



**User Manual**  
**of**  
**Single Window Clearance System**  
**to Apply for New Electricity Connection**  
**for Private Tube Wells**

**Developed For**



**Uttar Pradesh**  
**Power Corporation Limited**

**Version 1.0**

**Submitted By:**



**Designed & Developed By:**



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## 1. Accessing the Web Portal

To access the Web Portal go to the Official Website of Uttar Pradesh Power Corporation Limited “[www.upenergy.in](http://www.upenergy.in)“. The Home Page will appear as shown below:

**Uttar Pradesh Power Corporation Limited**

Now Apply for New Electricity Connection in Uttar Pradesh through your android mobile.

DOWNLOAD NOW

Download Jhatpat Mobile App

Submit Required Details

Deposit Fee Online

Get the Electricity Connection

Click on **INTRANET** link

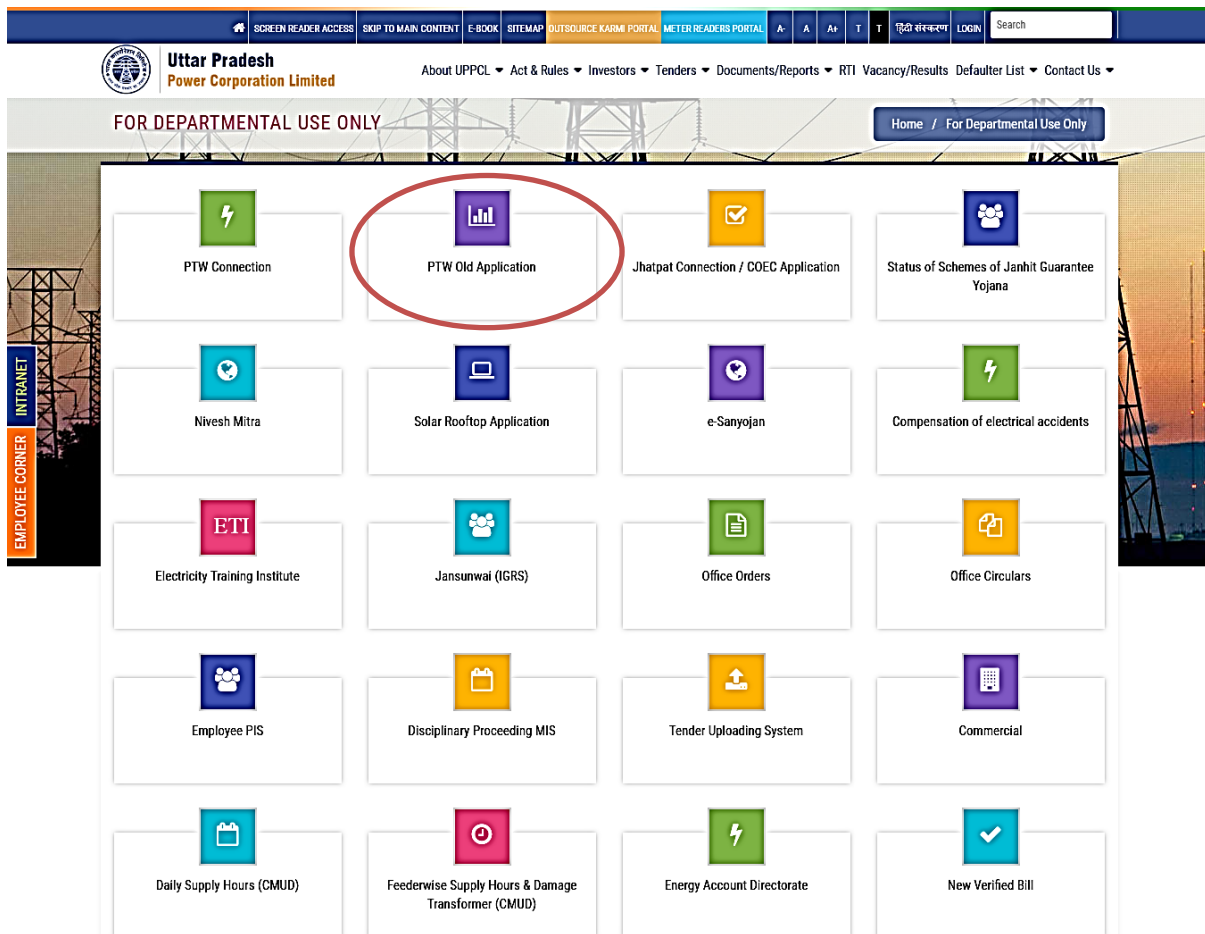
Welcome to UPPCL

View More

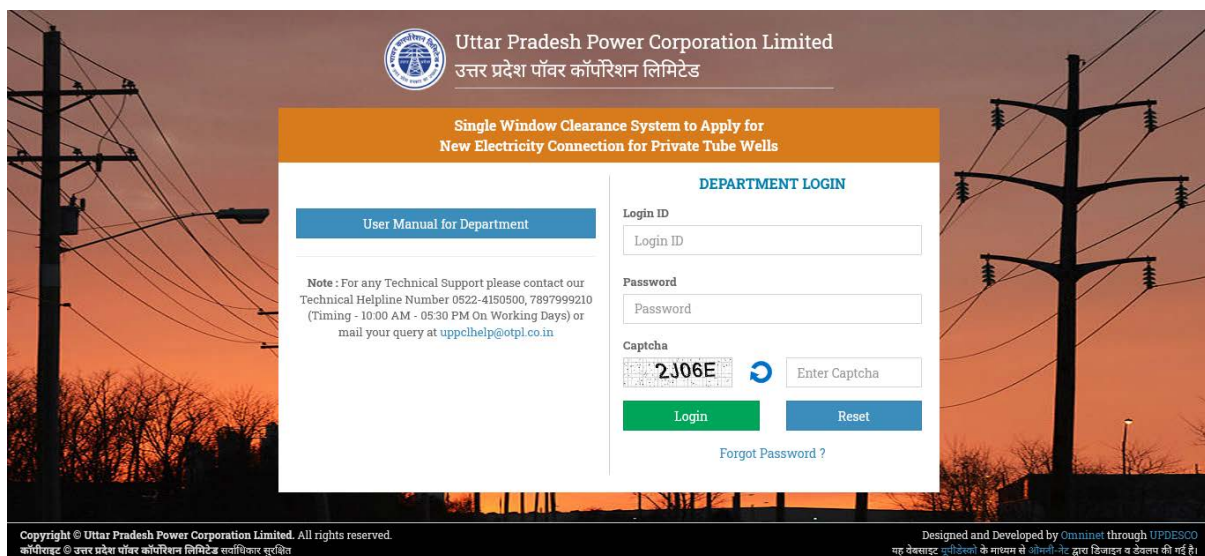
**Consumer Corner**

- BILL PAYMENT / OTS**
  - Bill Payment (URBAN)
  - Bill Payment (RURAL)
  - Prepaid Recharge (Genus Meters)
  - Smart Meter Prepaid Recharge
  - How to Pay Electricity Bill Online?
  - OTS for URBAN Consumer
  - OTS for RURAL Consumer
- CONNECTION SERVICES**
  - Apply for New Electricity Connection (Jhatpat Connection)
  - Apply for New Electricity Connection for Private Tube Well
  - Change in Ownership of Electricity Connection through Property Registration
  - Solar Rooftop Connection Module
  - Apply for New Electricity Connection for Commercial, Industrial & Institutional Users (Nivesh Mitra)
- MY CONNECTION**
  - Manage Profile
  - History
  - View Bill
  - Update Mobile Number (Urban)
  - Processing fee for change of tenancy of Connection
  - Track My New Connection (Offline Mode)
- COMPLAINTS / STATUS**
  - Register Complaint
  - Track Complaint
  - IGRS
  - Apply Compensation of Electrical Accidents
  - COT Status Report
- IMPORTANT LINK**
  - UPERC
  - Minimum Wage for outsource Person
  - Janhit Guarantee Act 2011
- ENERGY SAVINGS**
  - Energy Savings Tips General
  - Energy Efficiency Devices
  - Energy Efficiency Pump
  - Consumption Calculator
- SERVICES**
  - SMS
  - Download Form
  - Locate My Office
  - Find Common Service Center (VLE)
  - Pending Arrear (Urban)
  - Pending Arrear (Rural)
- OTHER**
  - Smart Meter Online Feedback Form
  - UP Saves Energy Competition 2020
  - Scheduled Outages of Industrial Feeders
  - Monthly Outage of Industrial Feeders
  - Outsourced Personnel [Click Here](#) for Complaint

- Click on **INTRANET** link. The next page will appear as shown here.



- Click on **PTW Old Application (Normal Scheme)** link. The **Login Page** will appear as shown below.

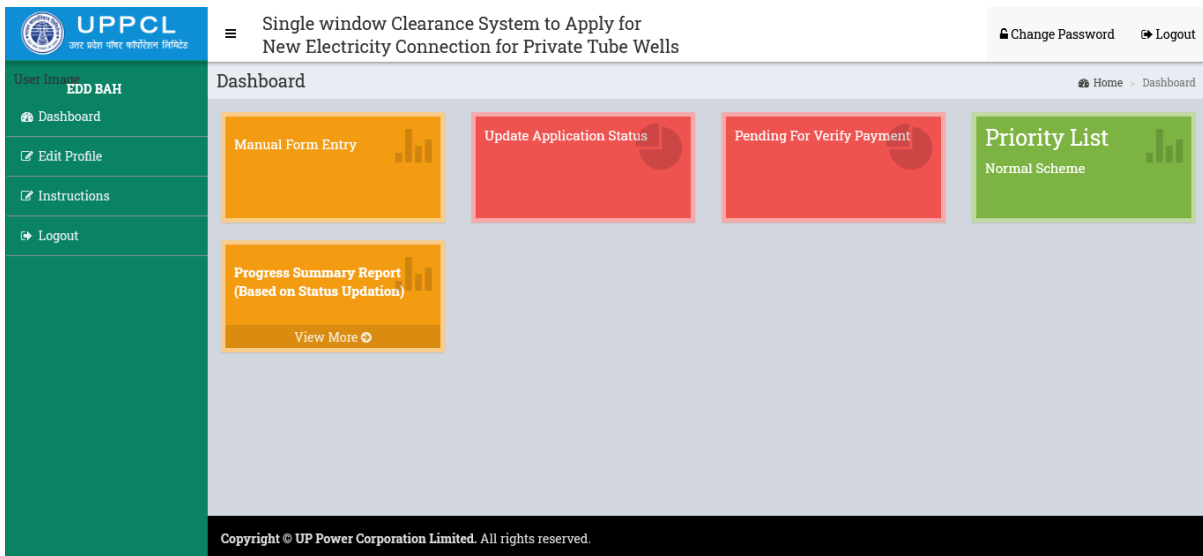


- Fill **Login ID**, **Password** and **Captcha** in respective fields and click on **Login** button. After successful login user will be redirected to Dashboard.
- Click on **Reset** button to reset all the fields, if needed.

## 2. Division Login

### 2.1. Dashboard

The user must login using their login credentials. After successful login the screen will appear as shown below:



- Click on required menu to perform related task.

## 2.2. Manual Form Entry

To view and process the forms, click on **Manual Form Entry** menu. The screen will appear as shown below:

The screenshot displays the UPPCL Single Window Clearance System interface. The header includes the UPPCL logo and the text 'Single window Clearance System to Apply for New Electricity Connection for Private Tube Wells'. There are links for 'Change Password' and 'Logout'. The user is logged in as 'EDD BAH'. The left sidebar contains navigation options: Dashboard, Edit Profile, Instructions, and Logout. The main content area is titled 'Application' and features a search form with fields for 'Application No.', 'Applicant Name', 'Mobile No.', and a 'Status' dropdown menu. There are 'Search' and 'Reset' buttons. Below the search form is a table listing applications with columns for S No., Application No., Applicant Name, Father/Husband Name, LoadKVA, Status, Process, Edit, Delete, and सत्यापित करें. The table contains 10 rows of application data. At the bottom of the table, there is a pagination link '1 2 Next >'. The footer of the page reads 'Copyright © UP Power Corporation Limited. All rights reserved.'

S No.	Application No.	Applicant Name	Father/Husband Name	LoadKVA	Status	Process	Edit	Delete	सत्यापित करें
1	D1006201941	ERFSD	FSDFS	22	Assigned Connection To SDO				सत्यापित हो चुका है
2	D1006201938	TestRaheem	father	1	B & L Form Uploaded				सत्यापित हो चुका है
3	D1006201935	TEST	TEST	12	Transferred To online				सत्यापित हो चुका है
4	D1006201928	GG	PATI	24	Transferred To online				सत्यापित हो चुका है
5	D1006201926	DFD	JK	24	Estimate Document Uploaded	Upload B & L Form			सत्यापित हो चुका है
6	D1006201925	SDF	PATI	24	Feasibility Done				सत्यापित हो चुका है
7	D1006201924	BL	PATI	24	Feasibility Done				सत्यापित हो चुका है
8	D1006201908	YU	PATI	24	Transferred To online				सत्यापित हो चुका है
9	D1006201907	GG	PATI	24	Transferred To online				सत्यापित हो चुका है
10	D1006201906	GHJGHJ	GHJGHJ	24	B & L Form Uploaded				सत्यापित हो चुका है

- To search the application, fill required details in respective fields and click on Search button. The searched result will appear on the same page in the grid-view structure.
- Click on **Reset** button to reset all the fields if needed.
- To view the details of Application, click on respective **Application No.** from grid view structure.
- To process the application, click on respective **Process** link [ ] from grid view structure.

## 2.3. Update Application Status

To update the applications' status against given Quota (Lakshya), click on **Update Application Status** menu. The screen will appear as shown below:

The screenshot displays the 'Application' management interface. At the top, the UPPCL logo and system title are visible. A user profile sidebar on the left shows 'User Image: EDD BAH' and navigation options: Dashboard, Edit Profile, Instructions, and Logout. The main content area features a search form with the following fields: Application No., Applicant Name, Mobile No., and a Status dropdown menu. Below the form are 'Search' and 'Reset' buttons. A table below the form lists 10 applications with the following data:

S No.	Application No.	Applicant Name	Father/Husband Name	LoadKVA	Status	Process
1	D1006201941	ERFSD	FSDFS	22	Survey Letter Pending	
2	D1006201938	TestRaheem	father	1	Process Compeltd	
3	D1006201935	TEST	TEST	12	Line order Pending	
4	D1006201928	GG	PATI	24	Survey Letter Pending	
5	D1006201926	DFF	JK	24	Survey Letter Pending	
6	D1006201925	SDF	PATI	24	Survey Letter Pending	
7	D1006201924	BL	PATI	24	Survey Letter Pending	
8	D1006201908	YU	PATI	24	Survey Letter Pending	
9	D1006201907	GG	PATI	24	Survey Letter Pending	
10	D1006201906	GHJGHJ	GHJGHJ	24	Survey Letter Pending	

1 2 Next >

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- To search the application, fill required details in respective fields and click on Search button. The searched result will appear on the same page in the grid-view structure.
- Click on **Reset** button to reset all the fields if needed.
- To view the details of Application, click on respective **Application No.** from grid view structure.
- To process each step of the submitted Applications of Normal Scheme against Quota (Lakshya) allotted by UPPCL, click on respective **Process** Link [ ] from grid view structure. The processing of each step is as under.



### Step 1: Update the status of issuance of Survey Letter

After clicking on respective Process Link from grid view structure, the screen of Step 1 will appear as shown below:

The screenshot shows the 'Update Status Of Application' page. The header includes the UPPCL logo and the text 'Single window Clearance System to Apply for New Electricity Connection for Private Tube Wells'. The user is logged in as 'EDD BAH'. The main content area has a table for 'Connection Details' with the following data:

Application No.	Applicant's Name	GG	Load(HP)	District
1006201928	GG	24 HP	AGRA	

Below the table, there is a text prompt: 'Processing fee paid click on Button to' followed by a blue button labeled 'Issue Survey Letter'.

- To update the status if Survey Letter has been issued, click on **Issue Survey Letter** button.

### Step 2: Update the status of completion of Estimation

After completion of Step 1, the next step is to update the status of completion of Estimation. The screen of Step 2 will appear as shown below:

The screenshot shows the 'Update Status Of Application' page. The header includes the UPPCL logo and the text 'Single window Clearance System to Apply for New Electricity Connection for Private Tube Wells'. The user is logged in as 'EDD BAH'. The main content area has a table for 'Connection Details' with the following data:

Application No.	Applicant's Name	Load(HP)	District
1006201941	ERFSD	22 HP	AGRA

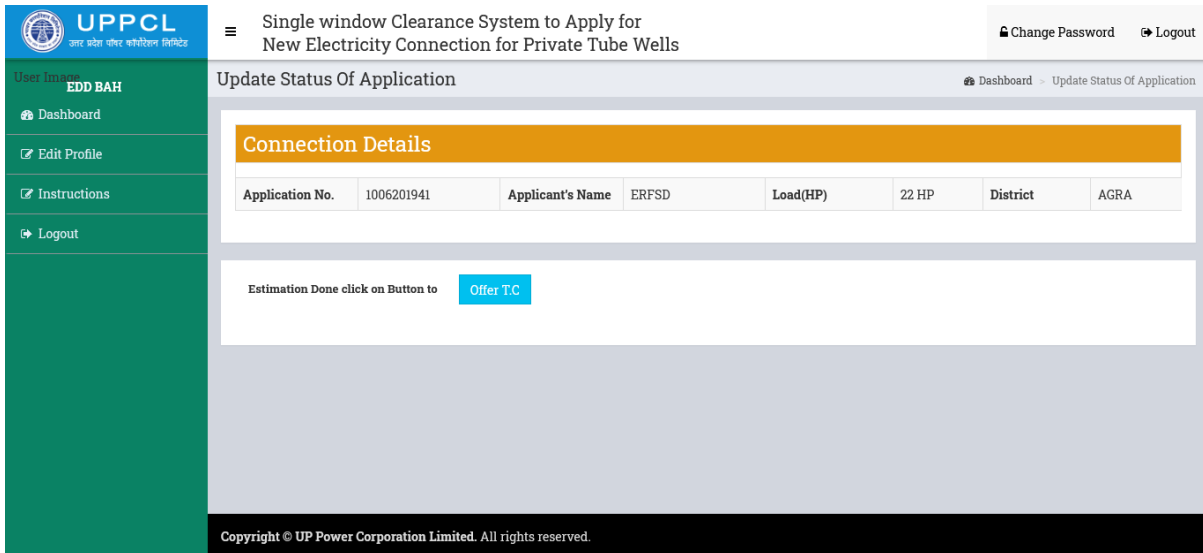
Below the table, there is a dropdown menu for 'Distribution Mains Category\*' with the text '--Select--'. Below that, there is a text prompt: 'Survey Letter Issued click on Button for' followed by a blue button labeled 'Estimation'.

- To update the status if Estimation has been completed, select **Distribution Mains Category** from dropdown list and click on **Estimation** button.



### Step 3: Update the status of issuance/offering of T.C.

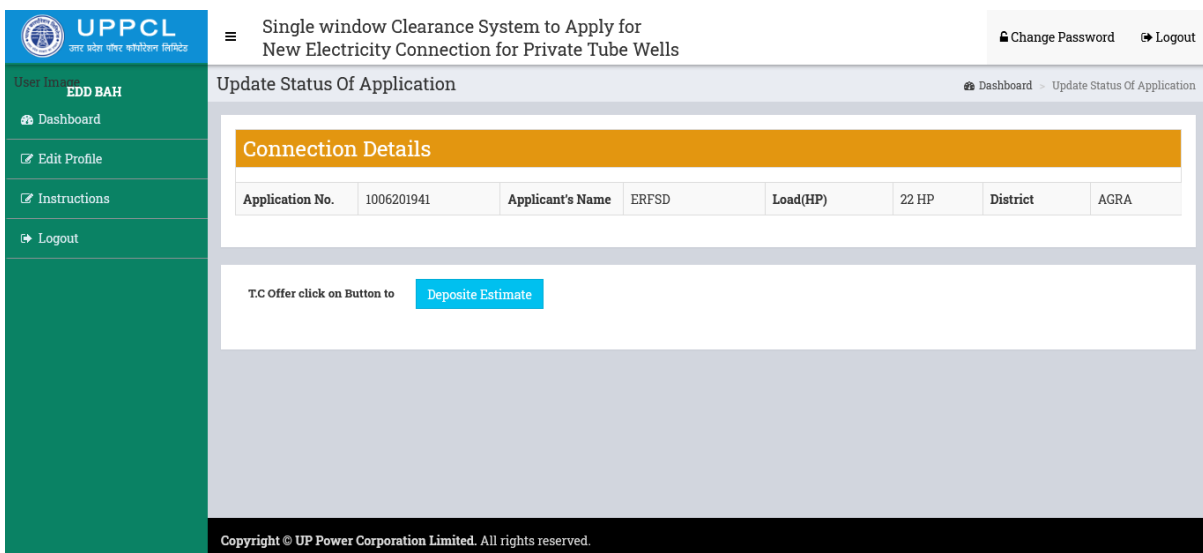
After completion of Step 2, the next step is to update the status of issuance/offering of T.C. The screen of Step 3 will appear as shown below:



– To update the status if TC has been offered, click on **Offer TC** button.

### Step 4: Update the status of submission of Estimated Cost

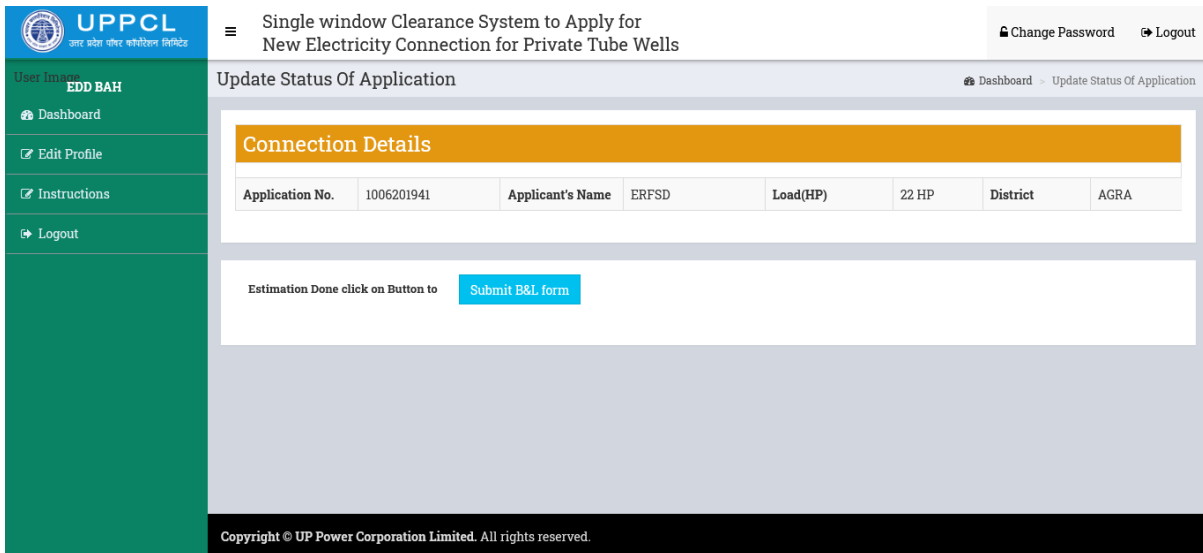
After completion of Step 3, the next step is to update the status of submission of Estimated Cost. The screen of Step 4 will appear as shown below:



– To update the status if Estimated Cost has been deposited, click on **Deposit Estimate** button.

### Step 5: Update the status of submission of B&L Form & completion of Agreement

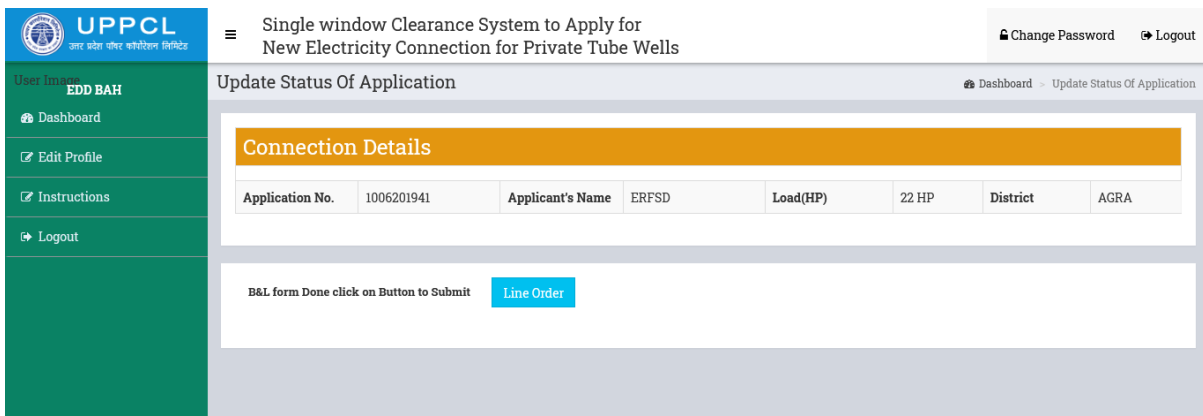
After completion of Step 4, the next step is to update the status of submission of B&L Form & completion of Agreement. The screen of Step 5 will appear as shown below:



– To update the status if B&L Form has been submitted and Agreement has been done, click on **Submit B&L Form** button.

### Step 6: Update the status of issuance of Line Order and Indent

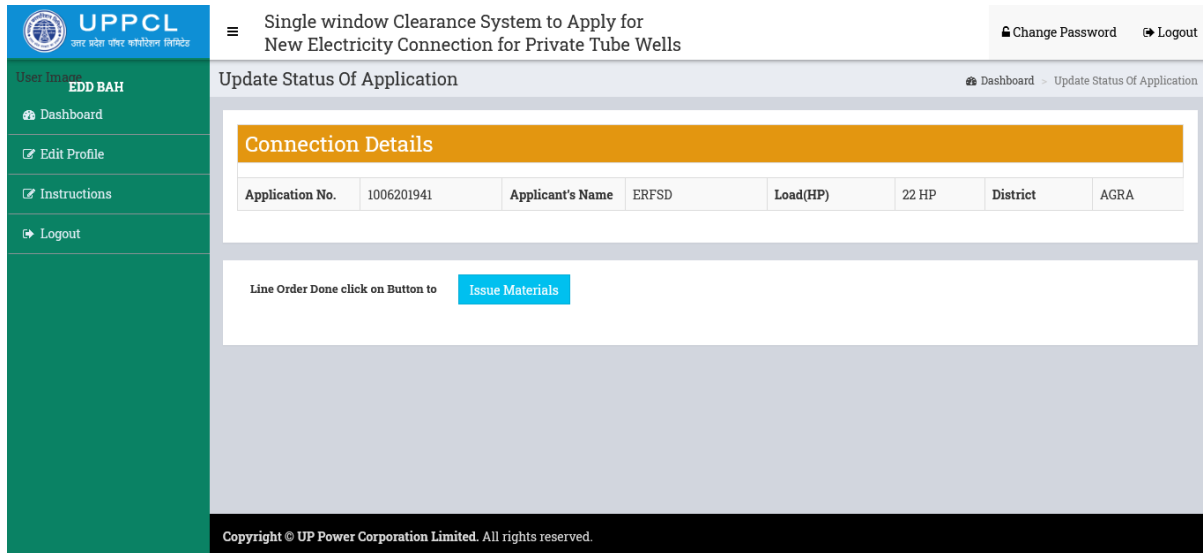
After completion of Step 5, the next step is to update the status of issuance of Line Order and Indent. The screen of Step 6 will appear as shown below:



– To update the status if Line Order and Indent has been issued, click on **Line Order** button.

### Step 7: Update the status of issuance of Materials

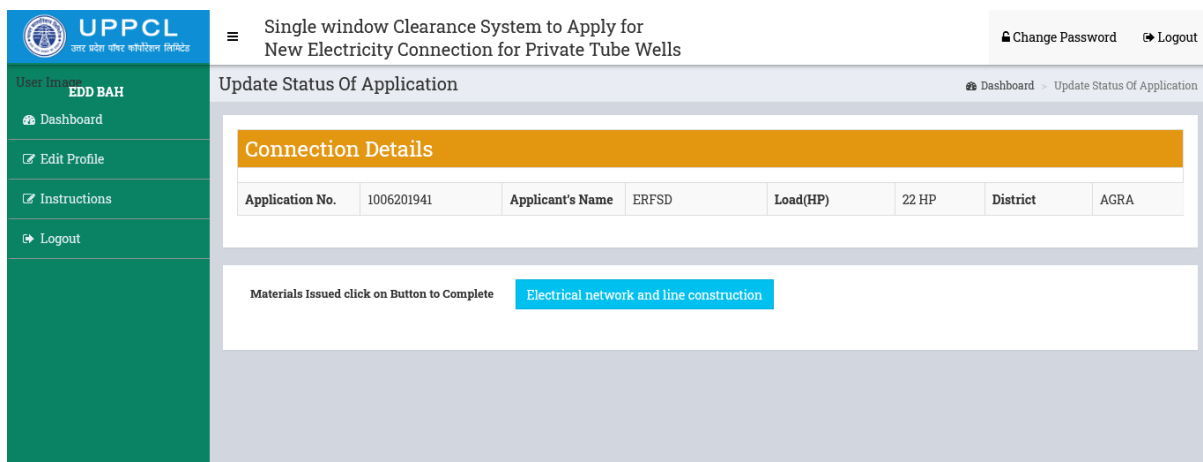
After completion of Step 6, the next step is to update the status of issuance of Materials. The screen of Step 7 will appear as shown below:



- To update the status if the Materials have been issued from the store, click on **Issue Materials** button.

### Step 8: Update the status of completion of Electrical Network & Line Construction

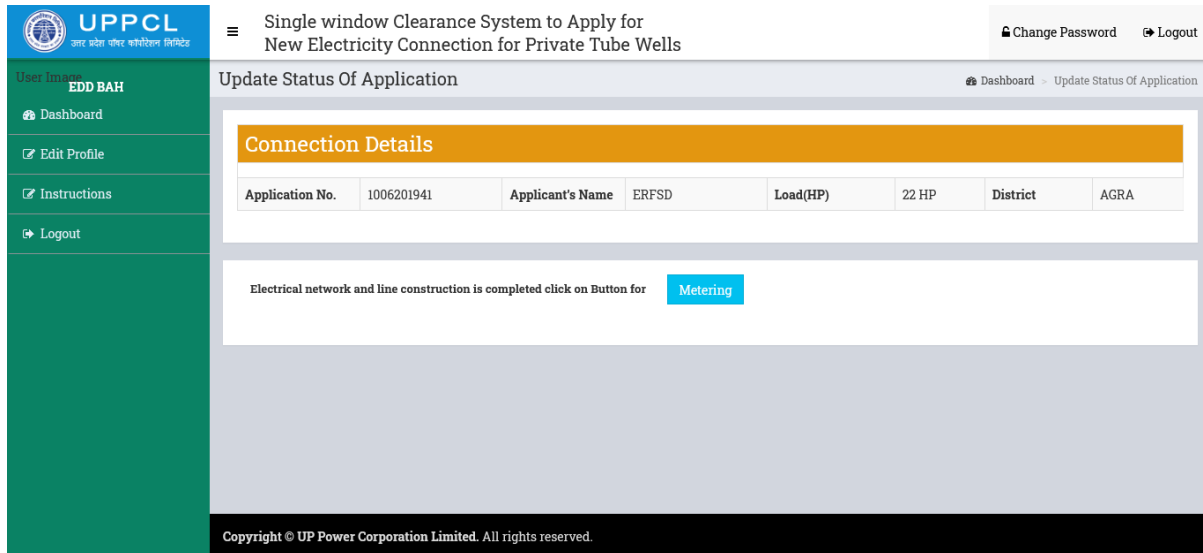
After completion of Step 7, the next step is to update the status of completion of Electrical Network & Line Construction. The screen of Step 8 will appear as shown below:



- To update the status if the work of Electrical Network & Line Construction has been completed, click on **Electrical Network and Line Construction** button.

### Step 9: Update the status of Metering

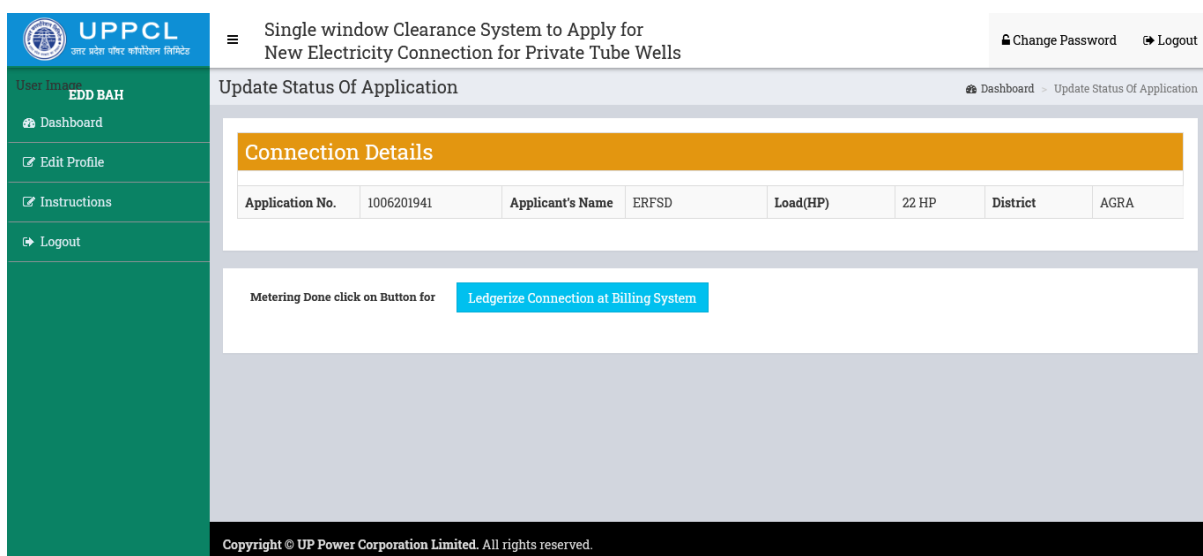
After completion of Step 8, the next step is to update the status of Metering. The screen of Step 9 will appear as shown below:



- To update the status if Metering has been completed and Connection has been released, click on **Metering** button.

### Step 10: Update the status of Connection Ledgerization at Billing System

After completion of Step 9, the next step is to update the status of Connection Ledgerization at Billing System. The screen of Step 10 (Last Step) will appear as shown below:



- To update the status if Connection has been Ledgerized at Billing System, click on **Ledgerize Connection at Billing System** button.

## 2.4. View & Process Applications Pending for Verification of Payment

To verify the payment details, click on **Pending for Verify Payment** menu. The screen will appear as shown below:

The screenshot displays the UPPCL Single Window Clearance System interface. The header includes the UPPCL logo and the text 'Single window Clearance System to Apply for New Electricity Connection for Private Tube Wells'. The user is logged in as 'User Image EDD BAH'. The main content area is titled 'List of Paid Estimated cost Connection' and features a search form with a 'Select Year' dropdown, an 'Application No.' input field, and 'Search' and 'Reset' buttons. Below the search form is a table with the following data:

S.No.	District Name	Application No	Applicant Name	Load	Request Date	Amount	Verify
1	AGRA	1006201745	abc	5	28/01/2020	123.00	<a href="#">Verify</a>
2	AGRA	1006201747	Test Applicant	5	30/01/2020	0.00	<a href="#">Verify</a>
3	AGRA	1006201864	aaa	24	23/06/2020	0.00	<a href="#">Verify</a>

The footer of the page contains the text: 'Copyright © UP Power Corporation Limited. All rights reserved.'

- To search the application, fill required details in respective fields and click on Search button. The searched result will appear on the same page in the grid-view structure.
- Click on **Reset** button to reset all the fields if needed.

- To verify the payment details, click on respective **Verify** button from grid view structure. The screen will appear as shown below:

The screenshot displays the UPPCL Single Window Clearance System interface. The header includes the UPPCL logo and the text "Single window Clearance System to Apply for New Electricity Connection for Private Tube Wells". The user is logged in as "EDD BAH". The main content area is titled "Verify Estimate Cost Payment" and contains two sections: "Applicant Personal Details" and "Estimated Cost Payment Details".

**Applicant Personal Details**

Application No	1006201745	Applicant's Name	abc
District	AGRA	Division	EDD BAH
Father/Husband Name	Father Test	Phone No	
Connection Address	157505 Retest Retest001	Load	5
Processing Fee Amount	100.00		

**Estimated Cost Payment Details**

Estimation Cost Amount	123.00	Payment No	FGH
Payment Date	05/11/2020	Bank Details	
Scan Copy of DD	<a href="#">View</a>	Payment Type	EC

At the bottom of the "Estimated Cost Payment Details" section, there is a blue "Confirm" button.

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- Check the details and click on **Confirm** button to verify.

## 2.5. View Priority List of Normal Scheme

To view Priority List of Normal Scheme, click on **Priority List** menu. The screen will appear as shown below:

The screenshot displays the 'Priority List For Normal Scheme' page. At the top, there is a search filter for 'Select Financial Year' with a dropdown menu showing '--Select Year--', a 'Search' button, and a 'Reset' button. Below the filter is a table with 20 rows of application data. The table columns are: Sr. No., Application No., Applicant Name, Address, Division Name, Load(HP), Processing Fee Paid(in Rs.), and Payment Date.

Sr. No.	Application No.	Applicant Name	Address	Division Name	Load(HP)	Processing Fee Paid(in Rs.)	Payment Date
1	1006201732	Rural CSV	AHAR asdasd adssad	EUDD BANDA	4	100.00	05/01/2020
2	1006201731	Aditi	AGYA dsfsdf dsfewrr	EUDD BANDA	4	100.00	02/01/2020
3	1006201728	Test	KANWARA KANWARA badokhar khurd	EUDD BANDA	8	100.00	17/12/2019
4	1006201716	sadasd	ADHARORI ertertert tyrygfh	EUDD BANDA	3	100.00	30/09/2019
5	1006201712	testing assign to sdo	AHIRAULE kfhsjhd hdfkjhkj	EUDD BANDA	6	100.00	24/09/2019
6	1006201692	level4 urban	AMARA 324233 56	EUDD BANDA	2	100.00	17/08/2019
7	1006201691	level 3 urban	ALIPUR 111111 asdasd	EUDD BANDA	5	100.00	17/08/2019
8	1006201685	live testing rural	BARAGAON 111111 fdgdfg	EUDD BANDA	5	100.00	14/08/2019
9	1006201679	dsfdfsdf	MADAULI KALAN 546456 dsfs	EUDD BANDA	5	100.00	13/08/2019
10	1006201678	testingsdd	MADAULI KALAN 343243 fdgdfg	EUDD BANDA	5	100.00	13/08/2019
11	1006201663	banda test	SINDHAN KALAN 123456 dsfs	EUDD BANDA	5	100.00	08/08/2019
12	1006201658	test	GAZIPUR 123456 dsfs	EUDD BANDA	4	100.00	07/08/2019
13	1006201653	Khusbu	sdfsdf 343243 rettert	EUDD BANDA	67	100.00	06/08/2019
14	1006201650	testing snd	gfhfgh 123456 dfgdgd	EUDD BANDA	67	100.00	06/08/2019
15	1006201648	Test12	ghy hgH GHHG	EUDD BANDA	0	100.00	05/08/2019
16	1006201644	Ankit	FGHJFGH FGHFHG FGHFHGFG	EUDD BANDA	0	100.00	03/08/2019
17	1006201643	testing	gfhfgh 123456 dsfs	EUDD BANDA	0	100.00	03/08/2019
18	1006201640	aditi take test3	hyfgh 123456 fghgfh	EUDD BANDA	0	100.00	03/08/2019
19	1006201639	Aditi take test 2	sadasd asdasd dasasd	EUDD BANDA	0	100.00	03/08/2019
20	1006201633	again test	gfhfgh 123456 Ddfdsf	EUDD BANDA	0	100.00	02/08/2019

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- To filter the applications by Financial Year, select **Financial Year** from dropdown list and click on **Search** button. The searched result will appear on the same page in the grid-view structure.
- Click on **Reset** button to reset all the fields if needed.



## 2.6. View Progress Summary Report

To view Progress Summary Report based on Status Updation, click on **Progress Summary Report** menu. The screen will appear as shown below:

The screenshot shows the 'Progress Summary Report' page. The header includes the UPPCL logo and the text 'Single window Clearance System to Apply for New Electricity Connection for Private Tube Wells'. There are links for 'Change Password' and 'Logout'. The left sidebar shows 'User Image', 'EUIDD Banda', 'Dashboard', and 'Logout'. The main content area has a breadcrumb trail: 'Dashboard > Released Metering and Connection'. The form contains several dropdown menus: 'Select Report Type' (with a red asterisk), 'Select Scheme Type', 'Select Discom', 'Select Zone', 'Select Circle', 'Select Division', and 'Select SDO'. There are also 'Date From' and 'Date To' input fields. At the bottom of the form are two buttons: 'Generate Report' (blue) and 'Reset' (red). The footer contains the copyright notice: 'Copyright © UP Power Corporation Limited. All rights reserved.'

- To generate report, fill required details and click on **Generate Report** button.
- Click on **Reset** button to reset all the fields if needed.

## 3. For Technical Support

While using this software application if any technical error occurs, you can contact us on our Technical Helpline Number +91-522-4150500 or can raise your query by emailing us at support@otpl.co.in.