



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:

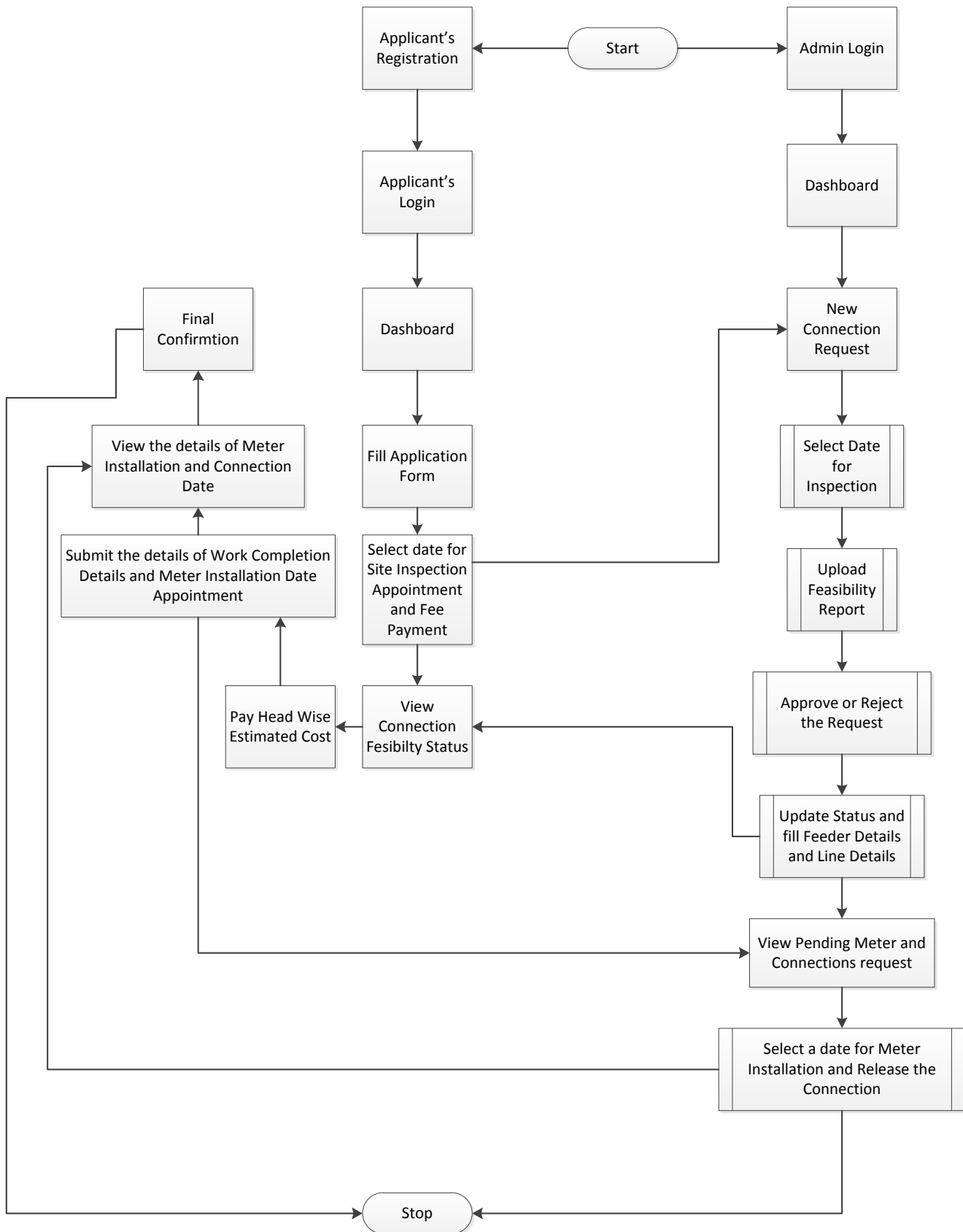
- a. Fields which have * sign indicate mandatory fields.
- b. Error Messages will be displayed in Pop-up box.
- c. Success Messages will be displayed in pop-up box.
- d. All the menu links will be displayed in the side menu.

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

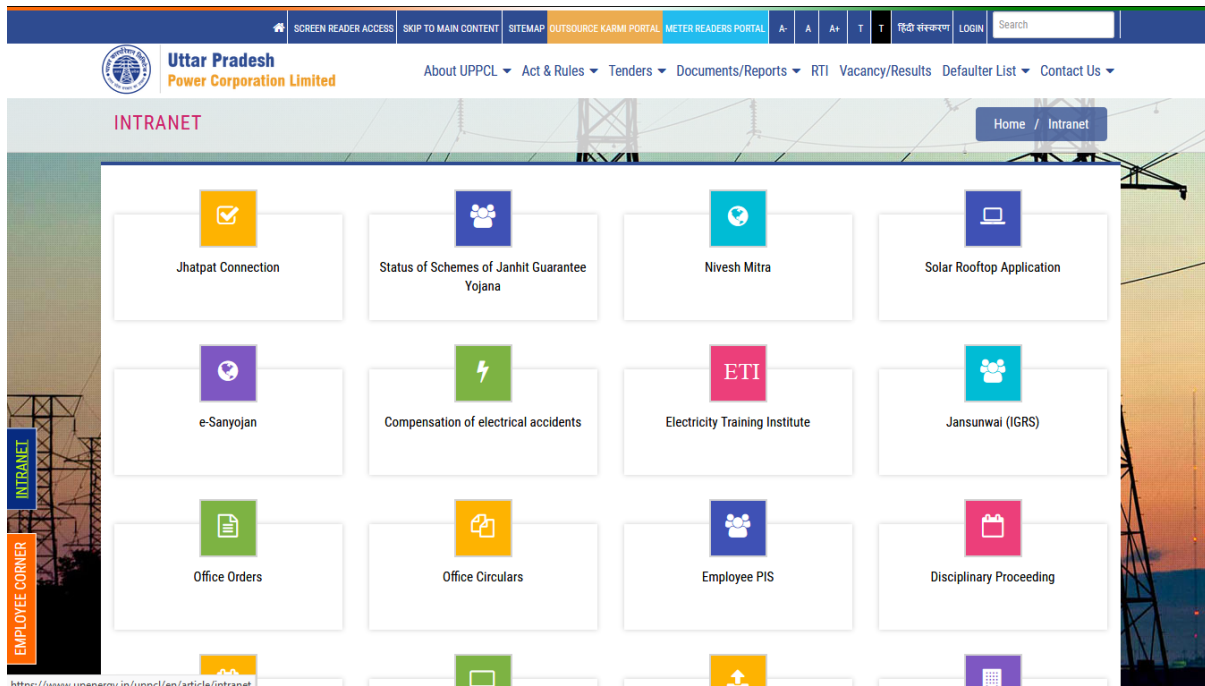
1. Process to Access the Web Application

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:

The screenshot shows the UPPCL website homepage. At the top, there is a navigation bar with links for 'SCREEN READER ACCESS', 'SKIP TO MAIN CONTENT', 'SITEMAP', 'OUTSOURCE KARMI PORTAL', and 'METER READERS PORTAL'. Below this is the UPPCL logo and name, along with a search bar and a 'LOGIN' button. The main banner features a power transmission tower and a telephone with the text 'DIAL TOLL FREE -1912'. Below the banner is a 'Welcome to UPPCL' section with a 'View More' button. To the left is a 'PLOYEE CORNER' sidebar with an 'INTRANET' button. The bottom section is titled 'Consumer Corner' and contains four service categories: 'BILL PAYMENT', 'CONNECTION SERVICES', 'MY CONNECTION', and 'COMPLAINTS / STATUS'.

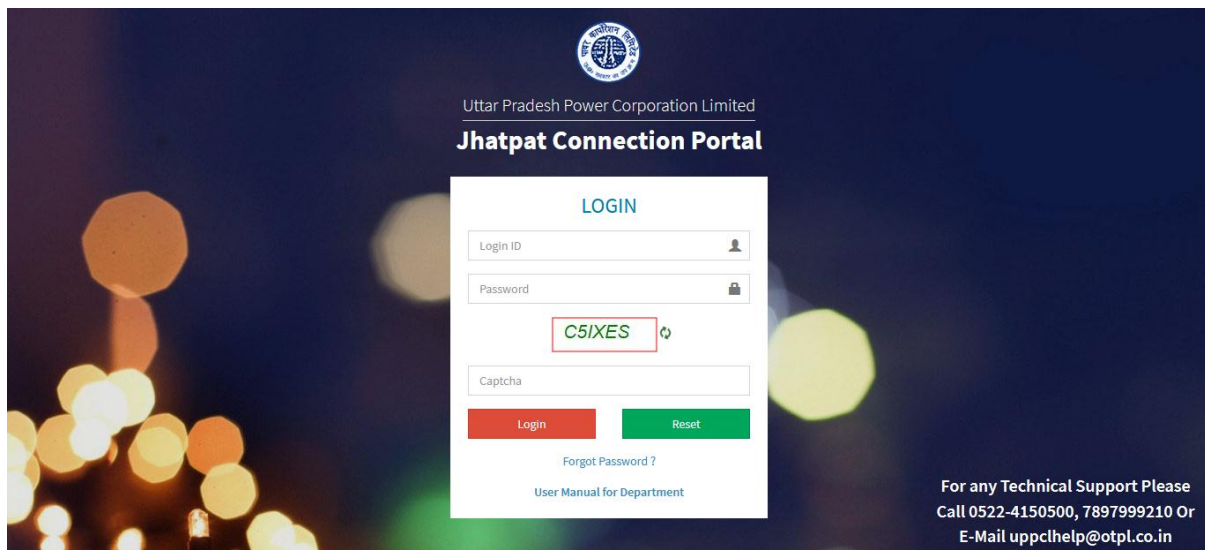
- User will have to click on **Intranet** link from the above screen, after clicking on Intranet button the next screen will be displayed as shown below:



- 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

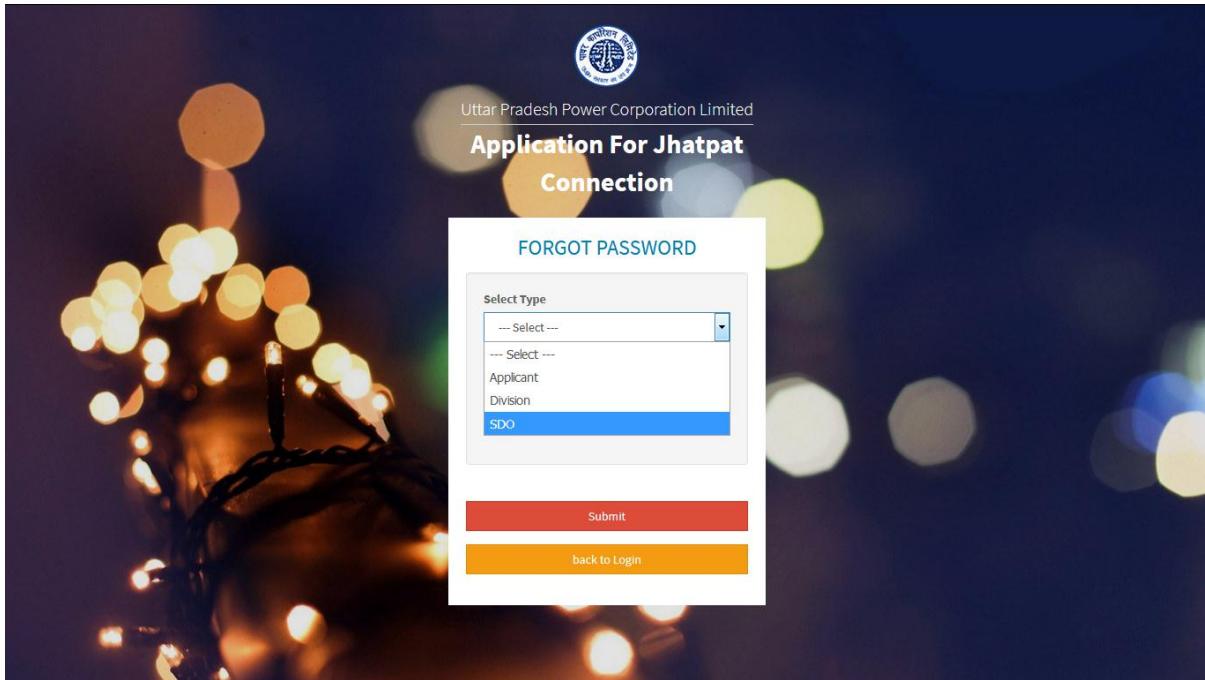
- After clicking on Jhatpat Connection tab user will be redirected to the Login Page, screen will be displayed as shown below:



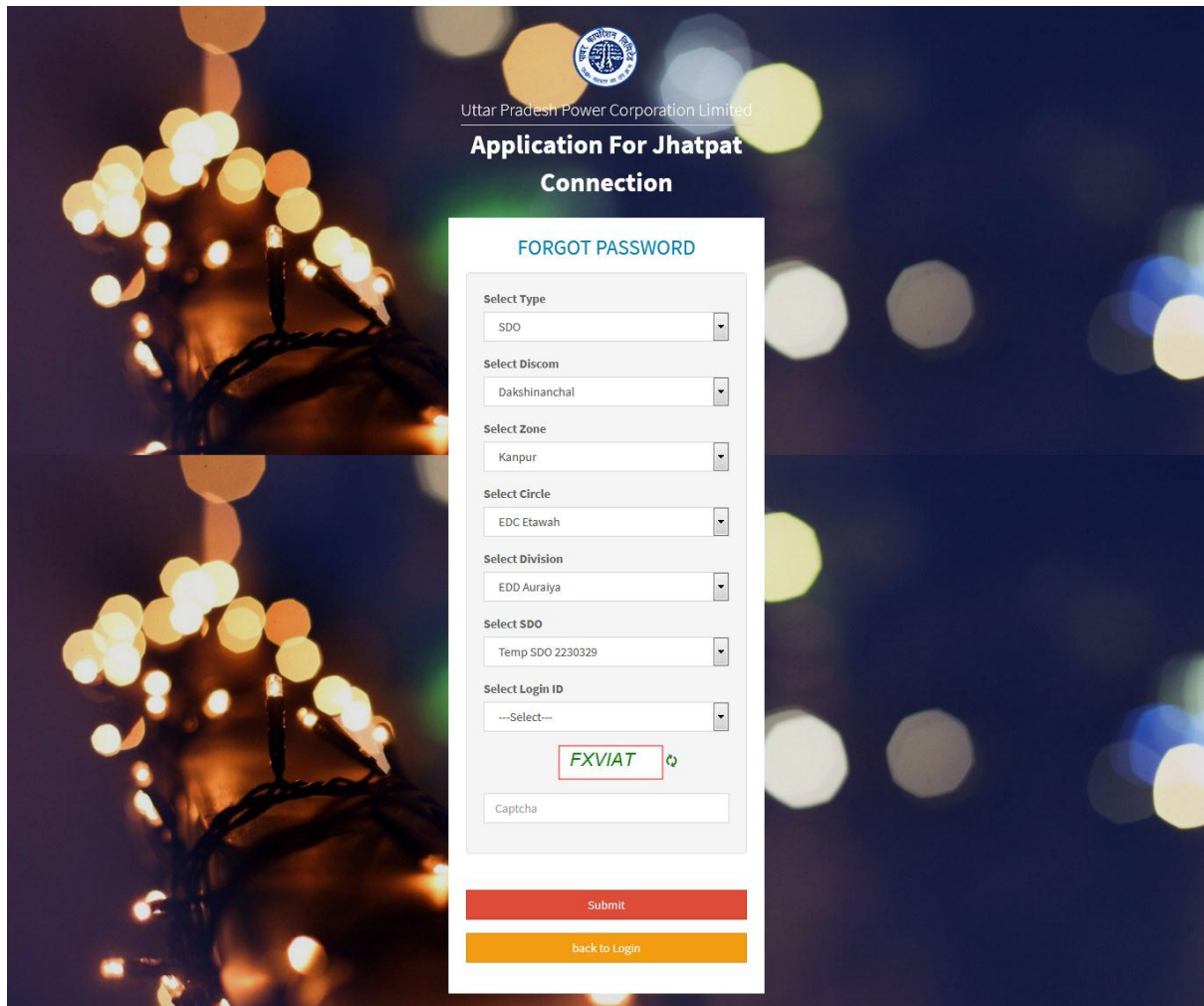
- User will have to fill **Login details (Login ID and Password)** and **Captcha** then click on **Login** button.
- Click on **Reset** button to reset the details, if required.
- If user have forgotten his/her password then click on **Forgot Password** link.

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:



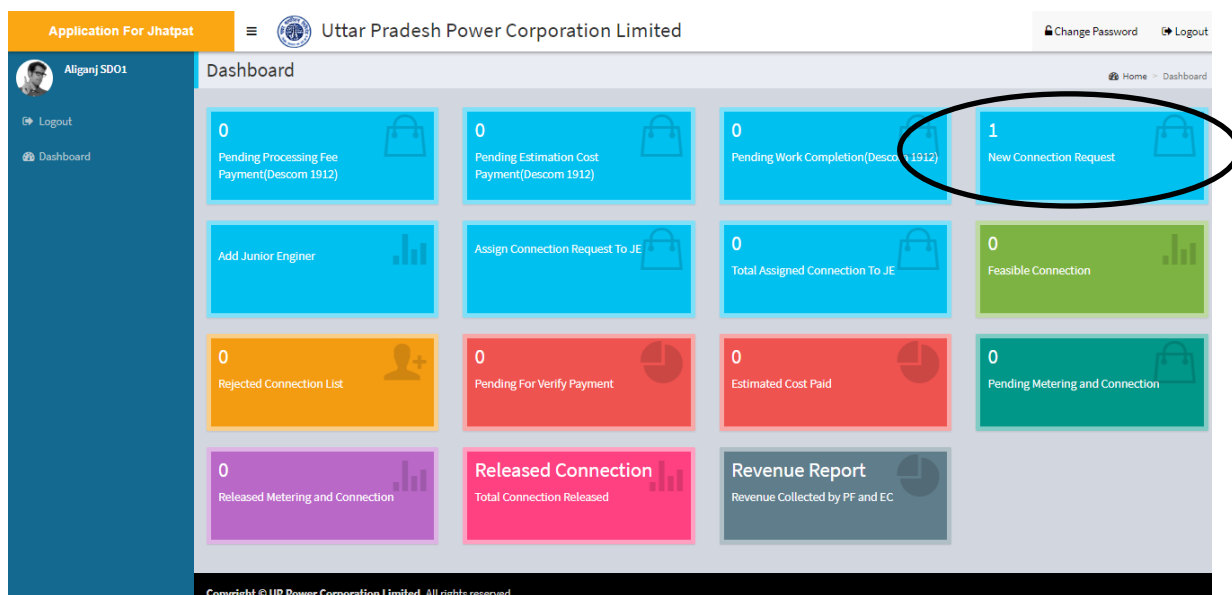
- Select Type from drop down list (**select SDO form drop down list**). After selecting **SDO** the next screen will be displayed as shown below:



- 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

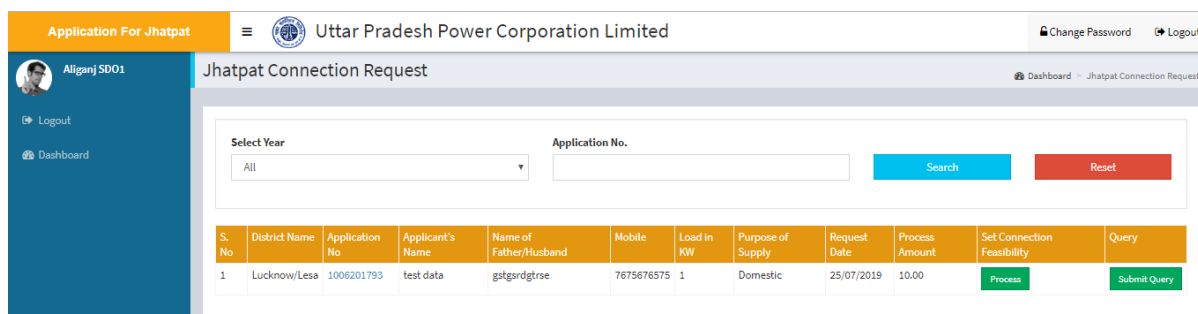
After successful login user will be redirected to the Dashboard, screen will be displayed as shown below:



- 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:

The screenshot displays the 'Set Connection Feasibility' interface. The top navigation bar includes 'Application For Jhatpat', the company logo, and 'Uttar Pradesh Power Corporation Limited'. A user profile for 'Ajiganj SDO1' is visible on the left. The main content area features a 'Connection Details' section with the following information: Application No: 1006201792, Applicant's Name: Divyanshi sacena, Load in KW: 5, and District: Lucknow/Lesa. Below this, there are radio buttons for 'New Connection Feasibility State' (OK selected, NOT OK unselected), an 'Upload Feasibility Report' button, and a 'File Not Uploaded' button. At the bottom, there is a checkbox for 'Is TFR Uploaded *' and a dropdown menu for 'Distribution Mains Category *' with options: '--Select--', '--Select--', 'Distribution Mains Extension Not Required', 'LT Extension Required', and 'HT Extension Required'. A 'Save TFR' button is also present.

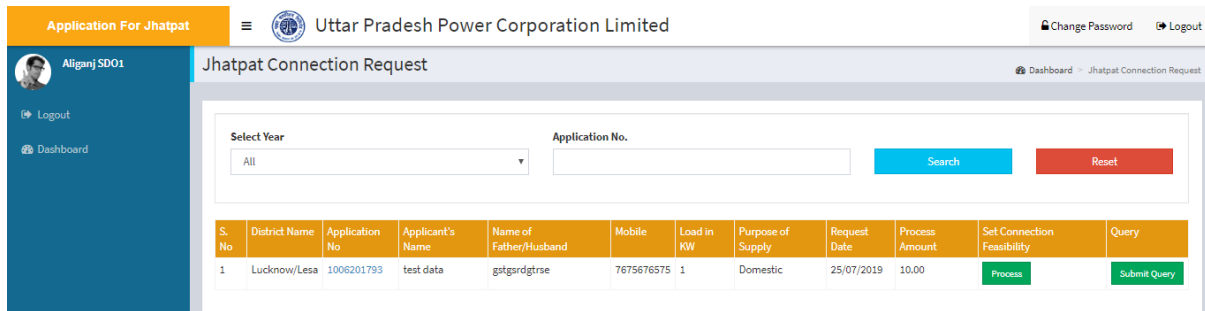
- Click on **Upload Feasibility Report** button to upload the report.
- Click on checkbox labeled as **“Is TFR Uploaded”**, select **Distribution Main Category** from drop down list, after this click on **Save TFR** button.
- After clicking on **Save TFR** button the next screen will be displayed as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

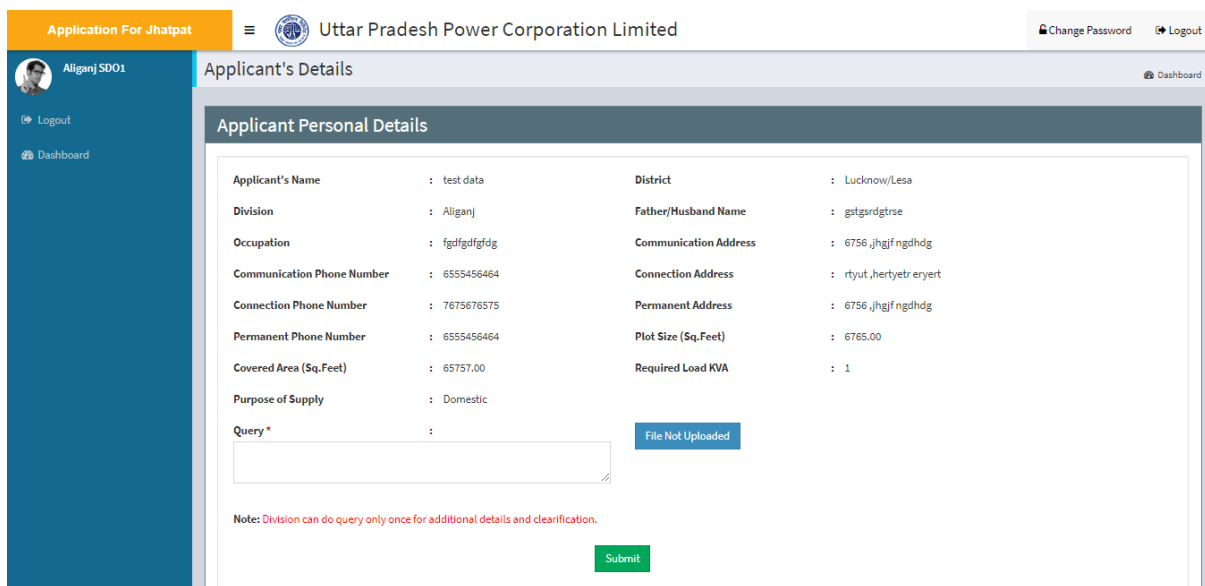
- Click on **Click here** button from the confirmation message to proceed.

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

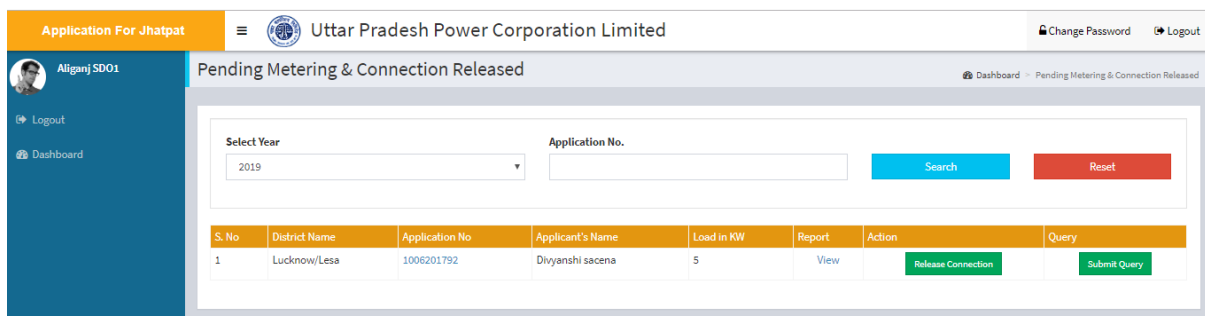
After Successful login user will be redirected to the Dashboard, screen will be displayed as shown below:



- 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:

The screenshot displays a web application interface for the Uttar Pradesh Power Corporation Limited. The page title is "Metering & Connection Released". A notification at the top states: "Note: Metering Connection Should Be Released Till Date 31/07/2019". Below this, there is a section titled "Connection Details" with a table containing the following information:

Application No	Applicant's Name	Load in KW	District
1006201792	Divyanshi sacena	5	Lucknow/Lesa

Below the table, the text "Approve tentative date for meter installation." is displayed. There are three radio button options for selecting a date: 29/07/2019, 30/07/2019, and 31/07/2019. A blue "Approve" button is located below the date options. The footer of the page contains the text: "Copyright © UP Power Corporation Limited. All rights reserved."

- **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:

Application For Jhatpat | **Uttar Pradesh Power Corporation Limited** | [Change Password](#) | [Logout](#)

Metering & Connection Released | [Dashboard](#)

Note: Metering Connection Should Be Released Till Date 31/07/2019

Connection Details

Application No	1006201792	Applicant's Name	Divyanshi sacena	Load in KW	5	District	Lucknow/Lesa
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Category Of Supply* **Consumer Type*** **Meter Lab No/Badge No***

Manufacture* **Meter Manufacturing Seal No.*** **Meter Configuration Type***

Initial Reading In KW * **Initial Reading In KWH *** **Initial Reading In KVA***

Initial Reading In KVAH * **MF ***

Upload Scan Copy of Meter Sealing Certificate*

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

Service Connection No **Book Number**

Date of Connection Release* **Meter Sealing Certificate No*** **Meter Serial No***

Upload Scan Copy of Meter Certificate*

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

Meter Status* **Meter Phase***

Rating of Meter* **Stock Location*** **Full Scale value of Registers***

Meter Type* **Digits Left In Meter Full Scale***

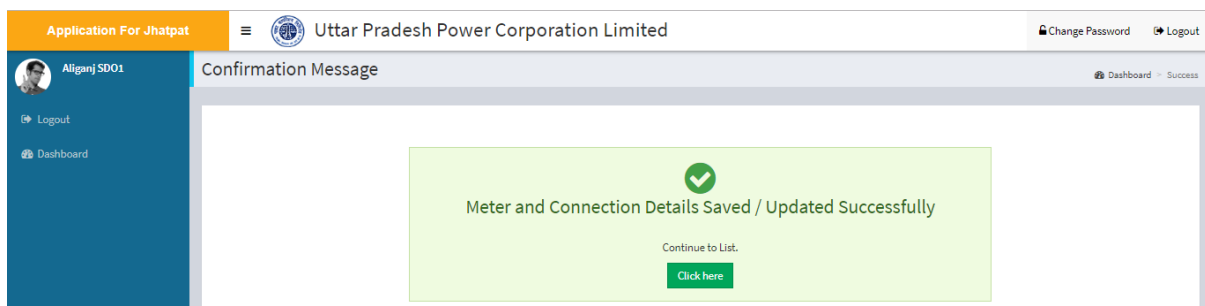
Post TFR Data - Pole Number*

Number Of Meter Seal* **Number Of Box Seal*** **Number Of CT/PT Chamber Seal ***

Account Id

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- **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:

The screenshot shows the dashboard of the Uttar Pradesh Power Corporation Limited. The dashboard contains several cards representing different metrics: Pending Processing Fee Payment, Pending Estimation Cost Payment, Pending Work Completion, New Connection Request, Add Junior Engineer, Assign Connection Request To JE, Total Assigned Connection To JE, Feasible Connection, Rejected Connection List, Pending For Verify Payment, Estimated Cost Paid, Pending Metering and Connection, Released Metering and Connection (highlighted with a red box), Released Connection, and Revenue Report.

- 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:

The screenshot shows the 'Released Metering and Connection' screen. It features a search form with a 'Select Year' dropdown menu (set to 'All') and an 'Application No.' text input field. There are 'Search' and 'Reset' buttons. Below the search form is a table with the following data:

S.No	District Name	Application No	Applicant's Name	Load in KW	Meter Phase	Release Date	Action
1	Lucknow/Lesa	1006201792	Divyanshi sacena	5	Single Phase	24/07/2019	Update Release Connection

- 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

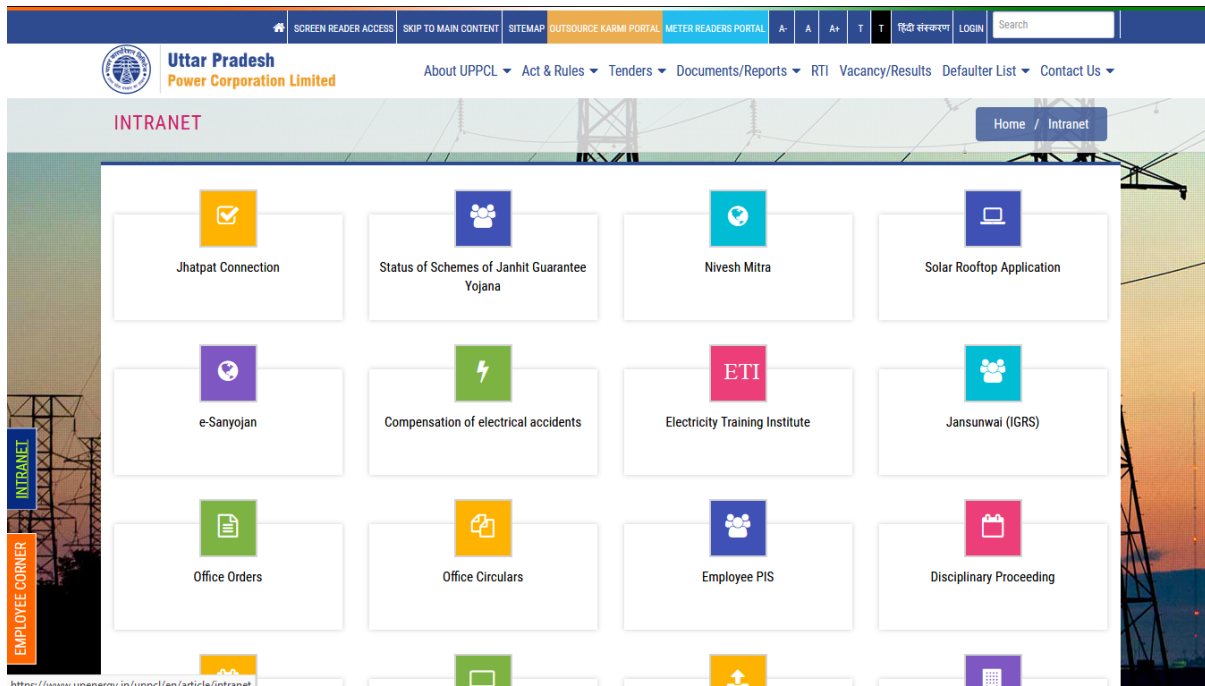
1. Process to Access the Web Application

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:

The screenshot shows the UPPCL website homepage. At the top, there is a navigation bar with links like 'SCREEN READER ACCESS', 'SKIP TO MAIN CONTENT', 'SITEMAP', 'OUTSOURCE KARMI PORTAL', 'METER READERS PORTAL', and a search bar. Below the navigation bar is the UPPCL logo and name, followed by a menu of links: 'About UPPCL', 'Act & Rules', 'Tenders', 'Documents/Reports', 'RTI', 'Vacancy/Results', 'Defaulter List', and 'Contact Us'. The main banner features a large image of a power transmission tower and a computer mouse, with the text 'DIAL TOLL FREE -1912'. Below the banner is a 'Welcome to UPPCL' section with a brief history of the corporation. To the right, there are portraits of PT. SHRIKANT SHARMA (Hon'ble Energy Minister) and SHRI YOGI ADITYANATH (Hon'ble Chief Minister). At the bottom, there is a 'Consumer Corner' section with four columns of services: 'BILL PAYMENT' (Online Payment Option, Bill Payment (URBAN), Bill Payment (RURAL), Prepaid Recharge), 'CONNECTION SERVICES' (Apply Jhatpat Connection, Track My New Connection, Load extension Request), 'MY CONNECTION' (Manage Profile, History, View Bill, Update Mobile Number), and 'COMPLAINTS / STATUS' (Register Complaint, Track Complaint, IGRS, Apply For Compensation of Electrical Accidents). A red box highlights the 'INTRANET' link in the left sidebar.

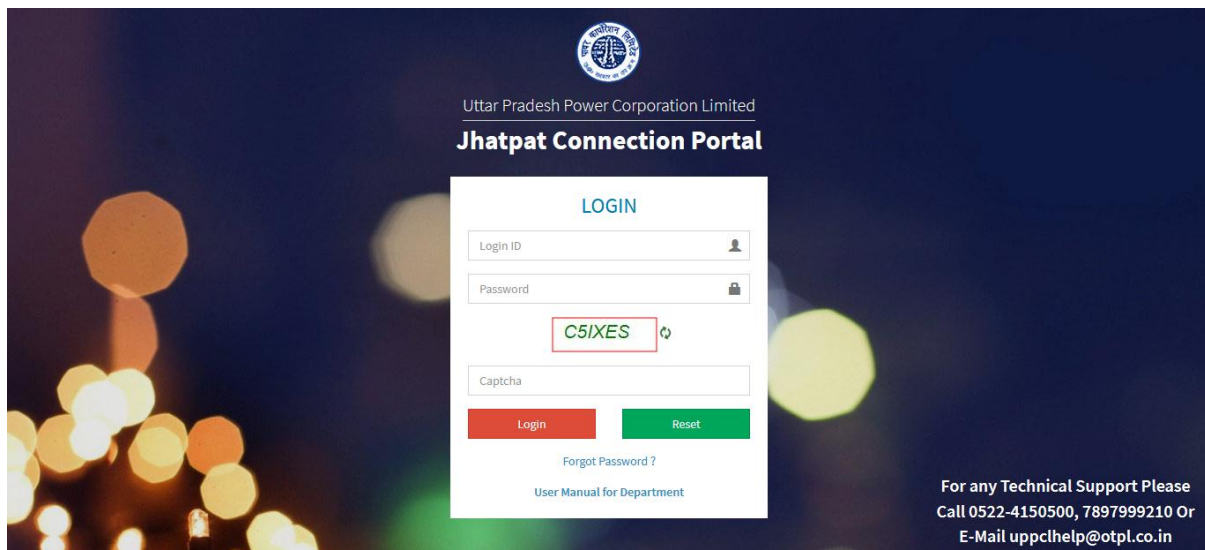
- User will have to click on **Intranet** link from the above screen, after clicking on Intranet button the next screen will be displayed as shown below:



- 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:



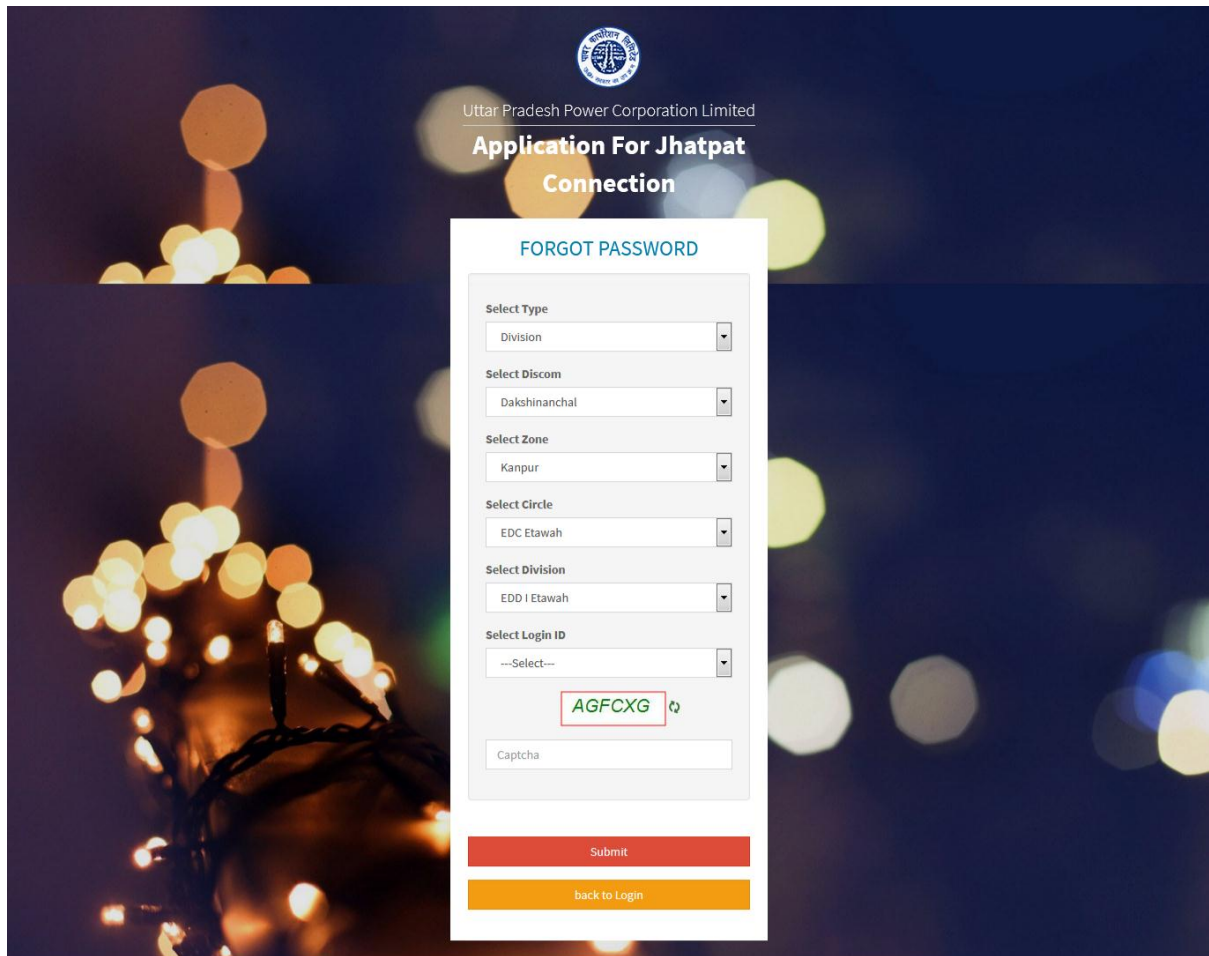
- User will have to fill **Login details (Login ID and Password)** and **Captcha** then click on Login button.
- Click on **Reset** button to reset the details, if required.
- If user have forgotten his/her password then click on **Forgot Password** link.

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:



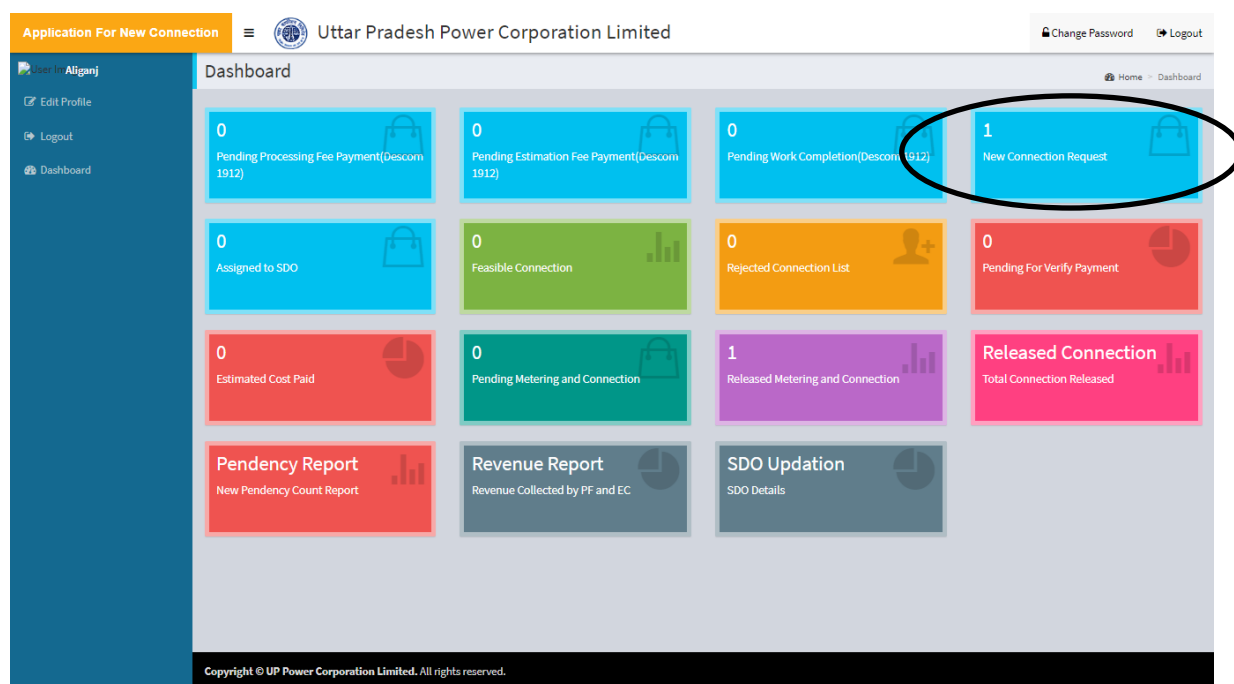
- Select Type from drop down list (**select Division form drop down list**). After selecting **Division** the next screen will be displayed as shown below:



- User will 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

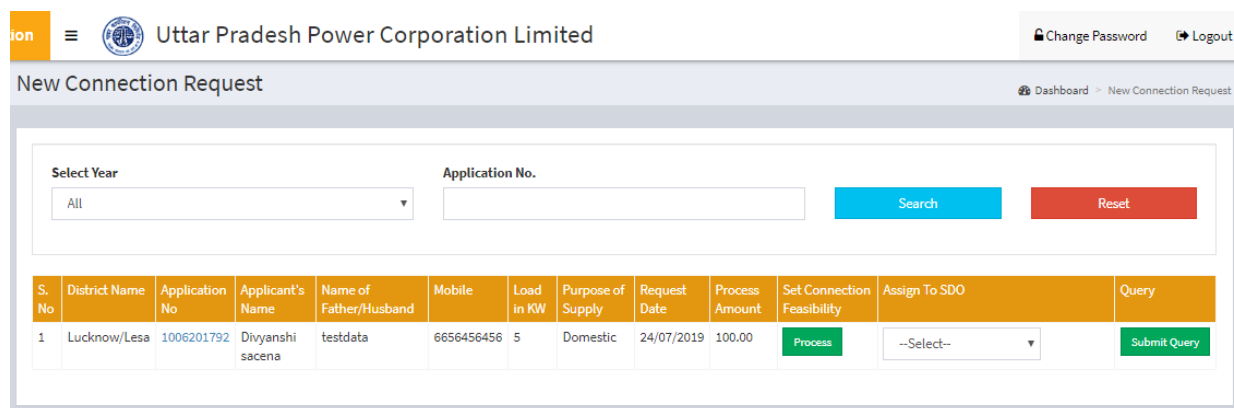
After successful login user will be redirected to the Dashboard, screen will be displayed as shown below:



- 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 process 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:

Connection Details							
Application No	1006201792	Applicant's Name	Divyanshi sacena	Load in KW	5	District	Lucknow/Lesa

Choose any one tentative date for inspection of feasibility of site.

31/07/2019 01/08/2019 02/08/2019

[Approve](#)

- 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:

New Connection Feasibility State OK NOT OK

[Upload Feasibility Report](#) [File Not Uploaded](#) Only .JPG/.JPEG/.PDF file upto size 1MB are allowed.

- 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:

The screenshot shows the 'New Connection Request' page. At the top, there is a search section with a 'Select Year' dropdown menu set to 'All' and an 'Application No.' input field. To the right are 'Search' and 'Reset' buttons. Below this is a table with the following data:

S. No	District Name	Application No	Applicant's Name	Name of Father/Husband	Mobile	Load in KW	Purpose of Supply	Request Date	Process Amount	Set Connection Feasibility	Assign To SDO	Query
1	Lucknow/Lesa	1006201792	Divyanshi sacena	testdata	6656456456	5	Domestic	24/07/2019	100.00	Process	Aliganj SDO1	Assign Submit Query

- 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:

The screenshot shows the 'New Connection Request' page. At the top, there is a search section with a 'Select Year' dropdown menu set to 'All' and an 'Application No.' input field. To the right are 'Search' and 'Reset' buttons. Below this is a table with the following data:

S. No	District Name	Application No	Applicant's Name	Name of Father/Husband	Mobile	Load in KW	Purpose of Supply	Request Date	Process Amount	Set Connection Feasibility	Assign To SDO	Query
1	Lucknow/Lesa	1006201792	Divyanshi sacena	testdata	6656456456	5	Domestic	24/07/2019	100.00	Process	--Select--	Submit Query

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

 Uttar Pradesh Power Corporation Limited[Change Password](#) [Logout](#)

Applicant's Details[Dashboard](#)

Applicant Personal Details

Applicant's Name	: Divyanshi sacena	District	: Lucknow/Lesa
Division	: Aliganj	Father/Husband Name	: testdata
Occupation	: testdata	Communication Address	: 567 ,y testdata
Communication Phone Number	: 8645864568	Connection Address	: testdatatestdatatestdata ,65 testdatatestdata
Connection Phone Number	: 6656456456	Permanent Address	: 567 ,y testdata
Permanent Phone Number	: 8645864568	Plot Size (Sq.Feet)	: 5444.00
Covered Area (Sq.Feet)	: 5000.00	Required Load KVA	: 5
Purpose of Supply	: Domestic		
Query *	: <input style="width: 100%;" type="text"/>		

File Not Uploaded

Note: Division can do query only once for additional details and clarification.

Submit

- 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

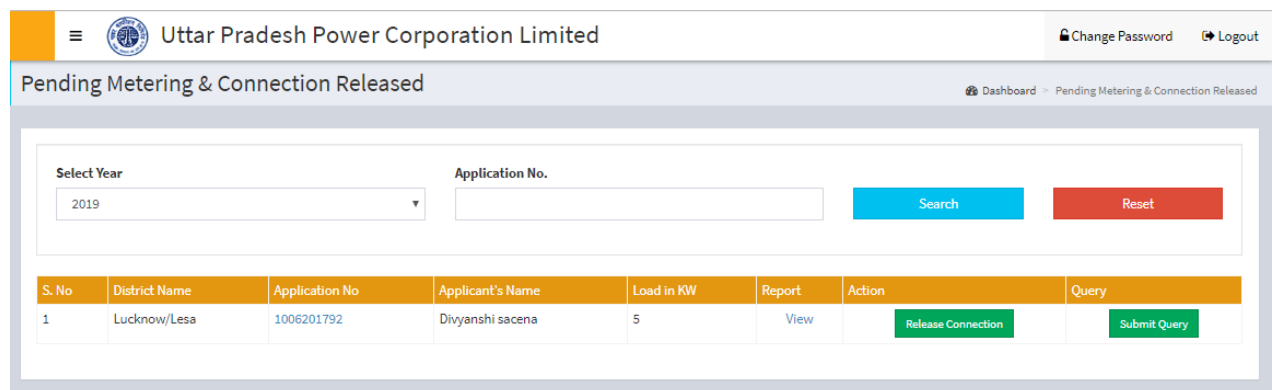
After Successful login user will be redirected to the Dashboard, screen will be displayed as shown below:



- 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:

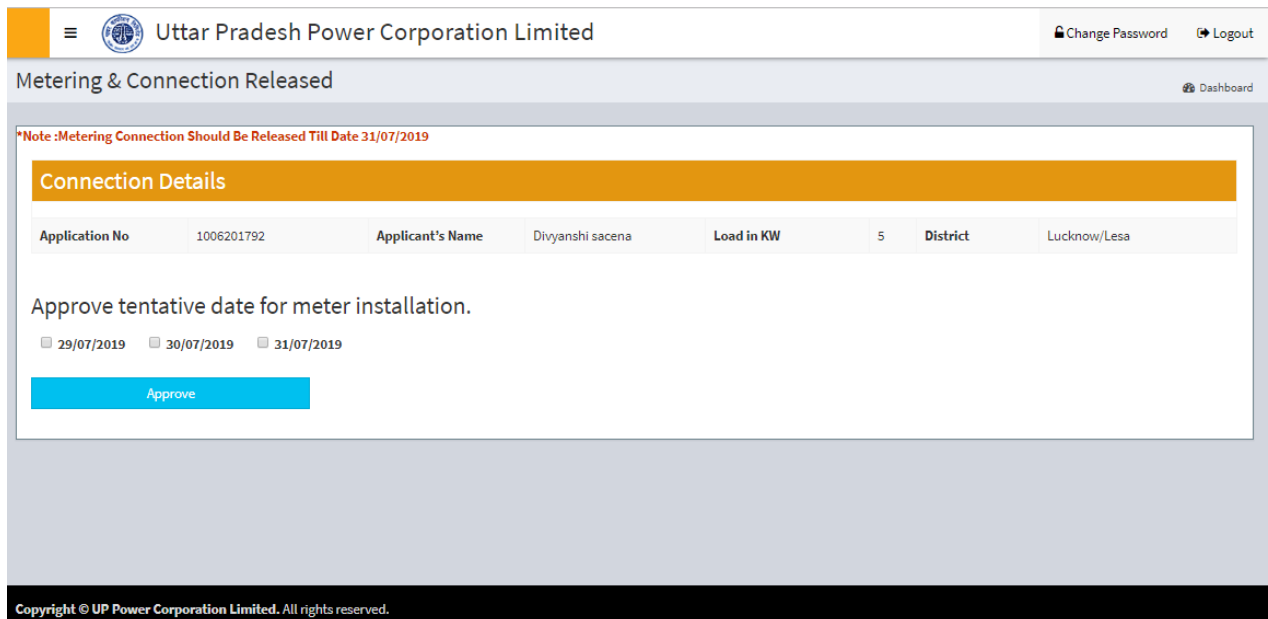


- To search particular request, Select **Year** and fill **Application No.** in respective textbox then click on **Search** button.
- Searched result will be displayed on the same page in grid view structure.
- Click on **Reset** button to reset the fields, if required.

- 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:



Connection Details			
Application No	1006201792	Applicant's Name	Divyanshi sacena
Load in KW	5	District	Lucknow/Lesa

- **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:

Uttar Pradesh Power Corporation Limited
Change Password Logout

Metering & Connection Released
Dashboard

*Note :Metering Connection Should Be Released Till Date 31/07/2019

Connection Details

Application No	1006201792	Applicant's Name	Divyanshi sacena	Load in KW	5	District	Lucknow/Lesa
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Category Of Supply*

Consumer Type*

Meter Lab No/Badge No*

Manufacture*

Meter Manufacturing Seal No.*

Meter Configuration Type*

Initial Reading In KW *

Initial Reading In KWH *

Initial Reading In KVA*

Initial Reading In KVAH *

MF *

Upload Scan Copy of Meter Sealing Certificate*

Upload Meter Sealing Certificate
File Not Uploaded

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

Service Connection No

Book Number

SDO Code Group No Book No

Date of Connection Release*

Meter Sealing Certificate No*

Meter Serial No*

Upload Scan Copy of Meter Certificate*

Upload Meter Certificate
File Not Uploaded

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

Meter Status*

Meter Phase*

Rating of Meter*

Stock Location*

Full Scale value of Registers*

Meter Type*

Digits Left In Meter Full Scale*

Post TFR Data - Pole Number*

Number Of Meter Seal*

Number Of Box Seal*

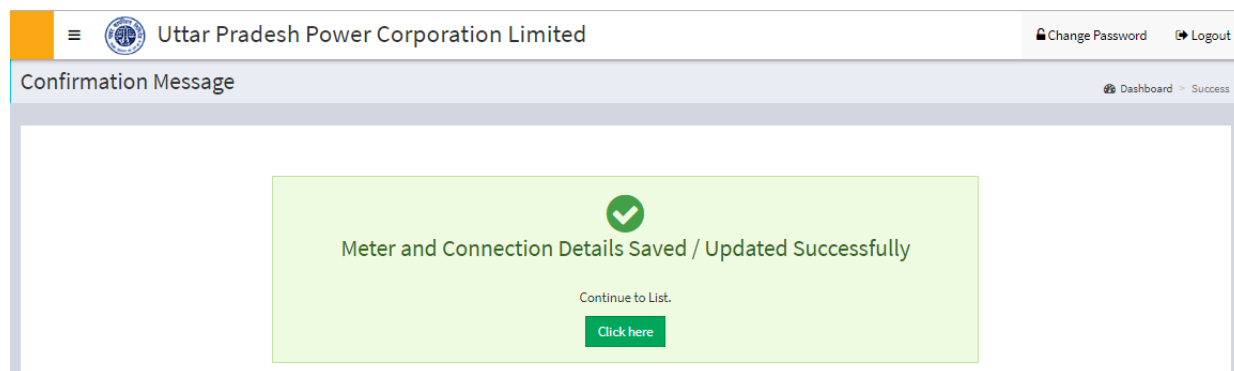
Number Of CT/PT Chamber Seal *

Account Id

Submit

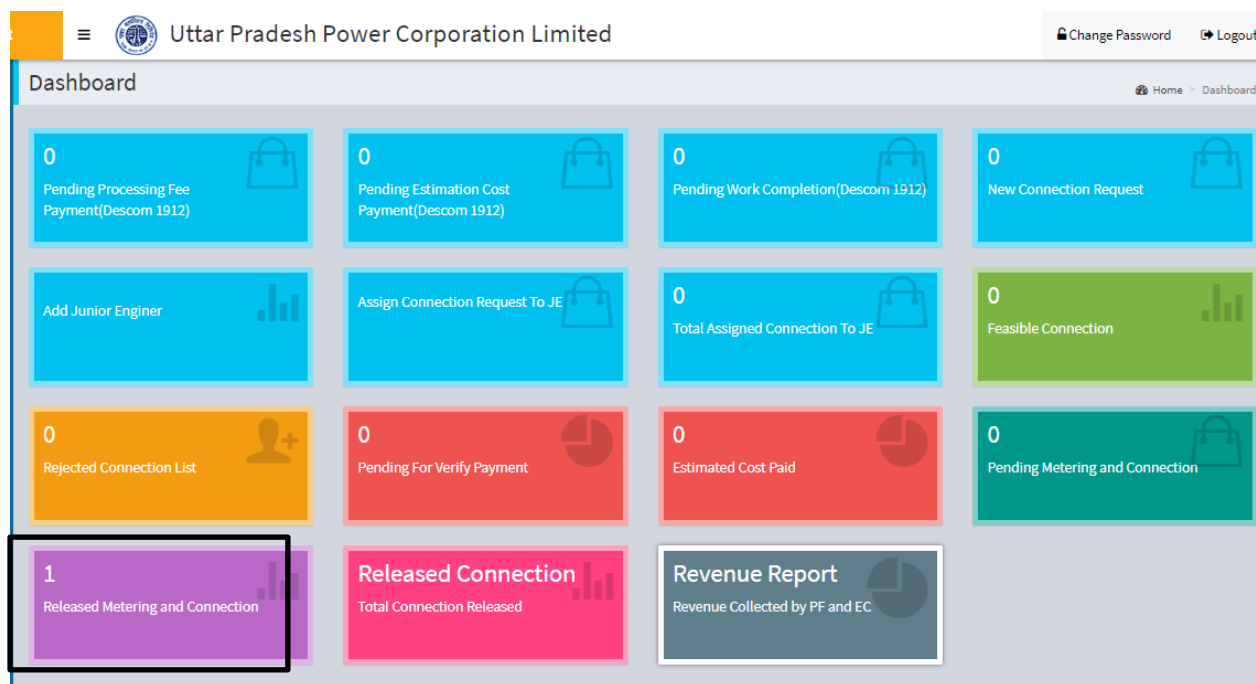
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- **Division** will have to select and fill all the details and then click on **Submit** button.
- After clicking on **Submit** button, a confirmation Message will appear on the screen that will be displayed as shown below:



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:

S. No	District Name	Application No	Applicant's Name	Load in KW	Meter Phase	Release Date	Action
1	Lucknow/Lesa	1006201792	Divyanshi sacena	5	Single Phase	24/07/2019	Update Release Connection

- 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