



ADB TECHNICAL ASSISTANCE PROGRAM Consumer User Manual for Solar Rooftop Portal – KSEB





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TABLE OF CONTENTS

List c	of Figures	••
List c	of Tables	
List c	of Acronyms	
Abou	it the Manual	
1	Consumer Registration Process	1
1.1	Registration	1
1.2	Applicant's Dashboard	3
1.3	Stages of Application Processing	5
2	Interconnection and Subsidy Process	7
2.1	Application	7
2.2	Action and Tracking Through 'Track Solar Rooftop Application' for Applicants	9

LIST OF FIGURES

Figure 1: Login Page of the Portal	Ĺ
Figure 2: Enter Mobile Number and Email ID for Registration	<u>)</u>
Figure 3: Enter OTP Received on Mobile Number for Registration	2
Figure 4 : Registration Confirmation Page	3
Figure 5: Registered Applicant's Dashboard	3
Figure 6 : Registered Applicant's Menu Bar	f
Figure 7: Selection of Applying With or Without Subsidy for Residential and RWA	
Consumers4	F
Figure 8: Application for Non-Residential Consumers	5
Figure 9: EoI Submission Form	5
Figure 10: Application Form 1(A) — Part 1	7
Figure 11:Application Form 1(A) — Part 2	3
Figure 12: Application Fee Payment Page	3
Figure 13: Acknowledgement and Notification on Submitting Application – Form 1(A))
Figure 14: Track Solar Rooftop Application After Submission of Form 1(A)10)
Figure 15: Application Status Update on Applicant's Dashboard10)
Figure 16: Submit Documents for Registration1	L
Figure 17: Upload Documents for Registration12	<u>)</u>
Figure 18: Track Solar Rooftop Application - Registration Fee Payment	3
Figure 19: Registration Fee Payment13	3
Figure 20: Submit Form 414	ŀ
Figure 21: Project Completion Report – Part 115	5
Figure 22: Project Completion Report – Part 210	5
Figure 23: Project Completion Report – Part 310	5
Figure 24: Enter Details of Inverter and SPV Module12	7
Figure 25: Project Completion Report- Part 418	3
Figure 26: Intimation of Testing to Consumer18	3
Figure 27: View Shortfall of Testing of SPV Power Plant)
Figure 28: View and Download Test Certificate)

LIST OF TABLES

Table 1: Interconnection Process Stage List	6
Table 2: Upload Documents - Document for Registration	12
Table 3: Upload Documents - Project Completion Report	17

LIST OF ACRONYMS

Acronyms	Definition
AD	Additional Director
ADB	Asian Development Bank
AE	Assistant Engineer
CFA	Central Financial Assistance
DCR	Domestic Content Requirement
DISCOM	Distribution Company
EE	Executive Engineer
ЕоІ	Expression of Interest
GPS	Global Positioning System
GRPV	Grid-Connected Solar Rooftop Photovoltaic
IEC	International Electrotechnical Commission
IS	International Standard
KSEBL	Kerala State Electricity Board Ltd.
kWp	Kilowatt-Peak
MNRE	Ministry of New and Renewable Energy
MW	Megawatt
NSM	National Solar Mission
O&M	Operations and Maintenance
PCR	Project Completion Report
PV	Photovoltaic
RE	Renewable Energy
RWA	Resident Welfare Association
SPV	Solar Photovoltaic
Wp	Watt-Peak

ABOUT THE MANUAL

The Ministry of New and Renewable Energy (MNRE) has proposed state-wise targets for gridconnected solar rooftop projects under the National Solar Mission (NSM). Kerala has a target of installing 800 megawatt (MW) of grid-connected solar rooftop projects. To ensure installation in a time-bound manner, transparent interaction of the Distribution Company (DISCOM) and its Consumers is essential.

To enable rapid deployment of solar rooftop systems in Kerala, a Unified Single Window Clearance Portal for processing Solar Rooftop Photovoltaic (PV) Application named 'Solar Rooftop Portal – KSEB' is developed under the support of the Asian Development Bank (ADB) for Grid-Connected Solar Rooftop PV (GRPV). The Portal shall enable the Consumers of Kerala State Electricity Board Ltd (KSEBL) to approach KSEBL to interconnect their solar rooftop system with the grid and eligible Consumers can avail subsidy from KSEBL.

This portal shall enable the following stakeholders to interact through the portal:

- KSEBL
- Consumers who register as Applicants
- Developers

The purpose of this Consumer Help Manual is to assist Consumers in using the Portal through a step-by-step detailed guide. This manual will guide Consumers regarding the use of the Portal. The functions and the processes to be followed are described in detail to aid the user in the use of the Portal. Once registered, the Consumers may seek the help of system installer in navigating through the online process of the Portal.

1 CONSUMER REGISTRATION PROCESS

This section defines the online registration process for the Consumers of KSEBL

1.1 REGISTRATION

Consumers shall mandatorily register themselves on the portal to apply online for grid connectivity of the solar rooftop system by following the below-mentioned steps.

- 1. Access the website of the Portal.
- 2. Click on the 'Login' tab to access the login page.
- 3. Enter Consumer Number in the space provided and click on 'Enter' for registration as shown in Figure 1. Consumers who are already registered can login by clicking 'Login here' as shown in Figure 1.



Figure 1: Login Page of the Portal

4. A page shall appear displaying the status of the Consumer as Active/Inactive as shown in Figure 2.

KSEB

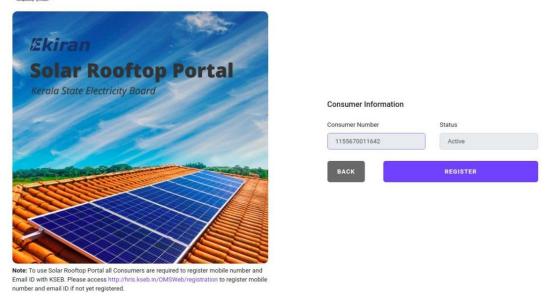


Figure 2: Verify Account Status and Registration

- 5. Click on 'Register' to generate OTP. The OTP shall be sent to Consumer mobile number registered with KSEB.
- 6. Enter OTP received and click on 'Verify' as illustrated in Figure 3.

Color Protion Portal		Enter OTP Received
Solar Rooftop Portal Kerala State Electricity Board	One Time Password (OTP) has been sent to Enter OTP	0 9048****2552
		Activate Windows Go to Settings to activate Windows.



After successful registration, the Applicant shall view the registration confirmation message as depicted in Figure 4 indicating that the registration has been successfully completed. Consumers who register on the Portal are the registered Applicants

Solar Rooftop Portal Kerala State Electricity Board	Confirmation Message
1 1 10	Registration Successful. You have successfully registered to KSEB Solar Rooftop Portal as Consumer.
	Please click below to login into the portal.
	Activate Windows Go to Settings to activate Windows.

Figure 4 : Registration Confirmation Page

The registered Applicants can login to the portal by clicking on 'Log-in to USRP' in the registration confirmation message page depicted in Figure 4. Alternately, 'Login' link on the website homepage shall provide access to the Login Page.

1.2 APPLICANT'S DASHBOARD

The registered Applicant shall login on the portal using their registered Email ID and Password. Once logged in, the registered Applicant's homepage shall appear as illustrated in Figure 5.

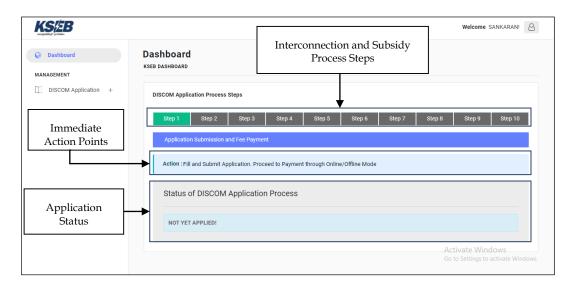


Figure 5: Registered Applicant's Dashboard

To apply, the Applicant shall click on 'DISCOM Application' menu and select 'Apply for Solar Rooftop' from the sub-menu as shown in Figure 6.



Figure 6 : Registered Applicant's Menu Bar

Alternately, click on the 'Step Number' displayed at the top of the Dashboard as shown in Figure 5 to take the next action.

The Dashboard enables tracking the 'Status of the DISCOM Application Process' through sequential 'Stages'. The active Stages shall appear 'Blue' and completed Stages shall appear 'Green'. Upcoming stages appear 'Grey'.

Only Residential and RWA Consumers are eligible to avail subsidy.

On clicking 'Apply for Solar Rooftop', through the menu bar, the screen illustrated in Figure 7 will appear for Residential and RWA Consumers, i.e., for whom the subsidy is available.

KS/EB		Welcome SANKARAN! &
Dashboard	Apply For Solar Rooftop DASHBOARD / APPLY FOR SOLAR ROOFTOP	Apply With or Without Subsidy
DISCOM Application +	Subsidy Details	
	Active Approval No. : 03/20/2014-15/GCRT Approved Capacity [kW] : 1536	Select Dne Option Eligible Consumers : Residential and Resident Welfare Astyriations
	Available Capacity [kW] : 1532 Last Date of Accepting Subsidy Applications : 15-Oct-2020	Apply With Subsidy Apply Without Subsidy Eligible Consumers can 'Apply With Subsidy' subject to availability of capacity and last date of accepting subsidy applications
Subsidy Details	For applicants eligible to receive subsidy, please file Expression of Interest (Eoi), If your proposed capacity is greater than available capacity. Note : it is mandatory for Eligible Consumers to Apply with Subsidy to be considered for receiving Subsidy.	Activate Windows

Figure 7: Selection of Applying With or Without Subsidy for Residential and RWA Consumers

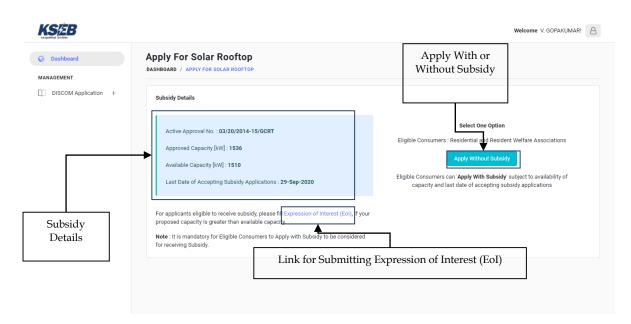


Figure 8: Application for Non-Residential Consumers

In case, the available capacity has been exhausted and Residential and RWA Consumers want to apply with subsidy, they can submit an EoI. On clicking the link for EoI, the form as illustrated in Figure 9 will appear.

Expression of Interest	×
Full Name *	Full Name
Consumer Number *	Consumer Number
Proposed Capacity (kWp) *	Proposed Capacity
	Save changes Close

Figure 9: EoI Submission Form

Note: Providing an EoI aids KSEBL in demand aggregation. Submitting the EoI will not be considered as an application for receiving subsidy. Therefore, it is mandatory for Consumers to 'Apply With Subsidy', once the capacity is available, to be considered for receiving subsidy.

1.3 STAGES OF APPLICATION PROCESSING

The following officials have access to provide approvals on various process steps elaborated in Table 1.

- 1. Assigned Officer through the KSEB Billing Software
- 2. Soura Team through the Solar Rooftop Portal
- 3. Testing Team through the Solar Rooftop Portal

The whole process is carried out in a single process flow that contains two different processes, i.e., Interconnection process and Subsidy process. The list of Stages for Interconnection process and Subsidy process on the Portal and approvers for each Stage is provided in Table 1. The roles and description of Applicant at specific Stages are provided in Chapter 2.

Stage No.	Stage Description	Approver/Applicant	Mandatory
1	Fill and Submit DISCOM Application Form	Applicant	Yes
2	Payment of Application Fee	Applicant	Yes
3	Technical Feasibility Determination	Assigned Officer	Yes
4	Submission of Documents	Applicant	Yes
5	Payment of Registration Fee	Applicant	Yes
6	Submission of Project Completion Report with Documents	Applicant	Yes
7	Intimation of Testing Date	Testing Team	Yes
8	Issuance of Test Certificate	Testing Team	Yes
9	Agreement Signing, Meter Installation and Joint Inspection	Assigned Officer	Yes
10	Submission of Project Completion Report to MNRE - SPIN Portal by Soura Team	Applicant	Yes
11	Process Completed		

Table 1: Interconnection Process Stage List

2 INTERCONNECTION AND SUBSIDY PROCESS

This chapter provides insights into the online process for installation of GRPV system connecting it to the DISCOM grid and availing subsidy from KSEBL.

2.1 APPLICATION

The Applicant is required to submit Application Form 1(A) for installation of GRPV system and connecting it to the DISCOM. Application Form 1(A) is developed under the heads of Consumer Details, Communication Details, Proposed GRPV system Details and Installing Agency Details.

Dashboard	Solar Rooftop Applica	ntion				
MANAGEMENT	DASHBOARD / SOLAR ROOFTOP APPL	CATION				
DISCOM Application +	Application to Seek Connectivity of	f Renewable Energy System				
	Name of Consumer					
Details Fetched	SANKARAN	SANKARAN				
From Database of	Telephone No. Residential	Telephone No. Mobile	E-mail add	dress		
KSEBL Except	Telephone No.	9495005923	arunku	marvijayan89@gmail.com		
Residential	Full Address of Consumer					
Telephone	MAVILAYIL VEEDU, MUNDAKKA	MAVILAYIL VEEDU, MUNDAKKAL, M C NO 651, KOLLAM				
Number Which						
can be Added	Consumer Number		Consumer Category	h		
	1145580009844		Consumer Category	Activate Windows		

Figure 10: Application Form 1(A) – Part 1

The steps to be followed while filling Application Form 1(A) are as follows:

 Most of the details are fetched directly from database of KSEBL as shown in Figure 10. Residential telephone number can be added by applicant.

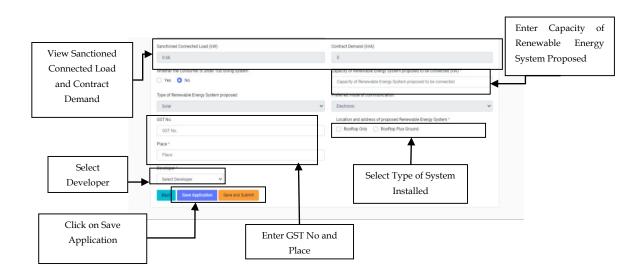


Figure 11:Application Form 1(A) - Part 2

- 2. The registered Applicant shall then provide the following details as illustrated in Figure 11.
 - i. Enter capacity of renewable energy system proposed to install.
 - ii. Enter GST number and place.
 - iii. Select type of solar power system.
 - iv. Select the 'Vendor' from the drop-down list as depicted in Figure 11.
- 3. Click on 'Save Application' button.
- After saving application click on 'Save and Submit' button to submit Application Form 1(A) a payment page will appear as depicted in Figure 12.

Application Details		
Application Number	3121020000006	
Name	CHANDRAN K V	
Consumer Number	1155671003347	
Application Fees To Be Paid		
Application Fees	1000	
SGST	90	
CGST	90	
Flood Cess	10	
Total Bill Amount	1190	
Payment Type		
Online Offline		

Figure 12: Application Fee Payment Page

5. Proceed with Online/Offline payment. After payment an Acknowledgement is generated as depicted in Figure 13.

Dashboard MANAGEMENT	Acknowledgement Receipt		
Apply for Solar Rooftop	Application to Seek Connectivity of Renewable Ene	rgy System	
Track Application	Application Number	3121020000006	
	Name	CHANDRAN K V	
Click Here to	Consumer Number	1155671003347	
Download	Transaction Status	success	
	Transaction Id (Token)	1361211883	
Acknowledgement	Date	04-02-2021	
Receint	Time	11:49 AM	
	Application Fee Paid (INR)	1190	
	Mode of Payment	Online	
	Solar Plant Capacity (kW)	1	

Figure 13: Acknowledgement and Notification on Submitting Application – Form 1(A)

6. On submission of Application Form 1(A) a successful submission, notification will appear.

2.2 ACTION AND TRACKING THROUGH 'TRACK SOLAR ROOFTOP APPLICATION' FOR APPLICANTS

After successful submission of Application Form 1(A), the registered Applicant shall view and perform further steps via 'Track Solar Rooftop Application' page. The 'Track Solar Rooftop Application' page will allow the Applicant to access the history and progress of the solar rooftop application at various stages. It will also provide access to the Applicant to download/view the approvals received, documents uploaded by the Applicant and KSEBL.

Access the 'Track Solar Rooftop Application' page for further actions as follows:

- 1. Go to 'DISCOM Application' menu and select 'Track Solar Rooftop Application' from the sub-menu. The page as illustrated in Figure 14 shall appear.
- On the 'Track Solar Rooftop Application' page, the Applicant shall view 'Process Description', 'Responsibilities', 'Name', 'Attached Documents', 'Status', 'Remarks' and 'Action'. The Applicant shall perform necessary action by clicking the icon provided under 'Action'.
- 3. The process proceeds through Stages described in Table 1.

KSÆB					We	elcome V. GANG	GADHARAN!
Q Dashboard	Track Solar Rooftop A DASHBOARD / TRACK APPLICATION	Application					
MANAGEMENT DISCOM Application – Apply for Solar Rooftop	Process Description for Solar Roo	ftop Application	Click to Download Form				lick to load Forn
Track Application	ightarrow Note: Click on -> to proceed	ed further	irther 1(B)			1(A) as PDF	
1	Process Description	Responsibilitie	s Name	Attached Documents	Status	Remarks	Action
Click on 'DISCOM	Application Submission and Fee Payment	Applicant	V. GANGADHARAN	Form 1(B)	Submitted		
`Application' and Then 'Track Solar	Technical Feasibility Determination	Assigned Office	er Assigned Officer		In Progress		÷
Rooftop Application'	Document Submission by Applicant	Applicant					

Figure 14: Track Solar Rooftop Application After Submission of Form 1(A)

Stage 1: Fill and Submit DISCOM Application Form

- 1. The Interconnection process for connecting the GRPV system to the grid can be tracked under this section. To download the submitted Form 1(A) as PDF, click the icon under 'Action' as shown in Figure 14.
- 2. Alternately, the Web form of Form 1(A) can be viewed in 'Apply for Solar Rooftop' sub-menu.
- 3. On submission of Form 1(A), the Applicant's Dashboard is updated as illustrated in Figure 15 that illustrates that the application form has been 'Submitted' to the Assigned Officer and remitted the application fee

KSEB	Welcome S. GOPALAN ASSAN!	
© Dashboard	DISCOM Application Process Steps	
MANAGEMENT	Step 1 Step 2 Step 3 Step 4 Step 5 Step 6 Step 7 Step 8 Step 9 Step 10	
DISCOM Application +	Technical Feasibility Determination	
	Action : KSEB Response Awaited	
	Status of DISCOM Application Process	
	Technical Feasibility Determination Status - Pending	
	Application Submission and Fee Payment	
	Status - Submitted [27-Sep-2020] Activate Windows Go to Settings to activate Windowss Go to Settings to activate Windowss	

Figure 15: Application Status Update on Applicant's Dashboard

Stage 2: Payment of Application Fee by Applicant

Applicant shall remit application fee to KSEBL online or offline mode.

Stage 3: Technical Feasibility Determination

Feasibility of GRPV system applied by the Consumer would be assessed by the Assigned Officer through KSEB Billing Software. Consumer can view the status of technical feasibility in the dashboard or by tracking the application.

Stage 4: Submission of Documents by Applicant for Registration of System.

Applicant would enter details and upload documents for registration of system.

1. Click on 'DISCOM Application' menu and select 'Track Solar Rooftop Application' from the sub-menu and click the green arrow under 'Action' as shown in Figure 16 to upload documents.

KSEB					We	elcome S. GOPAL	AN ASSAN!
	Track Solar Rooftop A DASHBOARD / TRACK APPLICATION	pplication					
DISCOM Application +	Process Description for Solar Roof					Click to Docu	
	Process Description	Responsibilities	Name	Attached Documents	Status	Remarks	Action
	Application Submission and Fee Payment	Applicant	S. GOPALAN ASSAN	Form 1(B)	Submitted		D
	Technical Feasibility Determination	Assigned Officer	Assigned Officer		Submitted		
	Document Submission by Applicant	Applicant	S. GOPALAN ASSAN		In Progress	1	>
	Registration Fee Payment	Applicant				o to Settings to a	IOWS activate Windows.

Figure 16: Submit Documents for Registration

2. The page shown in Figure 17 shall be displayed.

KSÆB	Welcome V. GANGADHARANI &
Q Dashboard	Document Submission by Applicant
MANAGEMENT	
DISCOM Application +	Scheme for Installation of the solar energy system (Single Line diagram[SLD]) * Click to Choose File and Upload Documents
	Choose file No file chosen Max file size TMB (pdf) Type Test Certificates for MCB, ELCB, fuse, inverter, etc. issued by the laboratories accredited by the National Accreditation Board For Testing and Calibration Laboratories (NABL) or by such other institutions at international level for the testing and calibration of electrical equipment * Choose file No file chosen
	Max file size 1MB (pdf) Whether consumer opts to purchase meter themselves? * Yes No Proposed date of completion of the installation *
	Click to Submit Submit Click to Submit Documents

Figure 17: Upload Documents for Registration

- 3. Consumer shall furnish the details mentioned below.
 - i. Whether Consumer opts to purchase meter themselves or not.
 - ii. Proposed date of completion of installation.
 - iii. Upload Documents (documents shall be uploaded as per Table 2)

Table 2: Upload Documents - Document for Registration

Sr. No.	Document Name	Maximum File Size (KB)	Format	Mandatory
1	Scheme for Installation or Single Line Wiring Diagram	1,024	.pdf	Yes
2	Technical Specification and Other Particulars of Grid –Tied Inverter, Manually Operated Isolating Switch, Solar Meter and Net Meter	1,024	.pdf	Yes
3	Type Test Certificate of MCB, ELCB, Fuse, Inverter	1,024	.pdf	Yes

4. Click on 'Submit' to upload documents and details to the portal.

Stage 5: Payment of Registration Fee

The Applicant shall remit registration fee online or offline which can be selected from the portal directly after submission of documents for registration.

Applicants shall follow the steps as mentioned below.

1. Click on 'DISCOM Application' menu and select 'Track Solar Rooftop Application' from the sub-menu. Click the green arrow under 'Action' related with the process of 'Registration Fee Payment' as depicted in Figure 18.

ashboard	Track Solar Rooftop A	pplication						
GEMENT	DASHBOARD / TRACK APPLICATION							
DISCOM Application –	Process Description for Solar Roo	ftop Application						
apply for Solar Rooftop								
rack Application	→ Note: Click on -> to proce	ed further						
	Process Description	Responsibilities	Name	Date of Submission	Attached Documents	Status	Remarks	Action
	Application Submission and Fee Payment (Application No. 2155671500514)	Applicant	JUBAB ROSHAN	19-12-2020	Form 1(B)	Submitted		2
	Technical Feasibility Determination	Assigned Officer	Assigned Officer	19-12-2020	Technical Feasiblity Report	Submitted		
	Document Submission by Applicant	Applicant	JUBAB ROSHAN	19-12-2020		Submitted		
	Registration Fee Payment	Applicant	JUBAB ROSHAN			In Progress		÷
	Project Completion Report Submission by Applicant (Target date - 19-12-2021)	Applicant				lick to for egistratior		

Figure 18: Track Solar Rooftop Application - Registration Fee Payment

2. The page depicted in Figure 19 shall be displayed. Fees shall be calculated based on system size.

KSEB			Welcome JUBAB ROSHAN!
Dashboard MANAGEMENT	Registration Fee Payment		
DISCOM Application –			
Apply for Solar Rooftop	Registration Fees	6000	
Track Application	SGST	540	
	CGST	540	
	Flood Cess	60	
	Total Bill Amount	7140	
	Payment Type Online Offline Make Payment		

Figure 19: Registration Fee Payment

3. Select mode of payment online or offline.

Stage 5: Submit Project Completion Report with Documents to DISCOM

The Applicant will update the Project Completion Report (PCR) after the plant has been installed. The steps to submit PCR are as under:

- 1. Click on 'DISCOM Application' menu and select 'Track Solar Rooftop Application' from the sub-menu.
- 2. Click the green arrow under 'Action' as shown in Figure 20.

Welcome S. GOPALAN ASSAI							
S Dashboard	→ Note: Click on> to proce	ed further					
MANAGEMENT				Attached			
DISCOM Application +	Process Description	Responsibilities	Name	Documents	Status	Remarks	Action
	Application Submission and Fee Payment	Applicant	S. GOPALAN ASSAN	Form 1(B)	Submitted		ß
	Technical Feasibility Determination	Assigned Officer	Assigned Officer		Submitted		
	Document Submission by Applicant	Applicant	S. GOPALAN ASSAN		Submitted		ß
	Registration Fee Payment	Applicant	S. GOPALAN ASSAN		Submitted		
	Project Completion Report Submission by Applicant	Applicant	S. GOPALAN ASSAN		In Progress	7	→
	Intimation of Testing Date	Testing Team			Submit Ac m 4 Go	tivate Wind	ows activate Windo
	Issuance of Test Certificate	Testing Team	L				

Figure 20: Submit Form 4

- 3. Project Completion Report will be displayed as shown in Figures 21 to 25. The Applicant shall view following details as displayed in Figure 21.
 - i. Sanction details
 - ii. Interconnection details
 - iii. Beneficiary details
 - iv. Installation details
 - v. Address for communication

Sizes			Welcome S. GOPALAN ASSAN!
Dashboard	Project Completion Report Su dashboard / project completion report submi		
AGEMENT			
DISCOM Application +	Sanction Details		
	Approval No	Year of Approval	
	03/20/2014-15/GCRT	2014-2015	
	Installed by Developer		
	Vishalji LQ	~	
	Interneting Dataile		
	Interconnection Details		
	Name Of DISCOM	Consumer A/C No.	
	KSEB	1145580010304	
	Beneficiary Details	Category of the organization / beneficiary	Sub Category of the organization / beneficiary
	S. GOPALAN ASSAN	Commercial V	
	Email ID	Mobile	Telephone No.
	arunkumarvijayan89@gmail.com	9048452552	9048452552
	Where beneficiary has aadhaar card?	Whether beneficiary aadhaar is authenticated?	
	🔿 Yes 🔹 No	🔿 Yes 🔹 No	
	Installation Details		
	Address of Installation *	Pincode of Installation *]
	KULANGARA VEEDU, MUNDAKKAL, KOLLAM	Pincode of Installation	Enter Pincode
	State	District *	and District

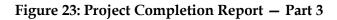
Figure 21: Project Completion Report – Part 1

- 4. Applicant shall provide the details as mentioned below and displayed in Figure 22 and 23.
 - i. Enter Pincode and district of installation.
 - ii. Select whether the installation is rooftop or ground mounted and enter capacity of each type.
 - iii. Select project model CAPEX or RESCO from the drop down box and enter total cost of installation.
 - iv. Envisaged amount as Central Finance Assistance from MNRE.
 - v. Latitude and Longitude of Installation.
 - vi. Enter details of grid -tied inverter and solar PV module.

legt godans			Welcome S. GOPALAN ASSAN!
Dashboard	Project Details		
AGEMENT			
DISCOM Application +	Whether installation is * O Rooftop Only	Rooftop Plus Ground	
	Plant Capacity (kWp) (Rooftop only) *	Plant Capacity(kW) (Rooftop plus ground) *	Date of Commissioning of the plant *
	Plant Capacity (kWp) (Rooftop only)	Plant Capacity(kW) (Rooftop plus ground)	28-09-2020
	Note: if you select 'Rooftop Plus Ground', please	e provide the capacity installed on Rooftop as well.	
	Project Model & Cost		
	Project Model *	Total Cost of Installation (in INR) *	
	CAPEX	✓ Total Cost of Installation	
	[If you choose RESCO model, provide Solar Tari	iff]	
	Means of Finance		
	Envisaged Central Financial Assistance from M	INRE (in INR) *	
		INRE (in INR) *	
	Envisaged Central Financial Assistance from M		
	Envisaged Central Financial Assistance from M Envisaged Amount		
	Envisaged Central Financial Assistance from M Envisaged Amount	Info	

Figure 22: Project Completion Report – Part 2

KSEB				Welcome S. GOPALAN	
Q Dashboard					
MANAGEMENT	Inverter and PV Module				
DISCOM Application +	Sr. Inverter Capacity/Power(W) Inverter Make		No. Of Modules	Capacity of each module (Wp)) Action
	Cumulative Capacity/Power of PCU/Inverters (kW)	0 Cu	mulative Capacity/Power of PV/Mo	odules (kWp)	0
		Click He	ere to Add Invert	er and PV	
	Add Inverter and PV Module		Module Details		
	Documents to be uploaded				
	Note: Energization Certificate of Electrical Inspector mandatory	r in case system is > 10kW			
	Energization Certificate Photo	of Beneficiary *	Electricity E	biscom Bill *	
		oose file No file chosen le size 200kb (.jpg)	Choose fi Max file size	le No file chosen 1MB (.pdf)	۲



- 5. To add details of inverter and SPV module click on 'Add Inverter and PV Module' as depicted in Figure 23 that will directed to another window as displayed in Figure 24.
 - i. Enter capacity of inverter in watts and select make from the drop down box.
 - ii. Provide number of modules and capacity of each module in watt peak.
 - iii. Click on 'Save' to submit details.

KS EB				Welcome V. GANG	GADHARAN!
Dashboard	Inverter and PV Module				
MANAGEMENT	Sr. In Inverter and PV m	odule details	×	Capacity of each module (Wp)	e Action
	Cumula Inverter Capacity/Pow	er(W) *	y/Power o	f PV/Modules (kWp)	0
	Inverter Make *	POWER ONE MICRO SYSTEM P	~		
	Add Inv No. Of Modules *				
	Capacity of each mode	ule (Wp) *			
	Note: Ene	Close	ave		
	Energizat		Electric	ity Discom Bill *	
	Choose file No file chosen	Choose file No file chosen	Cho	ose file No file chosen	۲
	Max file size 1MB (.pdf)	Max file size 200kb (.jpg)	Max file		ws
	Undertaking for DCR Content *	Statement of Expenditure *	Convo	Go to Settings to ac	

Figure 24: Enter Details of Inverter and SPV Module

6. Consumer shall upload documents as enlisted in Table 3.

Table 5. Optoau Documents - Hojeet Completion Report	Table 3: Upload	Documents - Proje	ct Completion Report
--	-----------------	--------------------------	----------------------

Sr. No.	Document Name	Maximum File Size (KB)	Format	Mandatory	
1	Energization Certificate	1,024	.pdf	Only for plants above 10 kW	
2	Photo of Beneficiary	200	.jpeg	Yes	
3	Electricity DISOM Bill	1,024	.pdf	Yes	
4	Undertaking of DCR Content	1,024	.pdf	Yes	
5	Statement of Expenditure	1,024	.pdf	Yes	
6	Copy of the Invoice	1,024	.pdf	Yes	
7	Module Capacity/Power(Wp)	1,024	.pdf	Yes	
8	Undertaking of Consumer	1,024	.pdf	No	
9	Additional Document	1,024	.pdf	No	
10	Site Photograph with Installation	2,048	.jpeg	Yes	

iv. Icons for uploaded documents will appear in 'Green' otherwise it will appear 'Red' as shown in Figure 25.

v. Click on 'Save' to upload documents and then 'Submit PCR' to submit Project Completion Report.

			Welcome S. GOPALAN ASSAN!
C Dashboard	Documents to be uploaded		
DISCOM Application +	Note: Energization Certificate of Electrical Ins	spector mandatory in case system is > 10kW Photo of Beneficiary *	Electricity Discom Bill *
	Choose file	Choose file No file chosen	Choose file No file chosen
	Undertaking for DCR Content *	Statement of Expenditure *	Copy of the Invoice *
	Choose file No file chosen	Choose file No file chosen	Max file size 1MB (.pdf)
	Module Capacity/Power(Wp) * Choose file No file chosen	Undertaking of Consumer Choose file No file chosen	Additional Document (If Any) Choose file No file chosen
	Max file size 1MB (.pdf)	Max file size 1MB (.pdf)	Max file size 1MB (.pdf)
	Choose file No file chosen		
	Max file size 2MB (.jpg)	motion in true in bost of an Insulation	Activate Windows
	Back Save Submit PCR		o Upload Documents and
	Back Save Submit PCR		Submit PCR Activate Windows Go to Settings to activate Windows.

Figure 25: Project Completion Report- Part 4

Stage 7: Intimation of Testing Date by Testing Team

Testing Team will schedule testing at site and intimate Applicant through the portal. To view the testing intimation Applicant shall proceed as follows.

- 1. Click on 'DISCOM Application' menu and select 'Track Solar Rooftop Application' from the sub-menu.
- 2. Click the icon of .pdf under 'Action' as shown in Figure 26 to download and view testing date and time.

KSEB							Welcome S. GOP	PALAN ASSAN!
Dashboard	ightarrow Note: Click on> to proceed furth	er						
DISCOM Application +	Process Description	Responsibilities		Name	Attached Documents	Status	Remarks	Action
	Application Submission and Fee Payment	Applicant		S. GOPALAN ASSAN	Form 1(B)	Submitted		۵
	Technical Feasibility Determination	Assigned Officer		Assigned Officer		Submitted		
	Document Submission by Applicant	Applicant		S. GOPALAN ASSAN		Submitted		ß
	Registration Fee Payment	Applicant		S. GOPALAN ASSAN		Submitted		
	Project Completion Report Submission by Applicant	Applicant		S. GOPALAN ASSAN	Application for Testing	Submitted		
	Intimation of Testing Date	Testing Team		Testing Team		Submitted		
	Issuance of Test Certificate	Testing Team Click Here to View and Do			Downlo	ad		
	Agreement Signing, Meter Installation and Joint Inspection	Assigned Officer	Chi	Testing Inti			/in	dows activate Windows
	Project Completion Report	Soura Team						

Figure 26: Intimation of Testing to Consumer

Stage 8: Issuance of Test Certificate

On testing the Testing Team can notify the Applicant with Shortfall or Issue Test Certificate.

If Shortfall

Applicant needs to resubmit PCR as per Stage 6 by clearing all defects which would found at the time of inspection if any. To view comments provided after testing the Consumer shall act as follows:

- 1. Click on 'DISCOM Application' menu and select 'Track Solar Rooftop Application' from the sub-menu.
- 2. Click on the 'Comments' icon against the 'Shortfall' tab under status of application to view defects found by Testing Team at the time of testing as illustrated in Figure 27.

Dashboard						
Dashbuaru			GANGADHARAN			
ANAGEMENT	Project Completion Report Submission by Applicant	Applicant	V. GANGADHARAN	Application for Testing	Submitted	ß
DISCOM Application +	Intimation of Testing Date	Testing Team	Testing Team		Submitted	
	Issuance of Test Certificate	Testing Team	Testing Team		Shortfall	
	Project Completion Report Submission by Applicant	Applicant	V. GANGADHARAN		In Progress	÷
	Agreement Signing, Meter Installation and Joint Inspection	Assigned Officer				_
	Project Completion Report Submission to MNRE - SPIN Portal by KSEB	Soura Team			Here to View fall of Testing	
	Interconnection Process Completed	Applicant				

Figure 27: View Shortfall of Testing of SPV Power Plant

If Successful

After completing testing successfully Testing Team will issue Test Certificate which can be viewed and downloaded from the portal.

To download Test Certificate Applicant shall proceed as mentioned below.

- 1. Click on 'DISCOM Application' menu and select 'Track Solar Rooftop Application' from the sub-menu.
- 2. Click on icon of PDF under 'Action' to view and download Test Certificate as depicted in Figure 28.

KSÆB						Welcome S. GO	PALAN ASSAN!
Dashboard	Process Description	Responsibilities	Name	Attached Documents	Status	Remarks	Action
IANAGEMENT	Trocess bescription	Responsibilities	Hume	Documenta	otatus	Kellurka	Action
DISCOM Application +	Application Submission and Fee Payment	Applicant	S. GOPALAN ASSAN	Form 1(B)	Submitted		C)
	Technical Feasibility Determination	Assigned Officer	Assigned Officer		Submitted		
	Document Submission by Applicant	Applicant	S. GOPALAN ASSAN		Submitted		Ø
	Registration Fee Payment	Applicant	S. GOPALAN ASSAN		Submitted		
	Project Completion Report Submission by Applicant	Applicant	S. GOPALAN ASSAN	Application for Testing	Submitted		ß
	Intimation of Testing Date	Testing Team	Testing Team		Submitted		
	Issuance of Test Certificate	Testing Team	Testing Team		Submitted		
	Agreement Signing, Meter Installation and Joint Inspection	Assigned Offi Clic	k Here to View	w	In Progress		+
	Project Completion Report Submission to MNRE - SPIN Portal by	Soura Team	est Certificate			tivate Win	dows activate Window

Figure 28: View and Download Test Certificate

Stage 10: Agreement Signing, Meter Installation and Joint Inspection.

Assigned Officer will conduct Inspection and install meter. Then agreement between Consumer and KSEBL shall be executed. The Joint Inspection Report can be downloaded from the tracking page after completion of this stage.

Stage 11: Submission of Project Completion Report to MNRE – SPIN Portal by Soura Team

Soura Team will submit Project Completion Report to MNRE - SPIN portal

Stage 12: Process Completed

This indicates completion of the process