



# ADB

## TECHNICAL ASSISTANCE PROGRAM

### Consumer User Manual for Solar Rooftop Portal – KSEB



## Disclaimer

---

- *The report is with reference to ADB Contract No. 144552-S53341 for TA-9187 IND: Solar Rooftop Investment Program – Development of Solar Rooftop Portal (49419-001).*
- *ADB has engaged Idam Infrastructure Advisory Private Limited (Idam Infra).*
- *This report sets forth our views based on the completeness and accuracy of the facts stated to Idam Infra and any assumptions that were included. If any of the facts and assumptions is not complete or accurate, it is imperative that Idam Infra be informed accordingly, as the inaccuracy or incompleteness thereof could have a material effect on our conclusions.*
- *While performing the work, the genuineness of all signatures and the authenticity of all original documents is assumed. The correctness or authenticity of the same have not independently been verified.*
- *While information obtained from the public domain or external sources has not been verified for authenticity, accuracy or completeness, obtained has been information, as far as possible, from sources generally considered to be reliable. Idam Infra assumes no responsibility for such information.*
- *Idam Infra has not performed an audit and do not express an opinion or any other form of assurance. Further, comments in our report are not intended, nor should they be interpreted to be legal advice or opinion.*
- *Idam Infra's views are not binding on any person, entity, authority or Court, and hence, no assurance is given that a position contrary to the opinions expressed herein will not be asserted by any person, entity, authority and/or sustained by an appellate authority or a court of law.*
- *In accordance with its policy, Idam Infra advises that neither it nor any partner, director or employee undertakes any responsibility arising in any way whatsoever, to any person other than ADB in respect of the matters dealt with in this report, including any errors or omissions therein, arising through negligence or otherwise, howsoever caused.*
- *In connection with our report or any part thereof, Idam Infra does not owe duty of care (whether in contract or in tort or under statute or otherwise) to any person or party to whom the report is circulated to and Idam Infra shall not be liable to any party who uses or relies on this report. Idam Infra thus disclaims all responsibility or liability for any costs, damages, losses, liabilities, expenses incurred by such third party arising out of or in connection with the report or any part thereof.*
- *By reading our report the reader of the report shall be deemed to have accepted the terms mentioned herein.*

# TABLE OF CONTENTS

List of Figures .....	
List of Tables .....	
List of Acronyms .....	
About 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.....	1
Figure 2: Enter Mobile Number and Email ID for Registration .....	2
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 .....	4
Figure 7: Selection of Applying With or Without Subsidy for Residential and RWA Consumers .....	4
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.....	8
Figure 12: Application Fee Payment Page.....	8
Figure 13: Acknowledgement and Notification on Submitting Application – Form 1(A) .....	9
Figure 14: Track Solar Rooftop Application After Submission of Form 1(A).....	10
Figure 15: Application Status Update on Applicant's Dashboard.....	10
Figure 16: Submit Documents for Registration.....	11
Figure 17: Upload Documents for Registration .....	12
Figure 18: Track Solar Rooftop Application - Registration Fee Payment .....	13
Figure 19: Registration Fee Payment.....	13
Figure 20: Submit Form 4.....	14
Figure 21: Project Completion Report – Part 1.....	15
Figure 22: Project Completion Report – Part 2.....	16
Figure 23: Project Completion Report – Part 3.....	16
Figure 24: Enter Details of Inverter and SPV Module .....	17
Figure 25: Project Completion Report- Part 4 .....	18
Figure 26: Intimation of Testing to Consumer .....	18
Figure 27: View Shortfall of Testing of SPV Power Plant.....	19
Figure 28: View and Download Test Certificate.....	20

## **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
EoI	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 grid-connected 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.

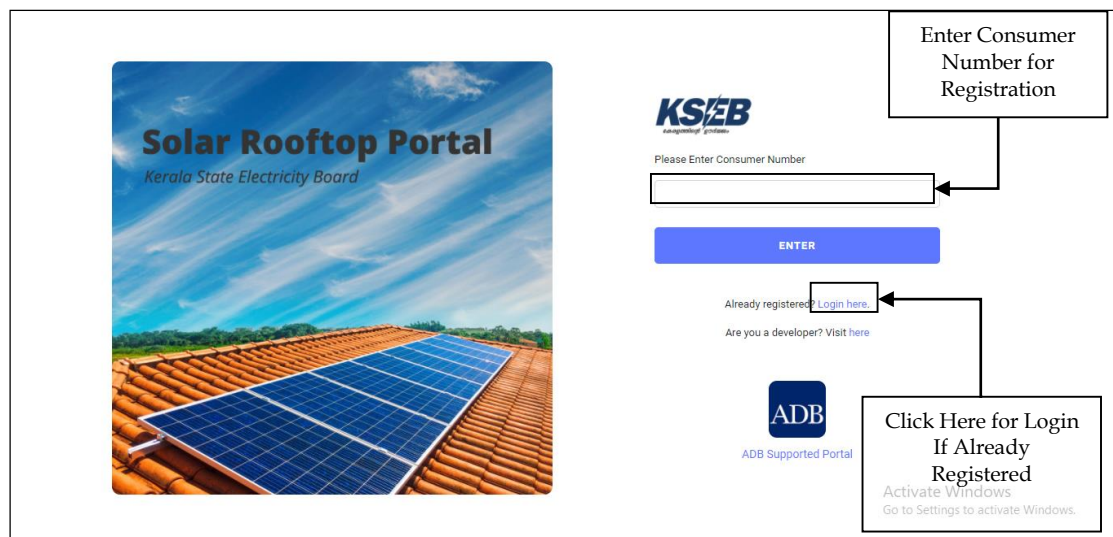
# 1 CONSUMER REGISTRATION PROCESS

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.





**Note:** To use Solar Rooftop Portal all Consumers are required to register mobile number and Email ID with KSEB. Please access <http://hris.kseb.in/OMSWeb/registration> to register mobile number and email ID if not yet registered.

#### Consumer Information

Consumer Number

1155670011642

Status

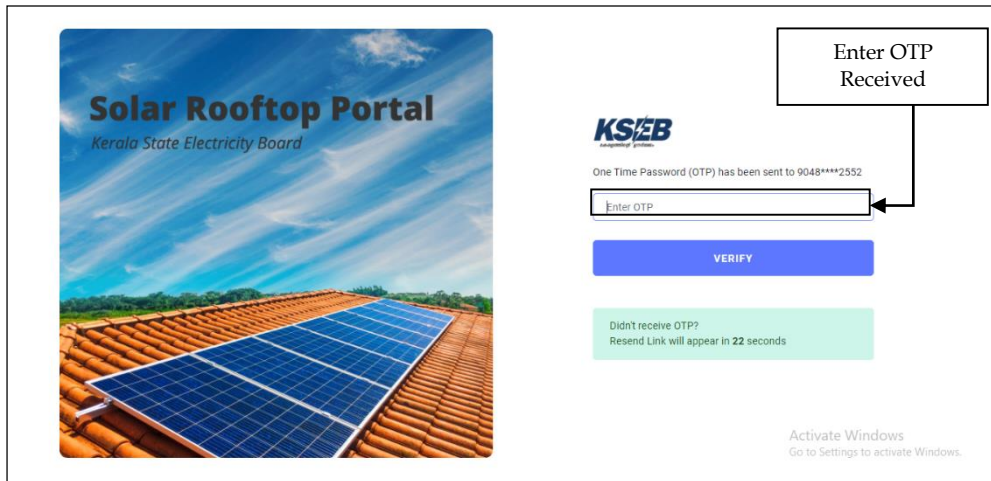
Active

BACK

REGISTER

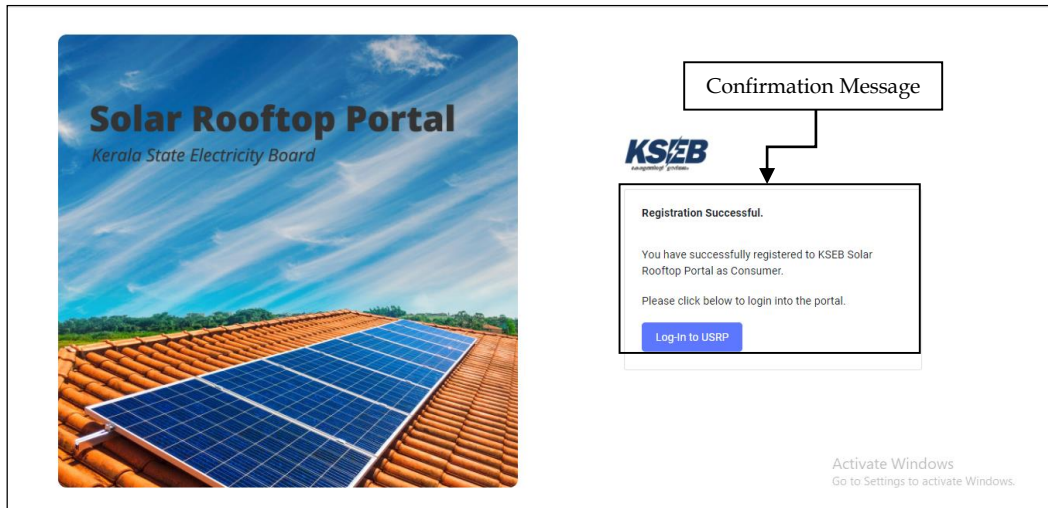
**Figure 2: Verify Account Status and Registration**

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.



**Figure 3: Enter OTP Received on Mobile Number for Registration**

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

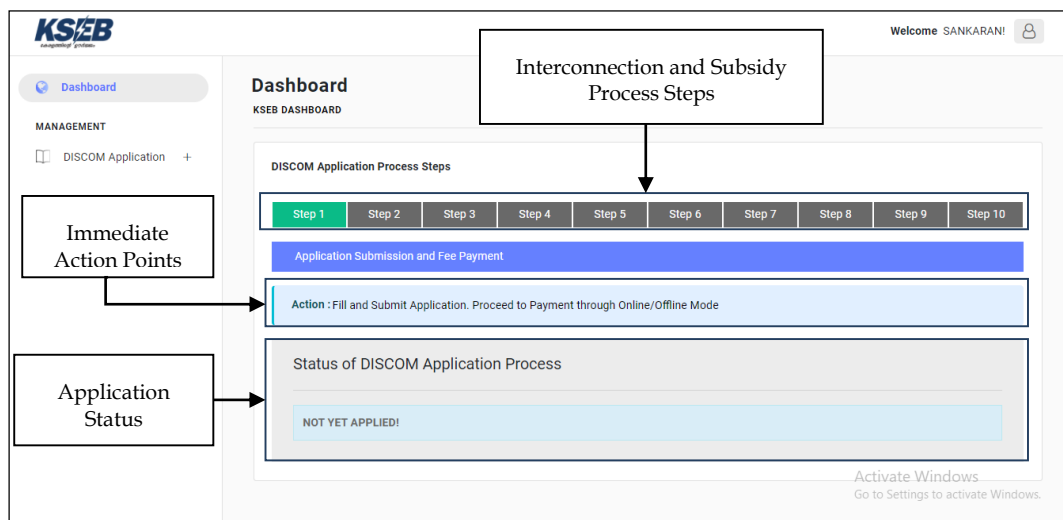


**Figure 4 : Registration Confirmation Page**

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.

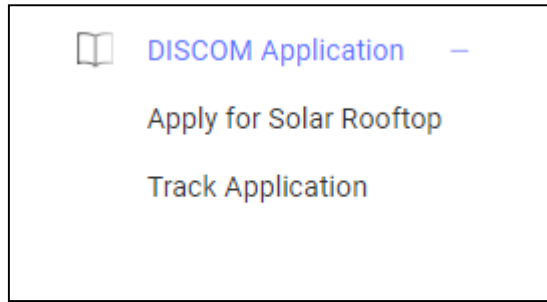
## 1.2 APPLICANT'S DASHBOARD

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.



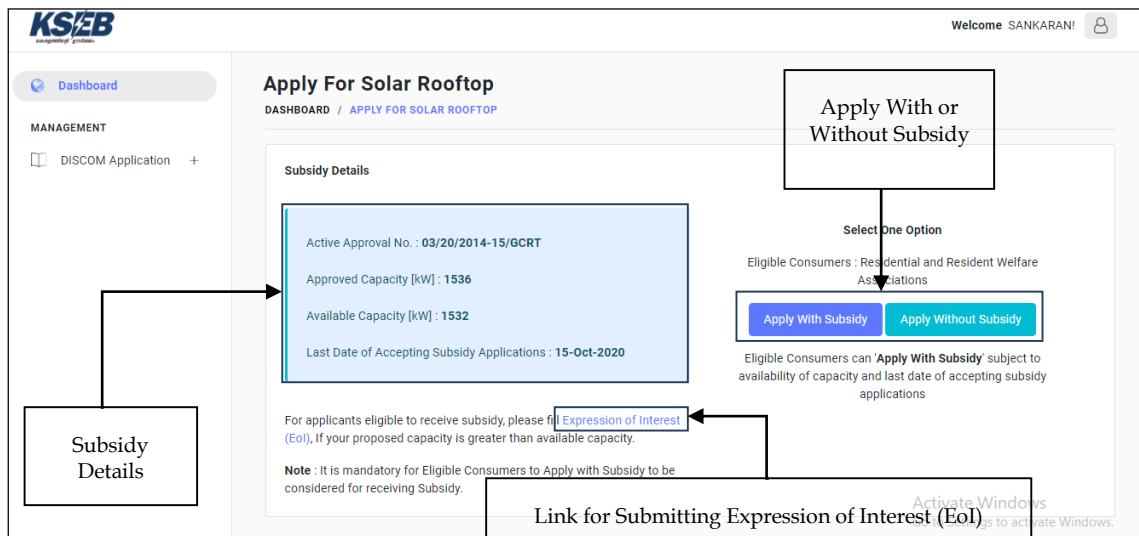
**Figure 6 : Registered Applicant’s Menu Bar**

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

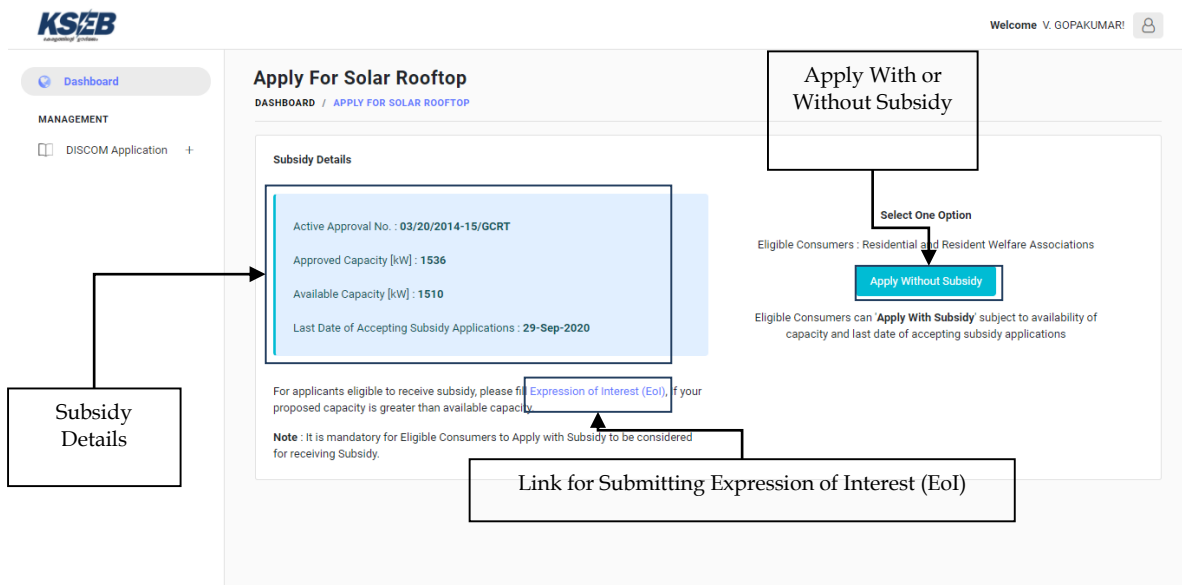
The Dashboard enables tracking the ‘Status of the DISCOM Application Process’ through sequential ‘Stages’. The active Stages shall appear ‘Blue’ and completed Stages shall appear ‘Green’. Upcoming stages appear ‘Grey’.

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.



**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.

**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.

**Table 1: Interconnection Process Stage List**

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		

## 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.

The screenshot shows the 'Solar Rooftop Application' form. The form is titled 'Application to Seek Connectivity of Renewable Energy System'. It contains the following fields:

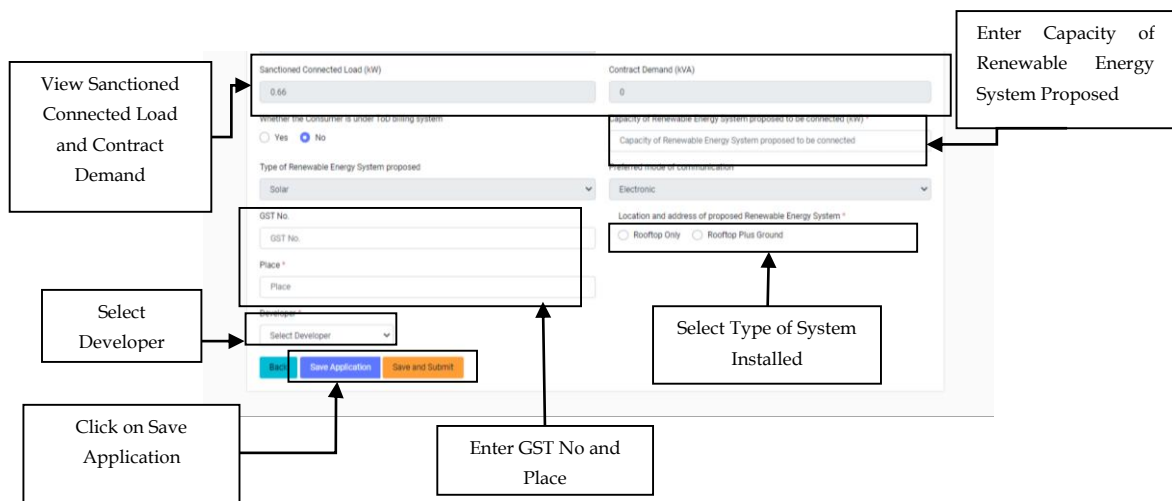
- Name of Consumer: SANKARAN
- Telephone No. Residential: Telephone No.
- Telephone No. Mobile: 9495005923
- E-mail address: arunkumarvijayan89@gmail.com
- Full Address of Consumer: MAVILAYIL VEEDU, MUNDAKKAL, M C NO 651, KOLLAM
- Consumer Number: 114558009844
- Consumer Category: Consumer Category

A callout box on the left states: 'Details Fetched From Database of KSEBL Except Residential Telephone Number Which can be Added', with an arrow pointing to the Residential Telephone No. field.

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

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

1. 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.
4. 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.

The screenshot shows the 'Application Fee Payment' page. It includes the following sections:

- Application Details:**

Application Number	3121020000006
Name	CHANDRAN K.V
Consumer Number	1155671003347
- Application Fees To Be Paid:**

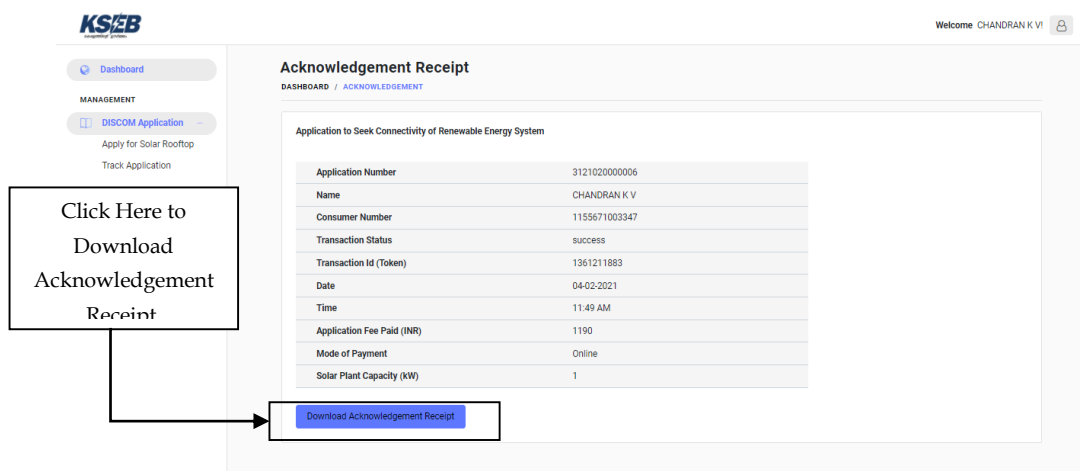
Application Fees	1000
SGST	90
CGST	90
Flood Cess	10
<b>Total Bill Amount</b>	<b>1190</b>
- Payment Type:**

Online    Offline

**Make Payment**

**Figure 12: Application Fee Payment Page**

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



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

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

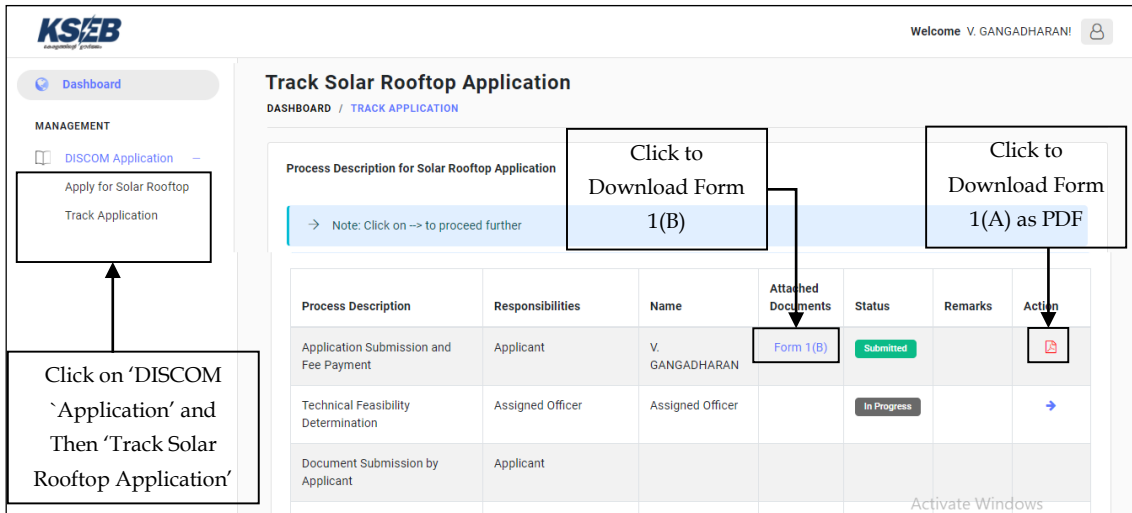
## 2.2 ACTION AND TRACKING THROUGH 'TRACK SOLAR ROOFTOP APPLICATION' FOR APPLICANTS

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:

- 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'.
- The process proceeds through Stages described in Table 1.

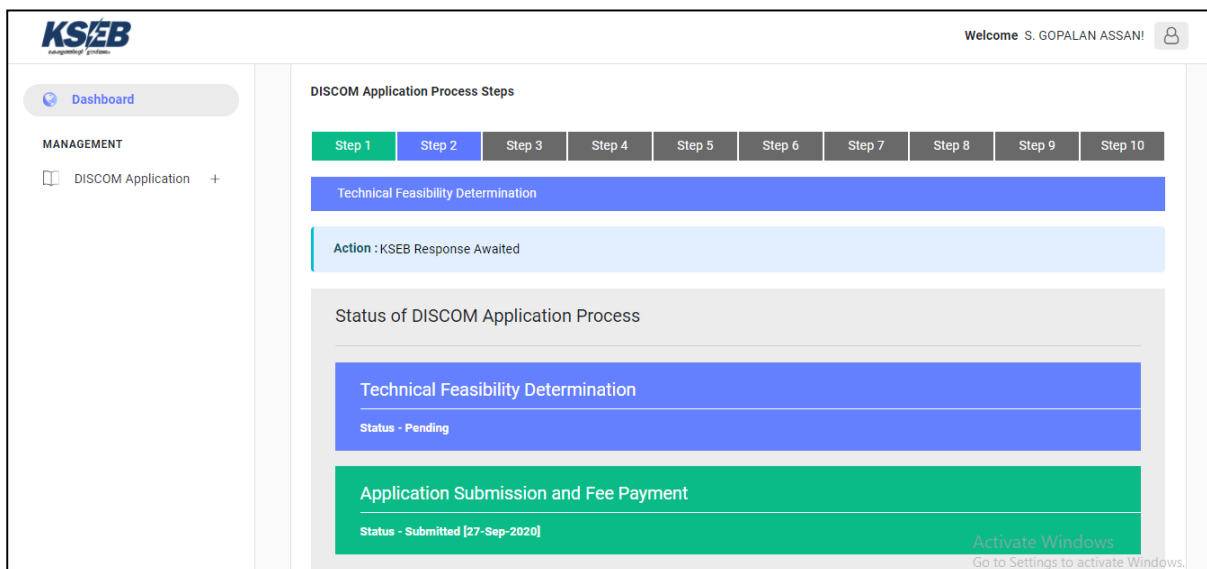




**Figure 14: Track Solar Rooftop Application After Submission of Form 1(A)**

**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



**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.

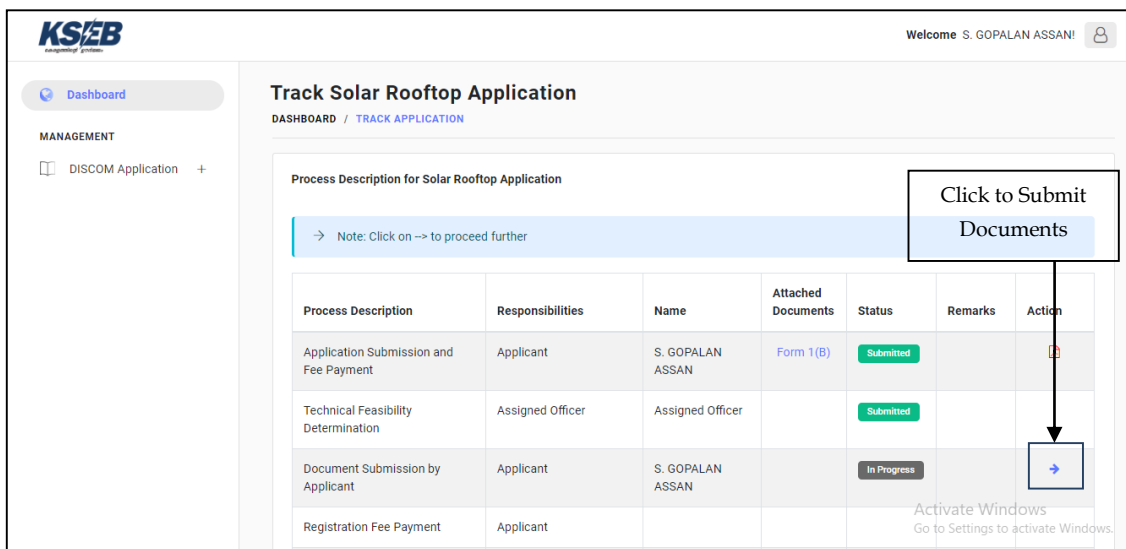
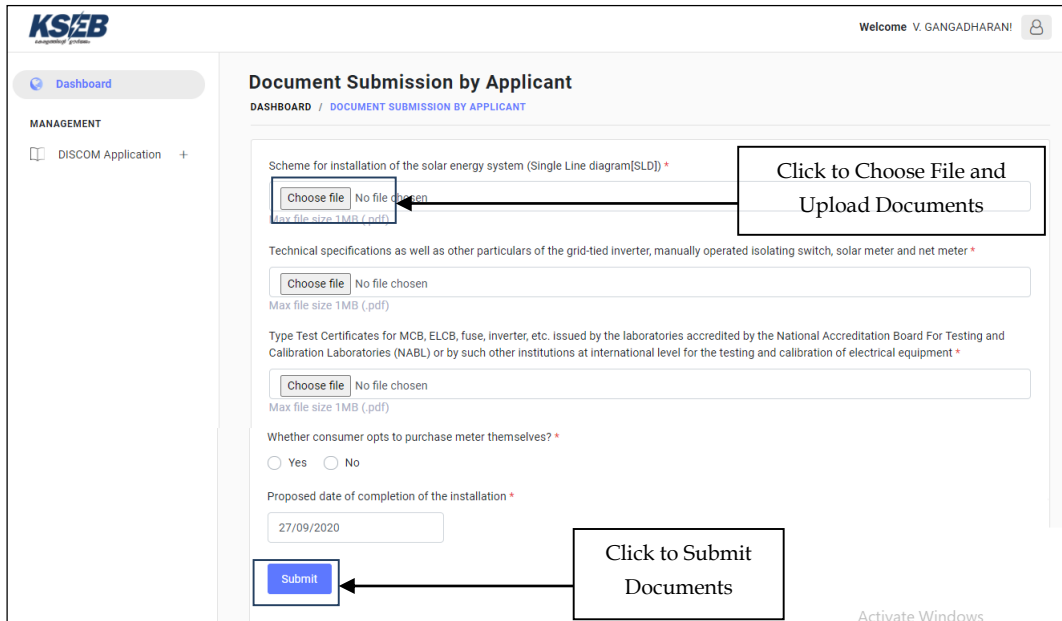


Figure 16: Submit Documents for Registration

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



**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

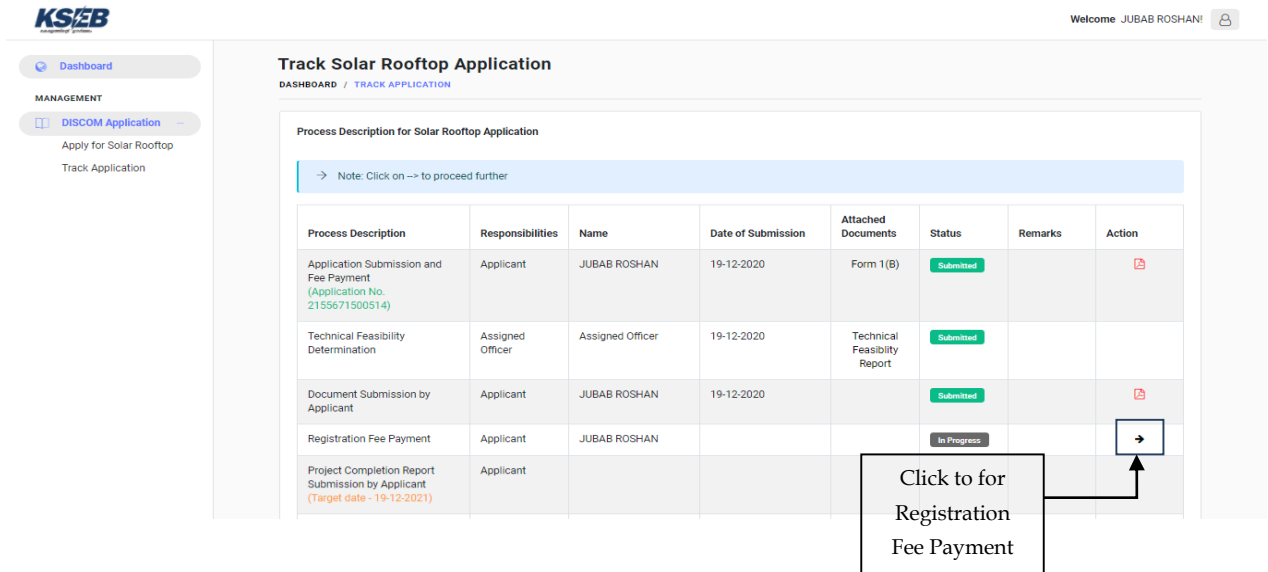
4. Click on ‘Submit’ to upload documents and details to the portal.

#### **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.

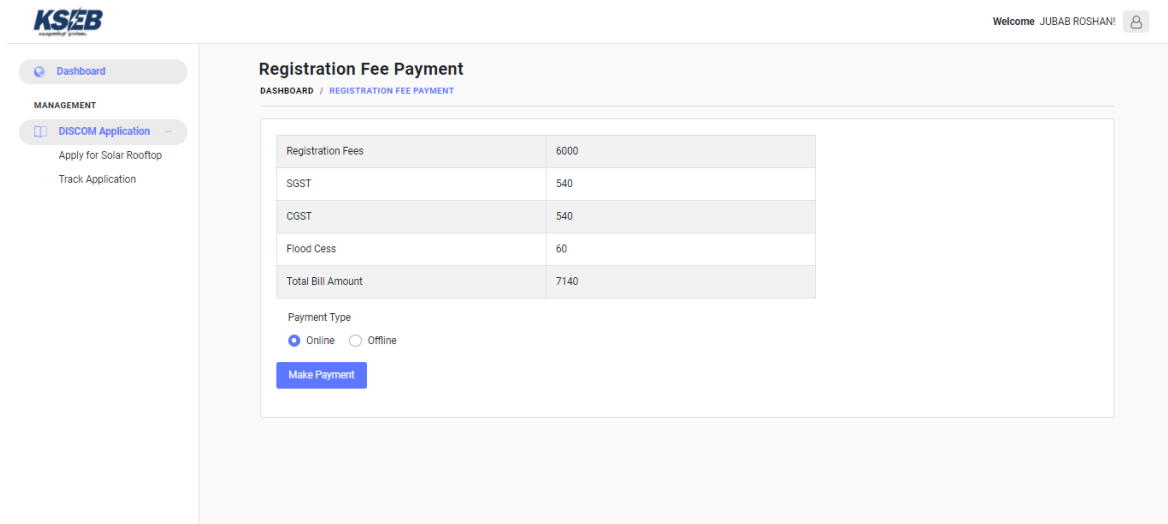
Applicants shall follow the steps as mentioned below.

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.



**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.



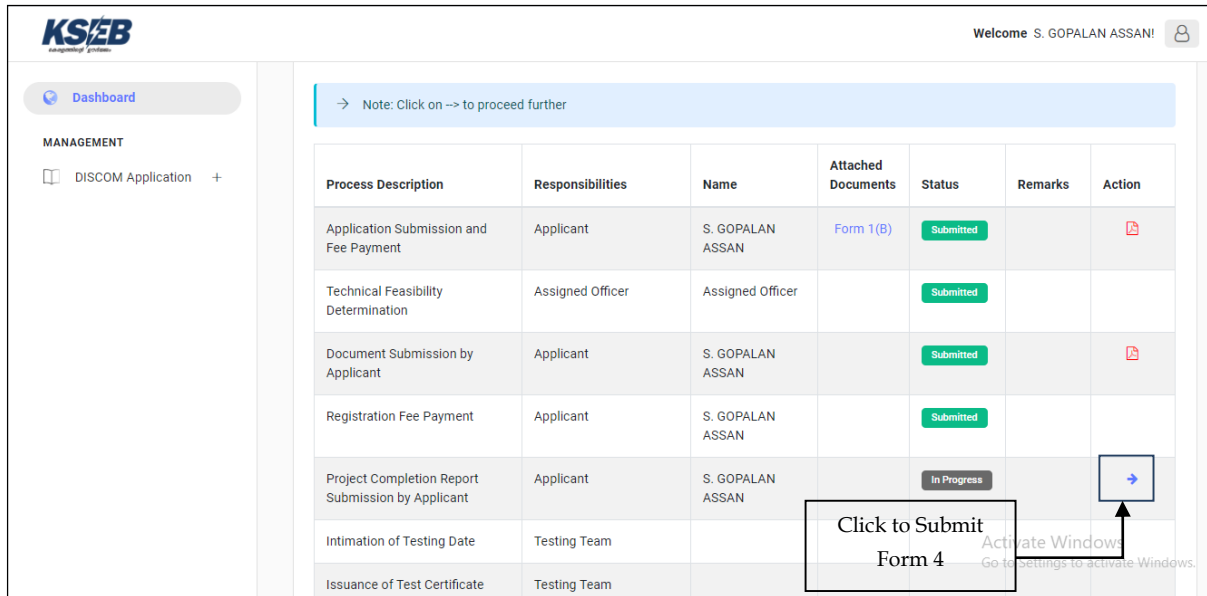
**Figure 19: Registration Fee Payment**

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.



**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

**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.

**Project Details**

Whether installation is \*  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 provide the capacity installed on Rooftop as well.

**Project Model & Cost**

Project Model \*  CAPEX  Total Cost of Installation (in INR) \*

[If you choose RESCO model, provide Solar Tariff]

**Means of Finance**

Envisaged Central Financial Assistance from MNRE (in INR) \*

Envisaged Amount

**Installed Project Latitude - Longitude Info**

Latitude \*  Longitude \*

Latitude  Longitude

(Format: Decimal degrees (DD) Example: 41.40338 ) (Format: Decimal degrees (DD) Example: 2.17403 )

Activate Windows  
Go to Settings to activate Windows.

**Figure 22: Project Completion Report – Part 2**

**Inverter and PV Module**

Sr.	Inverter Capacity/Power(W)	Inverter Make	No. Of Modules	Capacity of each module (Wp)	Action

Cumulative Capacity/Power of PCU/Inverters (kW)  0 Cumulative Capacity/Power of PV/Modules (kWp)  0

[Add Inverter and PV Module](#)

Click Here to Add Inverter and PV Module Details

**Documents to be uploaded**

Note: Energization Certificate of Electrical Inspector mandatory in case system is > 10kW

**Energization Certificate**  No file chosen

Max file size 1MB (.pdf)

**Photo of Beneficiary \***  No file chosen

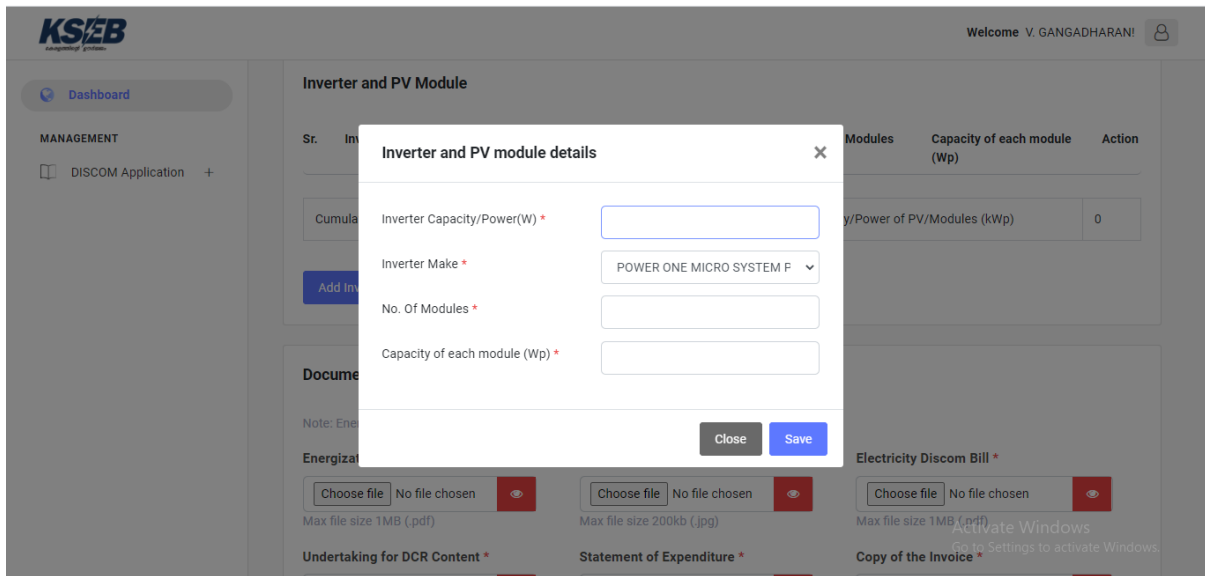
Max file size 200kb (.jpg)

**Electricity Discom Bill \***  No file chosen

Max file size 1MB (.pdf)

**Figure 23: Project Completion Report – Part 3**

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.



**Figure 24: Enter Details of Inverter and SPV Module**

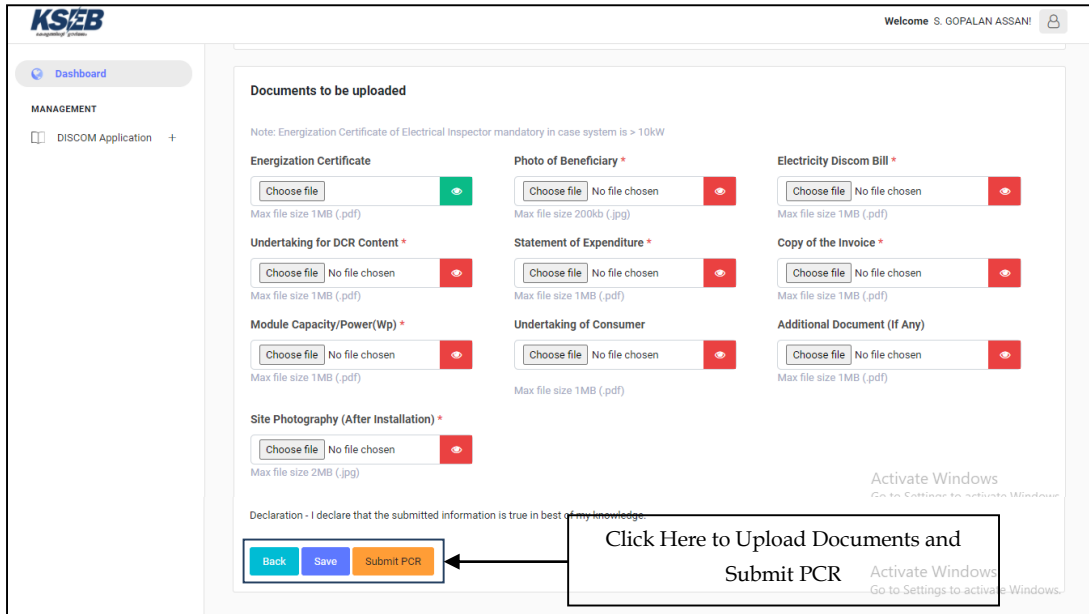
6. Consumer shall upload documents as enlisted in Table 3.

**Table 3: Upload Documents -Project 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.



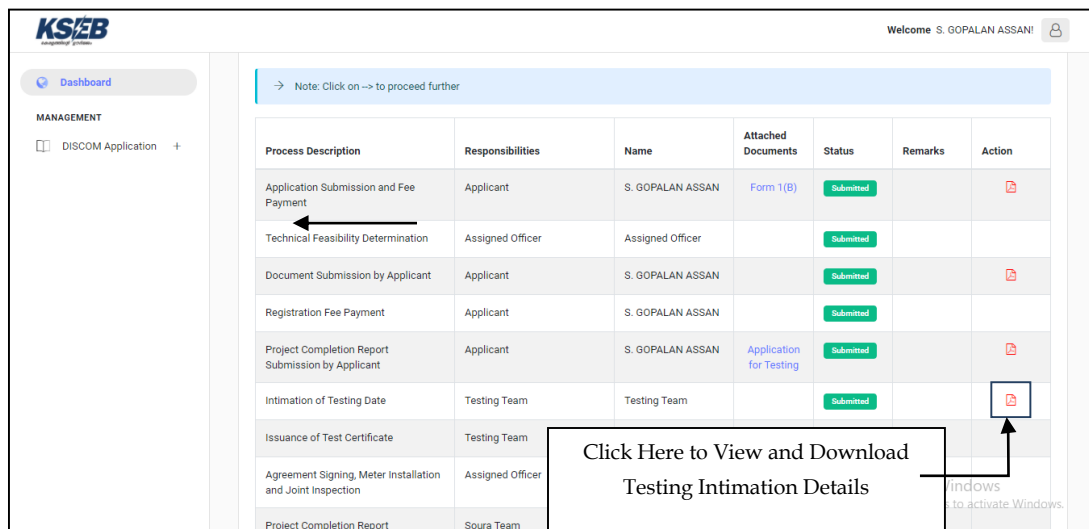


**Figure 25: Project Completion Report- Part 4**

### 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.



**Figure 26: Intimation of Testing to Consumer**

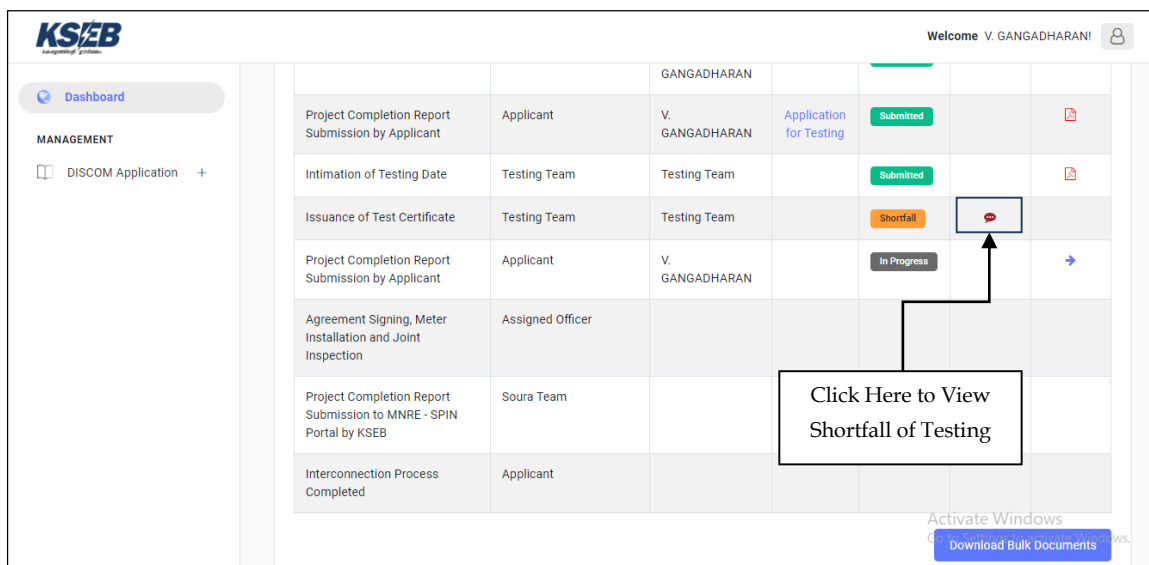
### Stage 8: Issuance of Test Certificate

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.



**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.

Process Description	Responsibilities	Name	Attached Documents	Status	Remarks	Action
Application Submission and Fee Payment	Applicant	S. GOPALAN ASSAN	Form 1(B)	Submitted		
Technical Feasibility Determination	Assigned Officer	Assigned Officer		Submitted		
Document Submission by Applicant	Applicant	S. GOPALAN ASSAN		Submitted		
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	Testing Team		Submitted		
Agreement Signing, Meter Installation and Joint Inspection	Assigned Off			In Progress		
Project Completion Report Submission to MNRE - SPIN Portal by KSEB	Soura Team					

**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