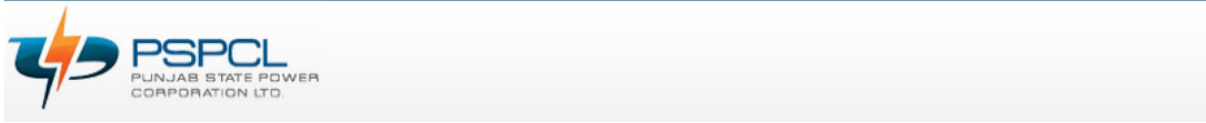


Steps to use Single Window System for Approval of Requisition above 500 KVA And TG/DG Sets:

1. **Steps for Consumer** (Page 2-7)
2. **Steps for PSPCL Officers** (Page 7-12)

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

Step 1: Fill Requisition Form:



My Account	Requisition Status	View FCC Meeting	Lodge a Complaint	View Complaints	Contact Us	Logout
------------	--------------------	------------------	-------------------	-----------------	------------	--------

Constitution:	Select <input type="text"/>	Are You an Existing Customer:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Consumer Account No:	<input type="text"/>	Consumer Name:	<input type="text"/>
Address:	<input type="text"/>	Circle:	Select <input type="text"/>
Email ID:	<input type="text"/>	Telephone No:	<input type="text"/>
Mobile No:	<input type="text"/>		
Industrial Load(KW):	<input type="text"/>	General Load(KW):	<input type="text"/>
Load for Residential Colony(KW):	<input type="text"/>	Total Load(KW):	<input type="text"/>
Existing Contract Demand(KVA):	<input type="text"/>	Required Contract Demand(KVA):	<input type="text"/>
Total Contract Demand(KVA):	<input type="text"/>	Transformer Capacity (KVA):	<input type="text"/>
Customer Type:	Select Customer Type <input type="text"/>	Capacity of Furnace Transformer (KVA):	<input type="text"/>
Supply Voltage :	Select Supply Voltage <input type="text"/>	Distance from Substation(Km):	<input type="text"/>
Special Feeder:	Select Feeder <input type="text"/>	Remarks:	<input type="text"/>
<input type="button" value="Submit"/> <input type="button" value="Reset"/>			

Click on submit button

Step 2: Attach the Documents: Upload only .pdf or .jpg documents.

We acknowledge the RECEIPT of your Application. Your User Name is 305 Password A99E6, Kindly Upload Documents in .pdf format & Make Payment

List of Documents

1. Certified copy of CLU(Change of Land Used) OR NOC from PUDA/Local Authority as applicable in case of premises located on Scheduled Roads
2. Chajra Plan of the land
3. Comprehensive Undertaking as per format
4. Proof of Ownership/Occupancy of the Premises/Indemnity Bond
5. Undertaking regarding Proprietorship

Submit

Click on submit
Button

Step 3: Make Payment:

Requisition ID:	280
Consumer Name:	Pragyaware Informatics Pvt Ltd
Account No:	W41KF070447W
Contract Demand:	4000
Security Deposit(as per KVA):	
EMD(10% of Security Deposit)	Rs. 472000

Submit

Click on submit
Button

Click on submit button and then select Credit Card/Debit car/Net Banking Option.

Login to Know the Status:

IF you forgot to attach the documents or make payment after filling the requisition form, kindly login by entering username and password and by clicking on submit button and attach the documents and make payment. Your

Username and Password will be sending to you through SMS. If you forgot your username or password, Kindly call on 0161-4640060

Home
Submit Requisition ABOVE 500 KVA
Lodge a Complaint
Instructions

User Name:

Password:

Submit

Cancel

My Account:

PSPCL

PUNJAB STATE POWER CORPORATION LTD.

HOME
MY ACCOUNT
VIEW STATUS
CHANGE PASSWORD
LODGE A COMPLAINT
LOGOUT

REQUISITION STATUS

TG/DG SETS STATUS

NOC STATUS 6382

Email ID: HITESH@PRAGYWARE.COM

Address: sample

Click on Requisition Status

View Requisition:

Home
My Account
Requisition Status
View FCC Meeting
Lodge a Complaint
Contact Us
Logout

View Requisitions

RID	Acceptance Date	Account No	Consumer Name	C	Demand	Responsible	Mobile	Current Activity	Status	View
14			pragyaware	C	600.00	pragyaware	9417026382	Submit Requisition Application O	Pending	Detail

Click on Name to view the Form

Click on 'Detail' link

Page 1 of 0
5000
View 1 - 1 of 0

View Requisition Progress Status:



View Requisition Progress

Initiation Date	Particulars of Activity	Days Alloted	Days Elapsed	Responsible	Mobile	Status	Documents	Comments
3/11/2013 10:08:02 AM	Nodal Officer Verifies and Accepts Requisition	1	2	Nodal Officer	9646119391	Response A		View
3/13/2013 11:37:59 AM	Submit Requisition Application Online	0	0	R.B.FORGING	9781112826	Pending	Upload / View	Add Comments / View

Page 1 of 0 5000 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.

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.

View Documents

[Export To Excel](#)

Submission Date	Particulars of Document	Revision No	Responsible Person	View Discrepancies	View Document	Status
6/28/2013 2:00:58 PM	Certified Copy of Memorandum	1	sample	View	Download	Disapproved
6/28/2013 2:00:58 PM	Certified Copy of Incorporation	1	sample	View	Download	Approved
6/28/2013 2:00:58 PM	Certified Copy of the Resolution	1	sample	View	Download	Approved
6/28/2013 2:00:58 PM	Copy of Approved Layout Plan	1	sample	View	Download	Approved
6/28/2013 2:00:58 PM	Copy of Licence/ Permission	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 and	1	sample	View	Download	Approved
6/28/2013 2:00:58 PM	Undertaking as per format	1	sample	View	Download	Approved

Page 1 of 0 5000 View 1 - 8 of 0

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

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

Page 1 of 0 5000 View 1 - 1 of 0

Consumer can resubmit the Disapproved Documents by clicking on Resubmit Link.

Upload or Resubmit 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...

Click on Upload Button: Upload Cancel

Delete Documents

	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

Page 1 of 0 5000 View 1 - 2 of 0

Click on Submit: 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 Requisition Status View FCC Meeting Lodge a Complaint Contact Us Logout

View Requisition Progress

Initiation Date	Particulars of Activity	Days Alloted	Days Elapsed	Responsible	Mobile	Status	Documents	Comments
3/11/2013 10:08:02 AM	Nodal Officer Verifies and Accepts Requisition	1	2	Nodal Officer	9646119391	Response A		View
3/13/2013 11:37:59 AM	Submit Requisition Application Online	0	0	R.B.FORGING	9781112826	Pending	Upload / View	Add Comments / View

Click on Add Comments link to close the step

Page 1 of 0 5000 2 of 0

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 requisition by login to your account.

Steps for Officer to Use SWS:

Login:

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



PSPCL
PUNJAB STATE POWER CORPORATION LTD.


HOME SUBMIT APPLICATION LODGE A COMPLAINT INSTRUCTIONS

User Name:

Password:

Submit **Cancel**

My Account:



PSPCL
PUNJAB STATE POWER CORPORATION LTD.

HOME MY ACCOUNT VIEW STATUS CHANGE PASSWORD LODGE A COMPLAINT LOGOUT

REQUISITION STATUS
TG/DG SETS STATUS
NOC STATUS 6382

Email ID: HITESH@PRAGYWARE.COM
Address: sample

Click on Requisition Status

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

Home My Account Requisition Status View FCC Meeting Lodge a Complaint Contact Us Logout

View Requisitions

RID	Acceptance Date	Account No	Consumer Name	C	Demand	Responsible	Mobile	Current Activity	Status	View
14			pragyaware	C	600.00	pragyaware	9417026382	Submit Requisition Application O	Pending	Detail

Click on Name to view the form

Click on 'Detail' link

Page 1 of 0 5000 View 1 - 1 of 0

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 Alloted	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

Page 1 of 0 5000 View 1 - 2 of 0

View Documents: Click on 'Download' link to view the attachment. Click on 'Add Discrepancy' to mark discrepancy in the document uploaded at previous step 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

Page 1 of 0 5000 View 1 - 9 of 0

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>
<div style="display: flex; justify-content: space-around; margin-top: 10px;"> Submit Cancel </div>	

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

Page 1 of 0
View 1 - 1 of 0

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

Requisition Status: View Requisition Progress

Initiation Date	Particulars of Activity	Days Alloted	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 Applicatio	7	0	Nodal Officer	9646118181	Pending	Upload / View	Add Comments / View

Page 1 of 0 5000 View 1 - 2 of 0

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.