

SUSTAINABLE PARTNERSHIP FOR
ROOFTOP SOLAR ACCELERATION IN
BHARAT
(SUPRABHA)

Technical Assistance Program

DISCOM User Manual
for Rooftop Solar Unified Web
Portal for the State of Meghalaya

About the Manual

Solar rooftop market is still at a nascent stage and numerous critical links are required for development of the market ecosystems for scaling of deployment. One such link is developing an online web-portal that will bring together all the stakeholders on a single platform and enable seamless communication among them. The Unified Web Portal provides that platform for all the stakeholders involved in the process of installation of grid connected solar rooftop plants. The portal aims to digitize the complete process of application, approval, and implementation of solar rooftop in the state of Meghalaya. This will avoid delays in seeking approvals and thus ensure faster installation of solar rooftop plants. Following are the main stakeholders of the solar rooftop program in Meghalaya:

- Meghalaya Energy Corporation Limited. (MeECL)
- Meghalaya Power Distribution Corporation Limited (MePDCL)
- Consumers of the Meghalaya Power Distribution Corporation Limited
- Rooftop Solar System Installers / Empaneled vendors

The purpose of this User Manual is to provide an easy-to-follow, step-by-step, comprehensive guide to assist consumers to access the UWP to facilitate Interconnection in the State of Meghalaya. The manual will guide stakeholders regarding the use of the UWP and its functionalities. The functions and the processes to be followed are described in detail to aid the user in use of the portal for seamless navigation and processing. The Unified Web Portal (UWP) was developed with the support SUPRABHA- Technical Assistance (TA) Program.

Table of Contents

DISCOM Login	4
Technical feasibility Determination.....	5
Allotment of time slot for Inspection	7
Testing, Commissioning and Synchronization of Plant.....	9
Solar Cell Login	10
Project Completion Report	11

DISCOM Login

DISCOM officers shall login to the portal using their registered email id and password using the following steps:

1. Enter registered “Email Id” and “Password” and the “captcha(text)” shown in image in the box and click on “Sign in” button as shown in figure below.

THE UNIFIED WEB PORTAL – MEGHALAYA

Meghalaya Energy Corporation Ltd.
MeECL
Transforming Meghalaya

Email

Password

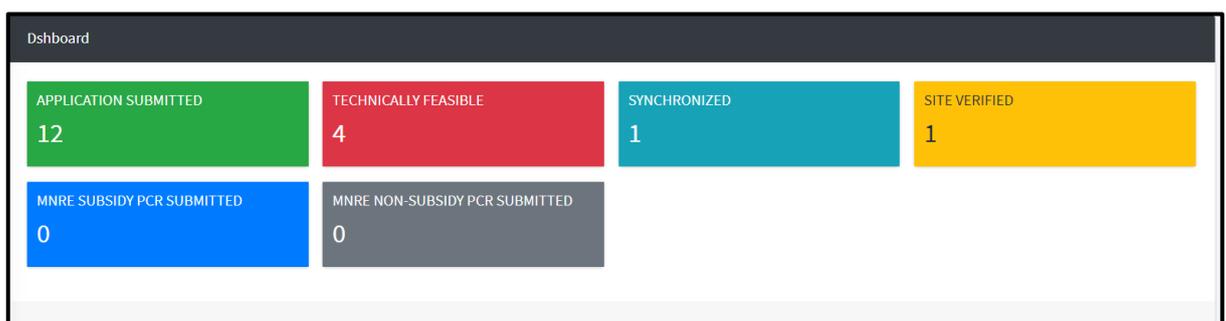
Captcha

q9VwZ

LOGIN

[New User Registration](#) [Forgot Password](#)

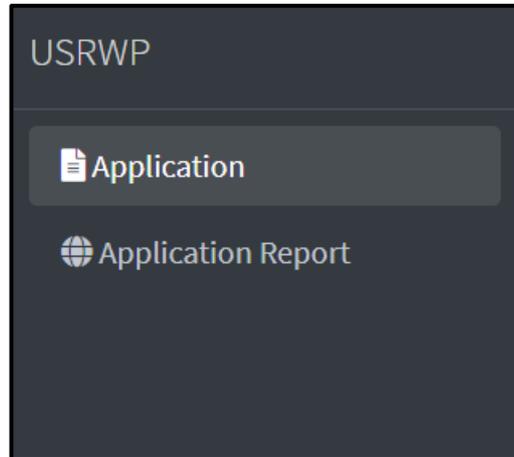
2. Once logged in, the Dashboard homepage shall appear as illustrated in Figure below.



Technical feasibility Determination

Discom shall receive the application form after submission from consumer and shall carry out the technical feasibility of the application form and subsequently either accept or rejects the application or update the necessary changes in the portal.

1. Click on the Application tab in the left menu to view the list of applications received as shown in figure below.



2. From the list of Applications, the Discom shall open the applicant's form by clicking the application form icon given against the respective applicant as shown in figure below.

Applications List					
Application No.	Applicant Name	CA Number	Status	Application Form	Action
MEC/000049	Kjnkzn Jknkj	8129	Technically Not Feasible		→
MEC/000016	Test User	2222222	Submit the Work Completion Report to MePDCL		→

3. After reviewing the application, the Discom shall proceed by clicking the arrow given under the action tab.
4. Application tracking window will open, click on the blue arrow next to technical feasibility assessment by DISCOM as shown in figure below.

Application Tracking							BACK
Process Description	Responsibilities	Name	Approval Status	Form/Formats	Documents Attached	Action	
Application Initiated	Applicant	Sidhant Sharma	Initiated				
Offline Payment of Application	Applicant	Sidhant Sharma	Uploaded		Payment Receipt		
Technical Feasibility Assessment by Discom			Not Submitted			→	

5. The page shall be redirected and the Discom shall select the status (by selecting the appropriate radio button) as 'Technically feasible' or 'Deficiencies and Technical constraints' or 'Technically not feasible' as shown in figure below.

Technical Feasibility Determination

Name Sidhant Sharma	CA Number 121
Application Number MEC/000051	Address jbjkb jhjb
Connection Type LT	Proposed Capacity(kWp) 5

Select One Option

Technically Feasibility
 Deficiencies & Technical Constraints
 Technically Not Feasible

Submit

6. In case of Deficiencies and Technical constraints, The Discom shall select the same and select the check box and enter the remarks for reason for the deficiency and click on the submit button as shown in figure below

Select One Option

Technically Feasibility
 Deficiencies & Technical Constraints
 Technically Not Feasible

This is inform you that we have recieved your above mentioned Application

Deficiencies In Payment
 Deficiencies In Application On scrutinizing the application the MePDCL has found that deficiencies exist in the application, because of the under-mentioned reason:

Technical Constraints After undertaking the technical feasibility inspection it is found that it is not feasible for the MePDCL to provide connectivity up to the applied capacity. Technical constrains exist due to the under-mentioned reason

However, the connectivity is feasible for a reduced capacity of KW

Based on this communication, the Applicant can:

1. Accept the connectivity at reduced capacity or
2. Withdraw the Application

Please complete the above query within seven days of receipt of this intimation and submit the response as per 'Response of Applicant for Removal of Deficiencies as Intimated After the Technical Feasibility'. In case you have not completed the formality within the given period, your application shall stand cancelled and paid fees, if any, shall not be refunded.

Designation of Authorized Officer
(AEE Shillong East, AEE)

Submit

7. In case of Technically not feasible, The Discom shall mention the reason and hence terminate the application as shown in figure below.

Select One Option

Technically Feasibility
 Deficiencies & Technical Constraints
 Technically Not Feasible

This is to inform you that we have received your above mentioned application and on technical scrutiny have found that:

The application is not feasible at this stage due to the following reasons:

(others if any)

The application hereby stands terminated.

Designation of Authorized Officer

(AEE Shillong East, AEE)

- If the application meets the technical feasibility, DISCOM shall select the Technical feasibility and enter the details as shown in figure below. Also upload the sanction letter and click on submit button.

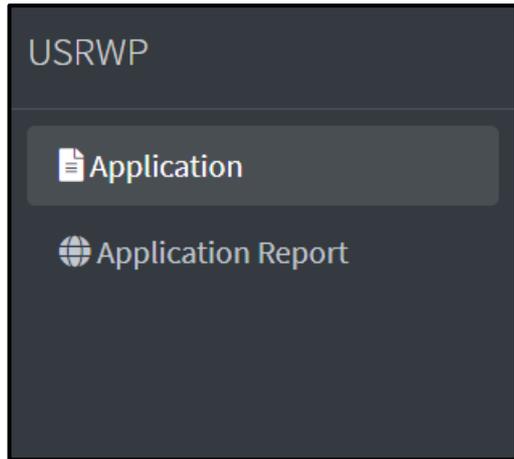
Perform for Technical Feasibility Report		Deficiencies & Technical Constraints		Technically Not Feasible	
1	Is consumer eligible for subsidy?				
A	Applicant Details			B	Subsidy O' Items/Details
1	Name of the Applicant			1	Subsidy Scheme
2	Service Connection No.			2	Rate
3	Category			3	LT
4	Distribution			4	MSDDL
5	Post number			5	Post number
6	Station			6	Station
7	Address			7	AMR/PR
8	Mobile No.			8	MSDDL/HTL
B	Distribution Transformer Details				
1	Name of DS			1	Name of the DS
2	DTF capacity in kVA			2	DTF capacity in kVA
3	Voltage ratio			3	Voltage ratio
4	Total connected load on the DTF in kVA			4	Total connected load on the DTF in kVA
5	AEE loads sanctioned as per (in kVA)			5	AEE loads sanctioned as per (in kVA)
6	Already processed loads (in kVA)			6	Already processed loads (in kVA)
7	Addition of load kVA and it on DTF (in kVA)			7	Total load on DTF (in kVA)
8	DTF generators already connected capacity in kVA			8	DTF generators already connected capacity in kVA
9	Proposed DTF generators capacity in kVA			9	Proposed DTF generators capacity in kVA
10	Addition of F and S capacity (F+S) in kVA			10	Total generation capacity (F+S) in kVA
11	Difference between load and generation capacity (L-G) -Y			11	Difference between load and generation capacity (L-G) -Y
12	Whether the transformer capacity is adequate to cater the proposed generator in addition to the existing loads and generators capacity with MSDDL and other sources (F and S)			12	Whether the transformer capacity is adequate to cater the proposed generator in addition to the existing loads and generators capacity with MSDDL and other sources (F and S)
C	Feeder Details				
1	Name of the LL/HS Feeder			1	Name of the LL/HS Feeder
2	Name of MS/LS DS from which LL/HS feeder is emanating			2	Name of MS/LS DS from which LL/HS feeder is emanating
3	Type and size of the conductor			3	Type and size of the conductor
4	Current carrying capacity of the feeder			4	Current carrying capacity of the feeder
5	Total connected DTF capacity on this LL/HS feeder (kVA)			5	Total connected DTF capacity on this LL/HS feeder (kVA)
6	DTF generators connected on this feeder (F and S) and their capacity			6	DTF generators connected on this feeder (F and S) and their capacity
7	Maximum load needed on the feeder in kVA and kVA			7	Maximum load needed on the feeder in kVA and kVA
8	Remarks			8	Remarks
9	Whether Technically Feasible or Not to Support the Power From Proposed DTF Generator			9	O' Item/DTF

Upload in Principle Sanction letter
 to the system

Allotment of time slot for Inspection

Discom shall share 3 time slots to consumer for the inspection and synchronization of the plant with the grid. The process of allotment of time slot for the inspection are:

- Click on the Application tab in the left menu to view the list of applications received as shown in figure below.



- From the list of Applications, click on the blue arrow under the action next to application with process description as Allotment of time slot for Inspection as shown in figure below.

Application Tracking							BACK
Process Description	Responsibilities	Name	Approval Status	Form/Formats	Documents Attached	Action	
Application Initiated	Applicant	Sidhant Sharma	Initiated				
Offline Payment of Application	Applicant	Sidhant Sharma	Uploaded		Payment Receipt		
Technical Feasibility Assessment by Discom	AEE	AEE Shillong East	Accepted		Sanction letter		
Uploading of PPA & Test Reports of meters	AEE	AEE Shillong East	Accepted		PPA Test Report of Meter		
Submit the Work Completion Report to DISCOM	Applicant	Sidhant Sharma	Uploading		Photo of plant Module Make and serial Nos Undertaking for DCR Content		
Allotment of time slot for Inspection	Applicant	Sidhant Sharma	Submitted			→	

- Time Slot Allotment window will open as shown in figure below, enter the 3 time slots as per the availability and click on submit button.

Time Slot Allotment

Name	CA Number
<input type="text" value="Sidhant Sharma"/>	<input type="text" value="121"/>
Application Number	Address
<input type="text" value="MEC/000051"/>	<input type="text" value="jbjkb jhjb"/>
Connection Type	Proposed Capacity(kWp)
<input type="text" value="LT"/>	<input type="text" value="5"/>

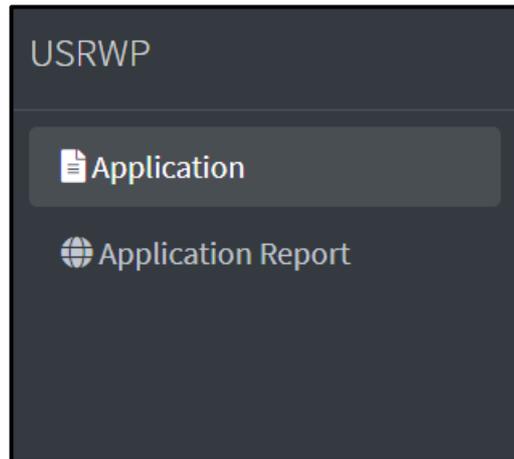
Time Slot

1st Time Slot	2nd Time Slot	3rd Time Slot
<input type="text" value="dd-mm-yyyy --:--"/>	<input type="text" value="dd-mm-yyyy --:--"/>	<input type="text" value="dd-mm-yyyy --:--"/>

Testing, Commissioning and Synchronization of Plant

DISCOM officer shall conduct the inspection and synchronization of the rooftop solar plant with the grid and fill in the synchronization letter. Follow the below steps to fill the synchronization details:

1. Click on the Application tab in the left menu to view the list of applications received as shown in figure below.



2. From the list of Applications, click on the blue arrow under the action next to application with process description as Testing, Commissioning and Synchronization of Plant as shown in figure below:

Application Tracking							BACK
Process Description	Responsibilities	Name	Approval Status	Form/Formats	Documents Attached	Action	
Application Initiated	Applicant	Sidhant Sharma	Initiated				
Offline Payment of Application	Applicant	Sidhant Sharma	Uploaded		Payment Receipt		
Technical Feasibility Assessment by Discom	AEE	AEE Shillong East	Accepted		Sanction letter		
Uploading of PPA & Test Reports of meters	AEE	AEE Shillong East	Accepted		PPA Test Report of Meter		
Submit the Work Completion Report to DISCOM	Applicant	Sidhant Sharma	Uploded		Photo of plant Module Make and serial Nos Undertaking for DCR Content		
Allotment of time slot for Inspection	Applicant	Sidhant Sharma	Submitted				
Selection of a time slot by Applicant	AEE	AEE Shillong East	Submitted	2021-02-19 01:25:00			
Testing, Commissioning and Synchronization of Plant	Applicant	Sidhant Sharma	Selected				

4. Testing, Commissioning and Synchronization of Plant window will open as shown in figure below, upload the Testing report and Plant Commissioning and Synchronization Report in the form.

Testing, Commissioning and Synchronization of Plant

Name	CA Number
Sidhant Sharma	121
Application Number	Address
MEC/000051	jbjkb jhjb
Connection Type	Proposed Capacity(kWp)
LT	5

Testing Report

Choose File No file chosen

Plant Commissioning and Synchronization Report

Choose File No file chosen

Commissioning Date

dd-mm-yyyy 

5. Select the date of commissioning and click on submit button.

Solar Cell Login

Solar Cell officers shall login to the portal using their registered email id and password using the following steps:

1. Enter registered "Email Id" and "Password" and the "captcha(text)" shown in image in the box and click on "Sign in" button as shown in figure below.

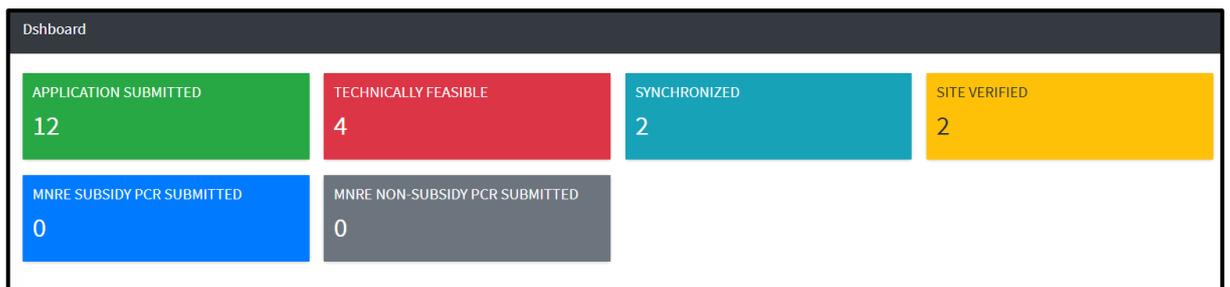
THE UNIFIED WEB PORTAL – MEGHALAYA






[New User Registration](#)
[Forgot Password](#)

2. Once logged in, the Dashboard homepage shall appear as illustrated in Figure below.

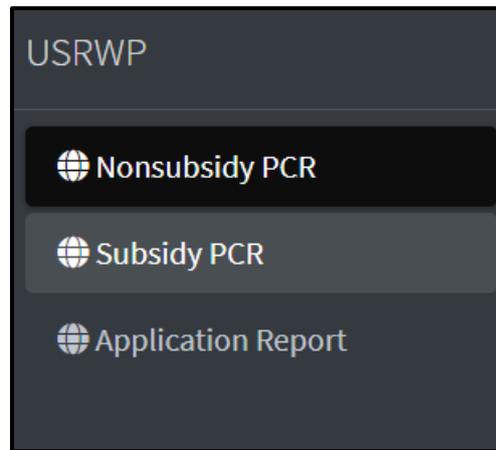


Project Completion Report

After the rooftop solar plant has been commissioned by the DISCOM, project completion report with details of the plant are required to be sent to MNRE for the disbursement of the subsidy. The process of submitting the project completion report to MNRE are:

1. Click on the Non subsidy PCR tab in the left menu to view the list of non-subsidy applications and click on Subsidy PCR tab in the left menu to view the list of subsidy

applications received as shown in figure below.



- The consumer application list will open, click on the blue arrow icon under the action column next to application you want to fill the project completion report as shown in figure below.

Subsidy PCR				
Application No.	Applicant Name	Status	PCR Code	Action
MEC/000051	Sidhant Sharma	Inter Connection Process Completed		→
MEC/000045	SIDHA Sharma	Inter Connection Process Completed		→
MEC/000018	Pranay Chaple		P21002	
MEC/000013	Pranay Chafle		P2931	

- Testing, Commissioning and Synchronization of Plant window will open as shown in figure below, fill in the project details in the form as shown in figure below.

Project Completion Report

Sanction Details

<p>Approval Number *</p> <input type="text" value="Select Approval Number"/>	<p>Financial Year of Approval *</p> <input type="text" value="Select Financial Year of Approval"/>
<p>Category of the organization / beneficiary*</p> <input type="text" value="Domestic"/>	<p>Sub Category of the organization / beneficiary*</p> <input type="text" value="Residential"/>
<p>Beneficiary's Name*</p> <input type="text" value="Sidhant Sharma"/>	<p>Beneficiary's Mobile*</p> <input type="text" value="9906346771"/>
<p>Beneficiary's Email*</p> <input type="text" value="s@sid.com"/>	<p>Telephone with STD code</p> <input type="text"/>
<p>Name of DISCOM*</p> <input type="text" value="Meghalaya Power Distribution Corporation Ltd."/>	<p>Consumer Account/Meter Number *</p> <input type="text" value="121"/>
<p>Whether beneficiary has aadhaar card</p> <input checked="" type="radio"/> Yes <input type="radio"/> No	<p>Whether beneficiary aadhaar is authenticated</p> <input checked="" type="radio"/> Yes <input type="radio"/> No

Installation Details

Address of Installation*

Pincode*

District*

State*

Project Details

Capacity type

Rooftop only Rooftop plus ground

Capacity in kW unit *

Commissioning Date *

Project Model & Cost

Project Model

CAPEX RESCO

Total Cost *

Project Model & Cost

CFA. Central Financial Assistance from MNRE *

Inverter and PV Module Details

Inverter capacity(kW):	Inverter make:	Module capacity(Wp):	Number of module :
<input type="text" value="1"/>	<input type="text" value="ABB INDIA LIMITED"/>	<input type="text" value="1"/>	<input type="text" value="1"/>

Address Latitude *

Address Longitude *

Agency/Developer name*

Declaration*

I declare that the submitted information is true in best of my knowledge.

4. After entering the details click on the submit button.
5. After the submission of PCR form, verify the uploaded documents and submit them.

