

Guidelines for Updating the DisCom Data on the Unified Single Window Rooftop PV Portal of Surya Gujarat

Click "Change Request"

Step 1: Click on Reports – Change Request

The screenshot shows the portal's main interface. At the top, there are navigation links: Contact Us, FAQ?, info.suryagujarat@ahasolar.in, and Logout. Below these are tabs for DASHBOARD, MY APPLICATION, MEMBER USER, and a dropdown menu for REPORTS. The REPORTS dropdown is open, showing options: MIS Report, Capacity Range Wise, Phase Wise Report, District Wise Progress, Month Wise Progress, Change Request (highlighted with a blue arrow), and Capacity Reduction. Below the menu is a search area with fields for From Date, To Date, Request No., and GUVNL Registration No., along with dropdowns for Request Status and Installer, and Search/Reset buttons. A table below displays request details.

Sr No.	GUVNL Registration No.	Installer Name	Request No.	Request Date	Status	Verified At GUVNL	Verified By	Action
1	UG/P2/19-20/RES/10007873	Shivam Photovoltaics Pvt. Ltd.	1	11-04-2019 09:38 am	REQUEST REJECTED AT GUVNL	12-02-2019 12:20 pm	GUVNL Administrator	Approve
2	PG/P2/19-20/RES/10042740	Suncare Enertech Pvt. Ltd.	2	12-12-2019 10:22 am	REQUEST APPROVED AT GUVNL	12-20-2019 13:33 pm	GUVNL Administrator	Approve
3	MG/P2/19-20/RES/10023260	Sky Wings Solar Energy	3	12-14-2019 17:06 pm	REQUEST PENDING AT GUVNL	-	-	Approve

Step 2: Click on the "Registration No." to check the details and reason for the update.

Click on "Registration no."

This screenshot is similar to the previous one but shows the 'Change Request' option in the REPORTS dropdown menu highlighted with a blue arrow. A blue callout box points to the 'Registration No.' column in the table below.

Sr No.	GUVNL Registration No.	Installer Name	Request No.	Request Date	Status	Verified At GUVNL	Verified By	Action
1	UG/P2/19-20/RES/10007873	Shivam Photovoltaics Pvt. Ltd.	1	11-04-2019 09:38 am	REQUEST REJECTED AT GUVNL	12-02-2019 12:20 pm	GUVNL Administrator	Approve
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Step 3: If the reason is fine with the DisCom officer and the documents as per the new name is attached then DisCom officer can approve the request "Approve"



Home / Update Consumer Request

From Date: To Date: Request No.: GUVNL Registration No.:

-Select Request Status- -Select Installer-

Sr No.	GUVNL Registration No.	Installer Name	Request No.	Request Date	Status	Verified At GUVNL	Verified By	Action
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2	PG/P2/19-20/RES/10042740	Suncare Enertech Pvt. Ltd.	2	12-12-2019 10:22 am	REQUEST APPROVED AT GUVNL	12-20-2019 13:33 pm	GUVNL Administrator	<input type="button" value="Approve"/>
3	MG/P2/19-20/RES/10023260	Sky Wings Solar Energy	3	12-14-2019 17:06 pm	REQUEST PENDING AT GUVNL	-	-	<input type="button" value="Approve"/>

Click on "Approve" to approve or reject

Step 4: Once this is done, then Surya Gujarat Portal will connect with the Torrent SAP or GUVNL e-Urja system to fetch the updated details.

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Disclaimer: It is to be noted that the details are auto-fetched from the DisCom database and Unified Portal is only displaying the same.