

HIMRUJA RTS WEB TOOL



User Help Manual



An initiative supported by:



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1 Introduction

The HIMURJA 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.



2 Consumer Registration/Login

Visit www.rtshimurja.hp.gov.in 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.

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The screenshot shows the HIMURJA website interface. At the top, there is a navigation bar with links: HOME, GETTING STARTED, ABOUT HIMURJA, DOCUMENTS, FAQs, LIST OF AGENCIES, IMPORTANT LINKS, FEEDBACK, and CONTACT US. Below the navigation bar, there is a news and updates section with the text: "NEWS & UPDATES: Commissioning status of Grid Connected Solar Power Projects > Indian scientist to head globa". On the right side, there is a vertical "What's New" button. The main content area is divided into two panels. The left panel is titled "Guideline for Apply New Application" and contains several orange buttons: "Why Solar power?", "List of Banks", "Know your Rooftop Capacity", "How Do I?", "Document Required", and "Enquiry/Feedback". The right panel is a login/register form. It has tabs for "Consumer", "Vendor", and "State Agency". The "Consumer" tab is selected. The form includes fields for "Username" and "Password", a "KUPCZ" captcha, a "Log In" button, a "Forgot password?" link, and a "Register" button. There is also an "OR" separator between the "Forgot password?" link and the "Register" button.

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.

The screenshot shows the "New Consumer Registration" form. The form is titled "New Consumer Registration" and has a close button (X) in the top right corner. The form fields are as follows:

- Name *
- Email *
- Phone No *
- Address *
 - House No
 - Street/Locality/Road
 - Select (dropdown menu)
 - State
 - Pincode
- Total rooftop area for Solar Rooftop*
 - Rooftop Area

At the bottom of the form, there is a checkbox: I would like to be contacted by OREDA Channel Partners through. To the right of the checkbox is a dropdown menu with "Select" as the current selection. Below the checkbox and dropdown menu are two buttons: "Submit" and "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

The screenshot shows the user interface of the HIMURJA web tool. At the top, there is a dark green header with a contact number: "For any Complaints/Queries: +910177 2621783" and a "Logout" button. Below the header is a promotional banner: "Install Solar Roof top and Slash your electricity bill upto 50% [Click here to know More](#)". The main navigation bar is green and contains links for "ABOUT HIMURJA", "DOCUMENTS", "FAQS", "LIST OF AGENCIES", "IMPORTANT LINKS", "FEEDBACK", and "CONTACT US". A "NEWS & UPDATES" section below the navigation bar displays "Commissioning status of Grid Connected Solar Power Projects" and "Indian scienti:". The main content area features a "Guideline for Apply New Application" sidebar on the left with buttons for "Why Solar Power?", "List of Banks", "Know your Rooftop Capacity", "How Do I?", "Document Required", and "Log Out". To the right of the sidebar are six circular icons representing different application options: "Submit Net Metering Application", "Apply for CEI Safety Clearance Certificate", "Apply for Subsidy", "Invite EOI from Vendors", "View EOI Details", and "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.

NEWS & UPDATES: Commissioning statu

Expression of Interest

- The option of expression of interest allows the consumer to get in touch with the empanelled vendors in the state of Himachal Pradesh.
- To express your interest, you may select up to ten empanelled vendors from the list below.
- Based on your interest, your contact details will be shared with the selected vendors.

Select District *

Select Vendor *

BILASPUR

Select
 Auro Power Systems (Chennai)
 BSG Solar Eco Energy Pvt. Ltd. (Hamirpur)
 Dhiman Electrical Co (Solon)
Electronova Energy Pvt. Ltd. (Hissar)
 Elixir Energy Pvt. Ltd. (Shimla)
 EI-Sol Energy Systems (Ahmedabad)
 Emicon India Pvt. Ltd. (New Delhi)
 Faya-Kum Power Pvt. Ltd. (Gurgaon)
 Geeta Trading Co. (Mandi)
 Gold Cube Automations & Energy (Shimla)
 Greenon Energy Services (New Delhi)
 Hill Rooftop (OPC) Pvt. Ltd. (Mandi)
 Him Enterprises (Mandi)
 Innovation Solar Power Pvt. Ltd (Gurgaon)
 Jupiter International Ltd. (Solon)
 Odema Renewable India Pvt. Ltd. (New De
 Rai Electronic & Radiator Works (Chandigarh)

Closing Date *

10/01/2018

<< Back Send

Applicant can send EOI(Expression of Interest) for rooftop solar PV System to multiple empaneled vendor.

Top

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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Logout

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

EOI (Expression of Interest) Details

<< Back

S.No	Name_of_Vendor	E-Mail	Contact No.	Address	Posted date	Date of Closer	Status	Remarks
1	Auro Power Systems	auromds@qurochennai.com		'Auro House' Plot No.2, Balaji Apartments New No.9/4, Maanchalal 1st Street, EkkattuthangalChennaiTamil Nadu	29/05/2019	01/10/2018	Pending	
2	BSG Solar Eco Energy Pvt. Ltd.	gupta_ankushgupta@rediffmail.com	9318844515	Tira Road Near Tagore ITI, Sujampur TiraHamirpurHimachal Pradesh	29/05/2019	01/10/2018	Pending	
3	BSG Solar Eco Energy Pvt. Ltd.	gupta_ankushgupta@rediffmail.com	9625542294	Tira Road Near Tagore ITI, Sujampur TiraHamirpurHimachal Pradesh	29/05/2019	01/10/2018	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".

For any Complaints/Queries: +91 0177 2621783 | Logout

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NEWS & UPDATES: Commissioning status of Grid Connected Solar Power Projects > Indian scie

Net Metering/Bi-Directional Metering Connection Application

<- Back | Add new Net Metering Application

Application ID	Connection No	Name	Contact Number	Activity	Status	My Action	My Action	My Action
GCKHc4f1	323	Sidharth Sekhar Swain	2342342342	Billing cycle	Approve	Upload Work Completion Report	Upload/View Additional Documents	Update Application View
GCKH09ef	defkjdfjksjhsnf	Sidharth Sekhar Swain	2342342342	Submit Application	Submit	Upload Work Completion Report	Upload/View Additional Documents	Update Application View

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.

For any Complaints/Queries: +91 0177 2621783 | Logout

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Net Metering/Bi-Directional Metering Connection Application

DISCOM Details

Name of DISCOM* Name of Division*

Name of Sub-Division* Account No./Consumer No.*

K.No.*

Applicant Details

Name of applicant /firm /industry /office* Plot/ House No*

Locality* Phone

Mobile* State*

District* City/ Town/ Village*

Pin Code* Email Id*

Plant Details

Same as above

Plot/ House No* Locality*

Phone Mobile*

District* City/ Town/ Village*

Pin Code*

Details of Electric Load, Where the Plant is located

Sanctioned Contract Demand(VA) Sanctioned Connected Load(kW)

Applicable tariff /category* Rooftop Solar PV Project capacity(kW)*

Solar PV Project Inverter make and type Solar PV Project Inverter has automatic isolation protection (V/N)? Yes No

Has a Solar Generation Meter installed(V/N)?* Yes No Expected date of commissioning of solar PV Project*

Concerned safety requirement (V/N)* Yes No

Documents

Upload Electricity Bill* Current No file chosen (.pdf max size 199KB) *

I do hereby declare that the information furnished above is true to my knowledge and belief

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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.

The screenshot shows the CEI Application dashboard. At the top, there is a navigation bar with the HIMURJA logo and menu items: ABOUT HIMURJA, DOCUMENTS, FAQs, LIST OF AGENCIES, IMPORTANT LINKS, FEEDBACK, CONTACT US. Below this is a sub-header for "CEI Application" with a "<- Back" button. The main content is a table with the following columns: Application ID, Connection No, Name, Applied capacity, Activity, Status, Generate Challan, Additional Information, Apply, and Update. Two rows of data are visible, both with a status of "Generate Challan & Submit Fee".

Application ID	Connection No	Name	Applied capacity	Activity	Status	Generate Challan	Additional Information	Apply	Update
GCKHc4f1	323	Sidharth Sekhar Swain	2			Generate Challan & Submit Fee	Upload/View Additional Documents	Apply	update
GCKH09ef	defkjsdfjkshfsnf	Sidharth Sekhar Swain	3			Generate Challan & Submit Fee	Upload/View Additional Documents	Apply	update

[Note: For CEI application fee submission please click on Generate Challan link & login through GUEST Id.]

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.

The screenshot shows the CEI Safety Clearance Certificate application form. It is a multi-page form with various sections for providing details, including personal information, address, and technical specifications. The form is currently in a "Draft" state. There are "Back" and "Submit" buttons at the bottom of the form.

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.

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[<< Back](#)

Application ID	Connection No	Name	Applied capacity	Activity	Status	Additional Information	System Commissioning	Apply
GCKHc4f1	323	Sidharth Sekhar Swain	11	Supdt CFA Disbursed	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

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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.

Subsidy and Net Metering Form

Important Particulars

Please specify, who is filling the application *
Self

Vendors *
Innovation Solar Power Pvt. Ltd

Electricity Connection Number from bill *
12323

Capacity of Rooftop Plant (kWp) *
Below 50 kw

Save Close

Choose File No file chosen
Applicant's Photograph (Passport) (.jpg & Max size 200KB) *

PART-1 Project Details

PART-2 Declaration By Beneficiary & Vendor

Inverter & Module Details

localhost:31680/SubsidyAndGrid.aspx#collapseSix

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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 [Annexure](#).

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

Sl. No.	Description	Remarks
1.	Select OnGrid/OffGrid	Applicant has to select appropriate category from the dropdown list (<i>for e.g., OnGrid/OffGrid</i>)
2.	Whether Net Meter Installed by DISOCM or Not	Applicant has to select appropriate category from the dropdown list (<i>for e.g., Yes/No</i>)
3.	Name of DISOCM	Applicant has to select appropriate category from the dropdown list (<i>for e.g., HPSEBL</i>)
4.	Capacity of the plant (kWp)	Applicant has to fill the capacity of the plant as a numeric value (<i>for e.g., 45</i>)
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 (<i>for e.g., Domestic Supply</i>)
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 (<i>for e.g.,</i> <i>Sagun Tripathi</i> <i>Senior Consultant</i> <i>7th Floor, Building 10, Tower B</i> <i>Cyber City, DLF Phase 2</i> <i>Gurugram, Haryana 122002</i> <i>M: +91-7042874845</i> sagtripathi@deloitte.com 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. (<i>for e.g., Sale of electricity to third party</i>)

	<p>b) Sale of electricity to the distribution licensee at Average Pooled Price Cost (APPC) and participation in REC Mechanism</p> <p>c) Sale of electricity to third party</p> <p>d) Self-consumption total or partial generation</p> <p>e) Diesel saving</p> <p>f) Combination of above (please mention)</p> <p>g) Any other, please specify</p>	
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

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

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

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

Sl. 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

Sl. 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.)

Inverter Details

Sl. No.	Description	Remark
1.	Inverter capacity (kW)	Applicant has to provide numerical value of inverter capacity 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

Sl. 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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