

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

10 September 2019



**DEVELOPED BY:** \*



**Energy & Petrochemicals  
Department  
Government of Gujarat**



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**-- End of Section --**

## LIST OF ACRONYMS

Acronyms	Definition
API	Application Programming Interface
APPC	Average Power Purchase Cost
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. Registration No.
2. DisCom's Consumer No.
3. Registered Consumer Mobile No.



### 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>

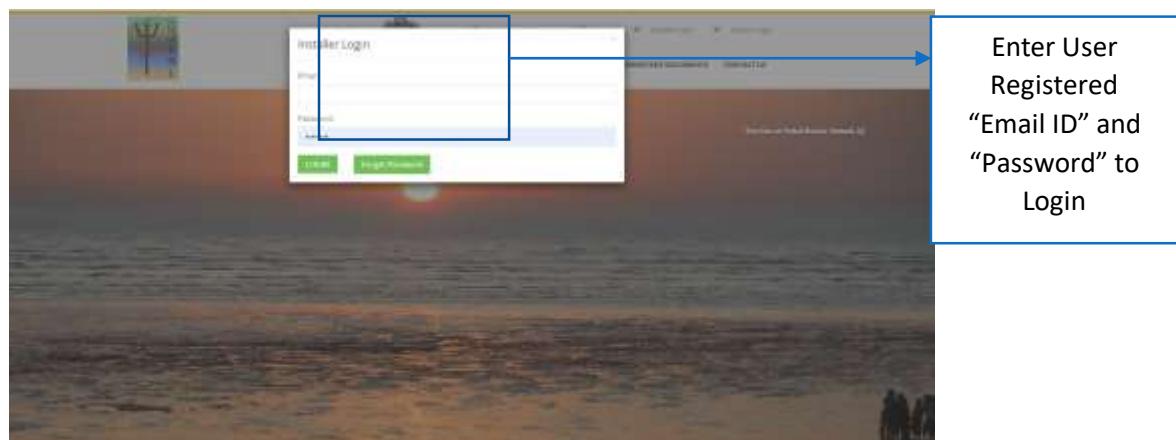


Figure 3-1: Login Page

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.



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:** To Apply to DisCom
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

Click on "Change Password" to Open the Page

Click on "Submit" to change the password

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.

### 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

Create Project and Enter Coordinates

Project Name \*

Latitude \*

Longitude \*

Category \*

Residential

Rooftop Area \*

1000

Average Monthly Bill \*

15000

Average Monthly Use Consumed \*

1500

Backup Type

None

Next

Figure 4-1: 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.

Select applicant Type from the Drop down Menu

Enter any Project Name (as per the Choice of the Installer)

Enter shadow free Rooftop Area Available for the proposed system

Select the Area Type "Sq. Ft" or "Sq. M"

Enter Electricity Consumption (in kWh)

Enter Average Monthly Electricity Bill (in Rs.)

Select the Backup Type from the Drop-down Menu

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

Figure 4-2: Apply Online (Create Project)

## 4.2 Application

1. In case of DGVCL, MGVCL, 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, MGVCL & 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.

Figure 4-3: Application Form

### Apply Online

Select the Discom

Press **Search** to Auto-Fetch the Consumer Details

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

#### 4. Select the Phase of the proposed Solar Inverters and appropriate option for Net-Meter

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

Figure 4-5: Selection of Phase of the Proposed Solar Inverter

## 5. Enter Consumer Details



Figure 4-6: 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.

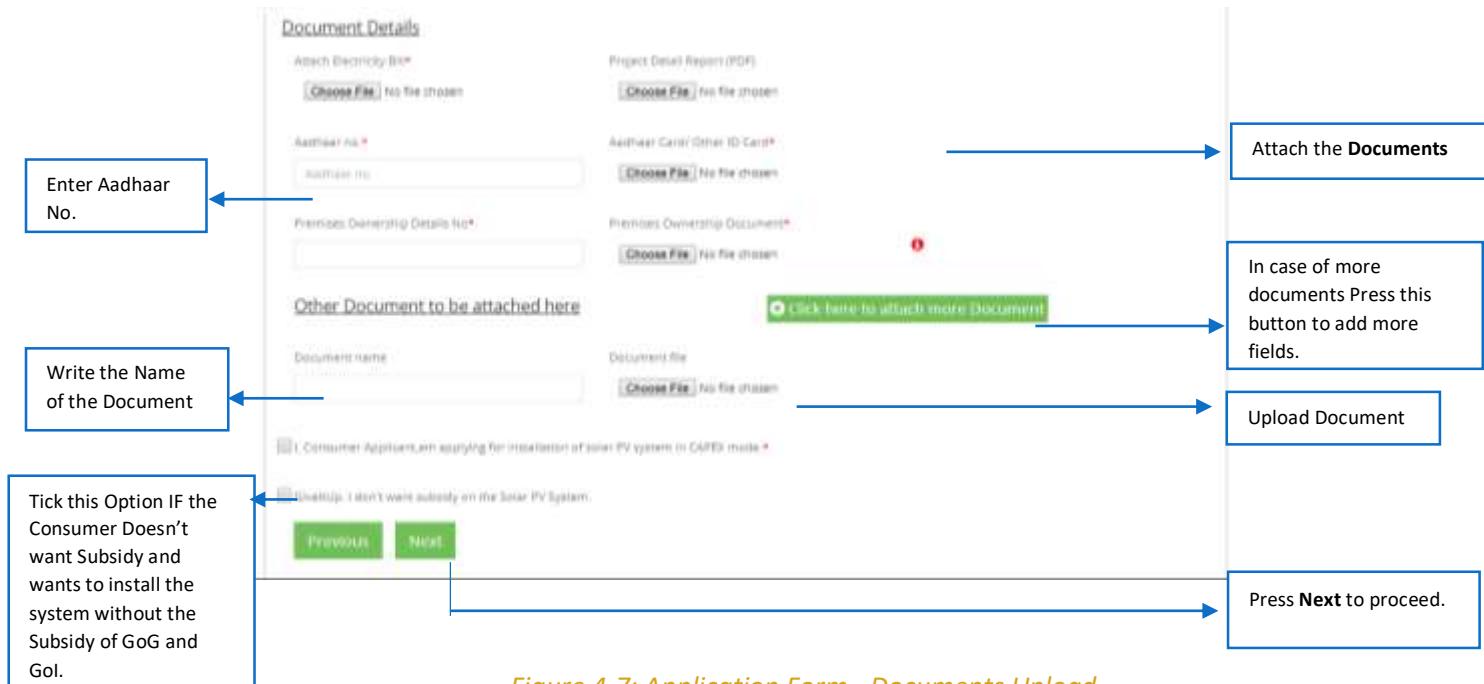


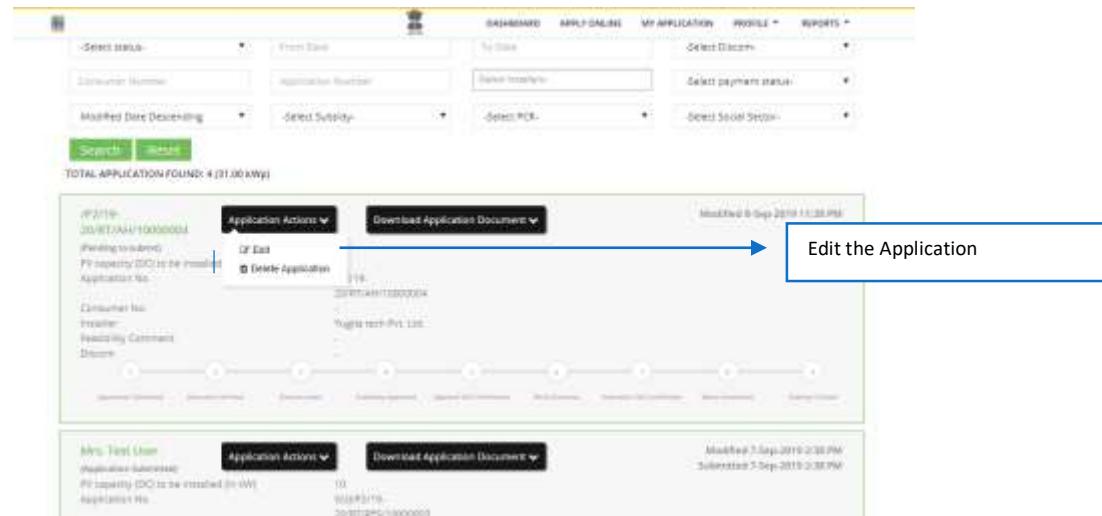
Figure 4-7: Application Form - Documents Upload

## 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.



**Edit the Application**

**Download Application Document**



**Download Application Form for Signature of Applicant**

**Enter OTP received at Applicant Mobile no.**

**Enter OTP received at Applicant Mobile no.**

Figure 4-8: My Application – Edit, Download Application and OTP Verification



**Upload Signed Document to submit the Application**

Figure 4-9: My Application – Upload Signed Document

*Figure 4-10: 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 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



*Figure 4-11: 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 or 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 Upto 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

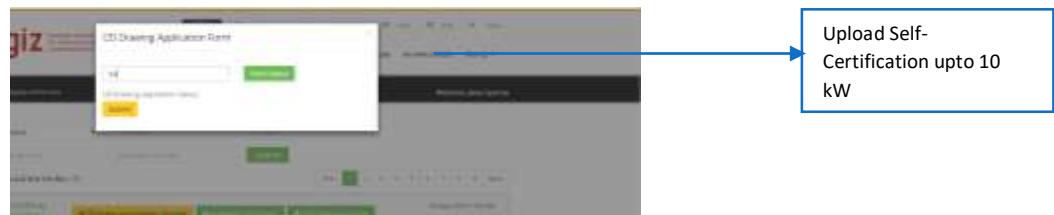


Figure 5-1: Upload Self-Certification document

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

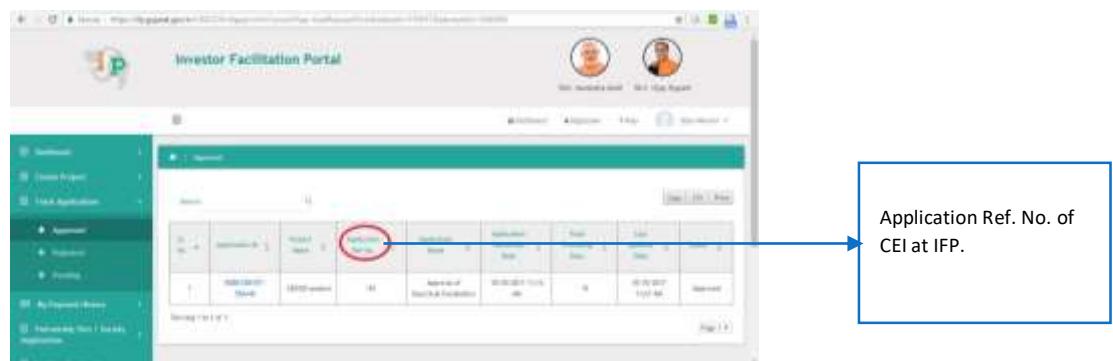
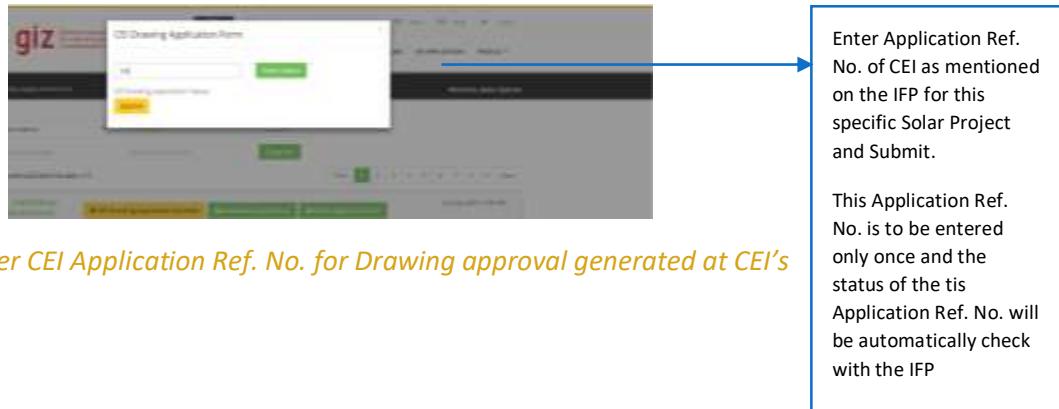


Figure 5-2: Screenshot of CEI Application Ref. No.



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

The image shows two screenshots of a software interface. The top screenshot is titled 'My Application' and shows a summary of an application with fields like 'Consumer No.', 'Address', 'Latitude', 'Longitude', 'Capacity (kWp)', and 'Status'. The bottom screenshot is titled 'Work Order' and shows a form with fields for 'Capacity (kWp)', 'Shadow Analysis Report', 'Select File', 'Browse', and 'New Attached Document'. A blue box on the left points to the 'My Application' tab with the instruction 'Click on Technical Design and Enter the Plant Design'. A blue box on the right points to the 'Work Order' window with the instruction '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.

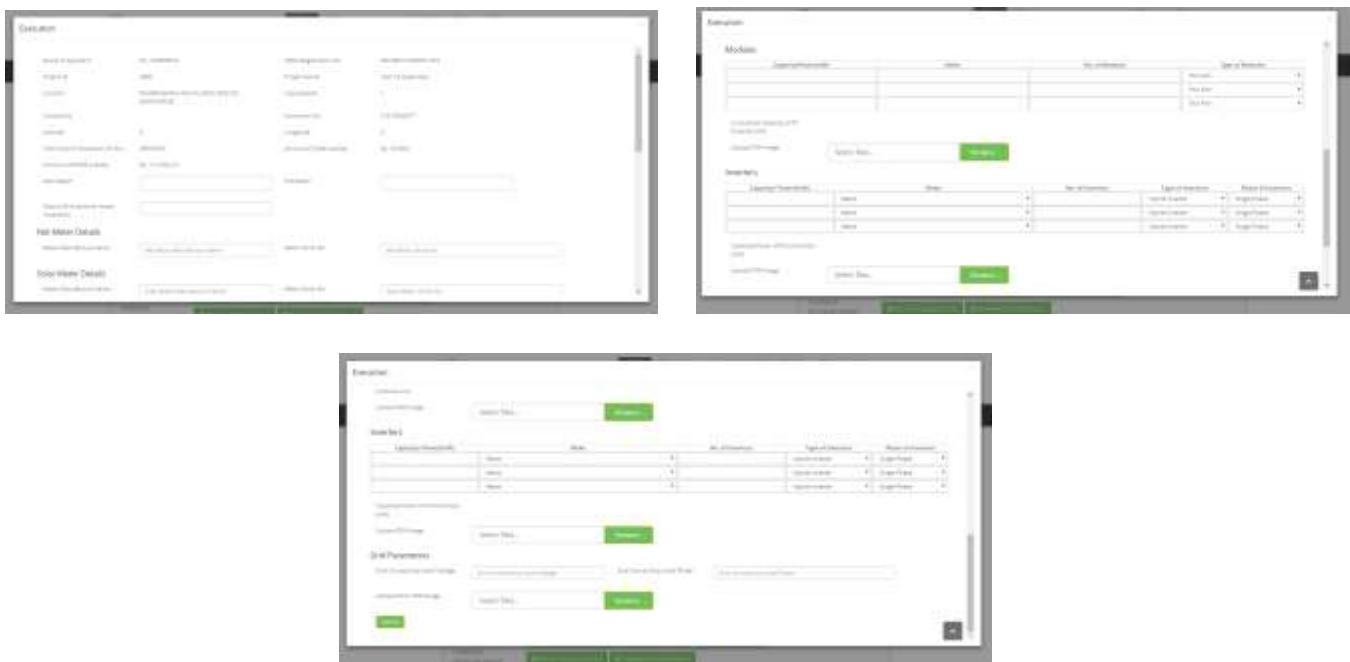
The second sub-section is details of the Solar Meter and Bi-directional meter. The details of the meter, date of installation and the date of agreement shall be auto-updated in the Installer Login as soon as the same has been entered by the DisCom.

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 search interface with fields for Application Number, Registration Number, and Average Income. Below it, a timeline displays the status of an application from 'Submission' to 'Grid Connection' through various stages: 'Accepted', 'Inspection Pending', 'Inspection Approved', 'Registration Approved', 'Grid Connection', and 'Grid Connection'. The timeline is color-coded with green for approved stages and yellow for pending stages.

Figure 7-1: Project Execution Details



The screenshots show the following sub-sections:

- Module:** Displays a table with columns for Model, Manufacturer, Type of Inverter, and Status.
- Inverter:** Displays a table with columns for Model, Manufacturer, Type of Inverter, and Status.
- Equipment:** Displays a table with columns for Equipment Name, Model, Manufacturer, Type of Equipment, and Status.

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.

<b>Mr. Test data</b> (Intimation Approved)	<b>Application Actions</b> ▾	<b>Download Application Document</b> ▾	Modified 6-Sep-2019 5:39 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

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.



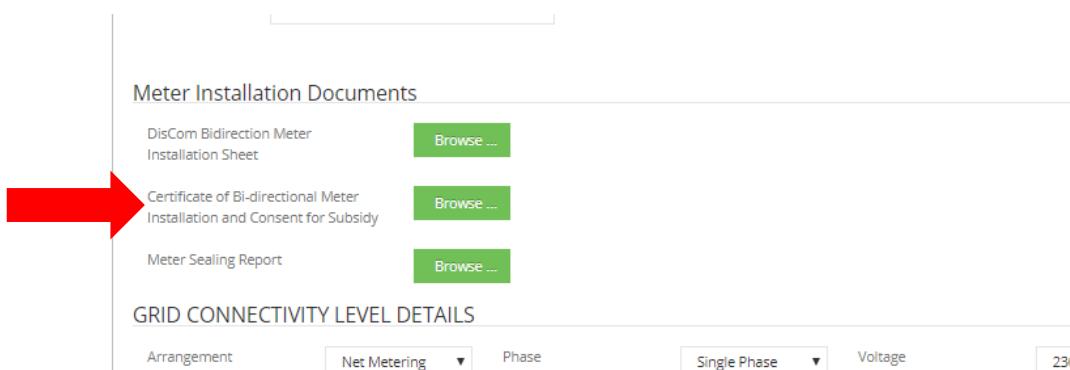
Mr. Test data  
(Domicile Charned)  
PV capacity (DC) to be installed (in kW): 21  
Application No.: GUJ/P2/19-2019/RES/10000001  
Consumer No.: 21323123  
Installer: Yugta Tech Pvt. Ltd.  
Feasibility Comment: Payment Done  
Intimation Date: 2-Sep-2019 2:23 PM  
Discom: MECIL / ANAND CIRCLE / ANAND CITY DIVISION / NARDIPUR G&M SID

Application Actions ▾ Download Application Document ▾

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

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 Bidirectional 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**

**giz** Deutsche Gesellschaft  
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