



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



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## LIST OF ACRONYMS

Acronyms	Definition
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 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 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 Approver Help Manual is to assist KSEB Officials in using the Portal through a step-by-step detailed guide. This manual will guide KSEB Officials 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.



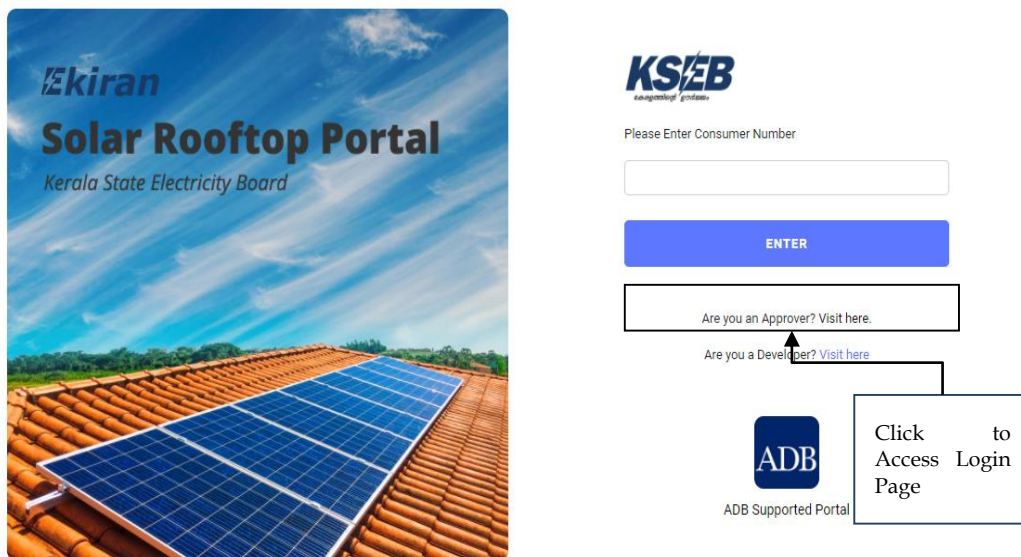
# 1 DISCOM PROCESS

This section defines the functions enabled for KSEBL officials through the portal. It defines the steps to be followed for viewing applications received, granting approvals and clearances and steps to generate reports.

## 1.1 LOGIN

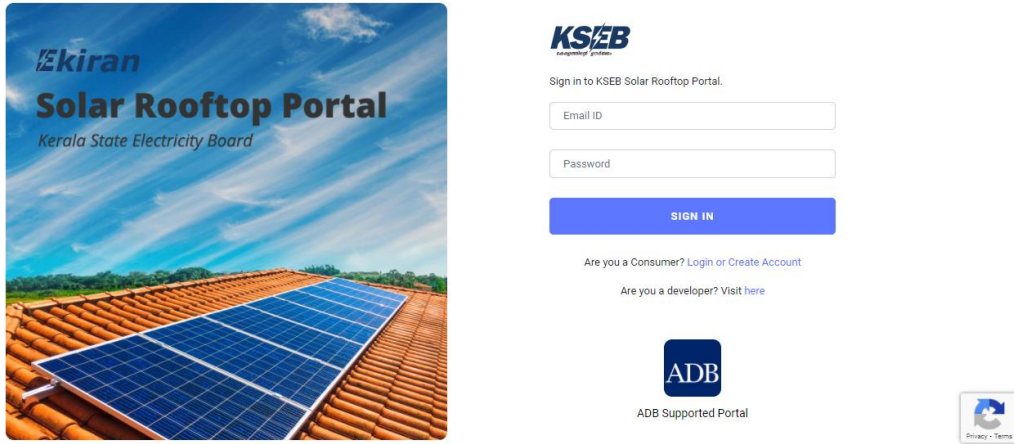
All KSEBL officials shall adopt the following steps to access the 'Solar Rooftop Portal – KSEB' to grant approvals.

1. Click on 'Apply Online/Login' tab on the 'Solar Rooftop Portal – KSEB' homepage to access the login page illustrated in Figure 1.
2. Access Login page of Approvers through link shown in Figure 1.



**Figure 1: Solar Rooftop Portal – Kerala – Login Page**

3. The page displayed in Figure 2 shall be seen.



**Figure 2: Solar Rooftop Portal –Kerala– Approver Login Page**

4. Enter Email ID and password. Click on 'Sign In'.

The KSEBL officials shall login with their login ID and password to grant approvals to the Applicant.

## **1.2 KSEBL DASHBOARD**

The KSEBL Officials shall view multiple features through the Dashboard as illustrated in Figure 3, which includes:

1. Overall State wide statistics of applications received by KSEBL.
2. Yearly application status.



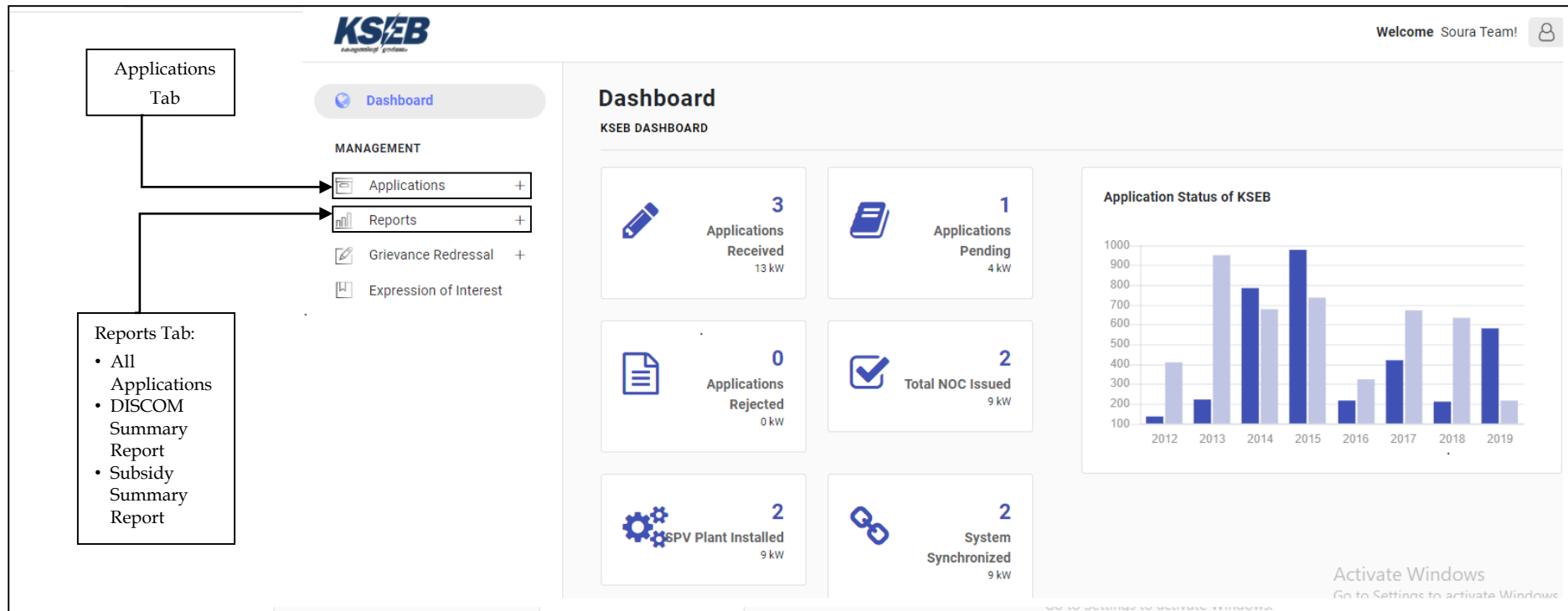


Figure 3: Kerala Dashboard

### 1.3 STAGES OF INTERCONNECTION AND SUBSIDY APPLICATION PROCESSING

The following officials have access to provide approvals on various process stages elaborated:

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

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 Tables 1. The roles and description of each KSEBL approver 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 KSEBL APPROVERS**

This Chapter provides user wise description of interconnection approval stages. KSEBL officials involved in the approval process are Soura Team, Testing Team and Assigned Officer

### **2.1 SOURA TEAM APPROVAL**

#### **Stage 1: Fill and Submit DISCOM Application Form**

The Applicant shall fill and submit Application Form 1(A).

#### **Stage 2: Payment of Application Fee**

The Applicant shall remit fee along with application through online/offline process.

#### **Stage 3: Technical Feasibility Determination**

Feasibility of GRPV system applied by the Consumer would be assessed by the Assigned Officer and sanctioned on the portal.

#### **Stage 4: Submission of Documents by Applicant for Registration of System**

Applicant would enter details and upload documents for registration of system

#### **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.

#### **Stage 6: Submit Project Completion Report with Documents to DISCOM**

The Applicant will update the Project Completion Report (PCR) after the plant has been installed

#### **Stage 7: Intimation of Testing Date by Testing Team**

Testing Team will schedule testing at site and inform Applicant through the portal.

#### **Stage 8: Issuance of Test Certificate**

After completing testing successfully Testing Team will issue Test Certificate. If there is any shortfall Consumer has to resubmit PCR after rectifying defects.

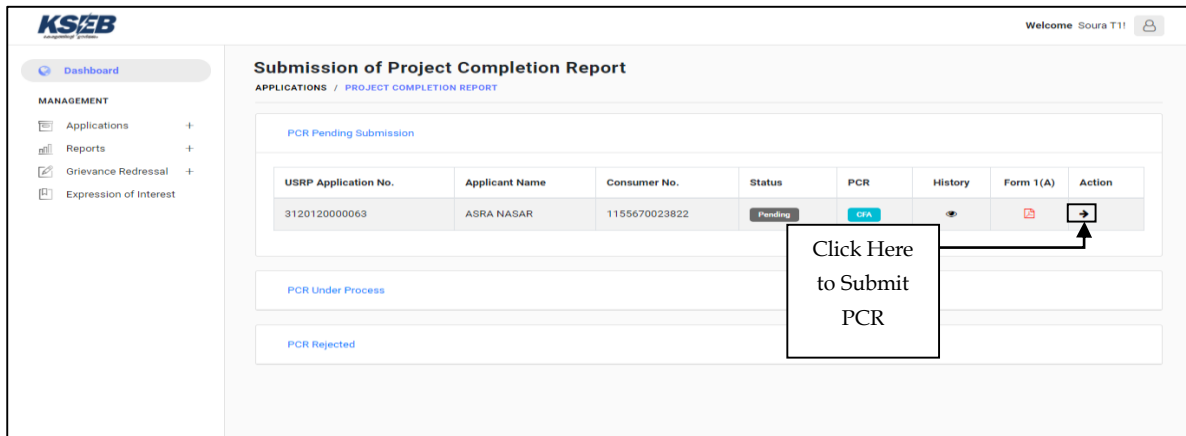
#### **Stage 9: Agreement Signing, Meter Installation and Joint Inspection**

Assigned Officer will conduct Inspection and install meter. Then agreement between Consumer and KSEBL shall be executed.

## Stage 10: Submission of Project Completion Report to MNRE – SPIN Portal by Soura Team

Soura Team will submit Project Completion Report (PCR) to MNRE – SPIN portal. To submit PCR they will proceed as follows:

1. Click on 'Application' menu and select 'Submit PCR' from the sub-menu.
2. Three tabs shall be seen as follows:
  - a. PCR Pending for Submission – These are PCRs pending for submission to MNRE
  - b. PCR Under Process – These are PCRs submitted to MNRE and awaiting MNRE Approval
  - c. PCR Rejected – These are PCRs which are rejected by MNRE
3. Under the tab 'PCR Pending for Submission', click on icon 'Arrow' under 'Action' to submit PCR to MNRE – SPIN Portal as shown in Figure 4.



**Figure 4: Submission of PCR to MNRE –SPIN Portal**

4. Project Completion Report will be displayed as shown in Figures 5 to 8. The Soura Team shall view following details as displayed in Figure 5.
  - i. Sanction details
  - ii. Interconnection details
  - iii. Beneficiary details
  - iv. Installation details

**Project Completion Report Submission**

**Sanction Details**

Approval No: 03/20/2014-15/GCRT      Year of Approval: 2014-2015

Installed by Developer: Vishaji LQ

**Interconnection Details**

Name Of DISCOM: KSEB      Consumer A/C No.: 1145580010296

**Beneficiary Details**

Name of the beneficiary / contact person: V. GANGADHARAN      Category of the organization / beneficiary: Commercial      Sub Category of the organization / beneficiary: NGO

Email ID: arunkumarvijayan89@gmail.com      Mobile: 9048452552      Telephone No.:

Where beneficiary has aadhaar card?  Yes  No      Whether beneficiary aadhaar is authenticated?  Yes  No

**Installation Details**

Address of Installation \*: PANDALAZHIKATHU VEEDU, MUNDAKKAL, KOLLAM      Pincodes of Installation \*: 680519

State: Kerala      District \*: THRISSUR

Enter Pincode and District

**Figure 5: Project Completion Report – Part 1**

5. Soura Team can view and edit details if required the details mentioned below and displayed in Figure 6 and Figure 7.
  - i. Pincode and district of address
  - 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.

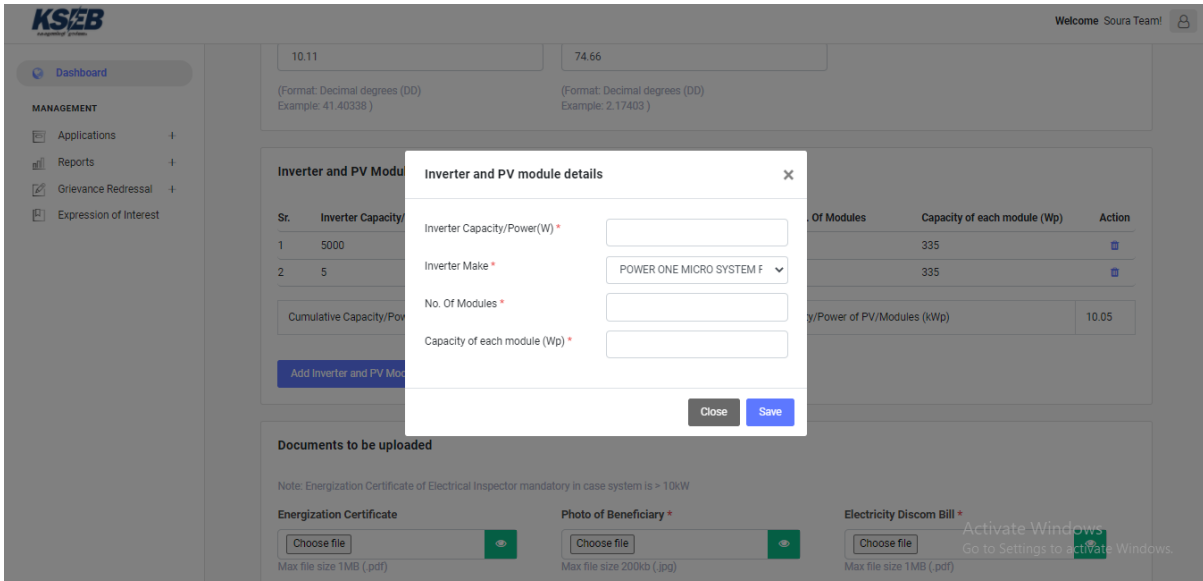
**Figure 6: Project Completion Report – Part 2**

St.	Inverter Capacity/Power(W)	Inverter Make	No. Of Modules	Capacity of each module (Wp)	Action
1	5000	SMA Solar Technology AG	15	335	
2	5	SMA Solar Technology AG	15	335	

**Figure 7: Project Completion Report – Part 3**

6. To add details of inverter and SPV module click on ‘Add Inverter and PV Module’ as depicted in Figure 7 that will directed to another window as displayed in Figure 8.
  - 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 8: Enter Details of Inverter and SPV Module**

7. Soura Team can view the documents uploaded by Applicants. The list of documents is provided in Table 2.

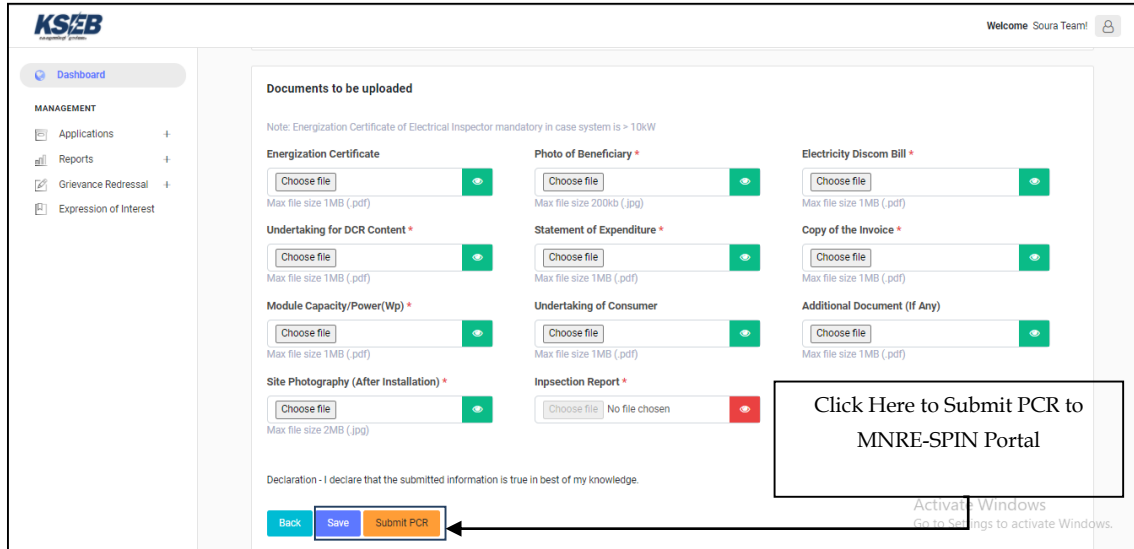
**Table 2: Documents Uploaded in PCR**

Sr. No.	Document Name	Maximum File Size (KB)	Format	Mandatory
1	Energization Certificate	1,024	.pdf	Only 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

8. The uploaded documents can be viewed as illustrated in Figure 9.

- i. A 'Green' icon will appear beside uploaded documents. If document is not uploaded icon will appear 'Red' as shown in Figure 9.
- ii. If Soura Official needs to change the uploaded document, click on 'Choose File' to upload a new document.

- iii. Click on 'Save' if there is any change and then 'Submit PCR' to submit Project Completion Report as depicted in Figure 9.
- iv. The Joint Inspection Report provided by the Assigned Officer shall also be seen on this page.



**Figure 9: Project Completion Report – Part 4**

### Stage 11: Process Completed

This stage indicates completion of process.

## 2.2 TESTING TEAM APPROVALS

### Stage 1: Fill and Submit DISCOM Application Form

The Applicant shall fill and submit Application Form 1(A).

### Stage 2: Payment of Application Fee

The Applicant shall remit fee along with application.

### Stage 3: Technical Feasibility Determination

Feasibility of GRPV system applied by the Consumer would be assessed by the Assigned Officer and sanctioned on the portal.

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

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

### 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.

## Stage 6: Submit Project Completion Report with Documents to DISCOM

The Applicant will update the Project Completion Report (PCR) after the plant has been installed

## Stage 7: Intimation of Testing Date by Testing Team

Testing Team will schedule testing at site and intimate Applicant through the portal. To schedule testing, Testing Team will act as follows.

1. Click on 'Application' menu and select 'Intimation of Testing' from the sub-menu.
2. Click the arrow under 'Action' as shown in Figure 10.

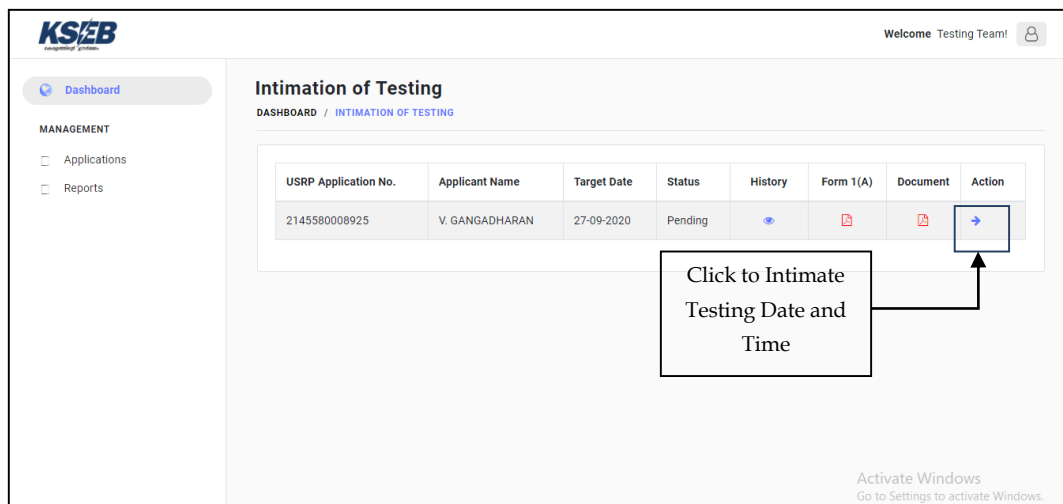


Figure 10: Schedule Date and Time for Testing

3. Select or enter date and time. Click on tab 'Submit' and confirm submission to intimate scheduled date to the Applicant as depicted in Figure 11.

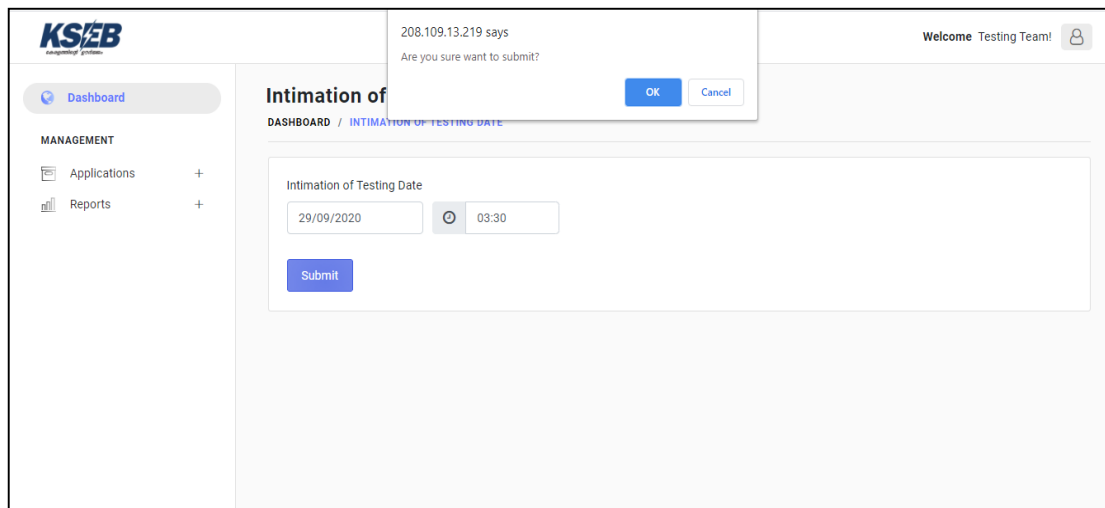
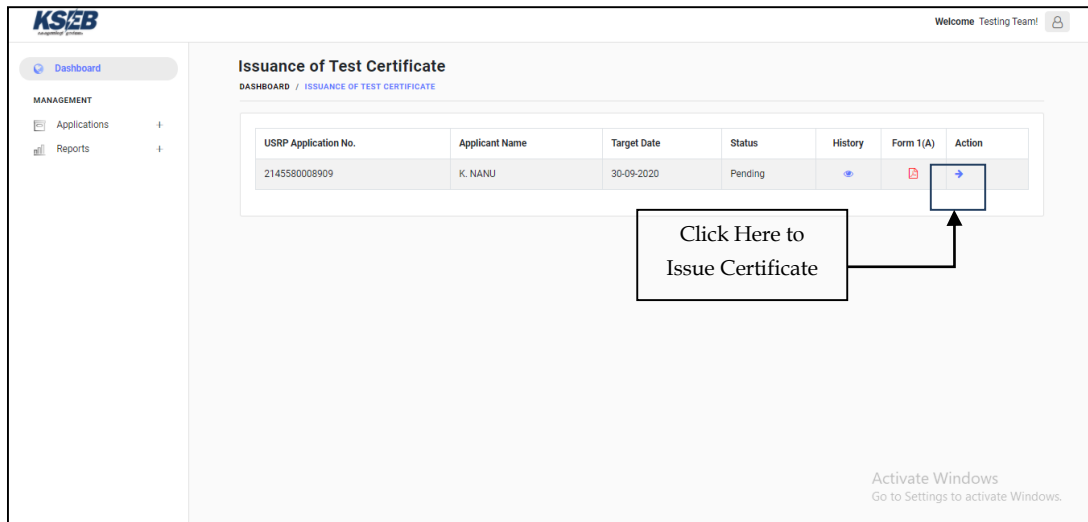


Figure 11: Intimation of Testing Date and Time.

## Stage 8: Issuance of Test Certificate

After completing testing successfully Testing Team will issue Test Certificate or Testing Team will notify shortfalls in the installation or testing. To proceed with this stage Testing Team shall follow the steps listed as below.

1. Click on 'Application' menu and select 'Issuance of Certificate' from the sub-menu.
2. Click the arrow under 'Action' as shown in Figure 12.



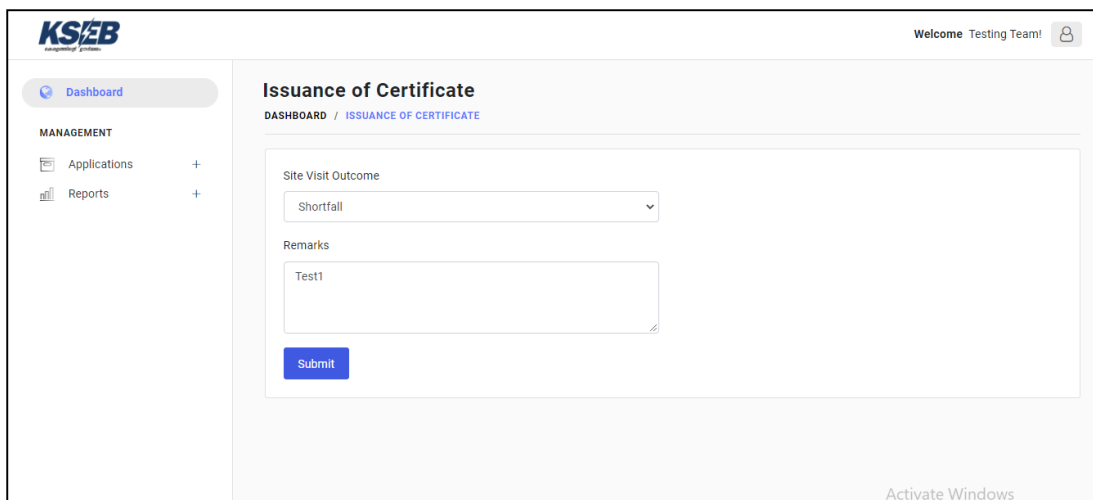
**Figure 12: Proceed to Issue Test Certificate**

3. Testing Team shall have two options which are listed below.

**Intimation of Shortfall –**

Testing team will inform Consumer about the deficiencies found during testing.

- i. Select 'Shortfall' from the drop down box under 'Site Visit Outcome' and write down the remarks in the space provided as displayed in Figure 13.
- ii. Click on 'Submit' to intimate the Shortfall to Consumer.



**Figure 13: Intimation of Shortfall by Testing Team**

**Issuance of Certificate:** On successful completion of testing Team will issue certificate.

To certify the installation on portal Testing Team shall proceed as follows.

- i. Select 'Accept' from the drop down box under 'Site Visit Outcome'.
- ii. Now Testing Team shall view the details of Consumer that include Name, Address, Consumer Number fetched from KSEBL Database as shown in Figure 14 and 15.

The screenshot shows the 'Issuance of Certificate' page on the KSEB portal. The page title is 'Issuance of Certificate' and the breadcrumb is 'DASHBOARD / ISSUANCE OF CERTIFICATE'. On the left, there is a navigation menu with 'Dashboard', 'MANAGEMENT', 'Applications', and 'Reports'. The main content area features a 'Site Visit Outcome' dropdown menu with 'Accept' selected. A callout box points to this dropdown with the text 'Select 'Accept' From the Dropdown Box.'. Below the dropdown is a table titled 'Consumer Particulars' with the following data:

Sr.	Parameter	
Consumer Particulars		
1.	Name of Solar Plant Owner	SHAJI JOSEPH
2.	Address of Solar Plant Owner	KANDATHIL PARAMBIL HOUSE, ALUVA, CHUNANGAMVELY, ERNAKULAM
3.	Solar Plant Identification Number (SPIN) (if required)	556700092
4.	Capacity of Solar Plant	2.000
5.	Consumer Number	1155670026723

A callout box on the left points to the table with the text 'Details of Consumer.'.

**Figure 14: Issuance of Certificate – Part 1**

- iii. Testing Team shall provide details as illustrated in Figure 15. Parameters need to be entered are listed below.
  - a. Enter voltage and number of phase.
  - b. Phase unbalance, harmonic current injection, direct current injection and flicker.
  - c. Test results of Anti Islanding
- iv. Click on 'Submit' to issue certificate to Applicant on successful completion of testing.

5. Consumer Number	1155670026723
6. Connected Load	2.485
7. Consumer Category	LT-Domestic
8. Voltage *	<input type="text"/>
9. Inverter Phase *	--Select--
Details of Relay and Functionality Test Conducted	
11. Phase Unbalance *	--Select--
12. Harmonic Current Injection *	--Select--
13. Direct Current Injection *	--Select--
14. Flicker *	--Select--
15. Anti-Islanding *	--Select--
16. Actual Testing Date *	05-02-2021

Comments

**Figure 15: Issuance of Certificate – Part 2**

**Stage 9: Agreement Signing, Meter Installation and Joint Inspection**

Assigned Officer will conduct Inspection and install meter. Then agreement between Consumer and KSEBL shall be executed.

**Stage 10: Submission of Project Completion Report to MNRE – SPIN Portal by Soura Team**

Soura Team will submit Project Completion Report to MNRE – SPIN portal. After completing these process Consumer will be notified in portal with icon ‘Submitted’ in green tab under status of application in the application track page.

**Stage 11: Process Completed**

This stage indicates completion of the process.



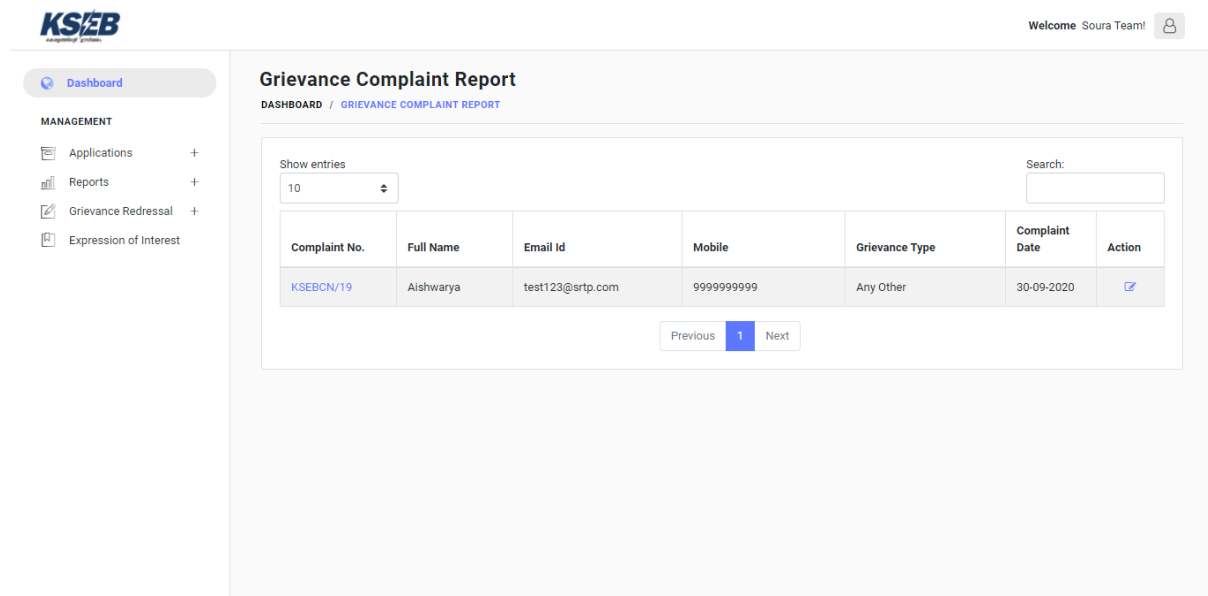
### 3 GRIEVANCE REDRESSAL MECHANISM

To address any issue related to ‘Solar Rooftop Portal - KSEB’, Grievance Redressal Mechanism has been designed. The authority to address the grievances lies with the Soura Team. Soura Team can view the pending and addressed grievances separately.

#### 3.1 PENDING GRIEVANCES

To view Pending Grievances and to respond, Soura shall follow the below-mentioned steps:

1. Click on ‘Grievance Redressal’ menu and ‘Grievance Pending’ sub-menu. The page as illustrated in Figure 16 shall appear.



The screenshot shows the KSEB Grievance Complaint Report interface. The page title is 'Grievance Complaint Report' and the breadcrumb is 'DASHBOARD / GRIEVANCE COMPLAINT REPORT'. The user is logged in as 'Soura Team!'. The left sidebar shows a 'MANAGEMENT' menu with options: Applications, Reports, Grievance Redressal, and Expression of Interest. The main content area displays a table with the following data:

Complaint No.	Full Name	Email Id	Mobile	Grievance Type	Complaint Date	Action
KSEBCN/19	Aishwarya	test123@srtp.com	9999999999	Any Other	30-09-2020	<a href="#">✎</a>

Navigation controls include 'Show entries' set to 10, a search box, and 'Previous', '1', and 'Next' buttons.

**Figure 16: Pending Grievance List**

2. Click on the button under the action column. Page illustrated in Figure 17 shall open. The details of the grievance can be viewed.

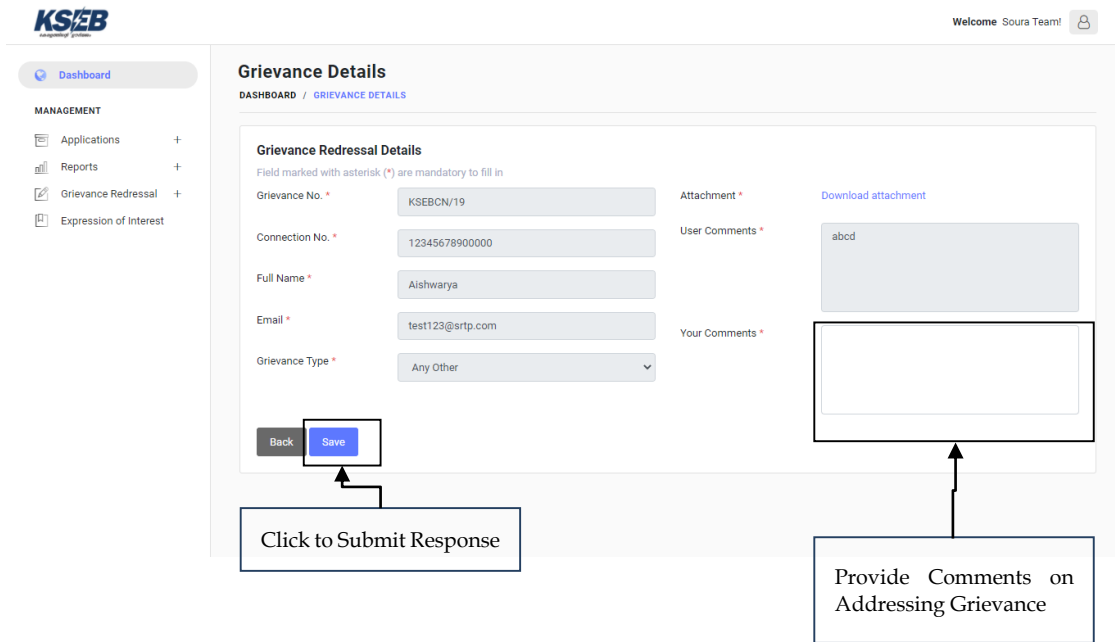


Figure 17: Details of Grievance

### 3.2 ADDRESSED GRIEVANCES

To view Addressed Grievances, Soura Team shall follow the below-mentioned steps:

1. Click on 'Grievance Redressal' menu and 'Grievance Addressed' sub-menu. The page as illustrated in Figure 18 shall appear.

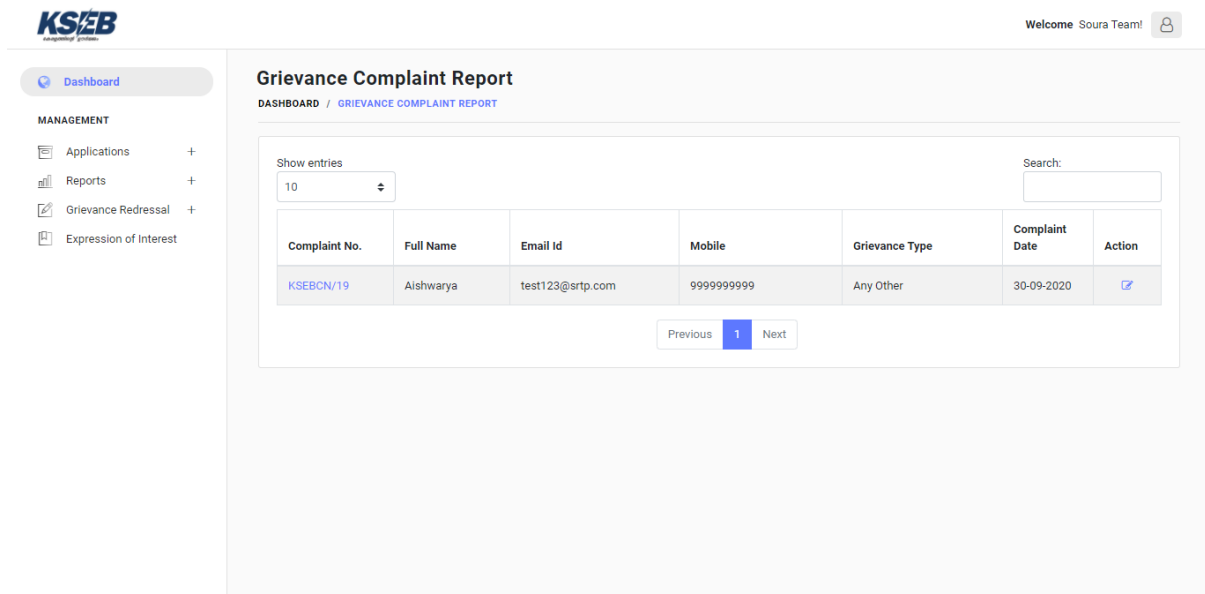


Figure 18: Addressed Grievance List

2. Click on the 'Complaint No.' to download the grievance report or click on the icon under 'Action' tab to view the complaint submitted and the comments provided.

## 4 EXPRESSION OF INTEREST

When the allocated capacity for subsidy is exhausted by KSEBL, the Applicant willing to avail subsidy shall submit Expression of Interest (EoI). EoI will aids KSEBL in demand aggregation.

Soura Team can view the EoI submitted by the Applicant for availing subsidy by following the below steps:

1. Click on 'Expression of Interest' menu. The page as illustrated in Figure 19 shall appear.
2. Soura Team shall enter 'Start Date' and 'End Date' and click on 'Get Record' to view the list of EoIs received.

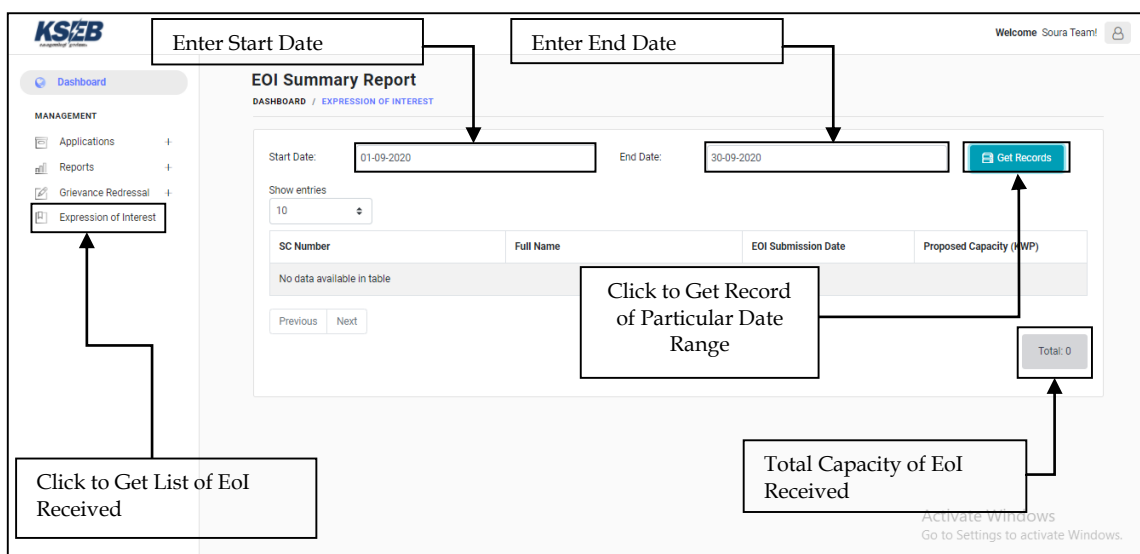


Figure 19: EoI Page

## 5 REPORTS

All Approvers can view reports of applications received and can generate a summary report based on DISCOM and Subsidy.

### 5.1 ALL APPLICATIONS RECEIVED

To view reports on all applications received, Approvers shall follow the below-mentioned steps:

1. Click on 'Reports' menu and 'All Applications Reports' sub-menu. The page as illustrated in Figure 20 shall appear.

The screenshot displays the 'All Application Reports' page. The left sidebar contains a 'MANAGEMENT' menu with 'Reports' expanded to show 'All Applications Report'. The main content area is titled 'All Application Reports' and contains a table of application data. Annotations with arrows point to specific elements: 'Click to Get List of All Applications Received' points to the 'All Applications Report' menu item; 'Current Status of Application' points to the 'Current Status' column; 'Click to View History' points to the 'View History' column; 'Name of Applicant' points to the 'Applicant Name' column; and 'Responsibility of Current Status' points to the 'Responsibility' column.

Application No.	Consumer No.	PCR Code	Date of Application	Applicant Name	Current Status	Responsibility	View History
3121010211902	1155670022284		30-01-2021	BINDU	Technical Feasibility Determination	Assigned Officer	👁
3121010211903	1155670022842		30-01-2021	PRASAD	Project Completion Report Submission by Applicant	Applicant	👁
	1155670022203		30-01-2021	MATTHAI VARGHESE	Application Submission and Fee Payment	Applicants	👁
3121010211901	1155670003251	P21157	30-01-2021	JOMY JOSEPH	Interconnection Process Completed	Applicant	👁

**Figure 20: All Applications Received Page**

2. Click on the icon under 'View History'. The page illustrated in Figure 21 shall be displayed.

**Track Solar Rooftop Application**  
DASHBOARD / TRACK APPLICATION

Process Description for Solar Rooftop Application

→ Note: Click on → to proceed further

Process Description	Responsibilities	Name	Attached Documents	Status	Remarks	Action
Application Submission and Fee Payment	Applicant	K. NANU	Form 1 (B)	Submitted		
Technical Feasibility Determination	Assigned Officer	Assigned Officer		Submitted		
Document Submission by Applicant	Applicant	K. NANU		Submitted		
Registration Fee Payment	Applicant	K. NANU		Submitted		
Project Completion Report Submission by Applicant	Applicant	K. NANU	Application for Testing	Submitted		
Intimation of Testing Date	Testing Team	Testing Team		Submitted		
Issuance of Test Certificate	Testing Team	Testing Team		In Progress		
Agreement Signing, Meter Installation and Joint Inspection	Assigned Officer					
Project Completion Report Submission to MNRE - SPIN Portal by KSEB	Soura Team					
Interconnection Process Completed	Applicant					

[View Uploaded Documents](#)

**Figure 21: Track Solar Rooftop Application Page**

- The Approvers can view the entire history of the application on the page and download forms issued to the applicant and forms submitted by the applicant.
- Click on the 'View Uploaded Documents' icon seen in Figure 21. The page illustrated in Figure 22 shall be displayed.

**Track Solar Rooftop Application**  
DASHBOARD / TRACK APPLICATION

List of aria-label documents

Document Name	View
Scheme for installation of the solar energy system	
Technical specifications as well as other particulars of the grid-tied inverter, manually operated Isolating switch, solar meter and net meter	
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	
Energization Certificate	
Undertaking of DCR	
Electricity Discom Bill	
Applicant Photo	
Statement of Expenditure	
Copy of the Invoice	
Module Capacity/Power(Wp)	
Undertaking of Consumer	
Site Photography (After Installation)	
Additional Document (if Any)	

[Back](#) [Download Bulk Documents](#)

**Figure 22: List of Documents**

- Click on the 'View' icon besides the Document Name to download the document.

## 5.2 SITE VISIT SCHEDULE

This is a feature enabled only for Testing Team who can generate report over the schedule of testing. To view the report Testing Team shall follow steps mentioned below:

- Click on 'Reports' menu and 'Site Visit Schedule' sub-menu. The page illustrated in Figure 23 shall appear.

The screenshot displays the 'Site Visit Schedule' report page. The left sidebar shows the navigation menu with 'Site Visit Schedule' selected. The main area contains filter fields for Start Date, End Date, Status, and Circle. A 'Get Records' button is present, along with 'Excel' and 'PDF' download options. A table lists the site visit records with columns for Date, Time, USRP Application Number, Consumer No., Applicant Name, Contact Number, Site Address, Status, and Comments. The table shows 5 entries, all with a 'Completed' status. A search bar and pagination controls are located at the bottom of the table area.

Date	Time	USRP Application Number	Consumer No.	Applicant Name	Contact Number	Site Address	Status	Comments
14-01-2021	07:40 AM	3121010000007	1155670005820	KUTTYMAMMYKUNJU	9773055713		Completed	
27-01-2021	05:35 AM	3121010000020	1155670006222	STELLA	9773055713		Completed	
30-01-2021	07:40 PM	3121010000021	1155670005147	RAVEENDRAN NAIR M.R	9773055713	MURIKKANATTIL(H), ALUVA, EDAYAPPURAM, ERNAKULAM, 683101	Completed	
30-01-2021	02:15 AM	2155671500396	1155670025872	SHERIN MOHAMMED RAJIV	9136920642	FLATT NO:10E, CHOWARA FERRY, ASSET SILVER STREAK, ERNAKULAM	Completed	
03-02-2021	08:44 PM	3121010211901	1155670003251	JOMY JOSEPH	9773055713	CHULLY HOUSE, ERUMATHALA, CHUNANGAMVELY, ERNAKULAM	Completed	

**Figure 23: Site Visit Schedule Report Page**

The Soura Team and Testing Team shall be able to determine the schedule of site visits using this feature.