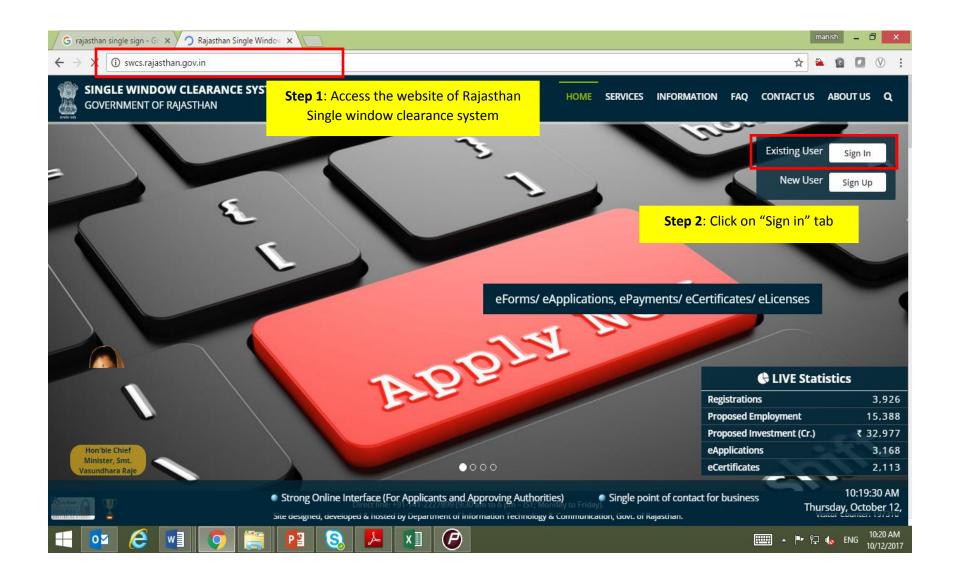
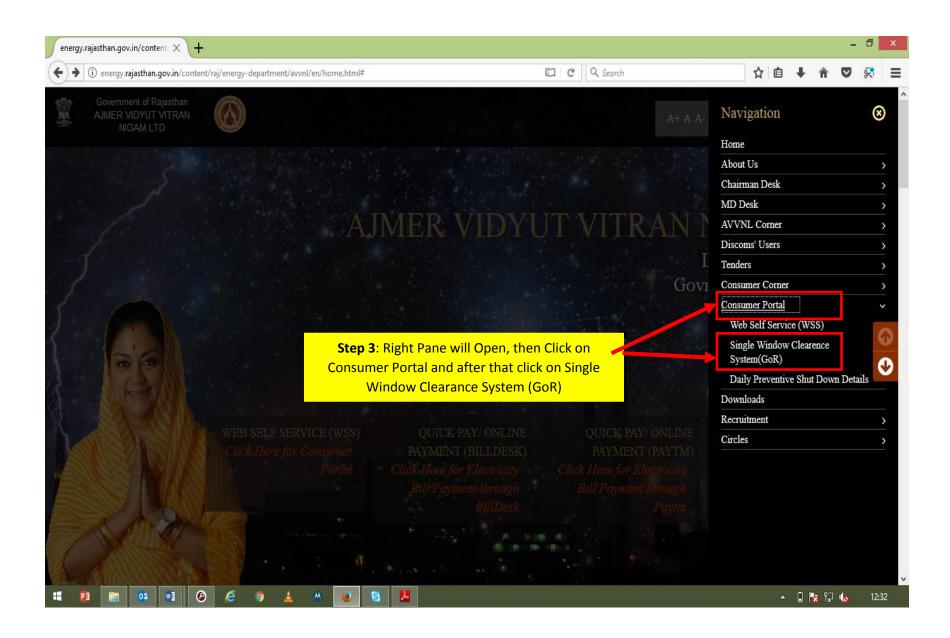
User Manual for applying new electricity connection through Single Window Portal of Rajasthan Government

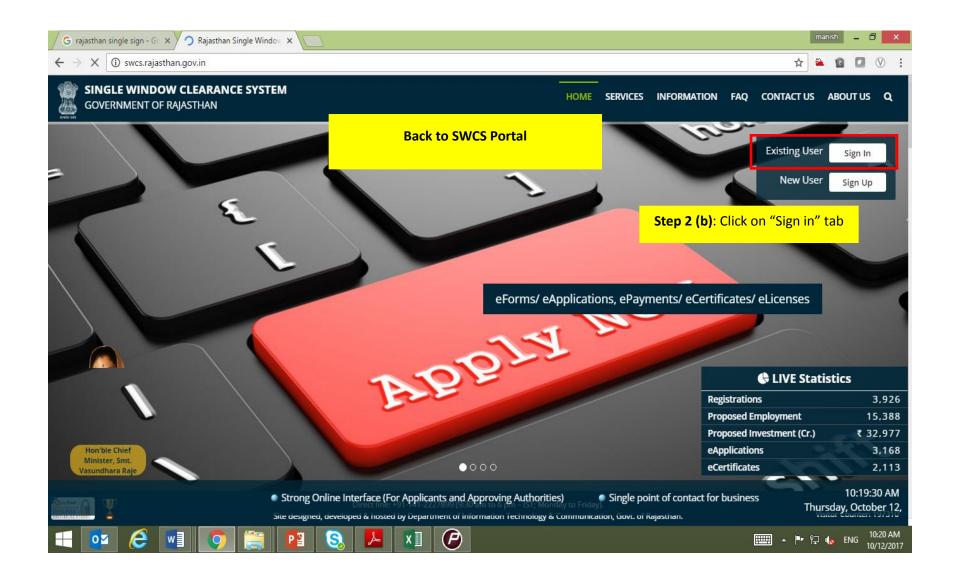


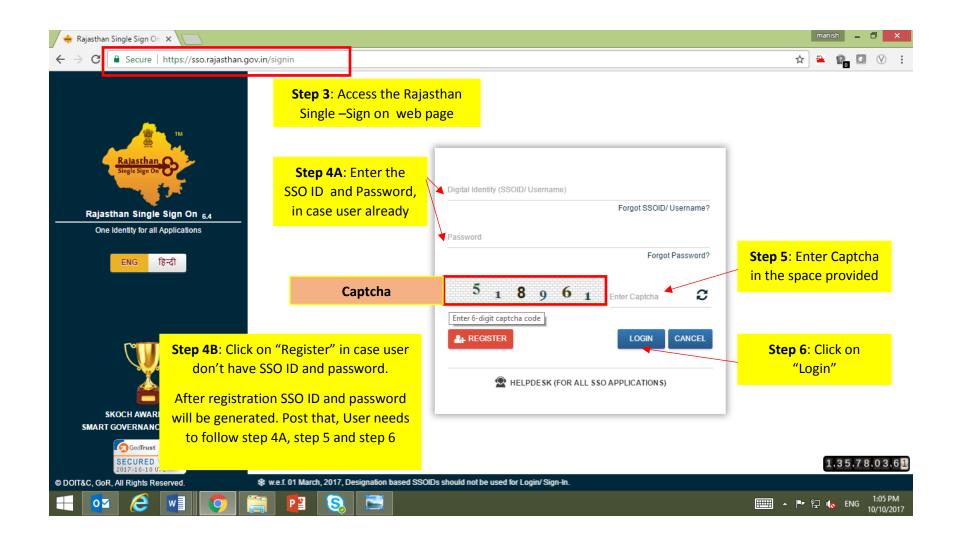


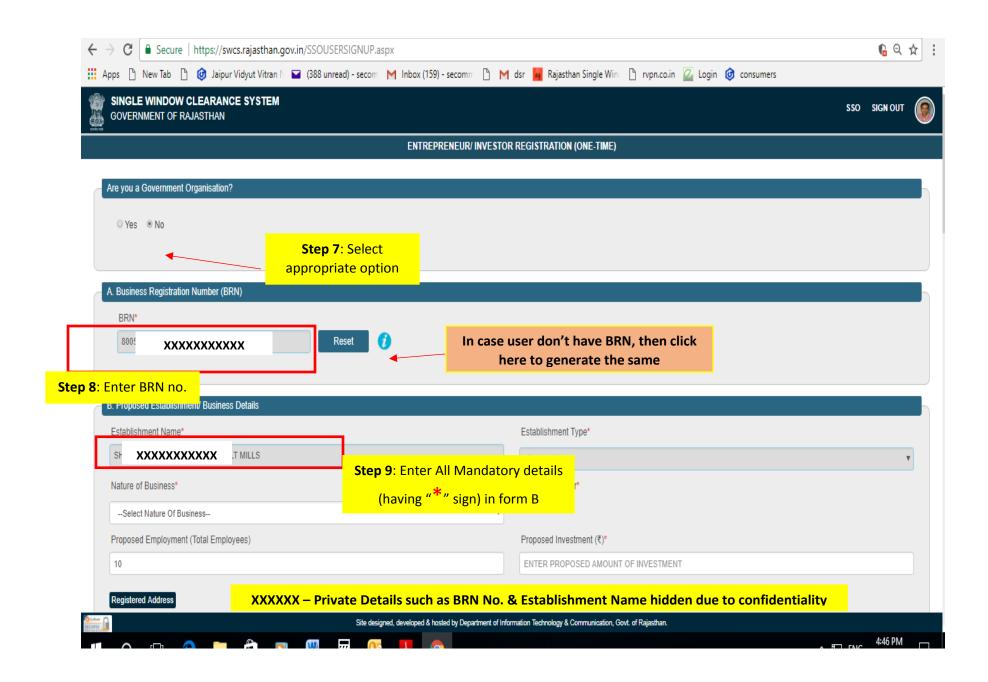
The User can also access the website for "Single Window Clearance System" though the Discom's Home Page











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xxxxxxxxxx	Step 10: Enter All Mandatory		
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Residential Address			
Urban/ Rural			
Plot/ House Number	Lane/ Street Name*	Locality*	
ENTER PLOT/ HOUSE NUMBER	ENTER LANE/ STREET NAME	ENTER LOCALITY	
State*	District*	City*	
Rajasthan	▼ Jaipur/ जयपुर	▼ Jaipur/ जयपुर	T
Ward*			
Select Ward	×		
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302003	ENTER TELEPHONE NUMBER WITH STD CODE	ENTER FAX NUMBER WITH STD CODE	
Mobile*	E-Mail Address*		
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undertake to adhere to the declaration made 2. I/Firm/ Company hereby undertake to at	he Application Form under the Rajasthan Enterprises Single Window Enabling and Clearance A de there under. bide by the conditions specified in each of the Permission and to comply with all the provisions o	
D. Self – Certification * I/ We hereby give the following undertaking:- 1. I certify that the particulars furnished in t undertake to adhere to the declaration mad 2. I/Firm/ Company hereby undertake to at 3. I /Firm/Company have gone through all the	he Application Form under the Rajasthan Enterprises Single Window Enabling and Clearance A de there under.	f applicable regulations.
D. Self – Certification * I/ We hereby give the following undertaking:- 1. I certify that the particulars furnished in t undertake to adhere to the declaration made 2. I/Firm/ Company hereby undertake to att 3. I /Firm/Company have gone through all the	he Application Form under the Rajasthan Enterprises Single Window Enabling and Clearance A de there under. bide by the conditions specified in each of the Permission and to comply with all the provisions o the relevant laws and undertake to abide by the same.	f applicable regulations.

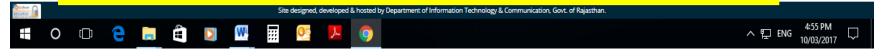
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Mobile*	E-Mail Address*	
98 XXXX	SHI XXXXXXXXX COM	
undertake to adhere to the declaration made there under. 2. I/Firm/ Company hereby undertake to abide by the conditions speci 3. I /Firm/Company have gone through all the relevant laws and under I/ We hereby declare that the information given herein are, to the best of my/ Step 12 : Click on "Submit" tab		regulations. cy with them shall make us liable for action under rules.
XXXXXX – Private	e Details such as Pincode, Mobile and Email	Address, etc. hidden due to confidentiality

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Are you a Government Organisation?			
© Yes ⊛ No			
A. Business Registration Number (BRN)	Signup Successful!		
BRN*	Thanks for registering on Rajas	han Single Window Clearance	
801 XXXXXXXXX Reset 🧭	System. Your profile has been u	pdated successfully.	
		Ok	
B. Proposed Establishment/ Business Details			
Establishment Name*		Establishment Type*	
SHF XXXXXXXXXXX IT MILLS Step 13: Clic		Partnership	×
Nature of Business*)	Existing Investor	
Manufacturing	•	O Yes ® No	
Proposed Employment (Total Employees)		Proposed Investment (₹)*	
10		10100000	
Registered Address XXXXXX – Private Deta	ails such as BRN N	Io and Name, etc. are hidden due to confidentiality	
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O Co-operative						
O Energy						
Factories and Boilers Inspectorate	Step 14: Expand "Energy" Tab					
Food & Civil Supply	through single click					
O Industries						
O Labour						
Local Self Government (LSG)						
• Medical & Health						
Public Health and Engineering Department (PHED)						
Public Works Department (PWD)						
Rajasthan State Industrial Development and Investment Corporation	un (RIICO)					
Rajasthan State Pollution Control Board (RSPCB)						
O Revenue						
O Tourism						
Urban Development and Housing (UDH)						



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Factories and Boilers Inspectorate	Step 10			
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O Labour				
Local Self Government (LSG)				
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	R	equest Date	05-Oct-2017		#	Request Type	Select Item		¥	
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	Name*	Mr.	▼ First Name*		Μ	liddle Name		Last Name		
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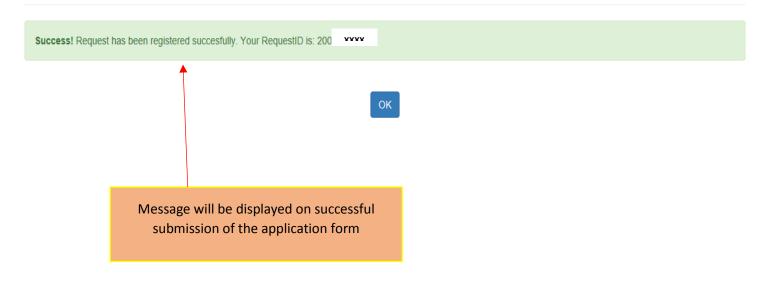
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All the fields marked with * are required.				
Success! Neighbour KNO is Valid. Fill the Form				
SDO Identification				
Neighbour KNO* 21(YYYY) Validate KNO Step 18: Click on "Validate	KNO″ tab			
Step 17: User needs to mandatorily enter the neighbor consumer number (KNo.)				
Request Date 05-Oct-2017 Request Type New Connection -Permanent	~			
Personal Details of the applicant				
O Person Organisation O Single Applicant O Multiple Applicants				
Name* Other SH YVVV IO WOC YVVV TS MILLS Last Name XXXXXXX – Private Details are hidden due to confidentiality	14	10/05	8 PM 5/2017	

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All the fields marked with * are required.			Applicant's Gender"	Male 🔿 Female 🔿 NA 🛛 🗛 Applic	ant Type* General ~
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Personal Details of the applicant				Pin Co	de 302022
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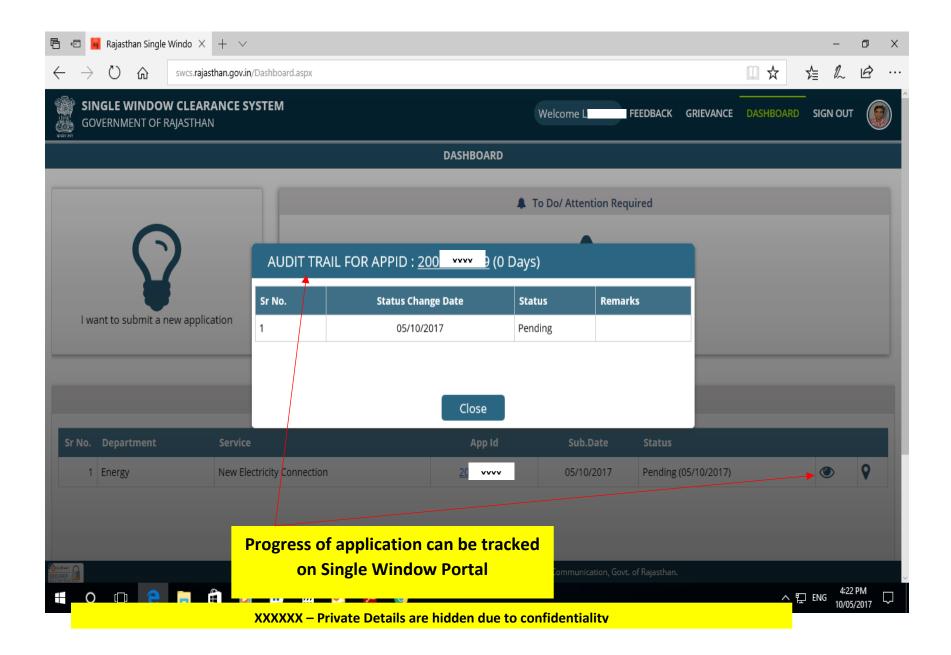
Add New Request







			Ste	p 21 : Upload the documen	it for					
				a. Address proof						
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The application is now made accessible to the concerned Sub-Division office. The Process flow of application form at Sub-Division office is as follows:

1. Introductions (CRM plus):-

CRM Plus defines the complete workflow for the New Connection process which is to be introduced in the system, with the intent of "Ease of Business".

This new system will

- Reduce the Involvement of Roles of Field Executive like JEN, who are associated with Field and do not have PC's or IT Knowledge
- Reduce the Complexity in the Workflow
- Increase the Visibility to Consumer on Status of requests
- Reduce Multiple Interactions of Consumer with DISCOM staff

Type of Request covered, which will appear in a CRM application:

- New Connection (Permanent/Temporary)
- Load Change (Extension/Reduction)
- Meter Shifting in same Premises
- Name Change/Change of Ownership
- Category/Tariff Change

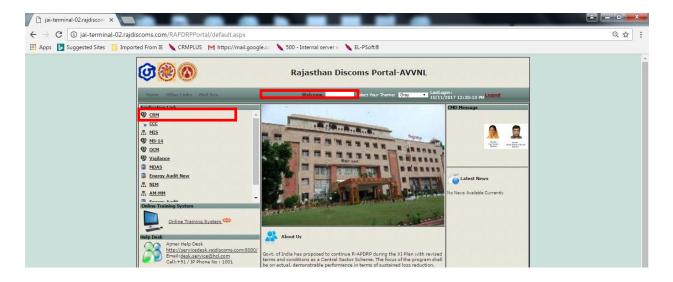
2. Login Process of CRM Plus

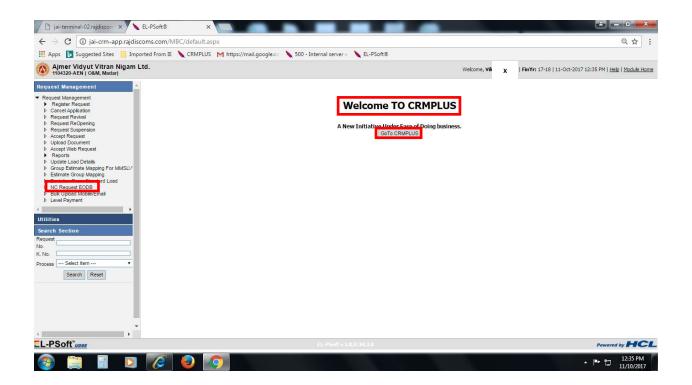
Navigation path: - CRM>> Request Management >> NC Request EODB >> GO to CRM Plus

Assigned User:-CC (Consumer Clerk)

Description: - For the login From CRM from CRM plus Authorized User has to login Application to the allotted User ID and then follow the Navigation path.







Ajmer Vidyut Vitran Ni	gam Ltd						Welcom	ec(X da	FY 17-18 Home
Request ID 💿 KNO		View Reque	st						+ Add New Re
		Received 2	→ Site Verifi	cation 🔁 🔿	Demand & Pay	ment 🔢 🔶 SJO 🛐 🔶	SCO 16 🗲		
Search	Q	Request ID	Request Dt.	First Name	Last Name	Request Type	LocalityType	Area Name	Action
NC Requests		CP10C X	30-Jun-2017	ML x	C⊢ x	New Connection -Permanent	URBAN	Bł x	D/ 1 / 2
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MCO Requests						Page 1 of 1			
DCO Requests						1			
RCO Requests									
PDCO Requests									
Track Request									
Revenue Management	<								
Endorsement	*								

XXXXXX – Private Details are hidden due to confidentiality

3. New Connection (With/Without Job)

Description:- This process allows the SDO user to register and provide New Connection for eligible consumer. If any consumer willing to get permanent/Temporary electricity connection then consumer can give an application in a plain paper to CC or register request from Web. This activity has to be initiated by Consumer Clerk (CC).

S. No.	Process step	Sub Module	Nigam User	Navigation Path
1	Application Registration	Request	CC	Request Management >> NC
		Management		Request >>Add New Request
2	J.En. Area Assignment	Request	СС	Request Management >> NC
		Management		Request>>Received>>Action
3	Site Verification	Request	CC	Request Management >> NC
		Management		Request>>Site Verification>>Verify
4	Demand & Payment(Print	Request	СС	Request Management >> NC
	Demand)	Management		Request>>Demand &
				Payment>>Demand Note Print
5	Demand & Payment	Collection	HC	Collection>> Receive>>Cash receive
	(Demand Deposition)			CRM Plus
6	SCO	Request	CC	Request Management >> NC
		Management		Request>>SCO>>Approve

Process Matrix of New Connection

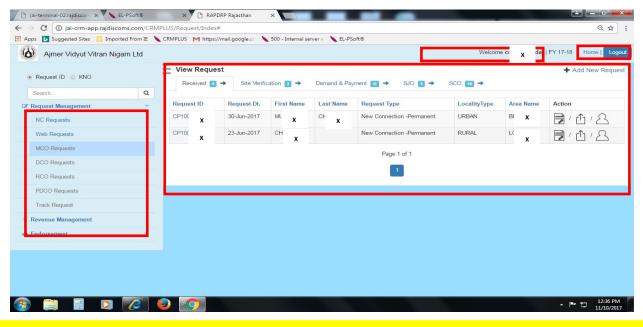
Step 1:- Application Registration

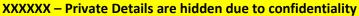
Navigation path: - Request Management >> NC Request >>Add New Request.

Assigned User:-CC

Description: - register New Connection request on Application Registration page.

1.1:- Authorized user to navigate to CRM Plus for New Connection (Permanent/temporary).





1.2:- Then Application Entry activity page opened and then user has to fill the application detail like consumer Personal details and Connection details on Application registration page and fill the Neighbor K.No of Consumer for Sub-Division Identification and then write the appropriate remark.

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1.3:- After filling the Application registration details, the User has to click on Submit button. The system will display a success message "Success! Request has been registered successfully. Your Request ID is

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	Upload Document	

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1.4:- Here User can upload necessary Document those required in New connection application (This is an Optional Activity).

Note-:

- **1.** Request ID is generated on completion of Application registration.
- 2. Consumer can fill the data on the Website via Web Self Services.
- 3. SDO Staff (Consumer Clerk) can enter the Application details.
- 4. New Connection request can be taken through Customer Care Centre Executive (on Call)
 : If this is to be enabled no documents should be made mandatory till the time of request id generation
- 5. Identification of SDO will be done by providing the Neighbour KNO or Office Code via all above systems
- 6. In case incorrect SDO has been assigned, the request may be cancelled or modified by CC
- 7. Document Upload (Optional activity for request ID generation)
- 8. Document Upload (Optional activity for request ID generation) can be done by the following medium:
 - a. By the consumer vide Web Self Services
 - **b.** At the SDO staff by the Consumer Clerk (Scanner)
 - **C.** In case document has not been uploaded It can be collected at the time of Site Verification by Agents or SDO
 - d. Validations of the documents will be done after download (Offline mode)
 - e. The documents size has to be checked while download (<5 MB) (Configurable)
 - f. The document type to be checked (while upload) (only pdf and Jpeg are valid formats)

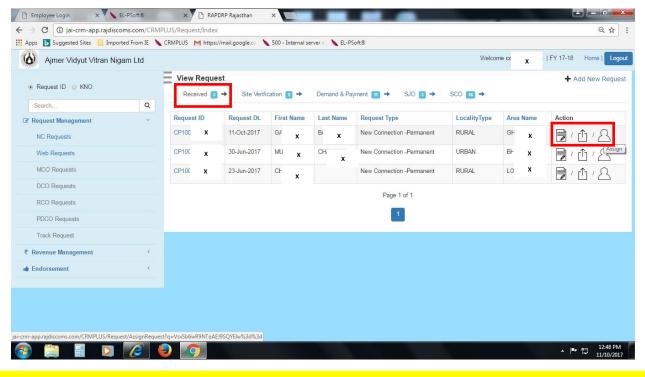
Step 2:- J.En. Area Assignment

Navigation path: - Request Management >> NC Request>>Received>>Action.

Assigned User:-CC

Description: - CC will assign the JEN Office (Selection of JEN Area) after enlisting of pending Request ID's and then **SMS/Email notifications will be sent to the respective JEN** for Site verification details

1.1:- After filling the Application Registration details then CC will assign the JEN office so User follow the navigation path and then click on action beside of request ID then related page will opened.



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1.2:- for Jen area assignment user follow the navigation path and then click on action button beside of request ID then related page will opened.

1.3:- Then User selects Jen office code and fills the site verification forecast detail and then click on submit button.

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1.4:- After filling the **"Jen Area assignment"** details with appropriate remarks then User click on Submit button then system displays a success message **"Success! Request has been successfully assigned"**.

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Step 3:- Site Verification

Navigation path: - Request Management >> NC Request>>Site Verification>>Verify.

Assigned User:-CC

Description: - All the details of **"Site verification"** provided by the JEN will be entered in the system by the CC and CC will upload site verification document and fill the demand detail and SCO forecast detail those received by the request related JEN office.

1.1:- For performed this activity User follow the navigation path and then click on Verify action button beside of request ID and then related page will opened.

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1.2:- User will upload site verification document received through JEN office this is an optional activity.

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1.3:- Then User will fill the site verification details those provided by the Jen and also select Job required option and fill the Demand detail and SCO forecast details and fill the appropriate remarks and click on submit button

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1.4:- After filling the details then User has to click on Submit button then system displays a success message "Site verification has been successfully submitted for Request ID"

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Note-:

- 1. User Check Commercial feasibility offline (existing defaulter, legal, theft cases).
- 2. There will be either a check box or a drop down for selection of feasible (Yes/No/On Hold)
- 3. The authority that has approved/rejected the request will be captured as remarks in the system
- 4. All the details provided above by the JEN will be entered in the system by the CC
- 5. In Case the JEN has not done the Site Verifications till a specified date, a reminder SMS/Email is sent to the Field Officer (JEN)
- 6. The SMS for all the requests on the date on which the verification is due is queued and sent to respective officer for action in the morning at 8:00 am
- 7. Notifications to be sent to consumer in case of reschedule
- 8. The Demand note will be created offline by the SDO Staff/Agent
- The Demand note will be based on the Load and Classification of consumer done by JEN/Agent during Site visit.
- 10. The CC can upload the demand
- 11. Approved demand is uploaded into the system in scanned format (in pdf and jpeg)
- 12. Demand note will have Pay by Date (defined at the time of upload by the CC)

Step 4:- Demand & Payment (Print Demand)

Navigation path: - Request Management >> NC Request>>Demand & Payment>>Demand Note Print.

Assigned User:-CC

Description: - CC will generate print order of Demand and provide to the consumer.

1.1:- For performed this activity User follow the navigation path and then click on Print button beside of request ID and then demand note will generate.

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1.2:- Then generate print out and then provide to the consumer.

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		Contract Demand:	1KVA
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		IC LT of 230.00 Volts at supply volts sted to fulfil following requirements.	
Charge Details			
Charge Description	Amount Required (Rs.)	Available Amount (Rs.)	Net Payable (Rs.)
Consumer/Meter/Other Security	200.00		200.00
CC&SL and all other capital All miscellaneous receipts/income	1500.00 200.00		1500.00
A macenaneous receptarincome	200.00	I	200.00 Total=1900
 A Capacitor of ISI mark will be m A 16 Sq mm. armed cable will be Connection will be issued only if Your load will be extended only at Conduit Pipe Band and Meter B You will deposit pending amount You would have to submit copie Your connection could not be entered. 	ade available by applicant accord a made underground by applicant a the material is available. Service L ther installation of a new Transform loard will be provided by applicant, at of your previous connection, es of your neighbour's consent(reg atimated due to failure in finding the	according to his senctioned load. ine from pole to meter will be given ser. anding boundary crossing in your co a location specified by you,so furthe	by you. nnection) and proof of premise r proceeding regarding estimate
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Note:-

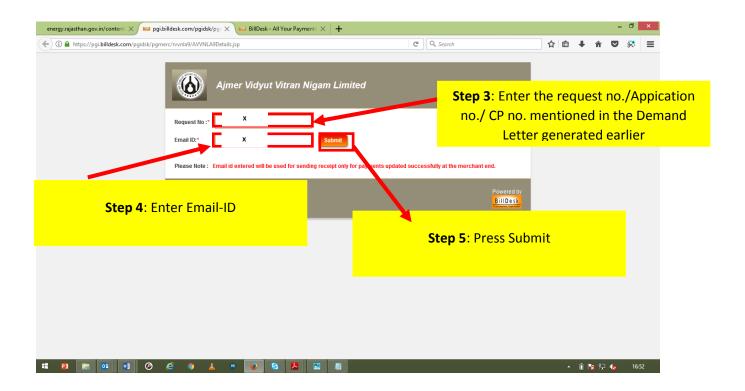
- 1. SMS will be sent to the consumer on upload of demand into the system
- 2. SMS/E-mail reminder to the consumer will be sent (on the last day) in case he/she has not made the payments within a stipulated time

Demand Payment by the Consumer

- 1. The demand can be deposited by the consumer online via
 - a. Quick Pay Link on the Discom Portal
 - b. Web Self Services
 - c. Any E-Mitra Counter
 - d. Any SDO Collection counter

(a) Quick Pay Link on the Discom Portal

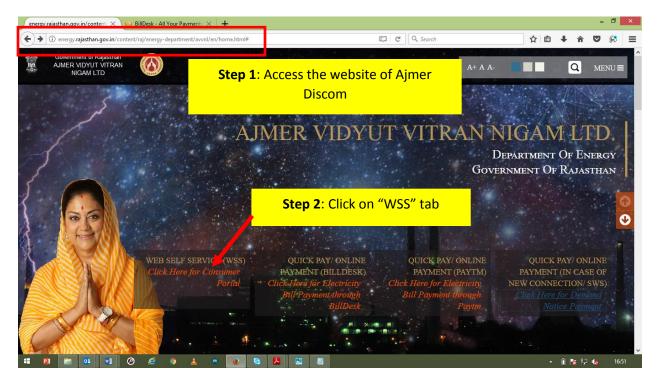


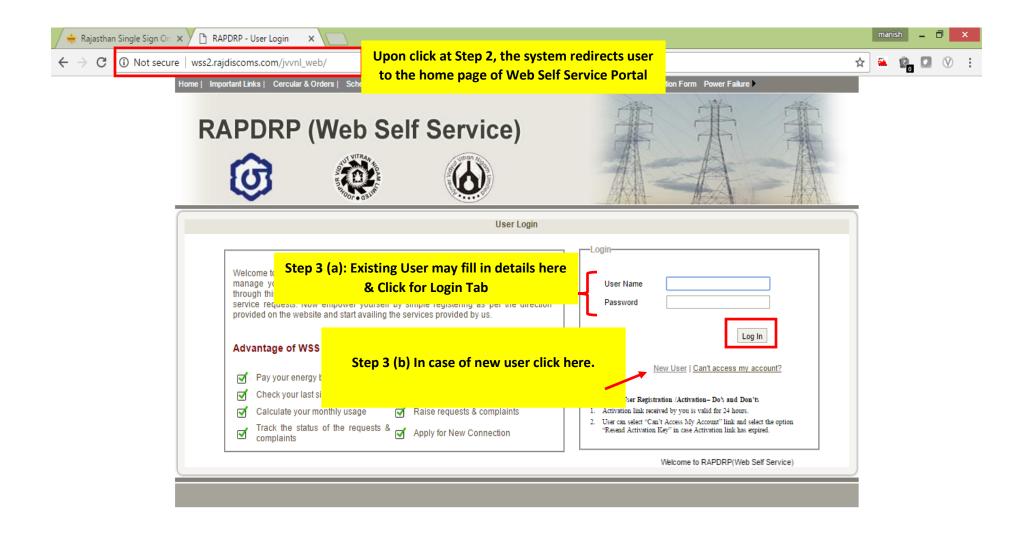


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	All miscella	neous receipts/income	200.00						
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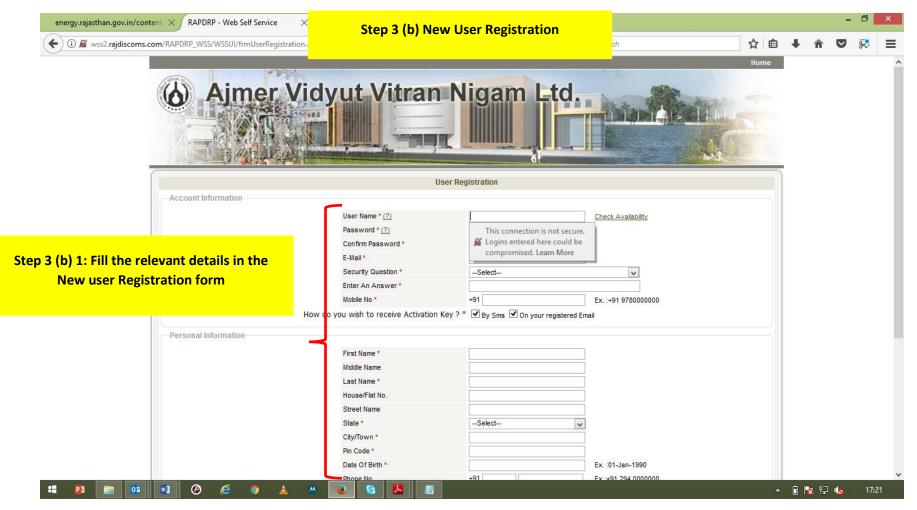
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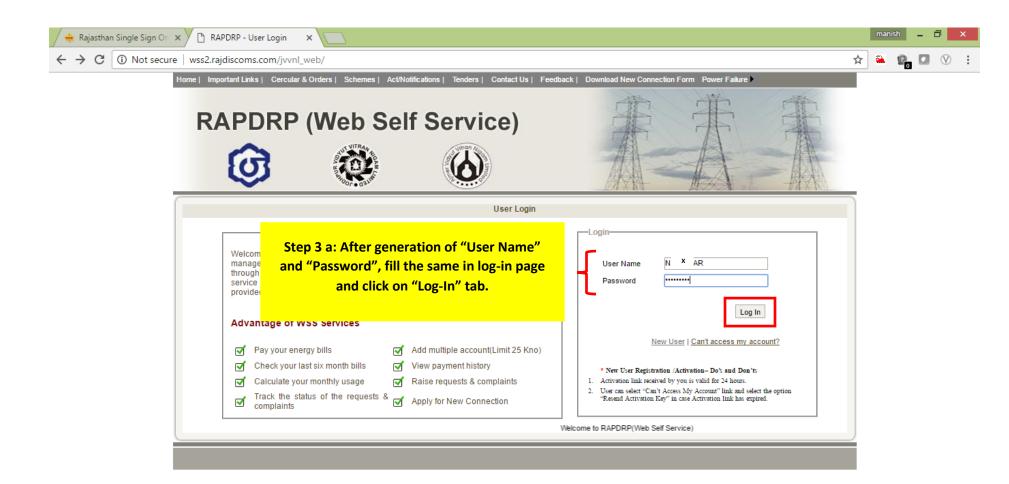


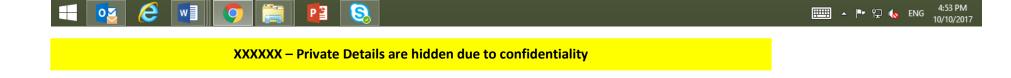


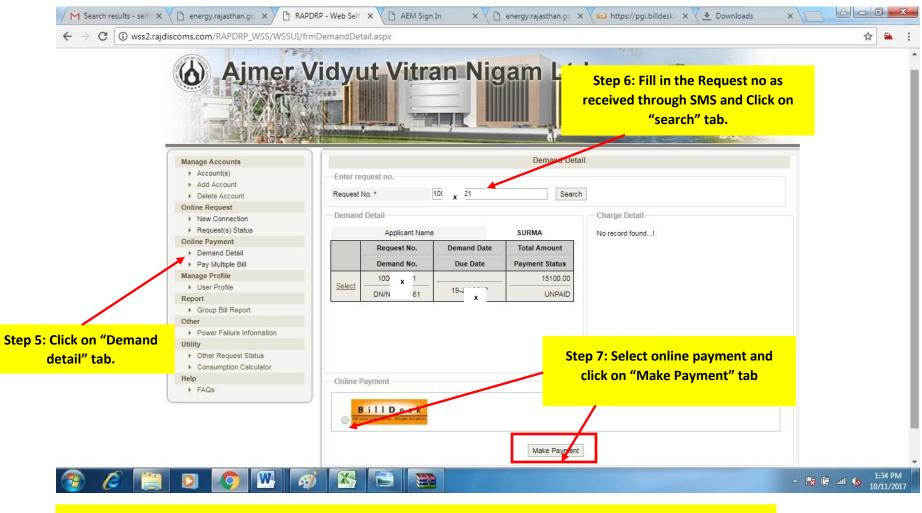
New User Registration Form:



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New user Registration form	Phone No.	+91	Ex.:+91 294 0000000				
	Alternate E-Mail						
	I agree to the <u>Terms & Condi</u>	itions and Privacy Policy					
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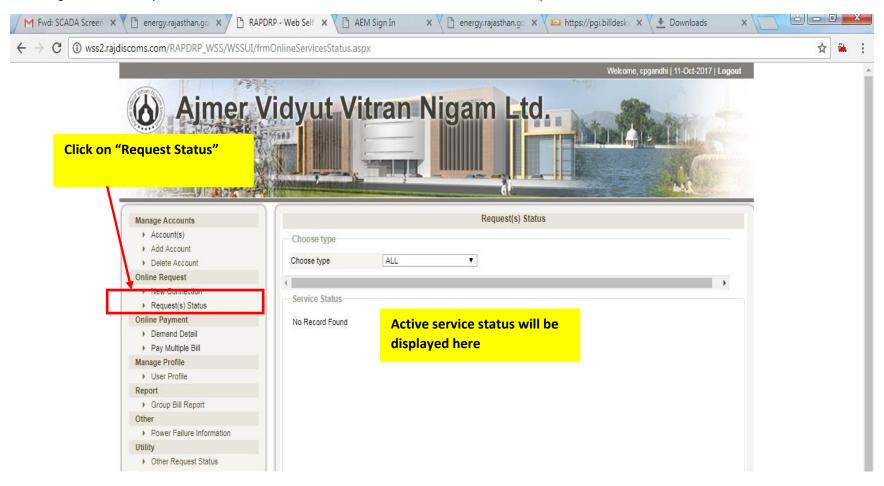


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	Ajmer Vidy	ut Vitran	Nigam Ltd. Step 8: 1.Total amount payable will be displayed.	
	Start the payment process by clicking the button below	N	2. Transaction charges will be displayed.	
	Total Payble Amount: Rs 15100		click on "Click here>>" tab.	
	Charges per transaction for making online payments of Credit Cards. No charges up to the bill amount Rs. 90 Debit Cards (up to Rs 2000/-): No charges upto the bil Debit Cards(above Rs 2000/-): 1% of transaction am Net Banking: No charges from consumers Please do not press back or refresh button. Do not clo	(6/- and 0.98% of transaction amoun II amount Rs. 1185/- and .75% of tra ount (for bills more than Rs. 2000/-)	ansaction amount for bills more than Rs. 1185/-	
	If Payment Receipt Is Not Generated / Error Page Dis	played		
	If the Bill amount is debited from your Bank Account b The payment receipt will be available under your KNo You can report such occurrence to discom mailid.		ipt will be available in three working days after receiving the confirmation from your Bank.	
	If Re-trying			
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Credit Card Debit Card Debit Card + ATM 1 1 Internet Banking Wallet/ Cash Cards Step 9: Select the comfortable online payme	Card Number Enter card number Expiration Date Month Year Card Holder Name Enter card holder name	cvv/ cvc	Merchant Name Rajasthan - Vidyut Vitran Nigam Limited[Ajmer] Payment Amount: ₹ 15100.00	
option and pay the amoun		Cancel	BillDesk	

Status Tracking by Consumer

After Log-In at the WSS portal as mentioned above, the consumer can chech status of request as mentioned below:



Step 5:- Demand & Payment (Demand Deposition)

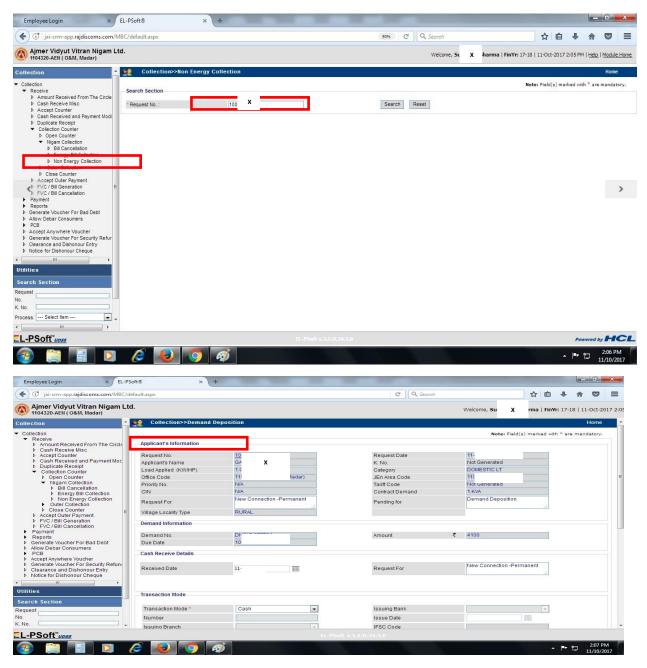
Navigation path: - Collection>> Receive>>Collection Counter>>Nigam Collection>>Non-Energy Collection

Assigned User:-HC

Description: - HC will collect the amount against Generated Demand from the consumer.

1.1:- For performed this activity HC will login from allotted User ID and follow the navigation path and then related page will open.

1.2:- Then User Search consumer request through request ID and click on search button then Consumer demand detail will be shown and then user select transaction mode and then click on submit button.



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	Cash A/C Head Details		Amount (Rs.)
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1.3:- After click on Submit button then system displays a success message **"Cash Receive Successfully with Receipt No"**

Note:-

- 1. The demand can be deposited by the consumer online via
 - a. Quick Pay through Discom Portal
 - b. Web Self Services
 - c. Any E-Mitra Counter
 - d. Any SDO Collection counter

Step 6:- SCO

Navigation path: - Request Management >> NC Request>>SCO>>Approve

Assigned User:-CC

Description: - CC will complete SCO Compliance detail.

1.1:- For performed this activity CC will login from allotted User ID and follow the navigation path and then related page will open.

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1.2:- Then User has to fill the SCO detail.

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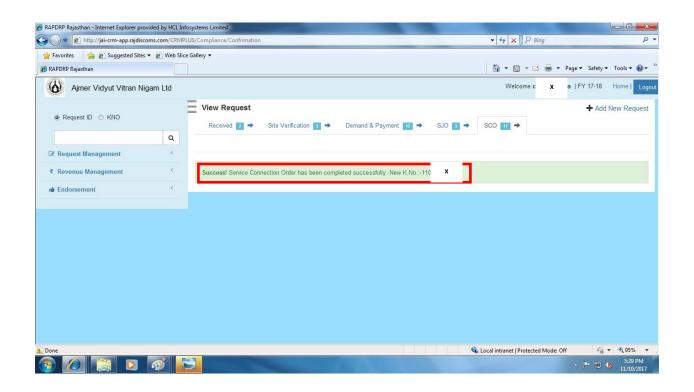
1.3-: Then fill Master Format data and meter detail and Location detail then after click on Submit Button.

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Meter Status*	ок		Meter Rent Code*	01	
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1.4-: after filling the all Compliance details then User has to click on submit button then system displays a success message with K.No **"Success! Service Connection Order has been completed successfully new K.No"**



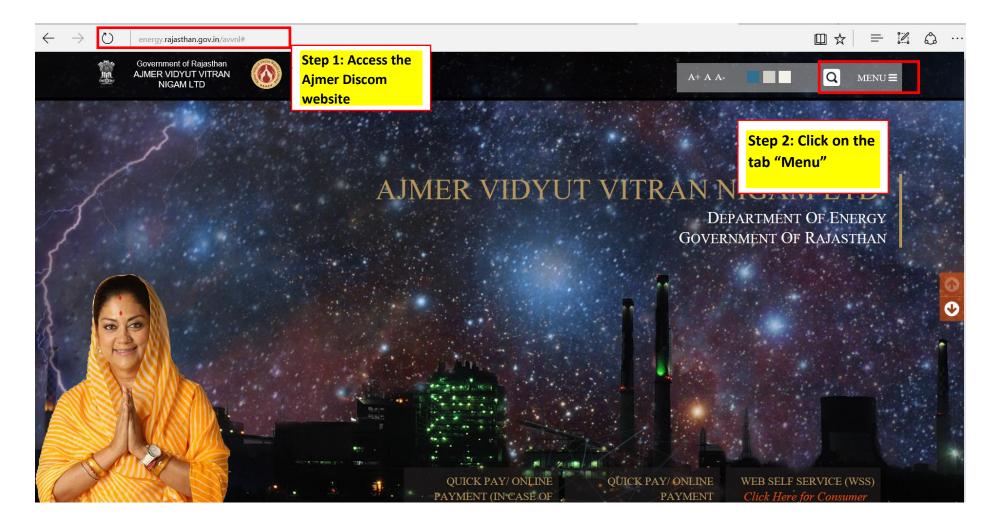
XXXXXX – Private Details are hidden due to confidentiality

END Result-:

1. User can view the detail of Generated K.No in CAT.

The Generation of the Consumer No. (K. No.) is itself the approval of the consumer application of release of new electricity connection. Consumer receives an SMS stating his/her K. No.

Third party verification of K. No.





			No to the second s
K Number :*	20000000000	× <u>HELP</u> Submit	
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Account Number	0215	
Bill Number	11 BF XXXXXXXXX	
Customer Name		
Customer Address	JH	
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Amount Payable	2983	
		Back
	XXXXXX – Private Do	etails are hidden due to confidentiality
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