Uttar Pradesh Power Corporation Limited

User Manual

for

Single Window System for New Electricity Connection

(Jhatpat Connection)

for

Uttar Pradesh Power Corporation Limited

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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:

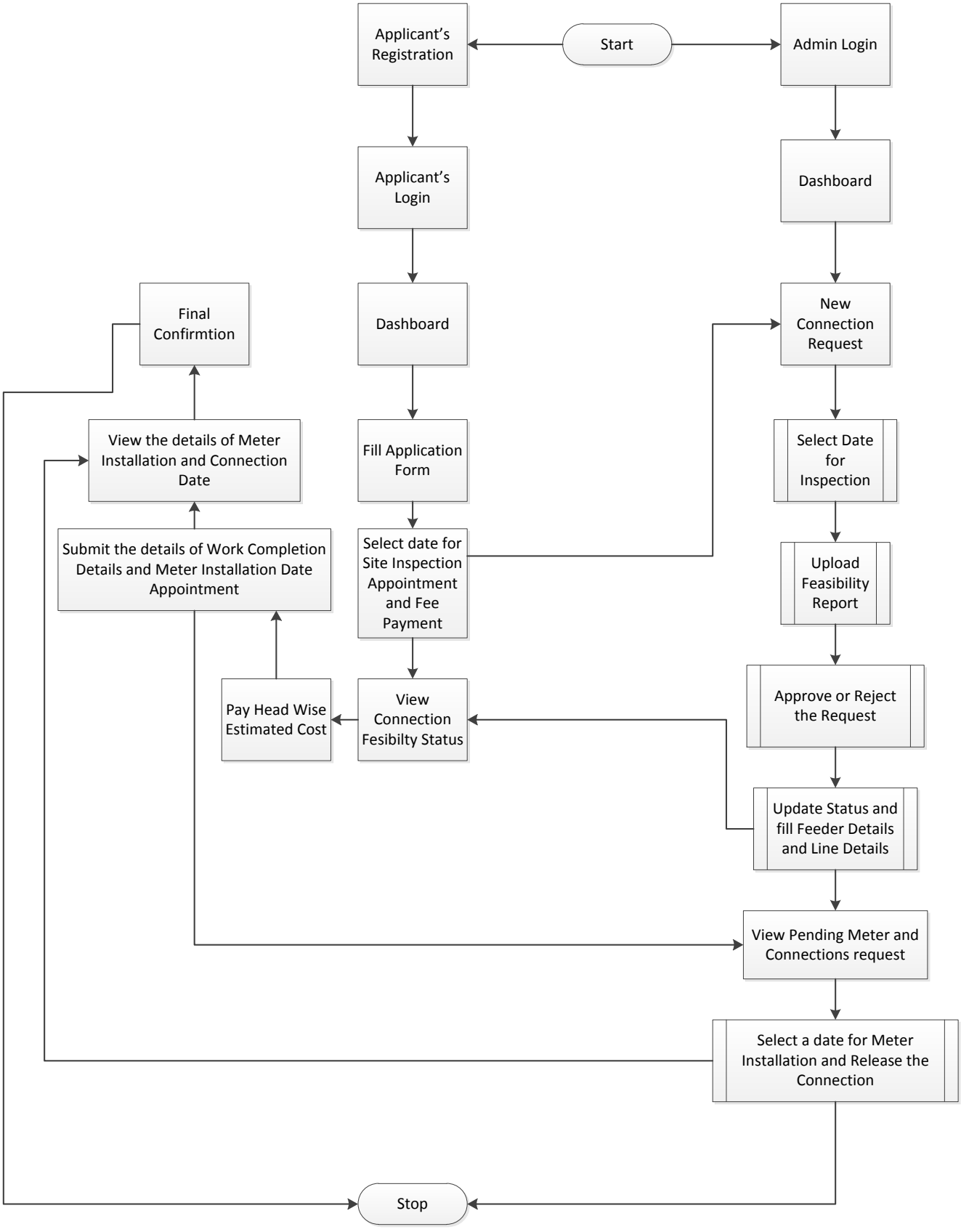
a. Fields which have * sign indicate mandatory fields.
b. Error Messages will be displayed in Pop-up box.
c. Success Messages will be displayed in pop-up box.
d. All the menu links will be displayed in the side menu.

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 Flow of Web Application



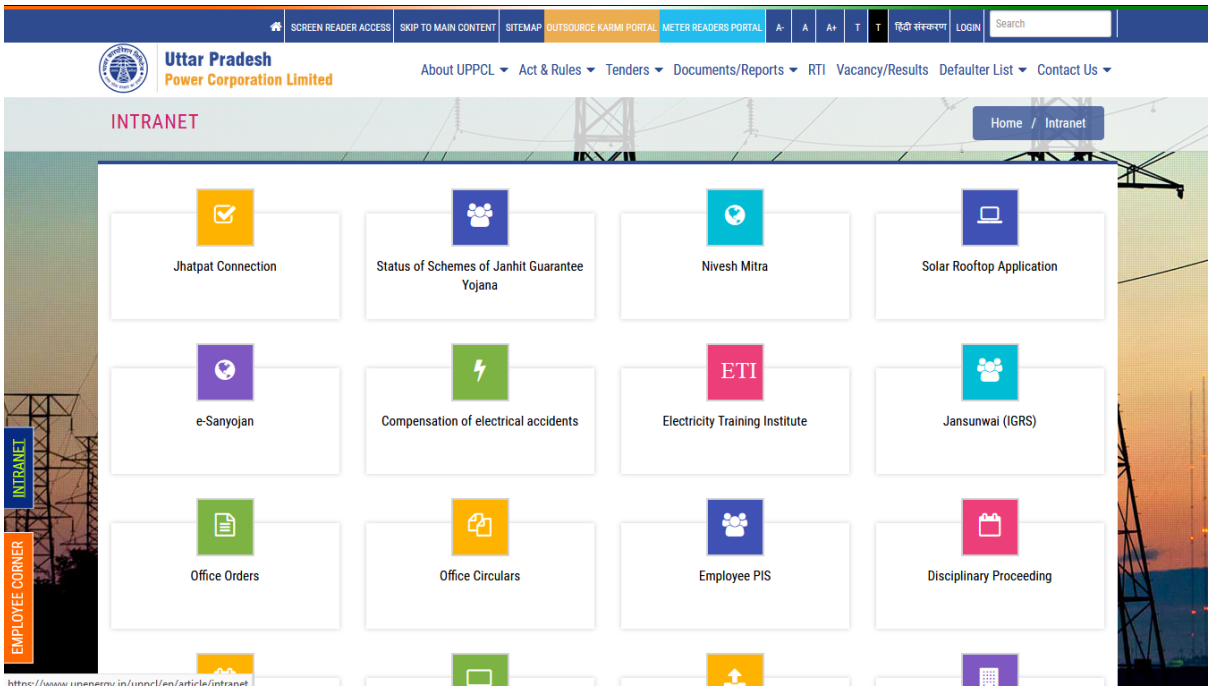
SDO Login

1. 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:

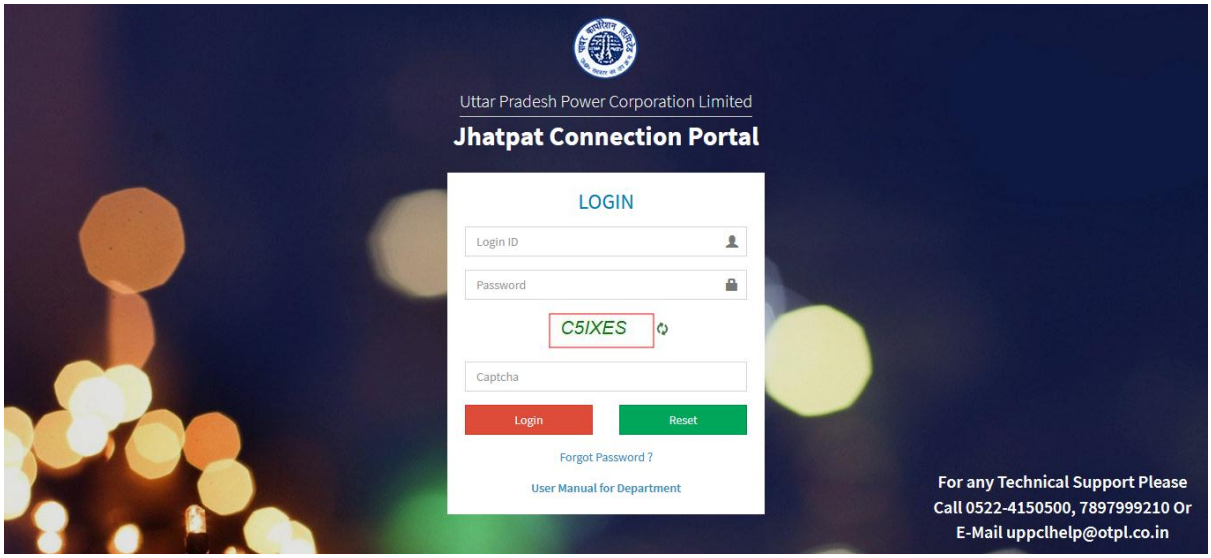
- User will have to click on **Intranet** link from the above screen, after clicking on Intranet button the next screen will be displayed as shown below:



- From the above screen, user will have to click on Jhatpat Connection tab, after which user will be redirected to the next step.

Step 2- Login Page

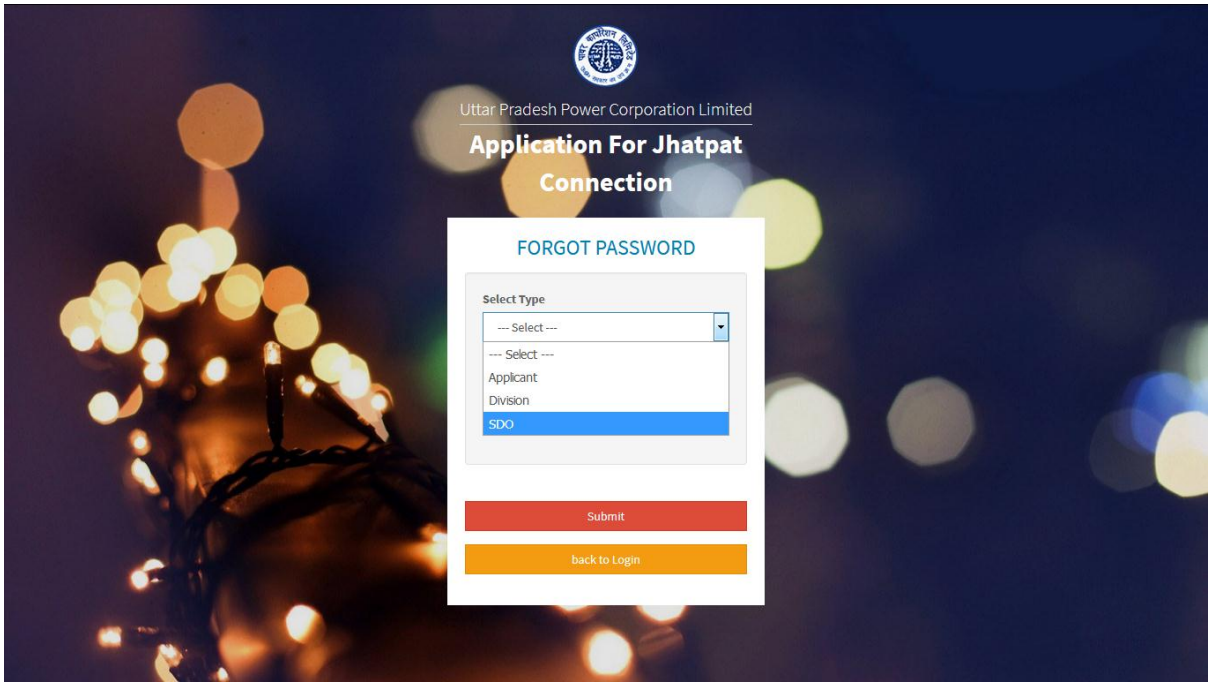
- After clicking on Jhatpat Connection tab user will be redirected to the Login Page, screen will be displayed as shown below:



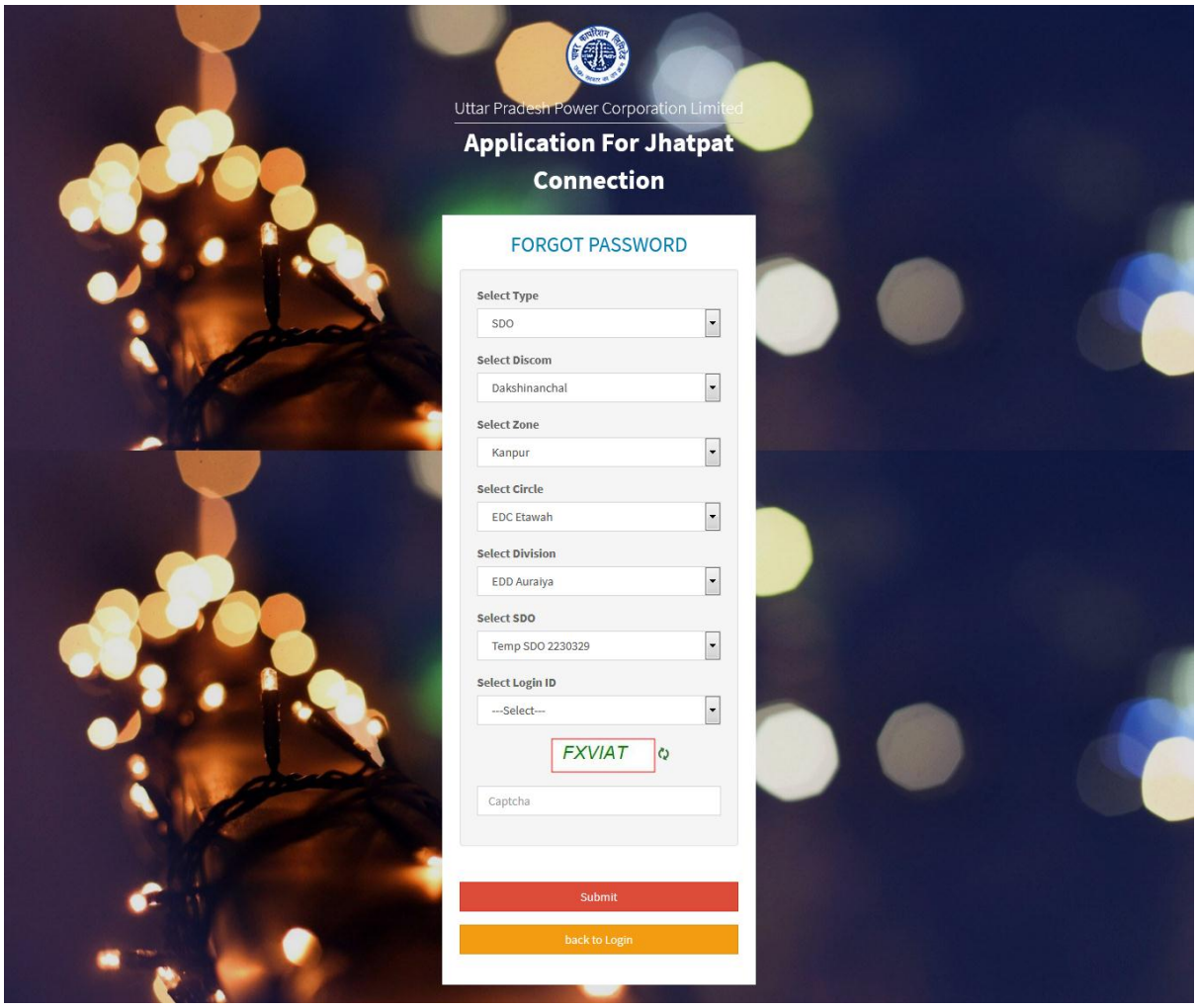
- User will have to fill **Login details (Login ID and Password)** and **Captcha** then click on **Login** button.
- Click on **Reset** button to reset the details, if required.
- If user have forgotten his/her password then click on **Forgot Password** link.

2. Forgot Password

- After clicking on **Forgot Password** link user will be redirected to the Forgot Password page, screen will be displayed as shown below:



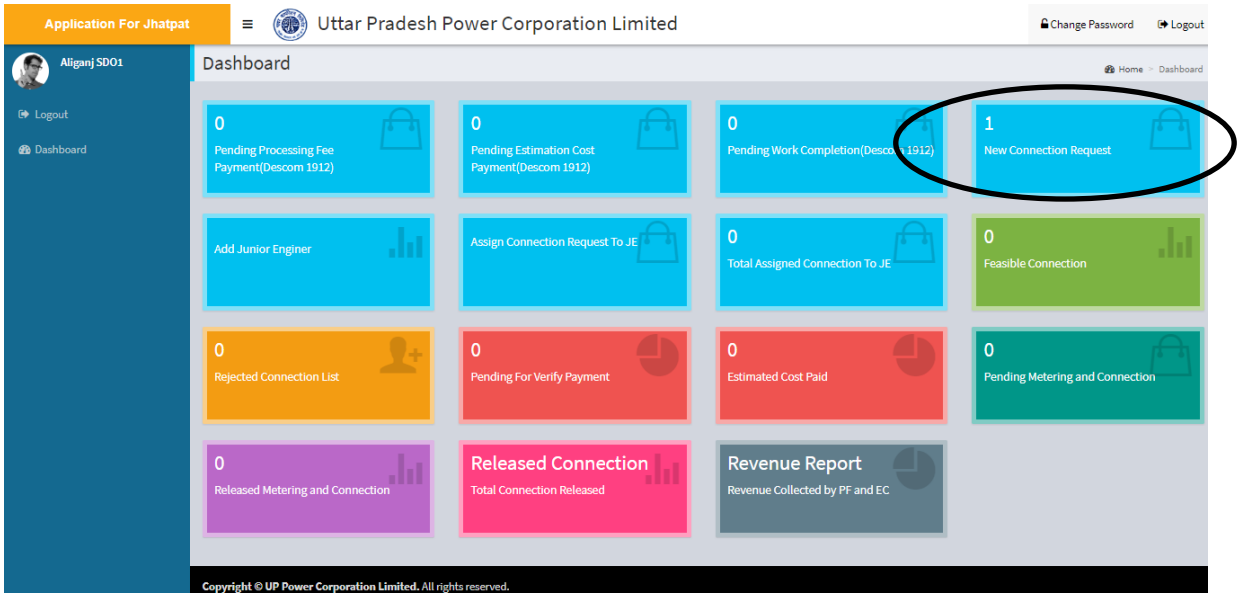
- Select Type from drop down list (**select SDO form drop down list**). After selecting **SDO** the next screen will be displayed as shown below:



- User will have to select **Discom, Zone, Circle, Division, SDO, Login ID** from drop down list and fill **Captcha**.
- After filling these details user will have to click on **Submit** button, after which new password will be sent on user's registered Mobile Number and E-mail ID. User can proceed accordingly.

3. Dashboard

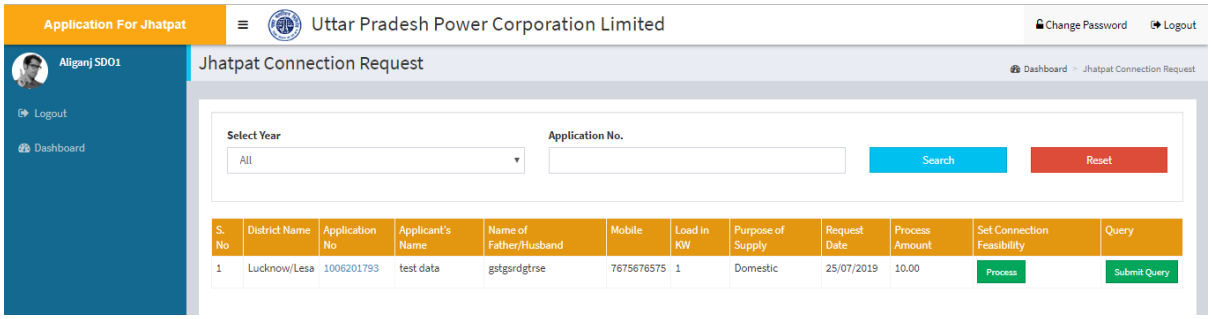
After successful login user will be redirected to the Dashboard, screen will be displayed as shown below:



- User will have to click on **New Connection Request** tab after which user will be redirected to the List of New Connection (Jhatpat Connection) Requests.

4. New Connection Requests

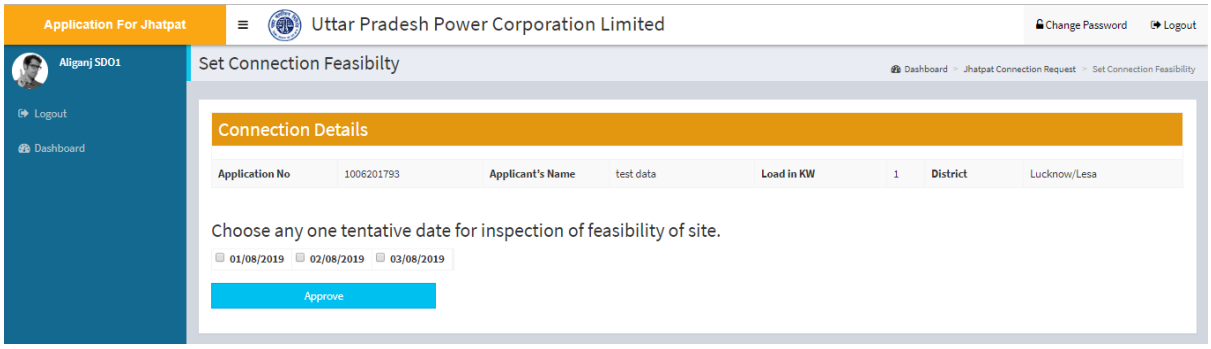
List of New Connection Requests (Jhatpat Connection) will be displayed as shown below:



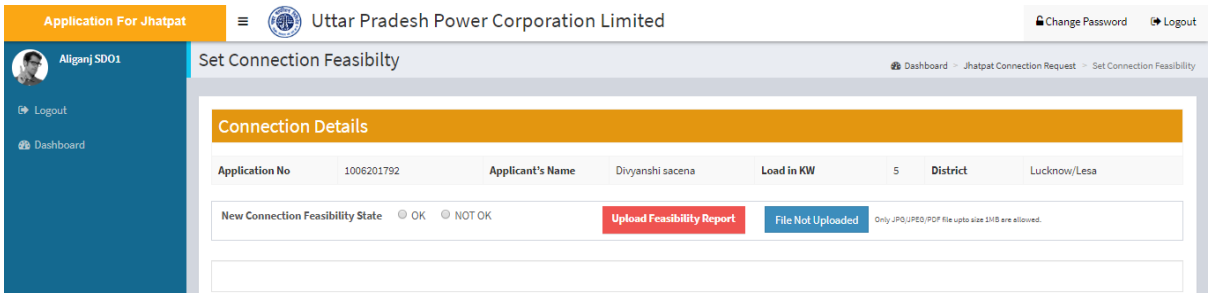
- To search particular request, **Select Year** from drop down list and **fill Application No.** in respective textbox then click on **Search** button.
- Searched result will be displayed on the same page in grid view structure.
- Click on **Reset** button to reset the fields, if required.
- From grid view structure click on **Process** button to process the application.
- After clicking on **Process** button, user will be redirected to the next step.

4.1. Select Date

After clicking on **Process** button user will be redirected to the Select Date page, screen will be displayed as shown below:



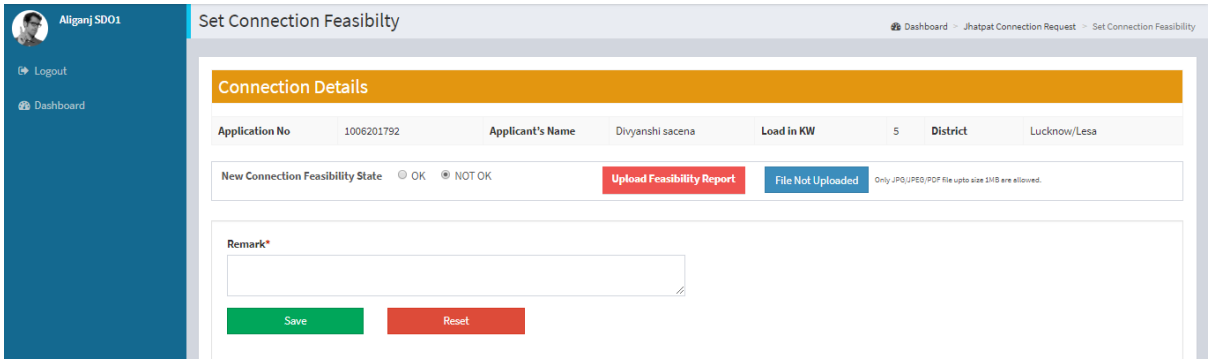
- User will have to select any 1 date from 3 tentative dates then click on **Approve** button. After clicking on Approve button the next screen will be displayed as shown below:



- User will have to select the **New Connection Feasibility State**, either click on **OK** radio button or Click on **NOT OK** radio button.

If user selects NOT OK then-

- If the connection details are not feasible then user has to click on **NOT OK** radio button, after which the next screen will be displayed as shown below:

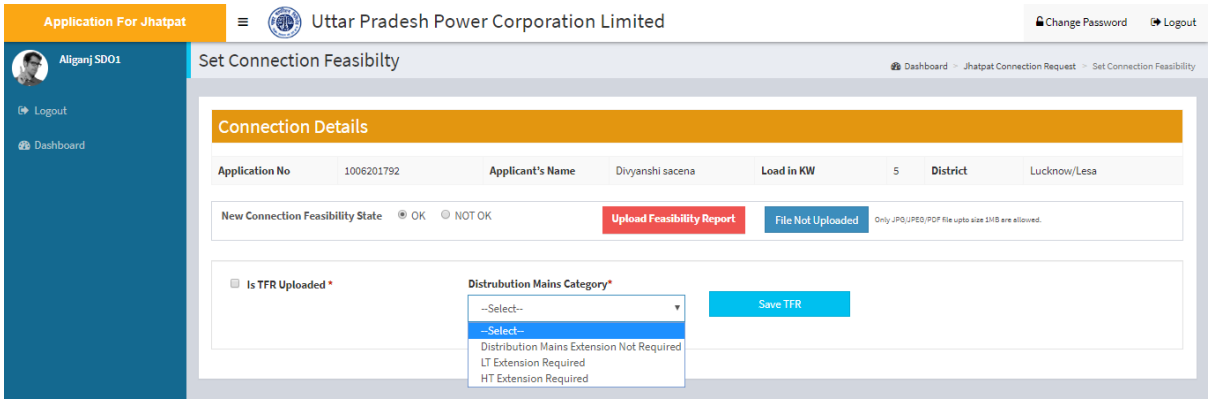


- Click on **Upload Feasibility Report** button to upload the report.

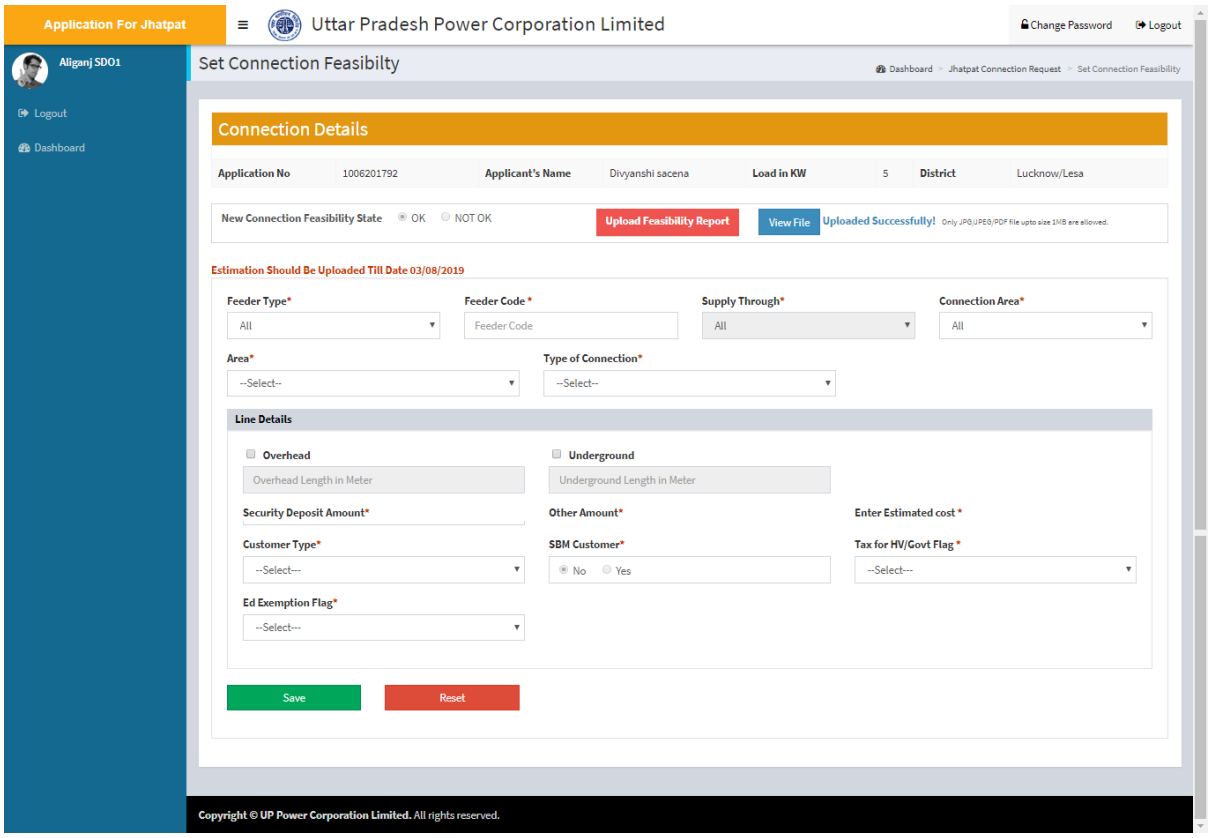
- Fill **Remark** and then click on **Save** button. Application will be rejected on this point and applicant cannot process the application.

If user selects OK then-

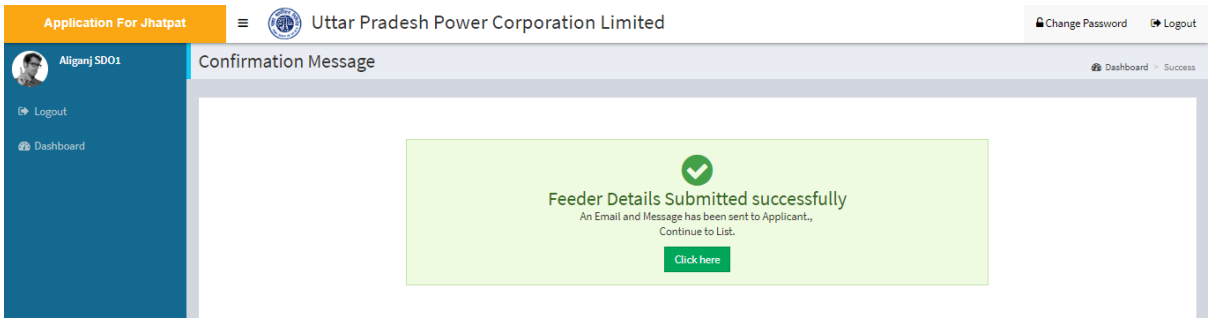
- If the connection details are feasible then user will have to click on **OK** radio button, after which the next screen will be displayed as shown below:



- Click on **Upload Feasibility Report** button to upload the report.
- Click on checkbox labeled as **"Is TFR Uploaded",** select **Distribution Main Category** from drop down list, after this click on **Save TFR** button.
- After clicking on **Save TFR** button the next screen will be displayed as shown below:



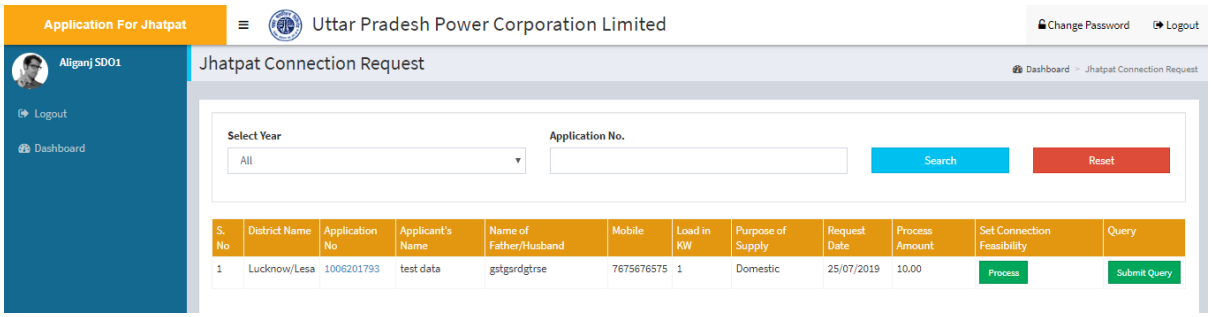
- User will have to select and fill all the details (Feeder Details, Line Details etc.) and then click on **Save** button.
- Click on **Reset** button to reset all the fields, if required.
- After clicking on **Save** button a Confirmation Message will appear, screen will be displayed as shown below:



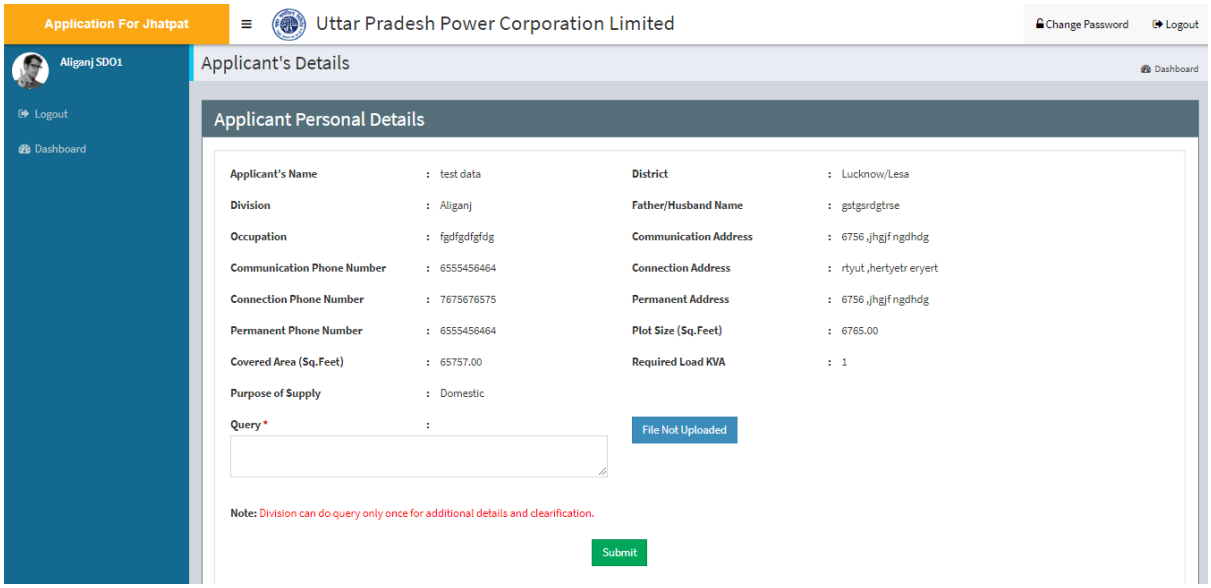
- Click on **Click here** button from the confirmation message to proceed.

4.2. Submit Query

- If SDO has any query regarding the Connection Details submitted by applicant then he/she can submit the query, screen will be displayed as shown below:



- Click on **Submit Query** button, after which the next screen will be displayed as shown below:

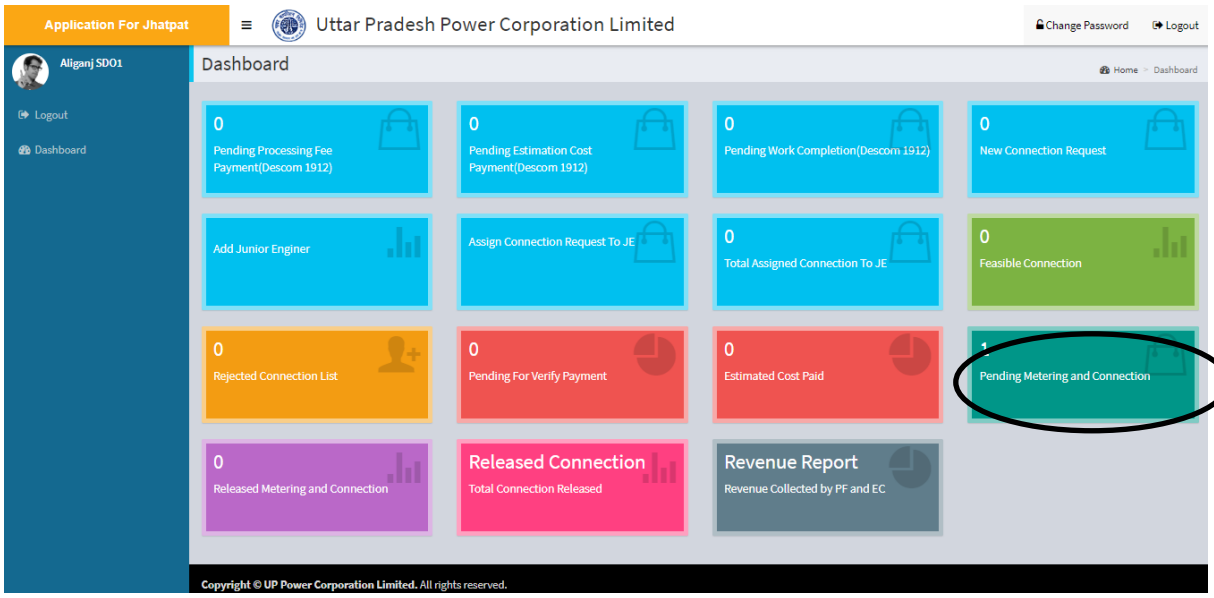


- Fill the details related to query in Query textbox then click on Submit button. After which Query will be sent to the applicant.

Note: SDO will receive the request of Meter Installation and Electricity Connection from the applicant. To approve the request, SDO will login and process the request.

5. Pending Metering and Connection Request

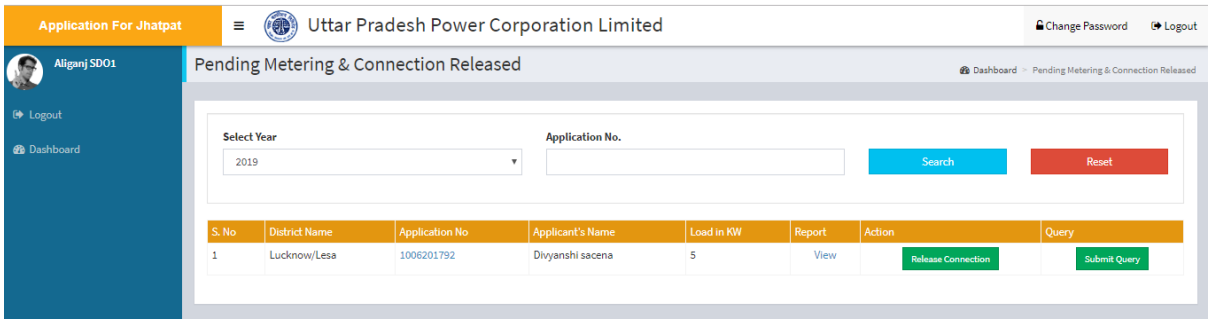
After Successful login user will be redirected to the Dashboard, screen will be displayed as shown below:



- Click on the **Pending Metering and Connection** tab from the Dashboard, after which user will be redirected to the **List of Pending Metering and Connection released.**

5.1. Pending Metering and Connection Released

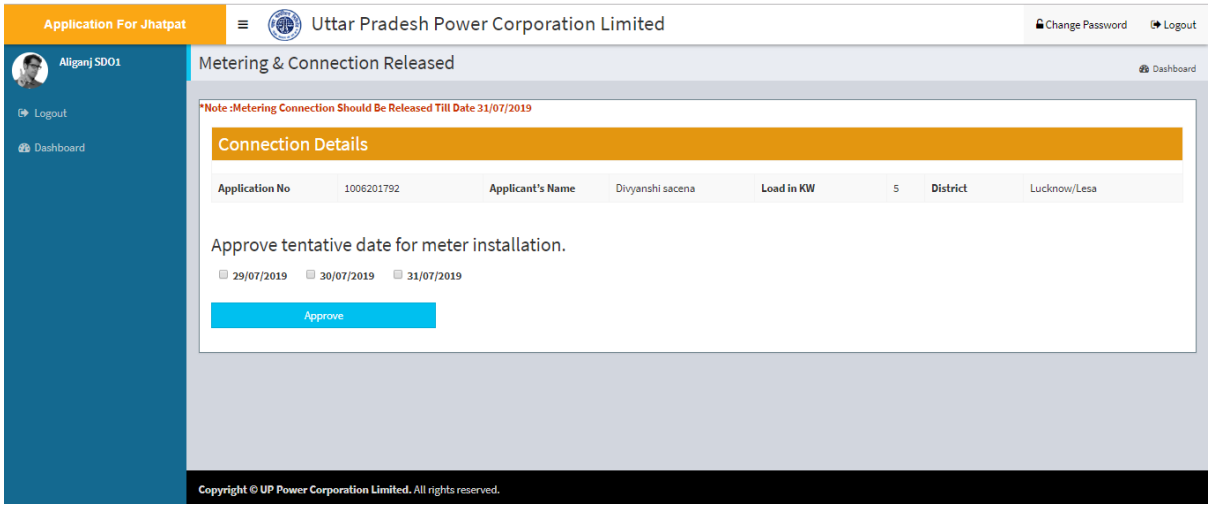
- Screen of **Pending Metering and Connection Released** will be displayed as shown below:



- To search particular request, Select **Year** and fill **Application No.** in respective textbox then click on **Search** button.
- Searched result will be displayed on the same page in grid view structure.
- Click on **Reset** button to reset the fields, if required.
- From grid view structure click on **Release Connection** button to process the application, after which user will be redirected to the next step.

5.2. Approve Tentative Date for Meter Installation

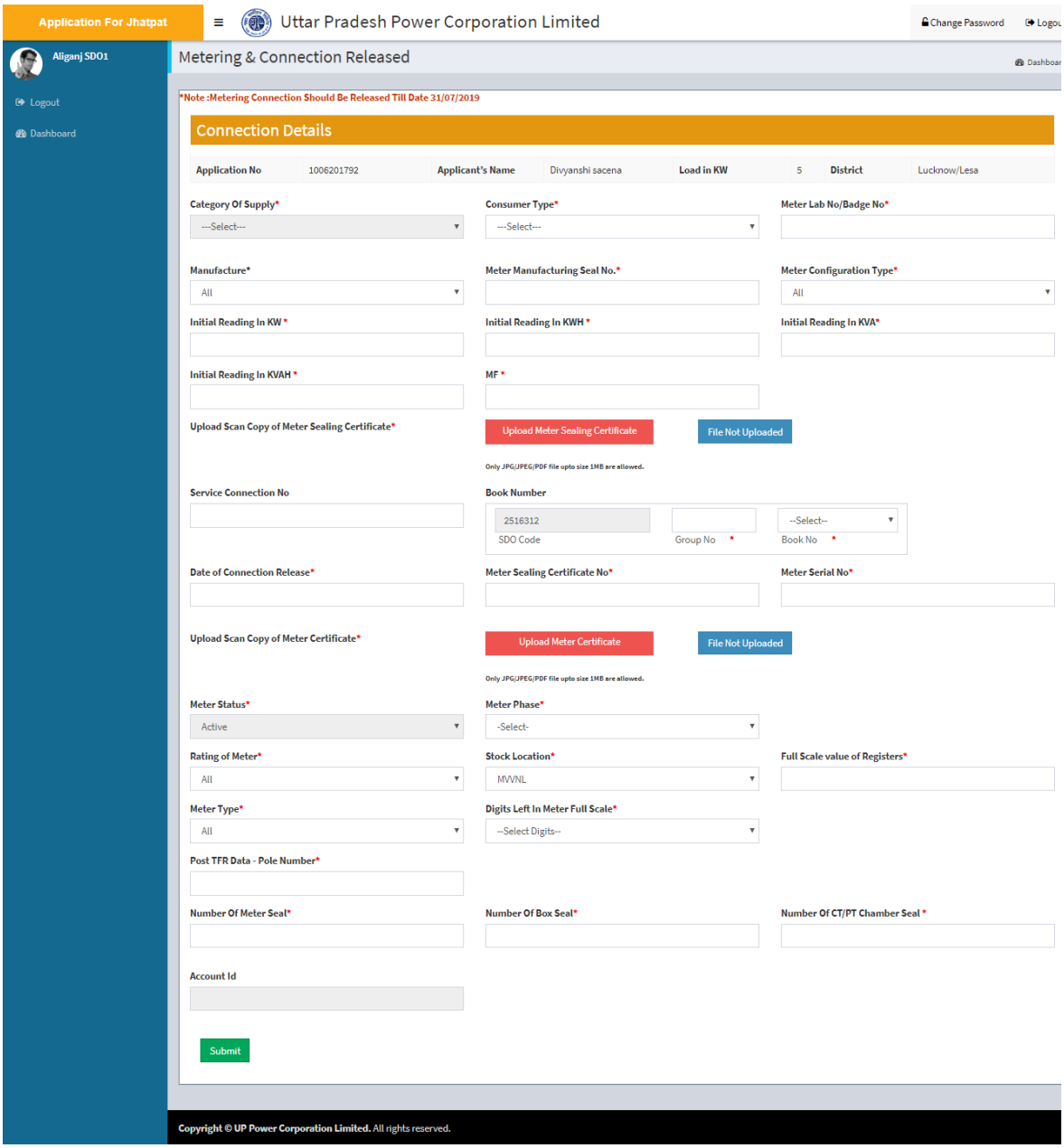
- After clicking on **Release Connection** button user will be redirected to the **Approve Tentative Date for Meter Installation page,** screen will be displayed as shown below:



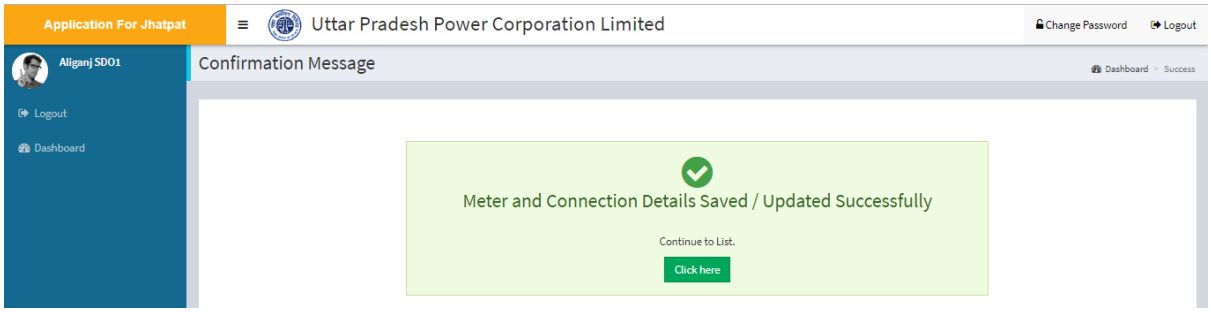
- **Division or SDO** will have to select any 1 date from 3 tentative dates for meter installation, to select the date click checkbox and then click on **Approve** button.
- After clicking on **Approve** button user will be redirected to the next step.

5.3. Metering and Connection Released

- After clicking on Approve button user will be redirected to the **Metering and Connection Released page.** Screen will be displayed as shown below:

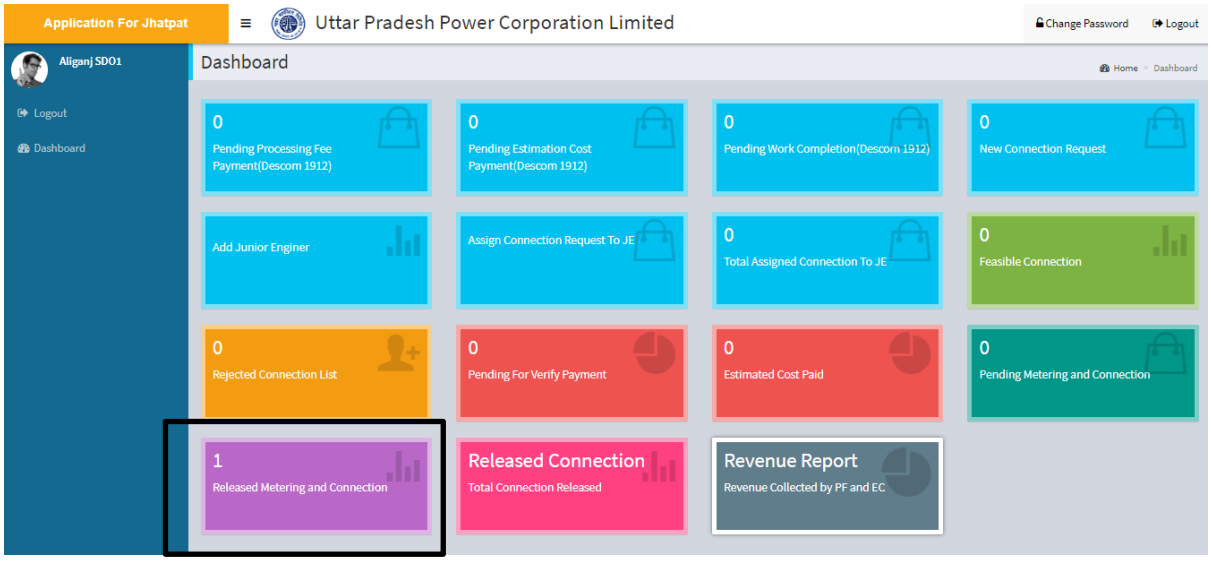


- **SDO** will have to select and fill all the details and then click on **Submit** button.
- After clicking on **Submit** button, a confirmation Message will appear on screen, page will be displayed as shown below:



6. Released Metering and Connection

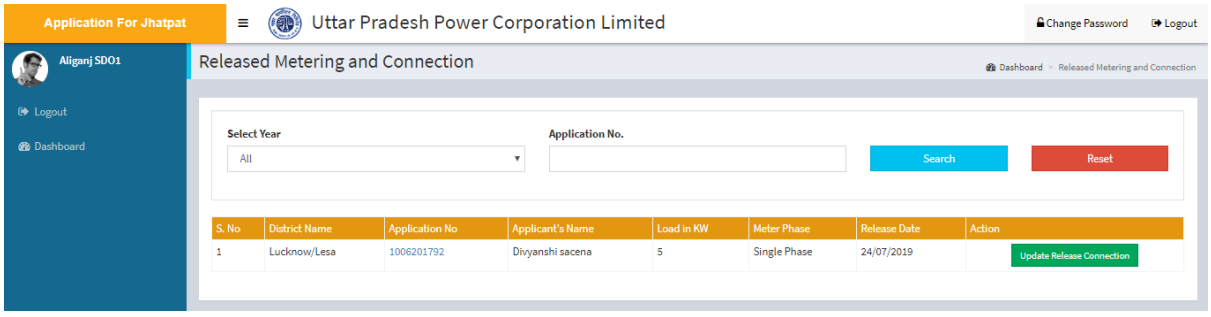
After releasing the meter and connection request, SDO can view the List of Released Metering and Connection details. To view the list go to the Dashboard and click on Released Metering and Connection tab, screen will be displayed as shown below:



- User will have to click on **Released Metering and Connection** tab, after clicking on this tab user will be redirected to the next step.

6.1. Released Metering and Connection

After clicking on **Released Metering and Connection** tab the next screen will appear as shown below:



- To search particular request, Select **Year** and fill **Application No.** in respective textbox then click on **Search** button.
- Searched result will be displayed on the same page in grid view structure.
- Click on **Reset** button to reset the fields, if required.
- From grid view structure click on **Update Release Connection** button, after which Released Metering and Connection details will be updated.

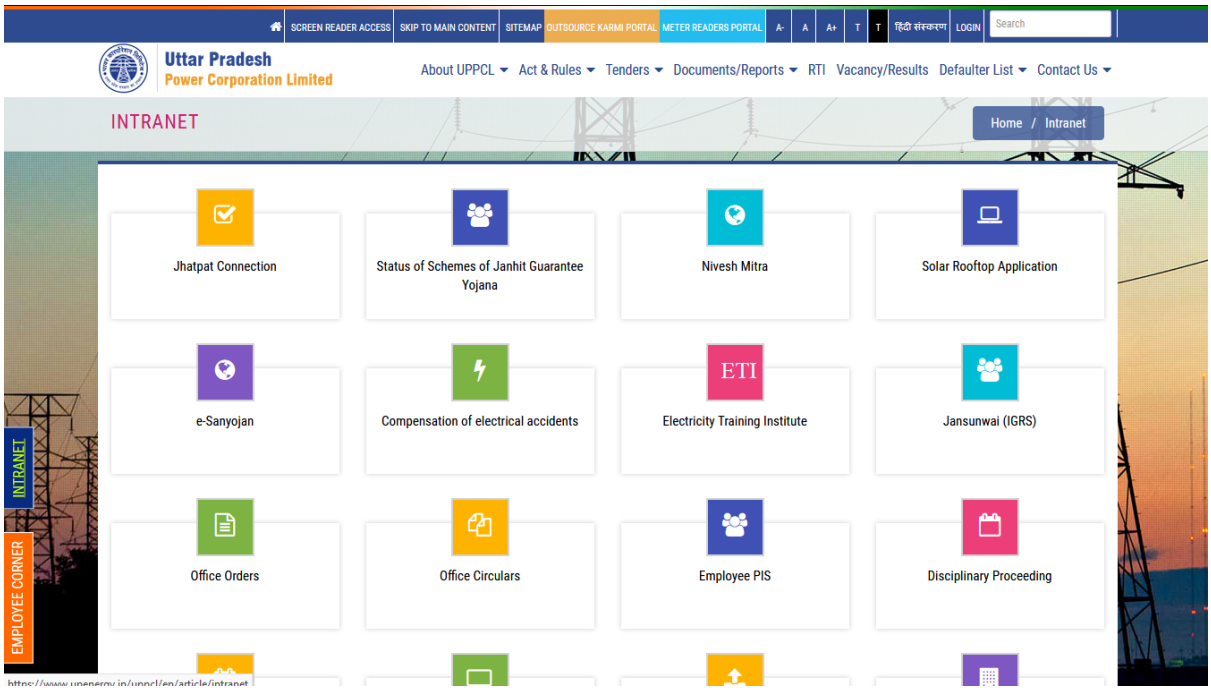
Division Login

1. 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:

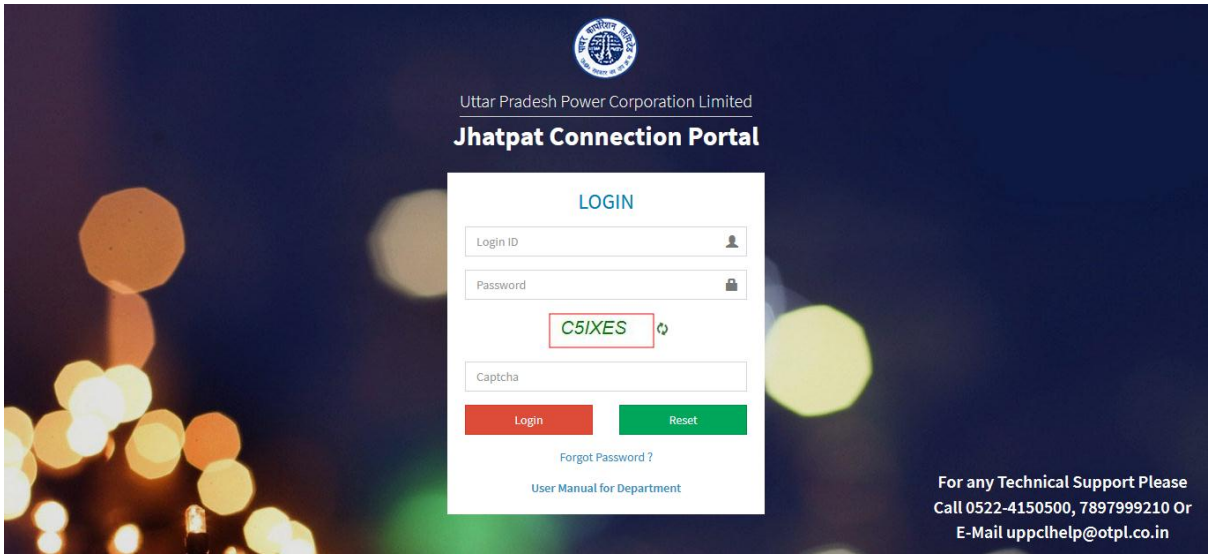
- User will have to click on **Intranet** link from the above screen, after clicking on Intranet button the next screen will be displayed as shown below:



- From the above screen, user will have to click on **Jhatpat Connection** tab, after which user will be redirected to the next step.

Step 2- Login Page

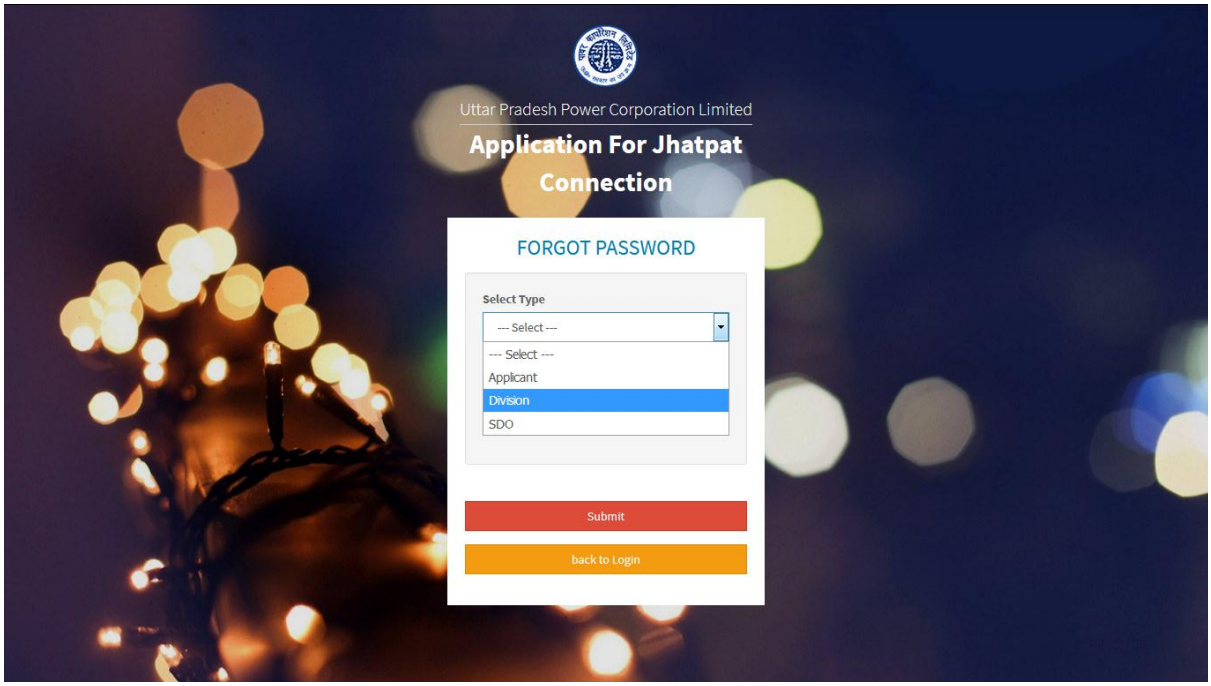
- After clicking on **Jhatpat Connection** tab user will be redirected to the Login Page, screen will be displayed as shown below:



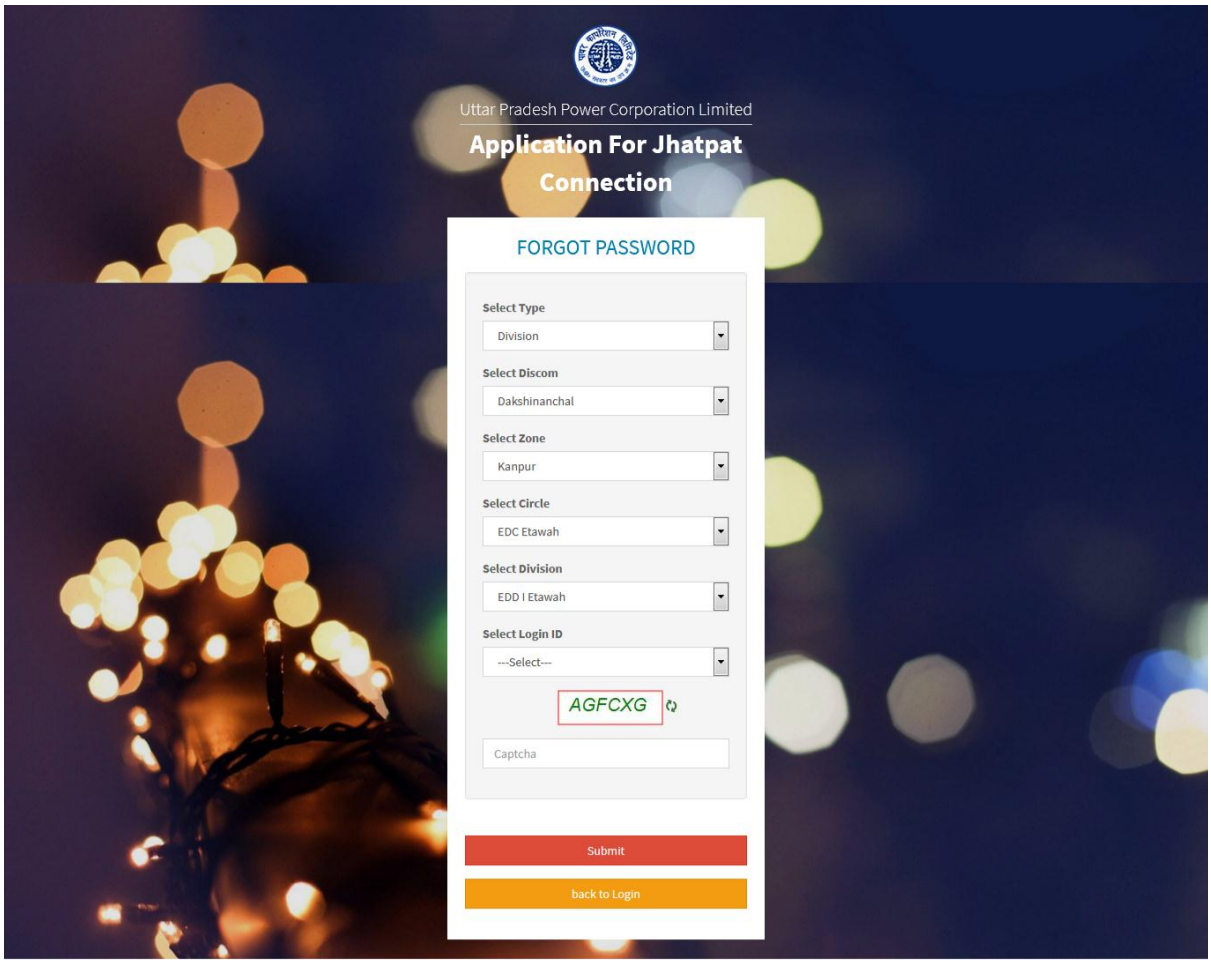
- User will have to fill **Login details (Login ID and Password)** and **Captcha** then click on Login button.
- Click on **Reset** button to reset the details, if required.
- If user have forgotten his/her password then click on **Forgot Password** link.

2. Forgot Password

- After clicking on **Forgot Password** link user will be redirected to the Forgot Password page, screen will be displayed as shown below:



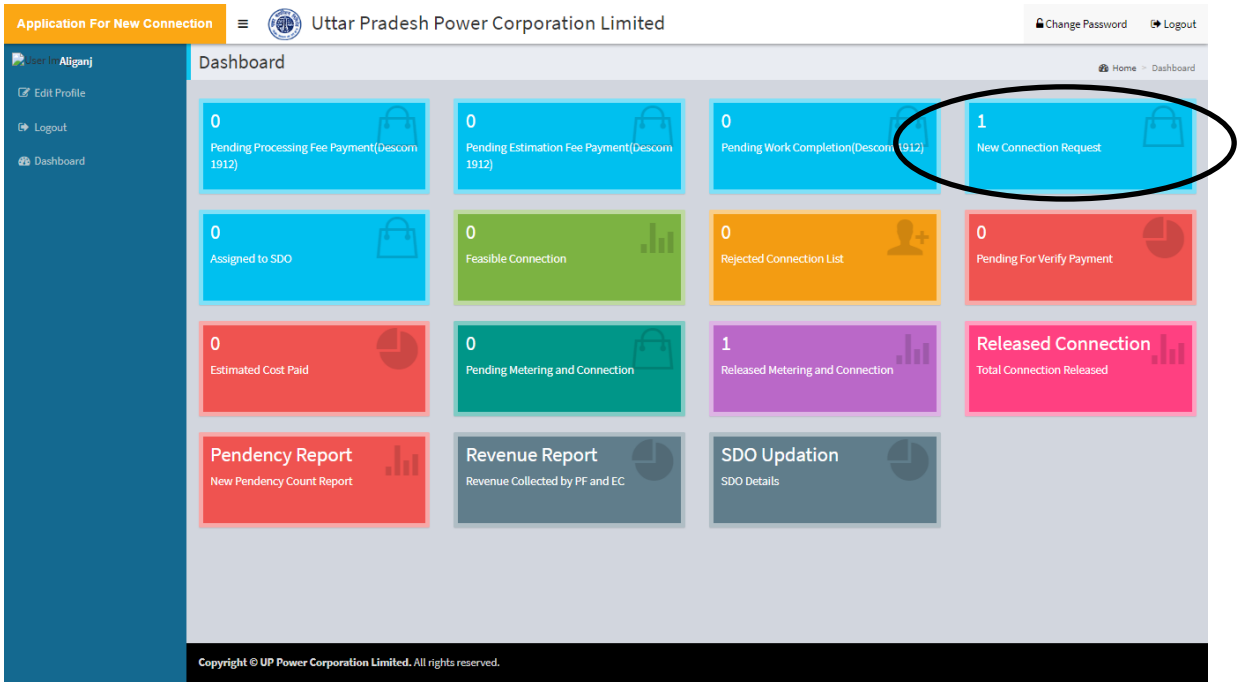
- Select Type from drop down list **(select Division form drop down list).** After selecting **Division** the next screen will be displayed as shown below:



- User wll have to select **Discom, Zone, Circle, Division, Login ID** from drop down list and fill **Captcha**.
- After filling these details user has to click on **Submit** button, after which new password will be sent on user's registered Mobile Number and E-mail ID. User can proceed accordingly.

3. Dashboard

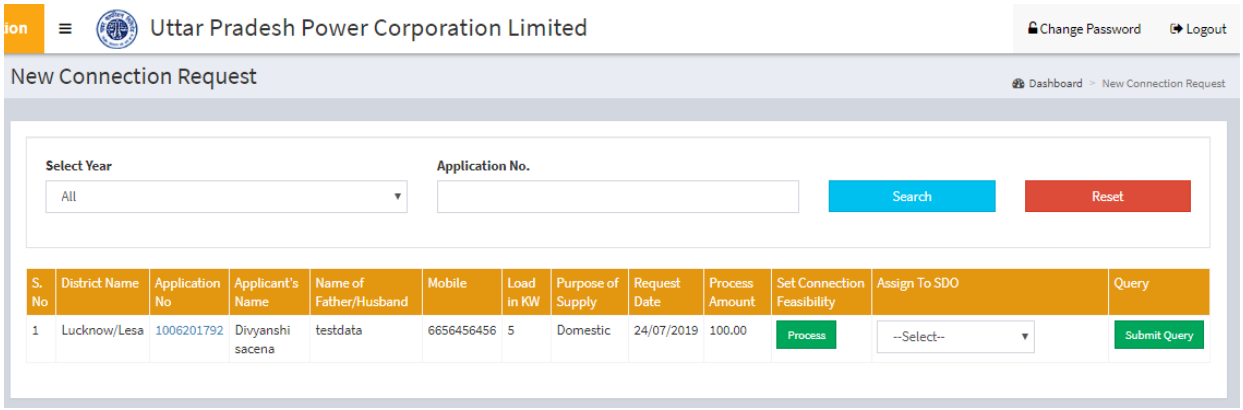
After successful login user will be redirected to the Dashboard, screen will be displayed as shown below:



- User will have to click on **New Connection Request** tab after which user will be redirected to the List of New Connection Requests.

4. New Connection Requests

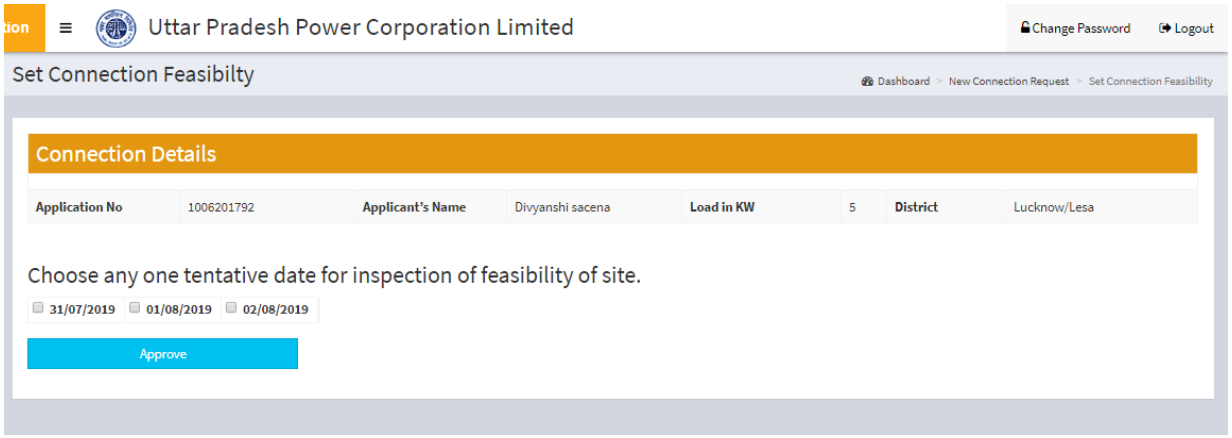
List of New Connection Requests will be displayed as shown below:



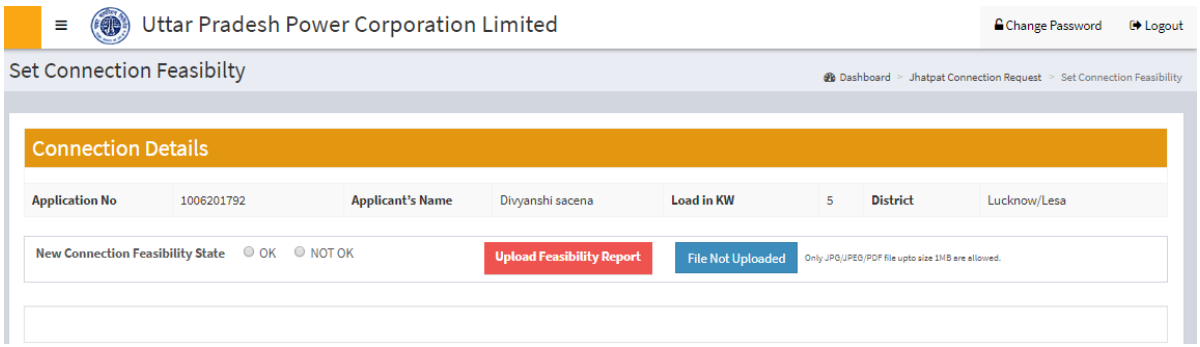
- To search particular request, Select year and fill Application No. in respective textbox then click on **Search** button.
- Searched result will be displayed on the same page in grid view structure.
- Click on **Reset** button to reset the fields, if required.
- From grid view structure click on **Process** button to process the application or on the other hand user can assign the application to SDO.

a. If Division Process the Application

- If Division wants to processes the application on his own then click on **Process** button from grid view structure. After clicking on **Process** button the next screen will be displayed as shown below:



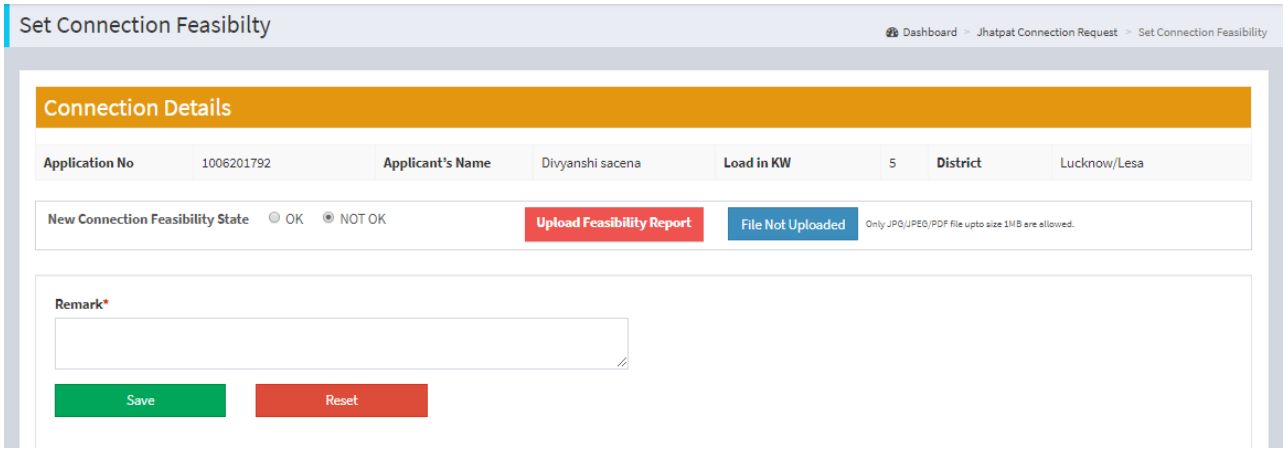
- User will have to select any 1 date from 3 tentative dates then click on **Approve** button. After clicking on **Approve** button the next screen will be displayed as shown below:



- User will have to select the **New Connection Feasibility State**, either click on **OK** radio button or Click on **NOT OK** radio button.

If user selects NOT OK button-

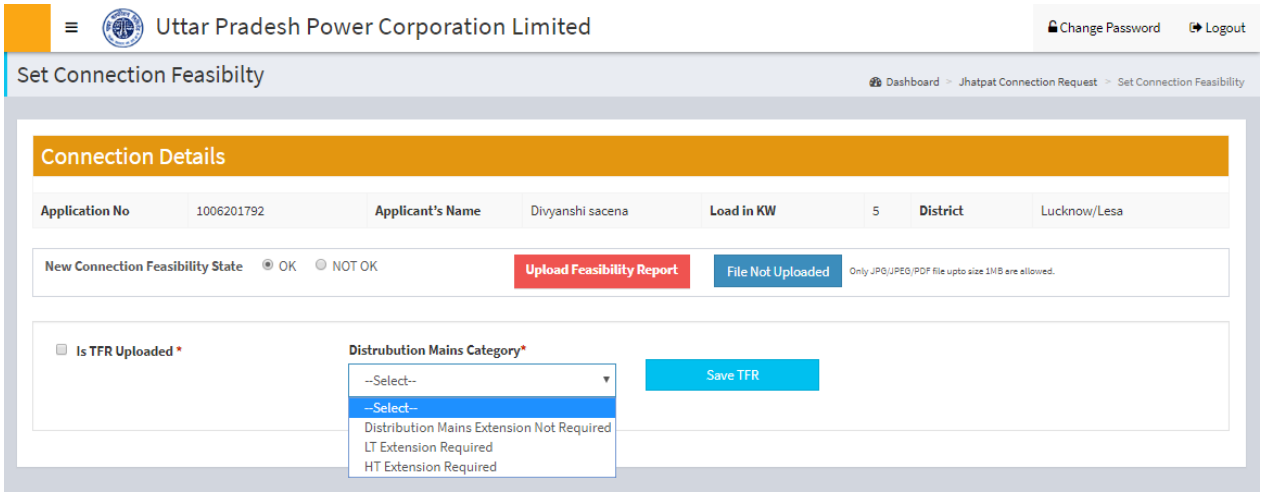
- If the connection details are not feasible then user will have to click on **NOT OK** radio button, after which the next screen will be displayed as shown below:



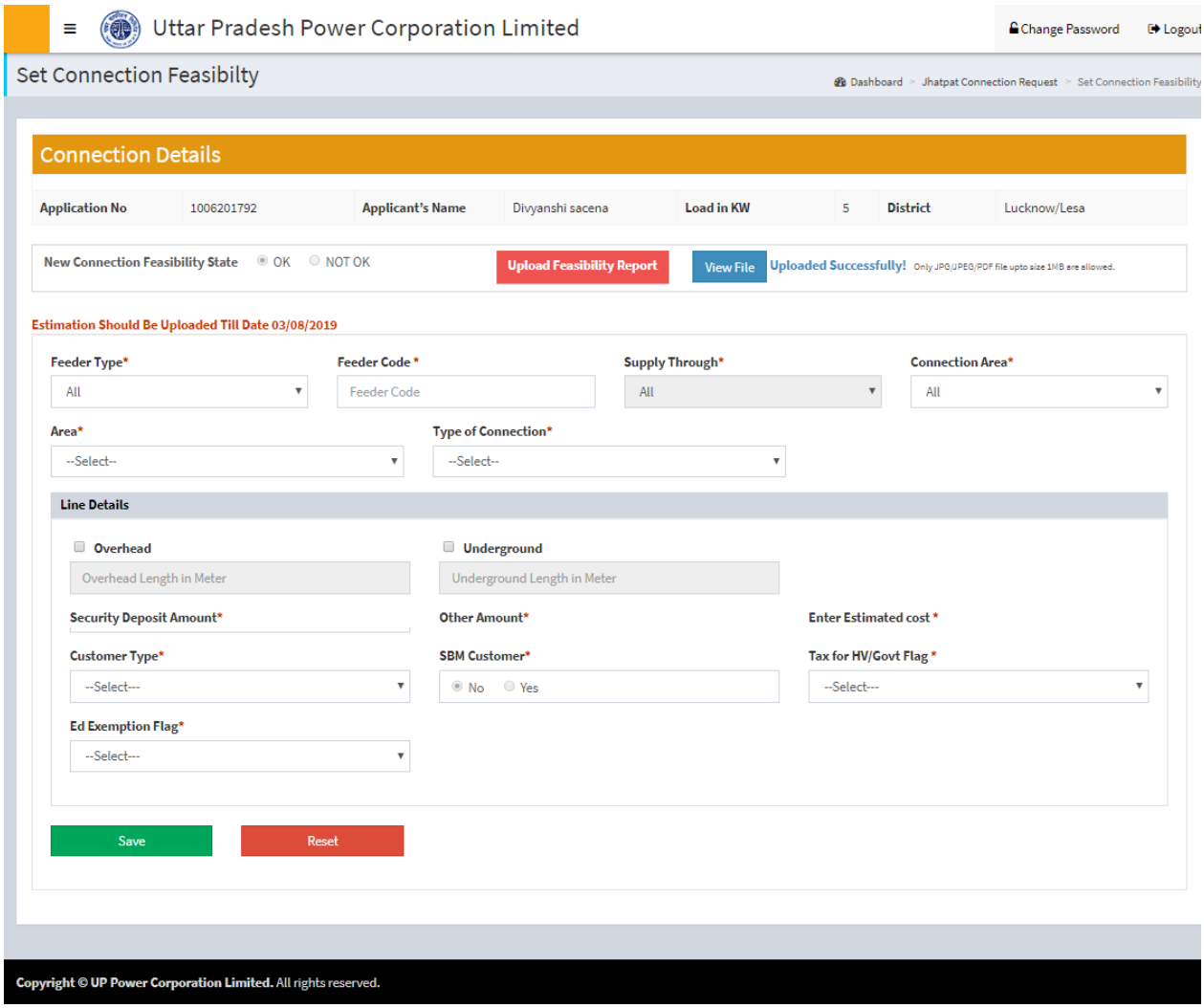
- Click on **Upload Feasibility Report** button to upload the report.
- Fill **Remark** and then click on **Save** button. Application will be rejected on this point and applicant cannot process the application.

If user selects OK then-

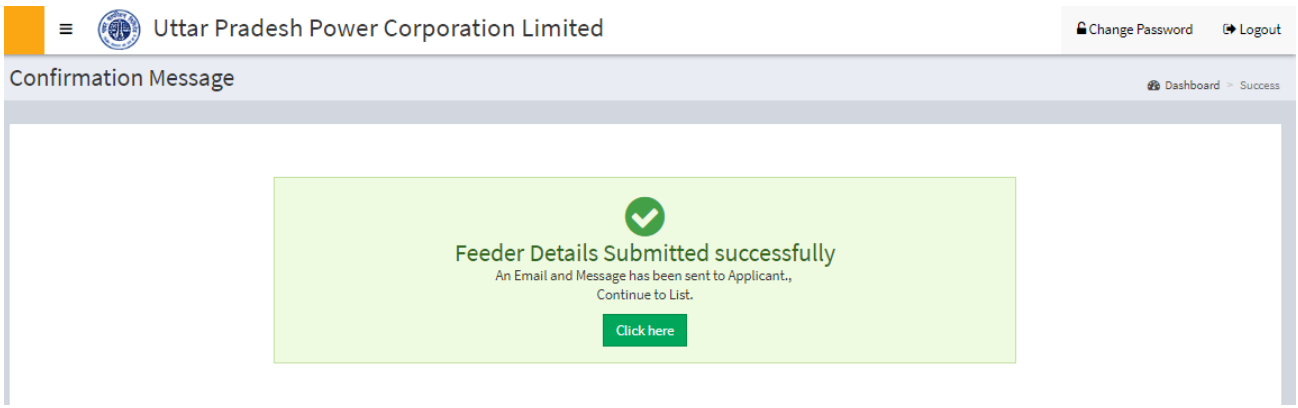
- If the connection details are feasible then user will have to click on **OK** radio button, after which the next screen will be displayed as shown below:



- Click on **Upload Feasibility Report** button to upload the report.
- Click on checkbox labeled as **"Is TFR Uploaded",** select **Distribution Main Category** from drop down list, after this click on **Save TFR** button.
- After clicking on **Save TFR** button the next screen will be displayed as shown below:



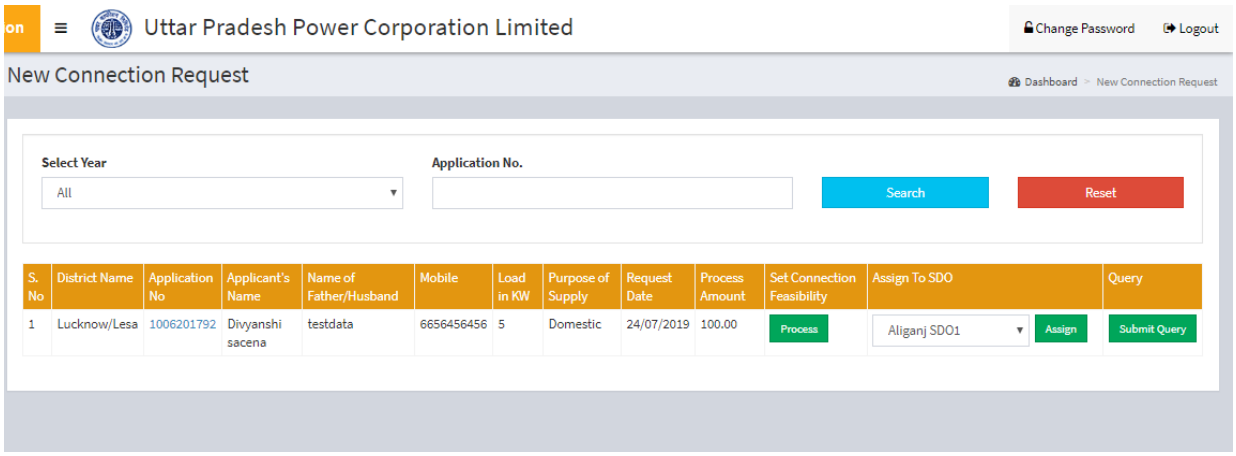
- User will have to select and fill all the details (Feeder Details, Line Details etc.) and then click on **Save** button.
- Click on **Reset** button to reset all the fields, if required.
- After clicking on **Save** button a Confirmation Message will appear, screen will be displayed as shown below:



- Click on **Click here** button from the confirmation message to proceed.

b. If Division Forward the Application to SDO

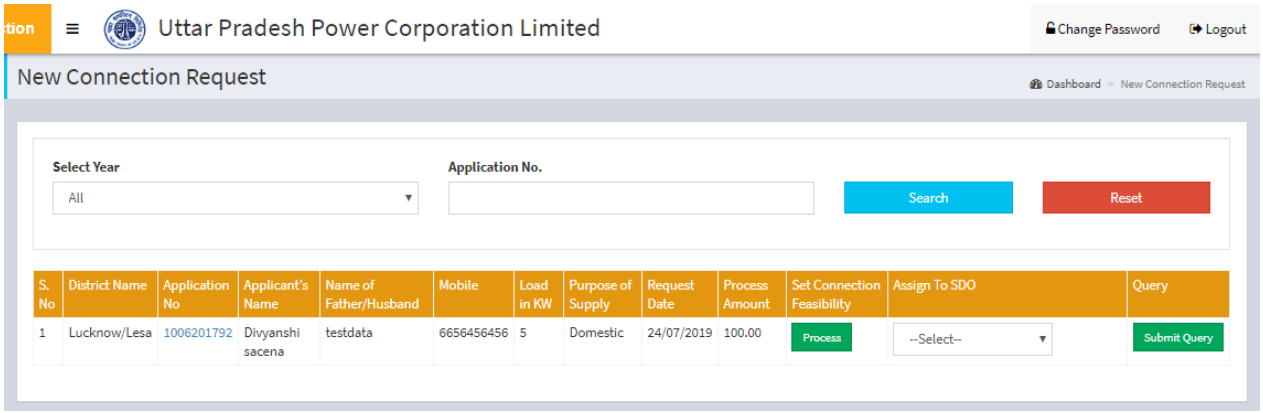
- If Division has forwarded the application to SDO then screen will be displayed as shown below:



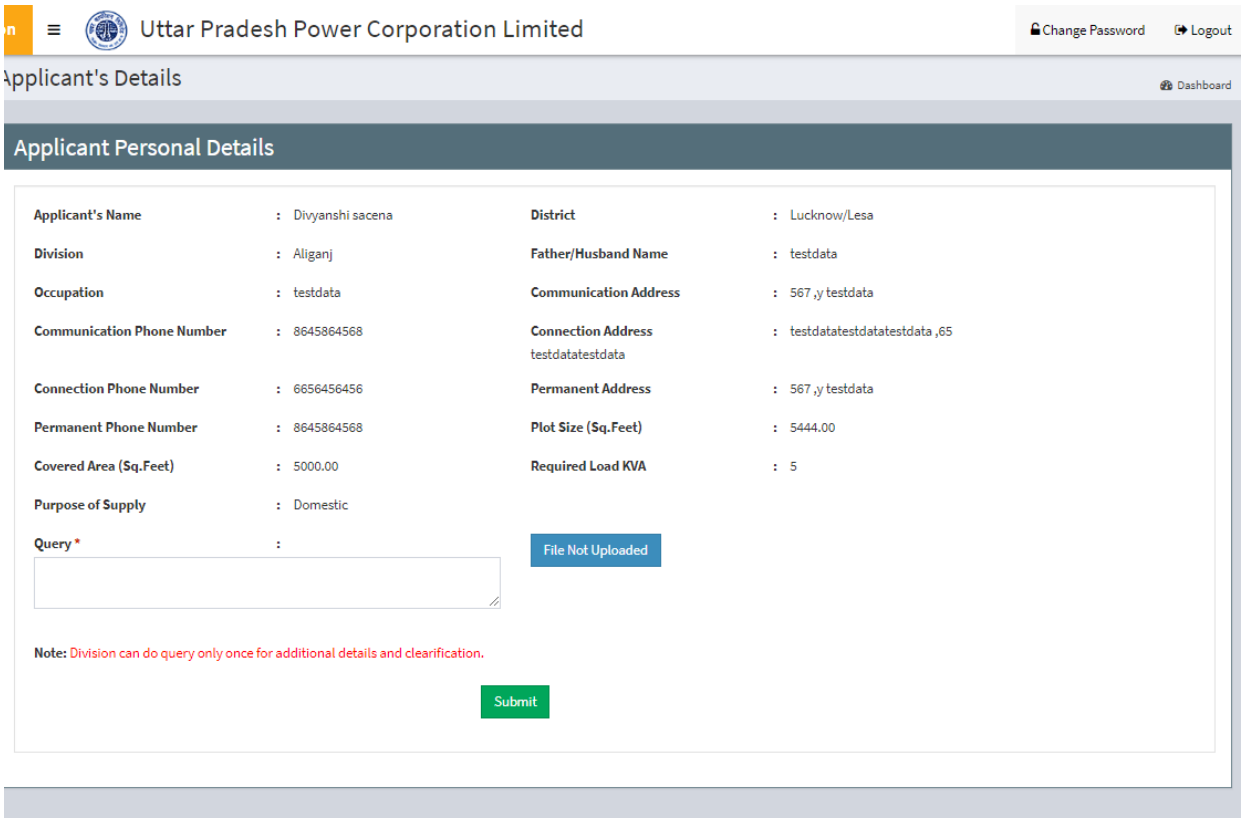
- From Assign to SDO user has to select **SDO** from drop down list and then click on **Assign** button. Application will be forwarded to the SDO and then SDO will process the application.

c. Submit Query

- If Division has any query regarding the Connection Details submitted by applicant then he/she can submit the query, screen will be displayed as shown below:



- Click on **Submit Query** button, after which the next screen will be displayed as shown below:

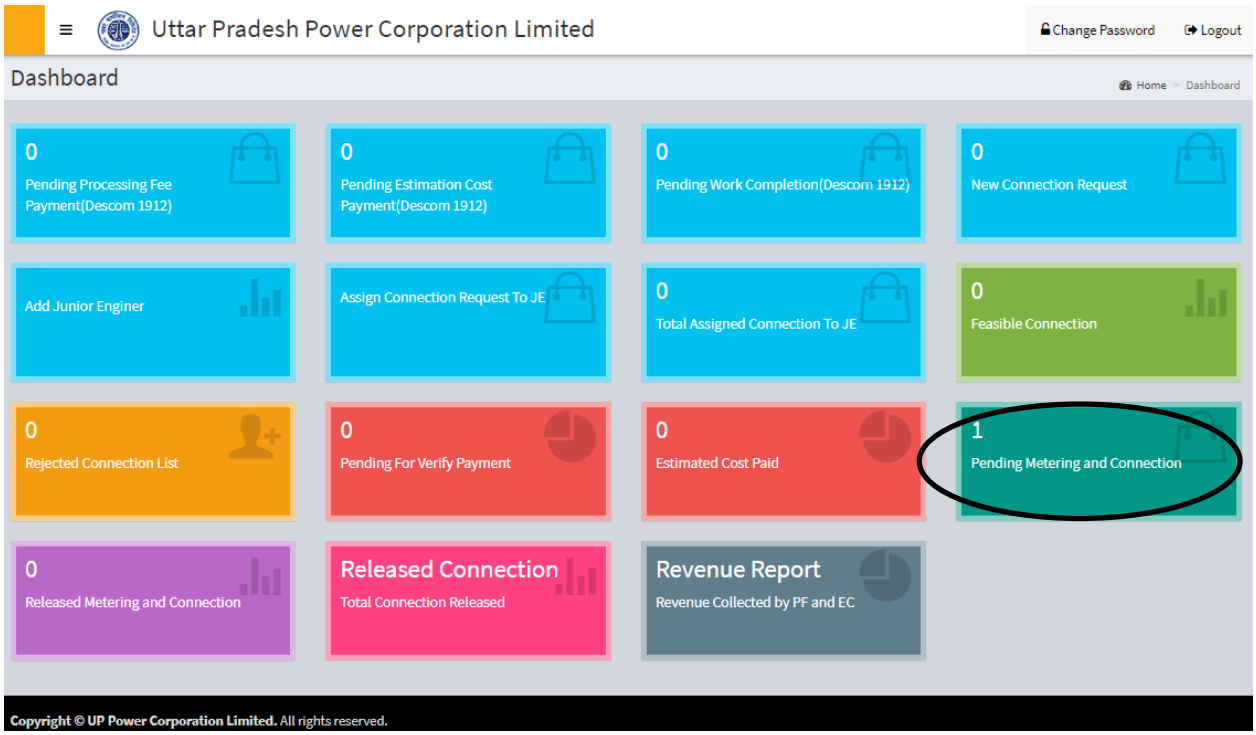


- Fill the details related to query in Query textbox then click on Submit button. After which Query will be sent to the applicant.

Note: Division will receive the request of Meter Installation and Electricity Connection from the applicant. To approve the request Division will login and process the request.

5. Pending Metering and Connection Request

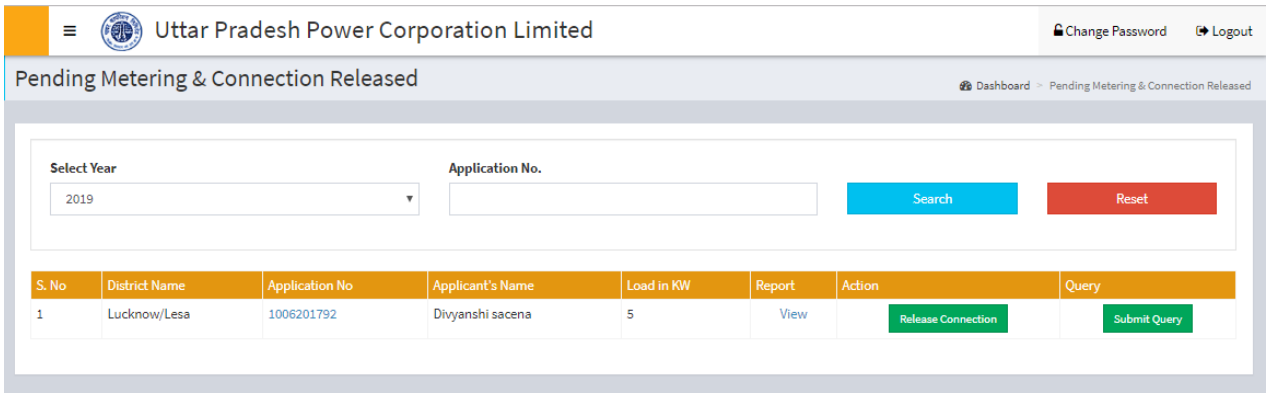
After Successful login user will be redirected to the Dashboard, screen will be displayed as shown below:



- Click on the **Pending Metering and Connection** tab from the Dashboard, after which user will be redirected to the **List of Pending Metering and Connection released.**

5.1. Pending Metering and Connection Released

- Screen of **Pending Metering and Connection Released** will be displayed as shown below:

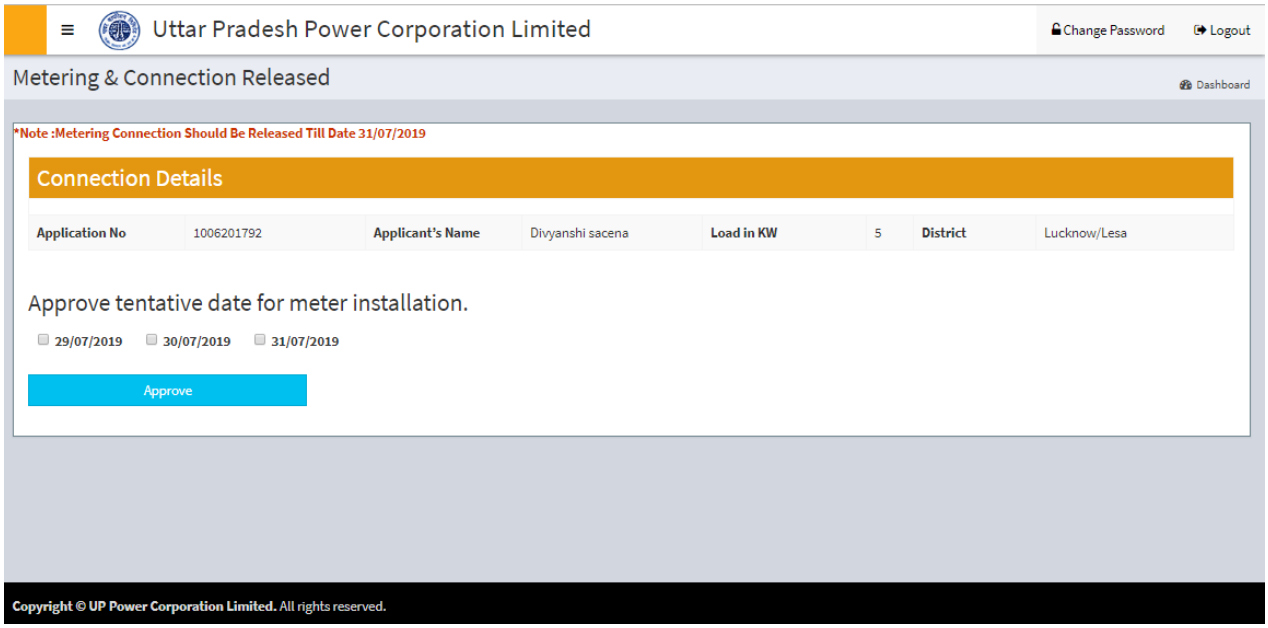


- To search particular request, Select **Year** and fill **Application No.** in respective textbox then click on **Search** button.
- Searched result will be displayed on the same page in grid view structure.
- Click on **Reset** button to reset the fields, if required.

- From grid view structure click on **Release Connection** button to process the application, after which user will be redirected to the next step.

5.2. Approve Tentative Date for Meter Installation

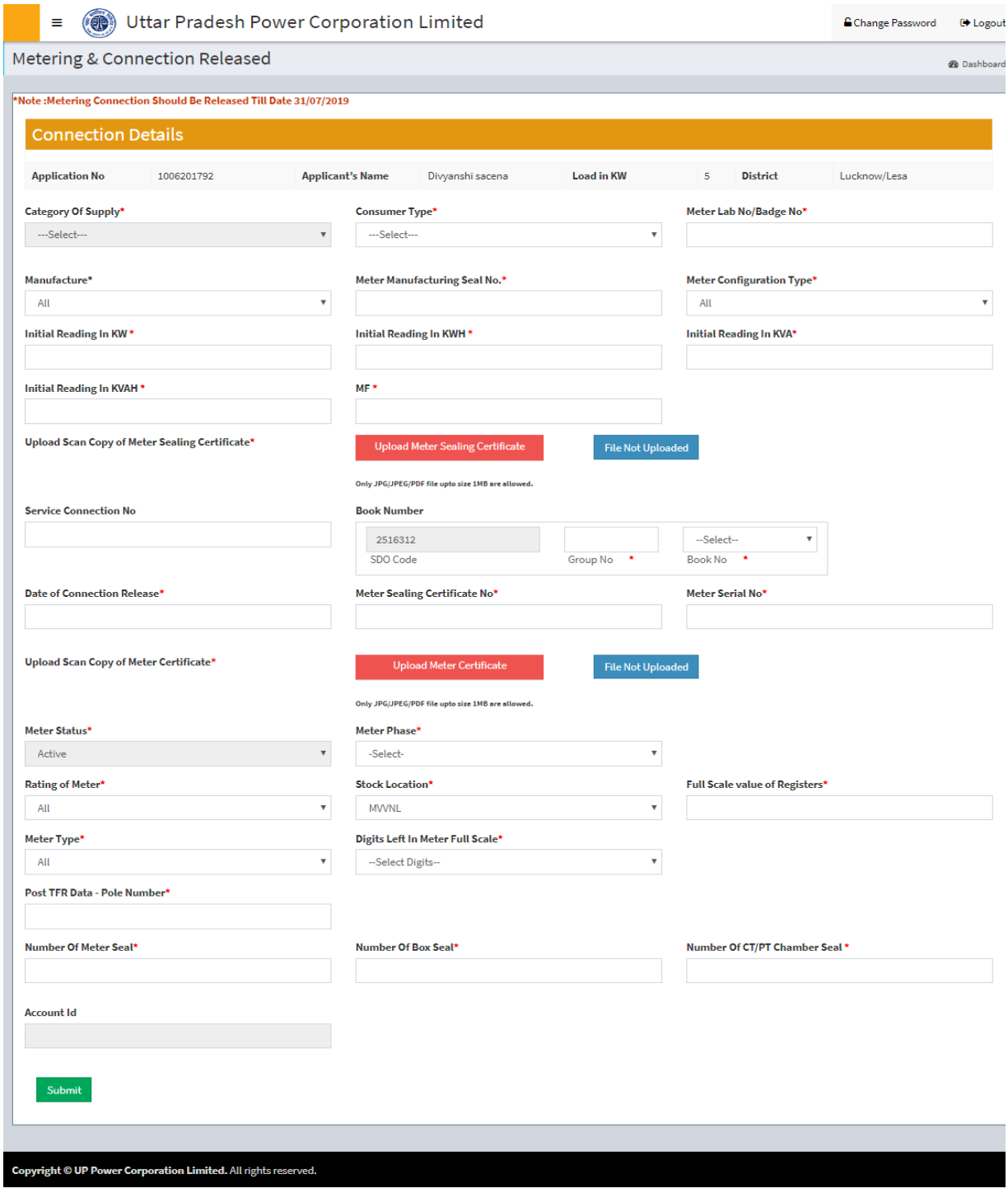
- After clicking on **Release Connection** button user will be redirected to the **Approve Tentative Date for Meter Installation** page**,** screen will be displayed as shown below:



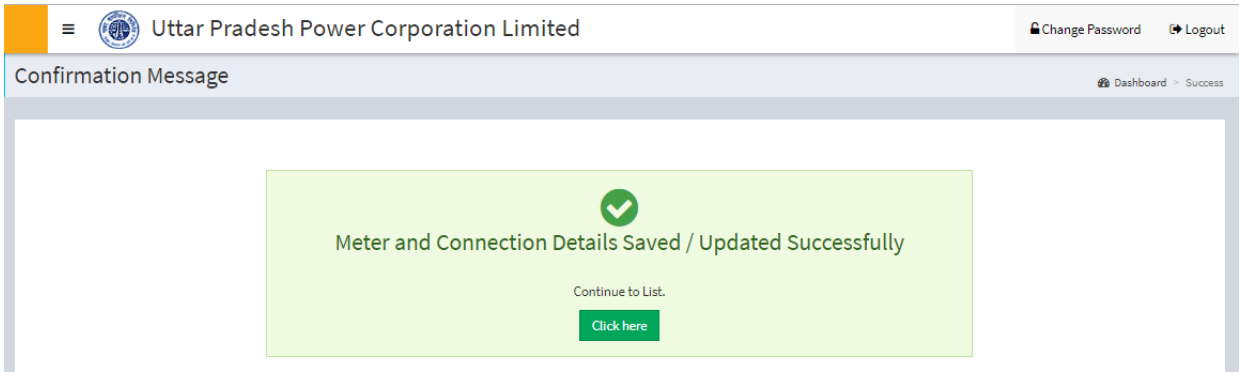
- **Division** will have to select any 1 date from 3 tentative dates for meter installation, to select the date click checkbox and then click on **Approve** button.
- After clicking on **Approve** button user will be redirected to the next step.

5.3. Metering and Connection Released

- After clicking on **Approve** button user will be redirected to the **Metering and Connection Released** page**.** Screen will be displayed as shown below:

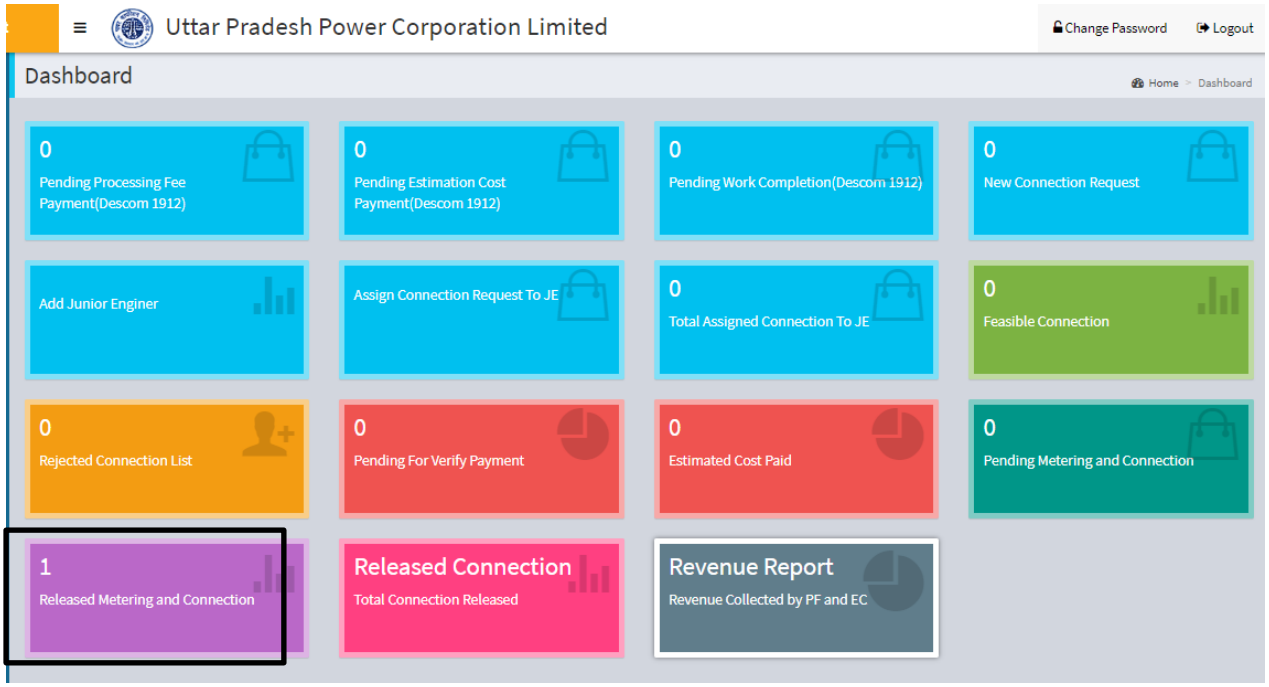


- **Division** will have to select and fill all the details and then click on **Submit** button.
- After clicking on **Submit** button, a confirmation Message will appear on the screen that will be displayed as shown below:



6. Released Metering and Connection

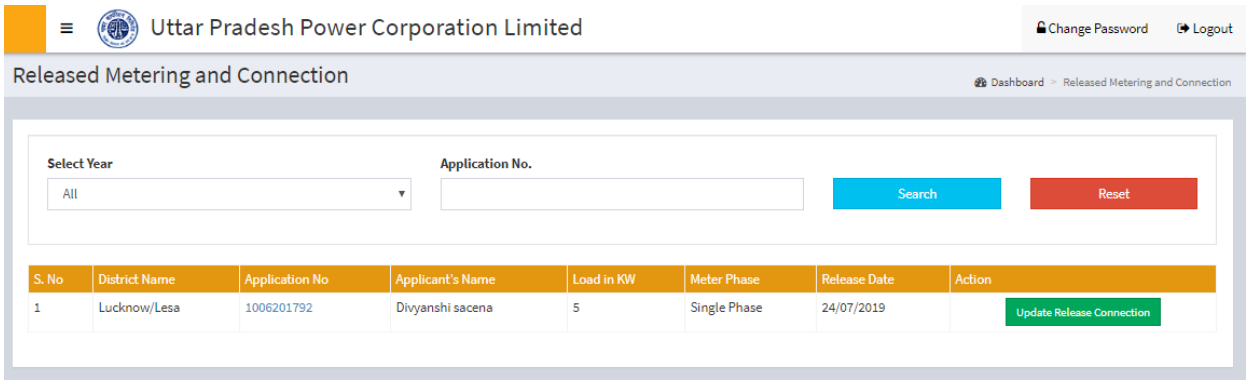
After releasing the meter and connection request, Division can view the List of Released Metering and Connection details. To view the list go to the **Dashboard** and click on **Released Metering and Connection** tab, screen will be displayed as shown below:



- User will have to click on **Released Metering and Connection** tab, after clicking on this tab user will be redirected to the next step.

6.1. Released Metering and Connection

After clicking on **Released Metering and Connection** tab the next screen will appear as shown below:



- To search particular request, Select **Year** and fill **Application No.** in respective textbox then click on **Search** button.
- Searched result will be displayed on the same page in grid view structure.
- Click on **Reset** button to reset the fields, if required.
- From grid view structure click on **Update Release Connection** button, after which Released Metering and Connection details will be updated.

7. For Any Technical Service Support

While filling the form if any technical error occurs you can contact our Technical Helpline number **+91-522-4150500** or can raise your query by mailing us at: support@otpl.co.in