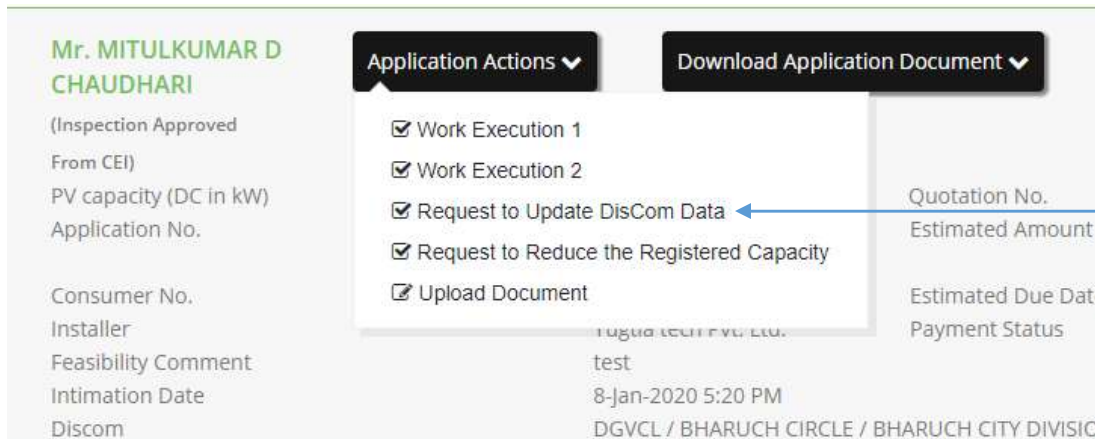


Guidelines for Updating the DisCom Data on the Unified Single Window Rooftop PV Portal of Surya Gujarat

Step 1: Click on “My Application” to view the list of the applications.

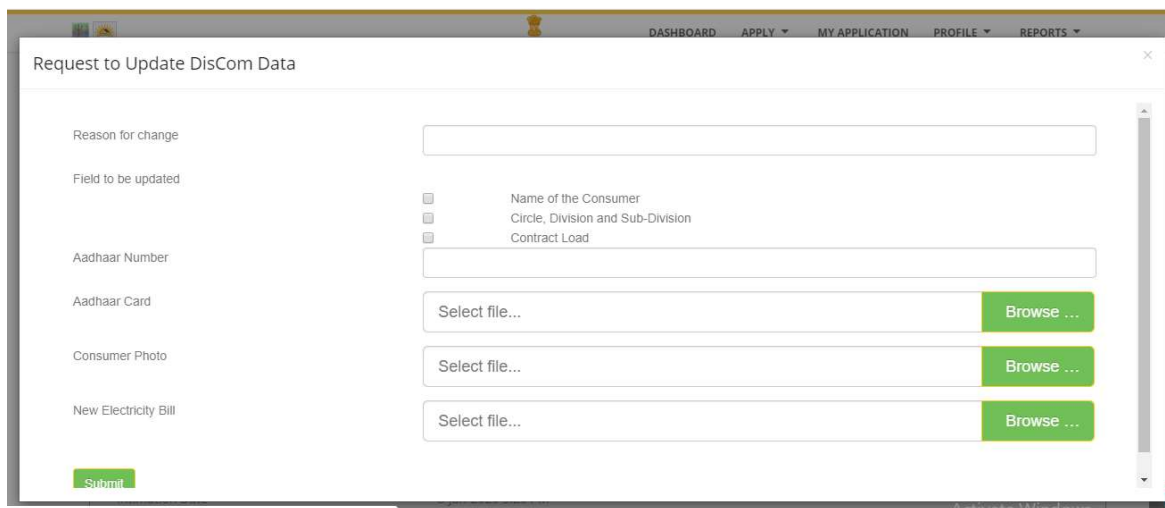
Step 2: Click on “Application Action” and then on “Request to Update DisCom Data” to request for updating the details being fetched from the DisCom servers



The screenshot shows a user profile for Mr. MITULKUMAR D CHAUDHARI. Below the profile, there are two main buttons: "Application Actions" and "Download Application Document". The "Application Actions" dropdown menu is open, showing several options: "Work Execution 1", "Work Execution 2", "Request to Update DisCom Data" (which is highlighted and pointed to by a blue arrow from a callout box), "Request to Reduce the Registered Capacity", and "Upload Document". To the right of the dropdown, there are fields for "Quotation No.", "Estimated Amount", "Estimated Due Date", and "Payment Status".

Step 3: The Installers can raise the request from its login for updating the following:

1. Name of the Consumer
2. Circle, Division and Sub-division
3. Contract Load



The screenshot shows a web form titled "Request to Update DisCom Data". The form has several input fields and buttons. At the top, there are navigation tabs: "DASHBOARD", "APPLY", "MY APPLICATION", "PROFILE", and "REPORTS". The form fields are: "Reason for change" (text input), "Field to be updated" (checkboxes for "Name of the Consumer", "Circle, Division and Sub-Division", and "Contract Load"), "Aadhaar Number" (text input), "Aadhaar Card" (file upload with "Select file..." and "Browse ..." buttons), "Consumer Photo" (file upload with "Select file..." and "Browse ..." buttons), and "New Electricity Bill" (file upload with "Select file..." and "Browse ..." buttons). A green "Submit" button is located at the bottom left of the form.

Step 4: The Installer has to enter the following details:

1. Reason for Change



2. Field to be updated (check box)
 - a. Name of the Consumer
 - b. Circle, Division and Sub-Division
 - c. Contract Load
3. Uploads to be made:
 - a. +Aadhaar Card of the person on whose name registration needs to be transferred (in case of change of name)
 - b. +Photo of the person on whose name registration needs to be transferred (in case of change of name)
 - c. +New Electricity Bill should be attached of new name

Step 5: Upon Submission, the details will be checked and approved by Corporate Office of DisCom. Once approved then the updated data from the DisCom server will be fetched. In case the same details are being fetched then that means the data has not been updated at the DisCom side.

Step 6: The following details can't be updated through this feature

1. Address
2. Phase
3. Category

--- End of Document---

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