HIMRUJA RTS WEB TOOL



User Help Manual



An initiative supported by:

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

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1 Introduction

The HIMRUJA RTS web tool is designed for Net Metering only as well as Net Metering with Subsidy applications. The web tool can be used by users from all consumer categories.

For a detailed description of the web tool, please follow the steps in the subsequent sections along with the screenshots given in this help manual.



NEWS & UPDATES: Commissioning status of Grid Connected Solar Power Projects > Indian scientist to head global body of solar energy "experts"



2 Consumer Registration/Login

Visit <u>www.rtshimurja.hp.gov.in</u> for creating a new consumer ID or logging in for existing users. Click on Register if applicant is a new consumer. Existing consumers should fill in the Username and Password along with the captcha to login.

	Install	Solar Roof top a	and Slash yo	ur electricity bi	ill upto 50% j	<u>Click here to know More</u>			
							Line and		
HOME	GETTING STARTED ABOUT HIMURJA	DOCUMENTS	FAQS	LIST OF AG	ENCIES	IMPORTANT LINKS	FEEDBACK	CONTACT US	
			NEWS &	UPDATES: Comr	missioning sta	atus of Grid Connected Sol	ar Power Projects	Indian scientist to hear the scientist to hear the scientist to hear the science of the scien	ad globa
	Guidline for Apply New Application		Consumer	Vendor	State Agency	,			W h a t s
	Why Solar power?		د. Username						
	List of Banks		A Password						w
	Know your Rooftop Capacity		Enter	below text	7 0				_
	How Do I?		N	UPC	~ ~ ~				
	Document Required			Log In					
	Enquiry/Feedback			Forgot passwor	d?				
				Register					

2.1 Consumer Registration

Fill the required details in the new consumer registration form (sample given below) and click **Submit**. Upon successful completion of form, applicant will receive a confirmation email with password for login. The password can be later changed as per convenience after logging in.

New Consumer Registration		*
Name *	Name	
Email*	Email	
Phone No *	Phone No.	
Address *	House No	
	Street/Locality/Road	
	Select 🔻	
	State	
	Pincode	
Total rooftop area for Solar Rooftop*	Rooftop Area	
I would like to be contacted by OREDA Cha	nnel Partners through Select 🔻	
	Submit Close	

2.2 Consumer Dashboard after Login

Click on the applicable option to gain access to the application form.

- Invite EOI from vendors
- Submit Net Metering Application
- Apply for CEI Safety Clearance certificate
- Apply for Subsidy Application
- View EOI Details
- Change Password



3 Inviting EOI from Vendors

Step 1. Click on the option **Invite EOI from Vendors** to open the Expression of Interest form. This allow the consumer to get in touch with the empaneled vendors in the state of Himachal Pradesh. Consumer can contact different Vendor to know the complete installation cost of solar roof top by using Expression of Interest form. Maximum 10 vendor can be selected by the consumer.

Himachai

Step 2. Fill all the applicable details in the form and click on send to circulate your details to the selected vendors. Applicant will receive a confirmation email on the registered email ID upon successful submission of application.

Step 3: If Consumer wants to know the status of an EOI request then click on the option **View EOI details** to open the EOI details page. Consumer can view Vendor Name, Contact Number, Posted date, Date of closer, status and remarks.

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	EC	DI (Express	sion of Interest) Detail	S		<< Back			
	EC s.n	OI (Express	sion of Interest) Detail	S Contact No.	Address	<< Back Posted date	Date of Closer	Status Remarks	I
	ЕС s.м	ON (Express	sion of Interest) Detail	S Contact No.	Address 'Auro House' Piot No.2, Balaji Apartments New No.944, Maanchalai 1st street. EkkattuthangalChennaiTam Nadu	<< Back Posted date 29/05/2015	Date of Closer 01/10/2018	Status Remarks	
	S.N	Auro Power Systems BSG Solar Eco Energy Pvt. Ltd.	sion of Interest) Detail	S Contact No. 9318844515	Address (Auro House' Plot No. 2, Balaji Apartments New No. 9/4, Maanchalai 1st Street, EkkatutuhangalChennaiTarr Tira Road Near Tagore ITI, Sujanpur TiraHamirpurHimachal Pradesh	<< Back Posted date 29/05/2019 29/05/2019	Date of Closer 01/10/2018 01/10/2018	Status Remarks Pending Pending	

4 Application for Net Metering Only

Step 1. Click on the option **Submit Net Metering Application** to open the Net Metering Application form. If the Consumer has already submitted a Net Metering Application then the dashboard will display list of applications submitted by the Consumer. If Consumer wants to start a fresh Net Metering application then click on "Add new Net metering Application".



After successful submission of application form, the Consumer can track the progress of the application under the tab **Status** for the corresponding **Activity**. Library of uploaded documents can be seen under **View** and More documents can be uploaded as and when required (intimated via email) under **My Action**.

Step 2. Fill all the applicable details in the form and click on Submit to complete the application for Net Metering. Applicant will receive a confirmation email on the registered email ID upon successful submission of application.

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Net Metering/Bi-Directional	NEWS & UPDATES: Commissioning status of I Metering Connection Application	Grid Connected Solar Power Projects > India	an scientist to head global body of solar energy "expe	rts")
DISCOM Details				
Name of DISCOM*	Select	Name of Division:*		
Name of Sub-Division*		Account /Consumer	Account No.	
K-No.*	k No.	NO.		
Applicant Details				
Name of applicant /firm/industry/office*	Sidharth Sekhar Swain	Plot/ House No*	Plot/House No	
Locality*	Locality	Phone	Phone	
Mobile*	Mobile Number	State*	Select	
District*	Select	* City/ Town/ Village*	City/Town/Village	
Pin Code*	PinCode	Email Id*	Name	
Plant Details				
Same as above				
Plot/ House No*	Plot/House No	Locality"	Name	
Phone	Phone	Mobile*	Mobile Number	
District*	Select	 City/ Town/ Village* 	City/Town/Village	
Pin Code*	Pin Code			
Details of Electric Load,	Where the Plant is located			
Sanctioned Contract Demand(kVA)*	Sanctioned Contract Demand	Sanctioned Connected Load(kW)*	Sanctioned Connected Load	
Applicable tariff /category*	Select	 Rooftop Solar PV Project capacity(kW)* 	Capacity	
Solar PV Project inverter make and type	Inverter Type	Solar PV Project inverter has automatic isolation protection (Y/N)?*	⊚Yes©No	
Has a Solar Generation Meter been installed(Y/N)?"	©Yes [©] No	Expected date of commissioning of solar PV Project*	mm-dd-уууу	
Concerned safety requirement fulfilled (Y/N)*	©Yes [©] No			
Documents				
Upload Current Electricity Bill*	Choose File No file chosen (.pdf max size 199KB) *			
I do hereby declare that the	information furnished above is true to my kno	owledge and belief		

5 Application for CEI Safety Clearance Certificate

Step 1. Click on **Apply for CEI Safety Clearance Certificate** to open the CEI application dashboard. The dashboard will display list of Net Metering applications submitted by the Consumer.

If capacity is greater than 10 kW then Consumer will need to apply for "*CEI Safety Clearance Certificate".* Click on **Apply** to open the CEI Application form.

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<< Back Application ID	Connection No	Name	Applied capacity	Activity	Status	Generate Challan	Additional Information	Apply	Update
<* Back Application ID GCKHc4f1	Connection No 323	Name Sidharth Sekhar Swain	Applied capacity 2	Activity	Status	Generate Challan Generate Challan & Submit Fee	Additional Information Upload/View AddBlonal Documents	Apply Apply	Update

Step 2. Fill all the applicable details in the form and upload relevant documents then click on Submit to complete the application for CEI Safety Clearance Certificate. Applicant will receive a confirmation email on the registered email ID upon successful submission of application.

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After successful submission of application form, applicant can track the progress of application under the tab **Status** for the corresponding **Activity**. More documents can be uploaded as and when required (intimated via email) under **Additional Information**.

6 Application for Subsidy

Step 1. Click on **Apply for Subsidy** to open the subsidy application dashboard. The dashboard contains list of Net Metering applications that are eligible for subsidy. Click on **Apply** to open the subsidy application form.

📁 For any	For any Complaints/Queries: +91 0177 2621783								
	र्ना		Install Sold	r More					
ABOUT HIMURJA	DOCUMEN	TS FAQS	LIST OF A	GENCIES IMP	PORTANT	LINKS FEEDBACK CONTACT	US		
<< Back							NEW 31		
Application ID	Connection No	Name	Applied capacity	Activity	Status	Additional Information	System Commissioning	Apply	
GCKHc4f1	323	Sidharth Sekhar Swain	11	Supdt CFA Disburshed	Release	Upload/View Additional Documents	Upload/View Additional Documents	Apply	

Step 2. Fill all the details under each part of the form. Click on **Important Particulars** to expand that section and fill in the details. The last section of the form named **Grid Connectivity** (shown below) is activated for Net Metering applications.

For any Complaints/Queries: +91 0177 2621783	🌻 🔹 👏 Logout
Install Solar Roof top and Slash your electricity bill upto 50% Click here to know More	
REPERSION AND A STATE OF A STATE	
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ssioning status of Grid Connected Solar Power Projects 🕽 Indian scientist to head global body of solar energy "experts"	
Subsidy and Net Metering Form	
Important Particulars	+
PART-1 Project Details	+
PART-2 Declaration By Beneficiary & Vendor	+
Invertor & Module Details	+
Bank Details	+
Document	+
Submit Close	

Step 3. Fill all the entries and upload relevant documents that are a part of Important Particulars. The section following Important Particulars contains Technical Details, which can be filled in two ways by selecting one of the following options in the dropdown list of the tab **Please specify, who is filling the application** (shown below):

Self - All the following sections will be filled by consumer

Vendor – All the following sections except the last section of **Bank Details** will be filled by the Vendor selected by the Consumer. The selected Vendor will be intimated via email and shall contact the Consumer to coordinate for submission of application.

NEWS & UPDATES: Commissioning status of Grid Connected Solar Power Projects > Indian scientist to head global body (

Important Particulars		
Please specify, who is filling the application *	Self •	Choose File No file chosen Applicant's Photograph (Passport) (.jpg & Max si
Vendors*	Innovation Solar Power Pvt. Ltd	20080)
Electricity Connection Number from bill *	12323	
Capacity of Rooftop Plant (kWp) *	Below 50 kw	
	Save	
PART-1 Project Details		

For detailed description of all the tabs in the subsidy application form, please refer to the sample MNRE form for reference purpose given in the <u>Annexure.</u>

Step 4. A confirmation email will be sent to the Consumer after successful submission of the Subsidy Application form. Details of additional documents/information required for processing of application shall be intimated to consumer via email.

After successful submission of the application form, the Consumer can track the progress of application under the tab **Status** for the corresponding **Activity**. Library of uploaded documents can be seen under **View** and More documents can be uploaded as and when required (intimated via email) under **My Action**.

7 Annexure

7.1 PART- I: Project Details

[A] General Details

SI. No.	Description	Remarks
1.	Select OnGrid/OffGrid	Applicant has to select appropriate category from the dropdown list (for e.g., OnGrid/OffGrid)
2.	Whether Net Meter Installed by DISOCM or Not	Applicant has to select appropriate category from the dropdown list (for e.g., Yes/No)
3.	Name of DISOCM	Applicant has to select appropriate category from the dropdown list (for e.g., HPSEBL)
4.	Capacity of the plant (kWp)	Applicant has to fill the capacity of the plant as a numeric value (for e.g., 45)
5.	Category of the Applicant/Project Domestic Supply/ Non-Domestic Non-Commercial Supply/Small Industrial Power Supply/ Medium Industrial Power Supply / Large Industrial Power Supply / Irrigation And Drinking Water Power Supply/ Bulk Supply/Street Lighting Supply/ Temporary Metered Supply/ Railway traction Domestic Supply/ Non-Domestic Non-Commercial Supply/Small Industrial Power Supply	Applicant has to select appropriate category from the dropdown list (for e.g., Domestic Supply)
6.	Details of the Applicant/ Representative/ Project Proponent Name Designation Mailing Address Telephone, Fax, Email, Website (if any)	Applicant has to provide his/her personal details (for e.g., Sagun Tripathi Senior Consultant 7 th Floor, Building 10, Tower B Cyber City, DLF Phase 2 Gurugram, Haryana 122002 M: +91-7042874845 <u>sagtripathi@deloitte.com</u> www.deloitte.com)
7.	Executive Summary of the Proposal (Please attach a separate sheet)	Executive summary (.pdf / .jpg / .png / .doc / .xls) of the proposal has to be uploaded on the portal while applying for subsidy
8.	Objective for implementing the plant a) Sale of electricity to the distribution licensee at feed- in tariff or competitively discovered rate	Applicant has to select the objective for the plant from the dropdown list. (for e.g., Sale of electricity to third party)

	 b) Sale of electricity to the distribution licensee at Average Pooled Price Cost (APPC) and participation in REC Mechanism 	
	c) Sale of electricity to third party	
	d) Self-consumption total or partial generation	
	e) Diesel saving	
	f) Combination of above (please mention)	
	g) Any other, please specify	
9.	Any other detail relevant for consideration of support under the scheme by the evaluation committee	Applicant can upload (.pdf / .jpg / .png / .doc / .xls) of any other details (if required)

[B] Details of the plant site/location

SI. No.	Description	Remarks
1.	Is the plant located at the address mentioned in [A] 4 above; if No, Address of the location of the plant(s):	Applicant has to confirm if the plant is located at the address mentioned in [A] 4. If NO, then applicant has to provide the address of the plant.
	Name House No. Street/Locality/Road District State Pin code Latitude Longitude	(for e.g., Manik Rawat 5 J/35 The Lake view Bilaspur Himachal Pradesh 495001 31.3407 76.6875)
	Details of Proposed Power Plant:	Applicant has to provide technical details of the proposed power plant
	a) Proposed capacity of the SPV Power Plant (kWp)b) Plant proposed at single site (multiple sites)	a) Applicant has to enter numeric value of capacity of proposed power plant in kWp (for e.g., 45)
2.	c) Interconnection with the electricity network at single point or multiple points	<i>b)</i> Applicant has to select from the dropdown list whether the plant is to be installed at single or multiple sites
	d) Availability of shadow free south facing rooftop/ land	<i>c) Applicant has to select the applicable option from the dropdown list</i>
	area for the power plant with	d) Applicant has to provide numeric value

	photograph	of shadow free area available in square meters (for e.g., 450)
	 e) Total loads to be energized by SPV Power Plant (kW) f) Calculations and justification for the proposed capacity (Please elaborate) g) Expected annual energy generation h) Space for housing the plant control systems and battery bank (if any) 	 e) Applicant has to provide numeric value of loads proposed to be energized by the solar power plant (for e.g., 30) f) Applicant has to provide brief justification of capacity proposed (for e.g., 10 square meter equals 1 kWp) g) Applicant has to provide numeric value of expected MWh of annual generation (for e.g., 50) h) Applicant has to provide the numeric details of space available in square meters for housing plant control systems and battery bank, if applicable (for e.g., 20)
	Details of electrical load where	
	the plant is to be installed a) Contract demand (kW)	Applicant has to provide details of electrical load where the plant is installed. For example:
	 b) Applicable consumer category (Domestic Supply/ Non-Domestic Non- 	a) Applicant has to provide numerical value of contract demand in kW (for e.g., 5)
	Commercial Supply/Small Industrial Power Supply)	<i>b) Applicant has to select the applicable consumer category from the dropdown list (for e.g., Domestic)</i>
3.	d) Letter no. of approval letter	<i>c)</i> Applicant has to provide the numerical value of electrical load that can be met by SPV power plant (for e.g., 2)
	for setting up solar rooftop plant from HPSEBL	d) Applicant has to provide letter number (for e.g., 233)
	e) Date of sanction for setting up solar rooftop plant by HPSEBL	e) Applicant has to provide date of sanction letter issuance in DD/MM/YYYY format
	 f) Amount of beneficiary share given to the firm apart from MNRE Central Financial Assistance (Rs.) 	f) Applicant has to provide amount in Rs format (for e.g., Rs. 5000000)
	System Design/ Specification /Specification	Applicant has to provide System Design/Specification, including:
4.	a) Is SLD is compliant to latest HPERC Order on Net Metering?	a) Applicant has to select whether SLD is as per HPERC Order or not (for e.g., Yes)
	 b) Single Line Diagram of complete SPV System with details (please attach drawing) 	<i>b)</i> Applicant has to upload (.pdf / .jpg) of Single Line Diagram of complete SPV system on the web portal

c) Capacity/ Power of each PV Module (kWp)	c) Applicant has to specify numerical value of capacity in kWp of each module (for e.g., 0.3)
d) Total array capacity (kWp)	
e) Tracking System, if proposed (Single Axis/Double	d) Applicant has to specify numerical value of total array capacity (for e.g., 10)
Axis/Other)	e) Applicant has to select applicable technology used for tracking of PV array
f) Grid Connectivity Voltage(V)	from dropdown list
g) Grid Connectivity Phase	f) Applicant has to provide Grid Connectivity Voltage (V) (for e.g., 412)
h) DC Bus Voltage (Volt)	
 i) Is module mounting structure non-invasive and able to withstand wind speed 	<i>g)</i> Applicant has to provide numerical value of grid connectivity phase (for e.g., 1 or 3)
of 170 km/hr?	h) Applicant has to provide numerical value of DC bus voltage (for e.g., 52)
j) Details of Mounting system:	
- Roof mounted system - Ground mounted system	 Applicant has to select whether module mounting structure can withstand wind speed of 170 km/hr (for e.g., Yes/No)
	<i>j)</i> Applicant has to select details of mounting system from dropdown and upload the details in .pdf / .jpg format (for e.g., Ground Mounted)

7.2 PART- II: Declaration by Beneficiary & Vendor

SI. No.	Description	Remark
1.	Declaration by Vendor	Applicant to upload Declaration by Vendor in (.pdf or .jpeg)
2.	Declaration by Beneficiary	Applicant to upload Declaration by Beneficiary in (.pdf or .jpeg)

7.3 PART- III: Invertor & Module Details

Module Details

SI. No	. Description	Remark
1.	Module Capacity (Wp)	Applicant has to provide numerical value of module capacity installed (Wp) in solar power plant (for e.g., 150Wp)
2.	No. of Modules	Applicant has to provide numerical value of number of modules installed in solar power plant (for e.g., 120)
3.	Solar Technology	Applicant has to select solar technology used to install solar power plant (for e.g., Thin film, Monocrystalline, Polycrystalline etc.)

Invertor Details

SI. No.	Description	Remark
1.	Inverter capacity	Applicant has to provide numerical value of inverter capacity
	(kW)	installed(kW) in solar power plant (for e.g., 1100 kW)
2.	No. of inverters	Applicant has to provide numerical value of number of
		inverters installed in solar power plant (for e.g., 1)
3.	Inverter Type	Applicant has to enter inverter type used in solar power
		plant (for e.g. Hybrid Invertor, PCU Invertor, MICRO
		Invertor, String Invertor, Central Invertor etc)
4.	Inverter Make	Applicant has to enter inverter make used in solar power
		plant.(for e.g. ABB INDIA Ltd., AEI Power India Ltd. Consul
		Neowatt Power Solutions Pvt ltd., Delta power solutions
		india pvt ltd., other etc)

7.4 PART- IV: Bank Details

SI. No.	Description	Remark
1.	Beneficiary Name	Applicant has to provide beneficiary name (same as account name)
2.	Account Number	Applicant has to provide beneficiary account number in which subsidy amount will be transferred (same as account name)
3.	Name of Bank	Applicant has to provide Bank Name (for e.g., SBI, ICICI, etc.)
4.	Branch Name	Applicant has to provide Branch Name
5.	IFSC Code	Applicant has to provide Bank IFSC Code
6.	Copy of Cancelled Cheque	Applicant has to upload scanned copy of cancelled cheque in (.pdf or .jpeg) format

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