21 July 2024

Solar | Portal

## Master Manual for RTS 1.1

### PM Surya Ghar National Portal ver 1.1

Management | Process Automation | Subsidy Integration | Unified Portal | Solar | Simulation | Shading Analysis | Designing | Remote Monitoring | Customer Interface | Finance















Master Manual of PMSG: MBY RTS 1.1



# **Flow Char**

1. Overall Flow Chart of PM Surya Ghar Portal





# Consumer Manual

- I. Registration
- 2. Login
- 3. Application Submission
- 4. Find Vendor in Discom
- 5. Selection of Vendor
- 6. Work Start by Vendor Agreement
- 7. Submission of Bank Details
- 8. Submission of Installation Details
- 9. Redeem Subsidy
- 10. Apply Loan on JS
- 11. Track Details
- 12. Downloads
- 13. Edit
- 14. Grievance



#### STEP 1.2: REGISTRATION FOR LOGIN

**Click** on **Registration** to and Enter the a) **State** b) **District** c) **DisCom** d) **Consumer No.** 





#### **STEP 1.3**: **VERIFY MOBILE NO.**

#### REGISTRATION LOGIN Enter the Step 2/2 · Commissioning certificate will be generated from the portal, Number and verify OTP and click on "Proceed" Mobile \* button. Mobile Click to Send Mobile OTP in SMS Mobile OTP \* Mobile OTP Email (Optional) A Human check\* FG8255 BACK



Mobile

after installation of net meter and inspection by DISCOM 3

#### STEP 2.2: LOGIN

**Enter** the **Mobile Number** and Captcha and click on "**Next**" button.

#### STEPS TO APPLY FOR ROOFTOP SOLAR

#### Step 3

<

• Once you get the feasibility approval, get the plant installed by any of the registered vendors in your DISCOM

Regist	ered Mobile*		ĩ	~	
Regi	stered Mobile		1		A 1
Huma	in check*				-
30	WM2Y				Č.
Ente	er Image Value				
Click 1	o generate a new l	mage			
Nex	d .				

>

# **STEP 2.2: ENTER OTP RECEIVED ON MOBILE NO.**

## **Enter** the **OTP** and click on "**Login**" button.





#### STEP 3.2.1: APPLY FOR RTPV (2/5)

The details of Consumer will be **auto-fetched from the DisCom** as per the records of the DisCom database.

Electricity Distribution Company Details		
State :	GUJARAT	
Name of Electricity Distribution Company: (From Electricity Bill)	Uttar Gujarat Vij Company Limited	
Circle Name of Electricity Distribution Company : * (From Electricity Bill)	SABARMATI CIRCLE	•
Division Name of Electricity Distribution Company : * (From Electricity Bill)	GANDHINAGAR O AND M DIVISION	•
Sub Division Name of Electricity Distribution Company : (From Electricity Bill)	OGNAJ-U	•
Consumer Account Number:		∠
Sanctioned Load (in kW) *: (From Recent Electricity Bill)	7.00	kW
2		
		PM-SurvaGhar

#### **STEP 3.2.2**: APPLY FOR RTPV (2/5)

In case the **Consumer no** is not validated through DisCom API at the time of Registration (for old registrations) then "Save & Next" button is not activated & it will appear in Grey Color.

#### Save & Next

#### To Validate the Consumer No., click on Edit icon click on Save

against Consumer cell,

Electricity Distribution Company Details			5
State :	GUJARAT		
Name of Electricity Distribution Company: (From Electricity Bill)	Uttar Gujarat Vij Company Limited		
Circle Name of Electricity Distribution Company : * (From Electricity Bill)	SABARMATI CIRCLE	•	Click on Save icon 🗟 against
Division Name of Electricity Distribution Company : * (From Electricity Bill)	GANDHINAGAR O AND M DIVISION	•	Consumer cell, to <b>validate</b> the
Sub Division Name of Electricity Distribution Company : (From Electricity Bill)	OGNAJ-U	•	Next"
Consumer Account Number:		2	
Sanctioned Load (in kW) *: (From Recent Electricity Bill)	7.00	kW	Save & Next



3







#### STEP 3.4: APPLY FOR RTPV (4/5)

#### Upload for Electricity Bill



### STEP 3.4: APPLY FOR RTPV (4/5)



### STEP 4.1: FIND VENDOR IN MY DISCOM(1/2)

Vendor Email and Mobile will be displayed as per the Details entered by Vendor under in their Profile against each DisCom in fields "**Contact Person Name for beneficiaries, Email and Mobile**"



#### STEP 4.2: FIND VENDOR IN MY DISCOM(1/2)

Click on Contact Me to send a request and click Cancel to revoke the request.

**PM-SuryaGhar** 

Search b	y Name/ Email/ M	obile Number		Q Search by Name, er mobile no.	nail and				Î
S.NO.	Vendor Name	No. of Installation	View Rates	Email	Mobile	Brochure	Rating	Detailed Profile	Click to express Details
1	EFARM INTERNATIONAL PVT LTD		ø	info@efarmenergy.com	9723610012	<mark>بر</mark>	Coming Soon	View More	Sent Cancel
2	SHREEJI MARKETING - Talod		Ø	rajuksales@gmail.com	9974612008	<mark>با</mark>	Coming Soon	View More	Sent Cancel
3	AUSTRALIAN PREMIUM SOLAR INDIA PVT LTD		o	national+ugvcl@australianpremiumsolar.co.in	9512022121	Å	Coming Soon	View More	Sent Cancel
4	HELIOSNATURAL RENEWTECH PRIVATE LIMITED		0	marketing@heliosnatural.com	7600052305	<mark>بر</mark>	Coming Soon	View More	Sent Cancel



#### STEP 4: FIND VENDOR IN MY DISCOM(2/2)

Click on Contact Me to send a request and click Cancel to revoke the request.

Search b	y Name/ Email/ M	obile Number		Q Search by Name, er mobile no.	nail and				Î
S.NO.	Vendor Name	No. of Installation	View Rates	Email	Mobile	Brochure	Rating	Detailed Profile	Click to express Details
1	EFARM INTERNATIONAL PVT LTD		ø	info@efarmenergy.com	9723610012	<mark>片</mark>	Coming Soon	View More	Sent Cancel
2	SHREEJI MARKETING - Talod		Ø	rajuksales@gmail.com	9974612008	<mark>با</mark>	Coming Soon	View More	Sent Cancel
3	AUSTRALIAN PREMIUM SOLAR INDIA PVT LTD		o	national+ugvcl@australianpremiumsolar.co.in	9512022121	Å	Coming Soon	View More	Sent Cancel
4	HELIOSNATURAL RENEWTECH PRIVATE LIMITED		0	marketing@heliosnatural.com	7600052305	Å	Coming Soon	View More	Sent Cancel





#### STEP 5: VENDOR SELECTED



**PM-SuryaGhar** 

Note: The Vendor can be re-selected by Consumer till Solar Installation details are is not submitted and agreement can be re-uploaded



#### STEP 6: WORK START BY UPLOADING AGREEMENT



Note: The Vendor can be re-selected by Consumer till Solar Installation details are is not submitted and agreement can be re-uploaded



6

Ente	er Details of the Account in which you would like to receive Subsidy provided by Government of India Can be filled at any stage of the application
sclaimer : 'The applicant to ensure	e the bank details and electricity connection should belong to the same person.'
Bank Details	
Bank Name :	Select Bank Name
Account Holder Name *:	Consumer Bank Account No.*:
Upload Cancelled Cheque/Bank Pa (File Format only accepts JPG, JPEG o	Passbook Copy/Bank E-statement/Group Bank Account*: or PDF And Maximum Size: 2Mb)
Remarks:*	
	Back Save Final Submission

#### STEP 8.1: WORK START BY UPLOADING AGREEMENT (1/6)

Home Page after the a) Application Submission b) Vendor Selection c) Work Start by agreement upload







#### STEP 8.4: SUBMIT INSTALLATION DETAILS (4/6)

#### Enter PV Module Details

	Solar Installation Details
	Inspection
Ý	Project Commissioning
	Subsidy Request
	Subsidy Disbursal

SR.NO.	Capacity/Rating(in Wp) of each So Module	olar PV	Quantity of Solar PV Module	Manuf	acturer of Solar PV Module	Action
	540	Wp	3	Ada	ni	+ ADD SERIAL NUMBER
2		Wp				
3		14/				





#### STEP 8.6: SUBMIT INSTALLATION DETAILS (6/6)

### **Protection Checklist**

I hereby declare the solar rooftop installation as per the safety requirements mentioned by Ministry of New and Renewable Energy including the following protection equipment.

	Sr.NO.	Item Name	Installed Or Not	Reset Value	
	1	Surge Protection Device	● Yes ○ No	○ Reset Value	
	2	МСВ	● Yes ○ No	∩ Reset Value	
	3	Earthing	● Yes ○ No	∩ Reset Value	
	4	Lightning Arrester	● Yes ○ No	∩ Reset Value	
		Save and N	Save and Back Save and Back	ave and Submit Later Final Submission	
8		to next page		PM-SuryaGha	r

### STEP 9.1: REDEEM SUBSIDY (1/4)



4. Compliance with Domestic Content Requirement (DCR) i.e. Domestic manufactured PV module and MNRE's <u>Approved List of Manufacturers and Material (ALMM)</u> is mandatory for release of subsidy.



2024

Feasibility Waived-off

Feasibility Approved with Applied Capacity 10-07-

Grievance



#### STEP 9.2: REDEEM SUBSIDY (2/4)









#### STEP 9.4: SUBSIDY (4/4)





#### STEP 10.1: BANK LOAN FROM JANSAMARTH PORTAL



#### **STEP 10.2: BANK LOAN FROM JANSAMARTH PORTAL**



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### STEP 10.1: BANK LOAN FROM JANSAMARTH PORTAL

				Register	English	•
Consent		English 🗸	×			
Privacy Policy	Terms & Conditions	Disclaimer	A			
DISCLAIMER: The use of this we By accessing this website you a them carefully.	ebsite is subject to the terms and o agree to abide by these terms and o	conditions stated below. conditions. Please read				
This Portal (hereinafter referred to as " Loans Limited ("The Company"), a com office at First Floor, Ashwamegh Elega 380015 Gujarat. In the Privacy Policy, person who accesses and uses this Pla identifiable information that the compa	Website/Platform") is developed, operate npany incorporated under the Companies nce - 3, Opp. SBI Corporate Office, SM R "we", "our" and "us" means "the company atform; This Privacy Policy covers this Platf any coll	ed and maintained by Online P Act, 2013, having registered Road, Ambawadi, Ahmedabad y"; "you" and "your" means an form's treatment of personally a, and when you use this	sb - ny •			
	Consent Privacy Policy DISCLAIMER: The use of this we By accessing this website you a them carefully. This Portal (hereinafter referred to as " Loans Limited ("The Company"), a com office at First Floor, Ashwamegh Elega 380015 Gujarat. In the Privacy Policy, person who accesses and uses this Pla- identifiable information that the compa- tor of the term of t	Privacy Policy       Terms & Conditions         DISCLAIMER: The use of this website is subject to the terms and by accessing this website you agree to abide by these terms and them carefully.         This Portal (hereinafter referred to as "Website/Platform") is developed, operate Loans Limited ("The Company"), a company incorporated under the Companies office at First Floor, Ashwamegh Elegance - 3, Opp. SBI Corporate Office, SM Fl 380015 Gujarat. In the Privacy Policy, "we", "our" and "us" means "the company person who accesses and uses this Platform; This Privacy Policy covers this Platform         trend to the the company coll       Scroll down to read	English         Privacy Policy       Terms & Conditions         DISCLAIMER: The use of this website is subject to the terms and conditions stated below. By accessing this website you agree to abide by these terms and conditions. Please read them carefully.         This Portal (hereinafter referred to as "Website/Platform") is developed, operated and maintained by Online P Loans Limited ("The Company"), a company incorporated under the Companies Act, 2013, having registered office at First Floor, Ashwamegh Elegance - 3, Opp. SBI Corporate Office, SM Road, Ambawadi, Ahmedabad 380015 Gujarat. In the Privacy Policy, "we", "our" and "us" means "the company"; "you" and "your" means are person who accesses and uses this Platform; This Privacy Policy covers this Platform's treatment of personaly identifiable information that the company coll         Iteration of the terms and when you use this         Iteration of the terms and when you use this         Iteration of the terms and when you use this         Iteration of the terms and when you use this         Iteration of the terms and when you use this         Iteration of the terms and when you use this         Iteration of the terms and when you use this         Iteration of the terms and when you use this         Iteration of the terms and when you use this         Iteration of the terms and when you use this         Iteration of the terms and when you use this         Iteration of the terms and when you use this	Consent       English       ×         Privary Policy       Terms & Conditions       Disclamer         Disclamer       Disclamer       Image: Consent State St	Consent       English       ×         Privacy Policy       Terms & Conditions       Disclaimer         DISCLAIMER: The use of this website is subject to the terms and conditions stated below. By accessing this website you agree to abide by these terms and conditions. Please read the company of the company	English       ×         Privacy Policy       Terms & Conditions       Disclaimer         DISCLAIMER: The use of this website is subject to the terms and conditions stated below. By accessing this website you agree to abide by these terms and conditions. Please read them carefully.       Image: Company in the privacy Policy of the terms and conditions stated below. This Portal (hereinafter referred to as "Website/Platform") is developed, operated and maintained by Online PSB to as Limited ("The Company"), a company incorporate Under the Companies Act, 2013, having registered office at First Floor, Ashwamegh Elegance - 3, Opp. SBI Corporate Office, SM Road, Ambawadi, Ahmedabad - 380015 Gujarat. In the Privacy Policy "" and "us" means "the company"; "you" and "your" means any person who accesses and uses this Platform; This Privacy Policy covers this Platform; treatment of personally identifiable information that the company coll Scroll down to read



### STEP 11: TRACK STATUS (1/2)





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#### STEP 11: TRACK STATUS (2/2)

**Click** on **Track Details** to check the status and any comments received from DisCom





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#### STEP 12: SYSTEM GENERERATED DOWNLOAD (1/2)

lear ASHOK KUMAR,	3
	Date : 16-07-2024
	5ac. 10072024
Thank you	for submitting application at National Portal for installation of
Joliop solar PV (RTPV) system under PM	- Surya Onar, Mult Biji tojana.
our application details are as follows:	
Application Reference Number	NP-UPMAV24-002982928
Date & Time of submission	15-07-2024
Name of Applicant	ASHOK KUMAR
dobile No.	8756264808
mail ID	
lectricity Connection No.	7483599000
Sanctioned Load (in kW)	3.00
roposed PV Capacity (in kWp)	3.00
xisting Solar Capacity on site (in kWp)	0
Jtate : UTTAR PRADESH	
our application has been submitted to the tart the installation of rooftop solar PV (RT)	Madhyanchal Vidyut Vitran Nigam Ltd for feasibility approval. Do not PV) plant until the Feasibility Approval is received.
confirm that the registration is being done	by me as an actual consumer and not by any vendor/other represen-
itive. I am also aware that CFA/ subsidy w ound to be false or not in accordance with t	III not be provided to me in case the information submitted by me is the MNRE quidelines at any stage of the entire process
	· · · · · · · · · · · · · · · · · · ·
isclaimer: This is only an acknowledgement	nt for the submitted application. Release of Central Government sub-
	oning and inspection of the installed system following due procedure
idy will be only after successful commission id down by the Minister of New and Report	AND AND A DESCRIPTION OF A
idy will be only after successful commission aid down by the Ministry of New and Renew	9/
idy will be only after successful commission aid down by the Ministry of New and Renew This is a system generated acknowledgem	ent and does not require signature.)
idy will be only after successful commissic aid down by the Ministry of New and Renev This is a system generated acknowledgem	ent and does not require signature.)
(dy will be only after successful commission aid down by the Ministry of New and Renew This is a system generated acknowledgem	ent and does not require signature.)
ing will be only after successful commission aid down by the Ministry of New and Renew This is a system generated acknowledgem Generated from National Provid of Rooths	ent and does not require signature.) 1 State- Montro of New & Researche Energy (not of India Page 11

Application

Acknowledgement



#### PM-Surya Ghar: Muft Bijli Yojana Congratulations!

Your application for installation of 2.750 kW rooftop solar system has been successfully submitted under the PM-Surya Ghar: Mult Bijli Yojana. You are eligible for a Government of India subsidy of

#### ₹73,500

Upon successful completion of the installation, the subsidy amount will be created to your bank account.

The final subsidy amount would be based on the actual capacity installed.

#### **Beneficiary Details**

Name : ASHOK KUMAR

Application No. : 9-603-30-002982928 Date & time of Application : 15-07-2024 14:37:57 E token ID : 002982928

#### Thank you for registering for this transformative initiative.

You can verify the authenticity of the certificate and download a copy by logging in to your account at pmsuryaghar.gov.in or apply through the PM-Surya Ghar mobile app Issued by: Mission Directorate, PM-Surva Ghar; Mutt Bill Volana.

Ministry of New and Renewable Energy, Government of India

#### Generated from National Portal of Rooftop Solar - Ministry of New & Renewable Energy, Govt. of India

E-token

## **Click** on **Track Details** to check the status and any comments received from DisCom

#### Madhvanchal Vidvut Vitran Nigam Ltd

granted as per the following details:	
System Generated Sanction No.	NP-UPMAV24-002982928/S1800306
Sanction date	15-07-2024
Application Reference Number	NP-UPMAV24-002982928
Application Submitted on	15-07-2024
Name of Applicant	ASHOK KUMAR
Category	Residential
Mobile	8756264808
Email	
DisCom	Madhyanchal Vidyut Vitran Nigam Ltd
Electricity Connection No.	7483599000
Requested Capacity (in kW)	3.00
Sanctioned Capacity (in kW)	3.00
Feasibility Approved By	Madhyanchal Vidyut Vitran Nigam Ltd
Feasibility Approved on	15-07-2024
LUCKNOW NOOR NAGARPOST CH/ PIN Code : 226002 District : Lucknow State : UTTAR PRADESH	ANDRAWAL, UP, IND, , Lucknow, ,UTTAR PRADESH
LUCKNOW NOOR NAGARPOST CH/ PIN Code : 226002 District : Lucknow State : UTTAR PRADESH Remarks : auto approved with applied	NNDRAWAL, UP, IND., Lucknow, LUTTAR PRADESH
LUCKNOW NOOR NAGARPOST CH/ PINC Code: 22000 District: Lucknow State: UTTAR PRADESH Remarks: auto approved with applied Feasibility approval has been granted or ation of the roofbo solar system throu utiliment of terms and conditions of th solar system within the threller prescu approval will be cancelled and the appl	ANDRAWAL, UP, IND, , Lucknow, ,UTTAR PRADESH capacity on your project/site for 3.00 KW capacity. You may now go ahead for inst go any of the vendor registered empanelied with the DISCOM ensuri e simplified procedure of Ministry. The applicant has to install the root et in the SOP of Madhyanchai Vidyar Vitran Nigan LL, alimi which icant will have to submit fresh application thereafter.

Generated from National Portal of Rooftop Solar - Ministry of New & Renewable Energy / Govt. of India (REC Limited) Page 1/1

**Feasibility Letter** 



Paae 38

#### **STEP 12:** SYSTEM GENERERATED DOWNLOAD (2/2)

Date : 2024-07-15

#### Madhyanchal Vidyut Vitran Nigam Ltd

#### Commissioning Certificate

Ref. No: NP-UPMAV24-002982928

This refers to the Application No. NP-UPMAV24-002982928 for installation of rooftop solar plant of 3.00 kW capacity under simplified procedure of PM SuryaGhar. The inspection of the plant was carried out on 2024-07-15 and the plant has been installed as per MNRE specified minimum technical specifications/standards. Accordingly, commissioning certificate is issued for the rooftop solar plant having following details:

S.No.	Parameters	Description
1	Name of Applicant	ASHOK KUMAR
2	Sanction No.	NP-UPMAV24-002982928/S1800306/P289332
3	Date of Application Submitted	15-07-2024
4	Date of Feasibility Approval	15-07-2024
5	Installation Submitted on	15-07-2024
6	Installed capacity (kW)	3.00 kW
7	Date of Inspection	2024-07-15
8	Date of Net Metering	2024-07-15
9	Address of the plant site :	
LUCK	OW NOOR NAGARPOST CHANDRA	WAL, UP, IND, , Lucknow ,UTTAR PRADESH
PIN Co	de : 226002	
District	: Lucknow	
State :	UTTAR PRADESH	

auto approved with applied capacity

Z

Σ

#### It is confirmed from Discom that

1. Installation details as provided by consumer have been checked. 2. Compliance of MNRE guidelines during installation has been ensured

3. All uploaded documents have been verified.

From Madhyanchal Vidyut Vitran Nigam Ltd

(This is a computer generated format and does not require any signature.)

Generated from National Portal of Rooftop Solar - Ministry of New & Renewable Energy / Govt. of India (REC Limited)

#### Project Commissioning Letter



#### Final E-token

#### **Click** on **Track Details** to check the status and any comments received from DisCom

	h	nstallation Details			21///202	
Registrati	on Reference Code	Customer A	Customer Application Reference Cod			
Project De	veloper/Vendor details					
Name of \	/endor	DIXIT & DAUGHTERS E	NTERPR	ISES		
Phase of Se	olar Inverter : Single Phase					
Inverter De	tails					
SR.NO.	Capacity/Rating(in kW) of each inverter	Quantity of Inverter	Man	ufacturer of rter	Serial No of Invert	
1	3.40	1	VSO	LE	2308022582	
Total Inver	ter Capacity: 3.400					
Solar PV M	odules Details					
SR.NO.	Capacity/Rating(in Wp) of each Solar PV Module	Quantity of Solar PV Module	Manufa Solar P	acturer of 'V Module	Serial No of Solar PV Module	
1	550	5	LOOM		LSBF-BS- 55012231372,LSBF-BS- 55012230818,LSBF-BS- 55012231291,LSBF-BS- 55012231291,LSBF-BS- 55012230828,LSBF-BS- 55012231392	
Total Solar	PV Module Capacity: 2.750					
Upload Doo	Photo of Solar PV Plant wi	th Consumer		View Uplo	aded Documents	
2	Photo of Solar PV Plant with Consumer			View Unloaded Documents		
-	Entering bill			them option		
Sr.NO.	Item Name			Insta	lled Or Not	
Sr.NO. 1	Item Name Surge Protection De	vice		linsta Yes	lled Or Not	
Sr.NO. 1 2	Item Name Surge Protection Der MCB	vice		Yes Yes	lied Or Not	
SENO. 1 2 3	Item Name           Surge Protection Der           MCB           Earthing	vice		Yes Yes Yes	lled Or Not	
Sr.NO. 1 2 3 Sr.NO.	Item Name Surge Protection Der MCB Earthing Item Name	vice		Yes Yes Yes Yes	lled Or Not	

#### Installation Details



### STEP 13: EDIT REQUEST (1/2)

Kindly check the Track Details for the comment raised by DisCom and comply accordingly.



Request is assigned and displaying at: Discom (Uttar Gujarat Vij Company Limited / HIMMATNAGAR O AND M DIVISION / HIMMATNAGAR-T)

Registration Reference Code	Customer Application Reference Code	Name of Electricity Distribution Company Uttar Gujarat Vij Company Limited	Division/SubDivision	Consumer Number	Customer Name	Proposal Capacity (in kW) 1.05	Existing Installed Capacity (in kW) 0	Submission on
Sanctioned Load (in kW) 1.00	Address of Premises for Installation	District	State GUJARAT	PIN Code	Mobile	Email	Category Residential	
Selected Vendor				View Electricity E	Bill			
State Subsidy Amo	ount			State Subsidy Sa	nction Date			
State Subsidy Tran	saction ID							



#### Update DisCom related data through API a) Name

b) Address c) Contract Load d) DisCom Hierarchy

**Raise** Edit request for a) Application b) Bank Details c) Solar Installation



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### Application Edit Request Form

Edit Request For	*			*	Ν	
Reason For Edit Solar Application*			Installation Details			
			Solar Application	nk Dotails	_	
Submitted Edi	t Request Details				Ļ	
Sr.NO.	Request For	Reason For Edit	Request Submission Date	Request Status		
					J	
			b) Bank Details c) Sola	r Installation <b>PM-Sur</b> y	va(	
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#### STEP 14: GRIVEANCE

