



MEESEVA USER MANUAL

FOR

SPDCL – NEW CONNECTION



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SPDCL-NEW CONNECTION SERVICE

The erstwhile Andhra Pradesh State Electricity Board which came into existence in 1959 was responsible for Generation, Transmission and Distribution of Electricity. Under Electricity Sector Reforms agenda, Government of Andhra Pradesh promulgated Andhra Pradesh Electricity Reforms Act, 1998. The erstwhile APSEB was unbundled into one Generating Company (APGENCO), One Transmission Company (SPDCL) and Four Distribution Companies (APDISCOMs) as part of the reform process. Those are CPDCL, EPDCL, NPDCL and SPDCL.

Note: -At present EPDCL and SPDCL Discom Services are provided through MeeSeva.

| | |
|---------------------------|--|
| Category Type | B |
| User Charges | INR 35/- |
| Service Charges | Based on the Service selection and No. of Units |
| Documents Required | 1. Application Form* 2. ID Proof * 3. Caste Certificate (Mandatory if SC & ST) 4. Owner Ship Certificate/Sale Deed/Gift Deed(Selected Proof Document) * 5. Municipality/ Gram Panchayat Permission Letter * 6. Photo* |

Table 1: Service information at Glance

Note: The asterisk (*) denotes mandatory requirement of documents.



Procedure for applying the Request at Kiosk: -

This section contains instructions for the operators of the MeeSeva web application to apply for SPDCL- New connection Service.

- 1) In MeeSeva home screen, under **List of Services**, Select **SPDCL Department** services as depicted in Figure 1.

The screenshot shows the MeeSeva home screen. At the top, there are navigation links: View Transactions, Reports, Home, and Log Off. On the left, there is a 'List of Services' menu with the following items: Application Submission, AADHAAR, AGRICULTURE, APMIP, ANIMAL HUSBANDRY, COMMISSIONERATE OF INDUSTRIES REGISTRATION DEPARTMENT, RTA, SOCIAL WELFARE DEPARTMENT, SPDCL (highlighted with a red box), and TECHNICAL EDUCATION. On the right, there is a user profile section with fields for Username, User ID, Phone No, and Last Login. Below this, there are three tabs: Key Contacts of Govt.A.P, Media Releases, and Govt. Sites. The main content area displays a list of updates:

1. **Farm Mechanization (FY 2017-2018) service under Agriculture Department all KIOSK.**
2. **There is an issue at CARD,CC,EC services will not work till further notice.**
3. **As per the letter Lr.Rc.No.G/869/2017, Dated: 30-03-2017, BC Caste Ma and the revised has been updated in the MeeSeva. [Click Here for Letter Copy](#)**
4. **Important instructions regarding the Mutation and Title Deed cum e - Patta**

Figure 1: SPDCL Department

- 2) Select **New Connection** Service under SPDCL Department Services as depicted in Figure 2.

The screenshot shows the MeeSeva 'New Connection' service selection screen. On the left, there is a list of services: RURAL DEVELOPMENT, REGISTRATION DEPARTMENT, RTA, SOCIAL WELFARE DEPARTMENT, SPDCL, SPDCL - NEW CONNECTION (highlighted with a red box), and TECHNICAL EDUCATION. On the right, there is a 'Meeseva Updates' section with a list of links:

- Documents needed for each service
- Guidelines to Meeseva Centers
- Citizen's Charter for Citizens
- Physical Forms
- FAQs

Figure 2: New Connection Service Selection Screen



3) Now New Connection request screen will be Displays as depicted in figure 3.

| | | | |
|--|--------|----------|----------|
| View Transactions Reports Home Log Off | | | |
| New Connection Request | | | |
| Payment Mode | | | |
| Payment Mode : | Cash ▼ | Discom*: | Select ▼ |

Figure 3: Application Request Screen

4) Select Discom as SPDCL as depicted in Figure 4.

| | | | |
|--|--------|----------|---------|
| View Transactions Reports Home Log Off | | | |
| New Connection Request | | | |
| Payment Mode | | | |
| Payment Mode : | Cash ▼ | Discom*: | SPDCL ▼ |
| | | | Select |
| | | | SPDCL |

Figure 4: Discom Selection



5) New Connection Request details page displayed. As depicted in Figure 5.

| New Connection Request | | | |
|---|---|--|---|
| Payment Mode | | | |
| Payment Mode : | Cash ▼ | Discom* : | SPDCL ▼ |
| Please Select Category Type | | | |
| Category Type* : | <input type="radio"/> LT Category <input type="radio"/> HT Category | | |
| Please Select Service Type | | | |
| Service Type* : | Select ▼ | | |
| Consumer Details | | | |
| Application Number* : | NC011701140566 | AADHAR Card No* : | <input type="text"/> Pre-Fill |
| Consumer Sur Name* : | <input type="text"/> | Consumer Name* : | <input type="text"/> |
| Consumer Father Name* : | <input type="text"/> | Social Group* : | Select ▼ |
| Consumer Type* : | Select ▼ | Purpose of Supply* : | ▼ |
| Location of Premises where supply is required | | | |
| House No* : | <input type="text"/> | Street* : | <input type="text"/> |
| Circle* : | Select ▼ | Mandal* : | Select ▼ |
| Pin Code* : | <input type="text"/> | | |
| Section Name* : | Select ▼ | Phase Type* : | Select ▼ |
| Dept Type* : | Select ▼ | <input type="radio"/> Without Estimate <input type="radio"/> With Estimate | |
| Location* : | Select ▼ | | |
| Location Name* : | <input type="text"/> | | |
| Existing/Adjascent Service No if any : | <input type="text"/> | Contracted Load* : | <input type="text"/> Kilo Watts |
| Do You Know Your Estimate: | <input type="radio"/> Yes <input type="radio"/> No | | |
| Address for Communication | | | |
| Door No: | <input type="text"/> | Locality/Land Mark : | <input type="text"/> |
| State : | ANDHRA PRADESH ▼ | District* : | Select ▼ |
| Mandal* : | Select ▼ | Village/Ward* : | Select ▼ |
| Pin Code : | <input type="text"/> | Mobile Number* : | <input type="text"/> |
| Email ID: | <input type="text"/> | Ration Card No: | <input type="text"/> |
| Informant Details | | | |
| Informant Name* : | <input type="text"/> | Informant Relation* : | Select ▼ |
| Delivery Type* : | Manual ▼ | Proof Document* : | Select ▼ |
| ID Proof* : | Select ▼ | | |
| Type Of OwnerShip* : | Select ▼ | | |
| Document List (NOTE: All Upload Documents are in Pdf Format Only and All Documents Size Must Not Exceed 3MB) | | | |
| <input type="checkbox"/> Application Form | File Browse : | <input type="text"/> Choose File No file chosen * | |
| <input type="checkbox"/> ID Proof | File Browse : | <input type="text"/> Choose File No file chosen * | |
| <input type="checkbox"/> Caste Certificate (Mandatory if SC/ST) | File Browse : | <input type="text"/> Choose File No file chosen * | |
| <input type="checkbox"/> Owner Ship Certificate/Sale Deed/Gift Deed(Selected Proof Document) | File Browse : | <input type="text"/> Choose File No file chosen * | |
| <input type="checkbox"/> Municipality/Gram panchayat Permission Letter | File Browse : | <input type="text"/> Choose File No file chosen * | |
| <input type="checkbox"/> Photo | File Browse : | <input type="text"/> Choose File No file chosen * (In .JPG Format Only) | |
| Show Payment | | | |

Figure 5: Application Home Screen



6) Select the Category Type either Lt Category or HT Category as depicted in figure 6

| New Connection Request | |
|-----------------------------|--|
| Payment Mode | |
| Payment Mode : | Cash ▼ |
| Discom*: | SPDCL ▼ |
| Please Select Category Type | |
| Category Type*: | <input checked="" type="radio"/> LT Category <input type="radio"/> HT Category |

Figure 6: Category Type Selection

Note: Here I am selecting LT category

7) Select Service Type (Domestic/Commercial/ General Purpose or etc...) based on Applicant Request. As depicted in Figure 7.

Note: - Here I am selecting Service Type as Commercial

| Please Select Category Type | |
|-----------------------------|--|
| Category Type*: | <input checked="" type="radio"/> LT Category <input type="radio"/> HT Category |
| Please Select Service Type | |
| Service Type*: | <div style="border: 1px solid black; padding: 2px;"> Select LT1-DOMESTIC LT2-COMMERCIAL LT3-INDUSTRIAL LT4-COTTAGE/AGRO BASED INDUSTRIES AND DHOBIGHAT LT5-AGRICULTURAL LT5C-SALT FARMING/ RURAL HORTICULTURE NURSERIES UPTO 15HP LT6A-STREET LIGHTS LT6B-WATER WORKS LT6C-NTR SUJALA PADHAKAM LT7-GENERAL PURPOSE/RELIGIOUS PLACES LT8-TEMPORARY SUPPLY </div> |
| Sechme Type*: | |
| Consumer Details | |
| Application Number*: | No*: |
| Consumer Sur Name*: | Consumer Name*: |
| Consumer Father Name*: | Social Group*: |
| Consumer Type*: | Purpose of Supply*: |
| TIN Number : | |

Figure 7: Service Type Selection

8) Enter Consumer Details such as Aadhaar No, Consumer Sur Name, Consumer Name, Father Name, Social Group (either SC/ST/OC/BC/OTHERS), Consumer Type(Either Individual/Other Legal Personal/Private Limited Company/Public Limited Company/Registered A Partner Ship/ Unregistered Partner Ship) and Purpose of Supply(Populated based on service). It has been depicted in figure 8.

Note: - We can also pre-fill Consumer details with the help of Aadhaar number.

| Consumer Details | | | |
|------------------------|-----------------|---------------------|---|
| Application Number*: | NIC011701140566 | AADHAR Card No*: | XXXXXXXXXX54 Pre-Fill |
| Consumer Sur Name*: | CHAPPIDI | Consumer Name*: | PRASANTHA REDDY |
| Consumer Father Name*: | ESWARA REDDY | Social Group*: | OC ▼ |
| Consumer Type*: | INDIVIDUAL ▼ | Purpose of Supply*: | OFFICES ▼ |
| TIN Number : | 1234567890 | | |

Figure 8: Consumer Details Screen



- 9) Enter Location of Premises where supply is required such as House No, Street, Circle, Division, Sub Division, Pin code, Section Name, Phase Type, Dept type, Estimate Type (With Estimate or Without Estimate), Location type, Location name, Existing/Adjacent Service No if Any and Connected Load(In kw). It has been depicted in figure 9.

Note: Here I am selecting Estimate Type as Without Estimate

| Location of Premises where supply is required | | | |
|---|---|---|---|
| House No*: | <input type="text" value="210-212"/> | Street*: | <input type="text" value="MAIN ROAD"/> |
| Circle*: | <input type="text" value="ANANTHAPUR"/> | Mandal*: | <input type="text" value="TADIPATRI"/> |
| Pin Code*: | <input type="text" value="515411"/> | | |
| Section Name*: | <input type="text" value="TADIPATRI-1"/> | Phase Type*: | <input type="text" value="Select"/> |
| Dept Type*: | <input type="text" value="NON-GOVERNMENT"/> | <input checked="" type="radio"/> Without Estimate <input type="radio"/> With Estimate | |
| Location*: | <input type="text" value="TOWN"/> | | |
| Location Name*: | <input type="text" value="YSR CIRCLE"/> | | |
| Existing/Adjacent Service No if any : | <input type="text"/> | Contracted Load*: | <input type="text" value="1"/> KiloWats |
| Do You Know Your Estimate: | <input type="radio"/> Yes <input checked="" type="radio"/> No | | |

Figure 9: Location of Premises where supply is required screen - Without Estimation

CASE – 1: New Connection – Without Estimation

- 10) Enter Address for Communication (Door No, Locality/Land Mark, State, District, Mandal, Village/Ward, Pin Code, Mobile Number, Email id and Ration Card Number) as depicted in Figure 10.

| Address for Communication | | | |
|---------------------------|--|----------------------|---|
| Door No: | <input type="text" value="3/703-22"/> | Locality/Land Mark : | <input type="text" value="YSR CIRCLE"/> |
| State : | <input type="text" value="ANDHRA PRADESH"/> | District*: | <input type="text" value="Ananthapuramu"/> |
| Mandal* : | <input type="text" value="Tadipatri"/> | Village/Ward* : | <input type="text" value="TADPATRI (R)"/> |
| Pin Code : | <input type="text" value="515411"/> | Mobile Number*: | <input type="text" value="XXXXXXXX65"/> |
| Email ID: | <input type="text" value="prasanth.test@gmail.com"/> | Ration Card No: | <input type="text" value="WAPXXXXXXXXX52"/> |

Figure 10: Address for Communication Screen

- 11) Enter Informant Details (Informant Name, Relation, Delivery Type, Proof Document, ID Proof and Type of Ownership(Tenet or Owner)) as depicted in Figure 11.



| Informant Details | | | |
|---------------------|-------------------|----------------------|-------------------|
| Informant Name*: | C PRASANTHA REDDY | Informant Relation*: | Self |
| Delivery Type*: | Manual | Proof Document*: | House Tax Receipt |
| ID Proof*: | Aadhar Card Copy | | |
| Type Of Ownership*: | Owner | | |

Figure 11: Information Details Screen

12) Collect the necessary supporting documents as indicated in the New Connection request page scan the documents and upload into the system, as depicted in Figure 12.

| Document List (NOTE: All Upload Documents are in Pdf Format Only and All Documents Size Must Not Exceed 3MB) | | | |
|--|-------------|-------------|----------------------------------|
| <input checked="" type="checkbox"/> Application Form | File Browse | Choose File | 50914637_RDSummary.pdf |
| <input checked="" type="checkbox"/> Aadhar Card Copy | File Browse | Choose File | 50914637_RDSummary.pdf |
| <input checked="" type="checkbox"/> Caste Certificate (Mandatory if SC/ST) | File Browse | Choose File | 50914637_RDSummary.pdf |
| <input checked="" type="checkbox"/> House Tax Receipt | File Browse | Choose File | 50914637_RDSummary.pdf |
| <input checked="" type="checkbox"/> Municipality/Gram panchayat Permission Letter | File Browse | Choose File | 50914637_RDSummary.pdf |
| <input checked="" type="checkbox"/> Photo | File Browse | Choose File | Tulips.jpg (In .JPG Format Only) |

[Show Payment](#)

Figure 12: Upload Documents List

Note: All the mandatory fields have to be filled in; otherwise request will not be accepted by the system.

Note: Ensure that the Location of Premises Details of the Consumer is accurate as the concerned officials visit Premises Location during the verification of his/her New Connection particulars.

13) Click **Show Payment**. Another window appears requesting to **Confirm Payment** as depicted in figure 13.



| | | | |
|---|---|-----------------------|--------------------------------------|
| <input checked="" type="checkbox"/> House Tax Receipt | File Browse : <input type="text" value="Choose File"/> No file chosen * | | |
| <input checked="" type="checkbox"/> Municipality / Gram panchayat Permission Letter | File Browse : <input type="text" value="Choose File"/> No file chosen | | |
| <input checked="" type="checkbox"/> Photo | File Browse : <input type="text" value="Choose File"/> No file chosen * (In .JPG Format Only) | | |
| Show Payment | | | |
| Uploaded Documents | | | |
| 01~50914637_RDSummary.pdf | | | |
| 02~50914637_RDSummary.pdf | | | |
| 03~50914637_RDSummary.pdf | | | |
| 04~50914637_RDSummary.pdf | | | |
| 05~50914637_RDSummary.pdf | | | |
| 06~Tulips.jpg | | | |
| Charges Details | | | |
| Application Fee : | <input type="text" value="100"/> | Development Charges : | <input type="text" value="1200"/> |
| Security Deposit : | <input type="text" value="800"/> | | |
| Receive Payment | | | |
| Service Charges : | <input type="text" value="2100.00"/> | User Charges : | <input type="text" value="35.00"/> |
| Courier Charges : | <input type="text" value="0.00"/> | Total Amount : | <input type="text" value="2135.00"/> |
| Confirm Payment | | | |

Figure 13: Show Payment Section

Note: - Here Charges are varies based on Category and Load Type.

14) Collect the amount from the Citizen and click **Confirm Payment** to submit the request as depicted in figure 14.

| | | | |
|---|--------------------------------------|-----------------------|--------------------------------------|
| Uploaded Documents | | | |
| 01~50914637_RDSummary.pdf | | | |
| 02~50914637_RDSummary.pdf | | | |
| 03~50914637_RDSummary.pdf | | | |
| 04~50914637_RDSummary.pdf | | | |
| 05~50914637_RDSummary.pdf | | | |
| 06~Tulips.jpg | | | |
| Charges Details | | | |
| Application Fee : | <input type="text" value="100"/> | Development Charges : | <input type="text" value="1200"/> |
| Security Deposit : | <input type="text" value="800"/> | | |
| Receive Payment | | | |
| Service Charges : | <input type="text" value="2100.00"/> | User Charges : | <input type="text" value="35.00"/> |
| Courier Charges : | <input type="text" value="0.00"/> | Total Amount : | <input type="text" value="2135.00"/> |
| Confirm Payment | | | |

Figure 14: Payment Confirmation Section

Note: Ensure that you have sufficient balance with your service provider (SCA), else the system will not accept the request.

15) On confirmation, a receipt will be generated as depicted in the following figure. The receipt will contain the Certificate delivery date.



Date : 28/07/2017

Time : 9:06 AM

| SPDCL - NEW CONNECTION | | | |
|-------------------------|--|-----------------------------|--------------------------------|
| Discom Name : | SPDCL | Date of Payment :28/07/2017 | |
| Authorized Agent Name : | ,OPERATOR | Informant Name : | C PRASANTHA REDDY |
| Transaction Id : | TANC011701140566 | Application No : | NC011701140566 |
| Circle : | ANANTHAPUR | Mandal: | TADIPATRI |
| Section : | TADIPATRI-1 | Applied Load : | 1 Kilo Watts |
| Consumer Name : | PRASANTHA REDDY | Amount Paid (in Rs.) : | 2135+25(Courier Charges)= 2160 |
| Category Type : | LT2-COMMERCIAL | | |
| CSC Application No : | 72312S135002017JUL28 | | |
| CSC Address : | O/o. ADE/Operation/Tadipatri, Ananthapur road, Tadipatri, 08558-223300 | | |

TCS TEST CHANNEL

The Transaction Id should be kept for further correspondence.

Note : The Kiosk Operator must courier the New Connection Application Form along with all supporting documents to the respective ADE. The Courier amount 25/- shall be collected from the applicant.

Print

List of Services

New Connection Application

Figure 15: Receipt

CASE – 2: New Connection – With Estimation & EODB Integration



16) At Location and New Connection request screen Operator selects With Estimation radio button as depicted in figure 16.

| Location of Premises where supply is required | | | |
|---|----------------|---|-------------|
| House No*: | 210-212 | Street*: | MAIN ROAD |
| Circle*: | ANANTHAPUR | Mandal*: | TADIPATRI |
| Pin Code*: | 515411 | | |
| Section Name*: | TADIPATRI-1 | Phase Type*: | Phase-1 |
| Dept Type*: | NON-GOVERNMENT | <input type="radio"/> Without Estimate <input checked="" type="radio"/> With Estimate | |
| Location*: | TOWN | | |
| Location Name*: | TEST | | |
| Existing/Adjascent Service No if any : | 723130521245 | Contracted Load*: | 15 KiloWats |

Figure 16: With Estimation Service Selection

17) Once operator selects Estimation Type as 'With Estimate', Load Details screen displayed as depicted in Figure 17.

| Load Details | | | |
|-----------------------------|---|------------------|---|
| Do You Know Your Estimate: | <input checked="" type="radio"/> Yes <input type="radio"/> No | | |
| Distance From Sea Coast: | <=10Km | Execution: | <input checked="" type="radio"/> Department <input type="radio"/> Turnkey |
| DTR Required : | <input checked="" type="radio"/> Yes <input type="radio"/> No | NO OF Shifts : | Select |
| DTR Capacity : | Select | DTR Quantity: | Select |
| Dedicated DTR required : | <input checked="" type="radio"/> Yes <input type="radio"/> No | BayExt Required: | <input type="radio"/> Yes <input checked="" type="radio"/> NO |
| SUB Station Location: | <input checked="" type="radio"/> INDOOR <input type="radio"/> OUTDOOR | | |
| Voltage | Length(Note:Please Enter In Meters) | Pole Type | Pole Heigth(In Meters) |
| Select | | | Select |
| Add New Row | | | |

Figure 17: Load Details Request Screen

18) Enter Load Details based on the customer requirement as depicted in figure 18.



| Load Details | | | | |
|--|---|------------------|---|-----------------------------|
| Do You Know Your Estimate: <input checked="" type="radio"/> Yes <input type="radio"/> No | | | | |
| Distance From Sea Coast: | <=10Km | Execution: | <input checked="" type="radio"/> Department <input type="radio"/> Turnkey | |
| DTR Required : | <input checked="" type="radio"/> Yes <input type="radio"/> No | NO OF Shifts : | 1 | |
| DTR Capacity : | 25 KVA | DTR Quantity: | 1 | |
| Dedicated DTR required : | <input checked="" type="radio"/> Yes <input type="radio"/> No | BayExt Required: | <input checked="" type="radio"/> Yes <input type="radio"/> NO | |
| SUB Station Location: | <input checked="" type="radio"/> INDOOR <input type="radio"/> OUTDOOR | | | |
| Voltage | Length(Note:Please Enter In Meters) | Pole Type | Pole Heigth(In Meters) | |
| 11KV | 15 | PSCC | 8 | Remove |
| LT-SQ-3Wire | 10 | PSCC | 9.1 | Add New Row |

Figure 18: Capturing Load Details

19) Enter Address for Communication (Door No, Locality/Land Mark, State, District, Mandal, Village/Ward, Pin Code, Mobile Number, Email id and Ration Card Number) as depicted in Figure 19.

| Address for Communication | | | |
|---------------------------|-------------------------|----------------------|----------------|
| Door No: | 3/703-22 | Locality/Land Mark : | YSR CIRCLE |
| State : | ANDHRA PRADESH | District*: | Ananthapuramu |
| Mandal * : | Tadipatri | Village/Ward* : | TADPATRI (R) |
| Pin Code : | 515411 | Mobile Number*: | XXXXXXXXX65 |
| Email ID: | prasanth.test@gmail.com | Ration Card No: | WAPXXXXXXXXX52 |

Figure 19: Address for Communication Screen

20) Enter Informant Details (Informant Name, Relation, Delivery Type, Proof Document, ID Proof and Type of Ownership(Tenet or Owner)) as depicted in Figure 20.

| Informant Details | | | |
|---------------------|-------------------|----------------------|-------------------|
| Informant Name*: | C PRASANTHA REDDY | Informant Relation*: | Self |
| Delivery Type * : | Manual | Proof Document*: | House Tax Receipt |
| ID Proof*: | Aadhar Card Copy | | |
| Type Of OwnerShip*: | Owner | | |

Figure 20: Information Details Screen



21) Collect the necessary supporting documents as indicated in the New Connection request page scan the documents and upload into the system, as depicted in Figure 21.

| Document List (NOTE: All Upload Documents are in Pdf Format Only and All Documents Size Must Not Exceed 3MB) | | |
|--|-------------|--|
| <input checked="" type="checkbox"/> Application Form | File Browse | Choose File 50914637_RDSummary.pdf |
| <input checked="" type="checkbox"/> Aadhar Card Copy | File Browse | Choose File 50914637_RDSummary.pdf |
| <input checked="" type="checkbox"/> Caste Certificate (Mandatory if SC/ST) | File Browse | Choose File 50914637_RDSummary.pdf |
| <input checked="" type="checkbox"/> House Tax Receipt | File Browse | Choose File 50914637_RDSummary.pdf |
| <input checked="" type="checkbox"/> Municipality/Gram panchayat Permission Letter | File Browse | Choose File 50914637_RDSummary.pdf |
| <input checked="" type="checkbox"/> Photo | File Browse | Choose File Tulips.jpg (In .JPG Format Only) |

Show Payment

Figure 21: Upload Documents List

Note: All the mandatory fields have to be filled in; otherwise request will not be accepted by the system.

Note: Ensure that the Location of Premises Details of the Consumer is accurate as the concerned officials visit Premises Location during the verification of his/her New Connection particulars.

22) Click **Show Payment**. Another window appears requesting to **Confirm Payment** as depicted in figure 22.

| | | |
|---|---------------|--|
| <input checked="" type="checkbox"/> LT Agreement | File Browse : | Choose File No file chosen * |
| <input checked="" type="checkbox"/> Municipality/Gram panchayat Permission Letter | File Browse : | Choose File No file chosen |
| <input checked="" type="checkbox"/> Photo | File Browse : | Choose File No file chosen * (In .JPG Format Only) |

Show Payment

| Uploaded Documents | |
|---|--|
| 01~50914637_RDSummary.pdf | |
| 02~50914637_RDSummary.pdf | |
| 03~50914637_RDSummary.pdf | |
| 04~50914637_RDSummary.pdf | |
| 05~50914637_RDSummary.pdf | |
| 06~Tulips.jpg | |

| Charges Details | | | |
|------------------------|-------|------------------------------|-------|
| Application Fee : | 100 | Development Charges : | 18000 |
| Security Deposit : | 12000 | Service Connection Charges : | 8234 |
| Super Vision Charges : | 0 | | |

| Receive Payment | | | |
|-------------------|----------|----------------|----------|
| Service Charges : | 38334.00 | User Charges : | 35.00 |
| Courier Charges : | 0.00 | Total Amount : | 38369.00 |

Confirm Payment

Figure 22: Show Payment Section



23) Collect the amount from the Citizen and click **Confirm Payment** to submit the request as depicted in figure 23.

| Uploaded Documents | | | |
|---|---------------------------------------|------------------------------|---------------------------------------|
| 01~50914637_RDSummary.pdf | | | |
| 02~50914637_RDSummary.pdf | | | |
| 03~50914637_RDSummary.pdf | | | |
| 04~50914637_RDSummary.pdf | | | |
| 05~50914637_RDSummary.pdf | | | |
| 06~Tulips.jpg | | | |
| Charges Details | | | |
| Application Fee : | <input type="text" value="100"/> | Development Charges : | <input type="text" value="18000"/> |
| Security Deposit : | <input type="text" value="12000"/> | Service Connection Charges : | <input type="text" value="8234"/> |
| Super Vision Charges : | <input type="text" value="0"/> | | |
| Receive Payment | | | |
| Service Charges : | <input type="text" value="38334.00"/> | User Charges : | <input type="text" value="35.00"/> |
| Courier Charges : | <input type="text" value="0.00"/> | Total Amount : | <input type="text" value="38369.00"/> |
| Confirm Payment | | | |

Figure 23: Payment Confirmation Section

Note: Ensure that you have sufficient balance with your service provider (SCA), else the system will not accept the request.

24) On confirmation, a receipt will be generated as depicted in the following figure. The receipt will contain the Application No, Consumer Details, Load details, Category, CSC Application No, etc...as depicted in Figure 24.

Date : 28/07/2017
Time : 9:26 AM

| SPDCL - NEW CONNECTION | | | |
|--------------------------------|--|------------------------------------|---------------------------------|
| Discom Name : | SPDCL | Date of Payment :28/07/2017 | |
| Authorized Agent Name : | OPERATOR | Informant Name : | PRASANTH |
| Transaction Id : | TANC011701140637 | Application No : | NC011701140637 |
| Circle : | ANANTHAPUR | Mandal: | TADIPATRI |
| Section : | TADIPATRI-1 | Applied Load : | 15 Kilo Watts |
| Consumer Name : | PRASANTHA REDDY | Amount Paid (in Rs.) : | 38369+25(Courier Charges)=38394 |
| Category Type : | LT2-COMMERCIAL | | |
| CSC Application No : | 72312N135012017JUL28 | | |
| CSC Address : | O/o. ADE/Operation/Tadipatri, Ananthapur road, Tadipatri, 08558-223300 | | |

TCS TEST CHANNEL

The Transaction Id should be kept for further correspondence.

Note : The Kiosk Operator must courier the New Connection Application Form along with all supporting documents to the respective ADE. The Courier amount 25/- shall be collected from the applicant.

Print
List of Services
New Connection Application

Figure 24: Receipt



Note: - On submission of the request, Consumer Receives Message. Like your Request for New Connection Service has been entered vide Application Number, Transaction Id and sent to Dept.

25) On submission, the request will be sent to the work flow of the respective Department for further processing.

26) Once the request is approved by Department, Then citizen need to collect the New Connection Certificate from franchisee where he/she applied for the Certificate.