

SUPRABHA

TECHNICAL ASSISTANCE PROGRAM

Developer User Manual of Unified Solar Rooftop Web Portal – Nagaland



GOVERNMENT OF INDIA
MINISTRY OF NEW
AND RENEWABLE ENERGY



WORLD BANK GROUP



SUPRABHA
SUSTAINABLE PARTNERSHIP FOR
ROOFTOP SOLAR ACCELERATION IN BHARAT



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LIST OF ACRONYMS

Acronyms	Definition
AE	Assistant Engineer
CFA	Central Financial Assistance
DCR	Domestic Content Requirement
DISCOM	Distribution Company
DNRE	Nagaland Department of New and Renewable Energy
DoPN	Department of Power, Nagaland
EoI	Expression of Interest
GPS	Global Positioning System
GRPV	Grid-Connected Solar Rooftop Photovoltaic
IEC	International Electrotechnical Commission
IS	International Standard
JNNSM	Jawaharlal Nehru National Solar Mission
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
SBI	State Bank of India
SPV	Solar Photovoltaic
WB	World Bank
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). To ensure timely installation, transparent interaction of the Distribution Company (DISCOM) and its Consumers is essential.

To enable rapid deployment of solar rooftop systems in the State of Nagaland a Unified Solar Rooftop Web Portal (USRWP) for processing Solar Rooftop PV Application is developed under the support of the World Bank - State Bank of India Technical Assistance Programme for Grid Connected Solar Rooftop Photovoltaic (GRPV). The USRWP shall enable the Department of Power, Nagaland (DoPN), DoPN's Consumers to approach DoPN to interconnect their solar rooftop system with the grid and eligible Consumers to approach DoPN to avail subsidy.

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

- DoPN
- Consumers who register as Applicants
- Empanelled and Non-Empanelled Vendors

The purpose of this Developer User Manual is to assist the Developer regarding the Portal functionalities that can be handled by the Developer. The functions and the processes to be followed are described in detail to aid the user in the use of the Portal.

1 DEVELOPER FUNCTIONALITIES

The Developer can access the Portal functionalities.

1.1 REGISTRATION

Developers shall mandatorily register themselves on the portal for which Developer shall follow the steps mentioned below.

1. Access the website of the Portal.
2. Click on the tab 'Vendor Registration' as shown in Figure 1 to log in or register.

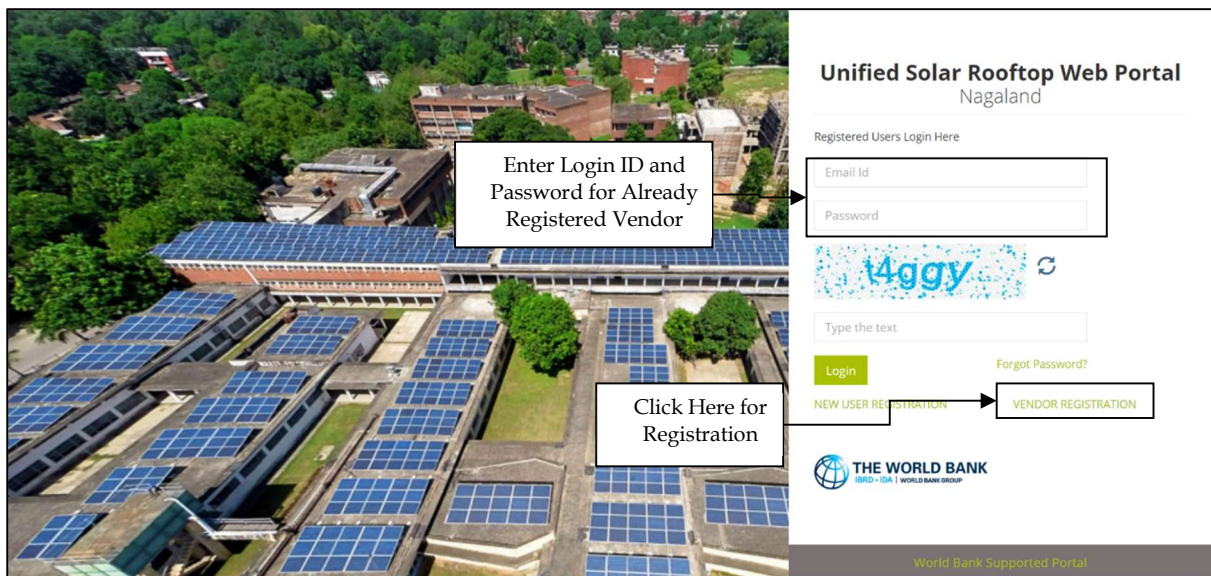


Figure 1: Registration of Developer

3. On clicking on the 'Vendor Registration' tab, a new page will be opened as illustrated in Figure 2. Enter details required in the space provided and click on 'Submit' for registration as shown in Figure 2. The Email Id provided will be the Login ID of the developer.

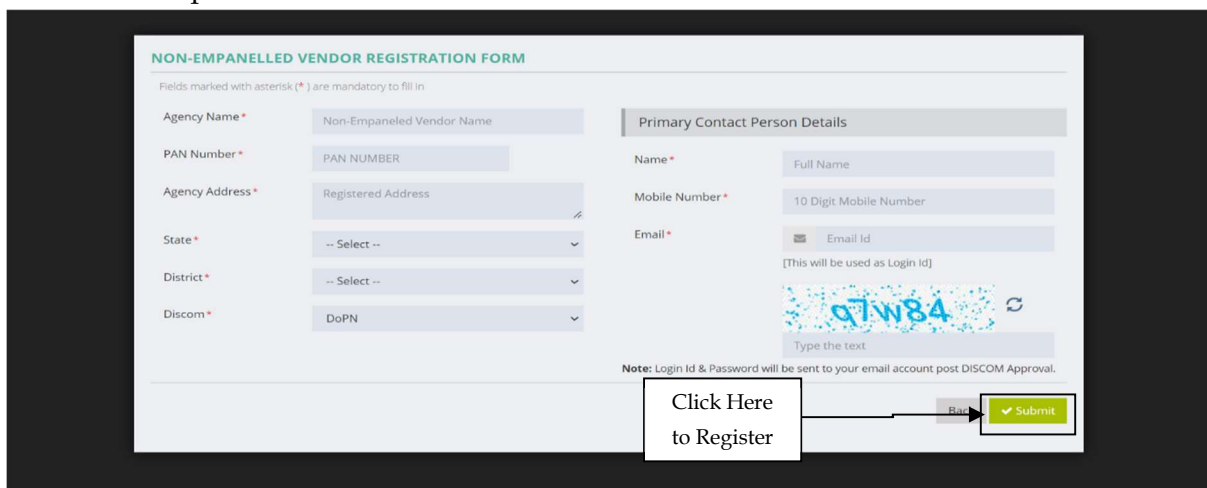


Figure 2: Registration Page

4. Wait for the confirmation from Admin. Admin will send a one-time password to registered email ID using which Developer can log in.

1.2 LOGIN

Developers who are already registered can log in directly by entering their registered email ID and password. Click on the tab 'Login' to enter into the portal to access their functionalities as displayed in Figure 1.

1.3 DEVELOPER'S DASHBOARD

The registered Developer shall log in to the portal. Once logged in, the registered Developers' homepage shall appear as illustrated in Figure 3.

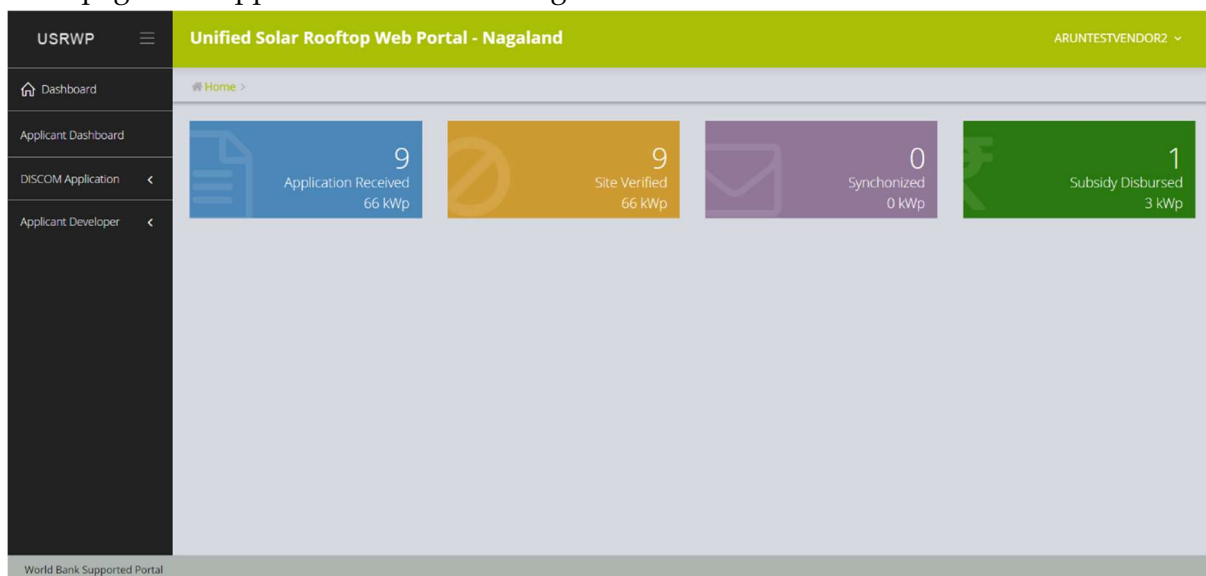


Figure 3: Developer Dashboard

1. The Developer shall view statistics on the Dashboard, which includes:
 - a. Applications received for installation.
 - b. Sites where technical feasibility is received.
 - c. System which is synchronised with grid
 - d. Project whose subsidy is disbursed.

1.4 FUNCTIONALITIES – APPLICANT DEVELOPER

The Developer can view the list of applicants who have selected them for installation. Also, the Developer can view the status of the application as well as Developer can fill the application on behalf of the Applicant. To perform the activities Developer will follow the below-mentioned steps.

1. Click on the 'Applicant Developer' menu and 'Applicant-Developer' sub-tab to view the list of Applicants as depicted in Figure 4.

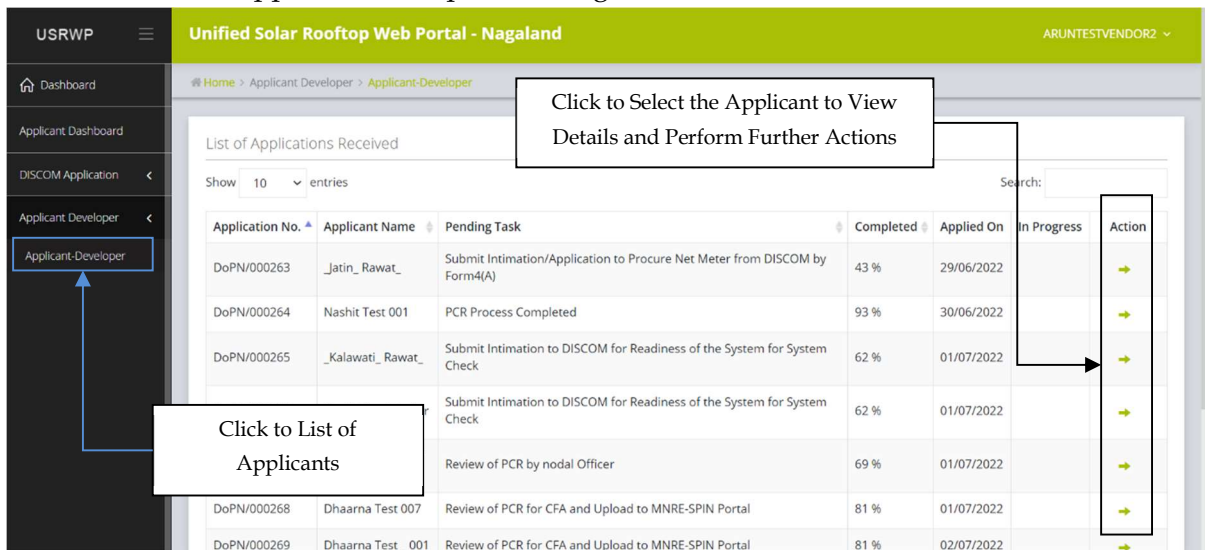


Figure 4: List of Applicants

2. Developer can view the basic details of the Applicant in the list. Also, the Developer can select the application to view the dashboard and application track page of the Applicant. To perform the same, the Developer shall click on the icon under the 'Action' column. On selecting the Applicant, a notification will be generated in the portal as shown in Figure 5.

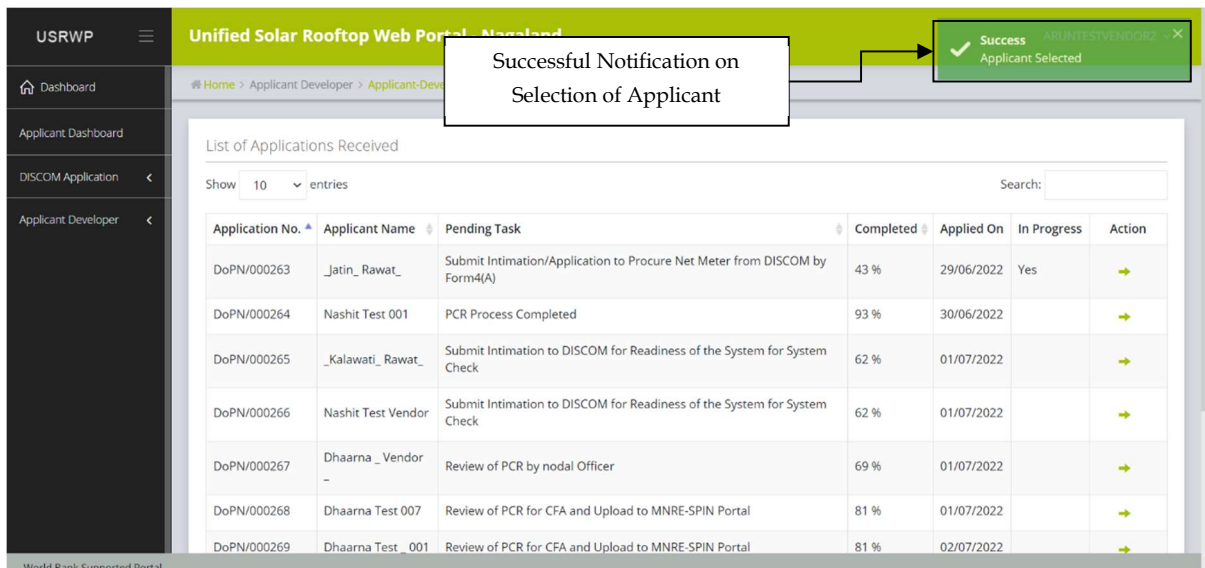


Figure 5: Generation of Notification on Selection of Applicant

3. After selection of the Applicant, the dashboard and track application page of the application will be fetched to the interface of the Developer as explained below.

1.5 FUNCTIONALITIES – APPLICANT DASHBOARD

The Developer can view the Dashboard of the selected Applicant. To view, the same Developer shall follow the below-mentioned steps.

1. Click on the ‘Applicant Dashboard’ menu to view the dashboard of Applicant as depicted in Figure 6.

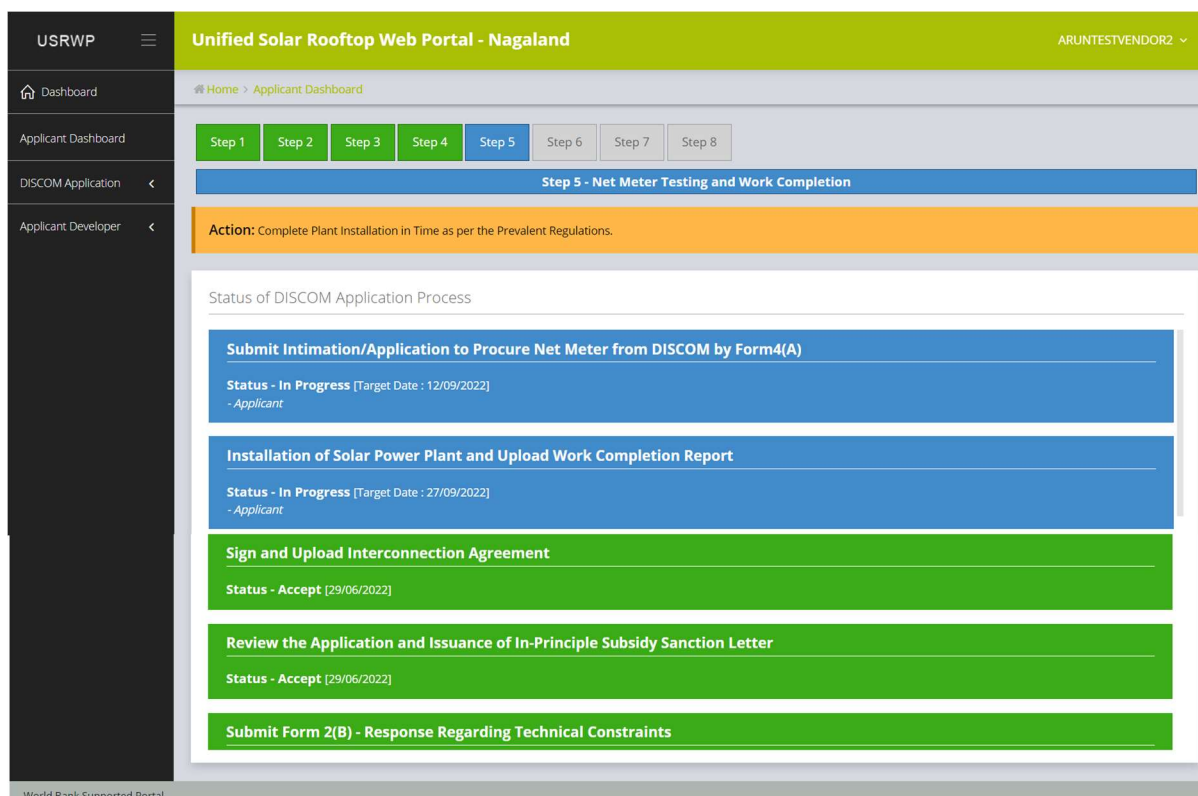


Figure 6: Dashboard of Applicant

2. Developer can view the status of the application and access the track application page by clicking on the steps displayed at the top of the page.
3. It is also possible to access the track application page of Applicant as explained below.

1.6 FUNCTIONALITIES – DISCOM APPLICATION

Developer can access the track application page of selected Applicant and perform the activities on behalf of Applicant. To perform the activities Developer shall follow the below-mentioned steps.

1. Click on the ‘DISCOM Application’ menu and ‘Track Solar Rooftop Application’ sub-sub-menu to view the list of Applicants as depicted in Figure 7.

USRWP Unified Solar Rooftop Web Portal - Nagaland ARUNTESTVENDOR2

Dashboard # Home > DISCOM Application > Track Solar Rooftop Application

Track Solar Rooftop Application

Note: Click on → to process further

Applicant Basic Details								+
Process Description	Responsibilities	Name	Status/Target Date	Approval Status	Form Attached	Document Attached	Comments	Action
Fill and Submit DISCOM Application Form	Applicant	_Jatin_Rawat_	29/06/2022	Submit	PaymentSlip			
Application Review	SDO (Sub-Division Officer)	SDO No.1 Kohima	29/06/2022	Shortfall			Shortfall	
Fill and Submit DISCOM Application Form	Applicant	_Jatin_Rawat_	29/06/2022	Submit	PaymentSlip			
Application Review	SDO (Sub-Division Officer)	SDO No.1 Kohima	29/06/2022	Accept			Accepted	
Technical Feasibility Report Determination and Outcome	EE (Executive Engineer)	EE Kohima	29/06/2022	Shortfall	Form 2			
Submit Form 2(B) - Response Regarding Technical Constraints	Applicant	_Jatin_Rawat_	29/06/2022	Submit				
Review the Application and Issuance of In-Principle Subsidy Sanction Letter	Nodal Officer, DoPN	Nodal Officer	29/06/2022	Accept		Report		
Sign and Upload Interconnection Agreement	EE (Executive Engineer)	EE Kohima	29/06/2022	Accept		Interconnection Agreement		
Installation of Solar Power Plant and Upload Work Completion Report	Applicant	_Jatin_Rawat_	27/09/2022 84 Days Remaining	In Progress				→
Submit Intimation/Application to Procure Net Meter from DISCOM by Form4(A)	Applicant	_Jatin_Rawat_	12/09/2022 69 Days Remaining	In Progress				
Payment for Net Meter Procurement from DISCOM	Applicant	_Jatin_Rawat_		No Action				
Request for Net Meter Testing by Form 4(C) and Payment of Testing Fees	Applicant	_Jatin_Rawat_		No Action				
Submit Intimation to DISCOM for Readiness of the System for System Check	Applicant	_Jatin_Rawat_		No Action				
Outcome of System Check, conduct for Joint Inspection and grid synchronization	EE (Executive Engineer)			No Action				
Submission of PCR by Consumer	Applicant	_Jatin_Rawat_		No Action				
Review of PCR by nodal Officer	Nodal Officer, DoPN			No Action				
Review of PCR for CFA and Upload to MNRE-SPIN Portal	Nodal Officer, DoPN			No Action				

Click to View Uploaded Documents → Download Bulk Documents

Figure 7: Application Stage List

2. Developer can access the process of application of each Consumer. Selected Developers can fill and apply on behalf of the Consumer after the issuance of the In-Principle sanction letter. Consumers shall also have the access to their application.
3. Click on 'View Uploaded Documents'. To download the documents uploaded in the portal by the Applicant or Approver.