

Steps to use Single Window System for applying approval for Electrical Layout Plans:

1. **Steps for Consumer** (Page 2-8)
2. **Steps for PSPCL Officers** (Page 8-12)

(For any Query or clarification call on 0161-4640060)

Step 1: Fill Form:



- HOME
- SUBMIT APPLICATION
- LOGGE A COMPLAINT
- INSTRUCTIONS
- CONTACT US
- LOGIN

Issue of NOC/Approval of Electrical Layout Plans

Application Type:	<input checked="" type="radio"/> Application for Fresh NOC <input type="radio"/> Application for Revised NOC		
Promoter Details			
Constitution:	Individual <input type="button" value="v"/>	Promoter Name:	<input type="text"/>
Address:	<input type="text"/>	State:	PUNJAB <input type="button" value="v"/>
District:	LUDHIANA <input type="button" value="v"/>	Email ID:	<input type="text"/>
Telephone No:	<input type="text"/>	Mobile No:	<input type="text"/>
Project Details			
Project Name:	<input type="text"/>	Project Area:	<input type="text"/> Acre <input type="text"/> Kanal <input type="text"/> Marla
Address:	<input type="text"/>	Locality/Town/Village:	<input type="text"/>
Tehsil:	<input type="text"/>	District:	Select District <input type="button" value="v"/>
Circle:	Select <input type="button" value="v"/>	Layout Plans Approved By:	Select <input type="button" value="v"/>
Technical Details			
NOC Required Under Clause:	<input type="radio"/> One Point Supply(Under Clause 8.1,8.2,8.3,8.4) <input type="radio"/> Individual Connections To Occupants (Under Clause 8.5)		
No and Capacities of Distribution Transformers to be installed:			
100 KVA	<input type="text"/>	200 KVA	<input type="text"/>
300 KVA	<input type="text"/>	500 KVA	<input type="text"/>
<input type="text"/> KVA	<input type="text"/>	<input type="text"/> KVA	<input type="text"/>
Cost of the Internal LD System:			
Cost of Internal LD System to be developed by Promoter: (In Lakh)			<input type="text"/>
Time Period required for electrification of the colony:			<input type="text"/> Months
<input type="button" value="Submit"/> <input type="button" value="Reset"/>			

Click on submit button

Step 2: Fill Load Sheet:



HOME

MY ACCOUNT

VIEW STATUS

CHANGE PASSWORD

VIEW COMPLAINTS

LOGOUT

Load Sheet

Nature Of Project	<input type="radio"/> Industrial Project <input type="radio"/> Residential Project	Industrial Load:	<input type="text"/>
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Category	Load Type	Load Description	No of Units	Total
Upto 100 sq.yards	Residential Plots	5 KW	<input type="text"/>	<input type="text"/>
From 101 -200 sq yd	Residential Plots	8 KW	<input type="text"/>	<input type="text"/>
From 201-250 sq yd	Residential Plots	10 KW	<input type="text"/>	<input type="text"/>
From 251-350 sq yd	Residential Plots	12 KW	<input type="text"/>	<input type="text"/>
From 351-500 sq yd	Residential Plots	20 KW	<input type="text"/>	<input type="text"/>
Above 500 sq yd	Residential Plots	30 KW	<input type="text"/>	<input type="text"/>
One Bedroom Set	Residential Flats	5 KW	<input type="text"/>	<input type="text"/>
Two Bedroom Set	Residential Flats	7 KW	<input type="text"/>	<input type="text"/>
Three Bedroom Set	Residential Flats	10 KW	<input type="text"/>	<input type="text"/>
Four Bedroom set	Residential Flats	12 KW	<input type="text"/>	<input type="text"/>
Five Bedroom set	Residential Flats	15 KW	<input type="text"/>	<input type="text"/>
Commercial Area upto 30 sq.yards	Commercial Area	10 KW	<input type="text"/>	<input type="text"/>
Shop-cum-Flat upto 125 sq.yards	Commercial Area	30 KW	<input type="text"/>	<input type="text"/>

Other Usage	KW
Sewerage Treatment Plant:	<input type="text"/>
Water Works:	<input type="text"/>
Street Light:	<input type="text"/>
Dispensary:	<input type="text"/>
School(s):	<input type="text"/>
Club:	<input type="text"/>
Hotel:	<input type="text"/>
Religious Building:	<input type="text"/>
Police Post:	<input type="text"/>
Lifts:	<input type="text"/>
Fire Fighting:	<input type="text"/>
Common Usage:	<input type="text"/>
Total Load (In KW):	<input type="text"/>
Colony Load (1/3rd of Total Load):	<input type="text"/>
Future Growth (40% of the Colony Load):	<input type="text"/>
Net Load (In KW):	<input type="text"/>
Net Contract Demand (In KVA) [Power Factor=0.9]:	<input type="text"/>
Supply Voltage:	<input type="text"/>

Submit

Cancel

Click on Submit button

Step 3: Attach the Documents: Attach document only with extension (.pdf and .jpg)

List of Documents	
	<input type="text"/> Browse...
1. Certified Copy of Memorandum of Association/Articles of Association	<input type="text"/> Browse...
2. Certified Copy of Incorporation of the Company	<input type="text"/> Browse...
3. Certified Copy of the Resolution Authorizing the Signatory to Sign on behalf of Company	<input type="text"/> Browse...
4. Copy of Approved Layout Plan by Competent Authority	<input type="text"/> Browse...
5. Copy of Licence/ Permission/ Approval granted by Competent Authority to develop the colony	<input type="text"/> Browse...
6. Electrical Layout Plan	<input type="text"/> Browse...
7. Estimated cost for laying of LD system inside the colony in case works of electrification has to be done by PSPCL	<input type="text"/> Browse...
8. List of Directors with Age and Address	<input type="text"/> Browse...
9. Undertaking as per format	<input type="text"/> Browse...
<input type="button" value="Submit"/>	


Click on submit Button

Now your application will go to Nodal Officer. They will check and respond.

If Consumer unable to add load sheet or unable to attach documents for any reason then Consumer can fill load sheet and attach document even later. For this follow the steps given below:

Login:

IF you forgot to fill load sheet or attach the documents after filling the form, kindly login by filling username and password and clicking on Submit Button and fill the load sheet and attach the documents. Your Username and Password will be sending to you through SMS. If you forgot your username or password, Kindly call on 0161-4640060




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HOME	SUBMIT APPLICATION	LODGE A COMPLAINT	INSTRUCTIONS
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User Name:

Password:

My Account:



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HOME MY ACCOUNT VIEW STATUS CHANGE PASSWORD LODGE A COMPLAINT LOGOUT

REQUISITION STATUS

TG/DG SETS STATUS


NOC STATUS 6382

Email ID: HITESH@PRAGYAWARE.COM

Address: sample

Click on NOC Status

View NOC Status: To fill load sheet or to upload document, click on Detail Link.



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HOME MY ACCOUNT VIEW STATUS CHANGE PASSWORD LODGE A COMPLAINT LOGOUT

View NOC Status

RID	Acceptance Date	Consumer Name	C	Responsible	Mobile	Current Activity	Status	Load Sheet	View
278		sample	W	sample	9417026382	Submit Application for NOC	Pending	View	Detail

Click on Name to view the form


Click on view to view the Load Sheet

Click on 'Detail' link

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View 1 - 1 of 0

View Step Wise Status:



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HOME MY ACCOUNT VIEW STATUS CHANGE PASSWORD LODGE A COMPLAINT LOGOUT

Requisition Status: View Requisition Progress

Initiation Date	Particulars of Activity	Days Allotted	Days Elapsed	Responsible	Mobile	Status	Documents	Comments
6/28/2013 1:58:29 PM	Submit Application for NOC	0	8	sample	9417026382	Pending	Upload / View	Add Load Sheet / View

Click on Upload Link to Upload Documents

Click on View link to View Document Status

Click to Add Load Sheet to Fill Load Sheet

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View 1 - 2 of 0

Upload the Document by clicking on upload link and by clicking on View Link consumer can View the Uploaded Documents status.

Upload or Resubmit Documents:

Upload only .pdf and .jpg documents. Upload the documents one after the other. Select the document name and upload the document and then click on Upload Button. Then Select 2nd document name, upload the document and click upload button and so on till all the documents will upload

Upload Document

Select Document Name: Certified Copy of Memorandum of

Select File: Browse...

Upload Cancel

[Delete Documents](#)


<input type="checkbox"/>	Submission Date	Document Name	Page No	Revision No	Responsible Person
<input type="checkbox"/>	7/6/2013 4:35:25 PM	Estimated cost for laying of LD syste	1	1	sample
<input type="checkbox"/>	7/6/2013 4:35:38 PM	Certified Copy of Memorandum of A	1	2	sample

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Submit Cancel

After uploading all the documents, click on submit button.

And now close your step by Clicking on Add Comments link



HOME MY ACCOUNT VIEW STATUS CHANGE PASSWORD LODGE A COMPLAINT LOGOUT

Requisition Status: View Requisition Progress

Initiation Date	Particulars of Activity	Days Alloted	Days Elapsed	Responsible	Mobile	Status	Documents	Comments
6/28/2013 1:58:29 PM	Submit Application for NOC	0	8	sample	9417026382	Pending	Upload / View	Add Comments

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Add Comments:

Add Comments

Comments:

Activity Status:

Select activity status 'Completed' to close the step

Add Comments and select the activity status 'Completed' and click on submit button. And Now the Nodal Officer will review your documents and you can check the status of your application by login to your account.

View Documents: Consumer can view the document status here: Disapproved status means that the document was rejected due to some discrepancy and consumer will have to resubmit that documents which have status=Disapproved.

Consumer can check the discrepancy list of Disapproved Documents by clicking on View link and view the attached document by clicking on download link.

View Documents

Submission Date	Particulars of Document	Revision No	Responsible Person	View Discrepancies	View Document	Status
6/28/2013 2:00:58 PM	Certified Copy of Memorand	1	sample	View	Download	Disapproved
6/28/2013 2:00:58 PM	Certified Copy of Incorporati	1	sample	View	Download	Approved
6/28/2013 2:00:58 PM	Certified Copy of the Resolu	1	sample	View	Download	Approved
6/28/2013 2:00:58 PM	Copy of Approved Layout Pl	1	sample	View	Download	Approved
6/28/2013 2:00:58 PM	Copy of Licence/ Permissio	1	sample	View	Download	Approved
6/28/2013 2:00:58 PM	Electrical Layout Plan	1	sample	View	Download	Approved
6/28/2013 2:00:58 PM	List of Directors with Age an	1	sample	View	Download	Approved
6/28/2013 2:00:58 PM	Undertaking as per format	1	sample	View	Download	Approved

View Discrepancy List:

View Discrepancy List

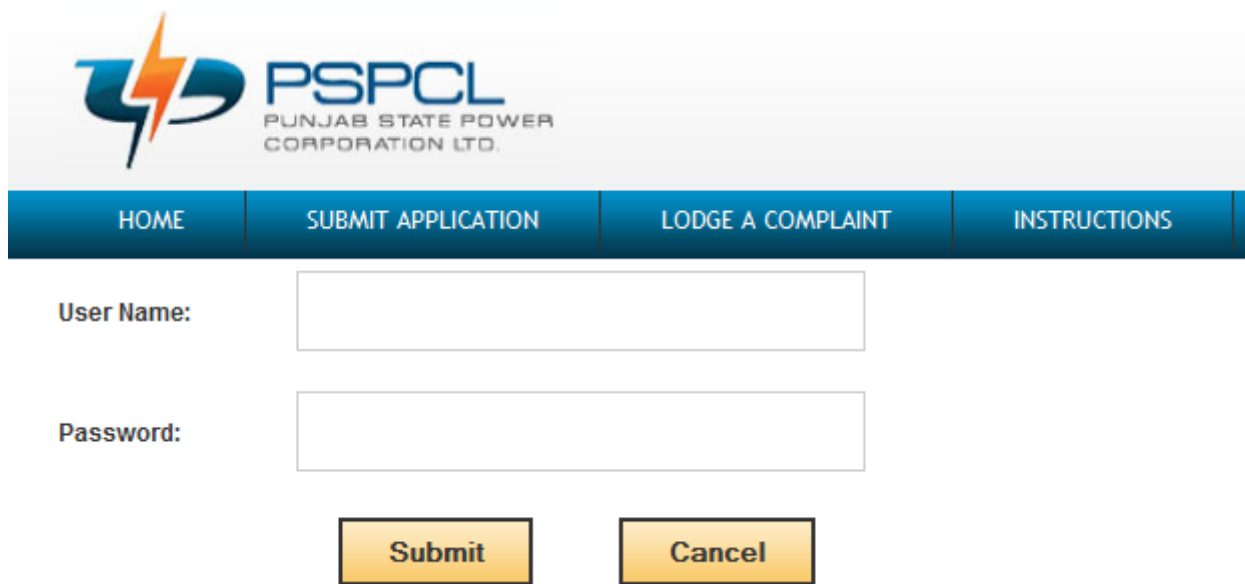
Particulars of Discrepancy	Document	Revision No	Submission Date	View Document	Re-Submit
Certified Copy of Incorporation Certificate ATTESTED by CA NOT UPLOADED	Certified Copy of Incorporation of th	1	3/7/2013 3:15:55 PM	Download	ReSubmit

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Steps for Officer to Use SWS:

Login:

Firstly login by filling username and password and clicking on Submit Button. If you forgot your username or password, Kindly call on 0161-4640060



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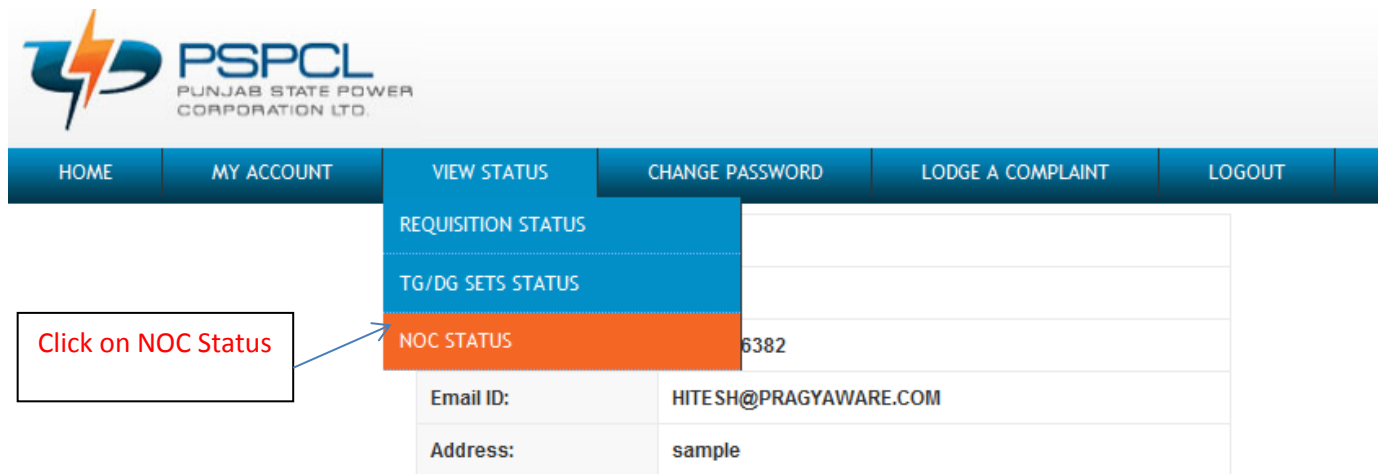
HOME SUBMIT APPLICATION LODGE A COMPLAINT INSTRUCTIONS

User Name:

Password:

Submit **Cancel**

My Account:



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HOME MY ACCOUNT VIEW STATUS CHANGE PASSWORD LODGE A COMPLAINT LOGOUT

REQUISITION STATUS

TG/DG SETS STATUS

NOC STATUS 6382

Click on NOC Status

Email ID: HITESH@PRAGYAWARE.COM

Address: sample

View NOC Status: To view Detail, click on Detail Link.

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HOME MY ACCOUNT VIEW STATUS CHANGE PASSWORD LODGE A COMPLAINT LOGOUT

View NOC Status

RID	Acceptance Date	Consumer Name	C	Responsible	Mobile	Current Activity	Status	Load Sheet	View
278		sample	W	sample	9417026382	Submit Application for NOC	Pending	View	Detail

Click on Name to view the form

Click on view to view the Load Sheet

Click on 'Detail' link

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View Step Wise Status: Click on 'View' link to view the document uploaded at previous steps

Requisition Status: View Requisition Progress

Initiation Date	Particulars of Activity	Days Allotted	Days Elapsed	Responsible	Mobile	Status	Documents	Comments
6/25/2013 10:27:05 PM	Submit Application for NOC	0	11	Harbhajan Singh	9878020016	Completed	View	View
7/6/2013 3:40:58 PM	Nodal Officer Verifies and Accepts Application	7	0	Nodal Officer	9646118181	Pending	Upload / View	Add Comments / View

Click on View link to View Document

Click on Upload Link to Upload Documents

Click to Add Comments to Close the Step

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View Documents: Click on 'Download' link to view the attachment. Click on 'Add Discrepancy' to mark discrepancy in the document and check the discrepancy list of Disapproved Document by clicking on View link.

View Documents

[Export To Excel](#)

Submission Date	Particulars of Document	Revision No	Responsible Person	View Discrepancies	View Document	Status
7/4/2013 2:00:41 PM	Certified Copy of Memorandum	1	Harbhajan Singh	Add Discrepancy / View	Download	Pending
7/4/2013 2:02:25 PM	Certified Copy of Incorporation	1	Harbhajan Singh	Add Discrepancy / View	Download	Pending
7/4/2013 2:03:03 PM	Certified Copy of the Resolution	1	Harbhajan Singh	Add Discrepancy / View	Download	Pending
7/4/2013 1:49:35 PM	Copy of Approved Layout Plan	1	Harbhajan Singh	Add Discrepancy / View	Download	Pending
7/4/2013 1:52:23 PM	Copy of Licence/ Permission	1	Harbhajan Singh	Add Discrepancy / View	Download	Pending
7/4/2013 2:01:25 PM	Electrical Layout Plan	1	Harbhajan Singh	Add Discrepancy / View	Download	Pending
7/4/2013 2:05:15 PM	Estimated cost for laying of	1	Harbhajan Singh	Add Discrepancy / View	Download	Pending
7/4/2013 2:03:46 PM	List of Directors with Age and	1	Harbhajan Singh	Add Discrepancy / View	Download	Pending
7/4/2013 1:59:45 PM	Undertaking as per format	1	Harbhajan Singh	Add Discrepancy / View	Download	Pending

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Add Discrepancy: Select the check box for discrepancies and add remarks and click on submit button.



Add Discrepancy

Discrepancies:	<input checked="" type="checkbox"/> incomplete
Remarks:	<div style="border: 1px solid #ccc; height: 60px;"></div>
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

View Discrepancy List:



View Discrepancy List

Particulars of Discrepancy	Document	Revision No	Submission Date	View Document	Re-Submit
Certified Copy of Incorporation Certificate ATTESTED by CA NOT UPLOADED	Certified Copy of Incorporation of th	1	3/7/2013 3:15:55 PM	Download	ReSubmit

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Upload Documents:

Upload only .pdf and .jpg documents. Select the document name and upload the document and then click on Upload Button.

Upload Document

Document Name: Select Select Document Name

Select File: Browse... Click on Browse to upload the Document

Upload Cancel Click on Upload Button

[Delete Documents](#)


Submission Date	Document Name	Page No	Revision No	Responsible Person
7/6/2013 4:35:25 PM	Estimated cost for laying of LD syste 1	1	1	sample

Page 1 of 0 5000 View 1 - 2 of 0

Submit Cancel Click on Submit

After uploading all the documents, click on submit button.

And now close your step by Clicking on Add Comments link

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HOME MY ACCOUNT VIEW STATUS CHANGE PASSWORD LODGE A COMPLAINT LOGOUT

Requisition Status: View Requisition Progress

Initiation Date	Particulars of Activity	Days Allotted	Days Elapsed	Responsible	Mobile	Status	Documents	Comments
6/28/2013 1:58:29 PM	Submit Application for NOC	0	8	sample	9417026382	Pending	Upload / View	Add Comments

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Click on Add Comments link to close the step

Add Comments: Add remarks in 'Comment' box and there are 2 Activity Status:

1. Completed: this will select when you want to move the application to next step.
2. Response Awaited: this will select when any discrepancy or objection found in last step and you want to move the application backward one step.

Add Comments

Comments:	<input type="text" value="completed"/>
Activity Status:	<input type="text" value="Completed"/> ▼
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

Select activity status 'Completed' to close the step

Add Comments and select the activity status according to requirement.