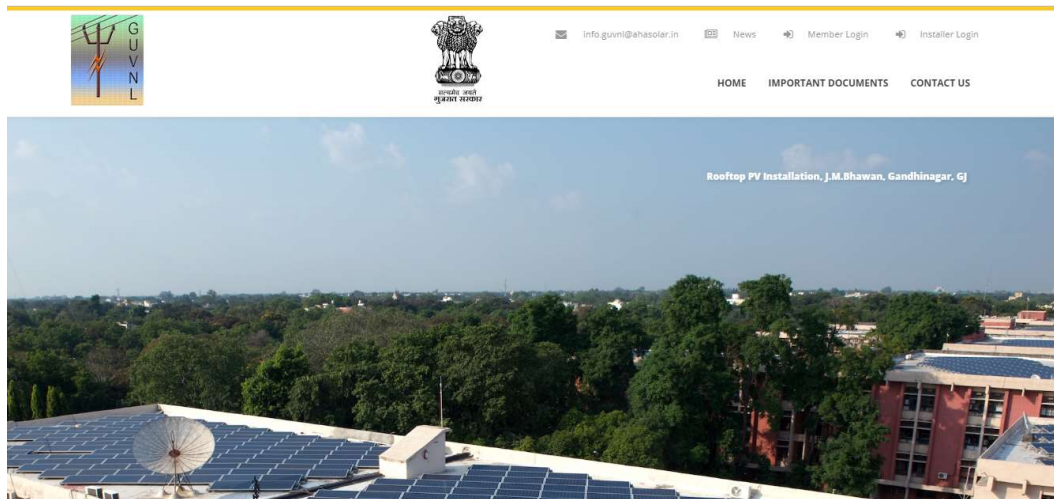
The entity who is to own the solar rooftop PV system and is the consumer of the DISCOM is referred to as **“Applicant or Consumer”**

*--- End of Section---*

## 3 INSTALLER REGISTRATION PROCESS

### 3.1 Registration

The Installer/ DisCom's empaneled vendor shall mandatorily register themselves on the portal to apply online to facilitate grid connectivity of the rooftop solar system. The Installers of DisCom are pre-registered on the Unified Portal and the **Username** and **Password** is shared with the Installer separately.



### 3.2 Track Application

Any application registered at DisCom through the USRTP portal can be tracked by the Consumer by entering the following fields. When all the three entries linked to the application are submitted then the current status of the application will be displayed on the USRTP portal.

1. Application No.
2. DisCom's Consumer No.
3. Registered Consumer Mobile No.

Home / Track Consumer Application

<input type="text" value="Registration No"/>	<input type="text" value="Consumer No"/>	<input type="text" value="Consumer Mobile No"/>	<input type="button" value="Search"/>
--	--	---	---------------------------------------

### 3.3 Login

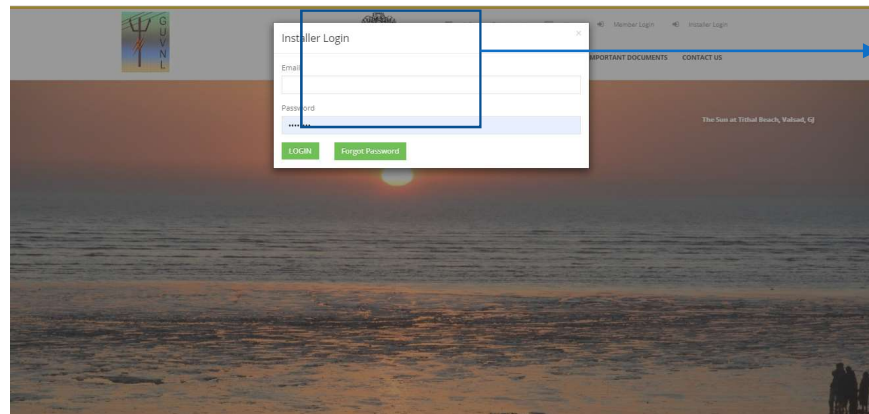
SURYA-Gujarat USRTP has two logins on the Home Page as follows:

1. **Member Login** is for the Authorized Officials of GUVNL, DisComs, CEI, and any other concerned agency as may be decided by GUVNL/DisCom. The username in this case shall be generated by the system administrator.
2. **Installer Login** is for the **DisCom's Empaneled Vendor or Installer**. The login credentials for these logins shall be generated by USRTP administrator and shared with the Installer. To LOGIN, the Installer shall do it through the Customer Login only.

To Log in to the GUVNL's USRTP application and use the features provided in it, follow the steps given below:



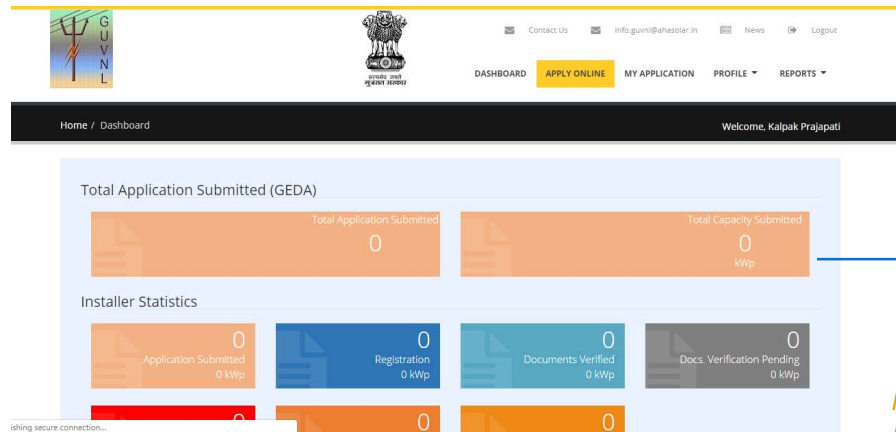
1. Enter the URL <https://suryagujrat.ahasolar.in>



Enter User  
Registered  
“Email ID” and  
“Password” to  
Login

Figure 3-1: Login Page

2. Enter valid Email and Password and click the **LOGIN** button.
3. On clicking the **LOGIN** button, the application validates the information.
4. If the information is valid the login is successful and the Dashboard will be displayed.



Home Page of  
Installer Login

Figure 3-2: Installer  
Login Page

5. In the home page, there are options for applying for new application, view existing applications, download reports.

There are 5 (five) Tabs on the Menu bar of the Installer Home Page:

1. **Dashboard:** To show the summary of various stages
2. **Apply Online:**
  - a. New Application
  - b. PV Enhancement Application
  - c. Pending Application
  - d. Archived Application
3. **My Application:** List of successfully submitted Applications
4. **Profile:** Profile details of the Installer
5. **Reports:** To generate MIS and other reports

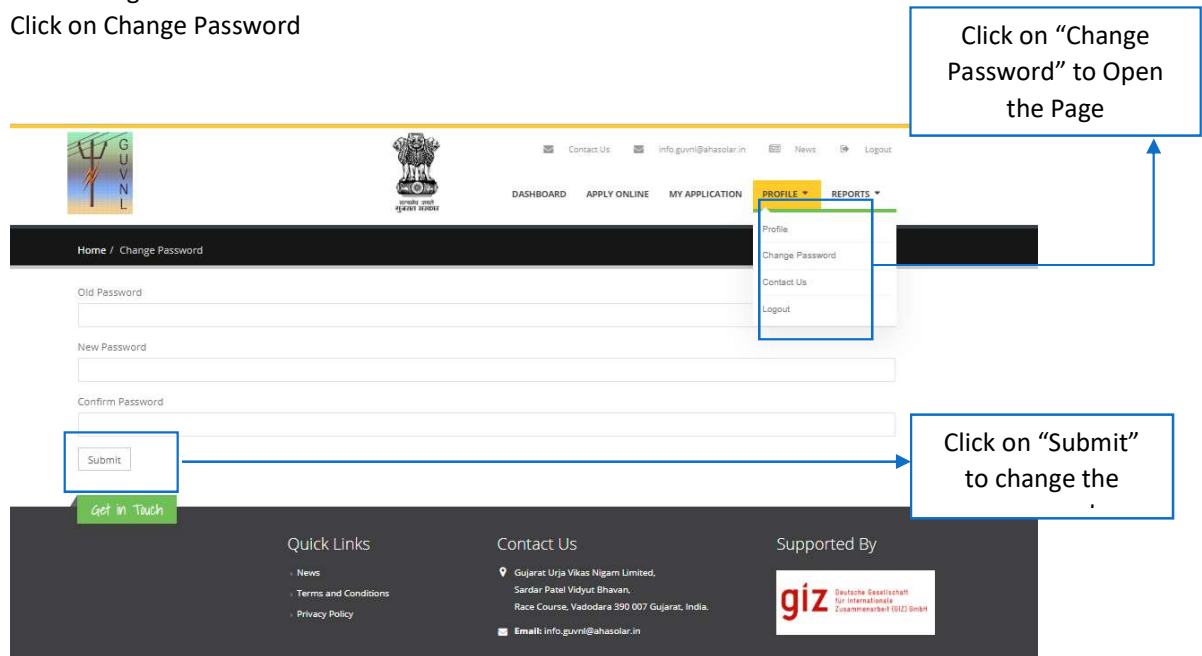
### 3.4 Change Password

The Installer can change the Password by following the below mentioned steps:

1. Click on the Change Password link in the Profile Tab.
2. Three option will be displayed
  - a. Profile



- b. Change Password
  - c. Logout
3. Click on Change Password



The screenshot shows the 'Change Password' page on the GUVNL portal. The page has a header with the GUVNL logo, a contact email, and navigation links. A dropdown menu is open under the 'PROFILE' link, showing options: Profile, Change Password, Contact Us, and Logout. An annotation box with an arrow points to the 'Change Password' option, stating: 'Click on "Change Password" to Open the Page'. Below the header, the page title is 'Home / Change Password'. There are three input fields: 'Old Password', 'New Password', and 'Confirm Password'. A 'Submit' button is located below the 'Confirm Password' field. An annotation box with an arrow points to the 'Submit' button, stating: 'Click on "Submit" to change the .'. The footer contains 'Quick Links' (News, Terms and Conditions, Privacy Policy), 'Contact Us' (Gujarat Urja Vikas Nigam Limited, Sardar Patel Vidyut Bhavan, Race Course, Vadodara 390 007 Gujarat, India, Email: info.guvnl@shasolar.in), and 'Supported By' (giz - Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH).

*Figure 3-3: Change Password*

4. This page contains the Old Password, New Password and Confirm Password field. Enter the Old Password and Change it to a new password of your choice and click the **Submit button** to change the password.

**--- End of Section---**

## 4 APPLY ONLINE

The Application Form for the Rooftop Solar PV system shall be filled by clicking on “Apply Online”. The Application will be filled by the Installer on behalf of the applicant. In Surya Gujarat 20220-21 Scheme, applications can be submitted in three modes:

1. **Mode 1: By DisCom** - Application Created by DisCom through the DisCom Login on behalf of Consumer and Submitted either by DisCom Login or Installer Login on SG Portal
2. **Mode 2: Consumer** - Application Created by Consumer through AHA Solar App and submitted by Installer on SG Portal
3. **Mode 3: Installer** - By the Installer on behalf of the Consumer and submitted by Installer on SG Portal

The process flow chart is given below. Till last year only Mode 3 was available but now onwards all the three modes will work. The detailed process of Mode 3 is given in the subsequent sections.

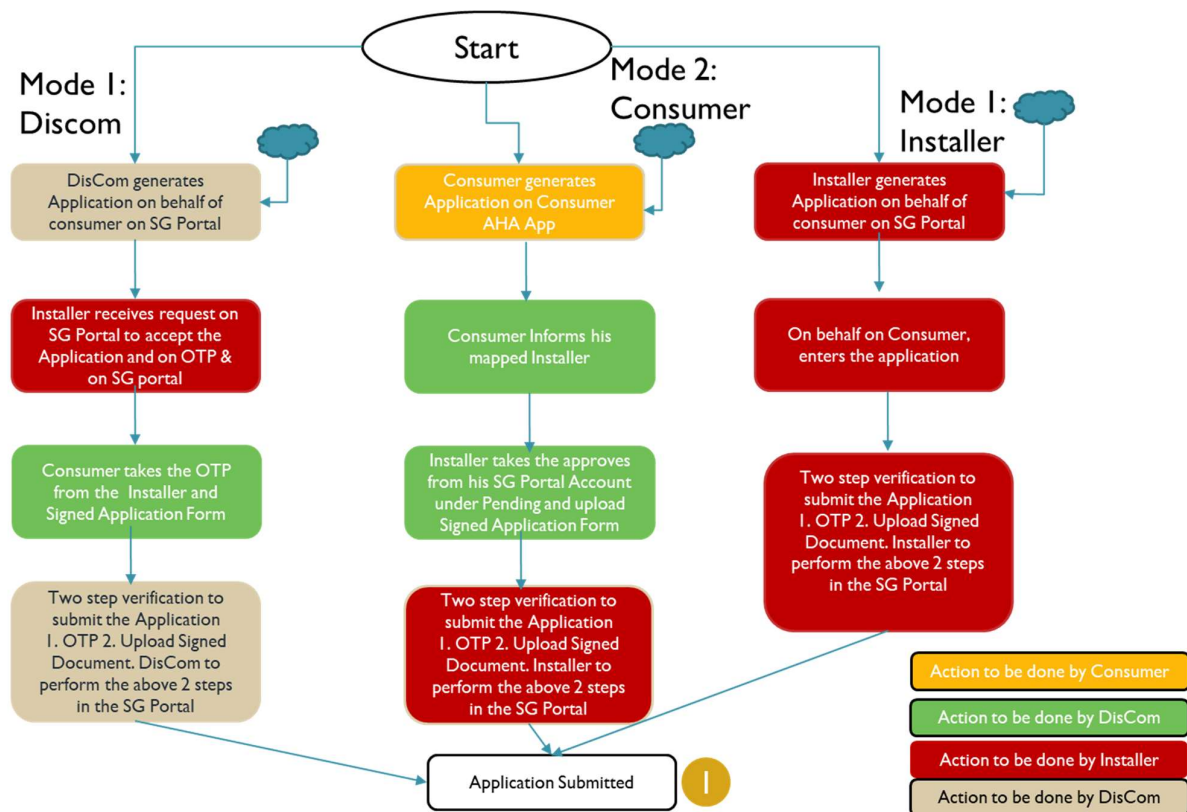


Figure 4-1: Process Flow of Application Submission through 3 modes

### 4.1 Create Project

1. Click on the **Apply Online** icon
2. In **Create Project** Section, select Solar Project Location Co-ordinates by dragging the “Pointer” on the Map or by writing the name of the Place in the “Search Box” given in the Map

[Contact Us](#)
[info.suryagi@ahhsolar.in](#)
[News](#)
[Logout](#)

[You can upload only pdf documents and the maximum size of upload shall be 1MB.](#)
[DASHBOARD](#)
[APPLY ONLINE](#)
[MY APPLICATION](#)
[PROFILE](#)
[REPORTS](#)

[Create Project](#)
[Application](#)
[Disclaimer](#)

**Solar Project Location**

Project Name \*

Test

Latitude \*

24.24

Longitude \*

74.74

Category \*

Residential

Area Type \*

Sq. ft

Rooftop Area \*

1000

Average Monthly Bill \*

15000

Average Monthly Unit Consumed \*

1500

Is the Applicant a Common Meter Connection?

Backup Type

None

[Next](#)

Figure 4-2: Create Project and Locate the Coordinate of Solar Project Site

3. Fill in the 5 (five) fields to create a unique Project
  - a. **Project Name**
    - i. Any name as per the choice of the Installer
  - b. **Customer Category**
    - i. Select the option from the dropdown Menu (Residential, Industrial, Commercial, etc.)
  - c. **Area Type**
    - i. Select "Sq. Ft." or "Sq. M"
  - d. **Total Rooftop Area**
    - i. Enter Total Rooftop Area available on the Roof for the Proposed system
  - e. **Average Monthly Bill**
    - i. Enter Average Monthly Electricity Bill of the Customer in Rs.
  - f. **Average Monthly Consumption**
    - i. Enter the average monthly electricity consumption in kWh
  - g. **Backup Type, If applicable the select or else select "None"**
    - i. Select the Options from the drop down menu.

[Create Project](#)
[Application](#)
[Payment](#)

**Solar Project Location**

Search Box

Landmark

Swami Vivekananda Rd, Ellisbridge, Ahmedabad, Gujarat 380005, India

Project Name \*

Test 16 September

Area Type \*

Sq. ft

Rooftop Area \*

1000

Average Monthly Bill \*

10500

Average Monthly Unit Consumed \*

1500

Backup Type

None

[Next](#)

Select applicant Type from the Drop down Menu  
 Enter shadow free Rooftop Area Available for the proposed system  
 Enter Electricity Consumption (in kWh)  
 Enter any Project Name (as per the Choice of the Installer)  
 Select the Area Type "Sq. Ft" or "Sq. M"  
 Enter Average Monthly Electricity Bill (in Rs.)  
 Select the Backup Type from the Drop-down Menu

30-Nov-20

Press "Next" after filling the details to proceed to next screen

Figure 4-3: Apply Online (Create Project)

## 4.2 Application

1. In case of DGVCL, MGVL, PGVCL and UGVCL the Applicant has to enter the following fields in DisCom details Section
  - a. Name of the DisCom Select from the Dropdown
  - b. Enter "Consumer No." and Press "Search"
2. And in case of and for Torrent Ahmedabad and Torrent Surat all the details have to be entered manually:
  - a. Name of the DisCom Select from the Dropdown
  - b. Enter "Consumer No."
  - c. Enter "T. No." and Press "Search"
3. Clicking on Search shall auto-fetch the following details from DisComs server and Installer can't change it.
  - a. Name of Division
  - b. Name of Sub-division
  - c. Sanction Load/ Contract Demand (in kW)
  - d. Discom Consumer Category i.e. Residential
  - e. Name of the Consumer
  - f. Address of Consumer

Select "DisCom" from the drop-down Menu

In Case of DGVCL, PGVCL, MGVL & UGVCL enter Consumer No. and Press **Search** button to Auto-fill the Consumer Details

In Case of Torrent Ahmedabad & Torrent Surat, there is no Auto-fill Option available. So, details have to be entered manually.

Home / Apply Online
Welcome, James Sparrow

**Apply Online**
My Application

Application
Payment

**Discom Detail**

DisCom\*

-Select DisCom-

Consumer No.\*

Consumer NO

Division/Zone\*

-Select Division-

Search

Sanctioned /Contract Load (in kW)\*

Sanction Load/Contract Demand

Phase of proposed Solar Inverter\*

☐ Single Phase

☐ 3 Phase

Category

Residential

Who will provide the Net-Meter\*

☐ Channel Partner

☐ DisCom

PV Capacity (DC) to be installed (in kW)\*

PV Capacity

**Consumer Detail**

Consumer Email

Consumer Mobile\*

Installer Email\*

Installer Mobile\*

Select **DisCom** and Enter Consumer No. then Press **Search** to fetch the details

Figure 4-4: Application Form

## Apply Online

Application

Payment

### Discom Detail

DisCom\*

-Select DisCom-

-Select DisCom-

Dakshin Gujarat Vij Company Limited (DGVCL)

Madhya Gujarat Vij Company Ltd.(MGVCL)

Uttar Gujarat Vij Company Ltd.(UGVCL)

Paschim Gujarat Vij Company Ltd.(PGVCL)

Torrent Power Ahmedabad

Torrent Power Surat

Sanction Load/Contract Demand

Consumer No.\*

Consumer NO

Phase of proposed Solar Inverte

☐ Single Phase
 ☐ 3 Phase

Who will provide the Net-Meter?

☐ Channel Partner
 ☐ DisCom

Category

Residential

PV Capacity (DC) to be installed (in kW)\*

PV Capacity

Figure 4-5: Application Form - Auto Fetching of Consumer Data from DisCom Data

Enter the Proposed Capacity to be installed in kW

Note: Installer shall enter the Capacity based on the eligibility to install solar PV system as per the Empanelment Letter. The Application will not be submitted for the non-Eligible slots

5

PV Capacity (DC) to be installed (in kW)\*

6

Category

Residential

Phase of proposed Solar Inverte

☒ Single Phase
 ☐ 3 Phase

Who will provide the Net-Meter?\*

☒ DisCom
 ☐ Installer/ EA

Whether the Premises is owned or Rented

☒ Owned
 ☐ Rented

Consumer Is

☒ General
 ☐ SC
 ☐ ST
 ☐ OBC

Figure 4-6: Filling the Application Details

## 4. Enter Consumer Details

Enter Consumer Email ID and Mobile No.

Consumer Email

Consumer Mobile

Installer Email

Installer Mobile

pavan@yugta.com

9033655204

Name prefix\*

First Name\*

Last Name\*

-Select Prefix-

UMEDBHAI

SHAKARABHAI

PARMAR

Landline No

Landline No

Street/House No.\*

Taluka\*

District

DHARMASHALA FALIYA, BACK SIDE GO NADHANI

Matar

Kheda

City/Village\*

State\*

Pincode\*

Nadnanpur

Gujarat

380006

☐ Communication address as per above

Communication Address\*

Communication Address

Passport Size Photo of Consumer\*

Select file...

Browse ...

Additional Details

☐ Is the Applicant a Social Sector Organization?
 ☐ Is the Applicant a Government Agency?

Document Details

Figure 4-7: Application Form - Consumer Contact Details

Note: The Installer Mobile No. and Applicant Mobile No. shall not be same and in case it is same then the Application will not be submitted. Maximum 2 (two) times a single Mobile number of Applicant can be used to register for rooftop solar PV system. There is no limitation for Installer Mobile number.

Figure 4-8: Application Form - Documents Upload

5. Enter Consumer Bank Details
  - a. Bank Account No.
  - b. Name of the Account holder
  - c. Bank Name
  - d. IFSC Code

6. Press “**Save and Submit**” to submit the Application

### 4.3 My Application

1. In “**My Application**” the List of Applications will be displayed.
2. The Installer needs do the two steps verification to **Finally Submit the Application**.
  - a. **Verify OTP (the OTP will be valid for 30 mins once OTP is generated)**
    - i. OTP will be received on the Applicant Mobile No.
  - b. **Upload Signed Application**
    - i. Application is to be signed by the Applicant **and uploaded back**.

**Dashboard** **Apply Online** **My Application** **Profile** **Reports**

-Select status- From Date To Date -Select Discom-  
Consumer Number Application Number -Select Installers- -Select payment status-  
Modified Date Descending -Select Subsidy- -Select PCR- -Select Social Sector-

**Search** **Reset**

**TOTAL APPLICATION FOUND: 4 (31.00 KWP)**

**/P2/19-20/RT/AH/10000004** **Application Actions** **Download Application Document** Modified 8-Sep-2019 11:38 PM

(Pending to submit)  
PV capacity (DC) to be installed  
Application No.

Consumer No.  
Installer  
Feasibility Comment  
Discom

Application Submitted Document Verified Discom Letter Feasibility Approved Approval Self Certification Work Execution Inspection Self Certification Meter Installation Subsidy Claimed

**Mrs. Test User** **Application Actions** **Download Application Document** Modified 7-Sep-2019 2:38 PM  
(Application Submitted)  
PV capacity (DC) to be installed (in kW) 10  
Application No. GUJ/P2/19-20/RT/RES/10000003 Submitted 7-Sep-2019 2:38 PM

Edit the Application

**Dashboard** **Apply Online** **My Application** **Profile** **Reports**

-Select status- From Date To Date -Select Discom-  
Consumer Number Application Number -Select Installers- -Select payment status-  
Modified Date Descending -Select Subsidy- -Select PCR- -Select Social Sector-

**Search** **Reset**

**TOTAL APPLICATION FOUND: 4 (31.00 KWP)**

**/P2/19-20/RT/AH/10000004** **Application Actions** **Download Application Document** Modified 8-Sep-2019 11:38 PM

(Pending to submit)  
PV capacity (DC) to be installed (in kW)  
Application No.

Consumer No.  
Installer  
Feasibility Comment  
Discom

Application Submitted Document Verified Discom Letter Feasibility Approved Approval Self Certification Work Execution Inspection Self Certification Meter Installation Subsidy Claimed

**Mrs. Test User** **Application Actions** **Download Application Document** Modified 7-Sep-2019 2:38 PM  
(Application Submitted)  
PV capacity (DC) to be installed (in kW) 10  
Application No. GUJ/P2/19-20/RT/RES/10000003 Submitted 7-Sep-2019 2:38 PM

Enter OTP received at  
Applicant Mobile no.

Enter OTP received at  
Applicant Mobile no.

Download Application Form  
for Signature of Applicant

Figure 4-9: My Application – Edit, Download Application and OTP Verification

**Dashboard** **Apply Online** **My Application** **Profile** **Reports**

Consumer No. 21323123 Estimated Due Date 26-Oct-2019  
Installer Yugta tech Pvt. Ltd. Payment Status Paid  
Feasibility Comment Payment Done  
Intimation Date 7-Sep-2019 2:25 PM  
Discom MGCL / ANAND CIRCLE / ANAND CITY DIVISION / NARDIPUR O&M S/D

Application Submitted Document Verified Discom Letter Feasibility Approved CBI Approval Work Execution CBI Inspection Meter Installation Subsidy Claimed

**Mrs. RAJENDRABHAI LAXMISHANKAR PANDYA** **Application Actions** **Download Application Document** Modified 9-Sep-2019 7:29 PM  
(Application Pending)  
PV capacity (DC) to be installed  
Application No.

Consumer No. GUJ/P2/19-20/RT/RES/10000004  
Installer 36705078537  
Feasibility Comment Yugta tech Pvt. Ltd.  
Discom PGVCL / BHAVNAGAR CIRCLE / Bhavnagar Rural Division / Vantaj S/D

Application Submitted Document Verified Discom Letter Feasibility Approved CBI Approval Work Execution CBI Inspection Meter Installation Subsidy Claimed

Upload Signed  
Document to submit  
the Application

Figure 4-10: My Application – Upload Signed Document



The screenshot shows the 'My Application' page with a progress bar indicating the application status. The first step, 'Application Submitted', is highlighted in yellow. A blue box labeled 'Application Submitted' has an arrow pointing to this step. The application details are as follows:

Field	Value
PV capacity (DC) to be installed (in kW)	10
Application No.	GUJ/P2/19-20/RT/RES/10000004
Consumer No.	122312313
Installer	Yugla tech Pvt. Ltd.
Feasibility Comment	-
Discom	MGVCL / BARODA O&M CIRCLE / BARODA O&M DIVISION / CHHANI O&M S/D
Discom API Response	Last Fail Response From DISCOM :: Invalid Consumer No. on Date: 6-Sep-2019 6:23 PM

The progress bar shows the following steps: 1. Application Submitted (highlighted), 2. Document Verified, 3. Discom Letter, 4. Feasibility Approved, 5. Approval Self Certification, 6. Work Execution, 7. Inspection Self Certification, 8. Meter Installation, 9. Subsidy Claimed.

Figure 4-11: My Application – Application Submitted

## 4.4 Edit Application

1. On receipt of the comments from DisCom/ GUVNL, the Comments can be viewed in the My Application and then necessary corrections can be done in the Application by clicking the Edit button.
2. In My Application, a Reply Message box will open and the Installer has to reply to the changes done in the Application due to the comments received from DisCom/GUVNL.
3. After the Application is submitted, the Edit option will open only if the Comments is raised from the DisCom side.

## 4.5 PV Enhancement

Under Apply Online, there is one option of PV Enhancement. This is for applying a PV system where the consumer is already having a PV system installed and meter is already installed.

## 4.6 Approve Pending Applications

All request for application which are generated either from DisCom Login or Consumer Login shall be displayed here in this section. The request will be come if the DisCom Officer on behalf of Consumer or Consumer directly selects the Installer in the application form and submits the request. It is to be noted that all such request shall be auto-deleted in 168 hours from the time of its generation if the Installer doesn't accept that request.

In case the request is also not responded during the timeline of 168 hours and it is not accepted by the Installer, the Consumer wants then they can change the Installer from the place where the Application was generated online i.e. DisCom Login or Consumer App. However, once the Installer has accepted the request the Installer can't change the Installer before submission i.e. uploading of signed document.

In case still the consumer wants then the application has to be deleted by the Installer from his/her account on Surya Gujarat Portal.

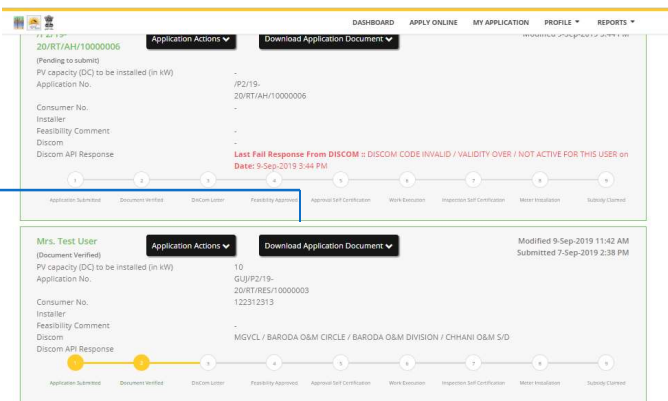
## 4.7 Archived Application

All those applications, which are removed from the consumer side as per the Point no. 4.6, shall be displayed in Archived Application section.

## 4.8 Registration Letter

Once the Signed Application Form is uploaded, the portal shall generate the Registration Letter, which can be downloaded.

Download DisCom  
Registration Letter after  
the Document  
Verification and  
Payment of Deposit



The screenshot displays the 'MY APPLICATION' page for two users. The top user, '20/RT/AH/10000006', has a status of '(Pending to submit)'. The bottom user, 'Mrs. Test User', has a status of '(Document Verified)'. Both users have a 'DisCom Letter' step highlighted in the process flow, indicating it is the current step. A blue arrow points from the text box on the left to the 'DisCom Letter' step in the process flow of the 'Mrs. Test User' application.

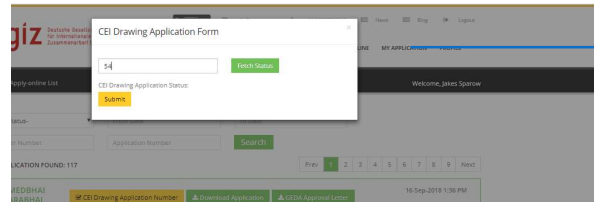
Figure 4-12: Download Registration Letter

--- End of Section---

## 5 CHIEF ELECTRICAL INSPECTOR'S APPROVAL

Upon the approval for Feasibility Report and generation of Estimate from DisCom, the Installer has to submit a self-certification of the CEI Approved Electrical Supervisor/ Contractor of the installation done as per the electrical safety requirements or take the approval of Drawing from the CEI, whichever is applicable.

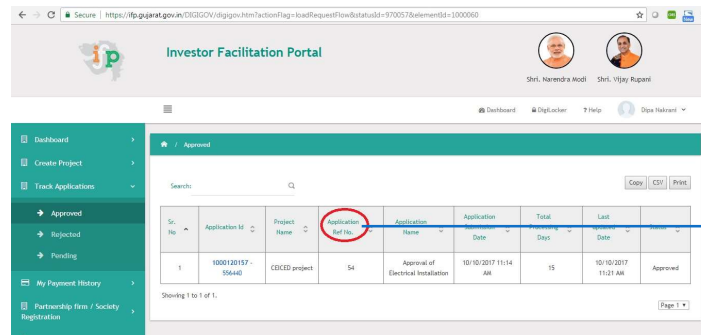
1. For systems Up to 10 kW: A link will get activated against the **Application** in **My Application** Tab in the Installer Login and the Installer has to upload the following document at this link.
  - a. Self-certificate and License Certificate in a single PDF or image



Upload Self-Certification upto 10 kW

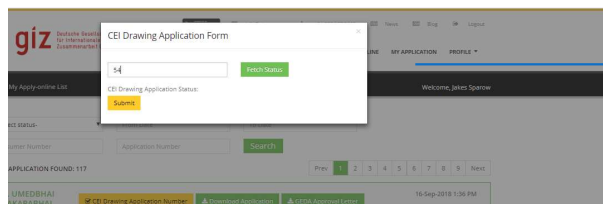
Figure 5-1: Upload Self-Certification document

2. For systems above 10 kW: A link will be activated against the **Application** in **My Application** Tab in the Installer Login and the Installer has to enter the “Application Reference No.” of IFP portal of CEI at this link. The Sample is given below



Application Ref. No. of CEI at IFP.

Figure 5-2: Screenshot of CEI Application Ref. No.



Enter Application Ref. No. of CEI as mentioned on the IFP for this specific Solar Project and Submit.

This Application Ref. No. is to be entered only once and the status of the Application Ref. No. will be automatically check with the IFP

Figure 5-3: Enter CEI Application Ref. No. for Drawing approval generated at CEI's IFB Portal

In case of CEI Inspection, the Application Reference No. of the application submitted at CEI Portal is to be entered to link CEI portal with SURYA-Gujarat Unified Portal

--- End of Section---

## 6 WORK EXECUTION

A link of **Work Execution** will get activated against the **Application** in **My Application** Tab in the Installer Login and the Installer has to enter the details of the Shadow Analysis Report. Further in the Execution Window, the Installer has also to upload other details of the Installed RTPV system

Click on Technical Design and Enter the Plant Design

Mr. Test data

Application Actions	Download Application Document
(Subsidy Claimed)	
PV capacity (DC) to be installed (in kW)	21
Application No.	GUJ/P2/19-20/RT/RES/10000001
Consumer No.	21323123
Installer	Yugta tech Pvt. Ltd.
Feasibility Comment	Payment Done
Intimation Date	7-Sep-2019 2:25 PM
Discom	MGVCL / ANAND CIRCLE / ANAND CITY DIVISION / NARDIPUR DE

Application Submitted Document Verified Discom Letter Feasibility Approved CEE Approval Work Execution CS

Work Order

Capacity(kW) 21 Shadow Analysis Report? Select files... Browse... View Attached Document No file chosen

Technical Design

Enter the Technical Design

Figure 6-1: Technical Design Details as per Installer record

**Note:** In case of Solar PV Installation less than 10 kW, if the Self-Certificate is uploaded and the Work Order No. and Work Order Date is entered then “Work Start” stage will be cleared and thereafter automatically the “Inspection Self Certification”.

--- End of Section---

## 7 PROJECT EXECUTION STAGE DETAILS

A link **Execution** will get activated against the **Application** in **My Application** Tab in the Installer Login and the Installer has to enter the technical details of the Project.

The first sub-section is Geo Co-ordinates and the coordinates details may be changed in case if there is some error done by the installer at the time of application submission.

The second sub-section is details of the Solar Meter and Bi-directional meter. The details of the meter, date of installation and the date of agreement shall be auto-updated in the Installer Login as soon as the same has been entered by the DisCom.

The third sub-section is for the details of PV modules and Inverters. The subsidy will be calculated based on the details of PV module capacity and Inverter capacity and the last sub-section is for the grid-connectivity details.

The screenshot shows a web form for project execution details. It includes search filters for status, date, discom, and payment status. A progress bar indicates the status of the application: Application Submitted, GEDA Letter, Document Verified, Feasibility Approved, CEI Approval, Work Done, CEI Inspection, Meter Installation, and Subsidy Claimed. The application is currently in the 'Feasibility Approved' stage.

Figure 7-1: Project Execution Details

The screenshots show the 'Execution' section of the form, which is divided into several sub-sections:
 

- Execution Details:** Fields for Name of Applicant, Project ID, Location, Contact No, Latitude, Longitude, Total Cost of Installation, Amount of Subsidy, and Date of Bi-directional meter installation.
- Not Meter Details:** Fields for Meter Manufacturer Name, Meter Serial No, and Solar Meter Serial No.
- Modules:** Table for PV Modules with columns for Capacity/Power(W), Make, No. of Modules, and Type of Modules.
- Inverters:** Table for Inverters with columns for Capacity/Power(W), Make, No. of Inverters, Type of Inverters, and Phase of Inverters.
- Grid Parameters:** Fields for Grid Connecting Level Voltage, Grid Connecting Level Phase, and Grid Connecting Level Phase.

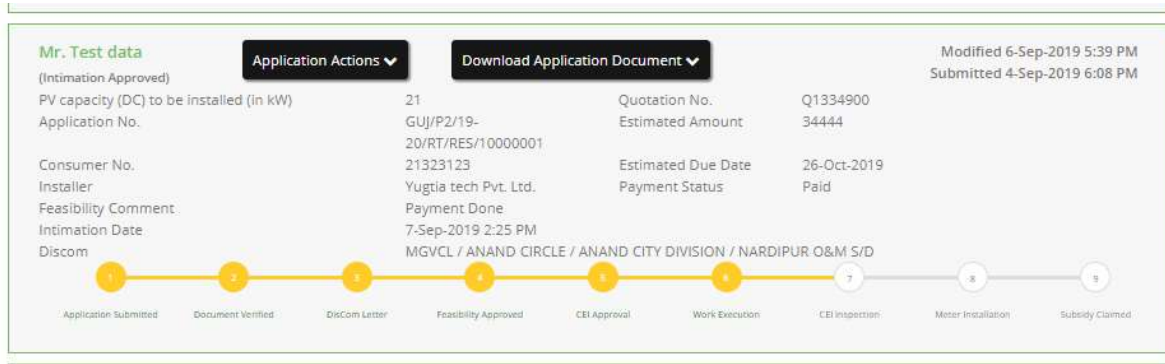
Figure 7-2: Project Execution Details

**Note:** The Discom Inspection Report/ Joint Inspection Report shall be visible in Download section once the details of Solar PV Modules and the Inverters are entered in the Execution page. These details should be same as the details mentioned in the self-certificate submitted by the Installer.

--- End of Section---

## 8 CEI INSPECTION APPROVAL DETAILS

The Installer has to enter the Application Reference number of the Inspection submitted at CEI's IFP. The same Application Ref. No. is to be entered and submit it. This task is to be done whenever the Application Ref. No. for Inspection of CEI is generated. This is a one-time entry and thereafter whenever the CEI inspection activity is done the notification will also come to USRTP.



The screenshot shows a web form for CEI inspection approval. It includes a header with user information and a progress bar at the bottom. The main content area is divided into two columns for application details and a table for key information.

Mr. Test data (Intimation Approved)	
PV capacity (DC) to be installed (in kW)	21
Application No.	GUJ/P2/19-20/RT/RES/10000001
Consumer No.	21323123
Installer	Yugtia tech Pvt. Ltd.
Feasibility Comment	Payment Done
Intimation Date	7-Sep-2019 2:25 PM
Discom	MGVCL / ANAND CIRCLE / ANAND CITY DIVISION / NARDIPUR O&M S/D

Quotation No.	Estimated Amount
Q1334900	34444
Estimated Due Date	26-Oct-2019
Payment Status	Paid

Modified 6-Sep-2019 5:39 PM  
Submitted 4-Sep-2019 6:08 PM

Application Actions ▼ Download Application Document ▼

Progress Bar: 1. Application Submitted, 2. Document Verified, 3. DisCom Letter, 4. Feasibility Approved, 5. CEI Approval, 6. Work Execution, 7. CEI Inspection, 8. Meter Installation, 9. Subsidy Claimed

Figure 8-1: Enter CEI Application Ref. No. for Inspection approval generated at CEI's IFB Portal

--- End of Section---

--- End of Section---

## 9 FORMAT FOR JOINT INSPECTION REPORT

The Format for “**Certificate Bi-Directional Meter Installation for Solar Roof Top System**” can be downloaded from the Button “**DisCom Inspection Report/ Joint Inspection Report**”.

The Installer can download the Format for the Certificate of Bi-direction Meter Installation and get it signed from the Applicant, DisCom officer and the representative of Installer himself.

Mr. Test data  
(Subsidy Claimed)

Application Actions ▼ Download Application Document ▼

Modified 9-Sep-2019 3:29 PM  
Submitted 4-Sep-2019 6:08 PM

PV capacity (DC) to be installed (in kW)	21	Quotation No.	Q1334900
Application No.	GUJ/P2/19-20/RT/RES/10000001	Estimated Amount	34444
Consumer No.	21323123	Estimated Due Date	26-Oct-2019
Installer	Yugtia tech Pvt. Ltd.	Payment Status	Paid
Feasibility Comment	Payment Done		
Intimation Date	7-Sep-2019 2:25 PM		
Discom	MGVCL / ANAND CIRCLE / ANAND CITY DIVISION / NARDIPUR O&M S/D		

Application Submitted Document Verified DisCom Letter Feasibility Approved CEI Approval Work Execution CEI Inspection Meter Installation Subsidy Claimed

Download Format

Figure 9-1: Format for Bi-directional Meter Certificate

On the same page details of the subsidy received by the Consumer is also to be counter signed by the Consumer. This document is to be uploaded at the time of Subsidy Claim under the Meter Installation Documents “Certificate of Bi-directional Meter and Consent for Subsidy”.

Meter Installation Documents

DisCom Bidirection Meter Installation Sheet	Browse ...
Certificate of Bi-directional Meter Installation and Consent for Subsidy	Browse ...
Meter Sealing Report	Browse ...

GRID CONNECTIVITY LEVEL DETAILS

Arrangement Net Metering Phase Single Phase Voltage 230

Figure 9-2: Signed Copy of Bi-directional Meter Certificate/ Joint Inspection Report to be uploaded in Subsidy Claim Section

--- End of Section---





## 10 SUBSIDY CLAIM

Once the Meter Installation stage has been cleared, then a tab for Subsidy Claim will be displayed under the Application Actions Tab. The Installer has to enter the details in the Subsidy Claim document. All the details which has been entered in the entire process shall be displayed in this section and details can be edited in case the error/mistake or missed our something in the earlier stages. All the mandatory fields have to entered in order to proceed further with the subsidy claim procedure. There are 6 (six) sub-sections:

1. Project Details
2. ID Proof
3. Work Order
4. CEI Documents
5. Execution Details
6. Technical Details



**Disclaimer:**

*The Consumer details shown in the Portal is based on the information provided by respective DisComs and GUVNL, GiZ and their representatives are nowhere responsible for any mismatch of data in the Name, Address, Contract Load, Phase and Type of Customer. In case of any discrepancy, the Consumer/Applicant or the Installer shall contact the respective DisCom.*

**Developed By:**



**Energy & Petrochemicals  
Department  
Government of Gujarat**

