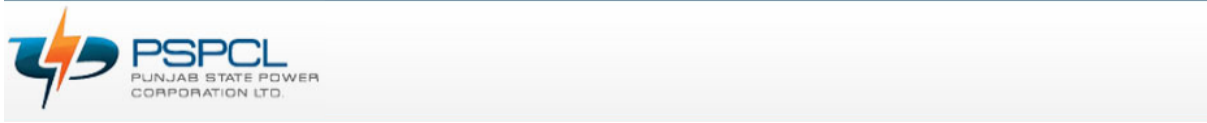**Steps to use Single Window System for Approval of Requisition above 500 KVA And TG/DG Sets:**

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:

Constitution:	Select ▼ *	**Are You an Existing Customer:**	○ Yes ⦿ No
Consumer Account No:		**Consumer Name:**	*
Address:	*	**Circle:**	Select ▼ *
Email ID:	*	**Telephone No:**	*
Mobile No:	*		
Industrial Load(KW):	*	**General Load(KW):**	*
Load for Residential Colony(KW):	*	**Total Load(KW):**	*
Existing Contract Demand(KVA):	*	**Required Contract Demand(KVA):**	*
Total Contract Demand(KVA):	*	**Transformer Capacity (KVA):**	*
Customer Type:	Select Customer Type ▼ *	**Capacity of Furnace Transformer (KVA):**	
Supply Voltage :	Select Supply Voltage ▼ *	**Distance from Substation(Km):**	*
Special Feeder:	Select Feeder ▼ *	**Remarks:**	

Submit   Reset

Click on submit button

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

Step 3: Make Payment:

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

Click on Requisition Status

	6382
Email ID:	HITESH@PRAGYAWARE.COM
Address:	sample

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:

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.

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:

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

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 the	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

Click on Browse to upload the Document

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
☐	7/6/2013 4:35:25 PM	Estimated cost for laying of LD syste	1	1	sample
☐	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

View Requisition Progress

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

Page 1 of 0 ▶▶ ▶❘ 5000 ▾   2 of 0

Click on Add Comments link to close the step

Add Comments:

Add Comments

Comments:	completed
Activity Status:	Completed ▾
	Submit Cancel

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

My Account:

View Applications for Below 500 KVA: To view Detail, click on Detail Link.

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

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 File: | Browse… |

Select Document Name (pointing to Select dropdown)

Click on Browse to upload the Document (pointing to Browse)

| Upload | Cancel |

Click on Upload Button (pointing to Upload)

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	sample

Page 1 of 0 ▶▶ ▶ 5000 ▼   View 1 - 2 of 0

| Submit | Cancel |

Click on Submit (pointing to 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 Sing	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

Page 1 of 0 ▶▶ ▶ 5000 ▼   View 1 - 2 of 0

Click on Add Comments link to close the step (pointing to Add Comments)

Add Comments: Add remarks in 'Comment' box and there are 2 Actiivty 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:	completed
Activity Status:	Completed ▼
	Submit Cancel

Select activity status 'Completed' to close the step

Add Comments and select the activity status according to requirement.