



Uttar Pradesh Power Corporation Limited



User Manual

For

Single Window System for New Electricity Connection (Jhatpat Connection)

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1. Introduction

1.1. Overview of the Web Application

Single Window System for New Electricity Connection (Jhatpat Connection) for UPPCL is a web based Web Application which will be used by applicant who wants to apply for the new electricity connection. This web application also provides the facility to fill various forms to get NOC regarding New Electricity Connection. An applicant will submit his/her request regarding new electricity connection. Division will view the requests and forward these applications to the concerned SDO (Sub-Division Officer). SDO will verify the request step by step. If all the details filled by the applicant are accurate then SDO will approve the request for New Electricity Connection or if details are not accurate then SDO will reject it.

1.2. Scope of the User Manual

This User Manual will provide step by step guidance on how an applicant will submit the online application for new electricity connection? How Division will forward the application? How SDO will verify the application in step by step format.

1.3. Intended Audience of Application

Following will be the intended audience of this application:

- Concerned authority of the UPPCL will be the intended audience of this web application.
- Applicants who want to apply for new electricity connection will be the intended audience of this web application.

1.4. Application Convention

The Application has following conventions:

- a. Fields which have * sign indicate mandatory fields.
- b. Error Messages will be displayed in Pop-up box.
- c. Success Messages will be displayed in pop-up box.
- d. All the menu links will be displayed in the side menu.

2. System Requirement

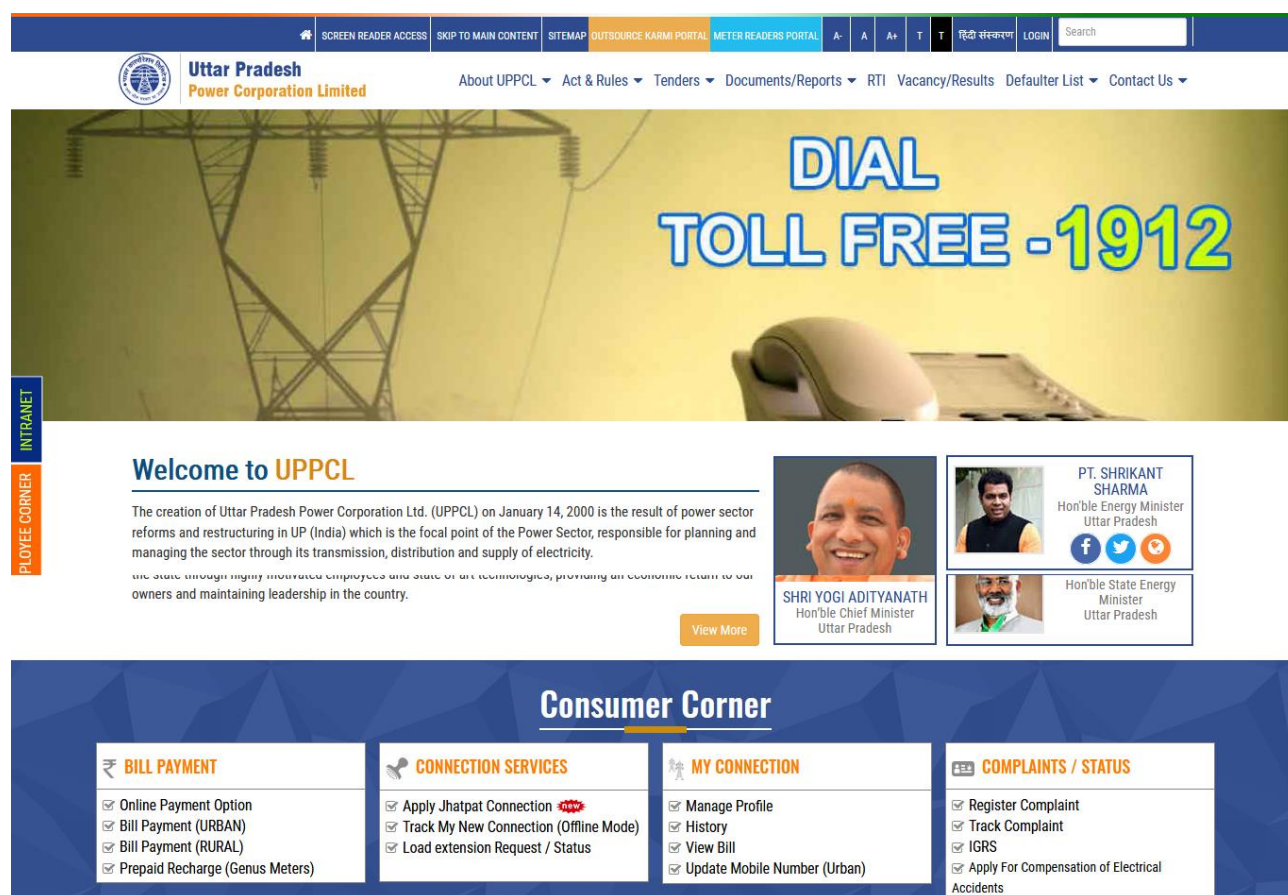
Please ensure that your computer meets or exceeds the following system requirements before using this application.

- Processor:
 - 450 MHz or faster processor
 - 32-bit (x86) or 64-bit (x64) processor
- RAM:
 - 2 GB
- Operating Systems:
 - Window 7 or higher version
- Sufficient Hard Disk Space
- Firefox 30 or above /Chrome 32 or above or latest browser
- Internet Connectivity (256 Kbps or above)

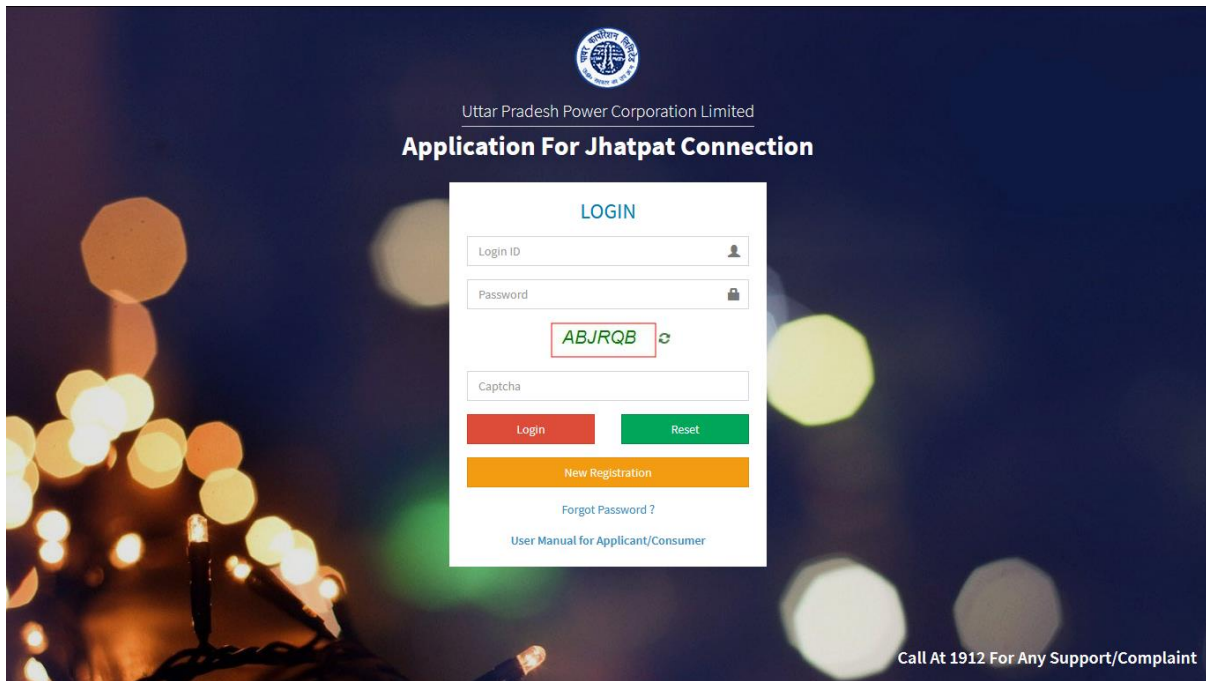
3. Process to Access the Web Application

Step 1- Access Portal

To access the web application for Single Window System for New Electricity Connection (Jhatpat Connection) for UPPCL, type the address <https://www.upenergy.in/uppcl> in the search tab of your browser or click on the given link, after which official website of UPPCL will appear, screen will be displayed as shown below:



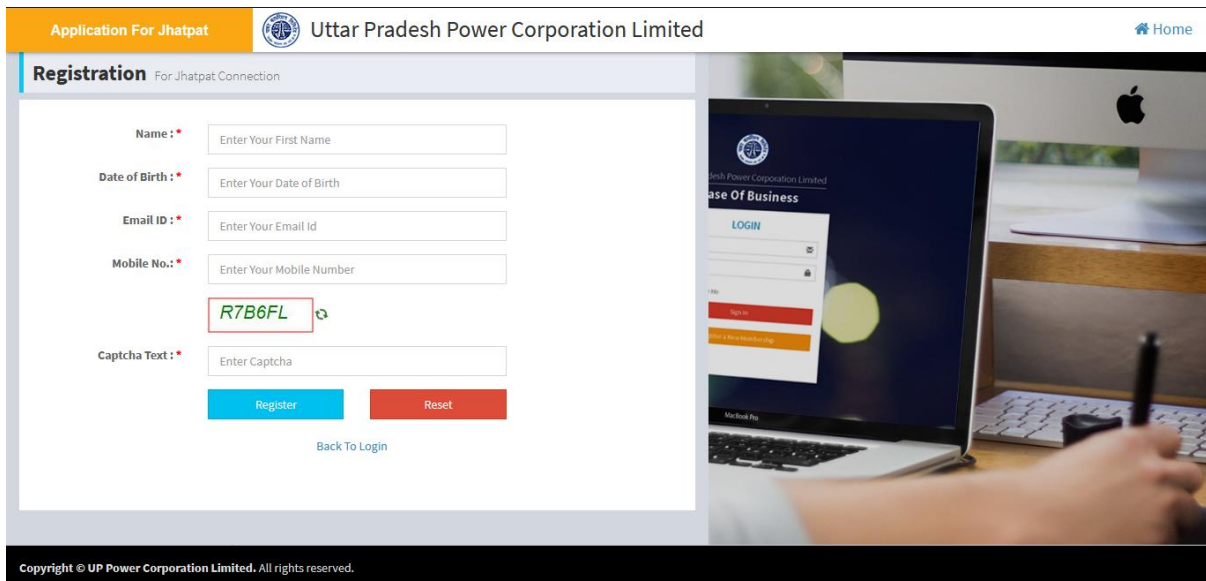
- User will have to click on **Apply Jhatpat Connection** link From the **Customer Corner** section. After clicking on this link the next screen will be displayed as shown below:



- For New Registration click on **New Registration** button, after clicking on this button user will be redirected to the Registration Page.

Step 2- Registration Page

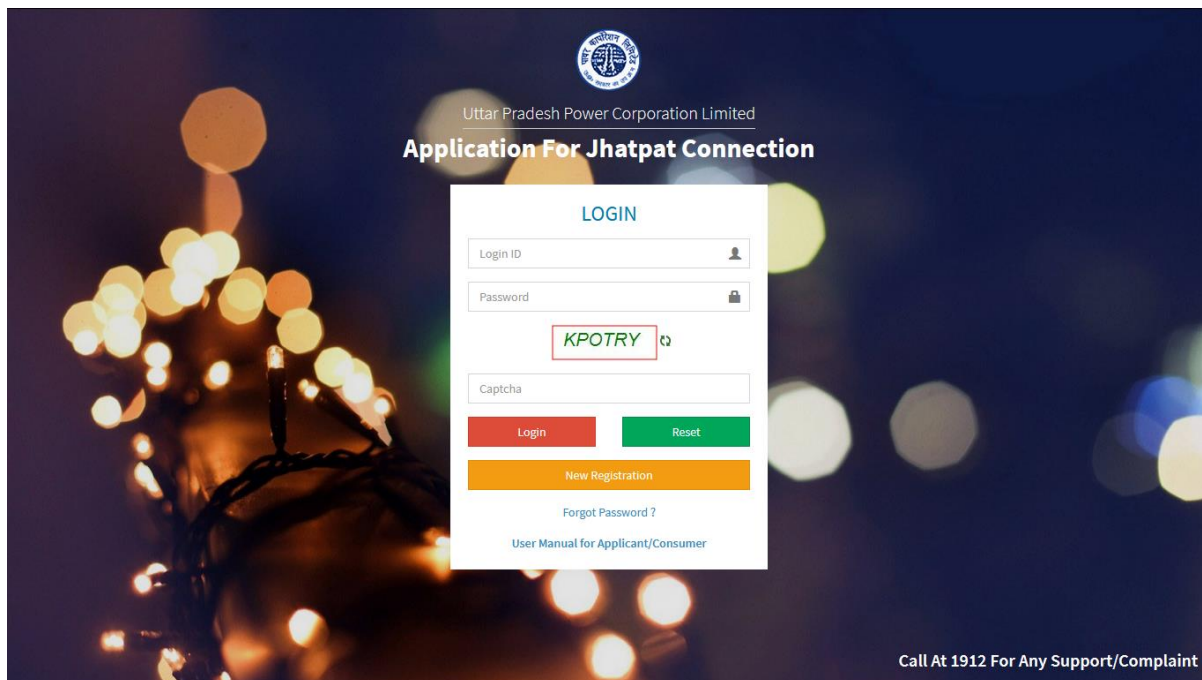
Registration Page for Single Window System for New Electricity Connection (Jhatpat Connection) will be displayed as shown below:



- User will have to fill **Name, Date of Birth, Email-ID, Mobile Number** and **Captcha** text in the respective textboxes.
- After filling all these details click on **Register** button.
- Click on **Reset** button to reset the fields, if required.
- After clicking on **Register** button, **Login ID** and **Password** will be sent on user's Mobile Number and E-mail ID (given at the time of Registration).

Step 3- Login Page

After successful Registration, user will be redirected to the **Login Page** where he/she will have to fill the **Login details**. Login Page will be displayed as shown below:



Uttar Pradesh Power Corporation Limited
Application For Jhatpat Connection

LOGIN

Login ID

Password

KPOTRY

Captcha

[Login](#) [Reset](#)

[New Registration](#)

[Forgot Password?](#)

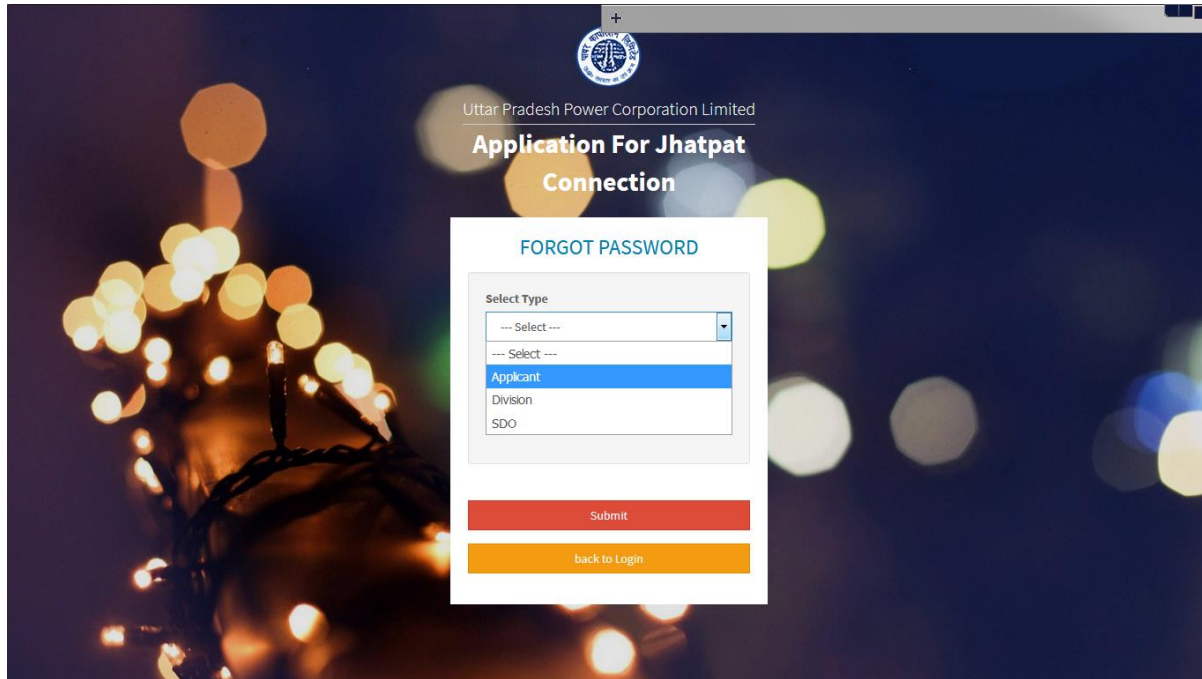
[User Manual for Applicant/Consumer](#)

Call At 1912 For Any Support/Complaint

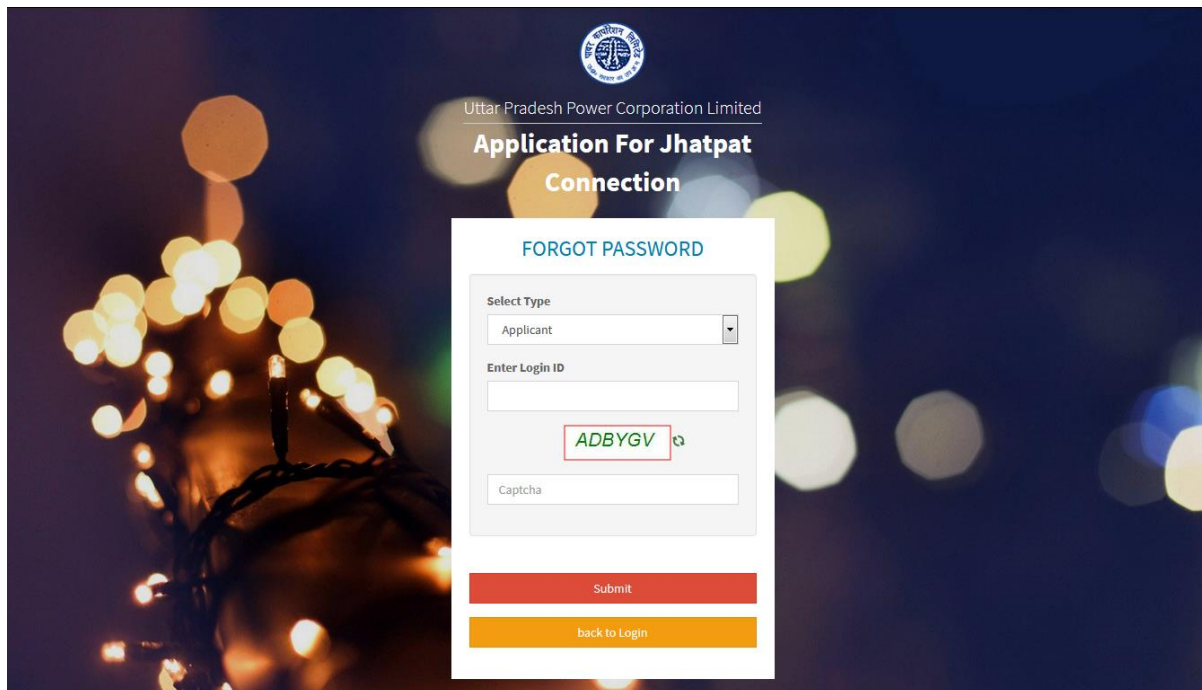
- User will have to fill **Login ID, Password, Captcha** then click on **Login** button.

4. Forgot Password

In case you have forgotten your password click on **Forgot Password** link, after which below page will appear:



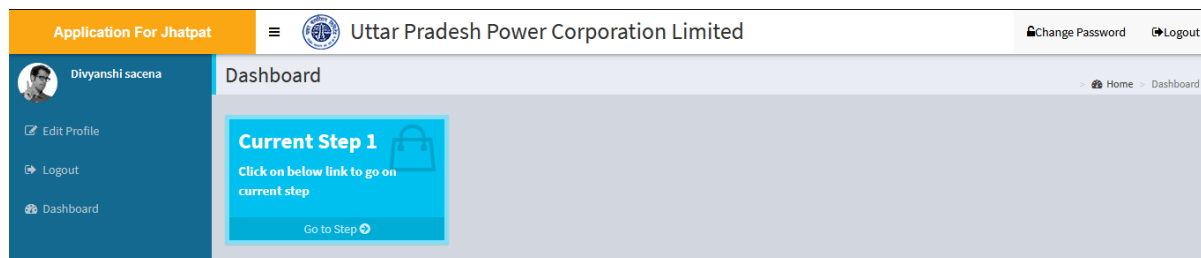
- Select Type from drop down list (select Applicant from drop down list). After selecting Applicant the next screen will be displayed as shown below:



- User will have to fill **Login ID** and **Captcha** then click on **Submit** button. After that new password will be sent on registered E-mail ID. You can proceed accordingly.

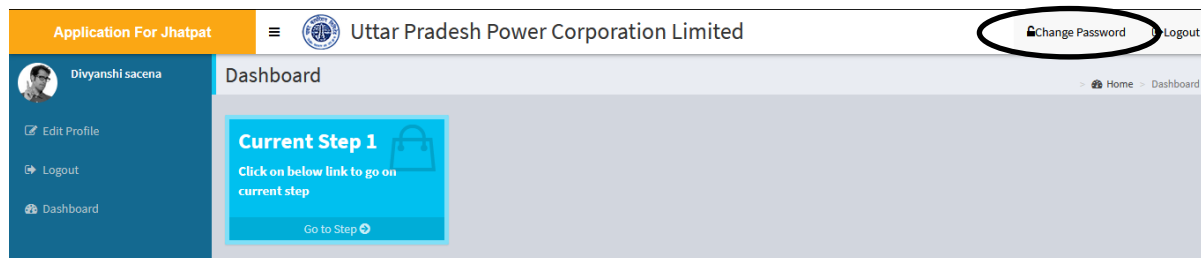
5. Dashboard

After successful Login, user will be redirected to **Dashboard**. Through this page user can perform different tasks. Dashboard will be displayed as shown below:

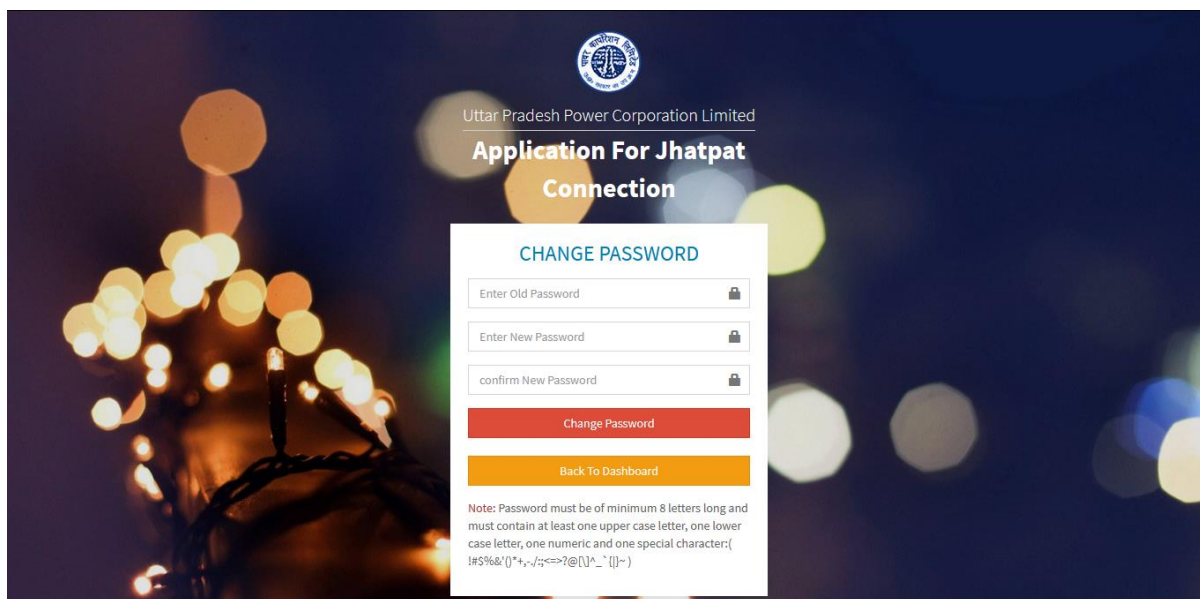


5.1. Change Password

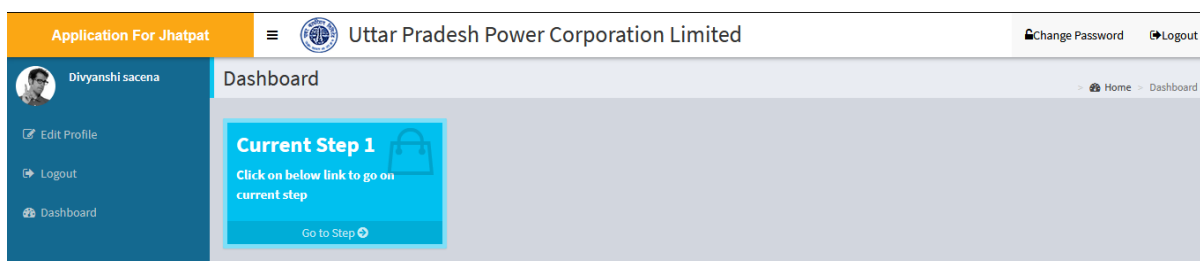
User can change the system generated password through Dashboard, Click on the Change Password Link from the Dashboard, as shown below:



- User will have to click on the **Change Password** link to create a new password. After clicking on this link the next screen will be displayed as shown below:



- User will have to fill **Old Password**, desired password in **New Password** and **Confirm Password** field, password in both fields should not mismatch.
- After filling these details, click on **Change Password** button.
- After changing the password user will be redirected to the **Login Page**.
- Through **Login Page**, user will have to re-login with **New Password**.
- After successful login user will be redirected to the **Dashboard**, screen will be displayed as shown below:



- Click on the **Go to Step** from the above page, after which user will be redirected to the next step automatically.

Step 1- Application From

After clicking on **Go to Step** link user will be redirected to the Step-1, screen will be displayed as shown below:

Application For JhatpatUttar Pradesh Power Corporation LimitedChange Password Logout


Application For Jhatpat

Jhatpat Connection Form

Know Your Division Dashboard Applicant Form

Step-1 Step-2 Step-3 Step-4 Step-5 Step-6 Step-7 Step-8

Step-1 : Application Form

Purpose of Supply* <input type="text" value="--Select--"/>	Required Load KW* <input type="text"/>	 <small>Only JPG/JPEG file upto size 100KB are allowed.</small> Upload Photo
District* <input type="text" value="All"/>	Division* <input type="text" value="--Select--"/> ?	
Applicant's Name* <input type="text" value="Divyanshi sacena"/>	Name of Father/Husband* <input type="text"/>	
Occupation <input type="text"/>	Mother's Name* <input type="text"/>	

Communication address

House Number* <input type="text"/>	Building/Colony* <input type="text"/>	Area* <input type="text"/>
Pincode* <input type="text"/>	Communication Mobile No. * <input type="text"/>	
<input type="checkbox"/> If Permanent Address same as Communication Address		

Permanent Address

House Number* <input type="text"/>	Building/Colony* <input type="text"/>	Area* <input type="text"/>
Pincode* <input type="text"/>	Permanent Mobile No.* <input type="text"/>	

Premises address

House Number* <input type="text"/>	Building/Colony* <input type="text"/>	Area* <input type="text"/>
Pincode* <input type="text"/>	Premises Mobile No.* <input type="text"/>	Plot Size (Sq.Feet)* <input type="text"/>
Covered Area (Sq.Feet)* <input type="text"/>		

Name of Nearest sub-station

Enclosures:

1.) Documentary evidence in support of lawful occupation of the premises. If the applicant is not the owner of the premises, Rent agreement with NOC/Indemnity Bond shall be enclosed : *

All [Dropdown] Upload Doc Evidence File Not Uploaded

Only JPG/JPEG/PDF file upto size 1MB are allowed.

2.) ID Proof: *

All [Dropdown] Upload Documents File Not Uploaded

Only JPG/JPEG/PDF file upto size 1MB are allowed.

3.) Work Completion Certificate and Test Report (B & L form) : *

All [Dropdown] Upload B & L Form File Not Uploaded

Only JPG/JPEG/PDF file upto size 1MB are allowed.

Submit Reset

Next →

- User will have to select and fill **Personal Details, Communication Address, Permanent Address, Premises Address**, and **Upload Documents** in Enclosures section.
- After filling all these details, user will have to click on **Submit** button.
- Click on **Reset** button to reset the fields, if required.
- After successful submission of application a Confirmation Message will appear on the screen as shown below:

Application For Jhatpat

Uttar Pradesh Power Corporation Limited

Change Password Logout

Divyanshi sacena

Edit Profile Logout Dashboard

Confirmation Message

Dashboard - Success

Step-1 Step-2 Step-3 Step-4 Step-5 Step-6 Step-7 Step-8

Application Form Submitted successfully

Dear Divyanshi sacena, your Application Form has been Submitted successfully,
Your Application Number is 1006201792.
Please Click on below button to pay your Processing Fee of Amount 100.00,

Next Step. Click here

- User must save the Application Number for further reference and click on **Click here** button to proceed to next step.

Step 2- Site Inspection Appointment and Processing Fee Payment

After clicking on **Click here** button user will be redirected to the Step-2, screen will be displayed as shown below:

The screenshot shows a web application interface for 'Uttar Pradesh Power Corporation Limited'. The user is logged in as 'Divyanshi sacena'. The page title is 'New Connection Form'. A progress bar at the top indicates the current step is Step-2. The main content area is titled 'Step-2 : Site Inspection Appointment and Processing Fee Payment'. It displays the following information:

- Applicant's Name : Divyanshi sacena
- Application Number : 1006201792
- Processing Fees Amount (Rs.) : 100.00

The user is prompted to 'Choose Any Three Tentative Date For Inspection of Feasibility of Site.' Below this, there are seven date options with checkboxes:

- 26/07/2019
- 27/07/2019
- 29/07/2019
- 30/07/2019
- 31/07/2019
- 01/08/2019
- 02/08/2019

A blue 'Proceed To Pay' button is located below the date selection. At the bottom of the form, there are 'Previous' and 'Next' navigation buttons.

- User will have to select any **3 Tentative Dates for Inspection of Feasibility of Site.**
- Click on checkbox [] to select the dates, after that click on **Proceed to Pay** button.
- After clicking on **Proceed to Pay** button, user will be redirected to the Payment gateway.
- After successful payment, the next screen will be displayed as shown below:

The screenshot shows the 'New Connection Form' interface for Uttar Pradesh Power Corporation Limited. The user is logged in as Divyanshi saxena. The form is currently on Step-2: Site Inspection Appointment and Processing Fee Payment. The progress bar shows 8 steps, with Step-2 highlighted. The main content area displays the following information:

Applicant's Name : Divyanshi sacena	Application Number : 1006201792	Processing Fees Amount (Rs.) : 100.00
-------------------------------------	---------------------------------	---------------------------------------

Payment Details

Payment Status : Success	Challan No. J51000306	Transaction Id TEST12
Transaction Date 24/07/2019	Proceed To Next	

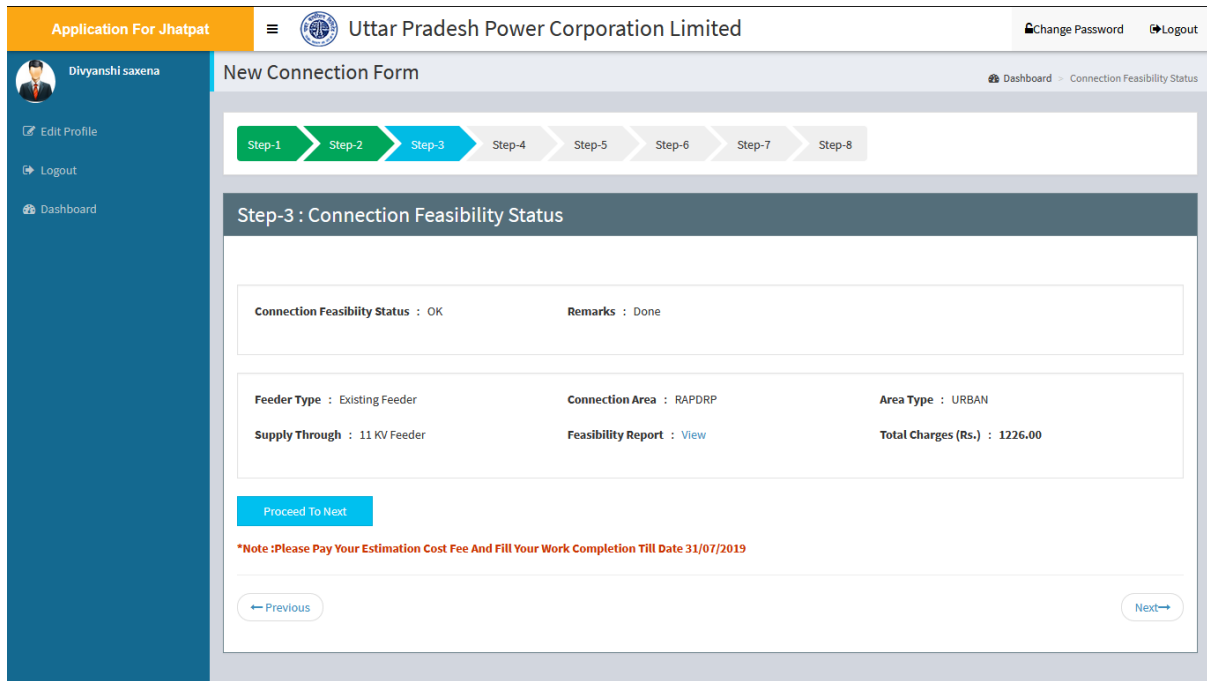
Navigation buttons: [← Previous](#) and [Next →](#)

- User will receive Challan Number through this page, save this number for further reference.
- Click on **Proceed To Next** button to proceed on next step.

Note: Now, Division will verify the submitted application, only after that applicant can proceed.

Step 3- Connection Feasibility Status

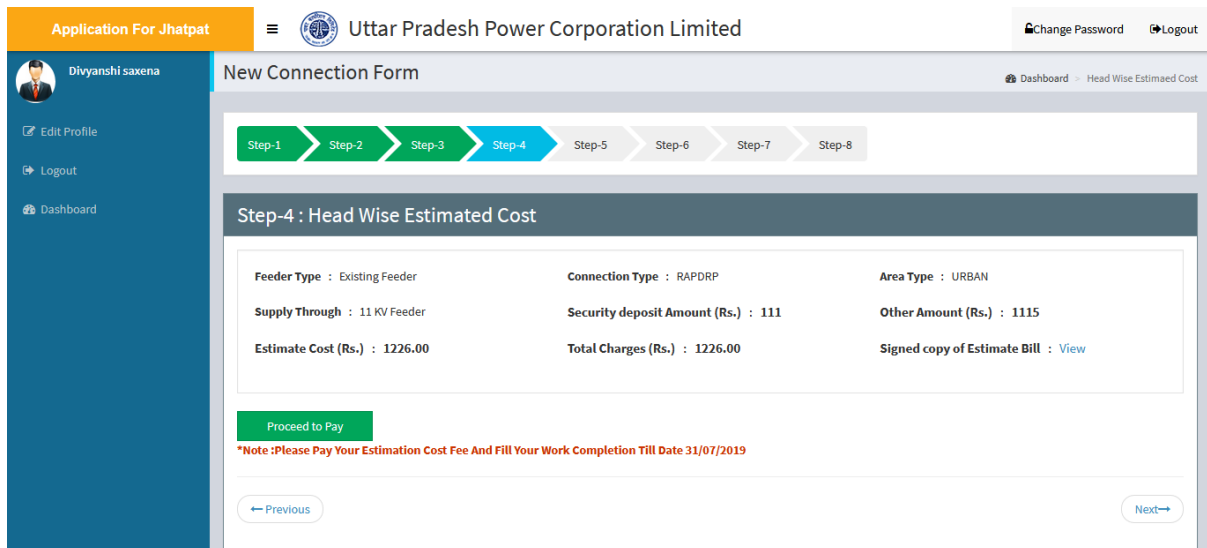
When Admin (Division or SDO) will process the application and approve the Connection Feasibility then only applicant will be able to process the application. Connection Feasibility Status page will be displayed as shown below:



- Applicant will view the **Feasibility Report** and other details then proceed to next step.
- Click on **Proceed To Next** button to proceed to the next step.

Step 4- Head Wise Estimated Cost

After clicking on **Proceed To Next** button user will be redirected to the Step-4, screen will be displayed as shown below:



- Click on **Proceed To Pay** button, after which user will be redirected to the next step.

Step 5- Pay Estimated Cost

After clicking on **Proceed To Next** button user will be redirected to the Step-5, screen will be displayed as shown below:

The screenshot shows the 'New Connection Form' interface for 'Uttar Pradesh Power Corporation Limited'. The user is logged in as 'Divyanshi saxena'. The current step is 'Step-5 : Pay Estimated Cost'. The application number is 1006201792 and the payable amount is Rs. 1226.00. The user can select the mode of payment: Demand Draft, Offline (NEFT/RTGS), or Through Credit/Debit Card/Internet Banking. A note indicates that the user must pay the estimation cost fee and complete their work by the date 31/07/2019. Navigation buttons for 'Previous' and 'Next' are visible at the bottom.

- User will have to select the **Mode of Payment**.
- User can select, either **Demand Draft** or **Offline (NEFT/RTGS)** or **Through Credit/Debit Card/Internet Banking** mode for payment.

a. Demand Draft

- If user selects **Demand Draft** then the next screen will be displayed as shown below:

The screenshot displays the 'New Connection Form' interface for 'Uttar Pradesh Power Corporation Limited'. The user is logged in as 'Divyanshi saxena'. The form is at 'Step-5 : Pay Estimated Cost' of an 8-step process. The application number is 1006201792 and the payable amount is 1226.00. The payment mode is set to 'Demand Draft'. Fields for 'DD No.', 'DD Date', and 'Bank Details' are present, along with an 'Upload Scan Copy of DD' section showing a 'File Not Uploaded' status. A 'Save' button is at the bottom, and a note indicates the work completion deadline is 31/07/2019.

- User will have to fill **DD No., DD Date, Bank Details** and will have to upload the **Scanned Copy of DD**. After filling these details click on **Save** button.

b. Offline Mode (RTGS/NEFT)

- If user selects **Offline Mode (RTGS/NEFT)** then the next screen will be displayed as shown below:

Application For Jhatpat | Uttar Pradesh Power Corporation Limited | Change Password | Logout

Divyanshi saxena | New Connection Form | Dashboard - Pay Estimated Cost

Step-1 Step-2 Step-3 Step-4 **Step-5** Step-6 Step-7 Step-8

Step-5 : Pay Estimated Cost

Application Number : 1006201792 Payable Amount (Rs.) : 1226.00

Demand Draft Offline (NEFT/RTGS) Through Credit/Debit Card/Internet Banking

UTR No. * UTR Date*
dd/mm/yy

Upload Scan Copy of UTR*
Upload File Not Uploaded

Only JPG/JPEG/PDF file upto size 1MB are allowed.

Save

*Note :Please Pay Your Estimation Cost Fee And Fill Your Work Completion Till Date 31/07/2019

Previous Next

- User will have to fill **UTR No., UTR Date, Upload Scan Copy of UTR** and then click on **Save** button.

c. Through Credit/Debit/Net Banking Mode

- If user selects **Through Credit/Debit/Net banking** mode then the next screen will be displayed as shown below:

Application For Jhatpat | Uttar Pradesh Power Corporation Limited | Change Password | Logout

Divyanshi saxena | New Connection Form | Dashboard - Pay Estimated Cost

Step-1 Step-2 Step-3 Step-4 **Step-5** Step-6 Step-7 Step-8

Step-5 : Pay Estimated Cost

Application Number : 1006201792 Payable Amount (Rs.) : 1226.00

Demand Draft Offline (NEFT/RTGS) Through Credit/Debit Card/Internet Banking

Proceed to Pay

*Note :Please Pay Your Estimation Cost Fee And Fill Your Work Completion Till Date 31/07/2019

Previous Next

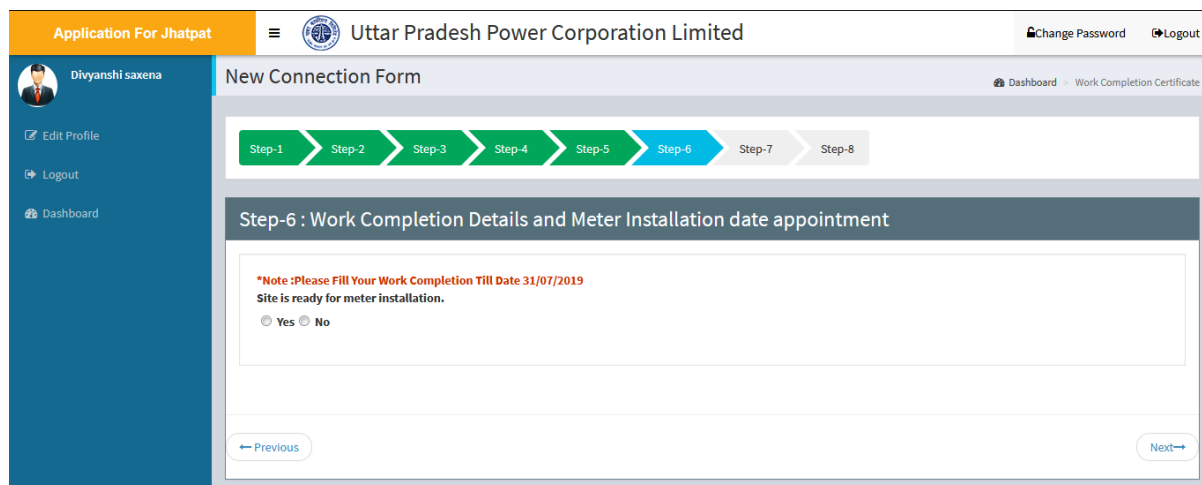
- User will have to click on **Proceed to Pay** button, after which user will be redirected to the payment gateway.
- After successful payment the next screen will be displayed as shown below:

The screenshot displays the 'New Connection Form' interface for 'Uttar Pradesh Power Corporation Limited'. The user is logged in as 'Divyanshi saxena'. The current step is 'Step-5 : Pay Estimated Cost'. The application number is 1006201792, and the payable amount is 1226.00 Rs. The payment details include a challan number JS1000309, transaction ID Test1, and a transaction date of 24/07/2019. The payment status is 'Success'. A message prompts the user to proceed to the next step for selecting the date for meter installation. A blue button labeled 'Proceed To Next Step' is visible. Navigation buttons for 'Previous' and 'Next' are at the bottom.

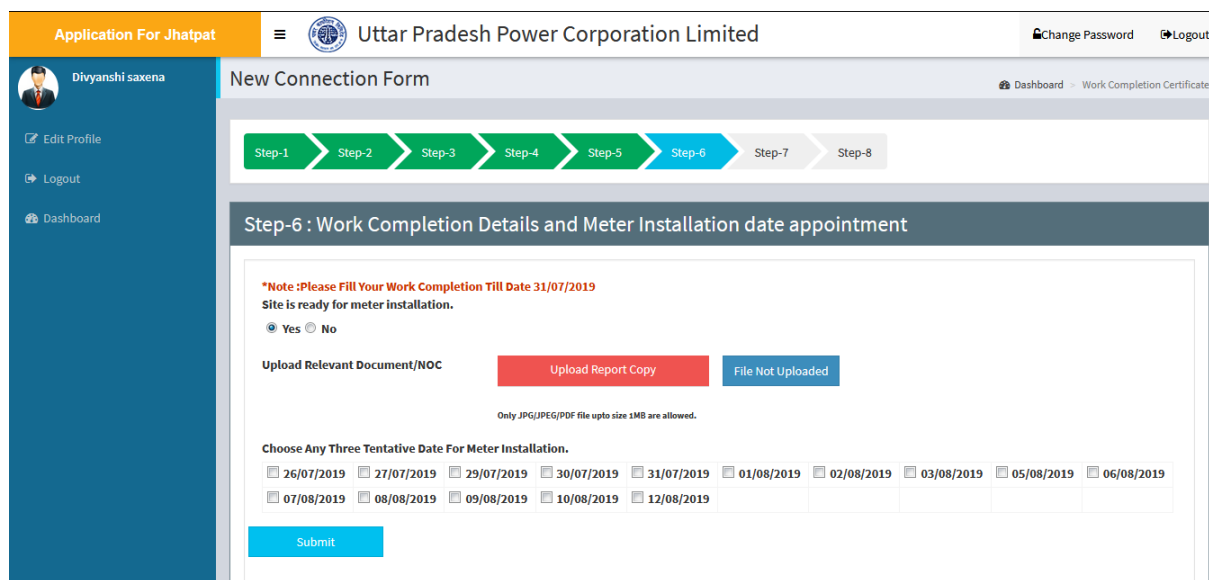
- From the above screen user will have to click on **Proceed to Next Step** button to proceed to the next step.

Step 6- Work Completion Details and Meter Installation Date Appointment

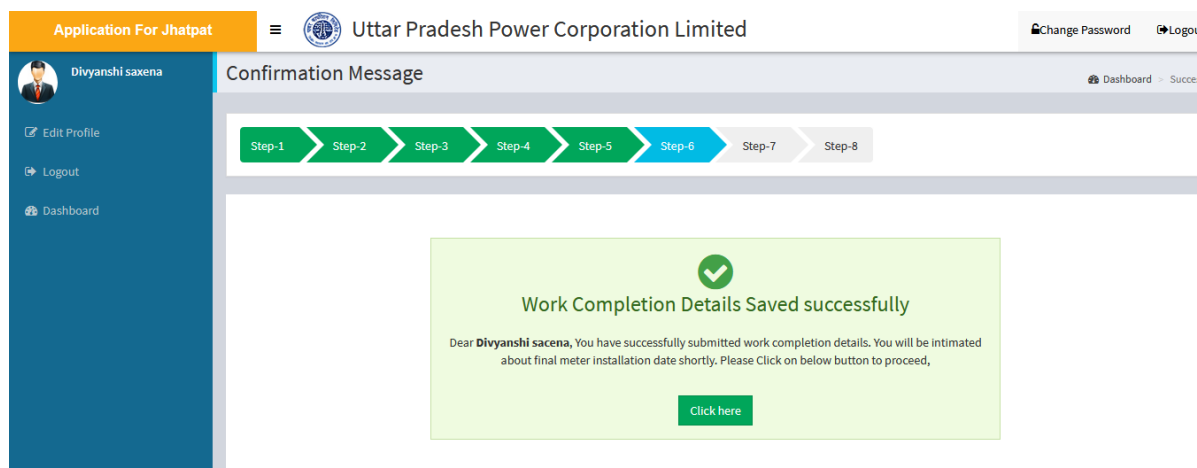
After clicking on **Proceed To Next** button user will be redirected to the Step-6, screen will be displayed as shown below:



- Through this page user will have to submit the information about the site.
- To select the answer for “**Site is ready for meter installation**”, click on either **Yes Radio Button** [] or **No Radio Button** [].
- If site is ready then click on **Yes Radio Button**
- If site is not ready then click on **No Radio Button**.
- After clicking on Yes radio button the next screen will be displayed as shown below:



- User will have to upload **Relevant Documents/NOC**. To upload this document click on **Upload Report Copy** button.
- For the meter installation user will have to select **Any 3 Tentative Dates** by clicking on the checkbox [].
- After filling these details user will have to click on **Submit** button. After clicking on Submit button **Confirmation Message** will appear, screen will be displayed as shown below:

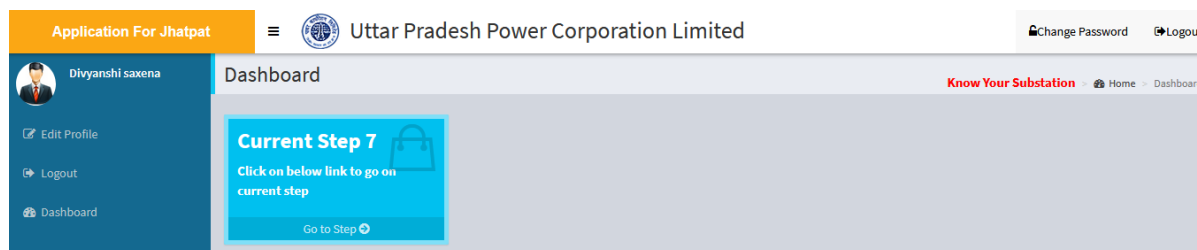


- From the above screen click on **Click here** button to proceed.

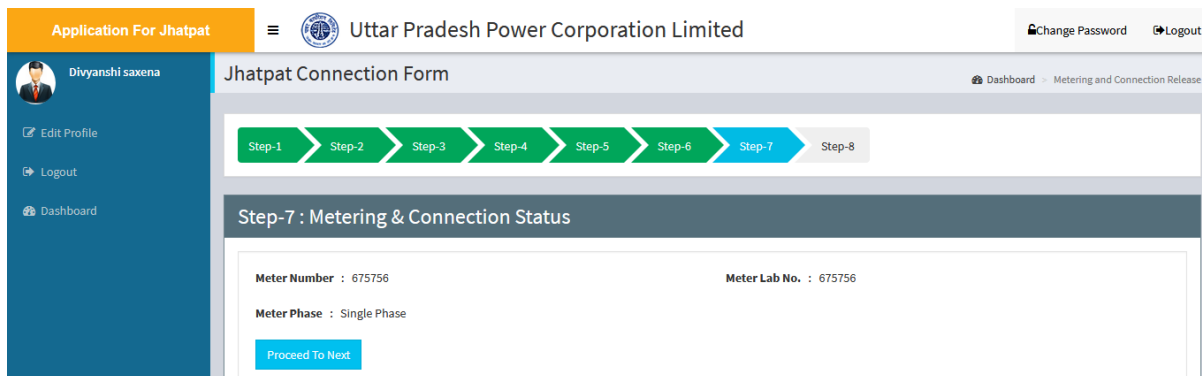
Note: Now Admin (Division/SDO) will approve the request for electricity connection and choose the date for meter installation.

Step 7- Metering & Connection Status

After the approval of Admin, applicant will have to login and after login the next screen will appear as shown below:



- Click on **Go to Step** link, after which the next screen will appear as shown below:



- From the above screen view the details and click on **Proceed to Next** button to proceed.

Step 8- Applicant Details

After clicking on **Proceed to Next** button, the next screen will appear as shown below:

Application For Jhatpat

Uttar Pradesh Power Corporation Limited

[Change Password](#)
[Logout](#)

Divyanshi saxena

[Edit Profile](#)

[Logout](#)

[Dashboard](#)

New Connection Form

Dashboard

Step-1
Step-2
Step-3
Step-4
Step-5
Step-6
Step-7
Step-8

Applicant Details

Applicant's Name : Divyanshi saxena	District : Lucknow/Lesa
Division : Alliganj	Father/Husband Name : testdata
Mother Name : testdatatestdata	Occupation : testdata
Communication Address : 567 ,y testdata	Communication Phone Number : 8645864568
Connection Address : testdatatestdatatestdata ,65 testdatatestdata	Connection Phone Number : 6856456456
Permanent Phone Number : 8645864568	Permanent Address : 567 ,y testdata
Covered Area (Sq.Feet) : 5000.00	Plot Size (Sq.Feet) : 5444.00
Purpose of Supply : Domestic	Required Load KVA : 5

(Following Information furnished by Applicants Requesting Electric Supply more than 50 KW and for New Purposes)

Name of Nearest sub-station : testdatatestdata

Enclosures:

1.) Documentary evidence in support of lawful occupation of the premises. If the applicant is not the owner of the premises, indemnity bond as specified by the Licensee shall be enclosed (House tax Receipt)	View File
2.) Id Proof (Aadhar Card) Aadhar Card Number : 123456789098	View File
3.) Work Completion Certificate and Test Report (B & L form)	View File

Site Inspection Appointment and Processing Fee Payment

Application No : 1006201792	Challan No : J51000306
Transaction Id : TEST12	Amount : 100.00
Payment Type : Processing Fee	Payment Date : 24/07/2019

Feasibility Status

Status : True

Account Detail

Account Number :

Estimated Cost Payment Details

Application No	: 1006201792	Challan No	: J51000309
Transaction Id	: Test1	Amount	: 1226.00
Payment Type	: Estimated Cost	Payment Date	: 24/07/2019

Work Completion Details and Meter Installation date appointment

Report of Work Completion [View File](#)

Metering Connection Released Details

Meter Lab No	: 675756	Meter Phase	: Single Phase
Badge Number	: 675756	Meter Status	: Active
Meter Configuration Type	: KVAH Configuration	MF	: 67
Rating of Meter	: 11 KV -/5 A	Stock Location	: OMNI-MVNL
Full Scale value of Registers	: 6765	Meter ID	:
Digits Left	: 6	Post TFR Data - Pole Number	: 6765

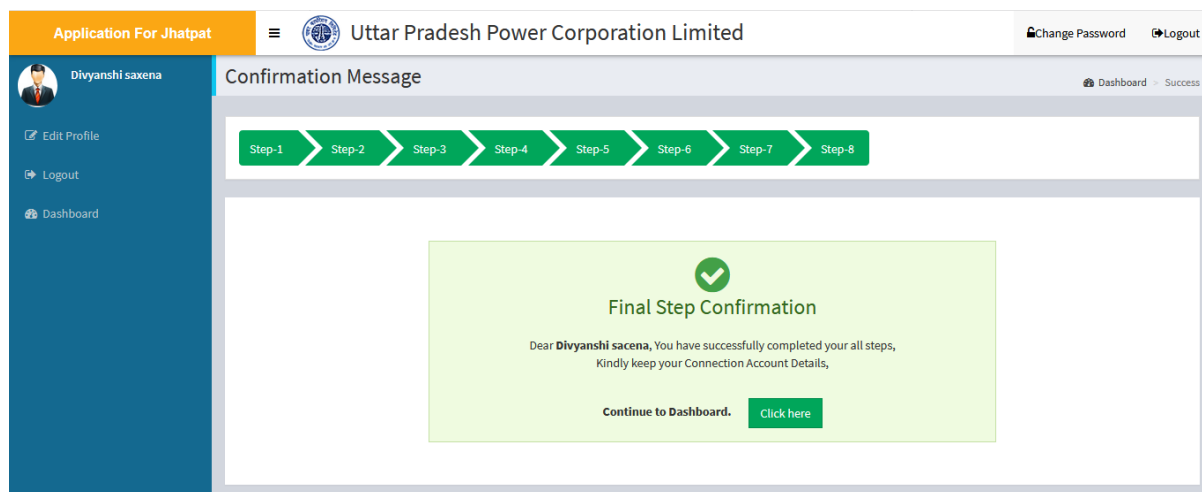
Meter Seal Number : 7

Box Seal Number : 6

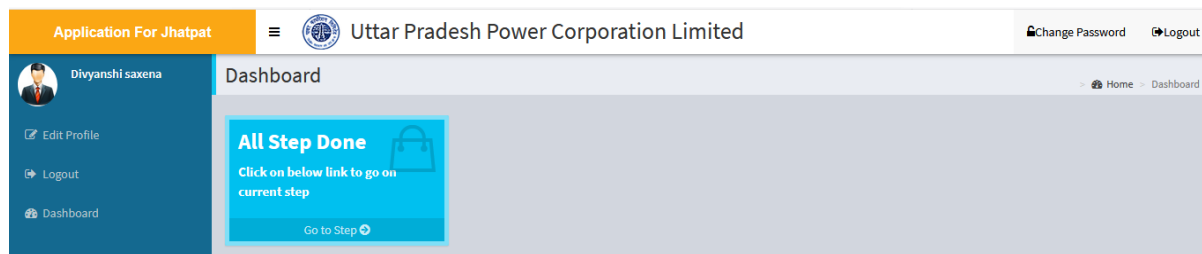
CTPT Chamber Seal : 2

Confirm

- Click on **Confirm** button for final confirmation.
- After clicking on **Confirm** button, confirmation message will appear, screen will be displayed as shown below:



- Applicant will receive the Final Step Confirmation message, click on **Click here** button to Continue to Dashboard.
- After clicking on **Click here** button the next screen will appear as shown below:



- From applicant panel Process of New Electricity Connection is complete.

6. For Any Technical Service Support

While filling the form if any technical error occurs you can contact our Technical Helpline number **1912**.