

Unified Billing Solutions

User Manual

Revision History

Revision Number	Revision Date	Change Description
1.0	11/02/20026	Initial Version

Introduction

Unified Billing System is a Web Application developed for MePDCL to operate all the billing activities such as Billing, Disconnection, Reconnection, Collection, User Management etc., along with the latest technology OS-based Spot Billing Devices, and Integration with other Solutions.

Purpose of the document

This is a Reference document that briefs and explains the UBS (Unified Billing System) software application. All application modules are explained in terms of their features and utility. The user can be familiar with the application usage and features of the application referring to this document. The intention is to keep this easy and user-friendly for MePDCL users.

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Intended audience

This document is intended for employees of MePDCL who are in the UBS (Unified Billing System) process.

What is UBS (Unified Billing System)

This document is intended for employees of MePDCL who are in the UBS (Unified Billing System) process. UBS (Unified Billing System) is a web Application developed for revenue activities like Spot Billing, Disconnection, Reconnection, Collection, Surveys etc. This UBS (Unified Billing System) is Customized to the requirements of MePDCL.

DASHBOARD

Billing Dashboard

Zone: -Select- Circle: -Select- Division: -Select- SubDivision: -Select-
Bill Cycle*: FEB-26 Search Reset

Monthwise Daywise

TOTAL CONSUMERS 0	INSERVICE CONSUMERS 0
DC_NP CONSUMERS 0	PENDING 0
COMPLETED CONSUMERS 0 0%	AUTO 0
OK 0	IDF 0
PROVISIONAL 0	UNMETERED 0

App Billing: 0
Counter Billing: 0
Smart Billing: 0

Total Billed Unit: 0 MU

Product Type	Billing(%)	Billing Unit
EHT	0	0
HT	0	0
LT	0	0

1. User Management:

1. Login Screen

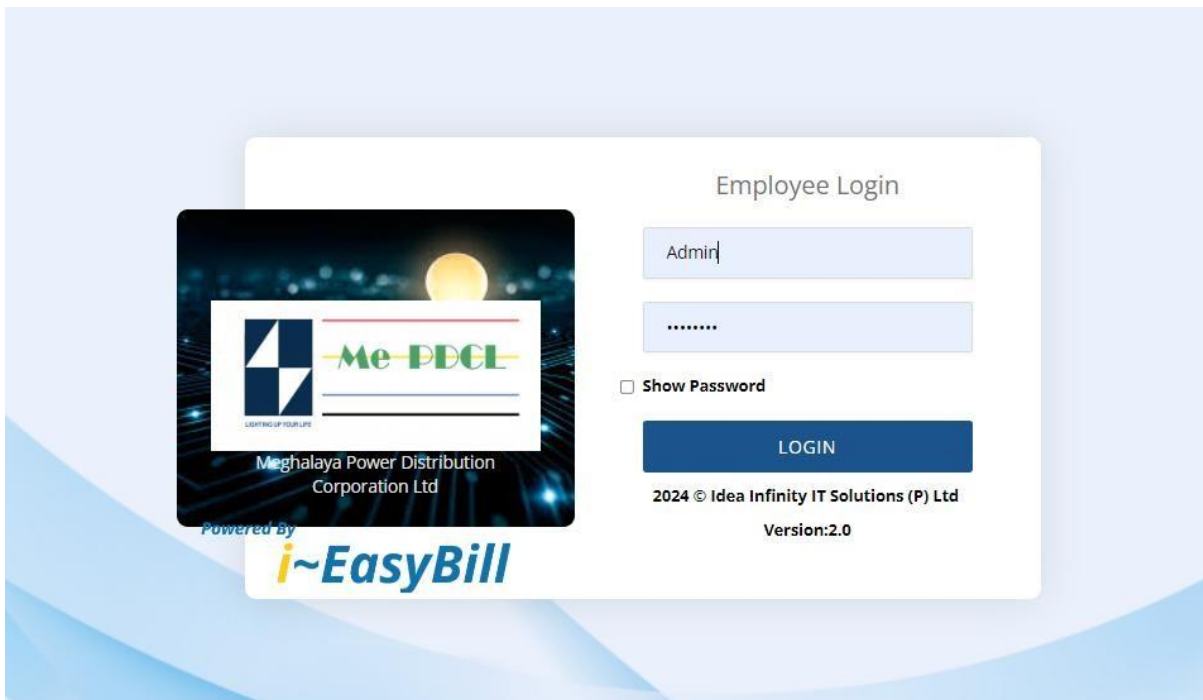


Fig 1.1 Screen shot showing Login Screen

Introduction:

User Management is a module from which we can create New User credentials. Only the Admin has access to create users. Every user is required to login into the application before starting to use the application. Fig 1.1 shows the Login Screen page. Users must log in by entering their login ID and Password. It also includes assigning a user with a particular role like Division Manager, Subdivision Manager, Admin etc. We can also assign their location according to the priority of their role. For example, a sub-division manager can only have the access to operate upon a particular sub-division.

Steps to Follow:

1. Open the Application by typing the URL in the browser.
2. User Login page will be displayed.
3. Enter Username and Password and Click on Login.
4. Users will be logged into the application.

1. **Create User**

Role:Admin(CORPORATE) Username:ADMIN Location:All

Showing whether the user is currently in Active or Inactive Status

Note: If you Reset the Password, User Login Name will be the Password

Show 10 entries

User Name	Login Name	Role	Location Name	User Email	Active/Inactive	Inactive Reason	Edit	Reset Password
CIRCLE HEAD	9448490430	HEAD CASHIER (CIRCLE)	SHILLONG CIRCLE	DAKSJFHJK@GMAIL.COM	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="button" value="Reset"/>
CENTRAL CASHIER	9448490435	CASHIER(CIRCLE)	SHILLONG CIRCLE	SDFJJK@GMAIL.COM	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="button" value="Reset"/>
TURA EAST MR	9448409555	Field Meter Reading(SUB DIV)	TURA EAST SUBDIVISION	SDKJFHJ@GMAIL.COM	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="button" value="Reset"/>
MR TURA EAST	9999999998	Field Meter Reading(SUB DIV)	TURA EAST SUBDIVISION	MRTURAEAST@GMAIL.COM	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="button" value="Reset"/>
MANAGER	9866666666	MANAGER(SUB DIV)	CENTRAL SUBDIVISION	IDEA@GMAIL.COM	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="button" value="Reset"/>
HEAD CASHIER MARANG	6000000002	HEAD CASHIER (DIVISION)	BYRNIHAT DIVISION	ASDF@DAFSDF.CC	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="button" value="Reset"/>
CASHIER MARANG	6000000001	CASHIER(DIVISION)	BYRNIHAT DIVISION	ASD@ASDFA.DD	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="button" value="Reset"/>
MA RANG	6000000000	MANAGER(SUB DIV)	KILLING SUBDIVISION	ASDFA@ASDFA.AAA	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="button" value="Reset"/>
CHANDRESH MANG CEN	8197722373	MANAGER(SUB DIV)	CENTRAL SUBDIVISION	FGHJ@GMAIL.COM	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="button" value="Reset"/>
SHUBHAM	9304382171	SUPER ADMIN	CORPORATE OFFICE	SHUBHAM@GMAIL.COM	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="button" value="Reset"/>

Showing 1 to 10 of 117 entries

EXPORT

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Fig 1.2 Screen shot showing create user Screen

Steps to Follow:

1. Click on Create User, the above page will be displayed.
2. This page will display all the Users details created in the application.
3. Click on "Export" button at the bottom of the page to download the displayed data in Excel File.
4. "Active/Inactive" status of any respective user is displayed on this page.
5. By clicking on "Edit" button, The previously created user details can be edited/modified.
6. By clicking on "Reset" button, The password can be reset. If you Reset the Password, User Login Name will be the Password.

1. Create New User

The screenshot shows a 'Create User' form with the following fields and values:

Field	Value
Name*	New user
Mobile No*	2834952893
Login Name	2834952893
Password*
Confirm Password*
Phone No	723465876
Address*	kjdwbcjawn
Email Id*	jas@gmail.com
Role*	MANAGER(CIRCLE)
Designation*	Manager
Zone*	CENTRAL ZONE
Circle*	SHILLONG CIRCLE
Division*	-Select-
SubDivision*	-Select-
Office Code	12
Status	ACTIVE

Buttons: Save (green), Reset (red). A red arrow points to the 'Save' button.

Footer: 2024 © Idea Infinity IT Solutions (P)Ltd. (UBS V 1.2)

Fig 1.3 Screen shot showing New User Screen

Steps to Follow:

1. On clicking "New User", This page would be displayed.
2. Enter all the necessary details in the corresponding fields.
3. In the Role and Designation field, please select the appropriate Role/Designation as per the requirement from the drop-down list. For Example, here we have selected "MANAGER(CIRCLE)" in the Role Dropdown, so automatically his designation will show as " Manager".
4. From the Administrative hierarchy, we have only selected the Zone and Circle; as for division and sub-division restriction will be applicable as our Role is circle(manager) so; division and sub-division are already under the circle in the priority level.
5. Click on "Save" Button after entering all the details.
6. If we click the edit button from the "User View", we can edit the details of a user which was previously created.
7. After editing, click on update and all changes/modifications done will be updated successfully.

1. Access Rights

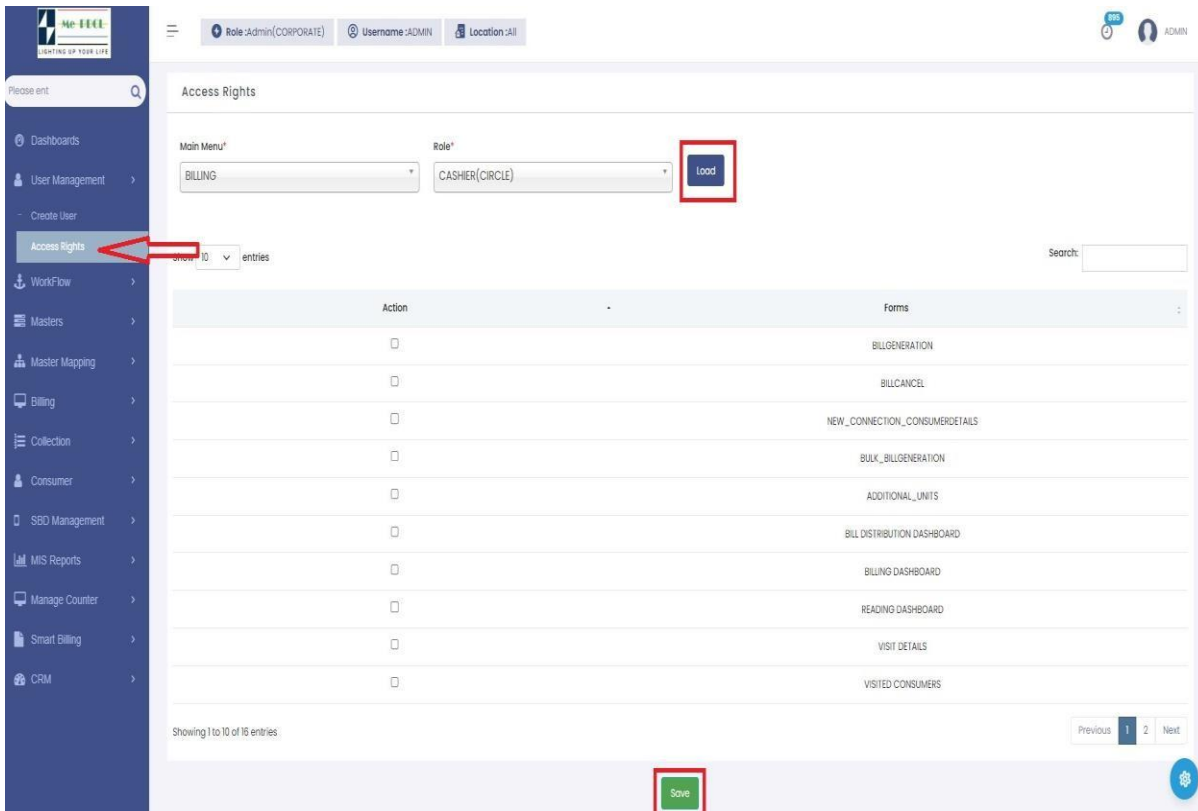


Fig 1.4 Screen shot showing Access Rights Screen

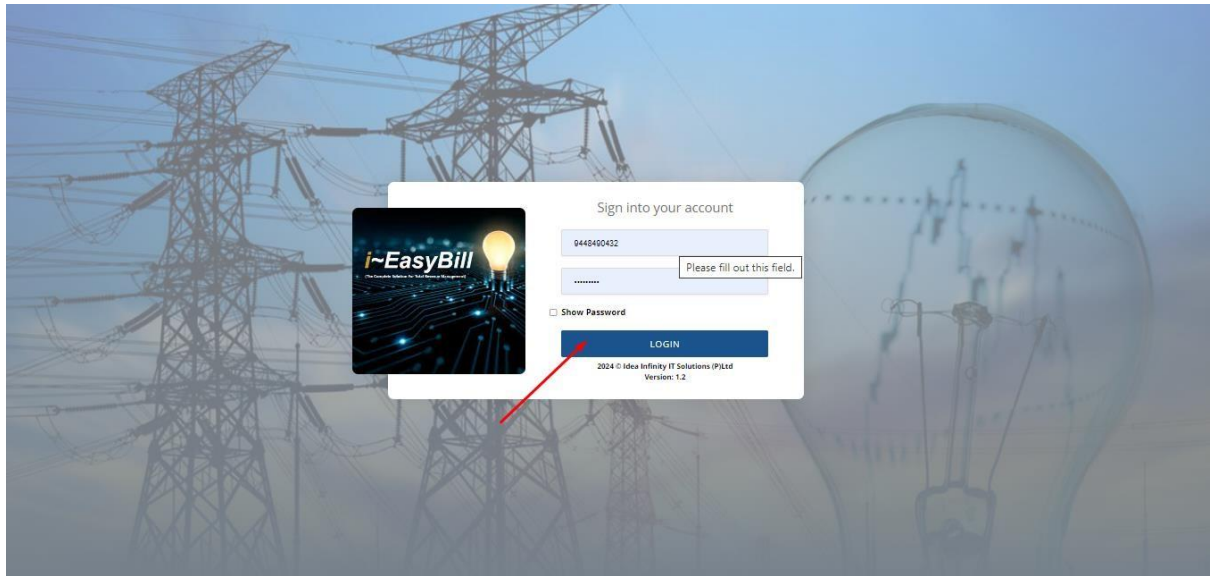
Steps to Follow:

1. Access rights define the level of access and permissions granted to users within the system. Different roles are assigned to users based on their responsibilities and the tasks they need to perform.
2. Click on “Action” checkbox to give access to the assigned forms and click on “Save” button.
3. The selected user will have access to all the features and actions which have been predefined.

4. Masters

Step: 1

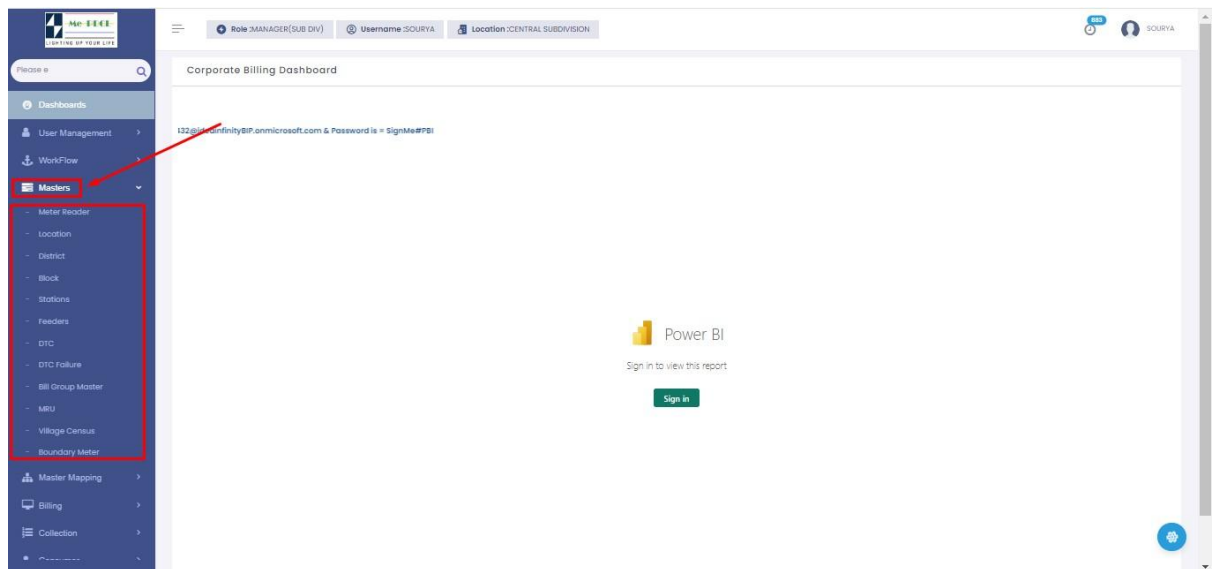
- Log on to the **UBS Application**. These credentials are for the Subdivision manager:



Step: 2

- On clicking the Masters, 12 sub parts of the Masters module will be visible.

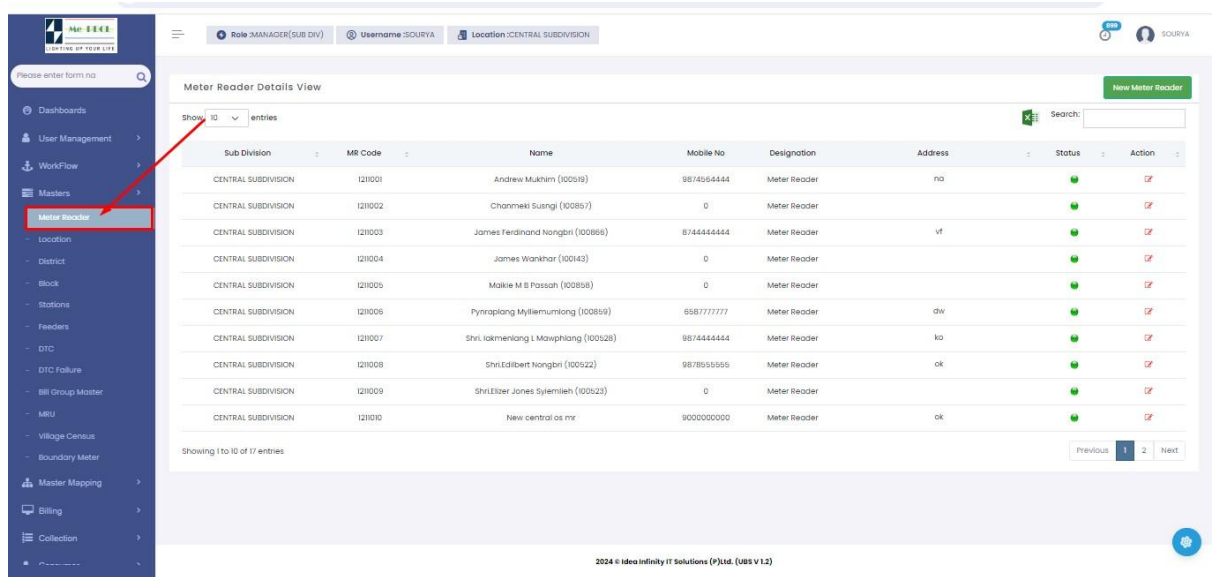
Masters' module is basically used to create utility network assets like substations, DT, Feeder etc. Not only that, from the Masters module we can also create New Meter Readers, we can also create new administrative items like districts, blocks etc. Super Admin (IT cell) should have the authority for the Masters module.



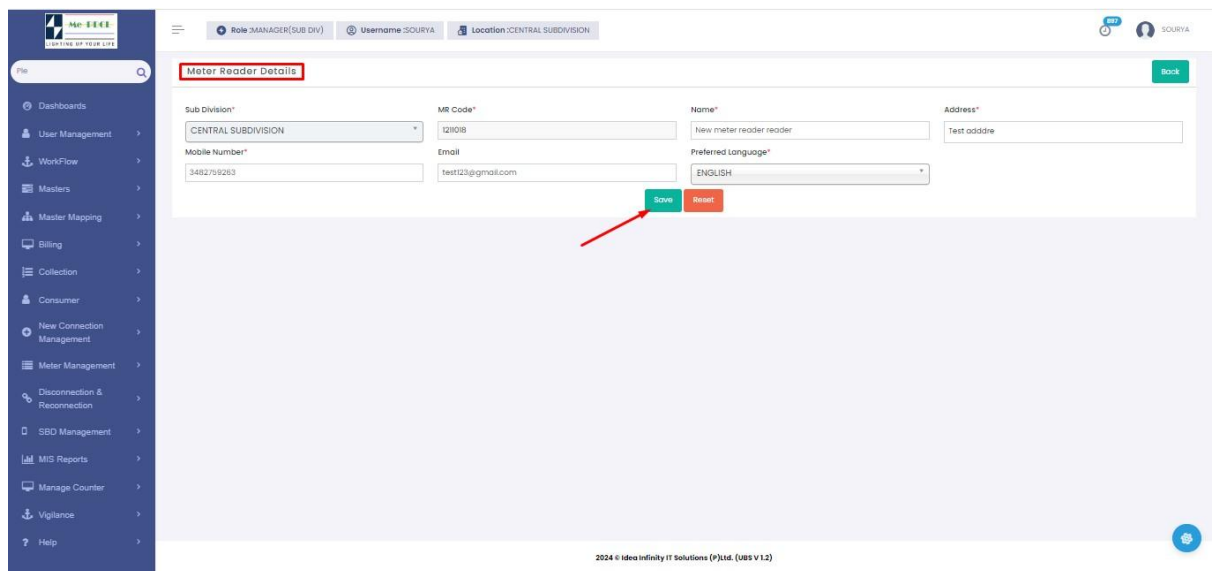
1. Meter Reader

1. By clicking on “**Meter Reader**”, The below page will be displayed.
2. Here we can see all the previously created meter readers along with their MR code, Address, Mobile number, Name etc. The status denotes whether the meter reader is currently active or not.

3. The **green** color symbolizes that the meter reader is currently active in our system.

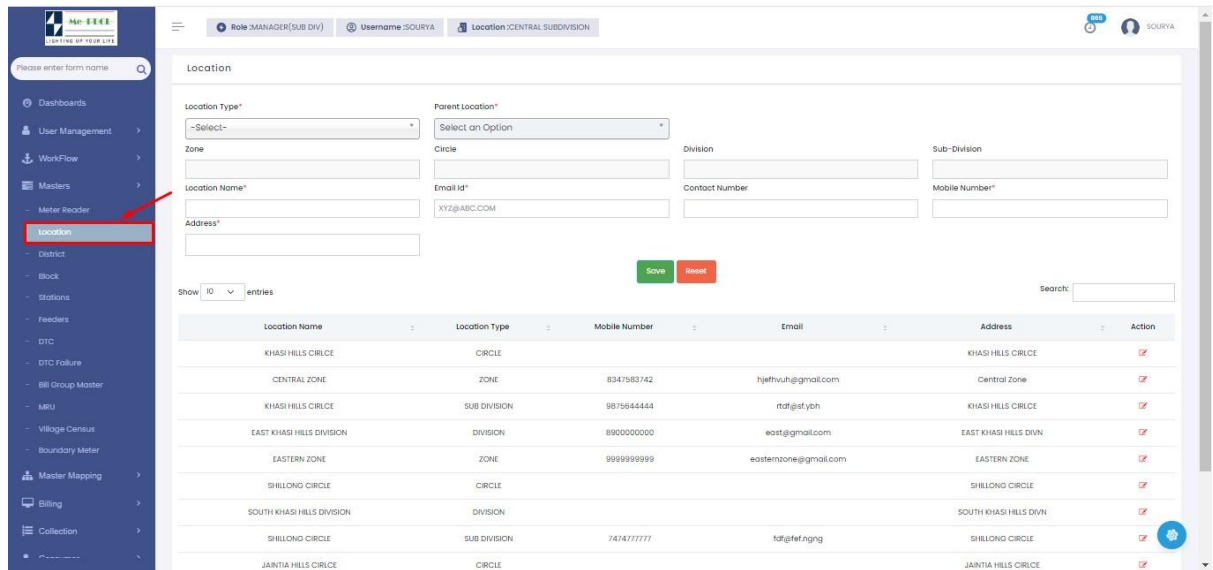


1. By clicking on “**New Meter Reader**”, which is in **Green** color, We have to fill all the meter reader details like MR name, Address, Mobile number, Email ID, preferred language etc.
2. MR code will be system auto generated. After filling in all the details, we must click on the “**Save**” button.
3. Meter reader details will be created in our system, and it will be available on the Meter Reader view page.



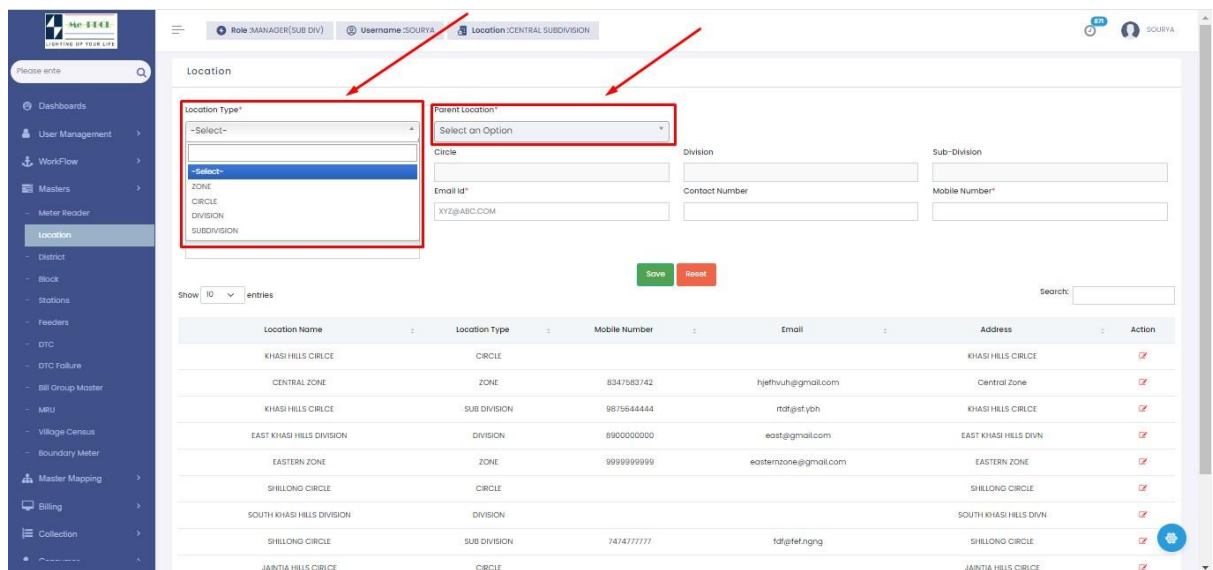
1. Location

By clicking on **“Location”**, The below page will be displayed. This module is used to create the administrative hierarchies like Zone, circle, division and subdivision. Not only that, we can also edit the previously created locations (if any changes required).



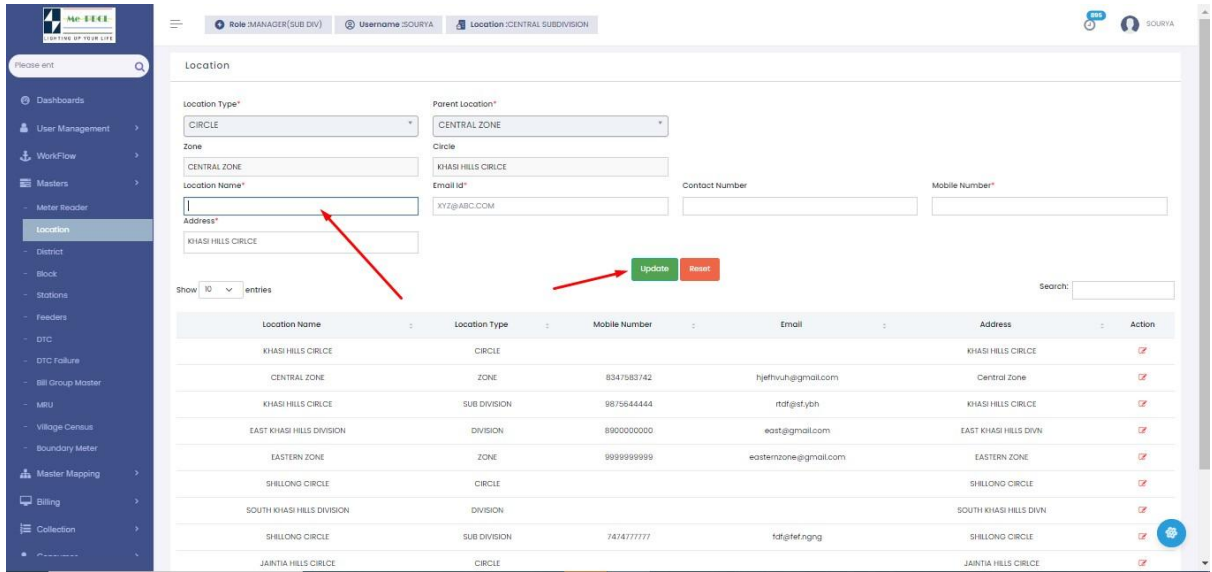
Location Type

By clicking on **“Location Type”**, A Drop-down list will show up. We must select the type of location which we want to create. There are 4 options: Zone, Circle, Division and subdivision. For creating a location, we must select its parent location. For example, if we want to create a circle; we must select its parent zone that will appear in the parent location drop down. If we have to create Zone only, then there will be no parent location option to select.



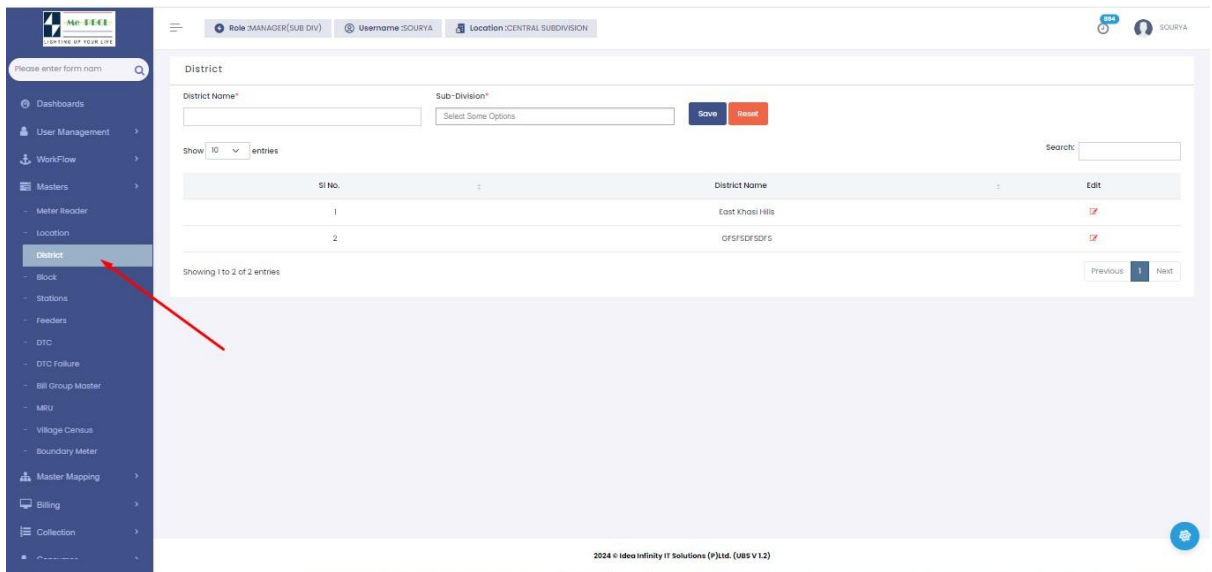
Step: 7

By clicking the action button, we can edit any changes that are required. Location can be changed



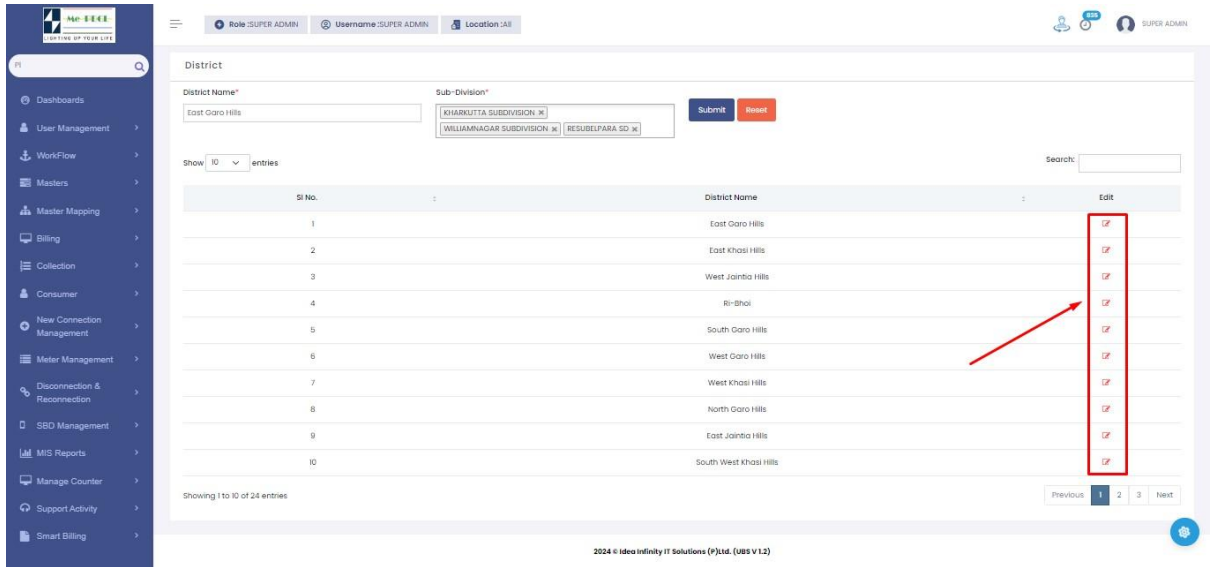
2. District

By clicking on **“District”**, The below page will be displayed. Here, we can create new districts. After creating district, we can select the sub divisions which should come under that particular district and click on save button.



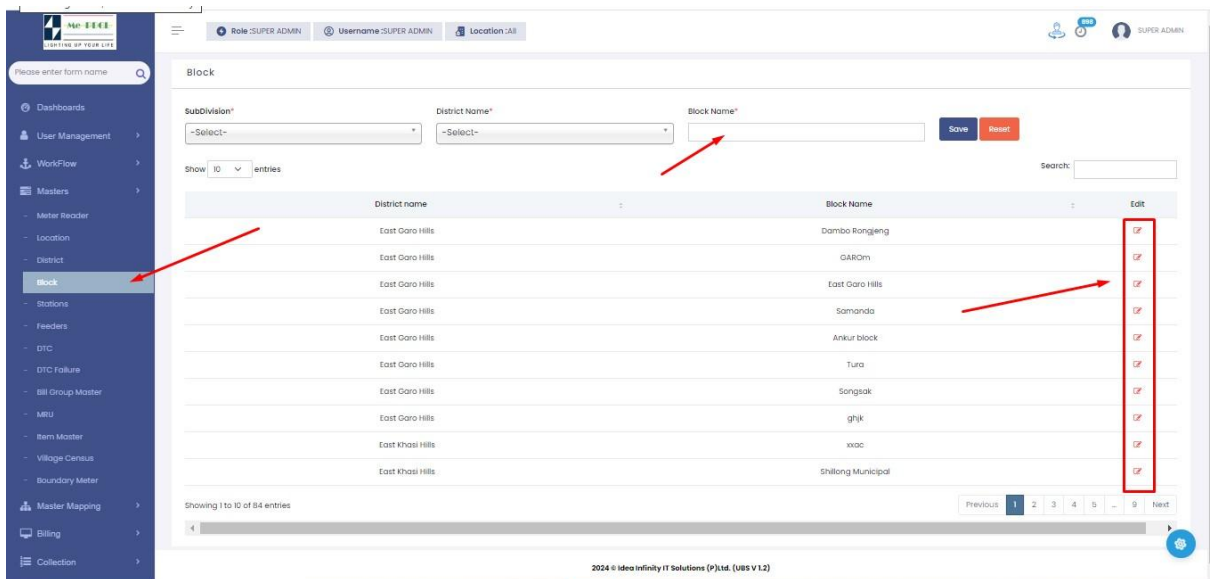
Step: 9

By clicking the Edit button; we can make any changes and update it.



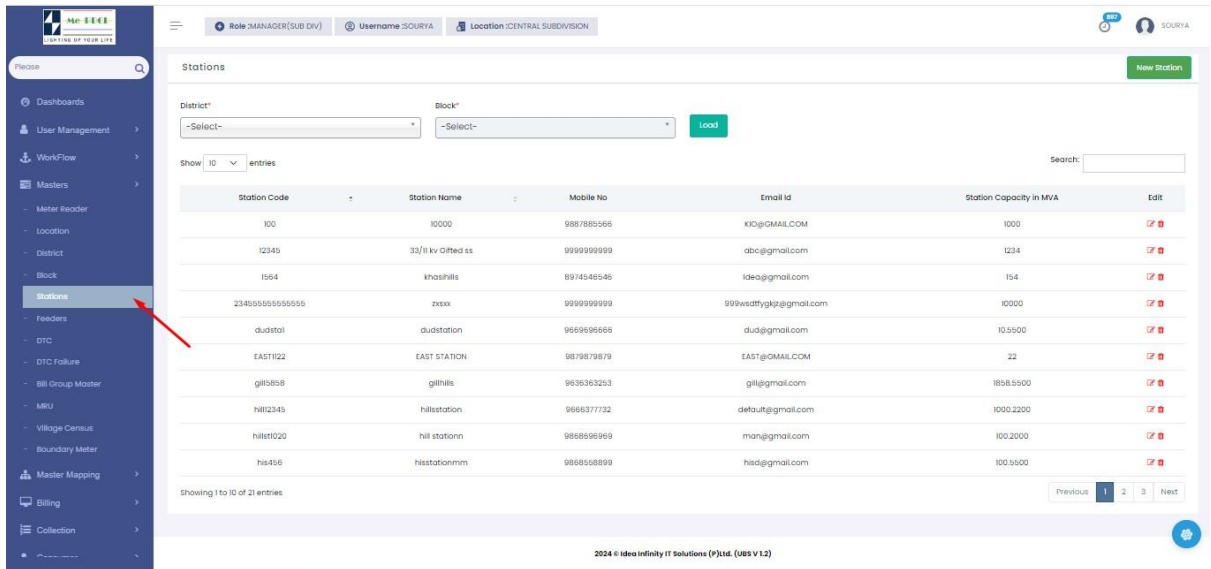
3. Block

By clicking on **“Block”**, The below page will be displayed. Here, we can create a block under a particular district. Edit options are also there for changing the Block name if required,

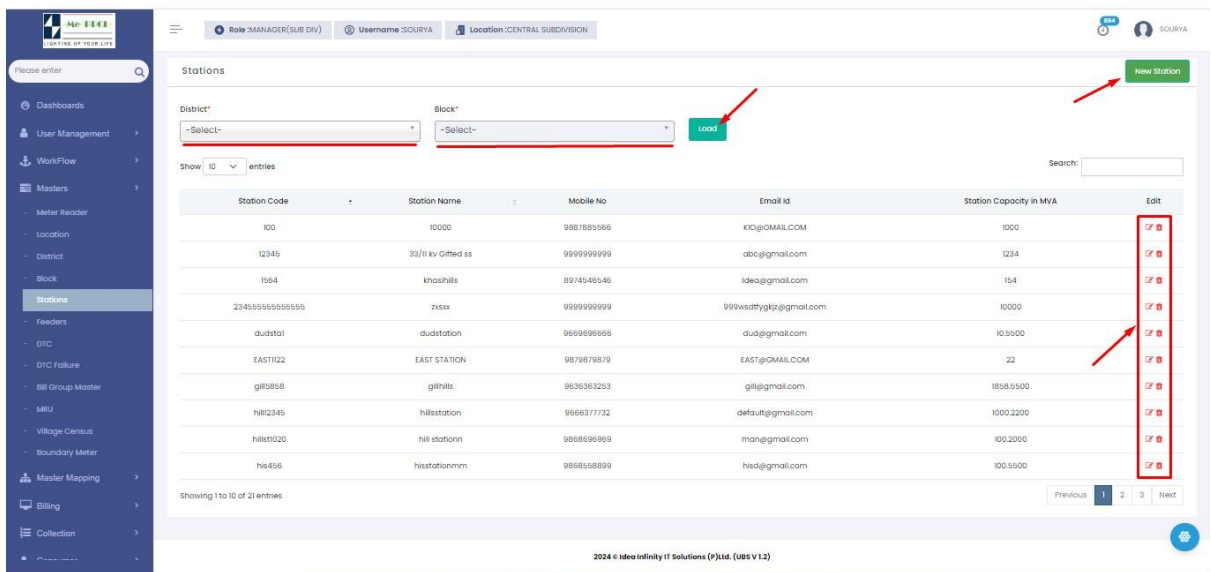


4. Station

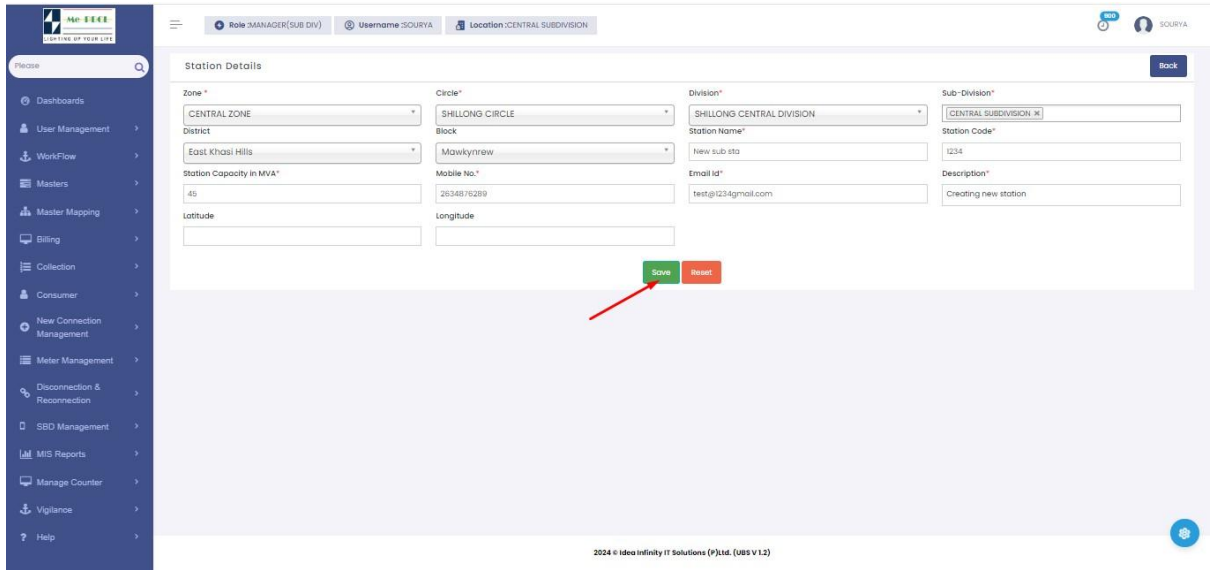
By clicking on **“Station”**, The below page will be displayed.



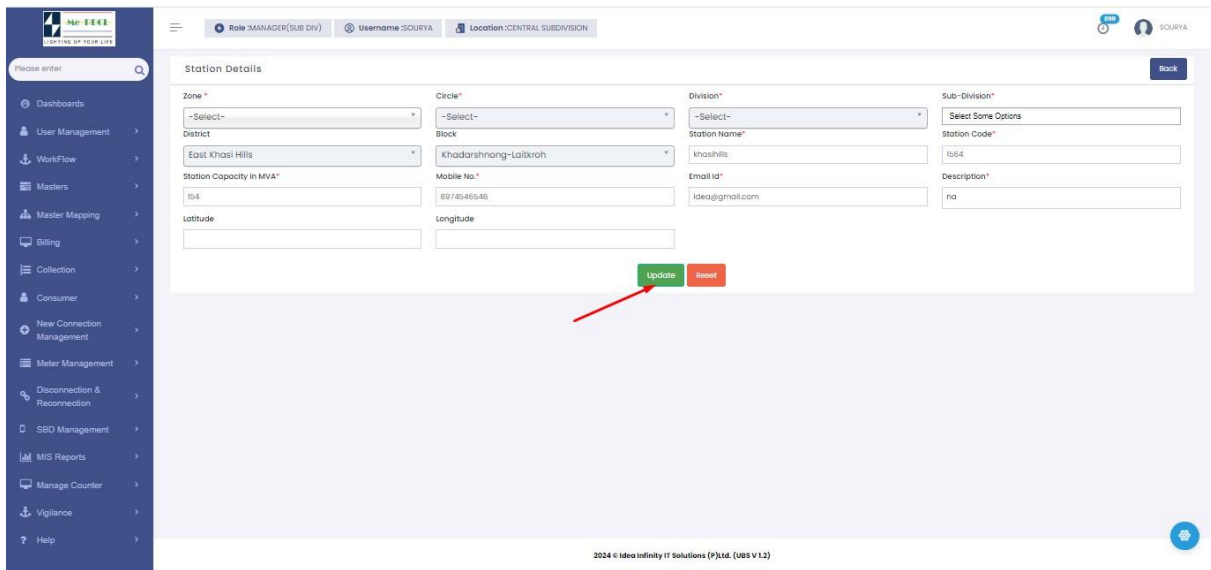
Here, if we select the District and block from the respective drop downs and press the Load button; we will be able to see the substations accordingly. On pressing the **New station** button in the top right corner; we can create new substations. Edit options are there to make any changes in the previously created sub stations.



By clicking on **"New substitution"**, Enter all the necessary details in the corresponding fields, Click on the save button and a substitution will be created accordingly.

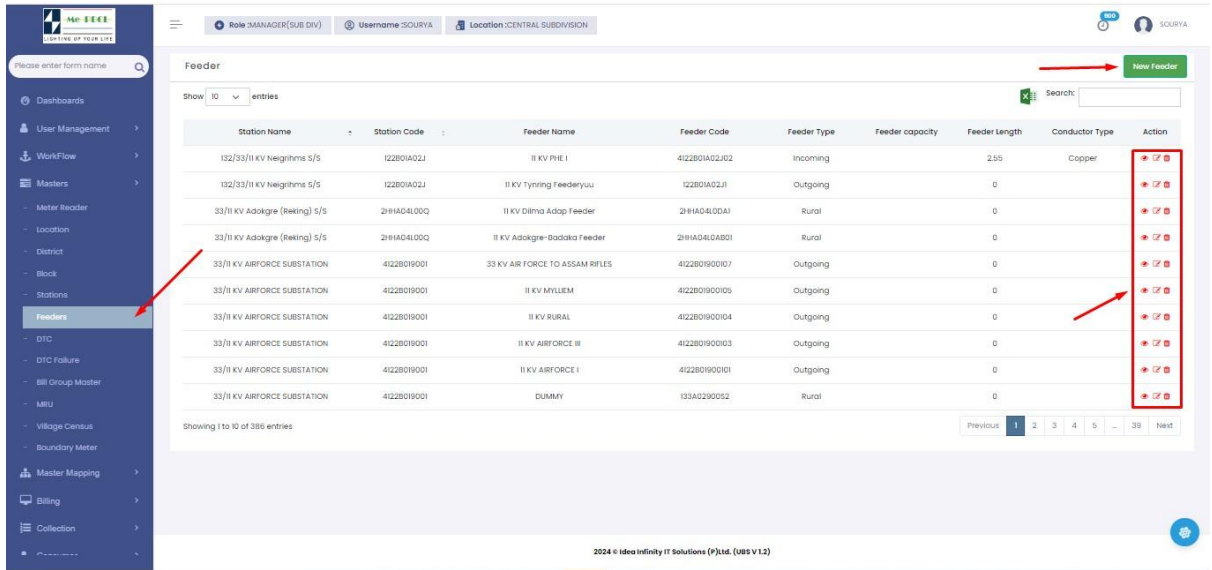


By clicking on **Edit** button, we can make necessary changes in the fields as required and finally click on update. All the changes made will be updated accordingly.

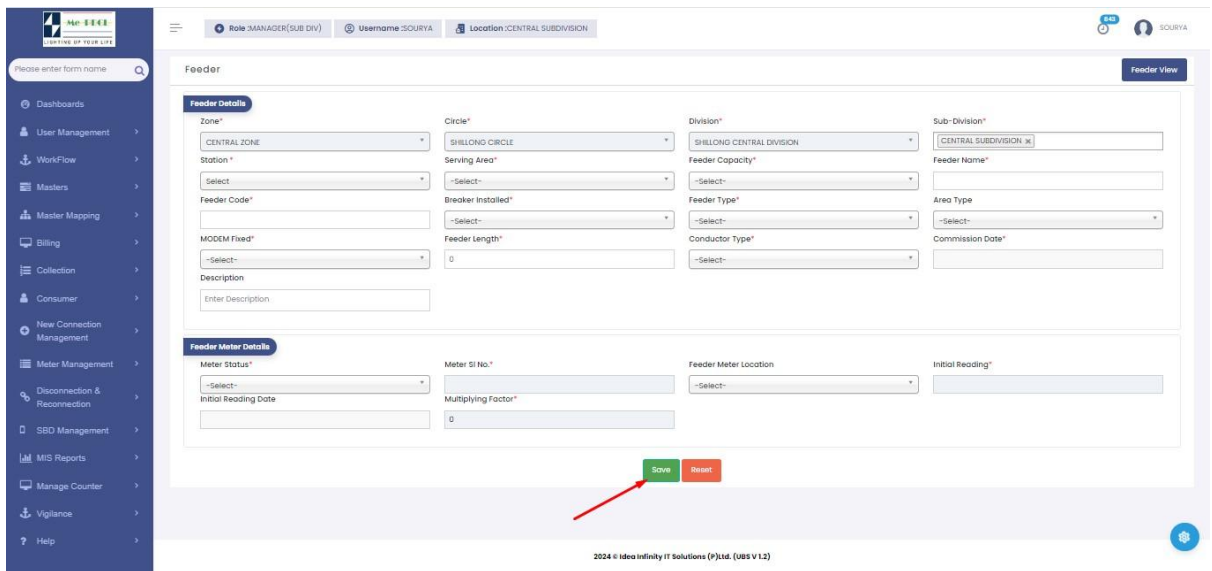


5. Feeder

By clicking on **"Feeders"**, The below page will be displayed. We can see all the feeders that were created previously. By clicking the New Feeder button at the top right corner, we will be able to create new feeders. Edit and Eye buttons are there under the Action field.



By clicking on **“New Feeder”**, The below page will be displayed. Here, we have to fill all the feeder details and the feeder meter details and finally click on the save button. A new feeder will be created accordingly.



By clicking **“Action button”**, The below page will be displayed, and this will show us the details of a feeder which was created previously. We can make any change if necessary, and update.

The screenshot shows the 'Feeder' details page. It includes sections for 'Feeder Details' and 'Feeder Meter Details'. The 'Feeder Details' section contains fields for Zone, Circle, Division, Station, Feeder Capacity, Feeder Code, Feeder Type, Feeder Name, Feeder Length, and Description. The 'Feeder Meter Details' section contains fields for Meter Status, Meter SI No., Feeder Meter Location, Initial Reading, and Multiplying Factor. A red arrow points to the 'Update' button at the bottom right of the form.

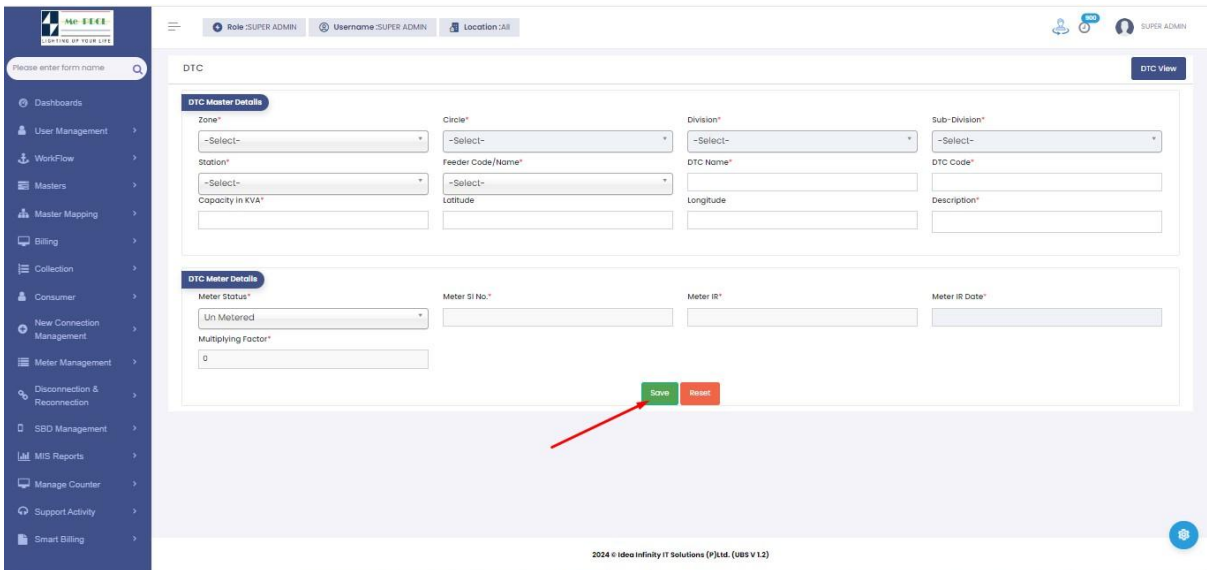
6. DTC

By clicking on **“DTC”**, The below page will be displayed. Here, we can view all the DT’s that were previously created. The New DTC button in the top right corner is there to create new DT. Eye buttons and edit buttons are given to make any changes in the fields of previously created DTs.

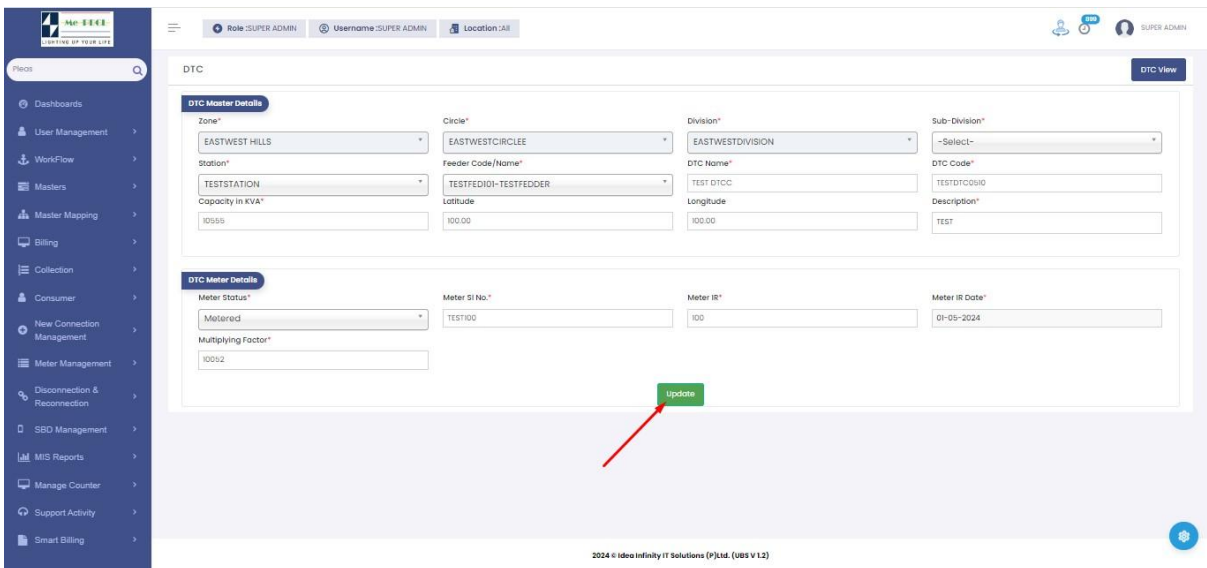
The screenshot shows the 'DTC' list page. It features a table with the following columns: DTC Name, DTC Code, DTC Capacity in KVA, Meter Status, Feeder Code/Name, DTC IR, and Edit. A red arrow points to the 'New DTC' button in the top right corner. The table contains 10 entries, with the first entry being 'TEST DTCC'.

DTC Name	DTC Code	DTC Capacity in KVA	Meter Status	Feeder Code/Name	DTC IR	Edit
TEST DTCC	TESTDTCC0010	10555	METERED	TESTFED01 -- TESTFEDDER	100	[Eye] [Edit] [Delete]
Bharti Hexacom, Hartali	IIIA00201R1028	25	METERED	IIIA00201R1 -- II KV Muktapur Feeder	0	[Eye] [Edit] [Delete]
Bharti Hexacom, Lumsofmen	IIIA00201R1028	25	METERED	IIIA00201R1 -- II KV Muktapur Feeder	0	[Eye] [Edit] [Delete]
cTower	IIIA00201R2009	25	METERED	IIIA00201R2 -- II KV Pdengthkapp Feeder	0	[Eye] [Edit] [Delete]
Dopdang	IIIA0020073027	25	METERED	IIIA0020024 -- BKV Amiaman Feeder	0	[Eye] [Edit] [Delete]
Darrang (Ri Kynjal)	IIIA0020262027	25	METERED	IIIA0020262 -- BKV Dawki Feeder	0	[Eye] [Edit] [Delete]
Darrang Mainroad	IIIA0020262001		UNMETERED	IIIA0020262 -- BKV Dawki Feeder	0	[Eye] [Edit] [Delete]
Darrang Iselin	IIIA0020262028	25	METERED	IIIA0020262 -- BKV Dawki Feeder	0	[Eye] [Edit] [Delete]
Darrang Wsh shnong	IIIA0020262002		UNMETERED	IIIA0020262 -- BKV Dawki Feeder	0	[Eye] [Edit] [Delete]
Dawki Airtel Tower	IIIA0020262029	25	METERED	IIIA0020262 -- BKV Dawki Feeder	0	[Eye] [Edit] [Delete]

By clicking on **“New DTC”**, The below page will be displayed. To create a new DT; we have to enter the necessary fields present under the **DTC master details** and **DTC meter details**. After filling them, we have to click on the save button and a new DT will be created accordingly.



By clicking on **Edit**, we can make changes in any of the fields as required and update. Those changes will be updated for that particular DT.



7. DTC Failure

By clicking **“DTC Failure”**, The below page will be displayed. We can select the **from date** and **to date** to view the list of DT failures in that time span. If there is any new DT failure, then we can add this into our system from the **Add failure** option in the top right corner. Edit options are there to make any changes if required. Hyper link is provided which will land on to the page where we can see the number of consumers tagged for a particular DT in the DTC failure list.

The screenshot displays a table of DTC Failures. A red box highlights the 'Restore' column, with an arrow pointing to the 'Option to restore' label. Another red box highlights the 'Failure Reason' column, with an arrow pointing to the 'Hyperlink' label. The table contains the following data:

Station Name	Feeder Name	DTC Name	DTC Capacity	No. Of Connection Tagged	Failure Date	Failure Reason	Restore Date	Restore
33/78 KV MAWPREM SUBSTATION	4122A0380903 - 78 KV #1054H	4122A038010001 - MAWPREM PAKCA	250	5	22-01-2024	lighting	30-03-2024	DTC RESTORES
33/78 KV KINCHES TRACE SUBSTATION	4122A0380901 - 78 KV MES	4122A03801001 - MES QUARTER		1	02-01-2024	other	22-01-2024	DTC RESTORES
33/78 KV LAD HONGKAM S/S	133A02A02002 - 78 KV 3rd Feeder	133A02A020005 - Lyrnglaw		1	22-01-2024	ok	23-01-2024	DTC RESTORES
33/78 KV METER FACTORY SUBSTATION	4122B0801002 - 78 KV MAWBIQH	4122B08010001 - MAWBIQHDP	500	1	10-01-2024	Transformer burnt		DTC RESTORES
33/78V Anindaw S/S	13A0102002 - 78 KV Poda Feeder	13A002002001 - Anindaw		1	24-01-2024	OK	26-01-2024	DTC RESTORES
33/78 KV CHERANGFE SUBSTATION	421A05102001 - 78KV POLYTECHNIC FEEDER	421A051020004 - BASIC TRAINING CENTRE/CONTRON	100	1	24-01-2024	over		DTC RESTORES
33/78 KV SE FALLS SUBSTATION	4122B01A02005 - 78 KV LAMPUNG	4122B01A020000 - LAMPUNG GONGHARUM	500	1	04-01-2024	ok	10-01-2024	DTC RESTORES
33/78 KV CHERANGFE SUBSTATION	421A05102001 - 78KV POLYTECHNIC FEEDER	421A051020008 - CHERANGFE	100	1	26-01-2024	ko		DTC RESTORES
33/78V Mokolaw S/S	13A020001 - Mokolaw Modyolohat- Suburong Feeder	13A020000001 - Mokolaw		1	29-01-2024	ok		DTC RESTORES
33/78V Anindaw S/S	13A0102002 - 78 KV Poda Feeder	13A002002001 - Anindaw		1	02-02-2024	ok	03-02-2024	DTC RESTORES
33/78V Isang S/S	13A020001 - Nongboh Feeder	13A020000002 - Isang Iparrymong		1	02-02-2024	ok	02-02-2024	DTC RESTORES
33/78V Isang S/S	13A020001 - Premer Feeder	13A020000001 - Isang Chur Ohar Sawah		1	02-02-2024	ok	03-02-2024	DTC RESTORES
33/78KV Pyurudaw S/S	133A020001 - 78 KV Lyrnglaw	133A020000001 - Lyrnglaw		1	02-02-2024	ok	03-02-2024	DTC RESTORES
33/78 KV FOURTH FURDING SUBSTATION	4122A0380902 - 78 KV DON BOSCO	4122A038090000 - I.P. BUKDING DAMMNETI	300	1	04-02-2024	ok	04-02-2024	DTC RESTORES
33/78 KV KATUNO ROAD SUBSTATION	4122A0380902 - 78 KV BAMBANZAR	4122A038090002 - 4122A03801		1	05-02-2024	h	06-02-2024	DTC RESTORES
33/78 KV KINCHES TRACE SUBSTATION	4122A0380902 - 78 KV KINCHES TRACE & MES	4122A038090002 - SAMBONG COLLECTOR (S)	200	1	05-02-2024	ok		DTC RESTORES
33/78 KV KINCHES TRACE SUBSTATION	4122A0380902 - 78 KV KINCHES TRACE & MES	4122A038090003 - 4122A03801		1	05-02-2024	ok	05-02-2024	DTC RESTORES
33/78 KV FOURTH FURDING SUBSTATION	4122A0380902 - 78 KV CAMB BACK	4122A038090005 - CONVENTIONAL CENTER	200	1	06-02-2024	OK	06-02-2024	DTC RESTORES
33/78 KV FOURTH FURDING SUBSTATION	4122A0380902 - 78 KV DON BOSCO	4122A038090003 - I.P. BUKDING DAMMNETI	200	1	06-02-2024	h	07-02-2024	DTC RESTORES
33/78 KV FOURTH FURDING SUBSTATION	4122A0380902 - 78 KV DON BOSCO	4122A038090004 - 80KPS HOUSE	100	1	09-02-2024	ok	10-02-2024	DTC RESTORES
KONANUR	470303 - KONANUR	47030301 - Konanur	100	1	01-02-2024	ko		DTC RESTORES

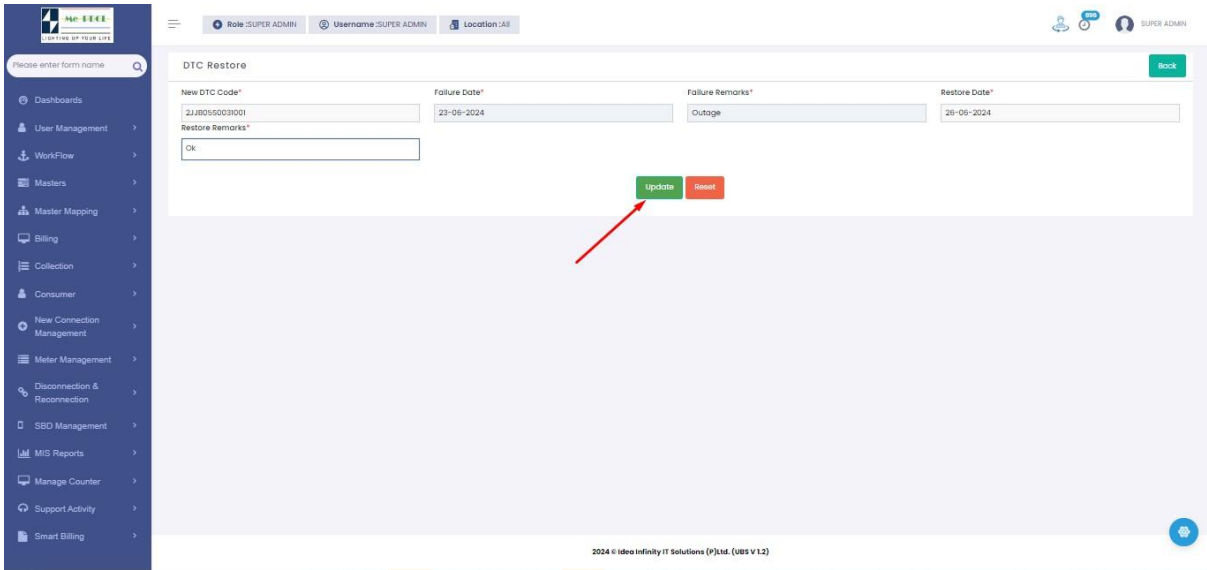
By clicking on **Add failure**, we need to fill in all the details, Capacity of the DT, Failure date and reason of failure etc. Finally, after saving it, a new DT failure will be added to our system.

The screenshot shows the 'Add Failure' form with the following fields filled:

- Station*: 33/78 KV MAWPHLANG SUBSTATION
- Feeder*: 4122B01901002 - 78 KV MAWPHLANG
- DTC*: 4122B01901002006 - MAWPHLANG LADUMRISAIN
- No of Connection Tagged: 6
- DTC Capacity: 200
- Failure Date*: 24-06-2024
- Failure Reason*: Due to heavy lightning

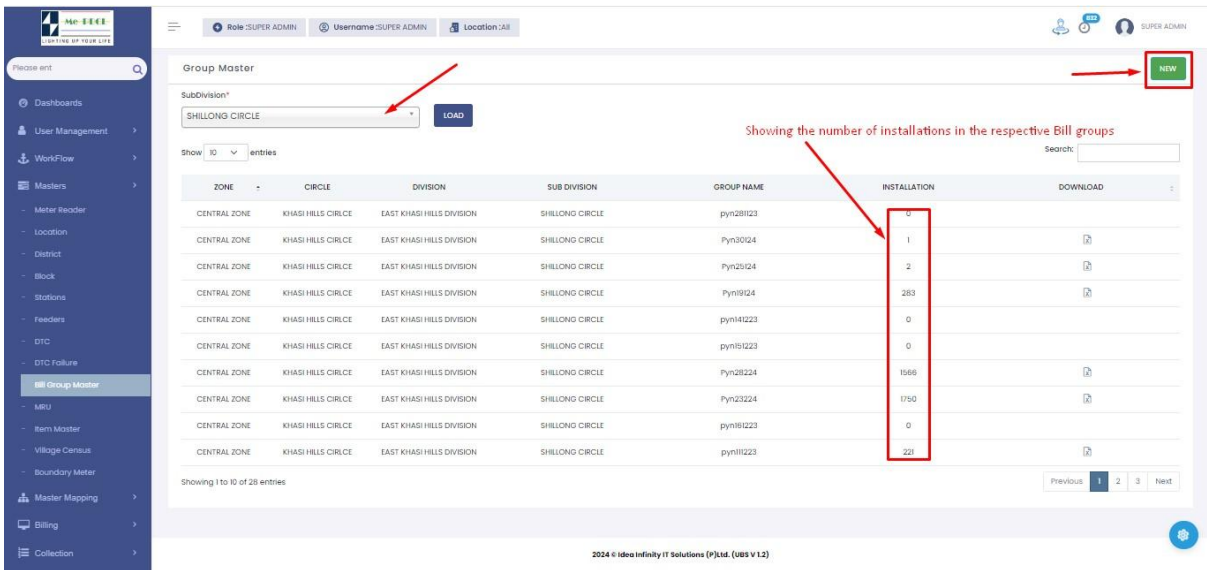
Buttons for 'Save' and 'Reset' are visible at the bottom of the form.

By clicking on **Restore** We need to fill restore date and remarks and then click on update.

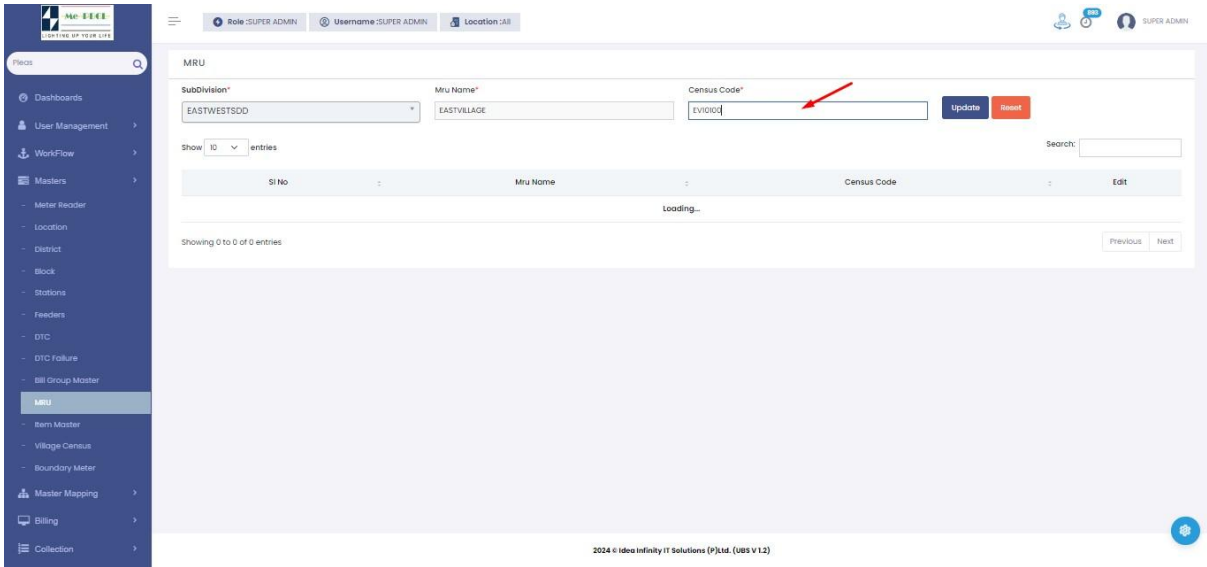


8. Bill Group Master

By clicking on **“Bill Group master”**, The below page will be displayed. Here, we can search the particular subdivision and search all the Bill groups under that particular subdivision. On clicking **New button** in the top right corner; we can create new bill groups.

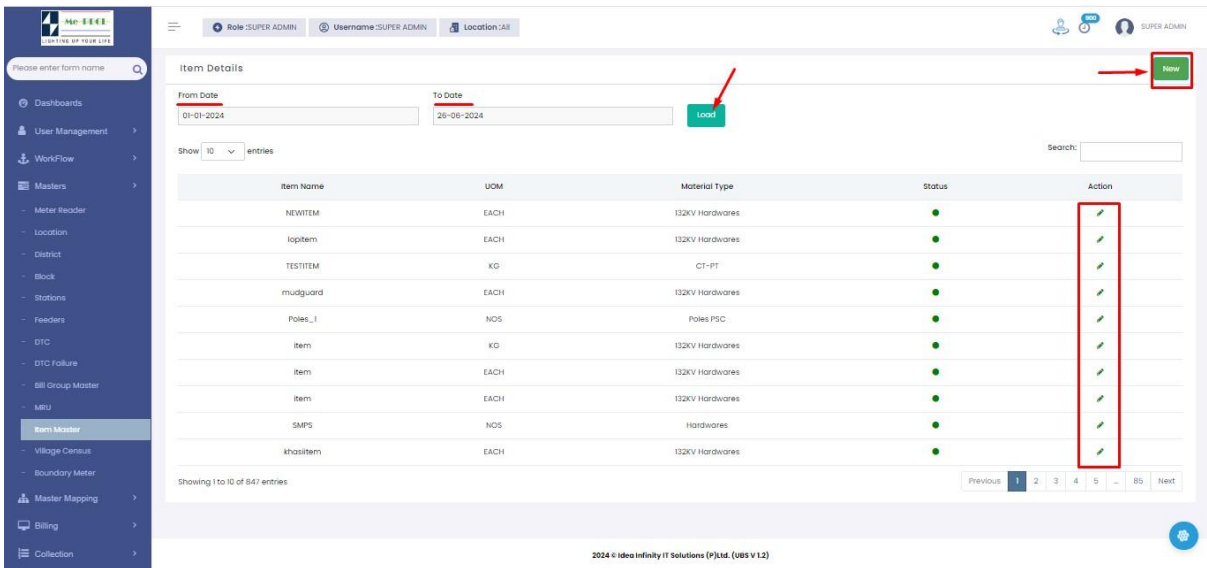


By clicking **“New”**, We can create a new Bill group.

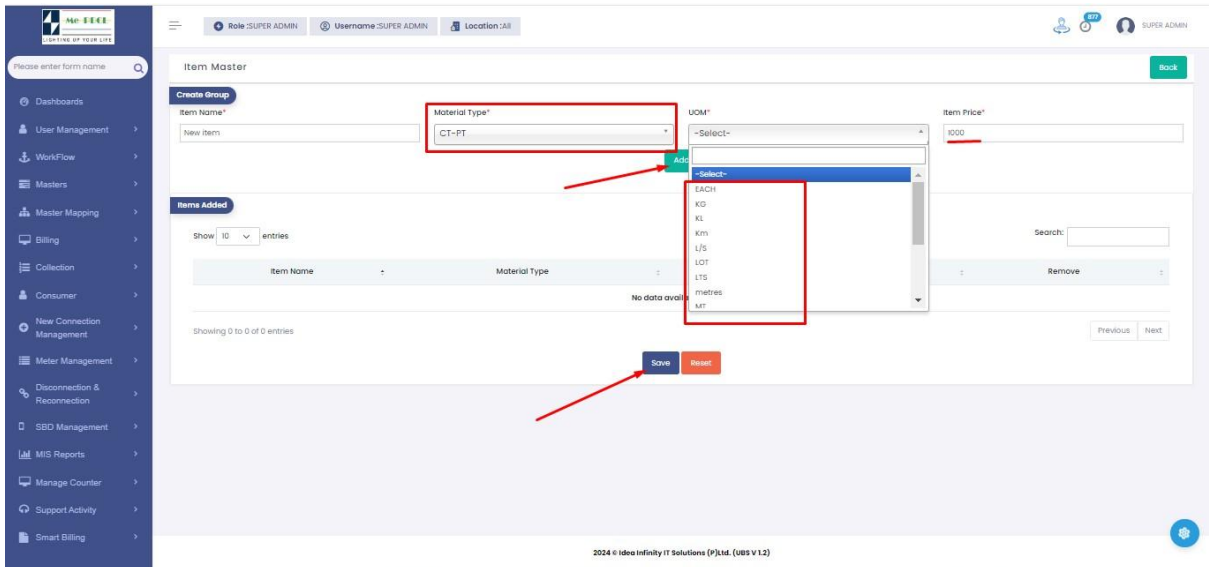


10. Item Master

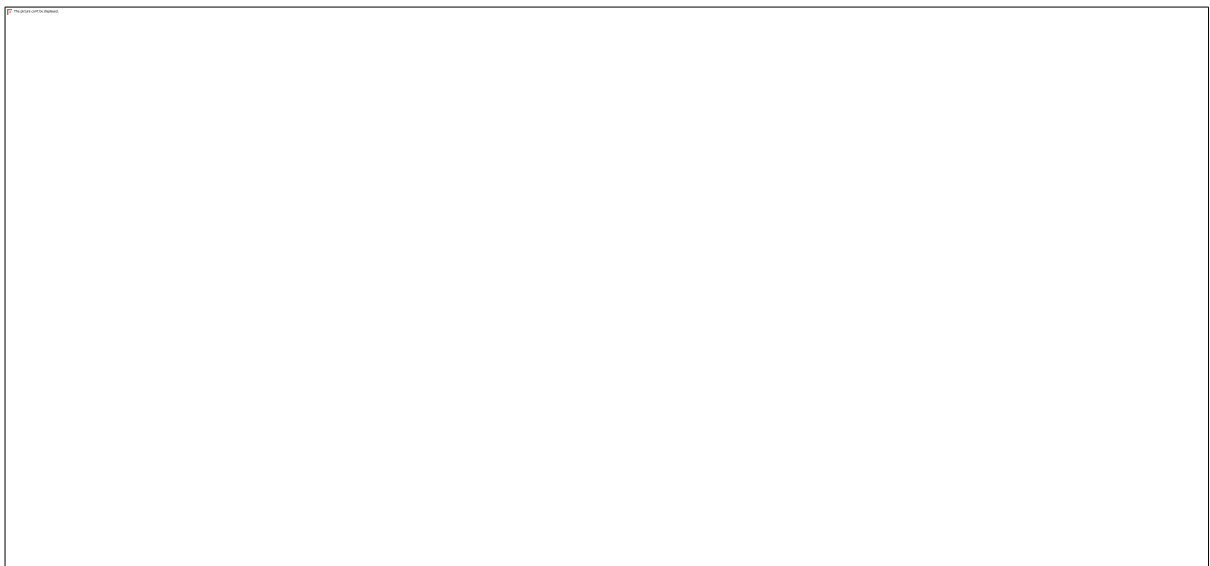
By clicking on **“Item Master”**, The below page will be displayed. Here, we can search the complete item list in the selected date range (**From Date & To Date**). **New** button is there to create a new item.



By clicking on “New”, we can create Group of items and add them one by one. To Add an item; first we must enter the item name, select the material type and unit of material from the drop-down list as shown in the below page, item price. After adding, the item will come under the items added list; we must click the save button.



By clicking on “Action button” We can make any changes if required and finally click on update.

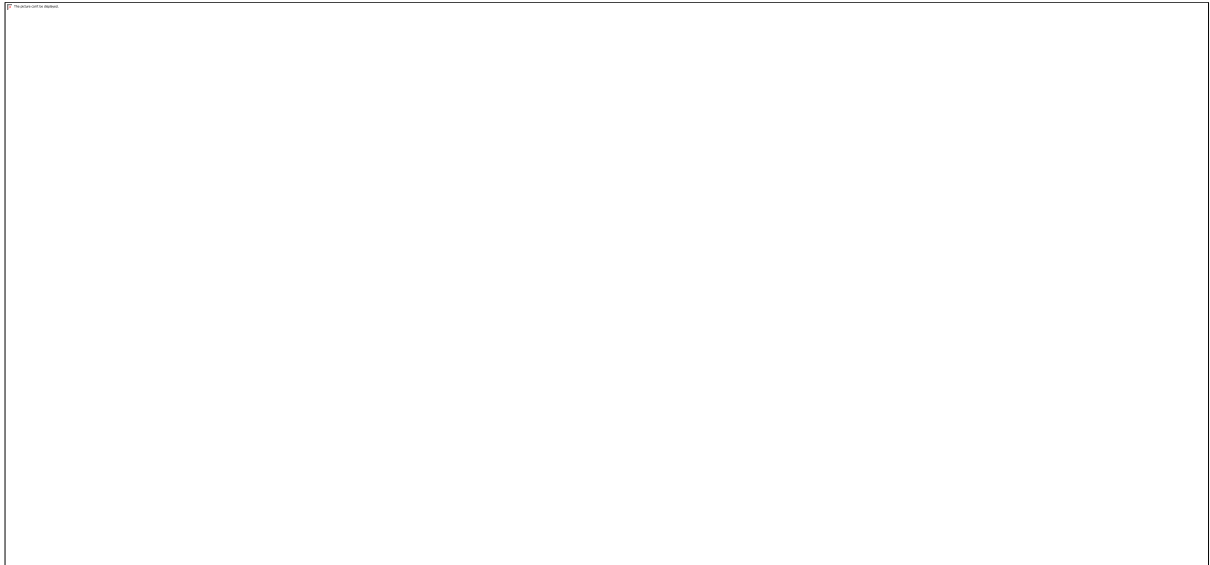


11. Village Census

By clicking on “Village Census”, The below page will be displayed. Here, we can view the village list that was previously created. The action button is there to make any changes if necessary.

To create a new Village:

Select the District >> Select the Block >> Give a village census name >> Give a village census unique code >> Save



By clicking on “**Action button**” We can make any changes if required and finally update it.

The screenshot displays the 'Village census' management interface. At the top, there is a search bar and a navigation menu. The main content area features a form with the following fields:

- District*: North Garo Hills
- Block*: Kharkutta
- Village Census Name*: Abeagittim
- Village Census code*: 27007

Below the form, there are two buttons: 'Update' (green) and 'Cancel' (red). A red arrow points to the 'Update' button. Underneath is a table with the following columns: Sl No, District Name, Block Name, Village Census Code, Village Census Name, and Action. The table currently shows 'Loading...' and 'Showing 0 to 0 of 0 entries'. There are 'Previous' and 'Next' buttons at the bottom right of the table.

12. Boundary Meter

By clicking on “**Boundary Meter**”, The below page will be displayed. Here, we can view the list of boundary meters that were previously created. **New Boundary button** in the top right corner is given to create a new one. Edit buttons are given, if any changes are required.

Boundary Meter Details

Show 10 entries

SI No.	Name	Code	Meter SI No.	Meter Make	MF	Feeder Name	Current KWH	Current KVAH	Action
1	new hawakhana bm	12345	12321	Genus	1	42JJA0500ND1-11 KV HAWAKHANA 1	1	1	
2	Gifted Boundary	GiftedBoundary1234	1234	Avon	100	Gifted1234-11kv Gifted 19.05.24	1	2	
3	NONGPRIANG	4133A02902703803	MECL0034	Other	2000	4133A02902703-11 KV UPPER CHERRA	0	0	
4	MADAN MAWSEER	4122B01902L01801	0	Other	0	4122B01902L01-11 KV TYRSAD	0	0	
5	TYRNA	4133A02902701802	MECL0035	Other	4000	4133A02902701-11 KV TYRNA	0	0	
6	TRAW	4122B01901D01801	MECL0056	Other	4000	4122B01901D01-11 KV SOHONO	0	0	
7	UMEW	4122B01A01301801	MECL0016	Other	4000	4122B01A01301-11 KV SMT	0	0	
8	MAWIBAHAN	4133B02001U01804	MECL0058	Other	2000	4133B02001U01-11 KV SENDULU	0	0	
9	MAWKADIANG	4133B02001U01805	MECL0074	Other	4000	4133B02001U01-11 KV SENDULU	0	0	
10	TIEHBAH	4133B02001U01806	MECL0073	Other	4000	4133B02001U01-11 KV SENDULU	0	0	

Showing 1 to 10 of 37 entries

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By clicking on “ **New Boundary meter**”, We have to Enter all the necessary details in the corresponding fields and click on save button.

Boundary Meter

Name *
New boundary meter

Code *
12345

Meter SI No. *
2736487828

Make *
Bentec

MF *
1

Station *
33/11 KV EDENBARI PHE SUBSTATION

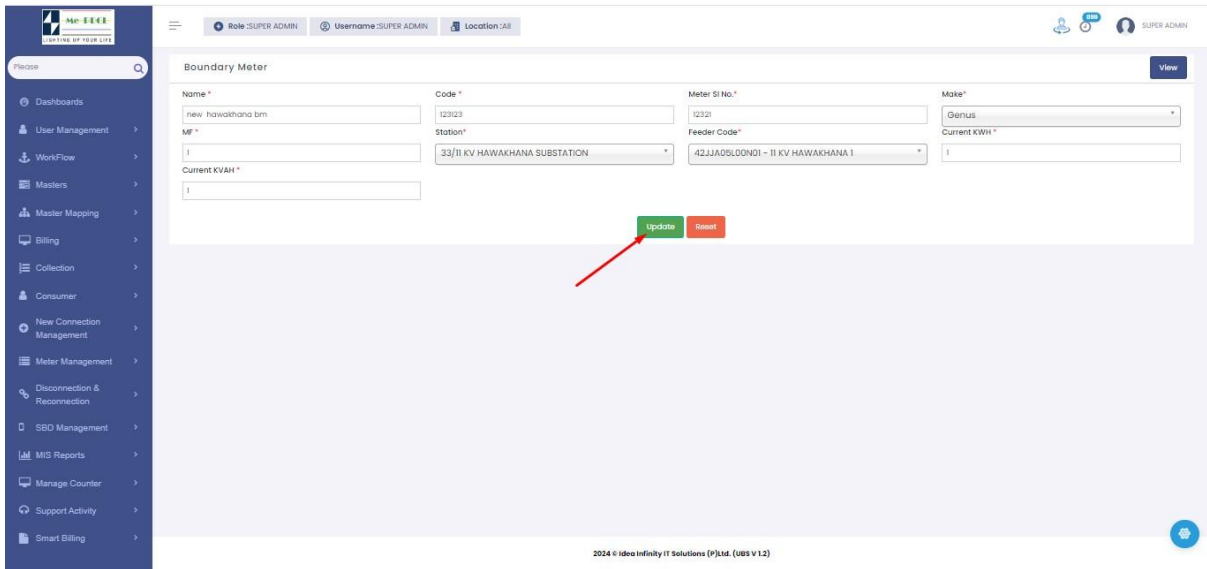
Feeder Code *
42JJA0500ND1 - 11 KV EDENBARI PHE

Current KVAH *
114

Save Reset

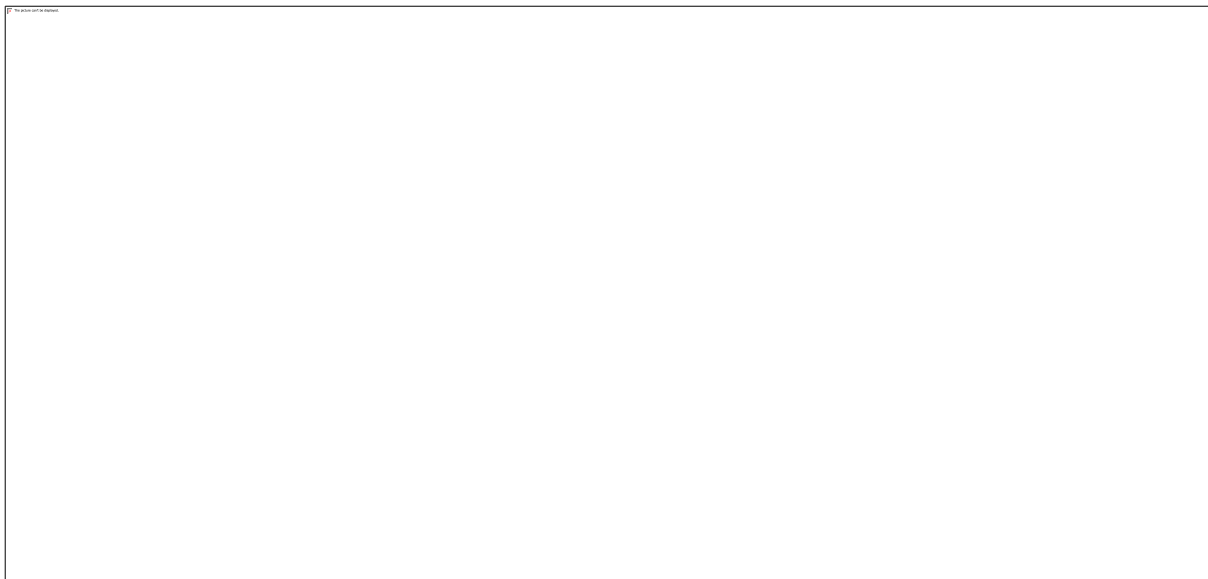
2024 © Idoa Infinity IT Solutions (P) Ltd. (UBS V 1.2)

By clicking on **Action button**, We can make any changes if required and update it.



4. Masters Mapping:

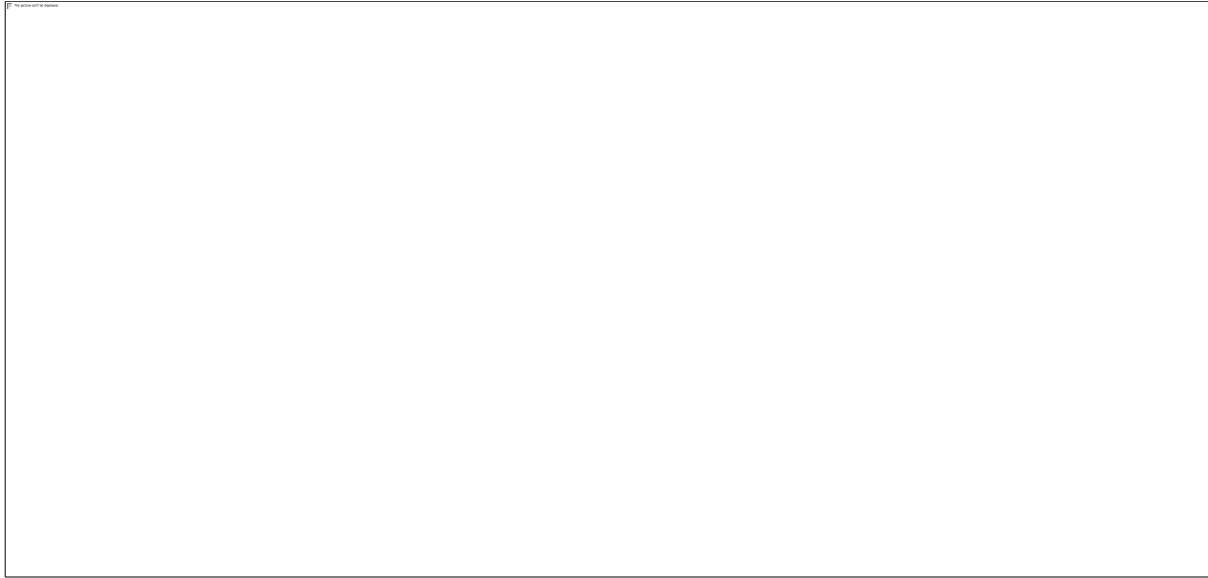
1. Log on to the **UBS Application**. These credentials are for the Subdivision manager:



1. Master Data Correction:

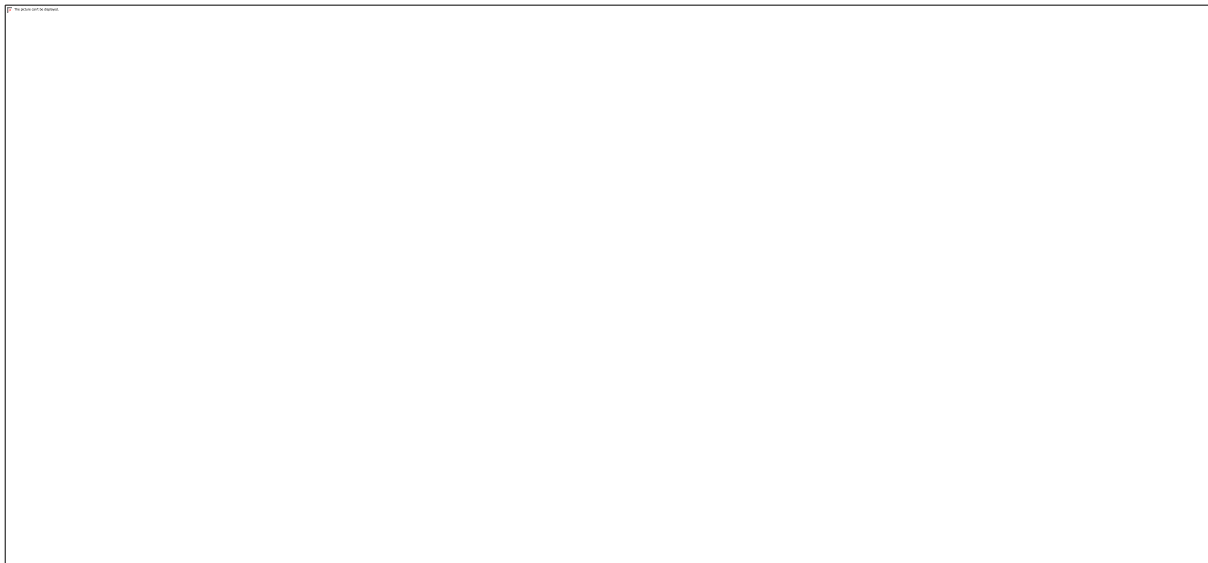
Step 1:

2. By clicking on **“Master Data Correction”**, enter the consumer ID and click on the search button.
3. The Connection information is displayed as shown in the below page.
4. Here, we can correct or edit any field (mandatory or non-mandatory).
5. Click on the NEXT button, the changes we made in the connection information will be updated.



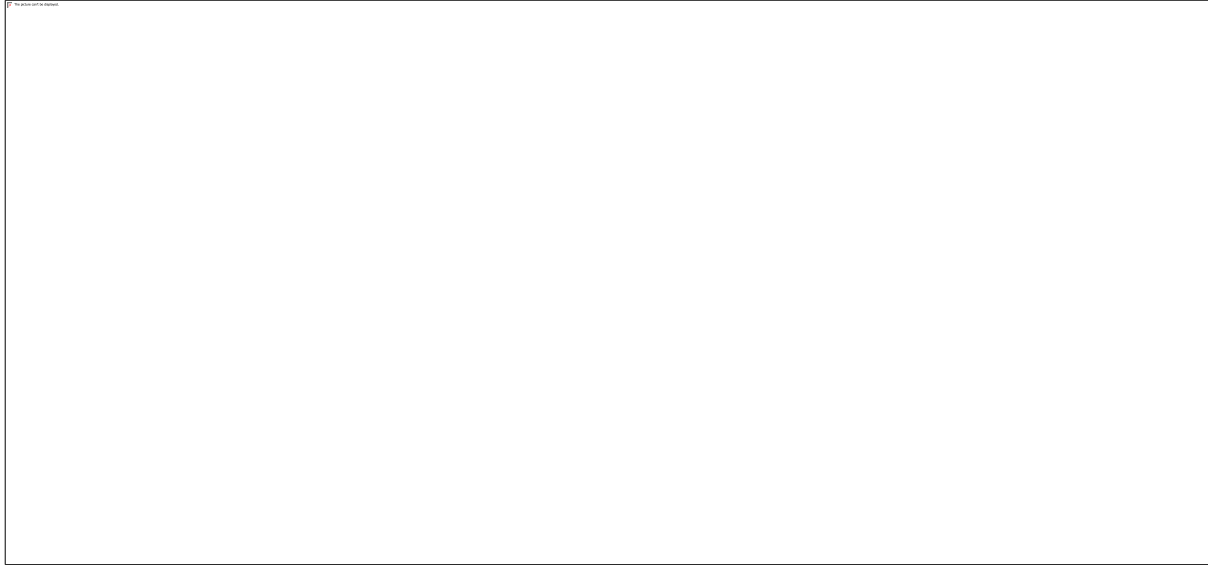
Step 2:

6. Here, you can find the Area details section.
7. Here, we can change or edit the area details of the consumer is required.
8. Click on the next button to move to the other details section.



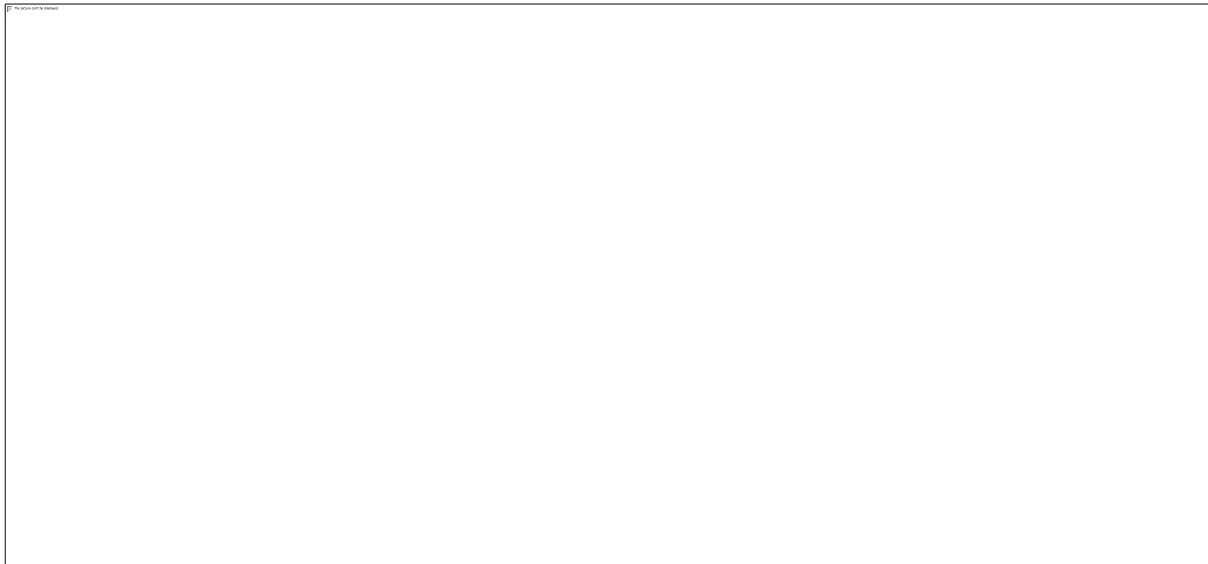
Step 3:

9. Here, you will have access to the **other details**.
10. We can update the Group Name, or the other details as shown in the below page.
11. Click on the next button.



Step 4:

12. Then we have access to the **SRTPV**.
13. We can enter as well as edit the mandatory and non-mandatory details as mentioned in the below page.
14. We must attach an application file as the supporting document.
15. Finally, we can click choose action >> SAVE.

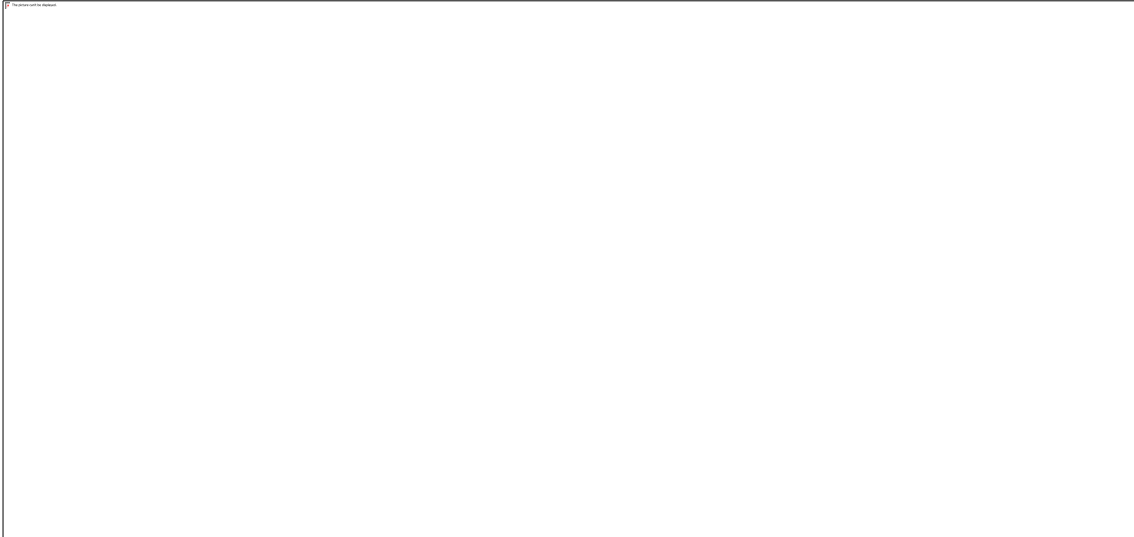


- 1. Due date:**

Step 1:

16. By clicking on the Due date, the below page will be displayed.
17. On selecting the effective month, click on load button, all the bill groups will appear along with their respective due dates.

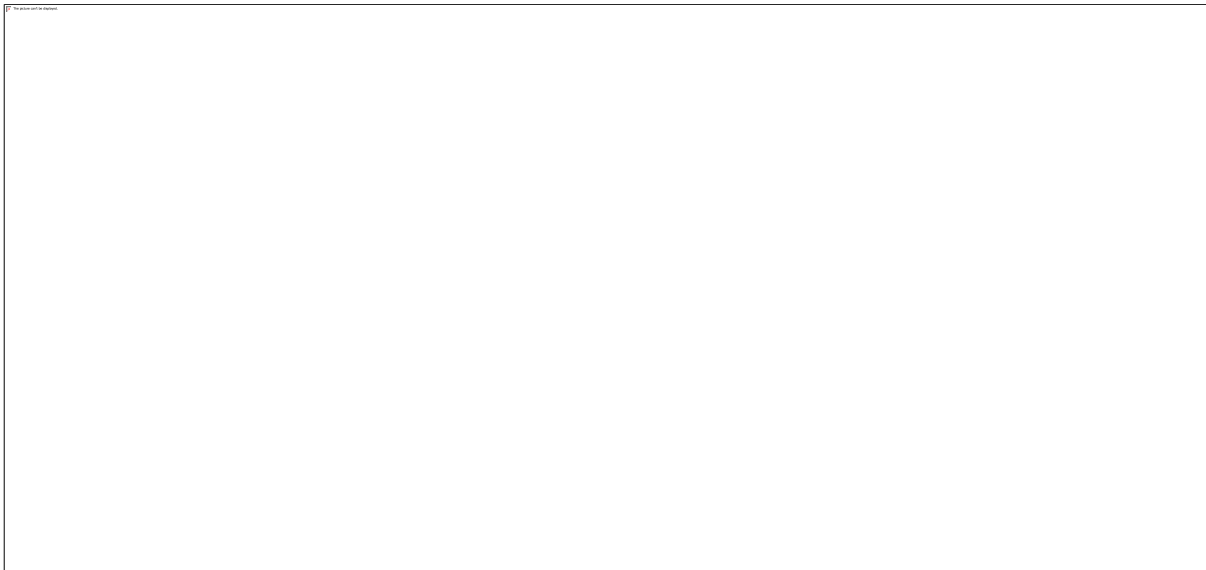
18. A billing group contains multiple consumers; for each of the bill groups we can set a due date.
19. So, in the list we can see the New due date column, from there we can update their old due dates.
20. Finally save them.



1. Installment:

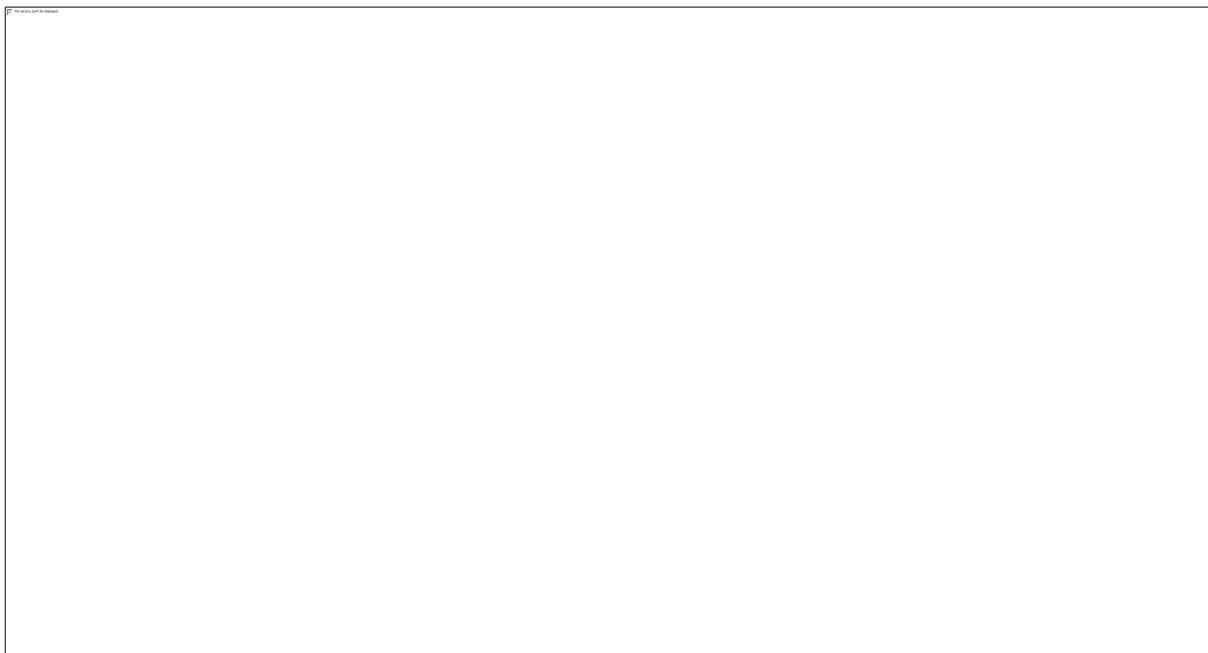
Step 1:

21. By clicking on **“Installment”**, The below page will be displayed.
22. On the selection of date filters, the consumer list will come against the selected date range.
23. In the list there will be those consumers for which the total balance has been segregated into several EMIS.
24. A new button is there in the top right corner from which we can set installment payments for a consumer through several EMIS.



Step2:

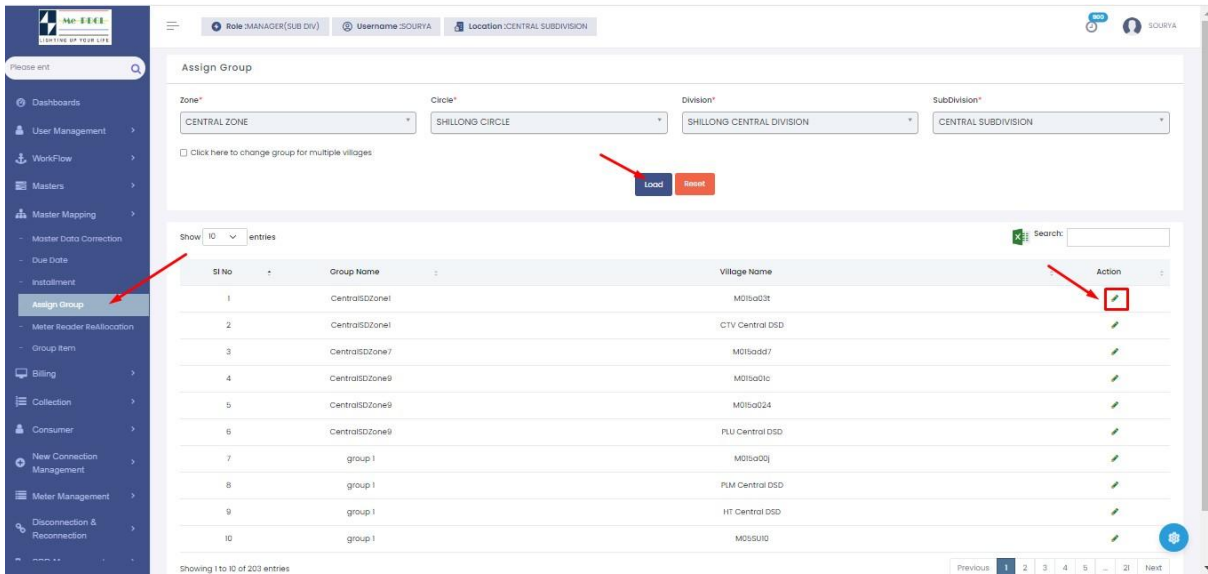
25. By clicking on the New button, we will be landing on to this page.
26. We must enter the consumer ID and click the search button.
27. Consumer details and total bill amount of the consumer will be auto fetched.
28. We must enter the installment amount. It should not be greater than the total bill amount.
29. Then we must enter the number of EMI months.
30. EMI amount will be automatically calculated.`.
31. Then we must enter other mandatory fields and attach three supporting documents
32. Once done we can save.
33. Final approval is needed from the higher authority; that will be done from the workflow module.



1. Assign group:

Step 1:

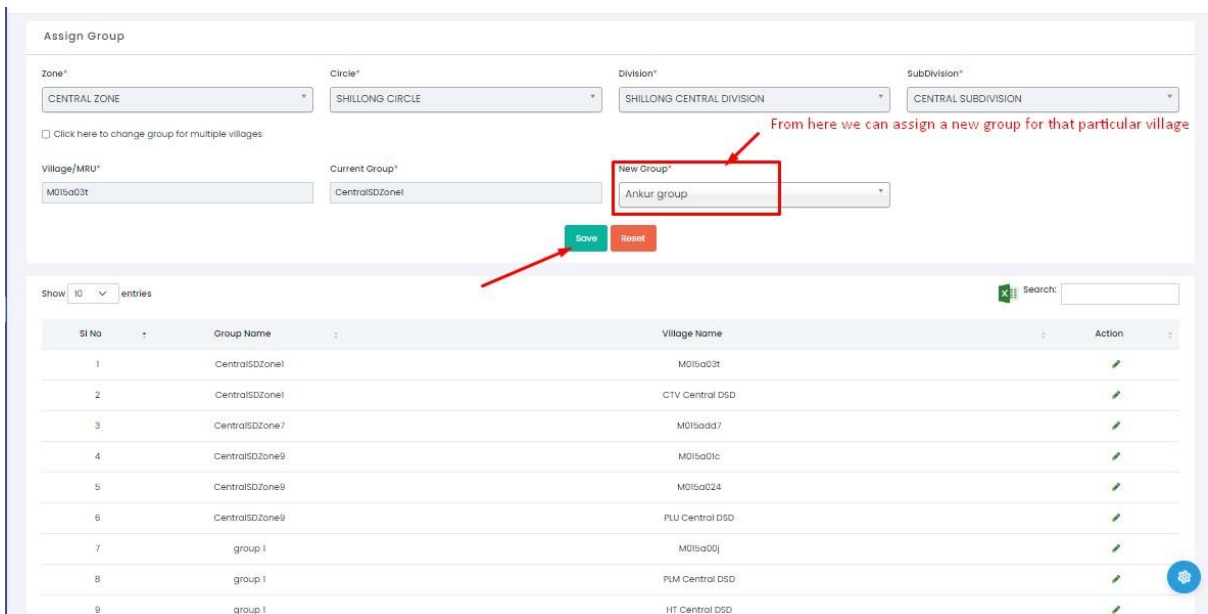
34. By clicking on “Assign group”, The below page will be displayed.
35. As we have logged in through the subdivision manager credentials; villages will come for that particular subdivision only.
36. Here, we can view the billing groups corresponding with their village name.
37. An action button is there to change the billing group for a particular village.



Step 2:

38. By clicking the **“Action button”**, we can assign a new bill group as shown in the below page.

39. Click on save and everything will be updated.



1. Meter reader allocation:

Step 1:

40. By clicking on the **“Meter reader allocation”**, The below page will be displayed.

41. We must select the date range and press load.

42. A list of consumer IDs will appear along with their address.
43. New meter reader readers are allocated for these consumers.
44. Two columns are marked as old MR code and new MR code which means meter reader has changed for that consumer.
45. We can go to new meter reader allocation to allocate a new MR for a consumer.

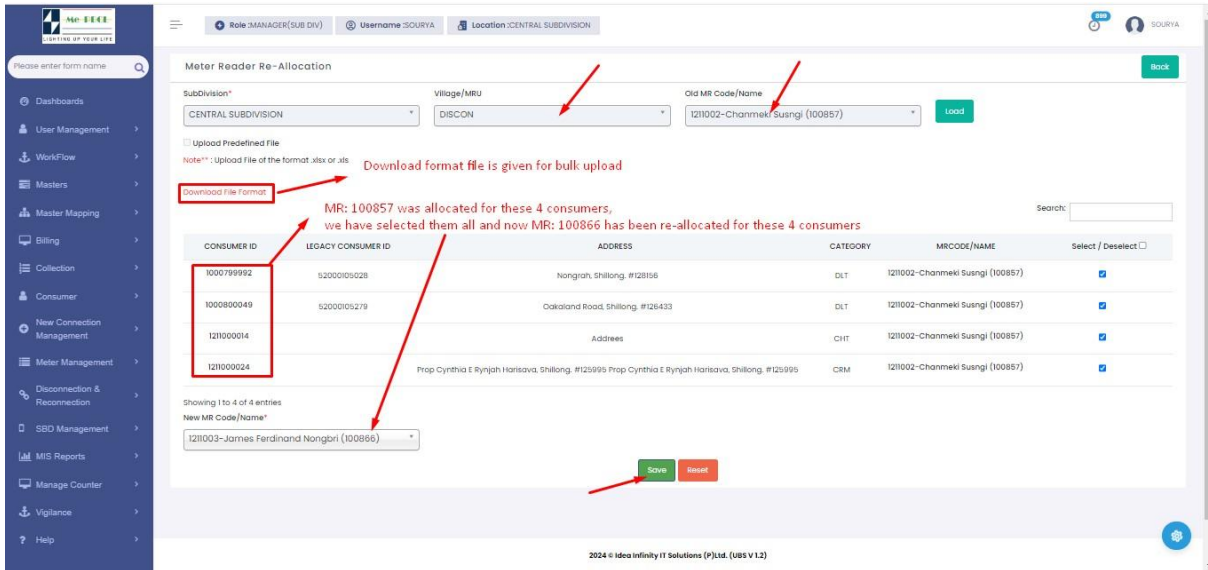
The screenshot displays the 'Meter Reader Re-Allocation' screen. At the top, there are filters for 'From Date' (01-01-2024) and 'To Date' (27-06-2024), with a 'Load' button. A 'New Meter Reader Allocation' button is located in the top right corner. The main area contains a table with the following columns: CONSUMER ID, LEGACY CONSUMER ID, ADDRESS, CATEGORY, OLD MR CODE, and NEW MR CODE. The table lists 10 consumers with their respective IDs, addresses, and MR codes. A sidebar on the left provides navigation options, and a footer at the bottom indicates the system version as '2024 © Idea Infinity IT Solutions (P) Ltd. (v02 v 1.2)'.

CONSUMER ID	LEGACY CONSUMER ID	ADDRESS	CATEGORY	OLD MR CODE	NEW MR CODE
1000/79189	52000091683	Tura Banchigttim #112342	DLT	321002	321001
1000/03299	12000004703	Springside, Laban, Shillong, #133278	DLT	121001	121002
1000/03296	12000004704	Springside, Laban, Shillong, #133837	DLT	121001	121002
1000/03297	12000004705	Springside, Laban, Shillong, #133836	DLT	121001	121010
1000/03298	12000004706	Springside, Laban, Shillong, #133835	DLT	121001	121002
1000/03299	12000004707	Springside, Laban, Shillong, #133834	DLT	121001	121002
1000/03300	12000004708	Springside, Laban, Shillong, #133833	DLT	121001	121002
1000/03301	12000004709	Springside, Laban, Shillong, #133832	DLT	121001	121010
1000/03376	12000004888	Jail Road, Plot No - 66, Shillong, #133727	DLT	121001	121002
1000/03377	12000004887	Jail Road, Plot No - 66, Shillong, #133728	DLT	121001	121002
1000/03378	12000004888	Jail Road, Plot No - 66, Shillong, #133729	DLT	121001	121002

Step 2:

46. By clicking on the **“New Meter reader allocation”**, The below page will be displayed.
47. We must select the village name.
48. All the old MR code/ name will come against the selected village.
49. We will select a particular MR and press load.
50. All the consumers allocated under that MR will come along with their other details after selecting them.
51. We can select a new MR from the New MR code/name list.
52. On clicking save button; the selected consumers will be allocated under that new MR.

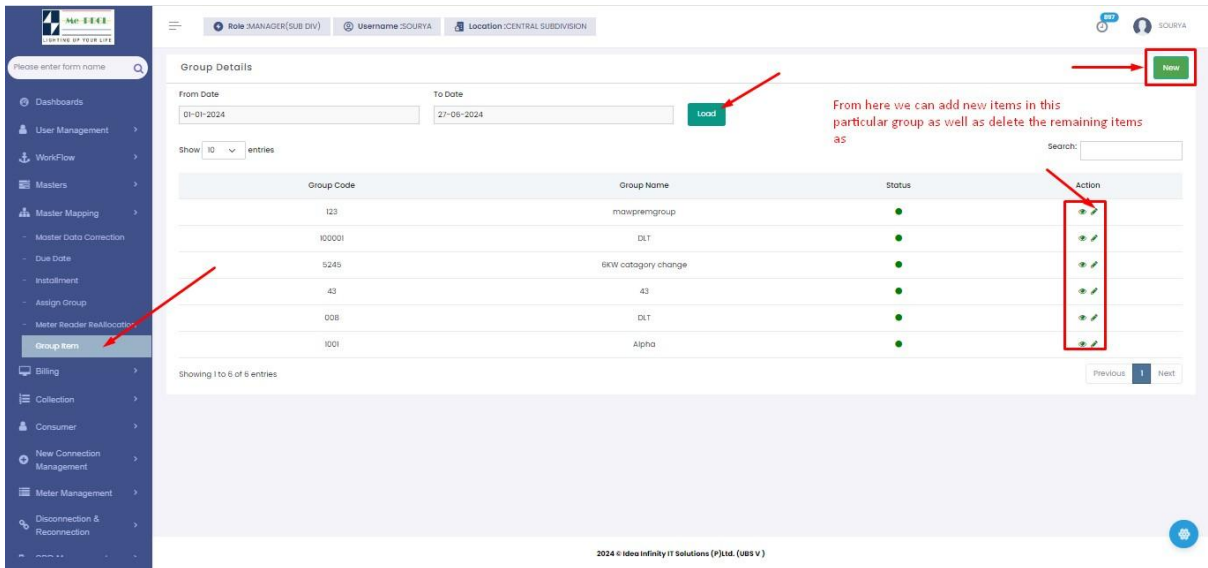
Note: If we select a particular village and there are lots of consumers for which must re allocate a MR then doing one by one will be a hectic task; so, we have provided bulk upload option for that. We have given sample format to download. We will be entering the consumer ids along with their new MR as shown in the sample format and on uploading everything will be updated accordingly.



1. Group item:

Step 1:

- 53. By clicking on the **“Group item”**, The below page will be displayed.
- 54. Selecting date range and click load button.
- 55. We can get the list of groups.
- 56. From the eye button, we can see how many items are listed in a particular group.
- 57. From the New button we can create a new group under which we can add items.



Step 2:

- 58. By clicking the **“New button”**, The below page will be displayed.
- 59. First, we must create a group.

60. Enter a group code, give a name to the group and enter the material type, item name from the drop-down filters.
61. Enter the quantity.
62. Click on the Add button.
63. The respective item with its quantity will be added in the items added section as marked in the below page.
64. Finally, Click on SAVE.

The screenshot displays the 'Item Group' creation form. The 'Create Group' section includes the following fields:

- Group Code*: 1234
- Group Name*: New group Ankur
- Material Type*: --Select--
- Item Name*: --Select--
- Qty*: 0

The 'Items Added' section shows a table with the following entry:

Material Type	Item Name	UOM	Quantity	Remove
Lightning Arrestor	Lightning arrestor,132 KV, 10KA, Class -II, ZnO suitable for 132KV line as per IS.	NO	50	[Remove]

At the bottom of the form, there are 'Save' and 'Reset' buttons. A red arrow points to the 'Save' button.

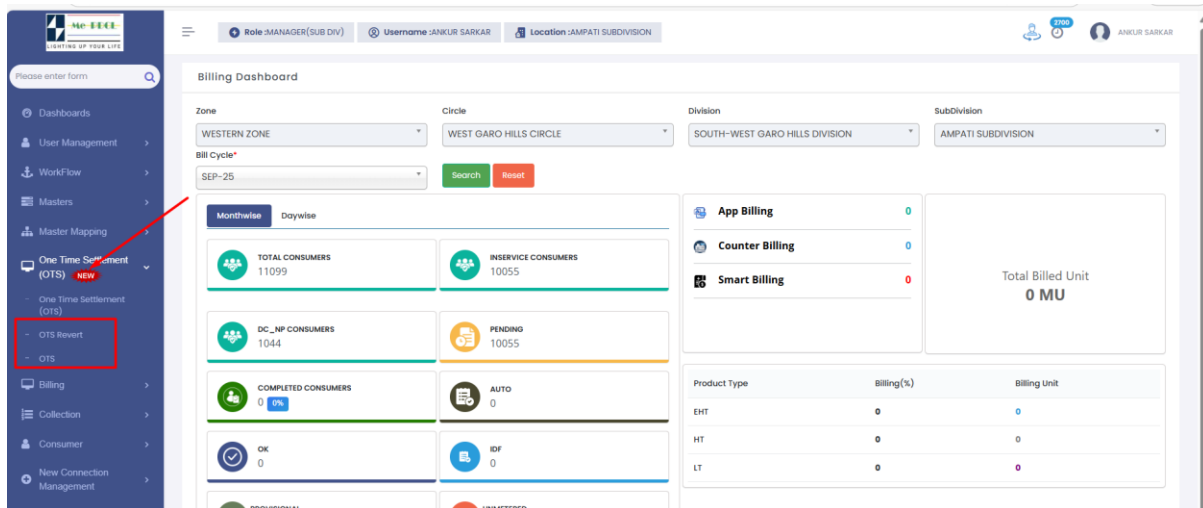
65. One Time Settlement (OTS):

Step: 1

1. Log on to the UBS Application. We have used AEE (Sub division Manager) credential to Log in. AEE (Sub division Manager) is used to access to a whole sub division, For example Mawprem, Central, Mairang etc. The AEE (Sub division Manager) log in can be switched from the Super Admin log in or we have to create a new user from the user management.

Step: 2

1. On Clicking the OTS >> There will be 2 options: "OTS" & "OTS Revert".



STEP: 3

2. The user has to click on the “OTS” to navigate into the OTS module. The first landing page will show the grid of the OTS; the list of consumers and data for which OTS scheme was applied previously
3. The data can be extracted on the basis of the “From Date” and “To Date” selected from the filters. Excel export button is there for data to be downloaded
4. “New Application” Button is there to initiate/ apply a new OTS scheme for a consumer

S.No	Consumer ID	Consumer Name	Category	Consumer Location	Total Outstanding	Principal Outstanding	DPC	Waived off DPC	One Time(Yes/No)	No. of DM	Payable Amount	OTS Avail Date	Current Status	Created By	Approved By	Source	Action	Download
1	1000297059	Nokme A Sangma	DLT	BAGHMARA SUBDIVISION	53006.38	3141.09	22768.29	22768.29	NO	9	3141.09	25-09-2025	APPROVED	JULIUS MARAK	A J CH MARAK	WEB		
2	1000297026	Robinstone Marak	DLT	BAGHMARA SUBDIVISION	184912.83	18374.29	48538.54	48538.54	NO	10	18374.29	23-09-2025	APPROVED	JULIUS MARAK	A J CH MARAK	WEB		
3	1000297084	Bong Memorial English School	DLT	BAGHMARA SUBDIVISION	58792.81	37068.88	21723.25	21723.25	NO	5	37068.88	23-09-2025	APPROVED	JULIUS MARAK	A J CH MARAK	WEB		
4	1000295708	Subal Hojong	SP(M)	BAGHMARA SUBDIVISION	28314.01	25980.21	2733.8	2733.8	NO	10	25980.21	23-09-2025	APPROVED	JULIUS MARAK	A J CH MARAK	WEB		

STEP: 4

1. On Clicking the “New Application” tab; the user will be directed to the landing page as shown below. In the Search box; the user has to enter the consumer ID for which he wants to initiate the new OTS application.
2. On searching the Basic details of the consumer will appear

3. After that the user has to choose between “One-time Settlement” or “Instalments”
4. As per the official draft for OTS, the user can opt for the number of instalments
5. The DPC waived amount will be auto calculated by the system according to the Category selected, number of instalments or One time opted. These are based on the official draft for OTS.
6. After the DPC waived; the final settled amount, per instalment amount etc. will also be auto calculated
7. Finally, the user has to enter some Remarks and click on Choose Action >> Save.
8. After Saving the Application form, the user has to approve the application from the Workflow >> Approval inbox. The approval process/ hierarchy (escalation matrix) has been defined in the official draft of OTS.
9. Everything is shown in the below screen.

The screenshot shows the MEPDCL web application interface. The browser address bar indicates the URL: `uat.mepdcl.tnm.ieasybill.com:1027/OTS/OTS`. The user is logged in as SUMIT PAUL, a MANAGER (SUB DIV) at CENTRAL SUBDIVISION.

Consumer ID *: 1000813131 (Reset button)

Consumer details

Consumer ID	Consumer Name	Consumer Address	Category
1000813131	Bipul Barua	Keating Road, Shillong, #126254	DLT
Sanction Load KW	Meter Serial No		
3	RSD166200		
Total outstanding	Principle outstanding	DPC	Waive Off Amount
81679.87	35281.84	46398.03	46398.03
Simple Interest			
0.00			

OTS

One Time Settlement
 Instalments

Number of Instalments*: 5
 Payble Amount*: 35281.84
 OTS Instalment Amount*: 7056.37

Remarks *
ok

Choose Action

1. After the OTS application is approved, then only OTS will be considered and after that the user has to generate the bill for OTS. The Bill is shown below.

Bill Generation

Note: Consum

Consumer Details

Consumer ID *

Meter Serial No

Items Added

Consumer ID

1000345387

Category

CHT

Sanction Load (KW)

0

Govt/Pvt Installatio

NG

Bill Details for Consumer ID 1000345387

Agrovet(P)ltd. - Mawthel Village,Umsning, RI-Bhol District,	Connection Type	NG	Connection Status	DC_NP
	Recorded Demand(KVA)	0	Type Of CT-PT Set	
	Billing Demand	95	Meter Connected	HT Meter
	Transformer Capacity	0	Connection Location	RURAL

Meter Readings for New Meter ID:MEB95587 and Meter Status: OK (Disconnected)

Description	Date	Kwh Meter	Kvah Meter	Rec Demand	Rec PF
Current Reading	17-09-2025	1880.4	1816.1	0	0
Previous Reading	13-02-2025	1880.4	1816.1		
No Of Days	216				
Difference		0	0		
Multiplying Factor		40	40	40	0
Consumption		0	0		
Additional Units		0	0		
Meter Change Units		0	0		
Violation Energy Units		0	0		
Net Consumption		0	0	0	

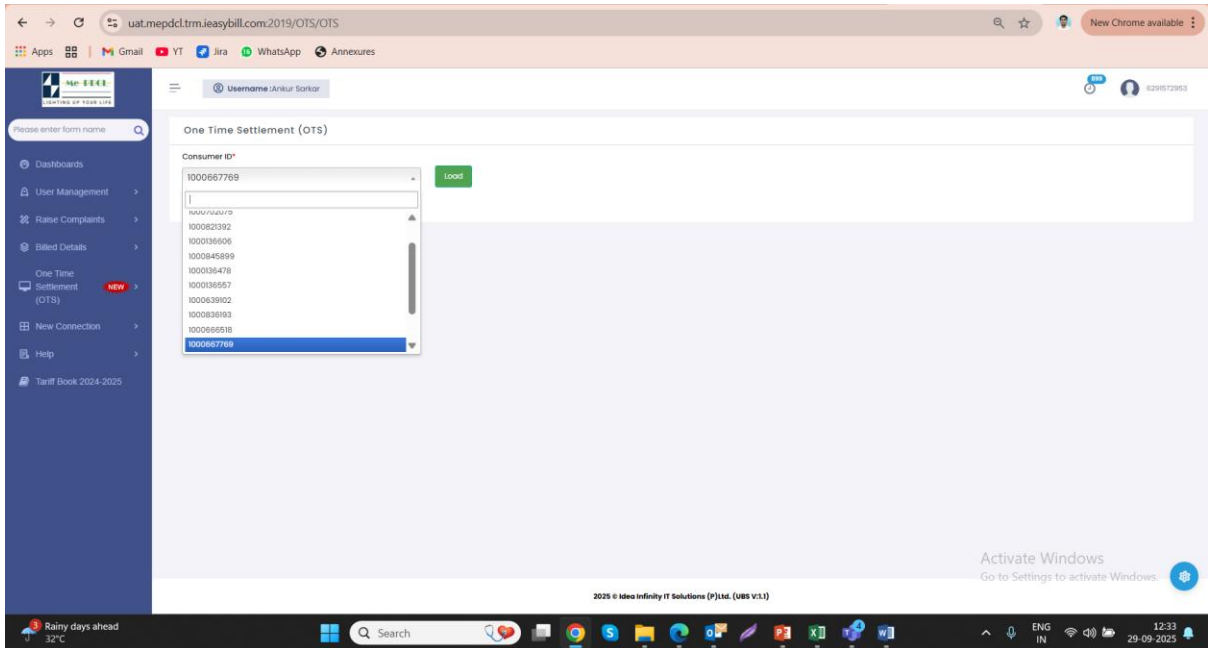
Your Detailed Bill

Description	Amount (Rs.)
Current Bill Amount	0
OTS Inst. Amount:(1/6 Inst.)	37784.63
OTS Application Fee's	1500
Gross Bill Amount	39,284.63
Net Bill Amount	39,285.00

1. OTS(WSS):

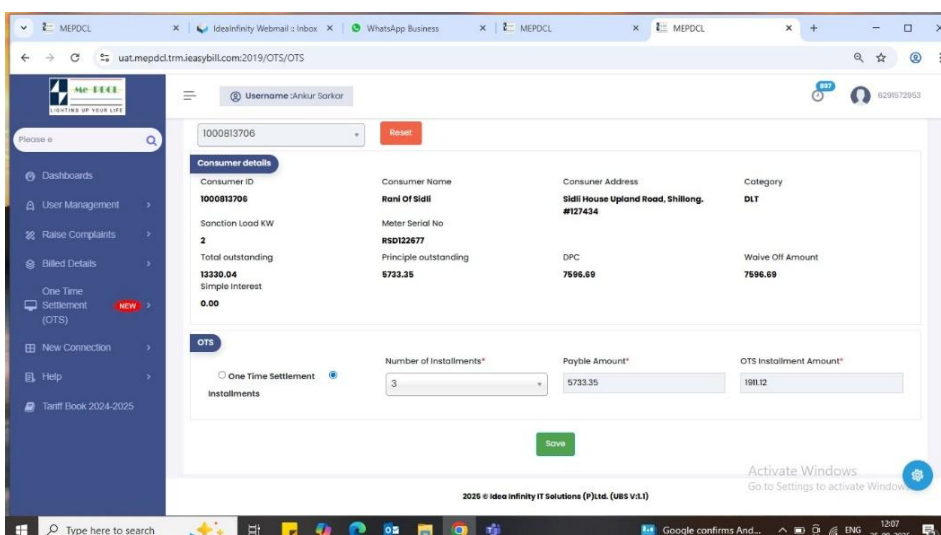
Step: 1

- Log on to the Megha-power, basically it the consumer portal through which the consumer has to apply for the OTS. Once he log in with his credentials, the consumer/user will be landing on the below page & after clicking the OTS
- In the Consumer ID drop down >> There can be multiple consumer IDs linked with a particular consumer log in credential. On selection any of the listed consumer IDs and click on Load button.



Step: 2

1. On clicking the Load Button, the below landing page will be visible as shown below.
2. The consumer details will get auto fetched
3. After that the user has to choose between “One-time Settlement” or “Instalments”
4. As per the official draft for OTS, the user can opt for the number of instalments
5. The DPC waived amount will be auto calculated by the system according to the Category selected, number of instalments or One time opted. These are based on the official draft for OTS.
6. After the DPC waived; the final settled amount, per instalment amount etc. will also be auto calculated
7. Finally, the user has to click on the “Save” button.



Step: 3

1. After Saving form, it will come in the AEE log in grid (In the OTS Module).
2. On clicking the Action button >> The user/ AEE will be landing on the below page
3. From where the AEE/user will get the details of number of instalments or One time etc. applied from the consumer's end from the WSS as all of them will get auto fetched.
4. The user can also edit these details and finally save the OTS form; which will be considered as the final saved form before it goes through the approval process. The approval process/ escalation matrix has been decided as the official draft from the department.

Consumer ID *
1000813706

Consumer details

Consumer ID	Consumer Name	Consumer Address	Category
1000813706	Rani Of Sidli	Sidli House Upland Road, Shillong, #127434	DLT
Sanction Load KW	Meter Serial No		
2.00	RSD122677		
Total outstanding	Principle outstanding	DPC	Waive Off Amount
13330.04	5733.35	7596.69	7596.69
Simple interest			
0			

OTS

One Time Settlement Installments

Number of Installments* 3

Payble Amount* 5733.35

OTS Installment Amount* 1911.12

Remarks *
ok

SAVE

Choose Action

1. Critical Guidelines for the One-Time Settlement (OTS) Process

The following guidelines outline the mandatory steps and compliance requirements for the One-Time Settlement (OTS) application and payment process.

1. Mandatory Billing and Payment Protocol

1. **Initial Bill Generation:** Following the approval of an OTS application, the **OTS Bill must be generated via the web interface**. This is a mandatory first step.
2. **Payment Prerequisite:** No payment may be collected or accepted without an official OTS bill. All collections must be remitted **strictly against the OTS bill** generated from the system.
3. Payment Compliance and Due Date Adherence
1. **Timely Remittance:** To avoid the mandatory cancellation of the OTS scheme, the payment remittance **must be completed on or before the due date** specified on the OTS bill.
2. **Cheque Realization:** For payments made by cheque, it is mandatory that the payment is **realized by the bank before or on the due date**.
3. Exceptional Case Reversion (Effective October 1, 2025)
1. **OTS Revert Mechanism:** Effective **October 1, 2025**, a separate form titled "**OTS Revert**" will be introduced in the UBS application.
2. **Purpose:** This form will enable authorized officers to revert the cancellation of an OTS scheme in exceptional cases where the scheme was cancelled but warrants reinstatement.

Your strict adherence to these critical points is essential for maintaining process integrity.

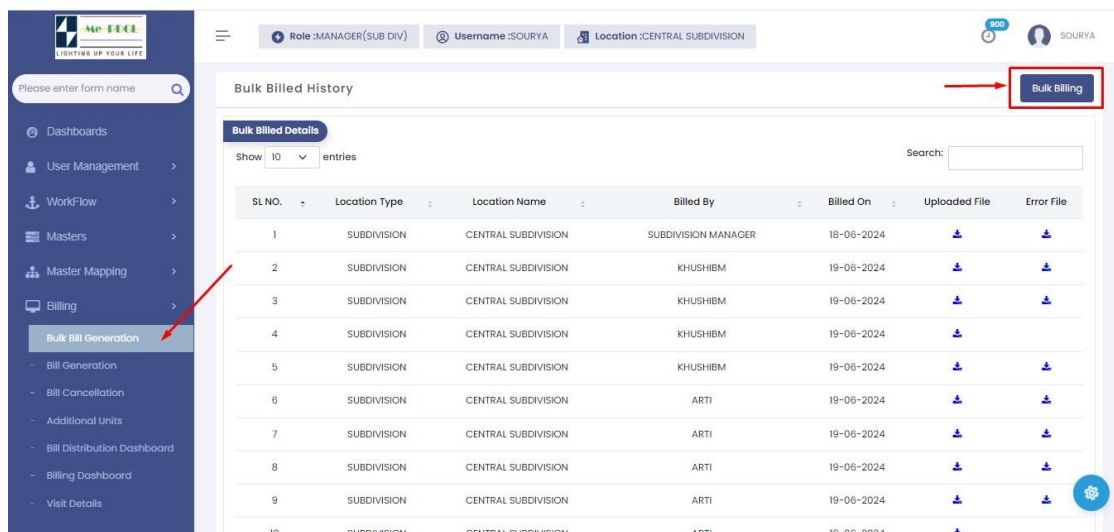
3. Billing:

Introduction:

The billing module is the most important module of our TRM Application. From here we perform the billing of the consumers according to their tariff and category. There are lots of other features and application of this Billing module.

1. Bulk Billing:

Bulk Billing is Basically used to bill multiple consumers at a single time, basically it saves time.



The screenshot shows the TRM Application interface. The left sidebar contains a menu with the following items: Dashboards, User Management, WorkFlow, Masters, Master Mapping, Billing, Bulk Bill Generation (highlighted), Bill Generation, Bill Cancellation, Additional Units, Bill Distribution Dashboard, Billing Dashboard, and Visit Details. The main content area is titled 'Bulk Billed History' and features a search bar and a table with the following data:

SL NO.	Location Type	Location Name	Billed By	Billed On	Uploaded File	Error File
1	SUBDIVISION	CENTRAL SUBDIVISION	SUBDIVISION MANAGER	18-06-2024		
2	SUBDIVISION	CENTRAL SUBDIVISION	KHUSHIBM	19-06-2024		
3	SUBDIVISION	CENTRAL SUBDIVISION	KHUSHIBM	19-06-2024		
4	SUBDIVISION	CENTRAL SUBDIVISION	KHUSHIBM	19-06-2024		
5	SUBDIVISION	CENTRAL SUBDIVISION	KHUSHIBM	19-06-2024		
6	SUBDIVISION	CENTRAL SUBDIVISION	ARTI	19-06-2024		
7	SUBDIVISION	CENTRAL SUBDIVISION	ARTI	19-06-2024		
8	SUBDIVISION	CENTRAL SUBDIVISION	ARTI	19-06-2024		
9	SUBDIVISION	CENTRAL SUBDIVISION	ARTI	19-06-2024		
10	SUBDIVISION	CENTRAL SUBDIVISION	ARTI	19-06-2024		

Step 1:

1. Click on Bulk Bill generation. The below page will be displayed.
2. The list below is showing the list of files uploaded. It contains the consumers IDs with their reading details.
3. If the uploaded file contains some error, then the error description will come under the error file.
4. From the Bulk Billing button, we can proceed for bulk billing.

Role:MANAGER(SUB DIV) Username:SOORYA Location:CENTRAL SUBDIVISION

Bulk Billed History

Bulk Billed Details

Show 10 entries Search:

SL NO.	Location Type	Location Name	Billed By	Billed On	Uploaded File	Error File
1	SUBDIVISION	CENTRAL SUBDIVISION	SUBDIVISION MANAGER	18-06-2024	Download	Download
2	SUBDIVISION	CENTRAL SUBDIVISION	KHUSHIBM	19-06-2024	Download	Download
3	SUBDIVISION	CENTRAL SUBDIVISION	KHUSHIBM	19-06-2024	Download	Download
4	SUBDIVISION	CENTRAL SUBDIVISION	KHUSHIBM	19-06-2024	Download	
5	SUBDIVISION	CENTRAL SUBDIVISION	KHUSHIBM	19-06-2024	Download	Download
6	SUBDIVISION	CENTRAL SUBDIVISION	ARTI	19-06-2024	Download	Download
7	SUBDIVISION	CENTRAL SUBDIVISION	ARTI	19-06-2024	Download	Download
8	SUBDIVISION	CENTRAL SUBDIVISION	ARTI	19-06-2024	Download	Download
9	SUBDIVISION	CENTRAL SUBDIVISION	ARTI	19-06-2024	Download	Download
10	SUBDIVISION	CENTRAL SUBDIVISION	ARTI	19-06-2024	Download	

Step 2:

5. Click on Bulk Billing. The below page will be displayed.
6. From this page, the user can download the template file for bulk upload.
7. In this file we have to upload multiple consumer IDs and their readings in the format as shown in the sample file.

Role:MANAGER(SUB DIV) Username:SOORYA Location:CENTRAL SUBDIVISION

Bulk Billing

Back Reset

Upload Predefined File

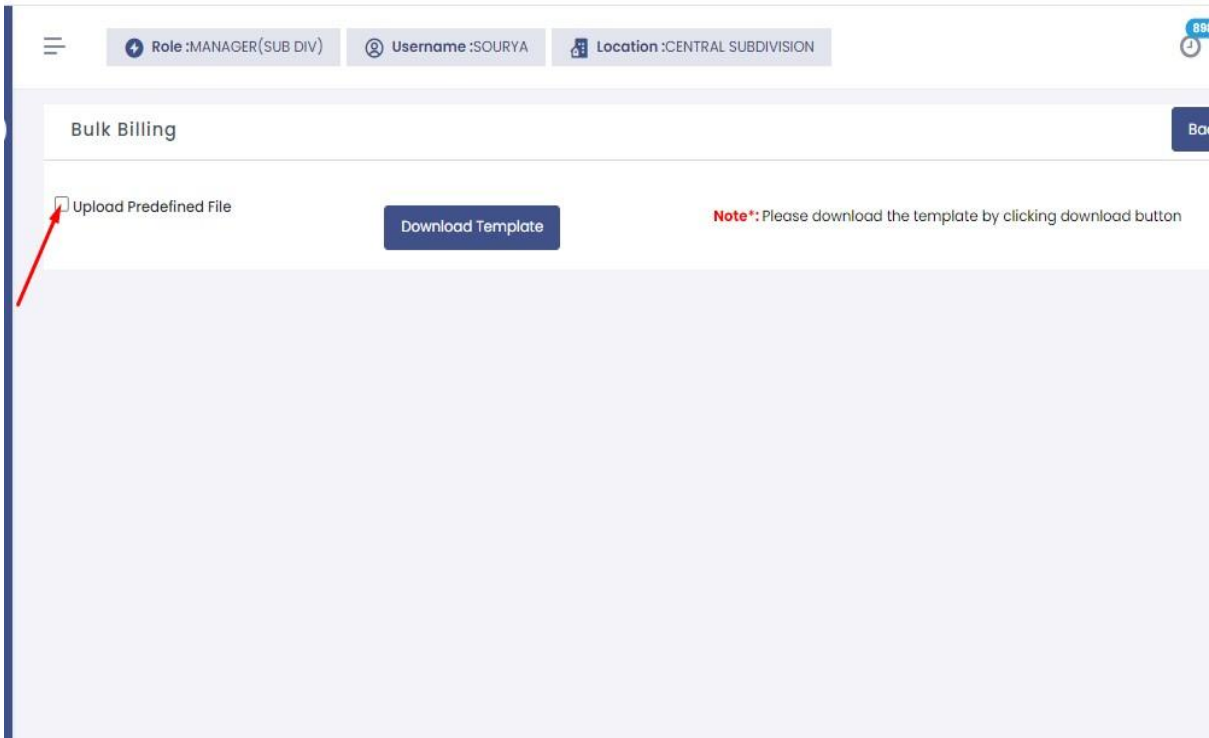
[Download Template](#)

Note*: Please download the template by clicking download button

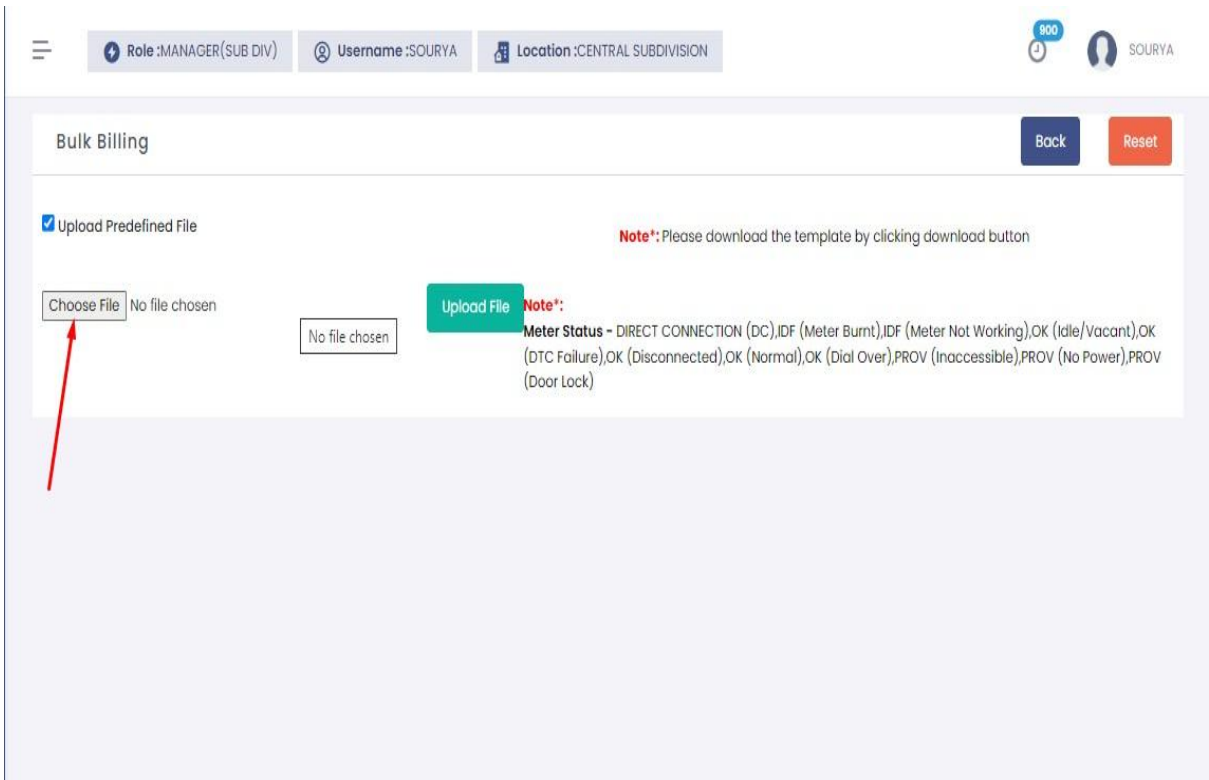
To download the sample file for Bulk upload

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>> Select the upload predefined file.



8. Once the user selects.
9. We have to attach the file in which we have entered multiple consumer IDs with their readings for bulk billing.
10. Click on upload.
11. Our bulk billing will be done.



1. Bill Generation:

Step 1:

12. By clicking on the **“Bill Generation”**, The below page will be displayed.
13. Under the Consumer details, we have to enter the consumer ID and click on the search button.
14. In the **Items Added** section, Consumer details will be auto fetched.
15. In the **Billing Details** section, we have to enter the Reading-date, billing-date and due-date.
16. The utility will select the Due date.
17. The billing-date should be the current date.
18. Inside the Meter-status we have to select the Meter-status from the drop-down.

The screenshot displays the 'Bill Generation' interface. The top navigation bar shows 'Role :MANAGER(SUB DIV)', 'Username :SOURYA', and 'Location :CENTRAL SUBDIVISION'. The left sidebar contains a search bar and a menu with options like 'Dashboards', 'User Management', 'Workflow', 'Masters', 'Master Mapping', and 'Billing'. The 'Billing' section is expanded, showing 'Bulk Bill Generation', 'Bill Generation', 'Bill Cancellation', 'Additional Units', 'Bill Distribution Dashboard', 'Billing Dashboard', 'Visit Details', 'Visited Consumer', 'Reading Dashboard', 'Self Billing', 'Bill Engine Error List', 'Collection', and 'Consumer'. The main content area is titled 'Bill Generation' and includes a note: 'Note*: Consumer ID's will be loaded based on Sub Division'. Below this, the 'Consumer Details' section has input fields for 'Consumer ID *' (with value 1000779719), 'Legacy Consumer ID', 'Mobile No.', and 'Consumer Name'. A 'Search' button is present. The 'Items Added' section is a table with the following data:

Consumer ID	Legacy Consumer ID	Name	Address
1000779719	82000071399	4th Grade Staff Quarter -	Pine Mount School, Shikong, #89591
Category	MR Code	Prev. Meter Status	Prev. Billing date
DLT	121001	Normal	2024-01-03
Sanction Load(KW)	Sanction Load(KVA)		
2	0		
Govt/Pvt Installation	PAN NO		
SG			

The 'Billing Details' section has input fields for 'Reading Date' (2024-08-29), 'Billing date' (2024-08-29), and 'Due Date *' (2024-07-01). A 'Meter Status*' dropdown menu is set to 'Select'.

>> We have selected the OK(Normal) from the Meter Status

Note: For other Meter Status options except normal billing (OK); for example, IDF, provisional, DTC failure etc. we don't have to give the Final reading and other details necessary for billing as billing will be auto generated on the basis of average consumption.

19. Then we have to enter current KWH Reading and current KVAH Reading.
20. We have to enter the recorded MD and other necessary details.
21. Then we have to click on calculate.
22. If we have entered any wrong details, then we can click reset.

Billing Details

Reading Date: 2024-06-29 Billing date: 2024-06-29 Due Date*: 2024-07-01

Meter Status*: OK (Normal)

Description	Date	KWH Meter	KVAH Meter	Recorded Demand	Recorded PF
Current Reading	2024-06-29	1500	1800	5	0.90
Previous Reading	2024-01-03	1	1		
Multiplying Factor		1			
Consumption		1533.00			

Buttons: Reset Calculate Save

- 23. Once we click on calculate, all the heads of Billed details will be automatically fetched.
- 24. Click on Choose file to attach supporting document.
- 25. Add some comments.

Role: MANAGER (SUB DIV) Username: SOURYA Location: CENTRAL SUBDIVISION

Meter Status: OK (Normal)

Description	Date	KWH Meter	KVAH Meter	Recorded Demand	Recorded PF
Current Reading	2024-06-29	1500	1800	5	0.90
Previous Reading	2024-01-03	1	1		
Multiplying Factor		1			
Consumption		1533.00			

Buttons: Reset Calculate Save

Billed Details

FC	EC	FFPAS	Electricity Duty	DPC	Others
938.84	2879.24	0	76.65	22.36	0
Bill Amount	Previous Outstanding	Adjustment	Gross Bill Amount	Net Amount	
18773.58	323.58	0	19097.16	19098	

Comments*: Note*: 1. Upload Document (Size should be less than or equal to 5 MB) 2. File Type: jpg/png/pdf | | No file chosen

Buttons: Click Here To View Bill Choose Action

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- 26. We have to press **Click Here to view** as shown in the above page.
- 27. We can view the bill.

Role :MANAGER(SUB DIV) Username :SOURYA Location :CENTRAL SUBDIVISION

Bill Generation

Consumer Details

Consumer ID * 100077978

Meter Serial No

Bill Details for Consumer ID 100077978

Meghalaya Power Distribution Corporation Limited
LIGHTING UP YOUR LIFE

CENTRAL SUBDIVISION

Legacy Consumer ID	Consumer ID	Bill No	Billing Period	Bill Generated Date	Due Date	Disconnection Date
5200067399	100077978	NA	03-01-2024 - 29-06-2024	29-06-2024	01-07-2024	29-07-2024

Name & Address: 4th Grade Staff Quarter - Pine Mount School, Shilong - 791001

Type	LT	Meter No
Category	DLT	B439956
Sanction Load(KW)	2	Bill Type
Sanction Load(KVA)	0	OK (Normal)
Connection Type	SO	Average Units
Transformer Capacity	0	42
		Connection Status
		IN SERVICE
		Connection Location
		URBAN

Meter Readings for New Meter ID:5439956 and Meter Status : OK (Normal)

Description	Date	Kwh Meter	Kvah Meter	Recorded Demand	Recorded PF
Current Reading	2024-06-29	1500	1800	5	0.90
Previous Reading	2024-01-03	1	1		
Multiplying Factor		1			
Consumption		1533.00			

Govt/Pvt Installation: SO PAN NO:

Billing Details

Reading Date: 2024-06-29 Billing date: 2024-06-29 Due Date *: 2024-07-01

Meter Status*: OK (Normal)

We can scroll down to view the entire bill

- On clicking Choose Action and then press save button.
- Our Bill will be downloaded in the PDF format.

Role :MANAGER(SUB DIV) Username :SOURYA Location :CENTRAL SUBDIVISION

OK (Normal)

Description	Date	KWH Meter	KVAH Meter	Recorded Demand	Recorded PF
Current Reading	2024-06-29	1500	1800	5	0.90
Previous Reading	2024-01-03	1	1		
Multiplying Factor		1			
Consumption		1533.00			

Reset Calculate Print

Billed Details

FC	EC	FPFAS	Electricity Duty	DPC	Others
936.84	2875.24	0	76.65	22.36	0
Bill Amount	Previous Outstanding	Adjustment	Gross Bill Amount	Net Amount	
18773.58	323.58	0	19097.16	19098	

Comments *

Note: 1. Upload Document (Size should be less than or equal to 5 MB)
2. File Type .jpg/.png/.pdf [Choose File] No file chosen

Choose Action

SAVE

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>> Bill pdf is attached below.



BillGenerate.pdf

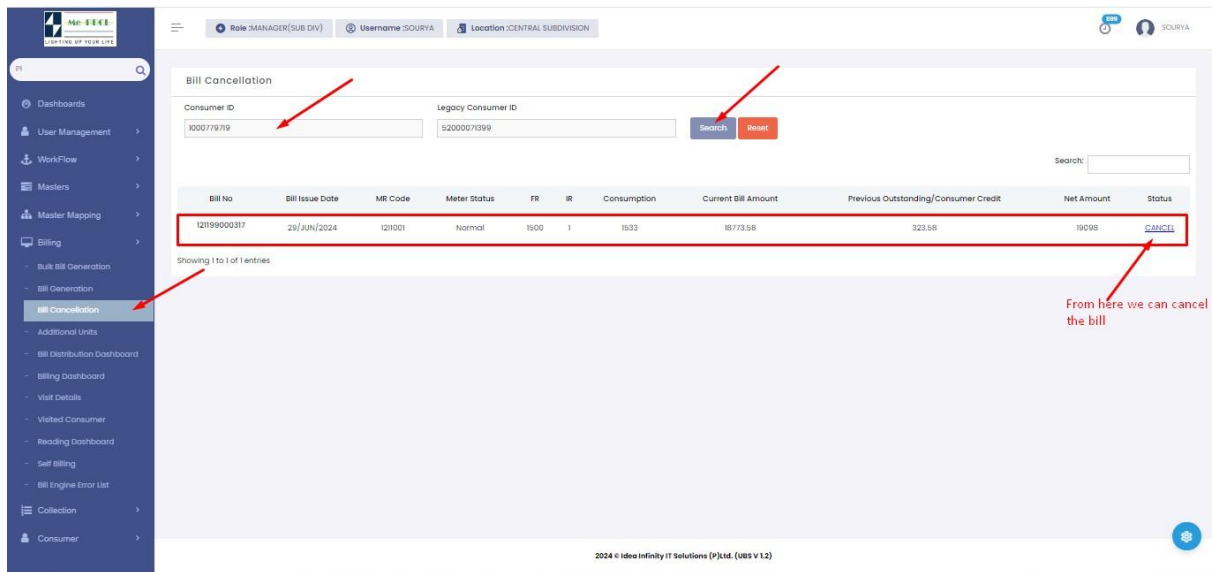
1. Bill Cancellation:

Step 1:

- By clicking the "Bill Cancellation", The below page will be displayed.

31. We have to enter the consumer ID for which we want to cancel the bill.

32. Cancel option is there to proceed further.



Step 2:

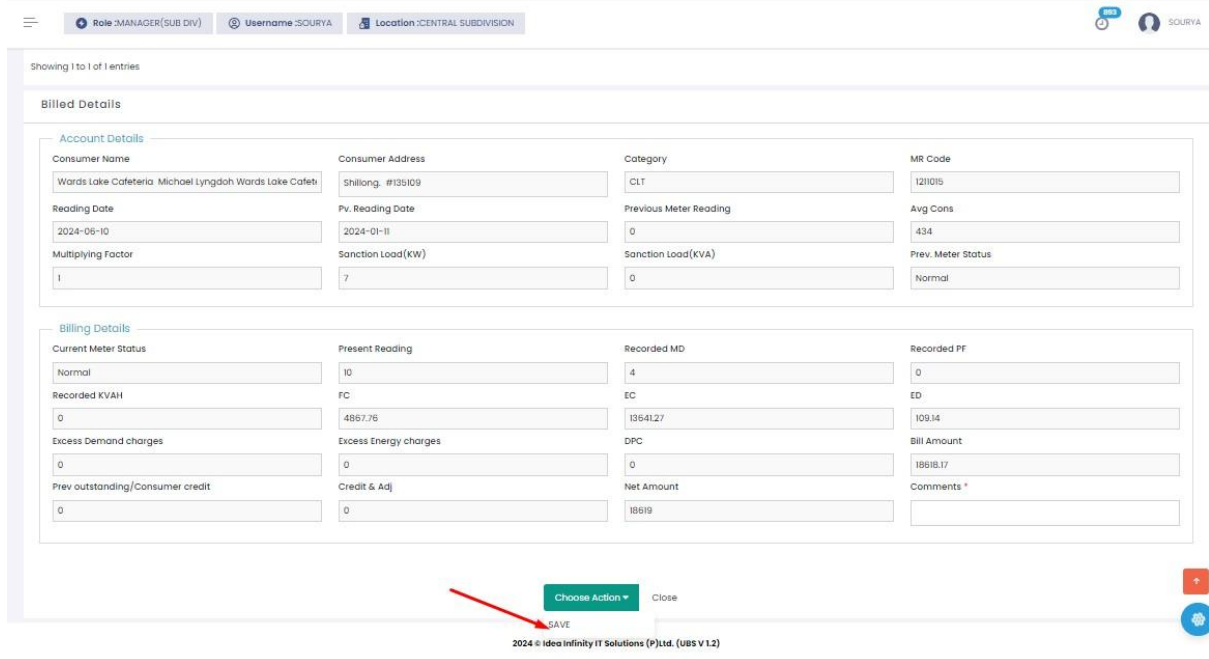
33. By clicking the **“Cancel button”**, The below page will be displayed.

34. We can see all the Billed details.

35. Enter cancellation reason and Click on Choose Action.

36. Then click on save.

37. Final approval will be done by the higher authority form the workflow management.



1. Additional units:

Step 1:

38. By clicking on **“Additional units”**, The below page will be displayed.

39. We have to enter the consumer ID and click search button.

40. Consumer details will be auto fetched.
41. From the **Additional Details section**, we have to enter the additional KWH and additional KVAH, these consumption units are to be adjusted in the next billing cycle.
42. Add remarks.
43. User has to attach one file as supporting document.
44. Click on save.

Note: If the additional unit entered in negative that means in the next month billing cycle that extra consumption units will be deducted while billing

If the additional unit entered in positive that means in the next month billing cycle that extra consumption units will be added while billing

The screenshot shows the 'Additional Units' form in a web application. The form is divided into three sections: 'Consumer Details', 'Consumer Details', and 'Additional Unit Details'. The first section contains fields for Consumer ID, Legacy Consumer ID, Mobile No., and Consumer Name. The second section contains fields for Name, Address, Category, and Main Category. The third section contains fields for Additional KWH, Additional KVAH, and Remarks. A 'Choose File' button is highlighted with a red box and labeled 'Document attachment'. A 'Save' button is highlighted with a red arrow. The form is titled 'Additional Units' and has a search bar at the top left. The user's role is 'MANAGER(SUB DIV)' and the location is 'CENTRAL SUBDIVISION'.

1. Bill Distribution Dashboard:

Zone, circle, division and subdivision will be auto filled as we have logged in with the credentials of the sub-division manager. So all the data in the dashboard will come accordingly **Total Consumers:** It depicts the total number of smart meter consumers.

Eligible consumers: It depicts the number of smart meter consumers who are eligible for bill distribution.

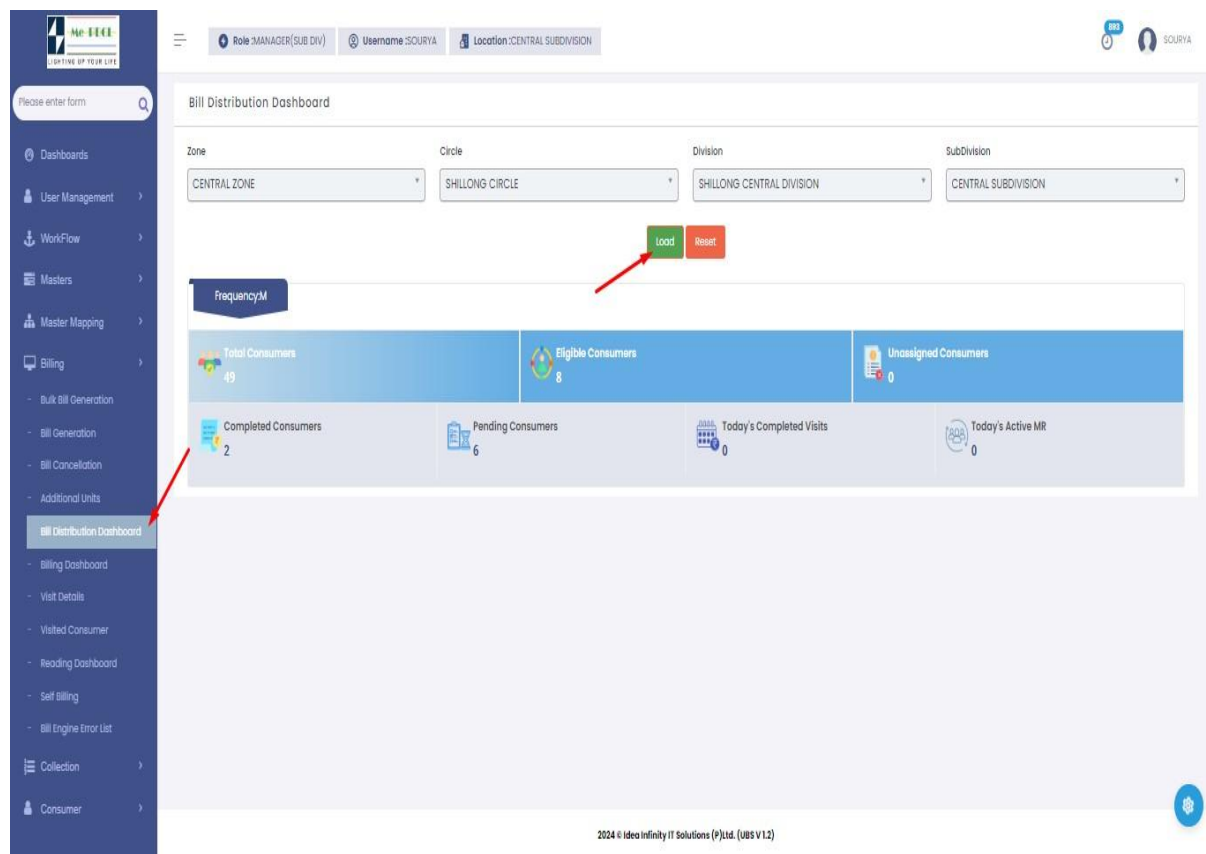
Unassigned consumer: It depicts the number of consumers who are not assigned to any meter readers for bill distribution.

Completed Consumers: It depicts the total number of smart meter consumers for which bill distribution has been completed.

Pending Consumers: It depicts the total number of smart meter consumers for which bill distribution is still pending.

Today's Completed visits: Total number of visits completed by MR today.

Today's Active MR: Total number of MR active on today. The dashboard is shown below



2. Billing Dashboard:

To monitor the billing activity for the month.

Zone, circle, division and subdivision will be auto filled as we have logged in with the credentials of the sub-division manager. We have to select the billing cycle. Click on the search button. So all the data in the dashboard will come accordingly.

The billing dashboard provides a comprehensive overview of financial data related to billing activities. It serves as a critical tool for monitoring revenue, and ensuring financial transparency.

Total consumers: Number of consumers present in this Central subdivision.

Pending: Number of consumers which are pending for billing.

Assigned: Total consumers assigned for billing to MRs.

Unassigned: Total consumers not assigned for billing to MRs.

Completed consumers: Number of consumers which has been billed for the selected billing cycle(segragated into OK, IDF, provisional and Unmetered).

Auto: Number of smart meter consumers for which billing has been done(include MRBD consumers).

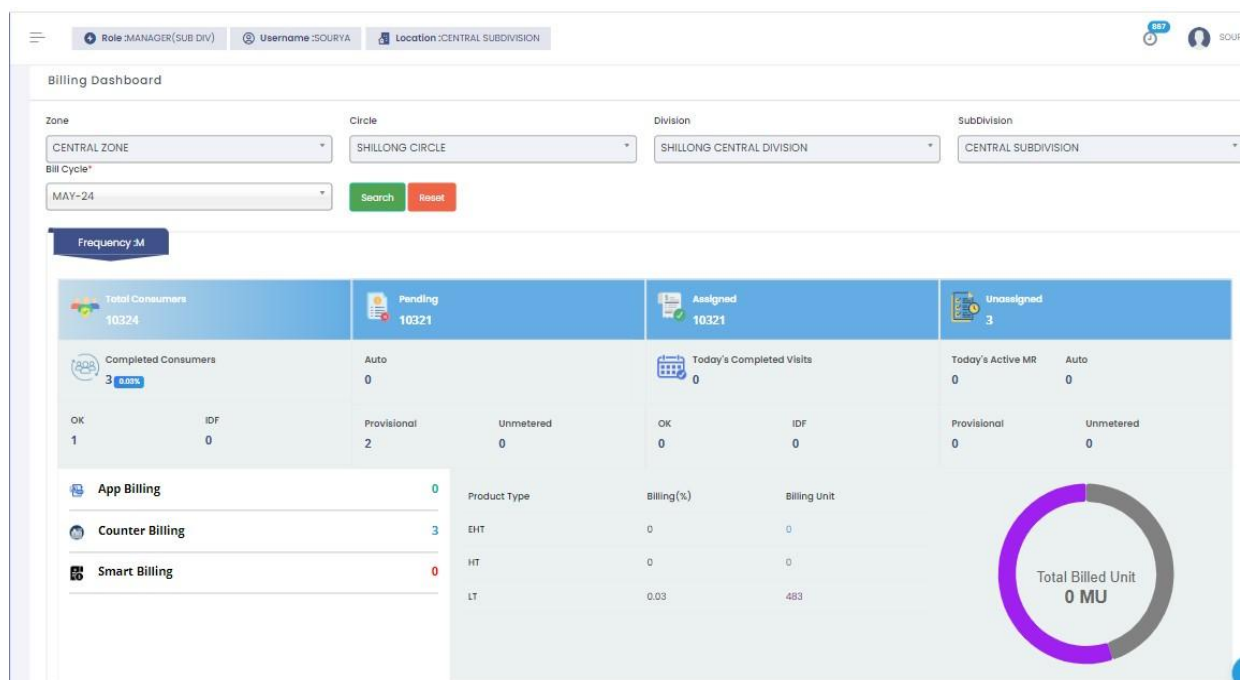
Today's completed visits: Total billed for a day(segragated into OK, IDF, provisional and Unmetered).

Auto: Total consumers billed through CMRI(probe).

Total consumers billed through App, counter and smart in the selected billing cycle is also shown.

It also includes Billing% and billed units for all the product types(EHT,HT and LT).

The donut chart shows total billed in million units as per product type(EHT, HT and LT).



3. Visit Details:

Step 1:

1. By clicking “Visit Details”, The below page will be displayed.
2. As we have entered by the log in credentials of sub division manager, so it will be auto fetched.
3. User has to enter the consumer ID for which the user wants to see the Visit details.

4. Click on Search button.
5. The consumer details in a single line will come as marked in below page.
6. On clicking the Action button; it will direct to the Visit details page of the consumer.

View Visits

Zone* Circle* Division* SubDivision*

CENTRAL ZONE SHILLONG CIRCLE SHILLONG CENTRAL DIVISION CENTRAL SUBDIVISION

Consumer ID Bill No

1000778489 Search Reset

Show 10 entries Search:

Sl No	Consumer ID	Consumer Name	Consumer Address	MR Code/Name	Action
1	1000778489	Abdul Basit Choudhury	Oakland Bivar Road, Shillong, #87980	1211005-Maikie M B Passah (100858)	

Showing 1 to 1 of 1 entries Previous 1 Next

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Step 2:

By clicking the **“Action button”**, The below page will be displayed.

7. Consumer details will be auto fetched.
8. In the visit details the user can find the visit details histor of the previous months, meter reader visit Date & Time, MR name who visited the consumer premises etc.
9. On clicking the Action button for a particular Billing cycle month we will get more data accordingly.

The screenshot shows a web application interface for 'Visit Details'. At the top, there are navigation elements: a menu icon, user role 'MANAGER(SUB DIV)', username 'SOURYA', and location 'CENTRAL SUBDIVISION'. A 'Back' button is in the top right. Below the header, there are two main sections: 'Consumer Details' and 'Visit History'.

Consumer Details:

Consumer ID 1000778489	Legacy Consumer ID 5200007012	Name Abdul Basit Choudhury	Address Oakland Bivar Road, Shillong. #87980
Mobile No	Last Visit 12-JAN-2024	Meter SI No RSD1201150 (DLMS)	

Visit History:

Show 10 entries Search:

Bill No	Bill Cycle	Visit Date & Time	Last Visited By	Status	Action
500294936774	JAN-24	12-JAN-2024 00:00	1211005-Maikie M B Passah (100858)	Billing Completed	
500293136442	DEC-23	09-DEC-2023 00:00	1211005-Maikie M B Passah (100858)	Billing Completed	
500291431388	NOV-23	08-NOV-2023 00:00	1211005-Maikie M B Passah (100858)	Billing Completed	
500289569548	OCT-23	12-OCT-2023 00:00	1211005-Maikie M B Passah (100858)	Billing Completed	
500287735457	SEP-23	07-SEP-2023 00:00	1211005-Maikie M B Passah (100858)	Billing Completed	
500285877381	AUG-23	07-AUG-2023 00:00	1211005-Maikie M B Passah (100858)	Billing Completed	

Step 3:

10. On clicking the Action button for the JAN-24 billing cycle:

This screenshot shows the 'Visit History' table from the previous image, but with the first row highlighted in red. The highlighted row corresponds to the billing cycle 'JAN-24' with a visit date of '12-JAN-2024 00:00'. A red arrow points to the 'Action' button in this row. The table header and other rows remain the same as in the previous screenshot.

Bill No	Bill Cycle	Visit Date & Time	Last Visited By	Status	Action
500294936774	JAN-24	12-JAN-2024 00:00	1211005-Maikie M B Passah (100858)	Billing Completed	
500293136442	DEC-23	09-DEC-2023 00:00	1211005-Maikie M B Passah (100858)	Billing Completed	
500291431388	NOV-23	08-NOV-2023 00:00	1211005-Maikie M B Passah (100858)	Billing Completed	
500289569548	OCT-23	12-OCT-2023 00:00	1211005-Maikie M B Passah (100858)	Billing Completed	
500287735457	SEP-23	07-SEP-2023 00:00	1211005-Maikie M B Passah (100858)	Billing Completed	
500285877381	AUG-23	07-AUG-2023 00:00	1211005-Maikie M B Passah (100858)	Billing Completed	

11. The user will be directed to this below page.

Consumer details will be auto fetched.

12. By default, we will see the MR-visit details for that particular month.

Role :MANAGER(SUB DIV) Username :SOURYA Location :CENTRAL SUBDIVISION

Consumer ID: 1000778489, Legacy Consumer ID: 52000070112, Name: Abdul Basit Choudhury, Address: Oakland Bivar Road, Shillong. #87980

Consumer Details: Mobile No, Category: DLT

Buttons: View Bill, View Comparison

Tabs: Visit Details (selected), Manual Reading, TOD, Bill Information, Images Captured

Date	Reader ID	Visited Main Meter	Field Main Meter
12-JAN-2024	1211005-Maikie M B Passah (100858)	NA	NA
Meter Status	Process	MRI Attempt	MRI Attempt Message
OK (Normal)	NA	NA	NA
Old Seal	New Seal	Meter Height	Meter Type
NA	NA	NA	DLMS
Meter Location	Reading Tool	Receiver	Remarks
NA	NA	NA	NA

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13. Click on Manual Reading

14. We will get the Reading (KWH, KVAH) data, reading date, MD, pf etc. recorded by the MR on the date of 12th Jan-24 as shown in the below page.

Consumer ID: 1000778489, Legacy Consumer ID: 52000070112, Name: Abdul Basit Choudhury, Address: Oakland Bivar Road, Shillong. #87980

Consumer Details: Mobile No, Category: DLT

Buttons: View Bill, View Comparison

Tabs: Visit Details, Manual Reading (selected), TOD, Bill Information, Images Captured

Bill No	Date	KWH	KVAH
500294936774	12-JAN-2024	28491.00	0.00
KW	KVA	PF	
1.00	0.00	0.00	

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VisitDetails/VisitDetailsSummary?ReqId=JAN-24&accountId=1000778489#tab2

15. Click on TOD (Time of Day).

The TOD details will be shown if the consumer is applicable for TOD billing.

Visit Details

Consumer Details

Consumer ID: **1000778489**
Mobile No

Legacy Consumer ID: **52000070112**
Category: **DLT**

Name: **Abdul Basit Choudhury**
[View Bill](#)

Address: **Oakland Bivar Road, Shillong. #87980**
[View Comparison](#)

Navigation: [Visit Details](#) | [Manual Reading](#) | **[TOD](#)** | [Bill Information](#) | [Images Captured](#)

	Normal	On Peak	Off Peak
Previous Reading	0	0	0
Present Reading	0	0	0
Consumption Units	0	0	0

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[/VisitDetails/VisitDetailsSummary?ReqId=JAN-24&accountId=1000778489#tab3](#)

16. User needs to click on the Bill information.

17. All the billing related information will be shown like Due date, consumption, readings etc.

Visit Details

Consumer Details

Consumer ID: **1000778489**
Mobile No

Legacy Consumer ID: **52000070112**
Category: **DLT**

Name: **Abdul Basit Choudhury**
[View Bill](#)

Address: **Oakland Bivar Road, Shillong. #87980**
[View Comparison](#)

Navigation: [Visit Details](#) | [Manual Reading](#) | [TOD](#) | **[Bill Information](#)** | [Images Captured](#)

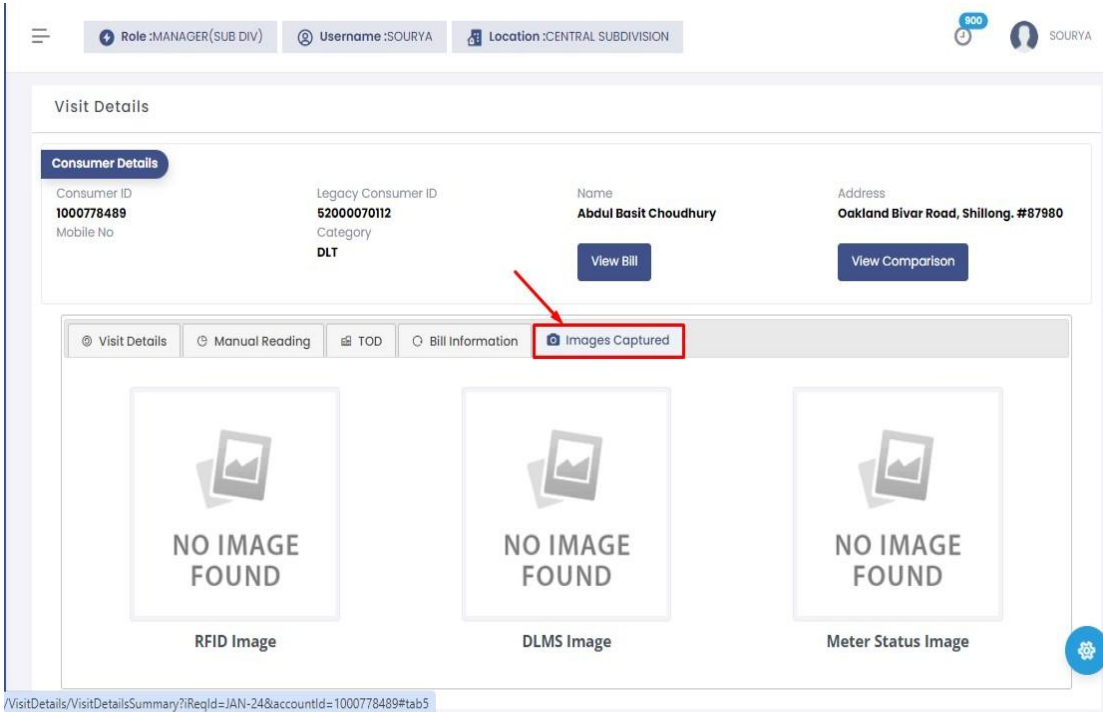
Bill Date	Prev KWH	Prev KVAH	Present KWH
12-JAN-2024 00:00	28266.00	0.00	28491.00
Present KVAH	Consumption	Bill Type	Payable Amount
0.00	225.00	OK (Normal)	1170.00
Due Date			
23-JAN-2024			

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[/VisitDetails/VisitDetailsSummary?ReqId=JAN-24&accountId=1000778489#tab4](#)

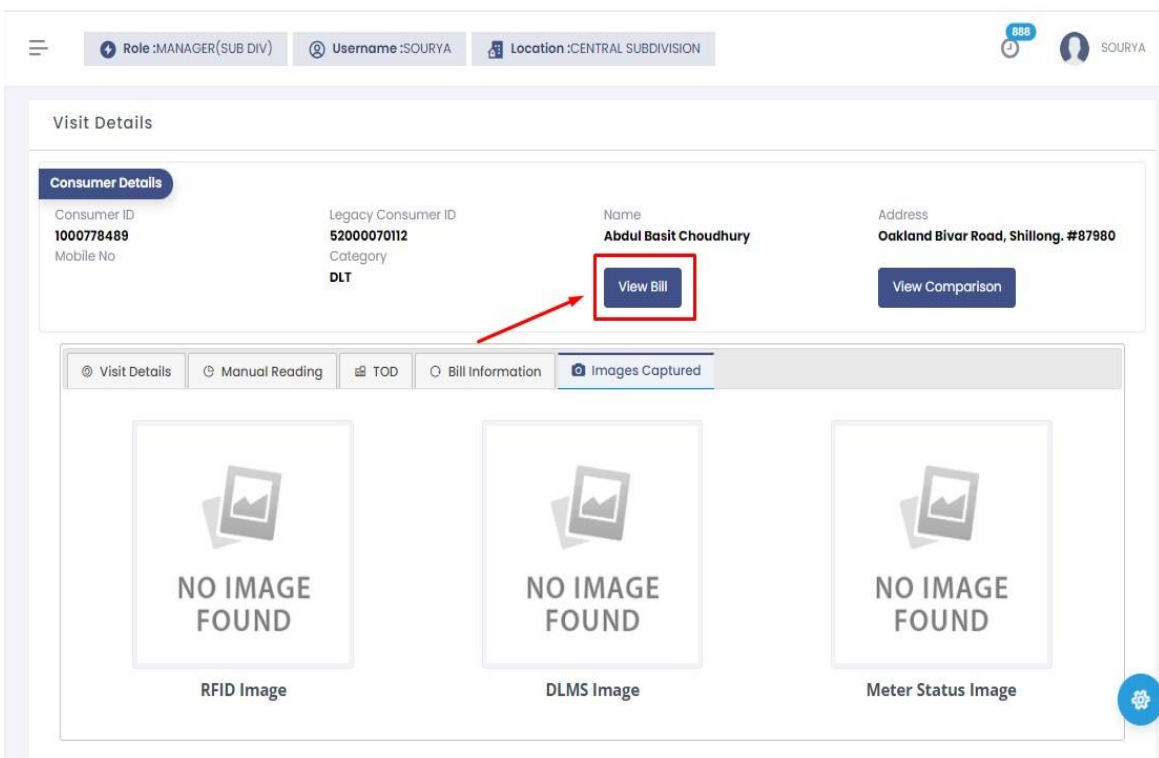
User needs to click on Images Captured.

18. Images captured of different types of meters by the meter reader when he visited the consumer premises will be shown here.



Step 4:

19. To View the bill for the particular billing month; User needs to click on the View Bill button as shown below.



The user can also download the bill in pdf format (3 sizes are given for bill download)
20. PDF is attached below.



Billcopy165_30-
06-2024 12_42_03

Step 5:

21. To View the consumption reading history for the last 16 months; User needs to click on the **View Consumption** as shown below:

Visit Details

Consumer Details

Consumer ID 1000778489 Mobile No	Legacy Consumer ID 52000070112 Category DLT	Name Abdul Basit Choudhury	Address Oakland Bivar Road, Shillong, #87980
--	--	-------------------------------	---

View Bill View Comparison

Visit Details Manual Reading TOD Bill Information Images Captured

Date 12-JAN-2024	Reader ID 1211005-Maikie M B Passah (100858)	Visited Main Meter NA	Field Main Meter NA
Meter Status OK (Normal)	Process NA	MRI Attempt NA	MRI Attempt Message NA
Old Seal NA	New Seal NA	Meter Height NA	Meter Type DLMS
Meter Location NA	Reading Tool NA	Receiver NA	Remarks NA

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22. This graph will be appearing on the screen as shown below.



1. Visited Consumer:

Step 1:

23. By clicking the “**Visited consumer**”, The below page will be displayed.
24. Enter the consumer ID and select the date range.
25. Click on Load button.
26. The consumer ID will come with the visited date.
27. The consumer ID is a hyperlink; clicking on it, the user will be directed to the visit details page.
28. After that same activity will be performed was mentioned in the previous module (**Visit Details**).

The screenshot displays the 'Visited Consumer' web application interface. The top navigation bar includes the Me-FLCL logo, user role (MANAGER(SUB DIV)), username (SOURYA), and location (CENTRAL SUBDIVISION). The main content area is titled 'Visits Report' and contains a search form with fields for Consumer ID (1000778489), Bill No, MR Code/Name (dropdown), From Date (01-01-2024), and To Date (31-01-2024). A 'Load' button and a 'Reset' button are present. Below the form is a table with the following data:

CONSUMER ID	LEGACY CONSUMER ID	CONSUMER NAME	BILL NO	BILL STATUS	MR CODE/NAME	VISITED DATE
1000778489	5200007012	Abdul Basit Choudhury	500294936774	OK (Normal)	1211005-Maikie M B Passah (100858)	12-JAN-2024

The interface also shows a search bar, a 'Showing 1 to 1 of 1 entries' message, and navigation buttons (Previous, Next). The footer includes the copyright notice '2024 © Idea Infinity IT Solutions (P)Ltd. (UBS V.1.2)' and a URL: 'https://uat.mepdcl.tmi.ieasybill.com:2014/VisitDetails/VisitDetailsView'.

1. Reading Dashboard:

By clicking on **“Reading Dashboard”**, The below reading dashboard page is displayed. This dashboard is basically used for monitoring of the reading data for the smart meter consumers (MRBD & SRBD). On entering the Billing cycle month and on clicking the Load button; the dashboard will come accordingly.

Dashboard description in brief:

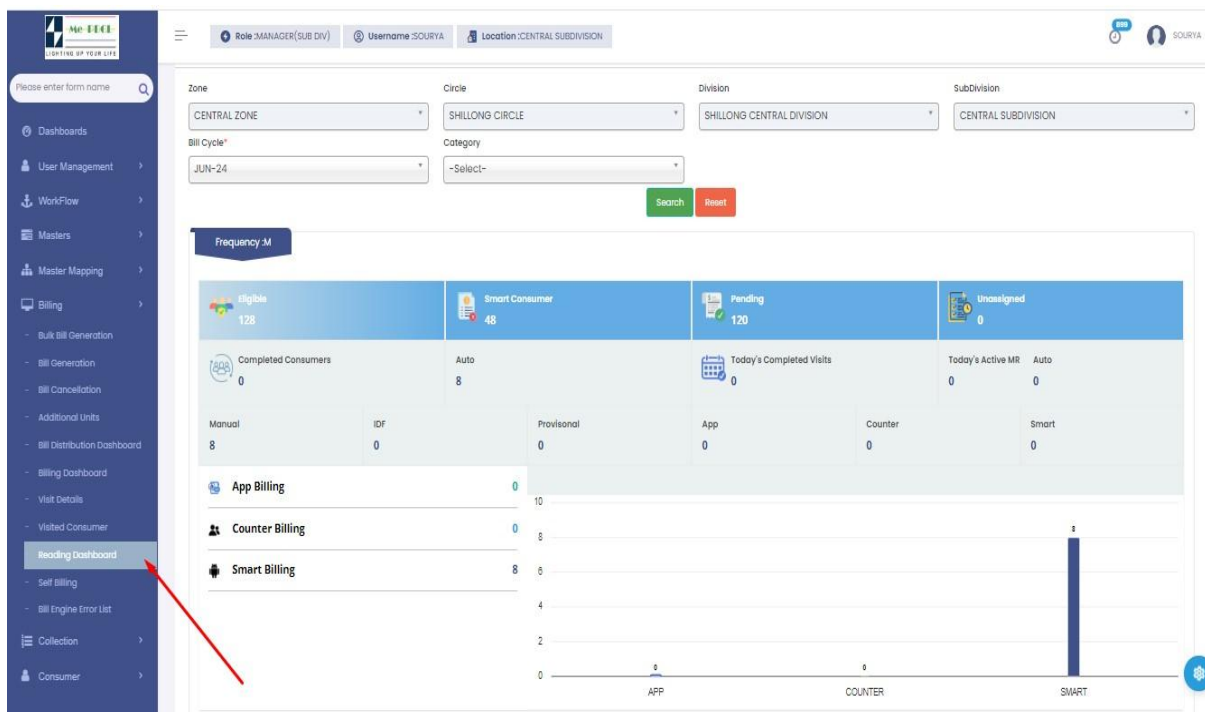
Eligible: Total SRBD and MRBD consumers eligible for reading entry.

Smart consumers: Total number of SRBD consumers.

Pending: Pending for reading entry for SRBD and MRBD combined.

Unassigned: Unassigned for reading to meter readers for MRBD consumers.

There are other components and graphical representation in the reading dashboard.



2. Self-Billing:

It is also known as the trust billing; the consumer will capture the readings of his meter through the consumer App and will send the readings to the utility for billing.

Step 1:

1. By Clicking on **“Self-Billing”**, The below page will be displayed.
2. From the Unbilled section, the list of consumers with their reading data will come for which the billing is pending.

Trust Billing

UnBilled Billed Cancelled OverRidden

Unbilled details

Search:

Consumer ID	Consumer Name	Legacy Consumer ID	Reading Date Received	Previous KWH	Previous KVAH	Present KWH	Present KVAH	Recorded MD	Ave
1000703009	Mary.M. Khyriem	12000004187	20-JUN-2024	2	0	15	0	1	0.

Showing 1 to 1 of 1 entries

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https://uat.mepdcl.tn.ieasybill.com:2014/SelfBilling/SelfBilling#sidebarMeterManagement

3. On clicking Billed; the list of consumers along with their Billing related data will come. Billing has been performed for these consumers.

Trust Billing

UnBilled Billed Cancelled OverRidden

Billed Details

Search:

Consumer ID	Consumer Name	Legacy Consumer ID	Reading Date Received	Billed Date	Bill Number	IR KWH	IR KVAH	FR KWH	FR KVAH	Reco
1000702075	Merita & Margarita Wahlang	12000002431	20-JUN-2024			0	0	10	0	
1000796942	A Bhattacharjee	52000099770	19-JUN-2024			87389	0	89421	0	

Showing 1 to 2 of 2 entries

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https://uat.mepdcl.tn.ieasybill.com:2014/SelfBilling/SelfBilling#billedtab

4. On clicking Cancelled; the list of consumers will come for which bill has been cancelled.

Trust Billing

UnBilled Billed **Cancelled** OverRidden

Cancelled details

Search:

Consumer ID	Consumer Name	Legacy Consumer ID	Reading Date Received	Cancelled Date	Previous KWH	Previous KVAH	Present KWH	Present KVAH
1000704847	Kanchan Jyoti Dutta	12000007899	16-JUN-2024	16-JUN-2024	8689	0	8693	0

Showing 1 to 1 of 1 entries

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/SelfBilling/SelfBilling#cancelled

- On clicking Overridden, the list of consumers will come for which the readings are overwritten by the supervisor while billing.

Trust Billing

UnBilled Billed Cancelled **OverRidden**

Override Details

Search:

Consumer ID	Consumer Name	Legacy Consumer ID	Reading Date Received	Billed Date	Bill Number	IR KWH	IR KVAH	FR KWH	FR KVAH	Recorded MD
No data available in table										

Showing 0 to 0 of 0 entries

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/SelfBilling/SelfBilling#override

1. Bill Engine Error list:

The abnormal readings that led to very high or very low consumption will come here. These data are basically coming from the app by which the MRs are doing the App billing. On searching the consumer ID, if that consumer is applicable for these abnormal reading conditions; those will come.

Step 1:

6. All the administrative hierarchies will be selected according to the log in credentials and data will come accordingly.
7. From the Status filter drop down; there are three options: Pending, bypass and reset.
8. We have selected pending.
9. Click on the Search button; the list will come accordingly.
10. From the message field, we can see that why this consumer ID came in this Bill Engine Error list.

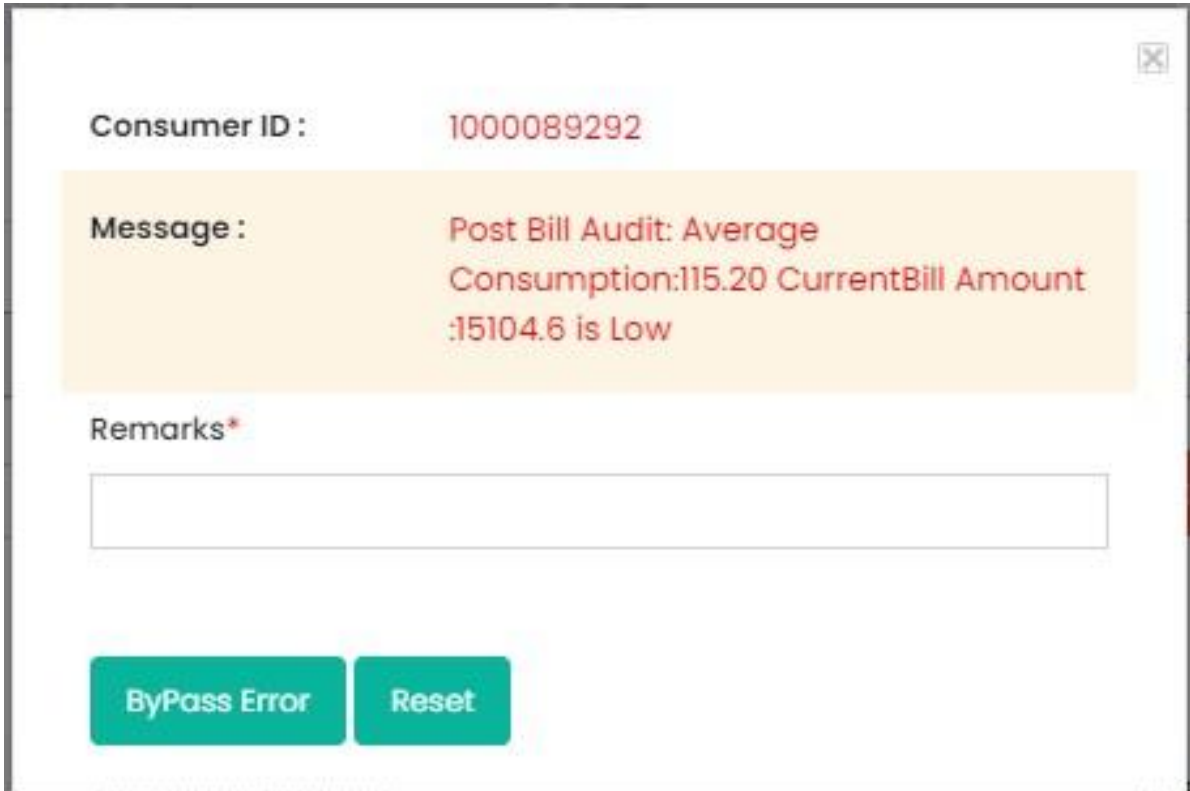
The screenshot displays the 'Bill Engine Error List' interface. The top header shows the user's role as 'MANAGER(SUB DIV)', username as 'SOURYA', and location as 'CENTRAL SUBDIVISION'. The main content area includes filters for Zone (CENTRAL ZONE), Circle (SHILLONG CIRCLE), Division (SHILLONG CENTRAL DIVISION), and SubDivision (CENTRAL SUBDIVISION). There is also a Status filter set to 'Pending' and a Search button. A table lists error entries with columns for Consumer Name, Consumer Address, Message, Date, and Action. Red arrows highlight the 'Bill Engine Error List' menu item, the 'Consumer ID' input field, and the 'Action' column in the table.

Consumer Name	Consumer Address	Message	Date	Action
Barimon Mukhim	Pomura, Pomura #2830603601	Post Bill Audit: Average Consumption:115.20 CurrentBill Amount :15104.6 is Low	21-06-2024	
skhemborlang Warji	Pomura, Pomura	Post Bill Audit: Average Consumption:115.20 CurrentBill Amount :186.9 is High	21-06-2024	
Mentil Marak	Dalmagre, Dalmagre #5391802400	Post Bill Audit: Average Consumption:28.00 CurrentBill Amount :286957.19 is Low	27-06-2024	
Mamata Barman	Akhonggre #177938	Post Bill Audit: Average Consumption:234.00 CurrentBill Amount :271778.9 is Low	27-06-2024	
Merind R Marak	Tura Banchigittim #112342	Post Bill Audit: Average Consumption:38.00 CurrentBill Amount :28801.38 is Low	27-06-2024	
Floridian Marpna	Lower - Lochumire, Shillong. #123042	Post Bill Audit: Average Consumption:331.00 CurrentBill Amount :1611 is High	21-06-2024	
A Rngod	Harisava Laban, Shillong. #134560	Post Bill Audit: Average Consumption:656.00 CurrentBill Amount :62786.53 is High	26-06-2024	

Step 2:

11. On the Action button for any of the Consumer ID, this page will appear as shown below.
12. We must enter Remarks as well.
13. We can bypass the consumer for billing though it was suspected of abnormal consumption. Once we are done that consumer will come under the By-pass list (Status)

14. If the user wants to reset, then the consumer will again be applicable for new billing and all his previous readings will be truncated. Once we are done, it will come under the Reset list(status)



Consumer ID : 1000089292

Message : Post Bill Audit: Average Consumption:115.20 CurrentBill Amount :15104.6 is Low

Remarks*

ByPass Error Reset

1. Tax Deducted at Source (TDS) Onboard

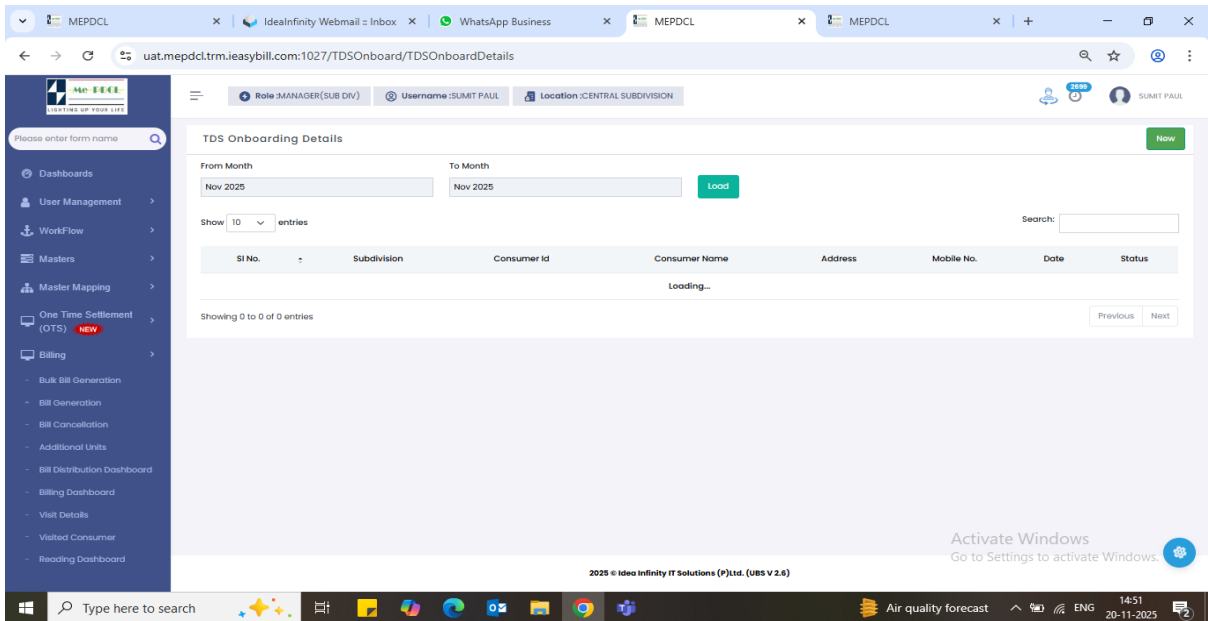
Step: 1

15. Log on to the UBS Application. We have used AEE (Sub division Manager) credential to Log in. AEE (Sub division Manager) is used to access to a whole sub division, For example Mawprem, Central, Mairang etc. The AEE (Sub division Manager) log in can be switched from the Super Admin log in or we have to create a new user from the user management.

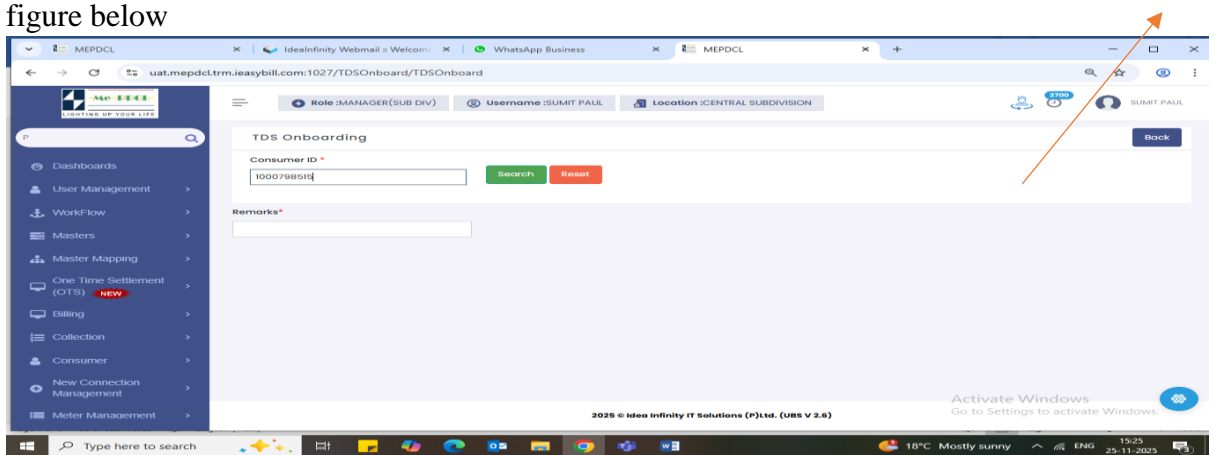
Step: 2

TDS Onboard

16. After logging in through the Manager Sub-division, click on to the “**Billing module**” and then click on to the “**TDS Onboard**” sub-module for onboarding a particular consumer for TDS.
17. Click on “**NEW**” as shown in the figure below.

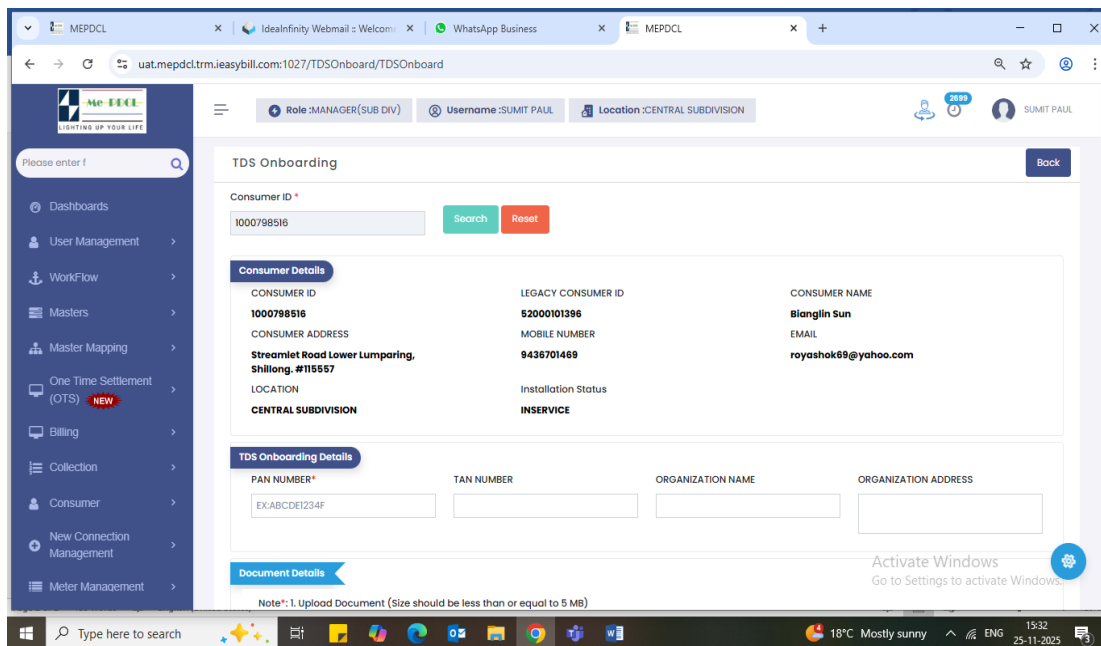


18. After clicking on “NEW” enter the consumer id for whom the TDS onboarding has to be done, and after that enter the Remarks and then click on “Search” as shown in the figure below



19. After clicking on “Search” a new page will appear where all details about that particular consumer id is visible. And now on the “TDS Onboarding Details” section we need to enter the **PAN number** of that consumer as shown in the figure below.





20. After entering the PAN number, we need to **“Upload”** the required documents, and then enter the **Remarks** and then click on the **“Choose Action”** and **Save** the application.
21. And then after saving the application we can go to **“Workflow”** module and then approve the TDS Onboard application.

Step: 3

TDS Declaration

22. After completing the TDS Onboarding process the next step is TDS Declaration, where we need to declare the tax deduction amount for that particular consumer.
23. Click on “NEW” as shown in the figure below.

The screenshot shows the 'TDS Declaration' page in the MEPDCL system. The page includes a sidebar with navigation options like Dashboards, User Management, Workflow, Masters, Master Mapping, One Time Settlement (OTS), Billing, and Collection. The main content area displays a table of TDS declarations. The table has the following data:

Consumer Id	Legacy Consumer Id	Consumer Name	PAN No.	Amount	Deposit Date	Status	View
1000795584	52000098391	Uttara Chakravarty	BHDLK01212	5500	18-11-2025	Approved	View
1000798799	52000010694	Janita Mutyem	BHDLK01212	5500	18-11-2025	Approved	View
1000810543	65000000439	Hotel Grace	BHDLK01212	2000	14-11-2025	Approved	View

A red arrow points to a 'New' button located in the top right corner of the table area. The page also shows a search bar and a 'Load' button for filtering the data.

1. After clicking on “NEW” enter the consumer id for whom the TDS declaration has to be done, and after that enter the Remarks and then click on “Search” as shown in the figure below.

The screenshot shows the 'TDS Declaration' form in the MEPDCL system. The form has the following fields and buttons:

- Consumer ID*:** A text input field containing '1000798515'. To its right are 'Search' and 'Reset' buttons.
- Remarks*:** A text input field containing 'OK'. A red arrow points to this field.
- Back:** A button in the top right corner.

The page also shows a sidebar with navigation options like Dashboards, User Management, Workflow, Masters, Master Mapping, One Time Settlement (OTS), Billing, and Collection. The main content area displays the form for entering TDS declaration details.

2. After clicking on “Search” a new page will appear where all details about that particular consumer id is visible. And now on the “**TDS Deposit Details**” section we need to enter the **Amount** and the **Remarks** as shown in the figure below.

The screenshot displays the 'TDS Declaration' web application interface. The browser address bar shows the URL: `uat.mepdcltrm.easysbill.com:1027/TDSDeclaration/TDSDeclaration`. The user is logged in as 'SUMIT PAUL' with the role 'MANAGER(SUB DIV)' and location 'CENTRAL SUBDIVISION'. The page is divided into several sections:

- Consumer ID:** 1000798615
- Consumer Details:**
 - Name: Bhargini Sun
 - Address: Streamlet Road Lower Lumparing, Shillong
 - Category: DLT
 - Mobile No.: 8257885816
 - Load KW: 2
 - Contract Demand KVA: 0
 - Meter Serial No.: CD0193084
 - Phase: 1-PHASE
 - PAN No.: DWMPF14500
 - TAN No.: [Blank]
 - Organization Name: [Blank]
 - Organization Address: [Blank]
- TDS Deposit Details:**
 - PAN Number: BHDJKGIZIZ
 - Deposit Date: 21-11-2025
 - Amount: 3850
 - Remarks: ok
- Document Details:**
 - Note: 1. Upload Document (Size should be less than or equal to 5 MB)
 - Note: 2. File Type (.jpg, .png, .pdf)
 - Document List: [Blank]
 - Buttons: Choose file, No file chosen, Upload

3. After entering the **Amount**, we need to “**Upload**” the required documents, and then enter the Remarks and then click on the “**Choose Action**” and **Save** the application.
4. And then after saving the application we can go to “**Workflow**” module and then approve the TDS Declaration application.

Step: 4

Bill Generation after TDS Declaration

1. After approving the TDS Declaration application, we can now go back to “**Bill Generation**” sub-module and then generate a fresh bill for that consumer id and we can see the ‘**Tax Adjustment details**’ appearing on the bill as shown in the figure below.

Bill Details for Consumer ID 1000798515

Description	Date	Kwh Meter	Kvah Meter	Rec Demand	Rec PF
Current Reading	24-11-2025	2000	0	0	0
Previous Reading	04-10-2025	230	0		
No Of Days	51				
Difference		1770	0		
Multiplying Factor		1	1	1	0
Consumption		1770	0		
Additional Units		0	0		
Meter Change Units		0	0		
Violation Energy Units		0	0		
Net Consumption		1770	0	0	

Your Detailed Bill

Description	Amount (Rs.)
Fixed Charges : For 2 KW at Rs: 90 per KW at BM: (51/31)*1	-296.13
Energy Charges: For The First Slab Rs: 5 per KWH	822.58
Energy Charges: For Next Slab Rs: 5.04 per KWH	829.10
Energy Charges: For Next Slab Rs: 5.1 per KWH	7,348.94
PPFAS(SEP 25 TO SEP 25 :- 9.270)	-9.27
Electricity Duty: For 1770.00 KWH at Rs: 0.05 per KWH	88.50
Current Bill Amount	9,376.04
TDS Adjustment	-3850
Consumer Credit	-0.68
Gross Bill Amount	5,625.36
Net Bill Amount	5,626.00

Step: 5

TDS Reconciliation

- After TDS Declaration comes the next sub-module “**TDS Reconciliation**” where the we can change the amount of the ‘Actual TDS’ in accordance with the ‘Declared TDS’ if required, and ‘**Save**’ the application, as shown in the figure below.

TDS Reconciliation

From Date: 01-11-2025 To Date: 27-11-2025 [Load]

Showing 10 entries

Consumer ID	Consumer Name	PAN No.	TDS Date	Declared TDS	Actual TDS	Select all
1000795584	Uttara Chakravorty	BHDLK0121Z	18-11-2025	5500	5500	<input type="checkbox"/>
1000798515	Bianglin Sun	BHDLK0121Z	21-11-2025	3850	2000	<input checked="" type="checkbox"/>
1000798799	Jenita Mutyen	BHDLK0121Z	18-11-2025	5500	5500	<input type="checkbox"/>

Showing 1 to 3 of 3 entries

[Save]

Step: 6

Bill Generation after TDS Reconciliation

- After saving the TDS reconciled application we can generate the bill for the consumer, from the “**Bill Generation**” sub-module from the **Billing module**, as shown in the figure below.

MANAGER(SUB DIV) Username :SUMIT PAUL Location :CENTRAL SUBDIVISION 2636 SUMIT PAUL

Bill Details for Consumer ID 1000798515					
Difference		4770	0		
Multiplying Factor		1	1	1	0
Consumption		4770	0		
Additional Units		0	0		
Meter Change Units		0	0		
Violation Energy Units		0	0		
Net Consumption		4770	0	0	

Your Detailed Bill	
Description	Amount (Rs.)
Fixed Charges : For 2 KW at Rs: 90 per KW at BM: (54/31)*1	313.55
Energy Charges: For The First Slab Rs: 5 per KWH	870.97
Energy Charges: For Next Slab Rs: 5.04 per KWH	877.94
Energy Charges: For Next Slab Rs: 5.1 per KWH	22,550.23
FPPAS(SEP 25 TO SEP 25 : -9.270):	-9.27
Electricity Duty : For 4,770.00 KWH at Rs: 0.05 per KWH	238.50
Current Bill Amount	24,841.92
TDS Adjustment	-2000
TDS Outstanding	1850
TDS DPC	18.5
Consumer Credit	-19,681.68
Gross Bill Amount	5,028.74
Net Bill Amount	5,028.00
AMOUNT IN WORDS	Five Thousand Twenty Nine Rupees only

4. Collection:

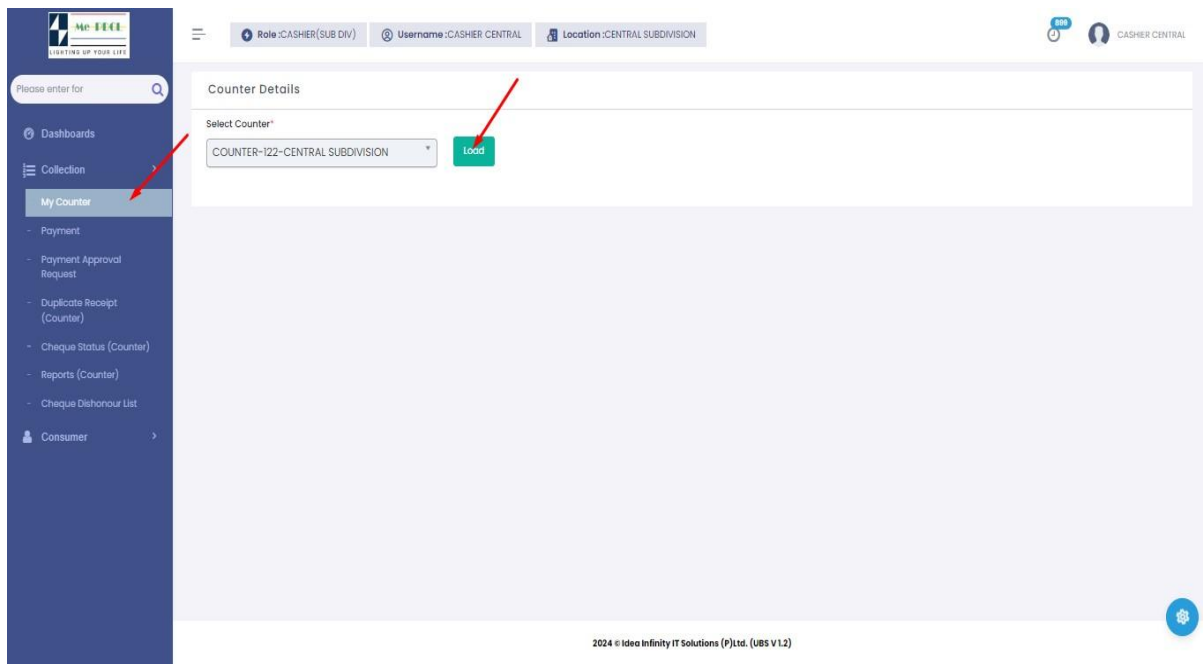
From the Collection Module, Payment activities are performed.

Cashier (Role) >Collection >My Counter

1. My Counter

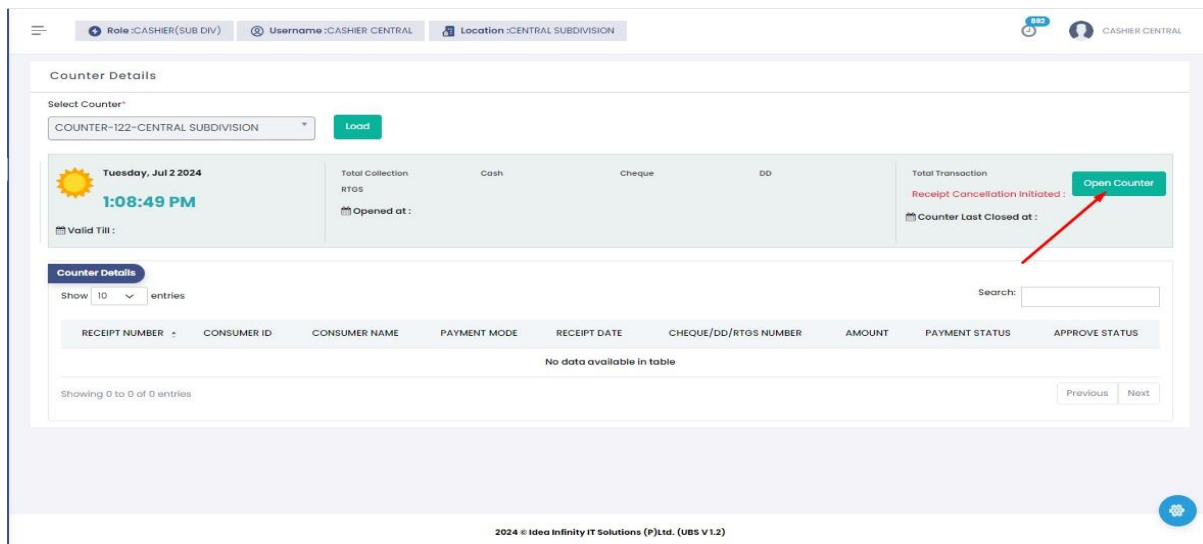
Step 1:

1. By clicking on “Collection”, we have to click on **My Counter**. The below page will be displayed.
2. The counter name will be auto filled as counter-122 is already assigned for this cashier through which we have logged in. We have also assigned his zone; that he will be operating in the Central Subdivision. These processes have already been told in the Manage counter module.
3. Then we click the Load button.



Step2:

4. We will click on **“Open Counter”** to make a payment.
5. From the Counter Details, there are lots of fields like consumer number, name, payment mode etc. they are filled once payment is done.



After opening the counter, we will go to the **Payment sub-module**; to make a payment.

1. Payment:

Step 1:

6. We have to click on “Payment”, The “Cash Counter page” will be displayed.
7. Suppose the user wants to make a bill payment.
8. The user has to select on the Bill Payment.

9. We have to enter the Consumer ID and click on the Search button. The consumer ID should be in the same subdivision for which the cashier has been deployed.
10. Consumer name, consumer ID and his Net payment will be auto fetched.
11. Then we have to click on proceed.

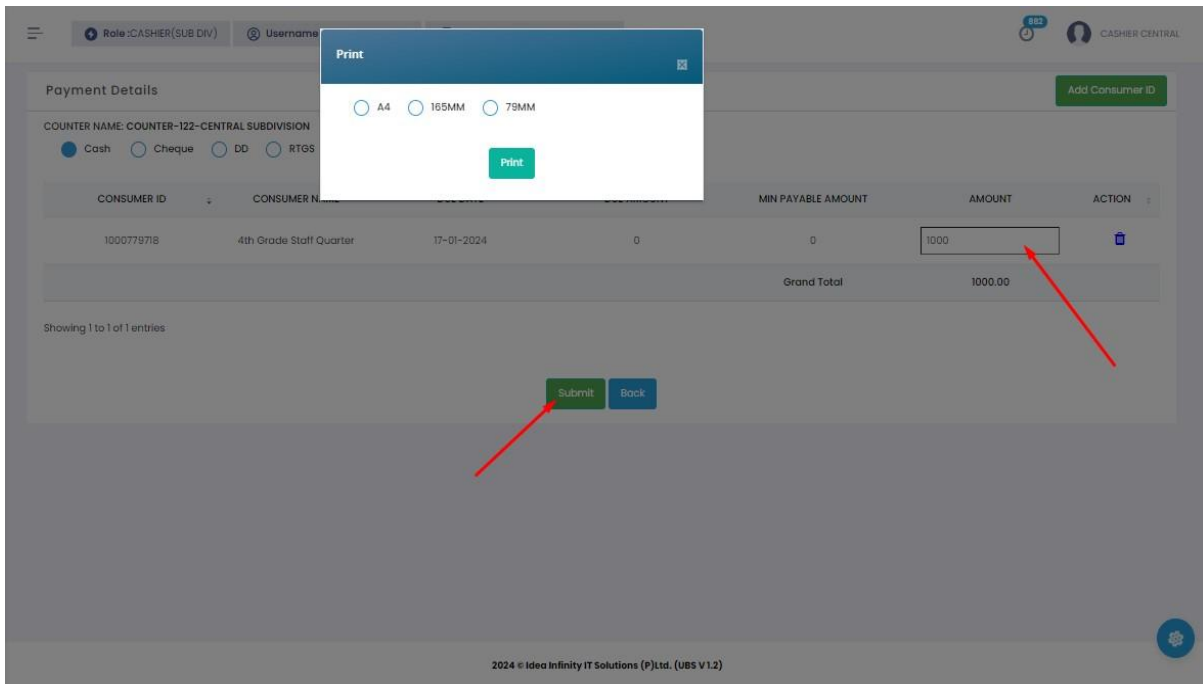
Step 2:

12. Once we click the proceed button, this below page will appear.
13. There are 4 options to make the payment as marked in the below page.
14. First, we will try with Cash.


CONSUMER ID	CONSUMER NAME	DUE DATE	DUE AMOUNT	MIN PAYABLE AMOUNT	AMOUNT	ACTION
1000779718	4th Grade Staff Quarter	17-01-2024	0	0	0	
Grand Total					0.00	

15. In the Amount section, we have to enter the Amount that the consumer will pay.

16. Click on the submit button.
17. This print pop-up page will appear on the screen.
18. We have three sizes to download the payment receipt as shown in the below page.



165 mm payment receipt is shown below:

	MEGHALAYA POWER DISTRIBUTION CORPORATION LTD									
	<u>PAYMENT RECEIPT</u>									
To, 4th Grade Staff Quarter	Transaction ID : 1211530000008									
Address Pine Mount School, Shillong. #89590	Consumer ID : 1000779718									
	Receipt Date : 02-Jul-2024 13:30									
	Counter Name : COUNTER-122-CENTRAL SUBDIVISION									
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">SL.</th> <th style="width: 60%;">Particulars</th> <th style="width: 30%;">Amount(₹)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">Payment towards BILL</td> <td style="text-align: right;">1000.00</td> </tr> <tr> <td colspan="2" style="text-align: right;">Grand Total:</td> <td style="text-align: right;">1000.00</td> </tr> </tbody> </table>	SL.	Particulars	Amount(₹)	1	Payment towards BILL	1000.00	Grand Total:		1000.00	
SL.	Particulars	Amount(₹)								
1	Payment towards BILL	1000.00								
Grand Total:		1000.00								
Payment Amount : 1000.00 Payment Mode : Cash Payment Date : 02-Jul-2024 13:30 Collected By : CASHIER CENTRAL										
Printed On:02-Jul-2024 13:34										

1. Now if we want to pay with “Cheque”, we have to click on Cheque as shown below.
2. The consumer details will be auto fetched.
3. We have to enter the amount that has to be paid by the consumer through cheque.
4. Then we have to enter the other mandatory fields as shown.
5. After that we have to click on the submit.

The screenshot shows a web application interface for payment processing. At the top, there are navigation elements: Role: CASHIER (SUB DIV), Username: CASHIER CENTRAL, and Location: CENTRAL SUBDIVISION. The main section is titled 'Payment Details' and includes a counter name 'COUNTER-122-CENTRAL SUBDIVISION'. Below this, there are radio buttons for 'Cash', 'Cheque', 'DD', and 'RTGS', with 'Cheque' selected. A table lists consumer details with columns for CONSUMER ID, CONSUMER NAME, DUE DATE, DUE AMOUNT, MIN PAYABLE AMOUNT, AMOUNT, and ACTION. The table contains one entry for consumer ID 1000798883, name A Wahab Nongrum, due date 17-01-2024, due amount -222, min payable amount 0, and amount 0. Below the table, there are input fields for 'Cheque/DD/RTGS No', 'Cheque/DD/RTGS Date', 'IFSC Code', and 'Bank Name'. A dropdown menu for IFSC Code is open, showing a list of codes including AB4S4951CA3, BARBOJOWAIX, BARBLAITUM, BARBDMAWDIA, BARBOSHILLO, BARBOUPPERS, BARBOVJLAMA, and BARROVINONNG. A green 'Submit' button is located below the input fields. The footer of the page reads '2024 © Idea Infinity IT Solutions (P) Ltd. (UBS V1.2)'.

6. Then the payment receipt will be downloaded; same process will be applied as we did in the cash payment.
7. There will be options to download three sizes of payment receipt.

79mm size payment receipt through cheque is shown below.

The image shows a 79mm size payment receipt from MEGHALAYA POWER DISTRIBUTION CORPORATION LTD. The receipt includes the following details:

MEGHALAYA POWER DISTRIBUTION CORPORATION LTD
PAYMENT RECEIPT

Consumer ID : 1000798883
Name : A Wahab Nongrum

Address : Jumma Compound Laban,
Shillong, #119939

Counter : COUNTER-122-CENTRAL
Name : SUBDIVISION

SL.	PARTICULARS	AMOUNT
1	Payment towards BILL	1500.00
Grand Total :		1500.00

Payment Details :
Transaction ID : 1211530000009
Payment Date : 02-Jul-2024 13:43
Received Amount : ₹ 1500.00
Payment Mode : Cheque
Printed on : 02-Jul-2024 13:43
Collected By : CASHIER CENTRAL
Cheque Date : 02-Jul-2024
Cheque No : 388712

SENT TO BANK

Now if we want to pay through DD (demand draft):

8. We have to select on DD as shown below.
9. We have to enter the amount that the consumer has paid through DD.

10. We have to enter other mandatory fields as shown below, Cheque or DD number will be of six digits.
11. Click on submit.

Payment Details

COUNTER NAME: COUNTER-122-CENTRAL SUBDIVISION

Cash Cheque DD RTGS

CONSUMER ID	CONSUMER NAME	DUE DATE	DUE AMOUNT	MIN PAYABLE AMOUNT	AMOUNT	ACTION
1000798883	A Wahab Nongrum	17-01-2024	-222	0	1200	
Grand Total					1200	

Showing 1 to 1 of 1 entries

Cheque/DD/RTGS No *

Cheque/DD/RTGS Date *

IFSC Code *

Bank Name *

To add a IFSC code

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For DD also, we will get three size options to download the payment receipt.

Print

A4 165MM 79MM

A4 size payment receipt paid through DD is shown below.



MEGHALAYA POWER DISTRIBUTION
CORPORATION LTD

PAYMENT RECEIPT

To,

A Wahab Nongrum

Consumer ID 1000798883

Address: Jumma Compound Laban,
Shillong. #115939

Transaction ID : 1211530000010

Receipt Date : 02-Jul-2024 13:53

Counter Name : COUNTER-122-CENTRAL
SUBDIVISION

SL.	Particulars	Amount(₹)
1	Payment towards BILL	1200.00
	Grand Total :	1200.00

Amount Paid:	₹1200.00
Payment Mode:	DD
Payment Date:	02-Jul-2024 13:53
Collected By :	CASHIER CENTRAL
DD No :	632713
DD Date :	07/02/2024
Bank Name :	BANK OF BARODA

Printed on : 02-Jul-2024 13:56

Note: Do not make any cash payment to any representative except at the payment counter

RTGS Payment Option:

12. We have to enter the amount to be paid through RTGS. • We have to enter the mandatory fields as shown below.
13. We have to click on the Submit button.

Role :CASHIER(SUB DIV) Username :CASHIER CENTRAL Location :CENTRAL SUBDIVISION

CASHIER CENTRAL

Payment Details Add Consumer ID

COUNTER NAME: COUNTER-122-CENTRAL SUBDIVISION

Cash
 Cheque
 DD
 RTGS

CONSUMER ID	CONSUMER NAME	DUE DATE	DUE AMOUNT	MIN PAYABLE AMOUNT	AMOUNT	ACTION
1000779358	Abdul Wahid	23-01-2024	0	0	6000	
Grand Total					6000	

Showing 1 to 1 of 1 entries

Cheque/DD/RTGS No *
 Cheque/DD/RTGS Date *
 Receipt Date *
 IFSC Code * [Add IFSC](#)

Bank Name *

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14. By Clicking on Submit button; there will be three options to download the payment receipt.

15. On selecting any of the three sizes we can download the payment receipt.

Print

A4
 165MM
 79MM

We have shown the payment receipt of size 165 MM below.



MEGHALAYA POWER DISTRIBUTION CORPORATION LTD
PAYMENT RECEIPT

To, Abdul Wahid Address Lower Lachaumiere, Shillong. #89104	Transaction ID : 121153000011 Consumer ID : 1000779358 Receipt Date : 02-Jul-2024 14:12 Counter Name : COUNTER-122-CENTRAL SUBDIVISION
--	---

SL.	Particulars	Amount(₹)
1	Payment towards BILL	6000.00
Grand Total:		6000.00

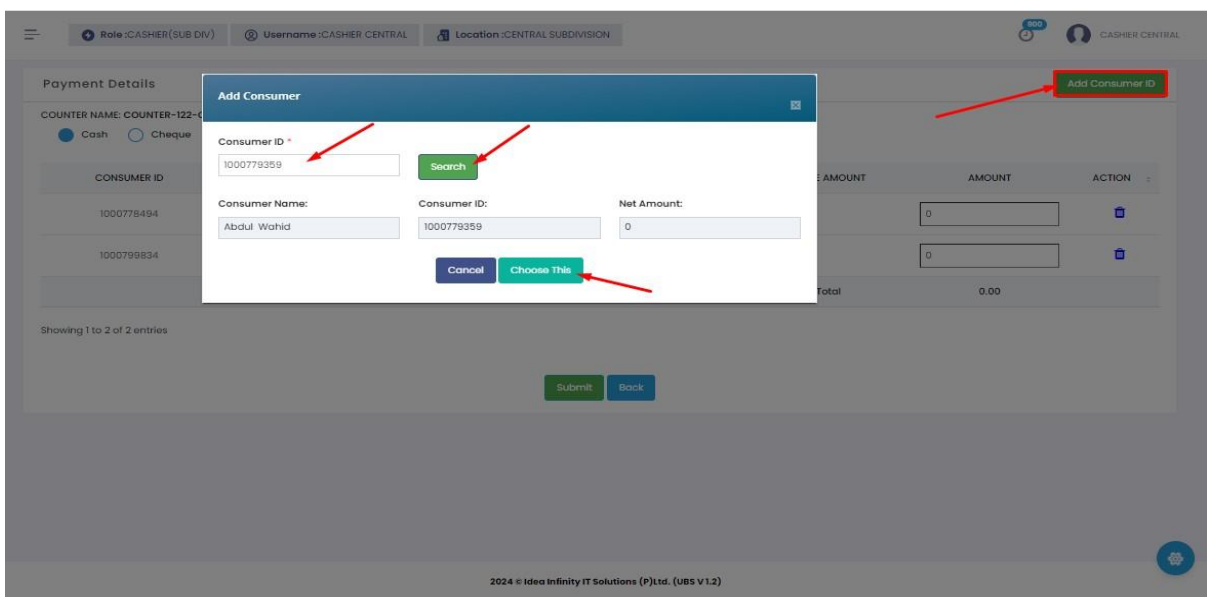
Payment Amount : 6000.00
 Payment Mode : RTGS
 Payment Date : 02-Jul-2024 14:12
 Collected By : CASHIER CENTRAL
 RTGS No : 763524
 RTGS Date : 07/02/2024
 Bank Name : BANK OF BARODA

Printed On:02-Jul-2024 14:12

Step 3:

If there are multiple consumers who has to make payment; then we can do that by clicking on the Add Consumer ID. There are 4 types of payment as described above; for each type, multiple consumers can make payment. For this, we have made thorough provisions.

16. By clicking on **“Add consumer ID”**, The below pop-up page will appear on the screen.
17. From there we can add consumers one by one.
18. The user has to enter the consumer ID and click on the search button.
19. The below details will be filled in automatically.
20. Click on choose to add the consumer to make payment.
21. If the user clicks on the cancel button, then everything will reset.



22. The consumer added shown below.

23. Now we have to enter the amount; the other steps will be same as shown in previous cases.

Payment Details Add Consumer ID

COUNTER NAME: COUNTER-122-CENTRAL SUBDIVISION

Cash Cheque DD RTGS

CONSUMER ID	CONSUMER NAME	DUE DATE	DUE AMOUNT	MIN PAYABLE AMOUNT	AMOUNT	ACTION
1000778494	Abdul Basit Choudhury	23-01-2024	0	0	0	
1000799834	Abba Lakynthew Jyrwa	17-01-2024	0	0	0	
1000779359	Abdul Wahid	23-01-2024	0	0	0	
Grand Total					0.00	

Showing 1 to 3 of 3 entries

This consumer is added

Submit Back

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Step 4:

Now if we want to select Other Payment, the below page will be displayed.

Cash Counter

Counter Name: COUNTER-122-CENTRAL SUBDIVISION Counter Closing Time: 23:48 Counter Status: OPENED

BILL PAYMENT OTHER PAYMENT BULK PAYMENT

Payment Type: CHANGE REQUEST Application No. * Search

Consumer Name: Consumer ID: Payable Amount:

Proceed Reset

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24. From the Payment Type dropdown filter, we can select any of them.
25. After doing these various processes as shown below, a demand note is generated; from where we will be getting the Application number, connection number etc.
26. For the New Connection, Connection number is required to enter.
27. For the rest of the payment types, Application number is required to enter.
28. For the Security deposit, we need to enter the Consumer ID.
29. Click on the search button.

Payment Type

CHANGE REQUEST

-select-

NEW CONNECTION

CHANGE REQUEST

DISCONNECTION

RECONNECTION

PERMANENT DISCONNECTION

SECURITY DEPOSIT

METER TESTING

Application No. *

Search

Consumer ID

Payable Amount:

Proceed

Reset

30. As soon as we click on Search, the details which are marked will be auto fetched.
31. Click on proceed.
32. Then the payment page will come from where we can do payment by 4 methods.
33. Everything is explained previously.

BILL PAYMENT OTHER PAYMENT BULK PAYMENT

Payment Type

NEW CONNECTION

Connection No. *

Search

Consumer Name:

Connection No.

Payable Amount:

Proceed

Reset

Bulk Payment:

34. By clicking on "Bulk Payment", The below page will be displayed.
35. Download the template file.
36. Fill up all the details according to the format of the download sample file.
37. Then Click on Choose file to upload the file.
38. Click on Downloaded validated file.
39. Click on Validate.
40. Click on proceed.
41. Bulk bill will be done.

Role: CASHIER(SUB DIV) Username: CASHIER CENTRAL Location: CENTRAL SUBDIVISION

CASHIER CENTRAL

Cash Counter

Counter Name: COUNTER-122-CENTRAL SUBDIVISION Counter Closing Time: 23:48 Counter Status: OPENED

BILL PAYMENT OTHER PAYMENT BULK PAYMENT

Choose file to upload *

Choose File No file chosen

Validate Download Validated File Download Template File

Select / Deselect <input checked="" type="checkbox"/>	CONSUMER ID	PAYING AMOUNT	MINIMUM PAYABLEAMOUNT	VALIDATION MESSAGE	CONSUMER NAME	CHEQUESTATUS
---	-------------	---------------	-----------------------	--------------------	---------------	--------------

Proceed Reset

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1. Payment Approval Request:

Step 1:

42. By clicking on “Payment Approval request”, The below page will be displayed.
43. We have to click on the Cash counter; all the details for the mobile counter will be shown in the SBD module.
44. The user has to click Search.
45. The details which are marked will be auto filled.
46. Payment which is pending for Approval will also be shown below.

Role: CASHIER(SUB DIV) Username: CASHIER CENTRAL Location: CENTRAL SUBDIVISION

MOBILE COUNTER CASH COUNTER

SubDivision* Counter Name*

CENTRAL SUBDIVISION COUNTER-122-CENTRAL SUBDIVISION

Search Reset

These Details will be auto fetched

Counter Name	Total Cash	Total Cheque	Total DD	Total RTGS
COUNTER-122-CENTRAL SUBDIVISION	1000	1500	1200	6000
Cancel Amount	Cancel receipt count	Total Amount	Total receipt count	
0	0	9700	4	

Active Payment pending for Approval

Search:

Receipt No.	Consumer ID	Consumer Name	Amount	Receipt Date	Payment Mode	Document Type	Cheque/DD/RTGS Number	Payment Status	Select	Cancellation Reason
1211530000008	1000779718	4th Grade Staff Quarter	1000	02-07-2024	CASH	Revenue		PAYMENT IN ACTIVE STATE	<input type="checkbox"/>	
1211530000009	1000798883	A Wahab Nongrum	1500	02-07-2024	CHEQUE	Revenue	368712	PAYMENT IN ACTIVE STATE	<input type="checkbox"/>	
1211530000010	1000798883	A Wahab Nongrum	1200	02-07-2024	DD	Revenue	632713	PAYMENT IN ACTIVE STATE	<input type="checkbox"/>	
1211530000011	1000779358	Abdul Wahid	6000	02-07-2024	RTGS	Revenue	763524	PAYMENT IN ACTIVE STATE	<input type="checkbox"/>	

Showing 1 to 4 of 4 entries

Payment pending for cancel approval

47. While selecting a particular payment as shown below.
48. We can raise a request to cancel a payment, before pressing submit we can give some remarks.

Role: CASHIER(SUB DIV) Username: CASHIER CENTRAL Location: CENTRAL SUBDIVISION

Raise Approval Request

MOBILE COUNTER CASH COUNTER

SubDivision* Counter Name*

CENTRAL SUBDIVISION COUNTER-122-CENTRAL SUBDIVISION

Search Reset

Click on Search

Counter Name	Total Cash	Total Cheque	Total DD	Total RTGS
COUNTER-122-CENTRAL SUBDIVISION	1000	1500	1200	6000
Cancel Amount	Cancel receipt count	Total Amount	Total receipt count	
0	0	9700	4	

Active Payment pending for Approval

Search:

Consumer ID	Consumer Name	Amount	Receipt Date	Payment Mode	Document Type	Cheque/DD/RTGS Number	Payment Status	Select	Cancellation Reason
1000779718	4th Grade Staff Quarter	1000	02-07-2024	CASH	Revenue		PAYMENT IN ACTIVE STATE	<input checked="" type="checkbox"/>	Enter reason <input type="text"/> <input type="submit" value="Submit"/>
1000798883	A Wahab Nongrum	1500	02-07-2024	CHEQUE	Revenue	368712	PAYMENT IN ACTIVE STATE	<input checked="" type="checkbox"/>	Enter reason <input type="text"/> <input type="submit" value="Submit"/>
1000798883	A Wahab Nongrum	1200	02-07-2024	DD	Revenue	632713	PAYMENT IN ACTIVE STATE	<input type="checkbox"/>	
1000779358	Abdul Wahid	6000	02-07-2024	RTGS	Revenue	763524	PAYMENT IN ACTIVE STATE	<input type="checkbox"/>	

4 entries

49. As soon as we click on submit; the payments will come under the cancel approval section as shown in below page.

50. The user must click on Initiate Request for Approval.

Active Payment pending for Approval

Search:

Receipt No.	Consumer ID	Consumer Name	Amount	Receipt Date	Payment Mode	Document Type	Cheque/DD/RTGS Number	Payment Status	Select	Cancellation Reason
121153000010	1000798883	A Wahab Nongrum	1200	02-07-2024	DD	Revenue	632713	PAYMENT IN ACTIVE STATE	<input type="checkbox"/>	
1211530000011	1000779358	Abdul Wahid	6000	02-07-2024	RTGS	Revenue	763524	PAYMENT IN ACTIVE STATE	<input type="checkbox"/>	

Showing 1 to 2 of 2 entries

Payment pending for cancel approval

Receipt No.	Consumer ID	Consumer Name	Amount	Receipt Date	Payment Mode	Document Type	Cheque/DD/RTGS Number	Payment Status	Cancellation Reason
1211530000008	1000779718	4th Grade Staff Quarter	1000	02-07-2024	CASH	Revenue		PAYMENT IN ACTIVE STATE	wjff
1211530000009	1000798883	A Wahab Nongrum	1500	02-07-2024	CHEQUE	Revenue	368712	PAYMENT IN ACTIVE STATE	wlekj

Initiate Request for Approval

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1. Duplicate Receipt (Counter):

Step 1:

51. If the cashier was unable to take the print of payment receipt or it was missed somehow; then he can download the receipt again.
52. Enter the consumer ID or receipt No; click on Load button.
53. We can download the payment receipt.

1. Cheque Status (Counter):

Step 1:

54. Once we enter the date filter and click on **the Load** button.
55. The list of Cheque numbers will come along with their other details for which Cheque Status is still pending; whether the cheque is clear, or it has bounced.
56. There is hyper link in the Installation field; on clicking it will be directed to the file where the pending list will get downloaded.
57. On clicking the **Reset** button, everything will get reset.
58. On clicking the **Export**, the complete Cheque status pending list will get downloaded in the selected date range.

Role :CASHIER(SUB DIV) Username :CASHIER CENTRAL Location :CENTRAL SUBDIVISION

Clear/Bounce Cheque Details

From Date* 01-02-2024 To Date* 02-07-2024 Load Reset EXPORT

Cheque Details View

Show 10 entries Search:

Cheque NO	Cheque Date	IFSC Code	Bank Name	Counter Name	Cheque Status	Charges	Installations
768768	04-06-2024	BARBOJOWAIX	BANK OF BARODA	COUNTER-I22-CENTRAL SUBDIVISION	PENDING		1
234624	12-06-2024	BARBOJOWAIX	BANK OF BARODA	COUNTER-I22-CENTRAL SUBDIVISION	PENDING		1

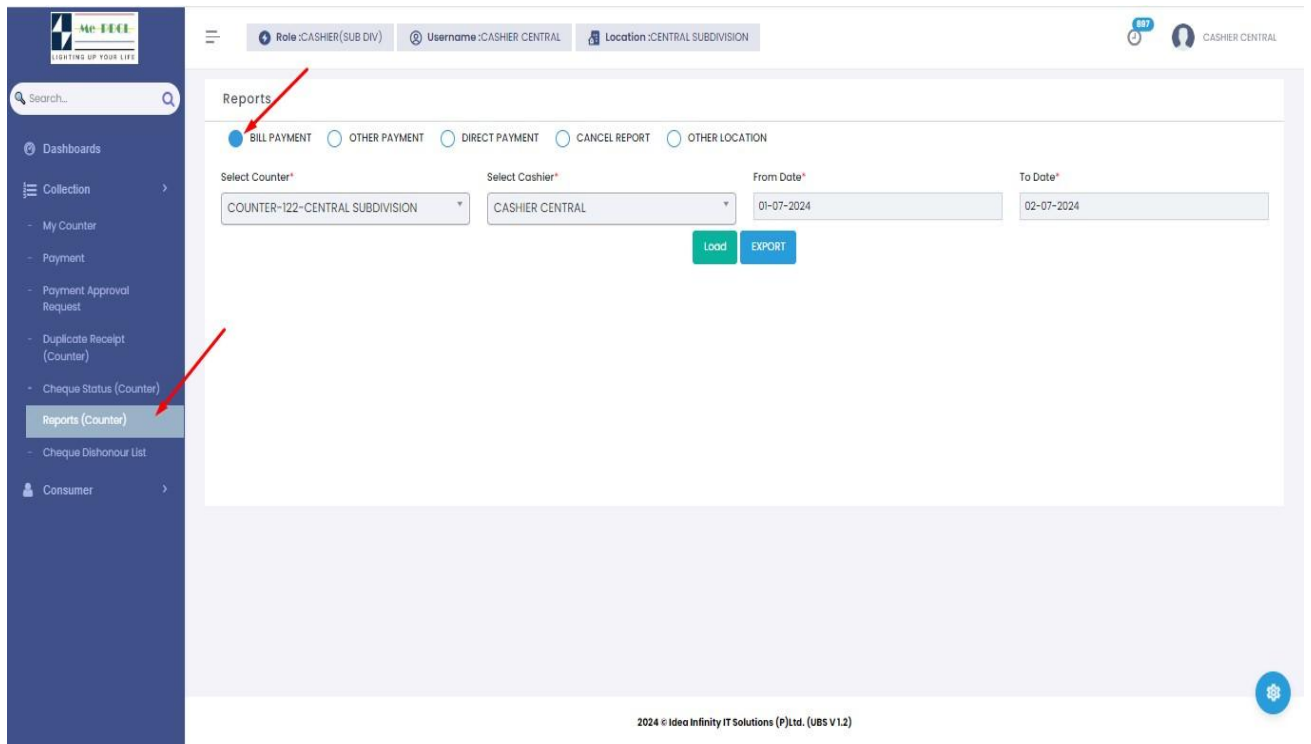
Showing 1 to 2 of 2 entries Previous 1 Next

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1. Reports (Counter):

Step 1:

59. By clicking on **“The Reports (Counter)”**, The below page will be displayed.
60. On clicking each of the Report type one by one, Counter and its Cashier name will be auto fetched.
61. We have to select the Date range.
62. Click on Load button to view the Report according to the selected Date range.
63. Export Button is there to download the file in excel format.



1. Cheque Dishonor List:

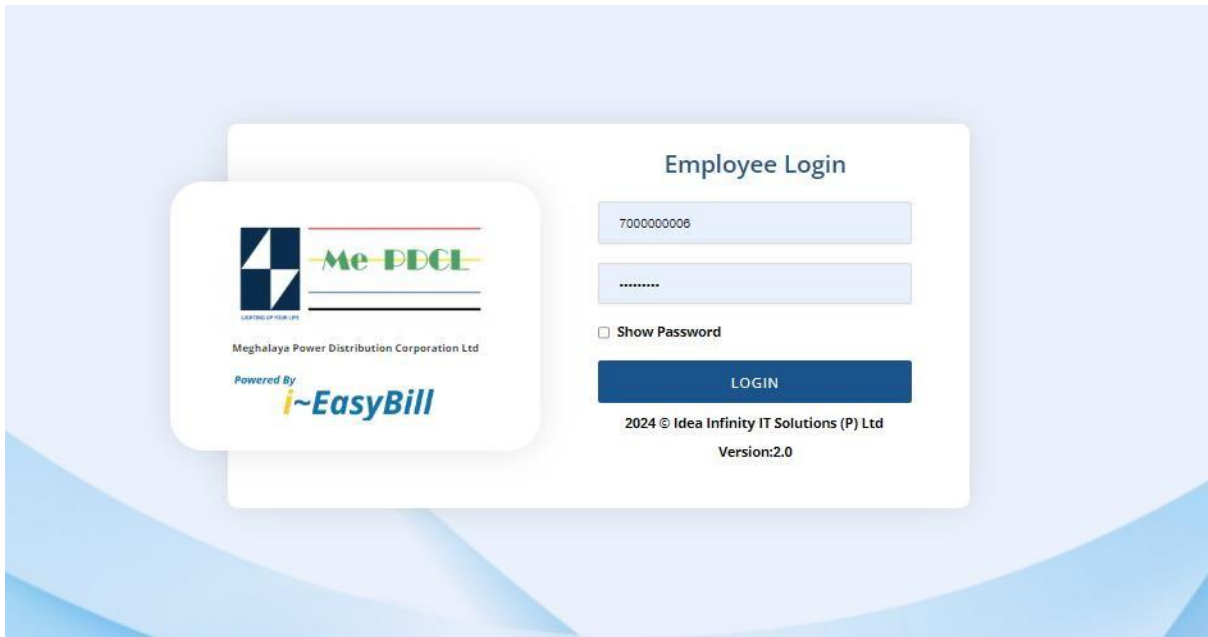
Step 1:

64. By clicking on “**Cheque Dishonor List**”, The below page will be displayed.
65. Click on Export to excel; the complete list of Cheque Bounce details will be downloaded in excel format. This will be for the current month.

The screenshot displays a web application interface for 'Cheque Bounced Details'. The top navigation bar shows the user's role as 'CASHIER(SUB DIV)', username as 'CASHIER CENTRAL', and location as 'CENTRAL SUBDIVISION'. The sidebar menu on the left includes options like 'Dashboards', 'Collection', 'My Counter', 'Payment', 'Payment Approval Request', 'Duplicate Receipt (Counter)', 'Cheque Status (Counter)', 'Reports (Counter)', 'Cheque Dishonour List' (highlighted), and 'Consumer'. The main content area features a table with columns: 'DOWNLOAD', 'RECEIPT No.', 'CONSUMER ID', 'CONSUMER NAME', 'CHEQUE No.', 'IFSC CODE', 'AMOUNT', 'PAYMENT DATE', and 'BOUNCE DATE'. Below the table, it states 'No data available in table' and 'Showing 0 to 0 of 0 entries'. A blue 'EXPORT TO EXCEL' button is located below the table. The footer contains the text '2024 © Idea Infinity IT Solutions (P) Ltd. (UBS V1.2)'.

Now for the payment approval we have to close the counter. We can do it by clicking on the My Counter; then we have to select the counter and click on Load Button. From there, we can close the counter. After closing counter, the payments will go to the Head Cashier for approval.

We have to log in with the credentials of the Head Cashier.



Head Cashier > Collection > Cheque Status (Counter):

1. Cheque Status(Counter)

Step 1:

66. By clicking on “**Cheque Status (Counter)**”, The below page will be displayed.
67. We have to select From Date and To Date and click on Load button.
68. The list of Cheque status pending list will come.
69. This same page was explained in the cashier module.

Cheque NO	Cheque Date	IFSC Code	Bank Name	Counter Name	Cheque Status	Charges	Installations
768768	04-06-2024	BARBOJOWAIX	BANK OF BARODA	COUNTER-122-CENTRAL SUBDIVISION	PENDING		
234624	12-06-2024	BARBOJOWAIX	BANK OF BARODA	COUNTER-122-CENTRAL SUBDIVISION	PENDING		

Step 2:

70. By clicking the New Button, the below page will be displayed.
71. We can select the date range and click on the Load button; the data will come accordingly.
72. From here the head cashier can upload the Cheque status that was pending.

Clear/Bounce Cheque Back

From Date* To Date* Load Reset

Cheque Details Search:

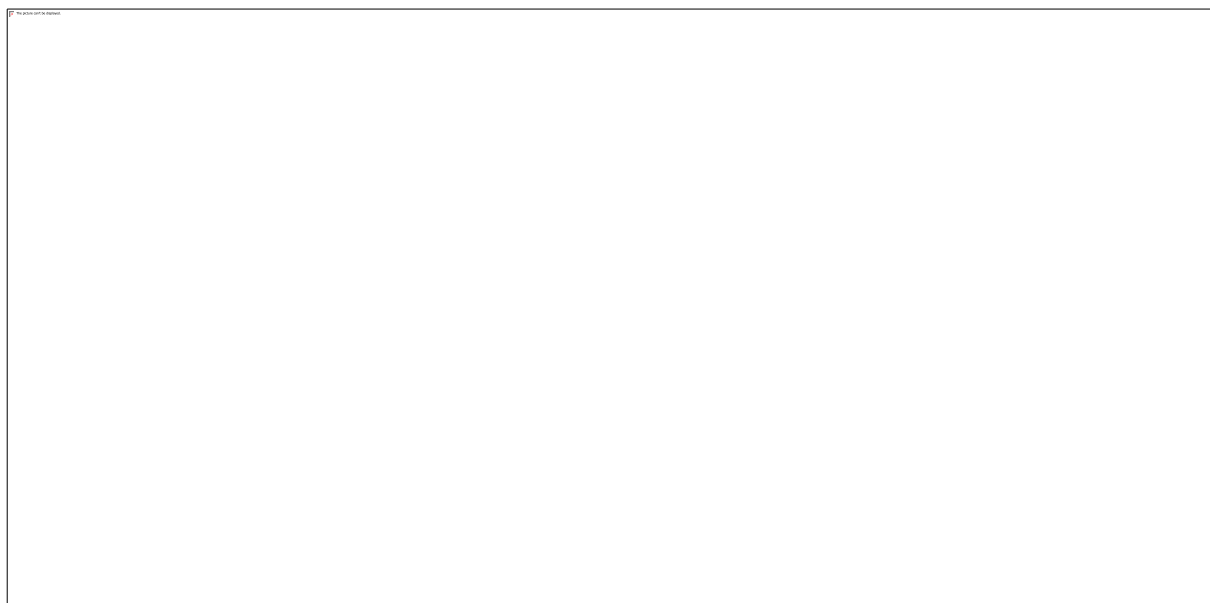
SL NO.	Cheque NO	Cheque Date	IFSC Code	Bank Name	Counter Name	Cheque Status	Installations	Receipt Date	<input type="checkbox"/> Select all
1	768768	04-06-2024	BARBOJOWAIX	BANK OF BARODA	COUNTER-122-CENTRAL SUBDIVISION	Select	1	04-06-2024	<input type="checkbox"/>
2	234624	12-06-2024	BARBOJOWAIX	BANK OF BARODA	COUNTER-122-CENTRAL SUBDIVISION	Select	4	20-06-2024	<input type="checkbox"/>

Showing 1 to 2 of 2 entries Save

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Step 3:

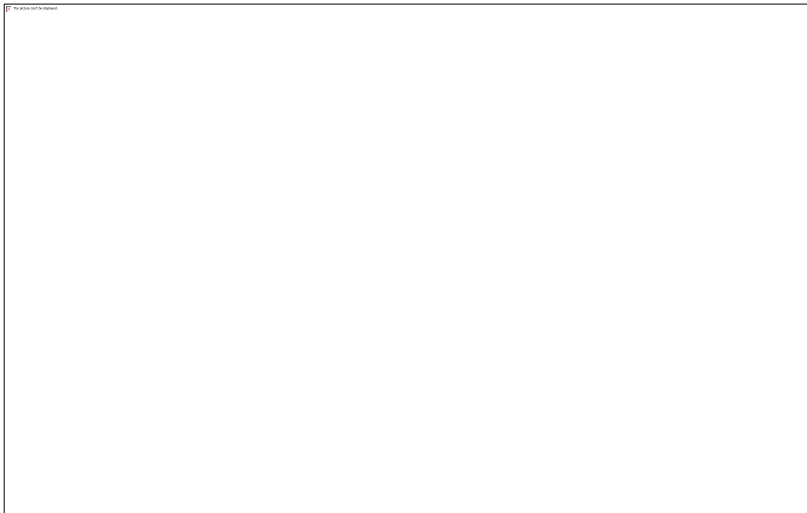
73. The Cheque status has three drop down list from which the head cashier will select any of them.
74. Suppose the user has selected **Realized**; then the user has to enter **Realized/Bank Date** accordingly.
75. Then we have to select from the Check Box for which the head cashier wants to upload the Cheque status.



76. Click on the save button.



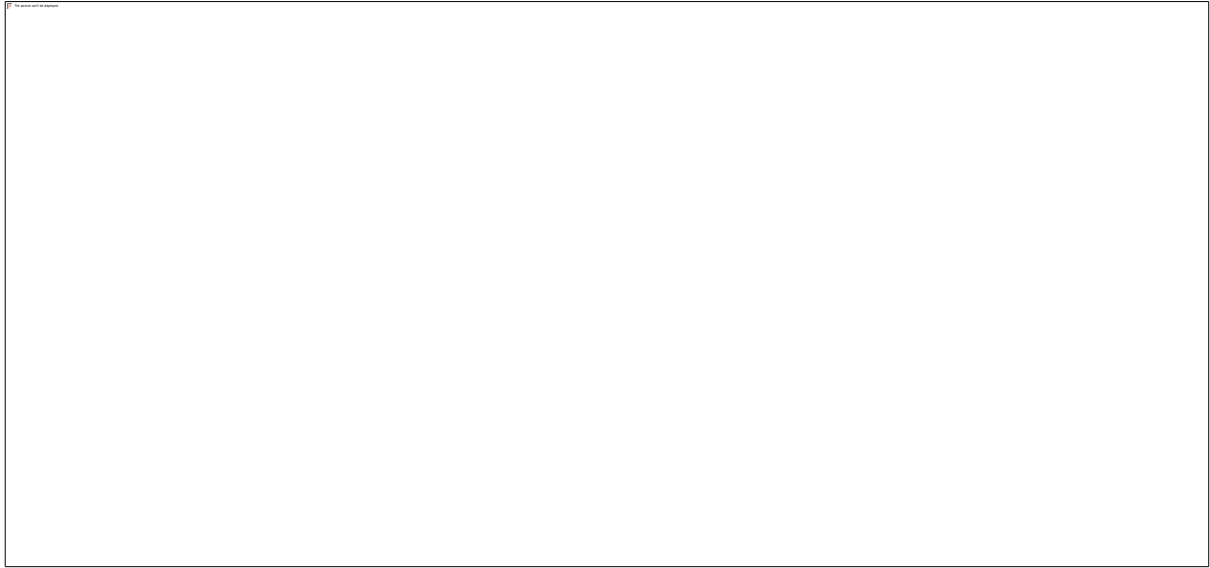
Cheque Clearance Details saved successfully.



1. Payment Remittance:

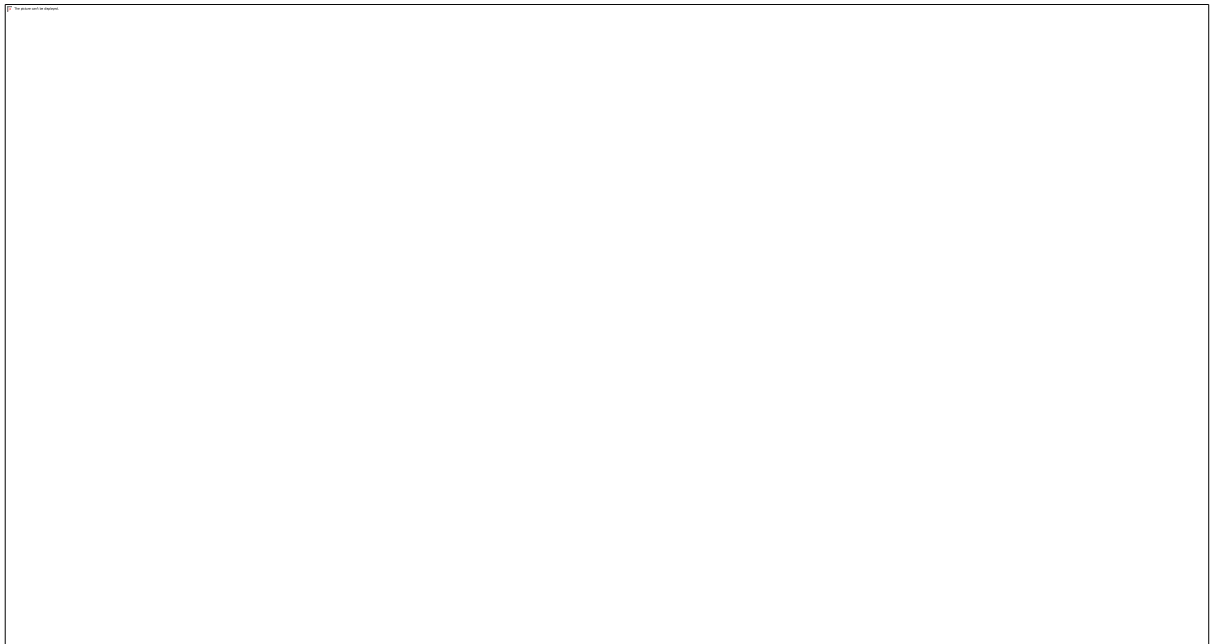
Step 1:

- 77. By clicking on "Payment Remittance", The below page will be displayed.
- 78. Select on pending, the payments that are pending for approval will come here.
- 79. The user has to click on **Approve**.

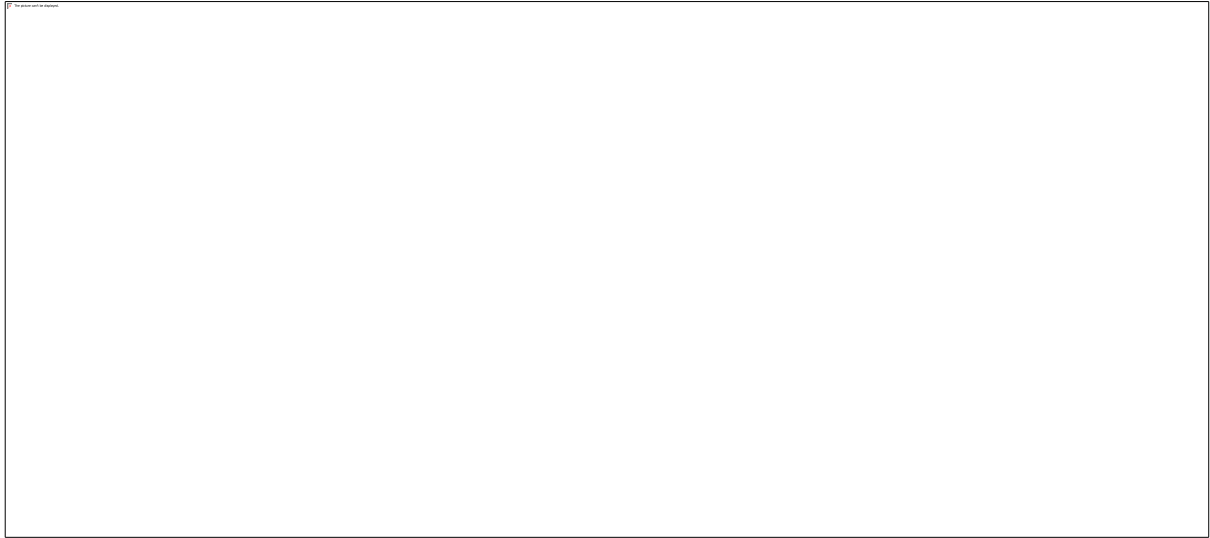


Step 2:

By clicking on **Approve**, the below page will be displayed.

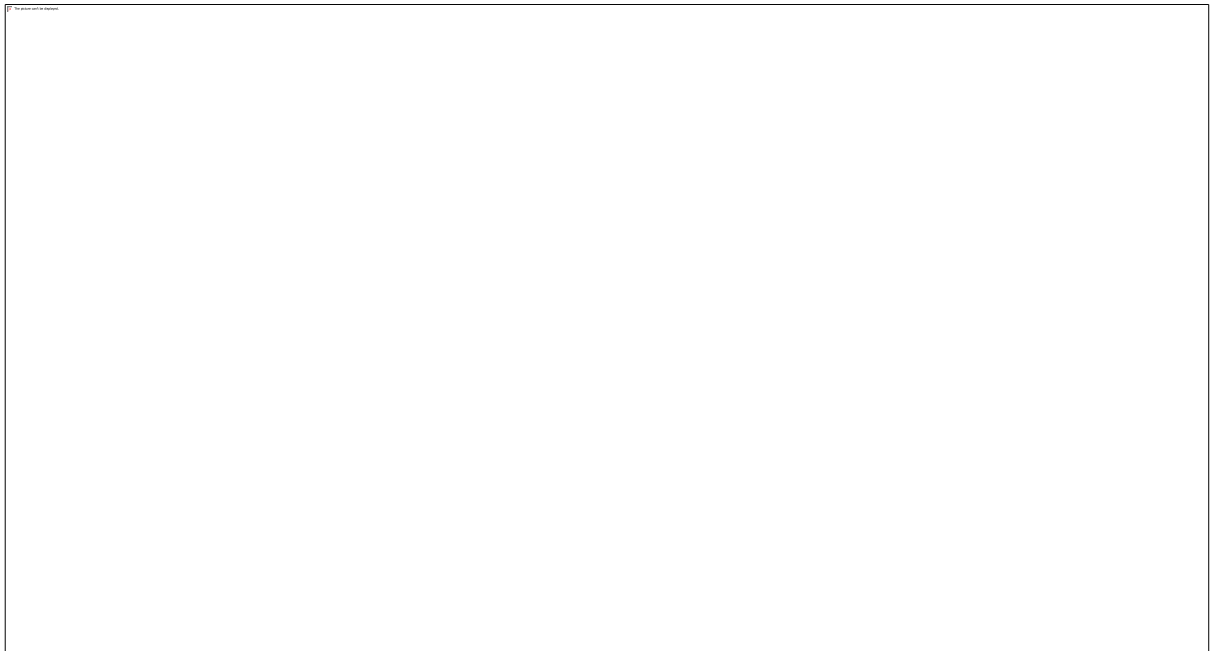


80. The user has to scroll down a little.
81. The payments which were requested for Cancel from the Cashier will come here for Approval/Reject. The Head Cashier will either Approve/ Reject. He has to put some reason as shown in the below screen.
82. The payments which are approved by the Head Cashier will come here.



83. The user has to click on Approve Payment.

84. Click on Ok.



1. Bank Guarantee:

Step 1:

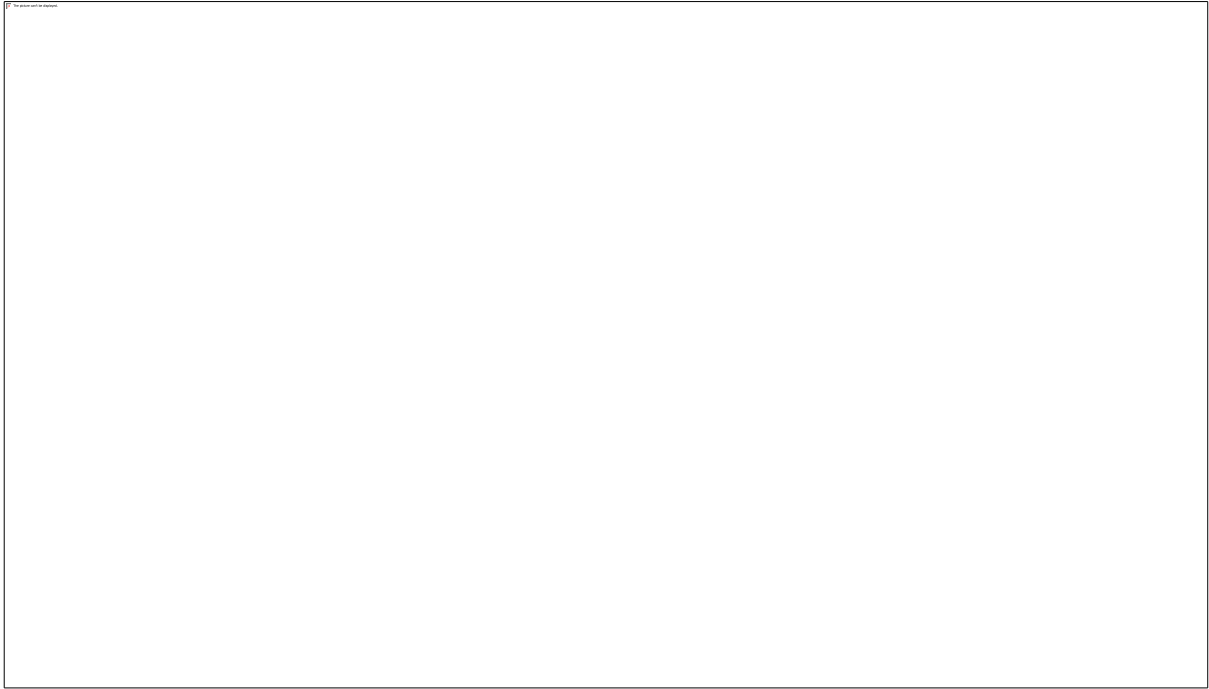
85. By clicking on "Bank Guarantee", The below page will be displayed.

86. We have to select From Date and To Date and click on Load button.

87. The list of security deposits of the consumer comes for different Payment Type like Change Request, New connection.

88. Along with that Valid date and Expiry date will also come.

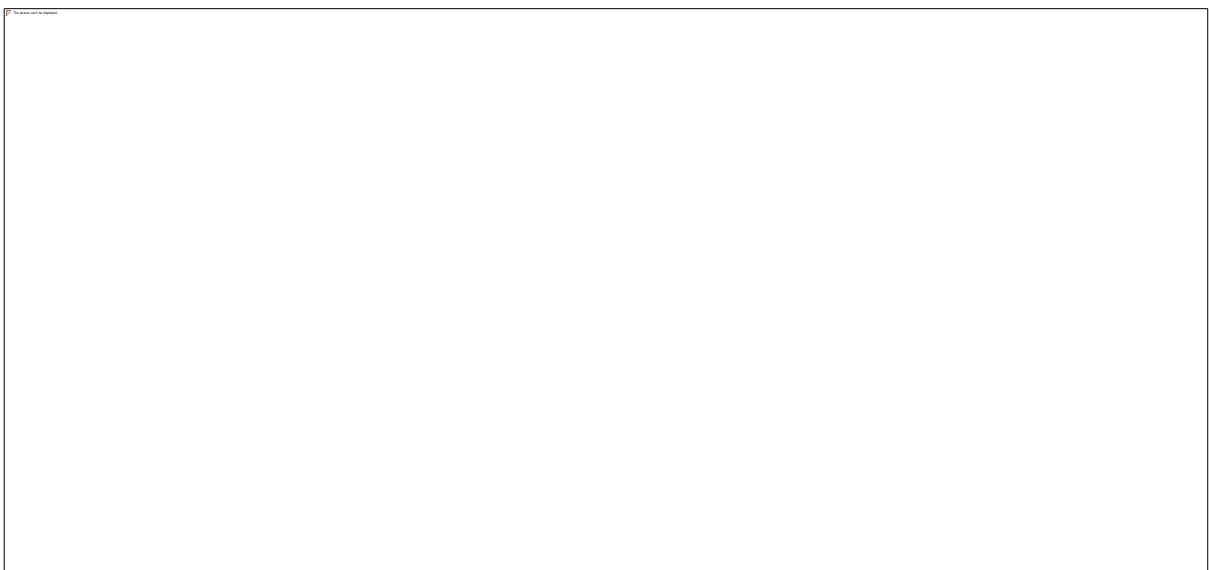
89. On clicking New.



1. ASD:

Step 1:

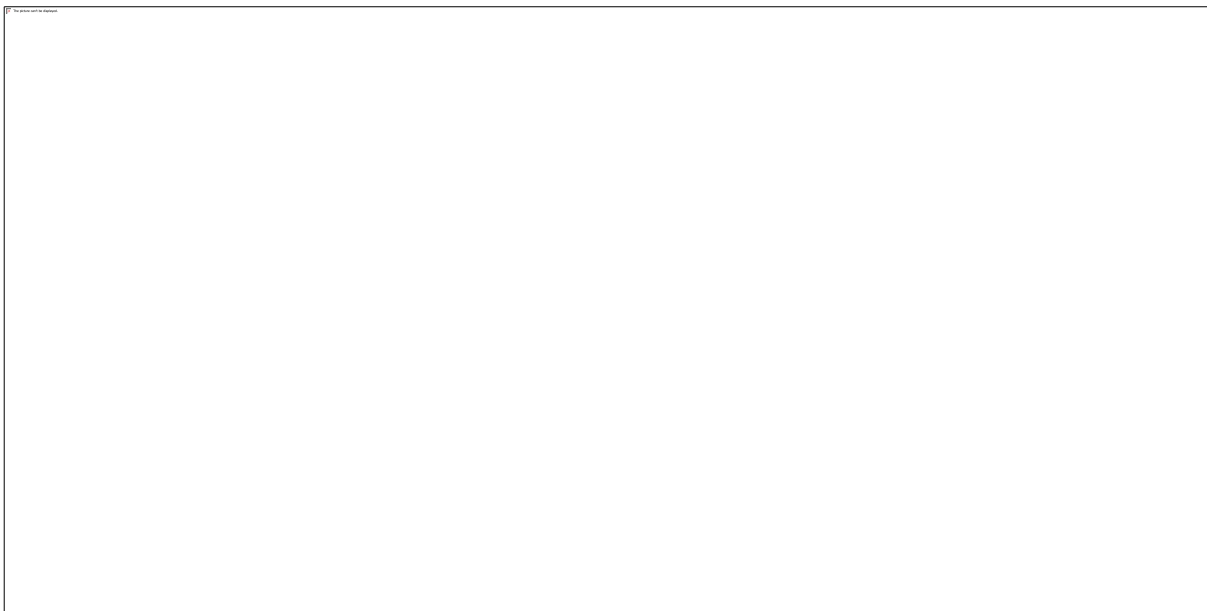
90. By clicking on ASD, The Additional Security Deposit Page will be displayed.
91. Enter the consumer ID; Click on the Search button.
92. Consumer Details are auto filled.
93. His previous security deposit details are also auto filled along with their receipt date and receipt Amount.



Scroll down a little



94. On clicking the hyperlink as mentioned above.
95. Enter the necessary mandatory fields like receipt number, receipt date etc.
96. Enter the security deposit amount, Enter appropriate remarks.
97. Attach some supporting documents, Scroll down a little.
98. Click on save.



99. Click on the below hyper link shown in the below page to update the security deposit amount.
100. Balance deposit amount will be auto fetched.
101. Enter Appropriate remarks.
102. Click on Save.

103. Additional security deposit receipt will be downloaded in the pdf format.

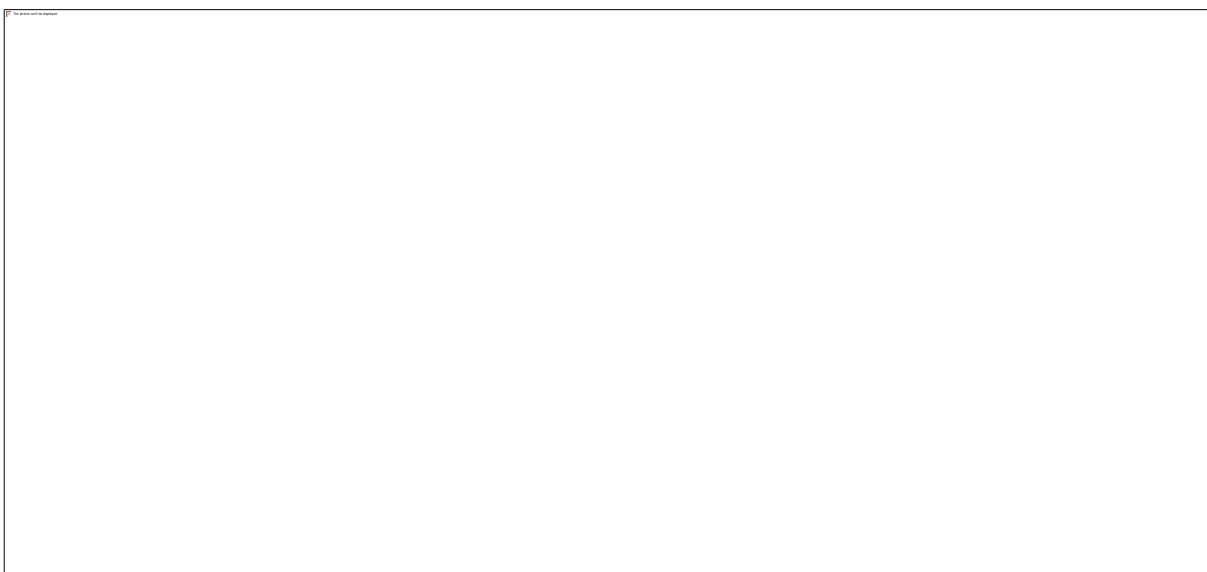


1. Security Deposit Correction:

Deposit Entry:

Step 1:

- 104. By clicking on “**Deposit Entry**”, The below page will be displayed.
- 105. In the Consumer Details, enter the consumer ID and click on search button.
- 106. Consumer Details and Existing Deposit Details get auto fetched.
- 107. In the Deposit Details, we have to fill all the mandatory fields like Receipt No., Receipt date, Amount etc.



108. The user has to scroll down a little.
109. We have to attach the document from the document list as it is a mandatory field.
110. Click on Save.
111. The amount will be deposited for this consumer.



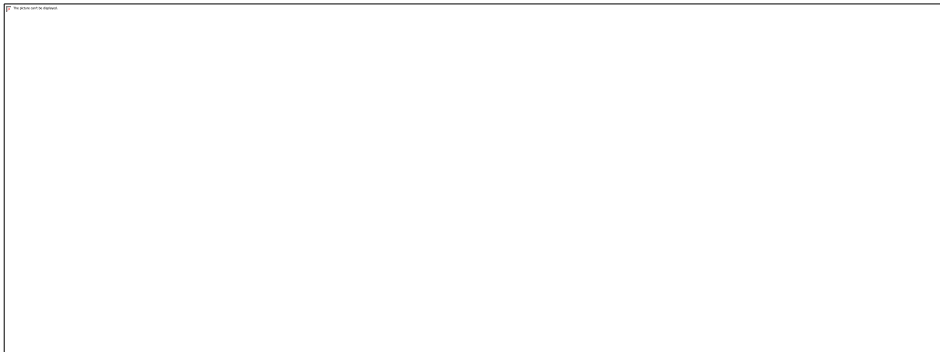
1. Sub Cashier Mapping

Steps to map a MR to a sub-cashier:

1. From the Cashier or Sub Division Manager credentials, the user has to click on the Collection Module
2. From there the user has to click on Sub cashier mapping
3. The user will be directed to the below page; from where the user can see the list(details) of sub cashier which were mapped from their IDs
4. The user has to click on the New button in the top right corner



1. On clicking the New button, the user can see the floating page on the screen as shown below
2. From where the user can map a MR to a cashier; From the Cashier text box, the user can select the cashier from the drop-down list and from the Sub- Cashier text box, the user can select the particular MR that has to be mapped
3. The user has to select the Effective from date and enter the maximum cash limit
4. Finally, he has to click on the Map button

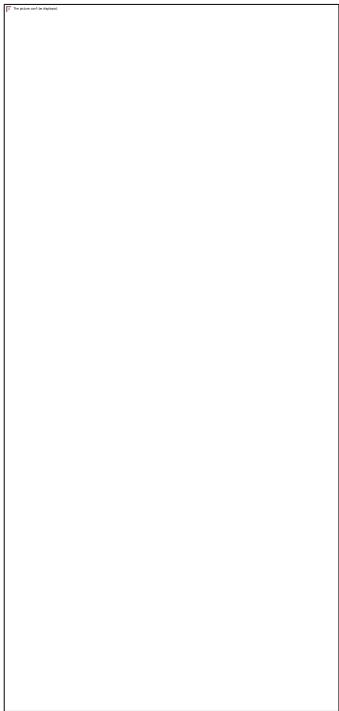
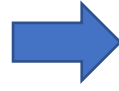
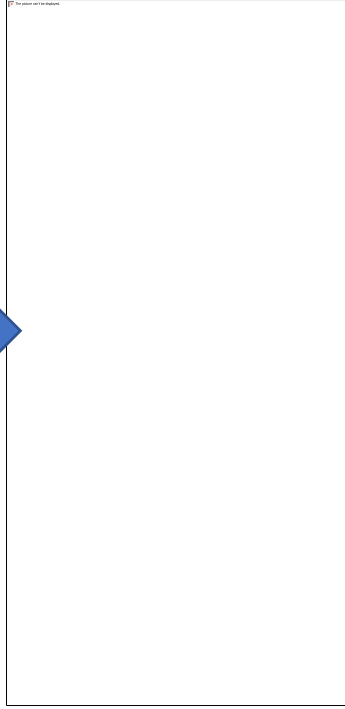


1. This below message will come on the screen to confirm that the sub cashier mapping has been done successfully



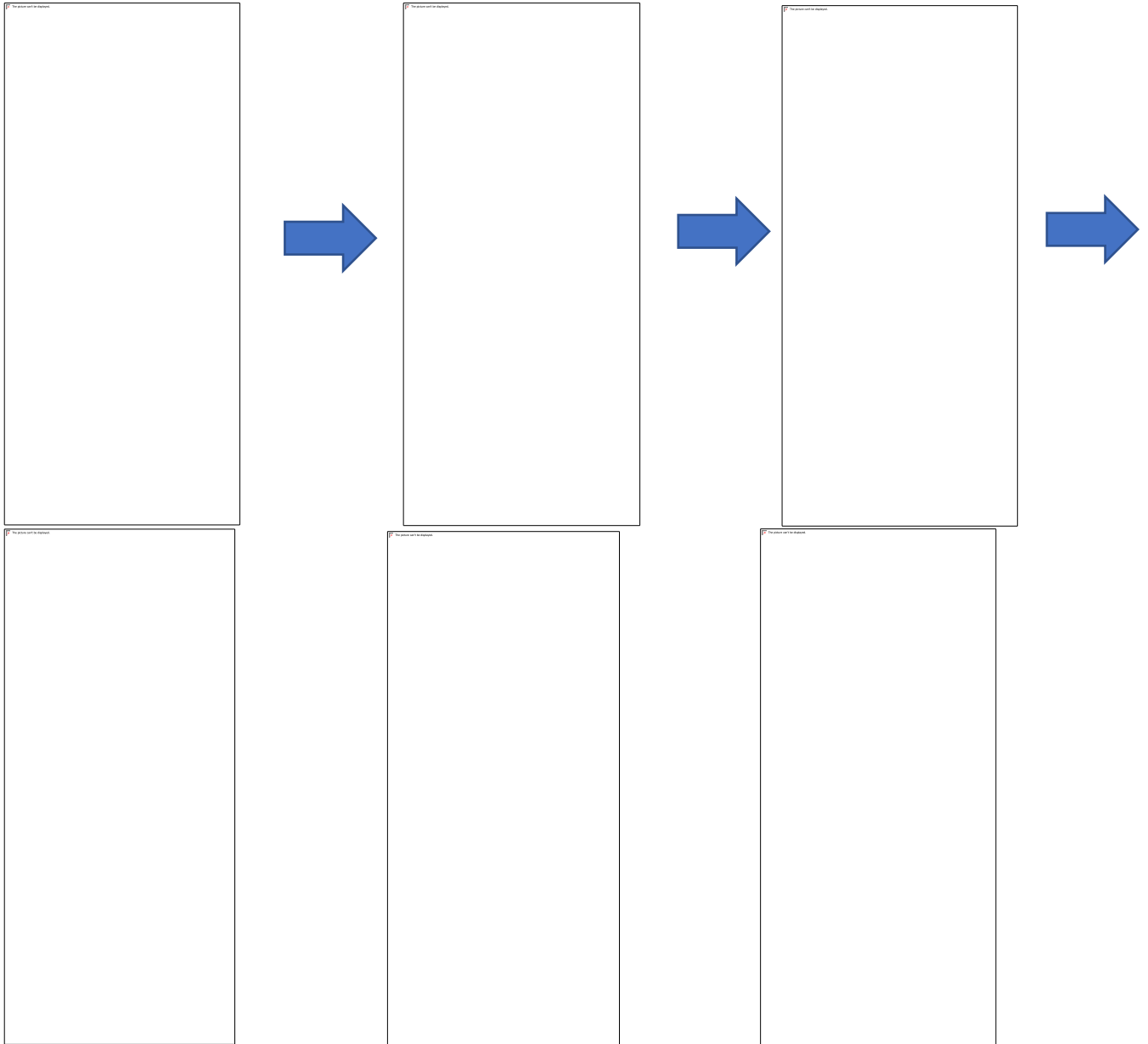
Steps (Mobile app Collection from the MR credentials):

2. The user has to log in with the MR credentials that was mapped
3. Before starting the collection process, he has to master data sync and connect the Bluetooth printer with his device
4. From the Home page, the user has to click on the Menu button and click on Collection
5. Then the user has to click on Download to download all the installations for collection
6. The user can see a message of download successful



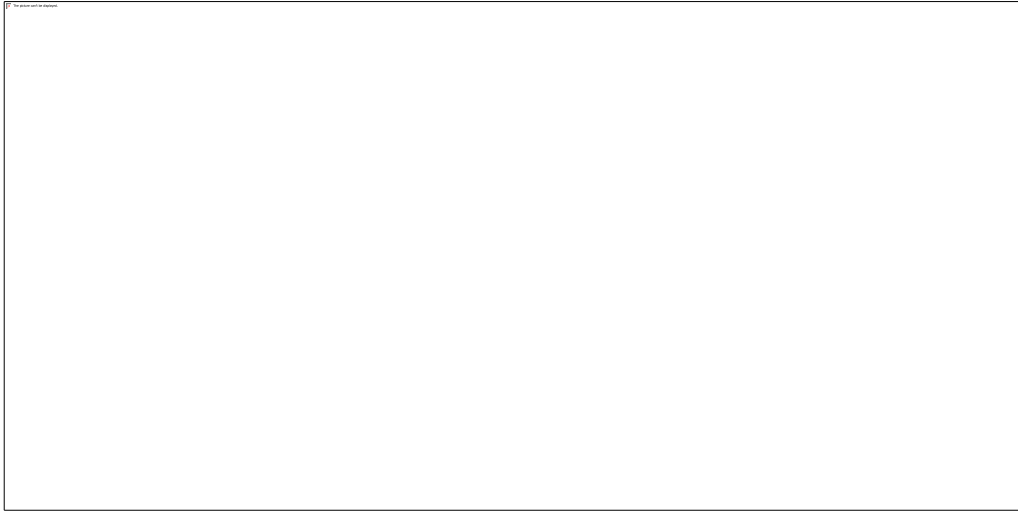


1. After download the user has to click on collection
2. Then he has to select the installation for collection and click on proceed
3. The user has to enter the payment and click on pay
4. Then the payment process will be completed, he can print the receipt
5. From the Menu, the user has to click on Payment sync/ Day end
6. Then he has to sync all the collection details (if internet is on then the sync process will be automatic) and do the day end after he performed all his collection activities

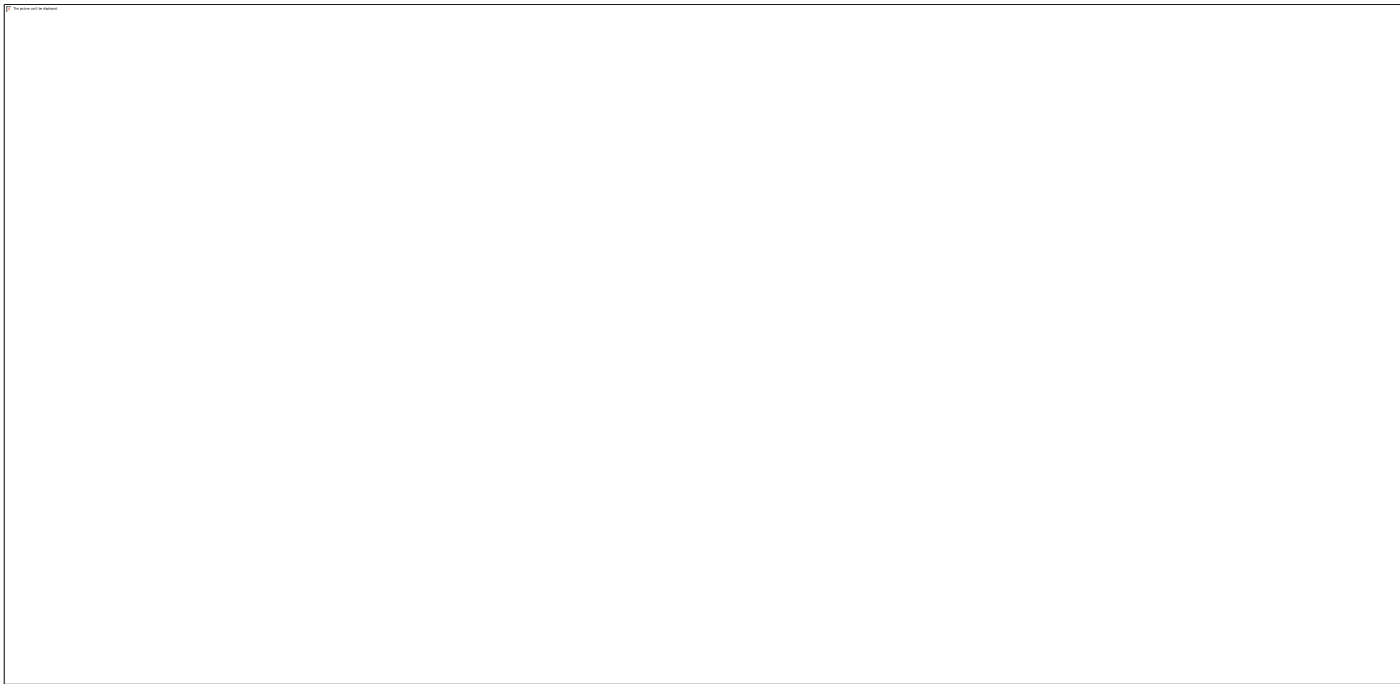


Steps (Complete approval process):

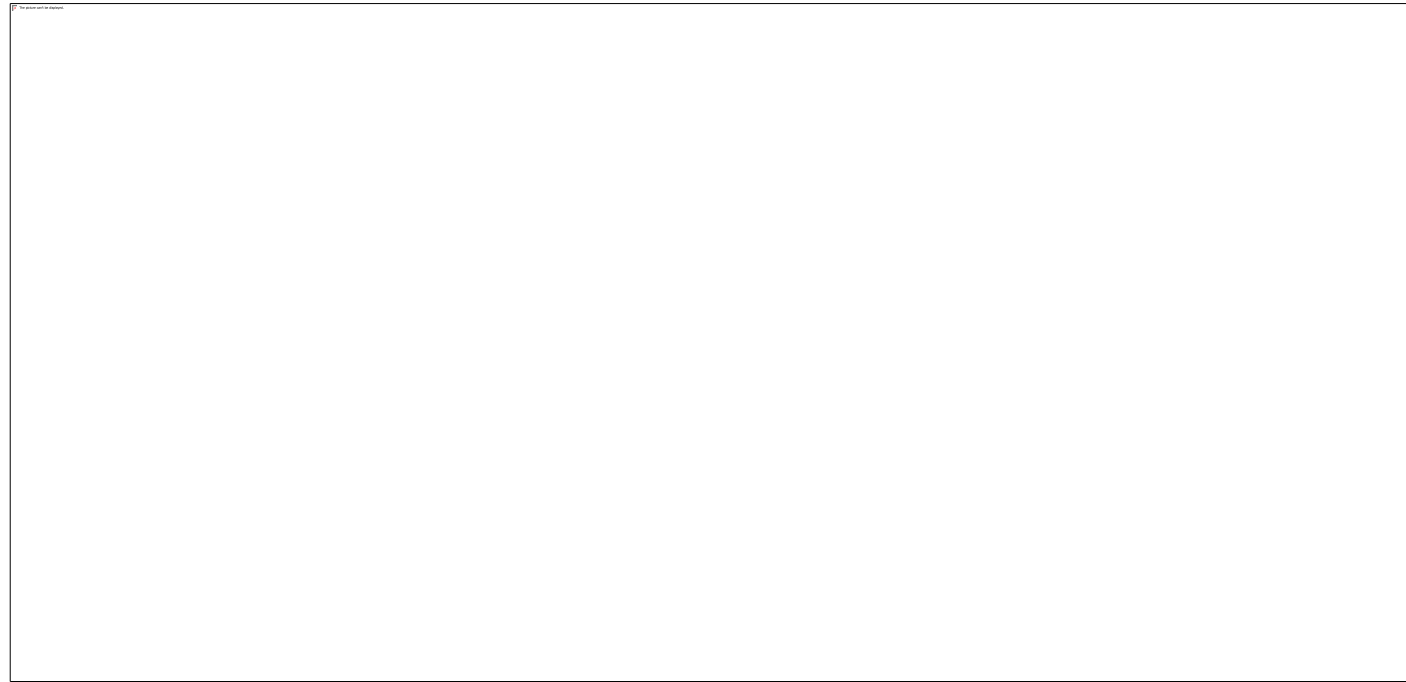
1. From the web application, the user has to log in with the credentials of the MR



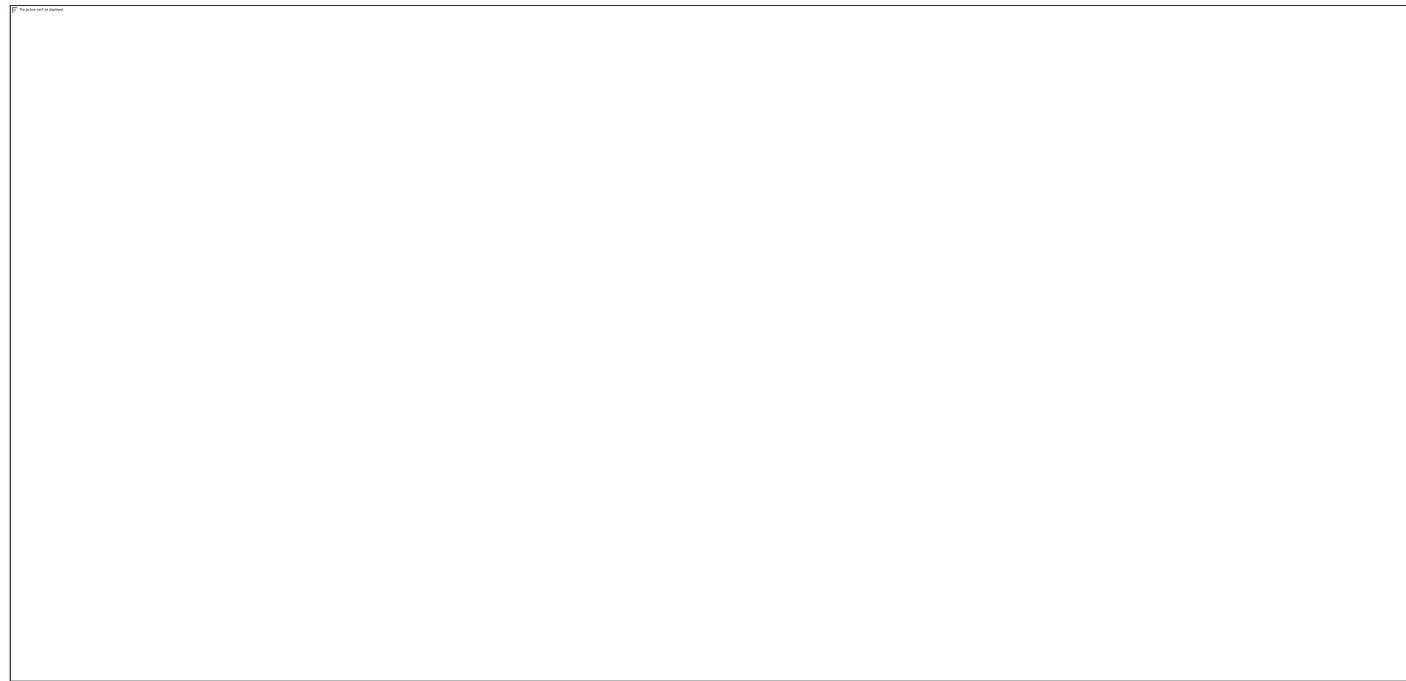
2. From the Collection module, he has to click on Payment Approval request
3. From the Allocated device option, the user has to select the MR code as shown below and click on Search button



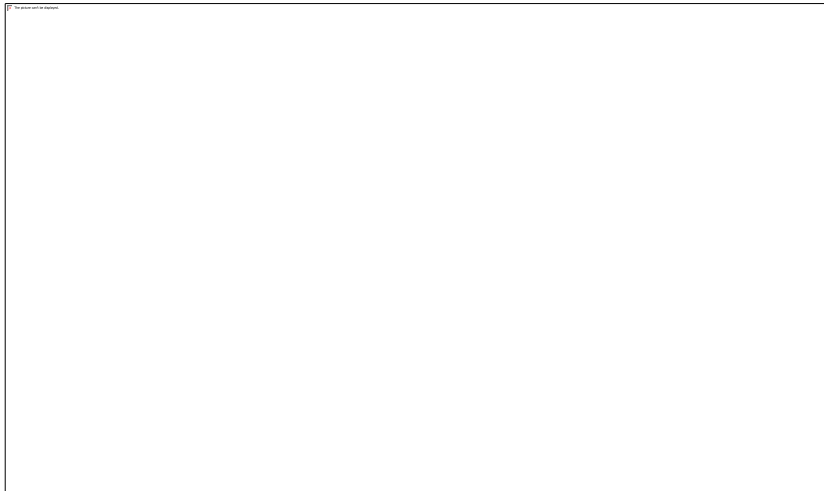
1. If the MR wants to cancel any payment done (site collection), then he can select that particular payment and enter some reason (for cancellation) and click on submit
2. The user has to click on yes to raise the request for cancellation of that particular payment



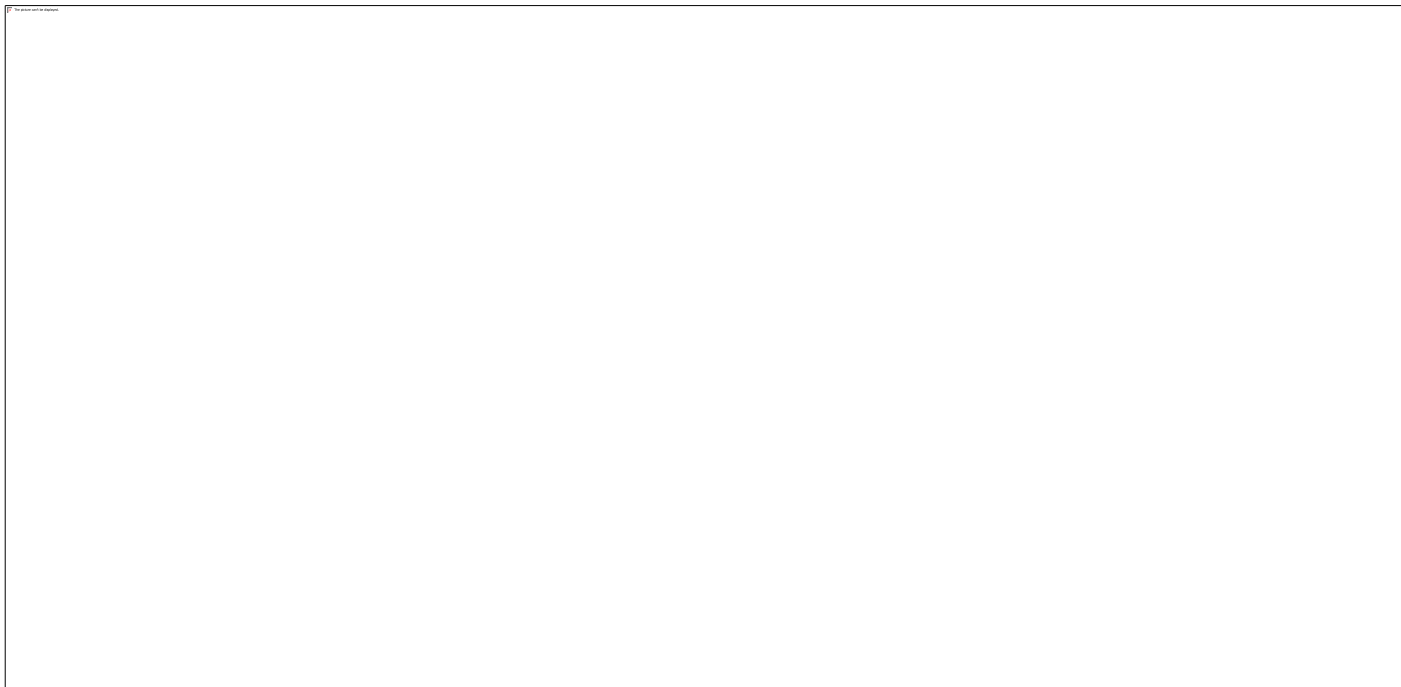
3. Or if the MR don't want to cancel any payment, then he can straight scroll sown and select the green colour option (Initiate request for approval)
4. Once clicked the user can find the floating page on his screen that whether he wants to raise a request for approval or not



1. The user has to select the Yes, raise request option for approval from the cashier



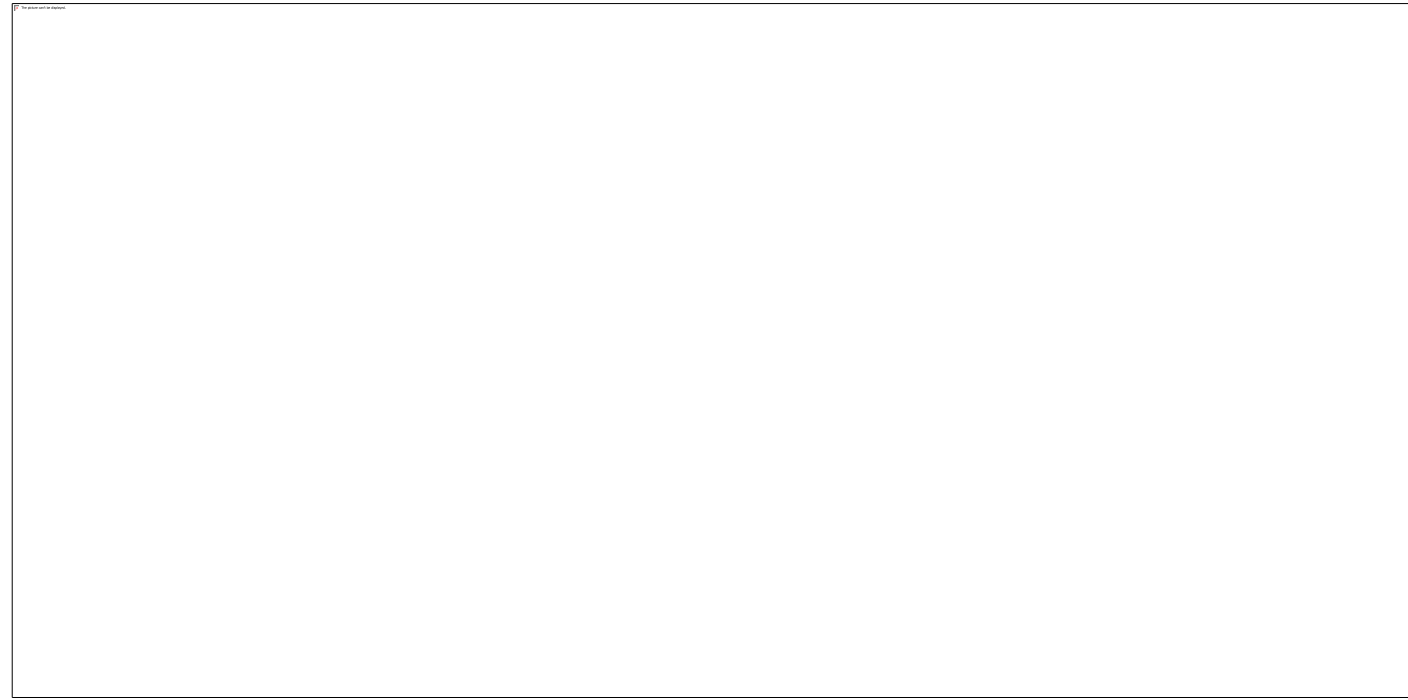
2. From the Cashier log in (Web application), the Cashier has to select in Collection tab
3. From there, the cashier has to select on Payment approval request
4. The user has to select the Mobile counter as he wants to sent the payments of site collection to the head cashier for approval
5. Allocated device should be selected as shown below and search button has to be clicked



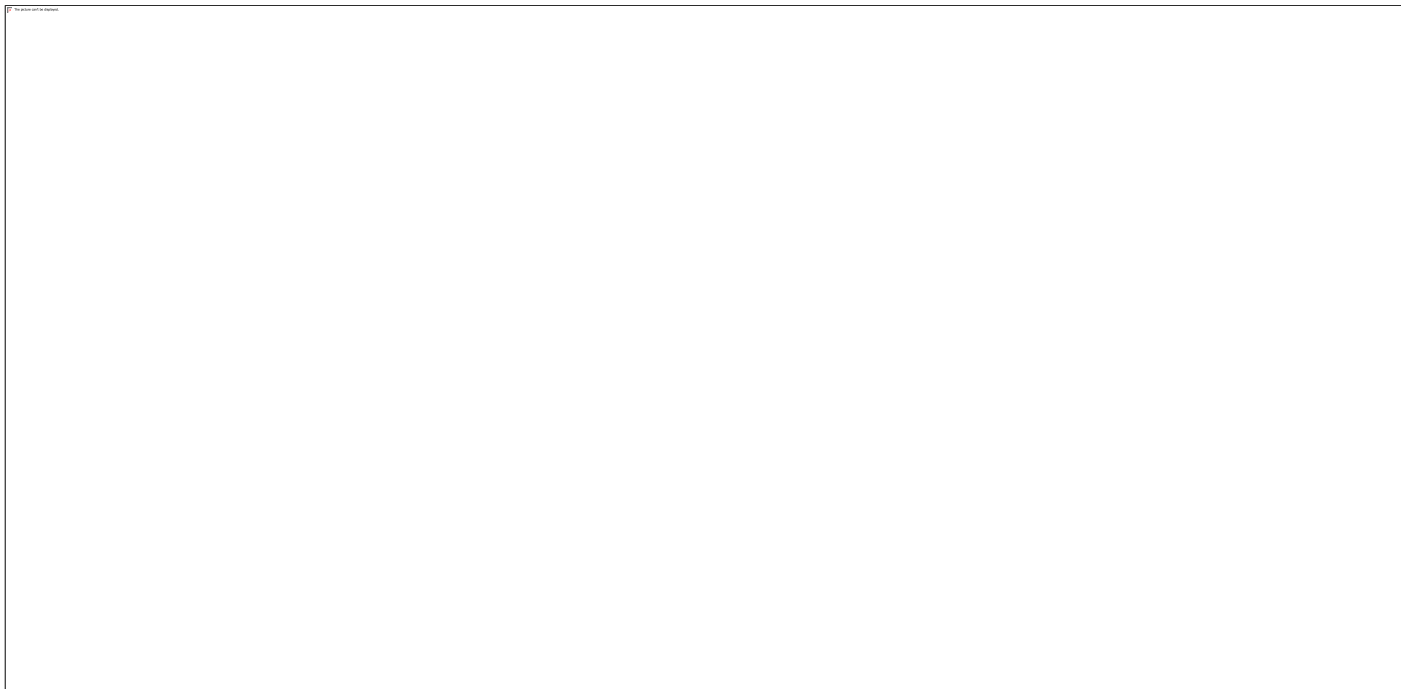
1. The cashier will be able to see the payments that came for approval and cancellation approval
2. On clicking the Remove button (red colour), the cashier can remove the payment from the cancellation and both the requests will be sent to the head cashier for approval
3. At last the cashier has to click on Initiate Request for approval to raise the request of approval to the head cashier



1. From the Head-Cashier log in (Web application), the Head-Cashier has to select in Collection tab
2. He has to click on Payment Remittance as shown below
3. He has to click on the Mobile counter
4. From the Pending section, the user can find the collection receipts
5. The user has can click on the reject option if he wants; then those payments will again come in the cashier page for approval pending
6. The user has to click on Approve for the further process



1. The Head-cashier will be able to see the payments that came for cancellation request and normal requests for approval
2. From there the user can Approve or Reject the cancellation request by entering some reason as shown below
3. Finally, the Head cashier has to click on the Approve payment (in the below)



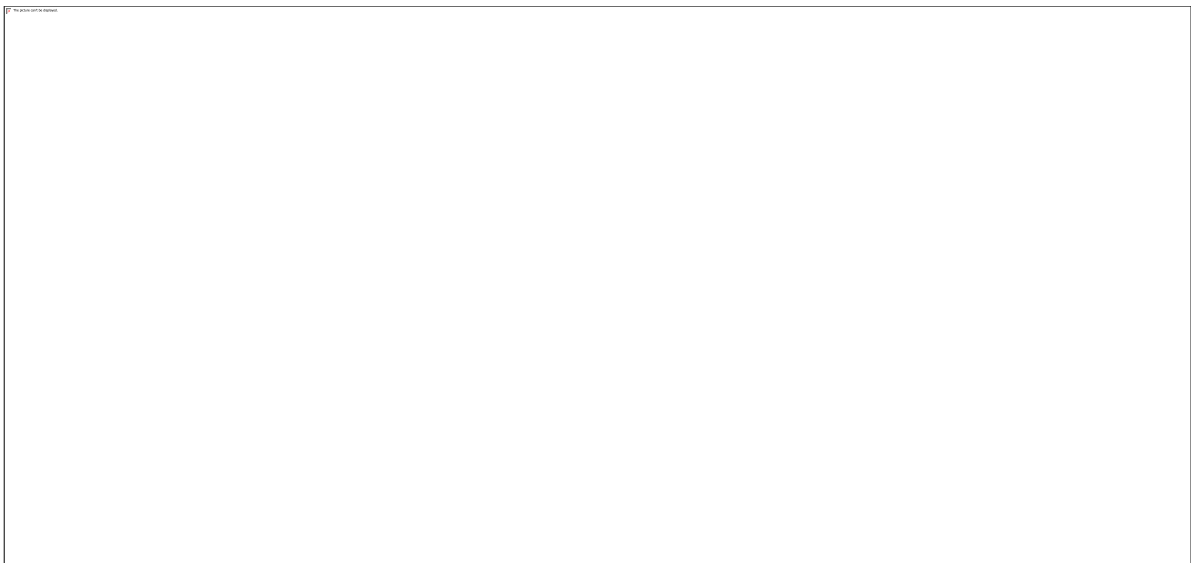
1. Once done payment will be approved successfully and the process gets end here



1. Part Payment Request

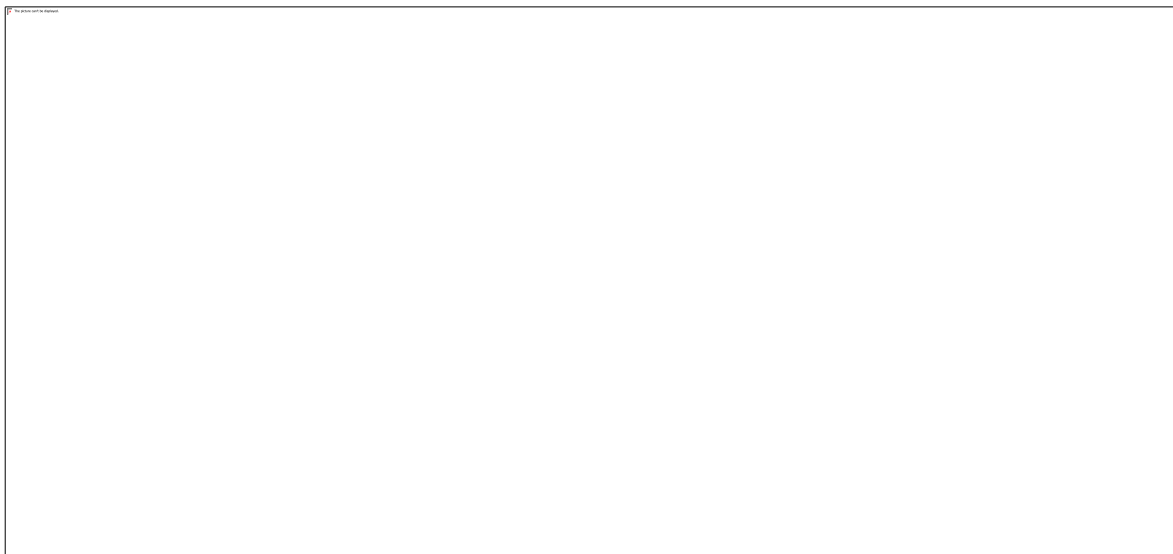
Steps:

1. From the Sub div manager (AEE) log in, the user has to click on Collection module
2. Then he has to Click on part payment
3. The below page will be directed where the user can see the details of the part payment requests made in the selected date range



1. The user has to click on New button (in the above page) to make a part payment request
2. The below page will arrive

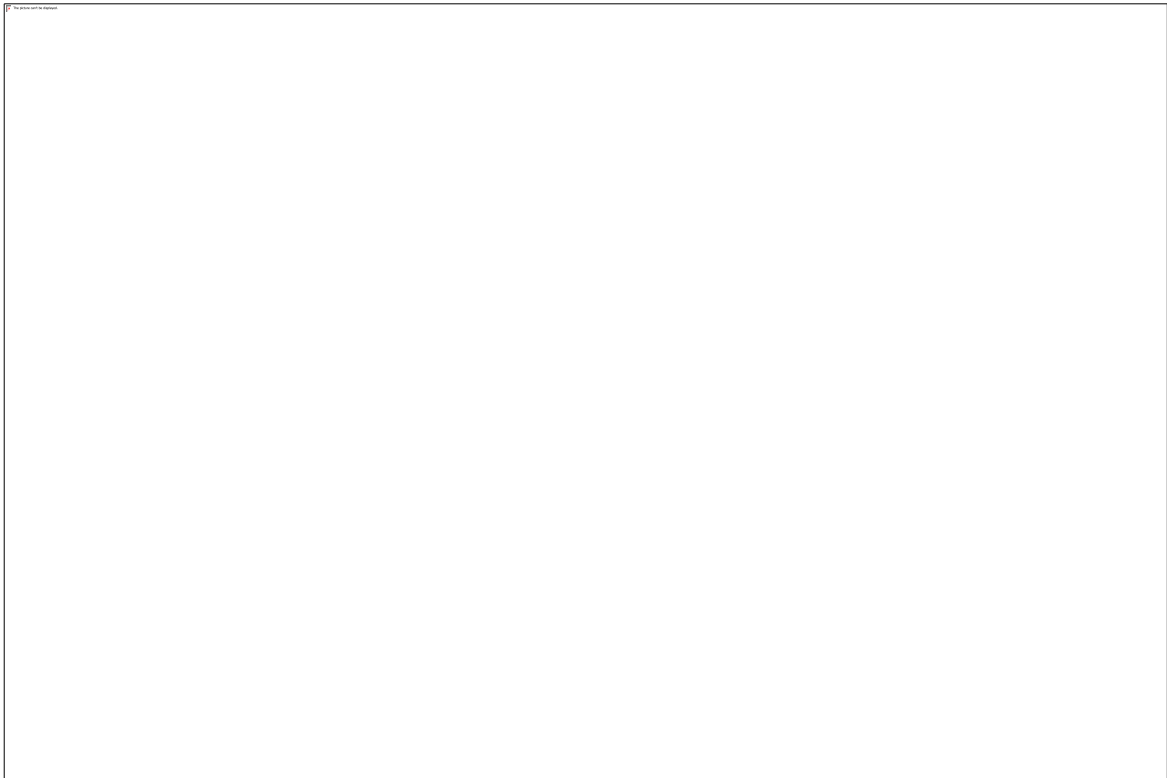
3. From there the user has to enter the Consumer ID for which he wants to make an part payment request
4. Then the user has to click on the Load Button
5. The consumer details will be auto populated
6. Eligible amount of part payment will be auto fetched which will be of some percentage of the total current balance (net bill amount)
7. Then the user has to enter some remarks
8. The user has to scroll down



1. Then the user has to upload some mandatory supporting document that why he wants to make a request for a part payment
2. The user has to attach at least one Document to proceed for the further steps
3. Then the user has to click on Choose Action >> Save
4. Part payment request will be submitted successfully



1. The request is submitted successfully and now it is pending for approval



Note: [Validations that are implemented to make a part payment](#)

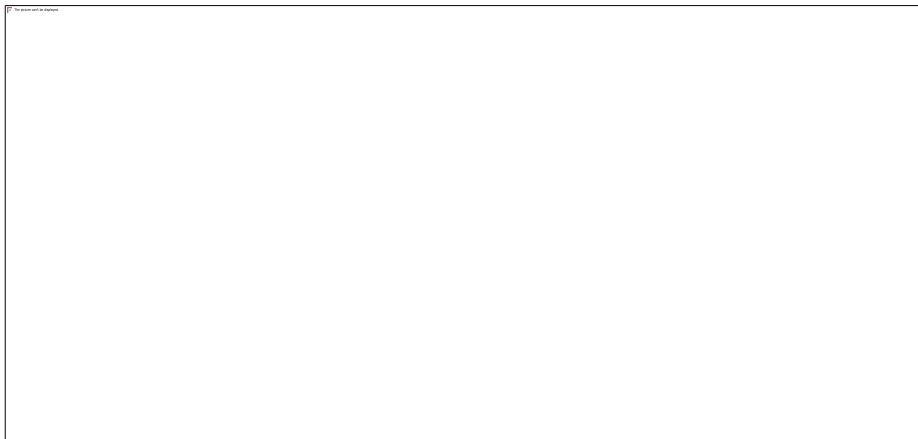
1. Part payment request will be created by the SDO(AEE) that is through Subdivision manager log in
2. Part payment will be calculated on the net bill amount (which is shown as particulars in the below table)
3. The below table shows the rules that we have implemented for part payment

SL NO	Particulars	%	Creator	Approve
1	0 To 1lakh	40	AEE	AEE
2	1Lakh To 3Lakh	30	AEE	AEE & EE
3	3Lakh To 5Lakh	25	AEE	EE & SE
4	5Lakh To 10Lakh	25	AEE	EE & SE & CE
5	10 Lakh and above	20	AEE	EE & SE & CE & DD OR CMD

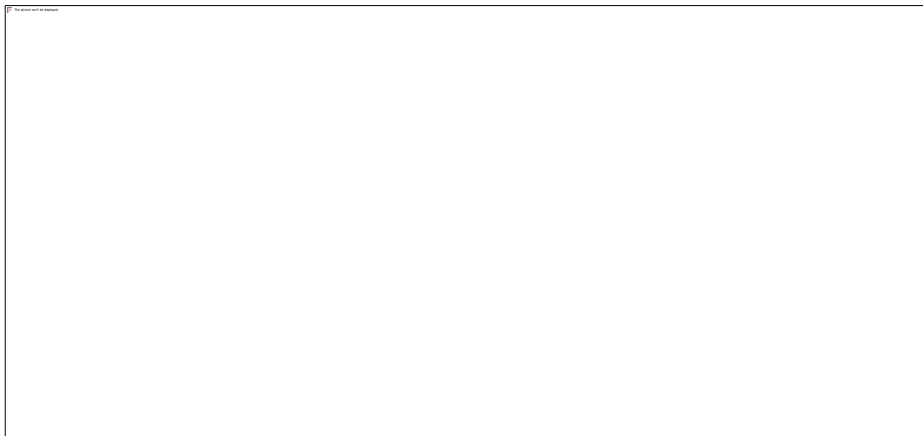
1. As the part payment was made on the net bill amount more than 10 lakhs; so, first EE has to approve then SE; then CE and then finally DD or CMD has to approve
2. Approval will be done from the work flow module from their respective log in credentials
3. Logic is shown above

Payment Steps:

1. Now from the cash counter the user will be going to make the payment
2. From the collection module; the user has to click on My Counter to open the counter



1. On Clicking Payment, from the Bill payment, the user has to enter the respective consumer ID and click on Search button
2. Consumer name, Consumer ID and Net amount gets auto fetched
3. The user has to click on Proceed for next steps



Thus, we can see the Min payable amount is showing the estimated amount which has been calculated after part payment approval, the user cannot enter less than this amount. Then he has to click the submit button to make the payment. The payment methods can be Cash, cheque, DD or RTGS. After the payment done the head cashier has to do the payment remittance

The process is going to be same in the mobile cash counter.

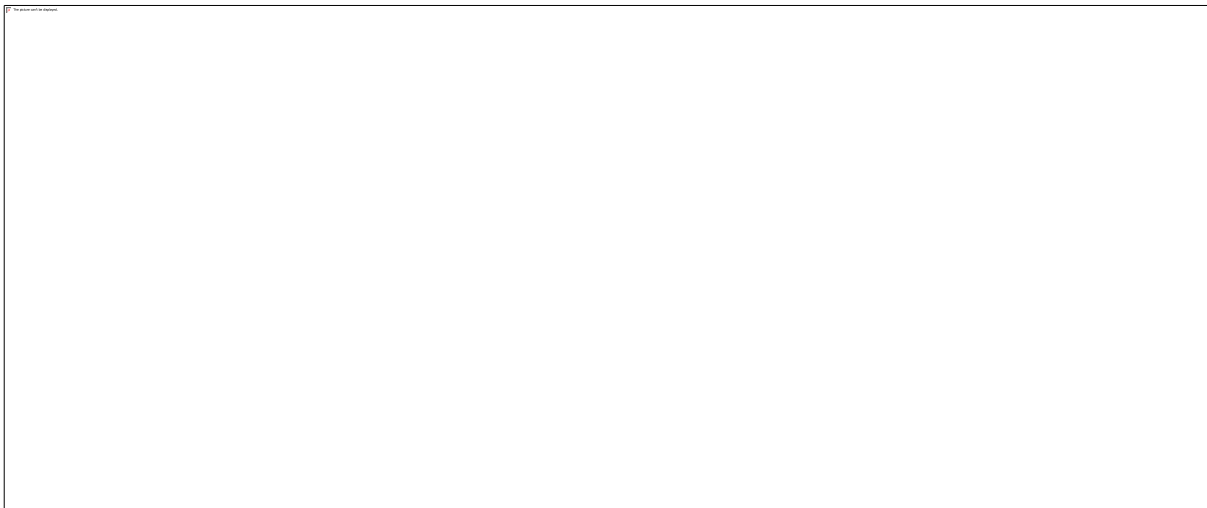


4. Consumer Management:

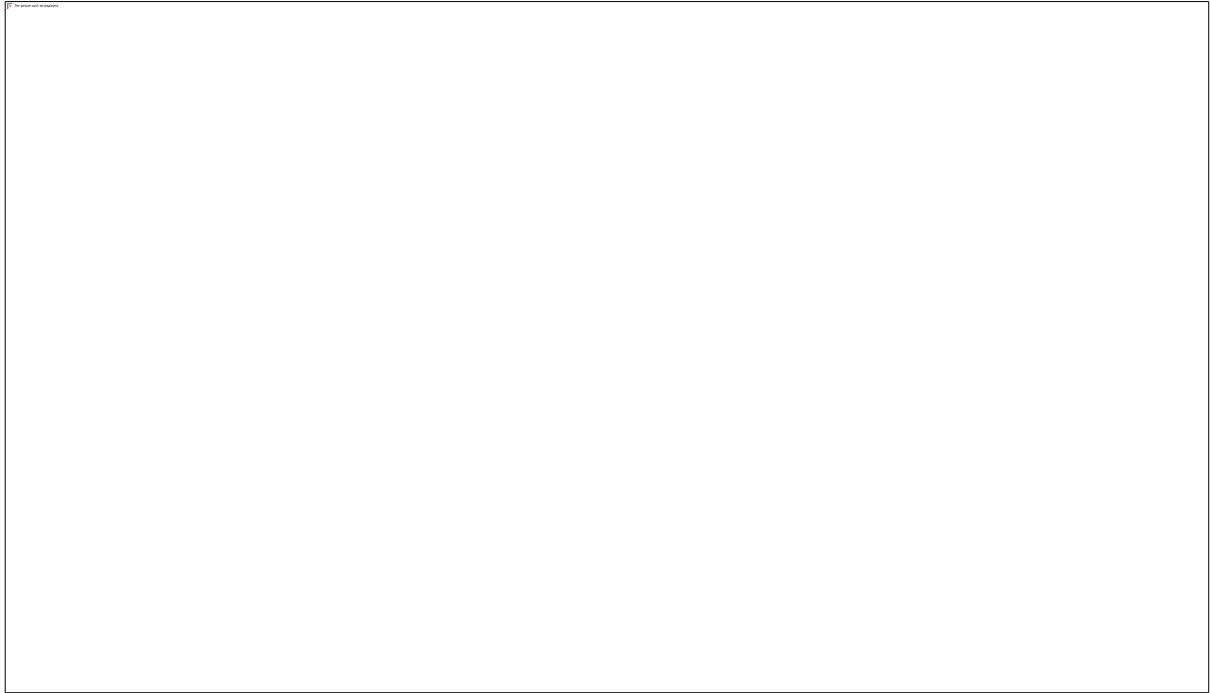
1. Consumer History:

Step 1:

1. By clicking on "Consumer History", The below page will be displayed.
2. In the Consumer details, we have to enter the consumer ID and click on search.
3. All the details of that consumer will be auto fetched.



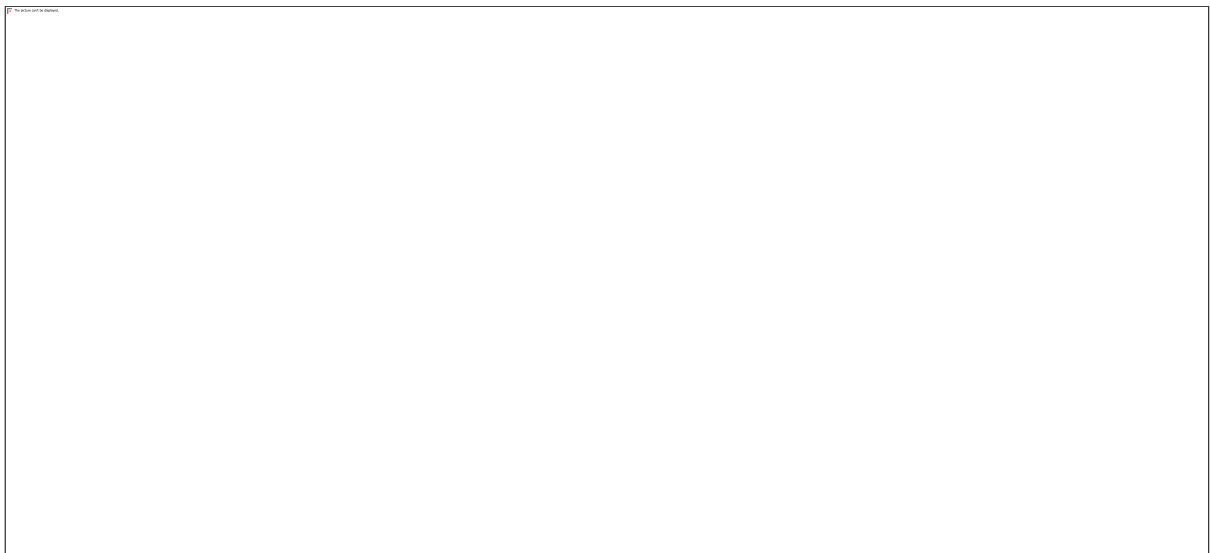
4. The first tab shows the complete consumer details as marked on the below page.
5. Here we get the basic information of the consumer like his name, category, sanction load, administrative hierarchy, mobile number and many other things as shown below.



Transaction:

Step 1:

6. By clicking on “Transaction”, The below page will be displayed.
7. Here we can see the transaction related information of the consumer, for example its current balance for a particular transaction date etc.

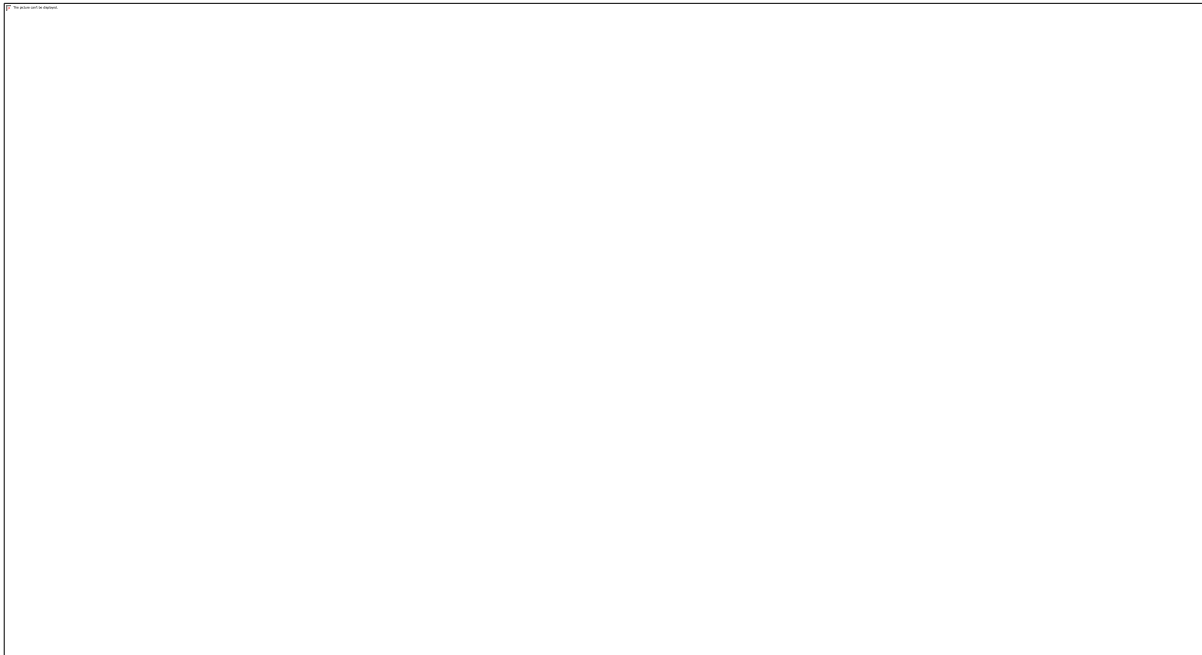


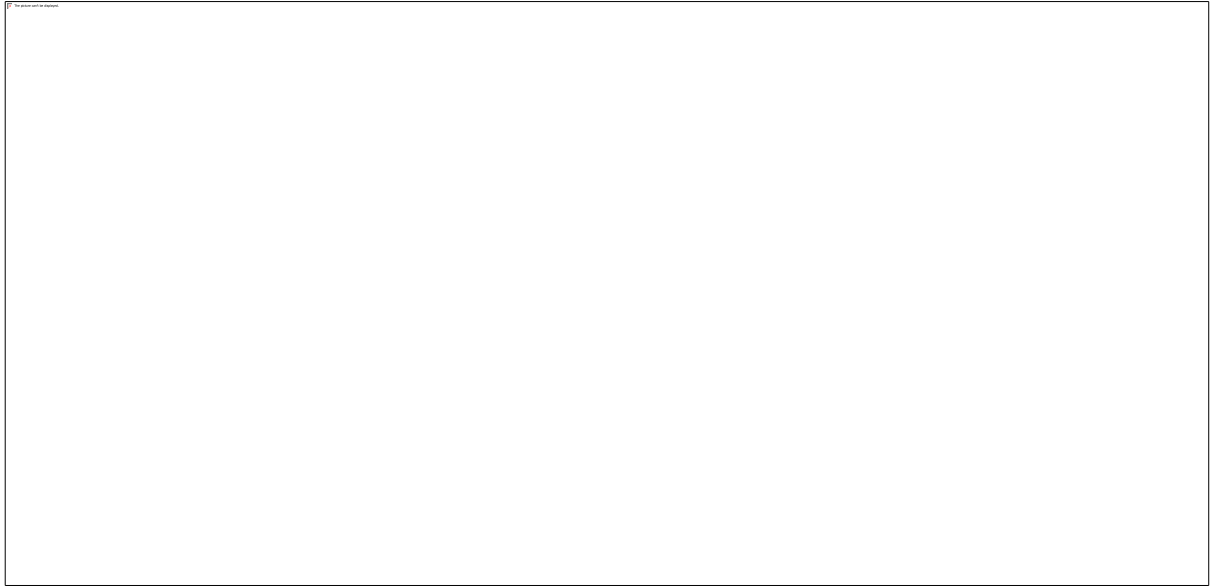
Billing:

Step 1:

8. By clicking on **“Billing”**.

9. On selection of From date and To date; the data will come accordingly.
10. We will get all the fields related to the billing related information of the consumer.
11. As there were so many columns; so, we could not accommodate them in one single screen; that is why we have given THREE screens.
12. We can download the complete excel file by clicking Export ledger Extract as shown below.

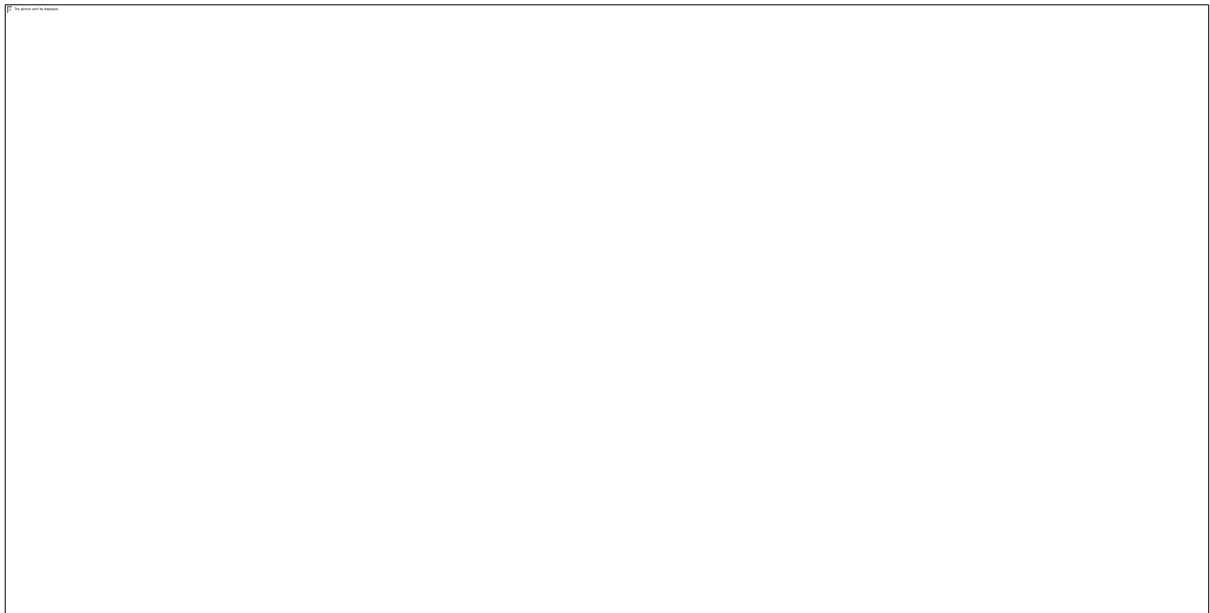




Collection:

Step 1:

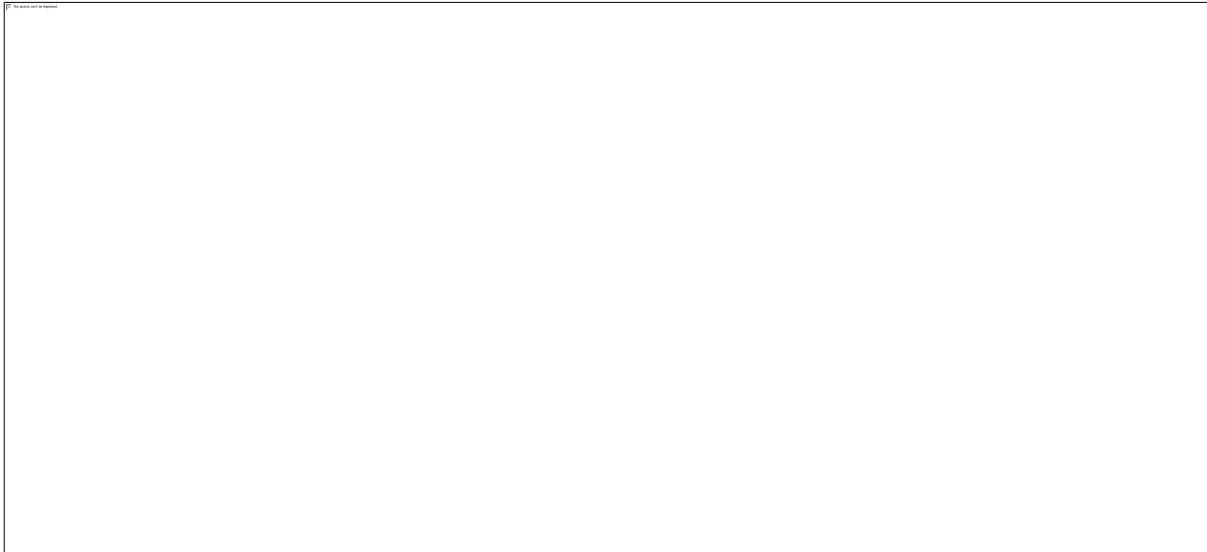
13. By clicking on “**Collection**”, The below page will be displayed.
14. On selection of From date and To date; the data will come accordingly.
15. Here we can see the collection related details of the consumer like payment mode, payment amount etc.
16. Three options are given for downloading the collection receipt.



Adjustments:

Step 1:

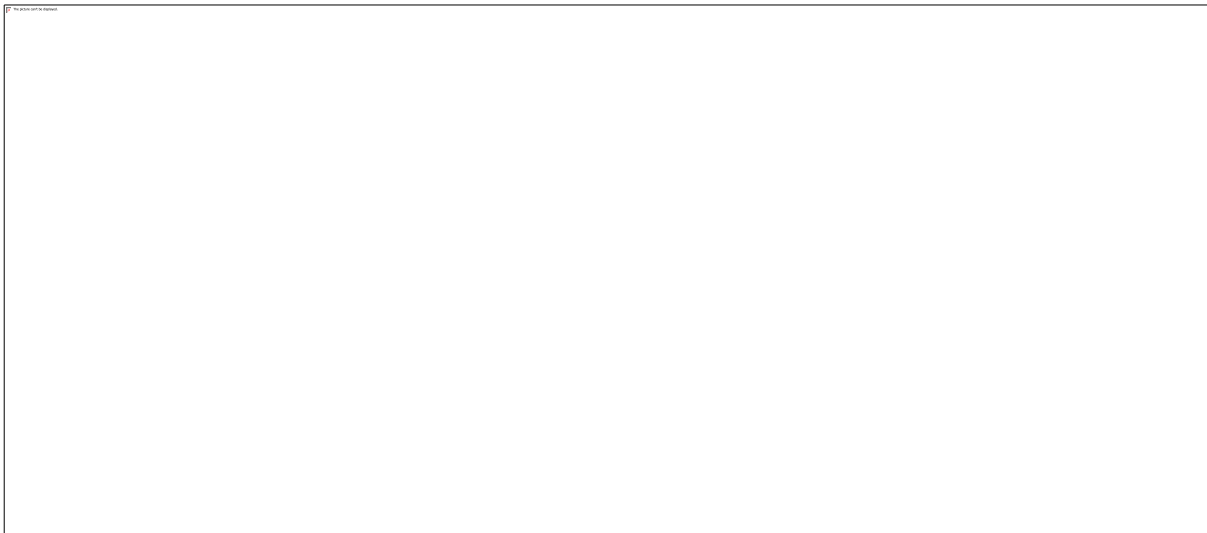
17. By clicking on **“Adjustments”**, The below page will be displayed.
18. Here we will get the adjustments related details, when there is any wrong payment made.



Deposit:

Step 1:

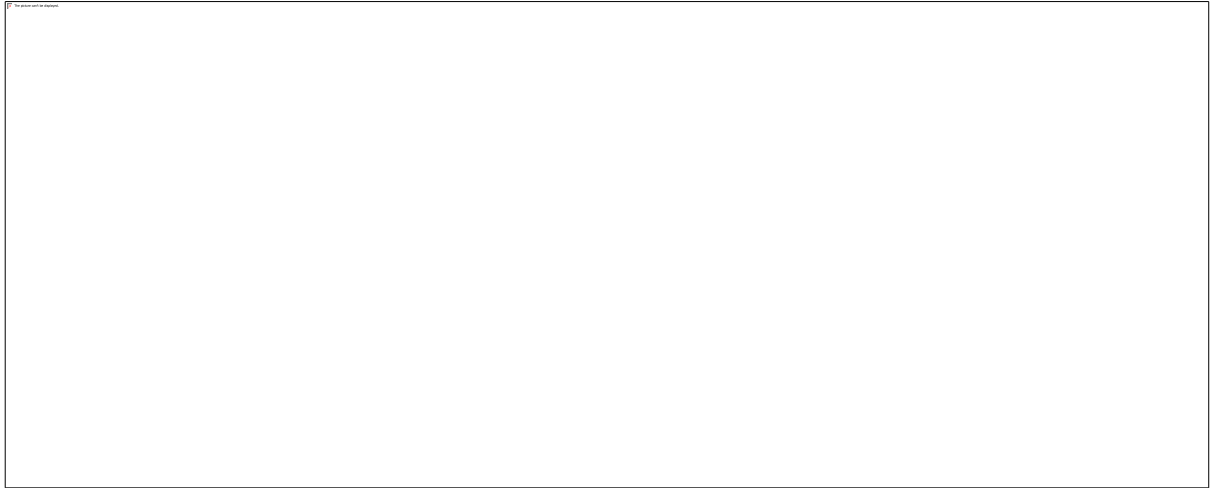
19. By clicking on **“Deposit”**, the below page will be displayed.
20. Here we will get the information related to security deposit amount paid by the consumer.



Meter Details:

Step 1:

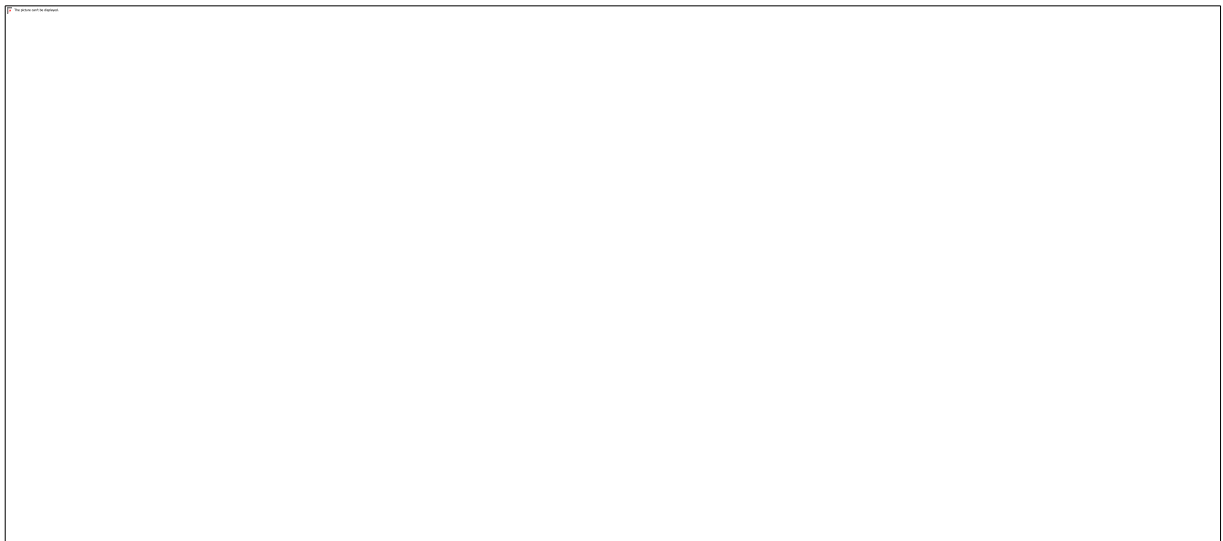
21. By clicking on **“Meter details”**, The below page will be displayed.
22. Here we will get the complete information about the meter.



Change request:

Step 1:

23. By clicking on **“Change request”**, The below page will be displayed.
24. Here, we can see the change request data of the consumer, Like load change, category change etc.



Documents:

Step 1:

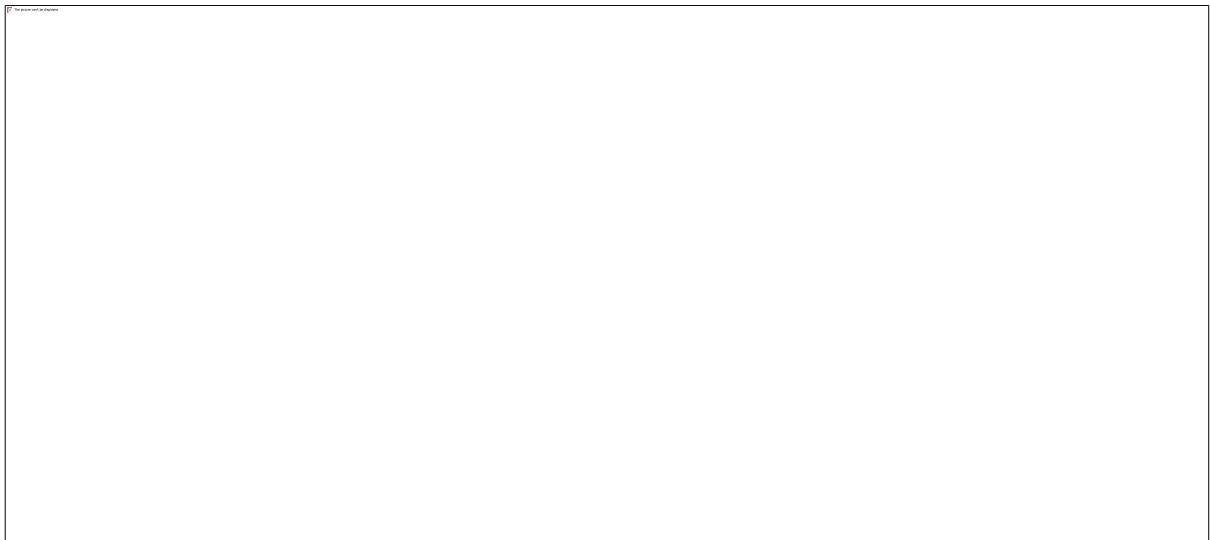
25. By clicking on **“Documents”**, Th below page will be displayed.
26. Here, we can see the documents that were attached while performing different activities.



Miscellaneous Demand:

Step 1:

27. By clicking on **“Miscellaneous Demand”**, the below page will be displayed.
28. If any other demand has been charged from the consumer; that information will come here.



Installment Details:

Step 1:

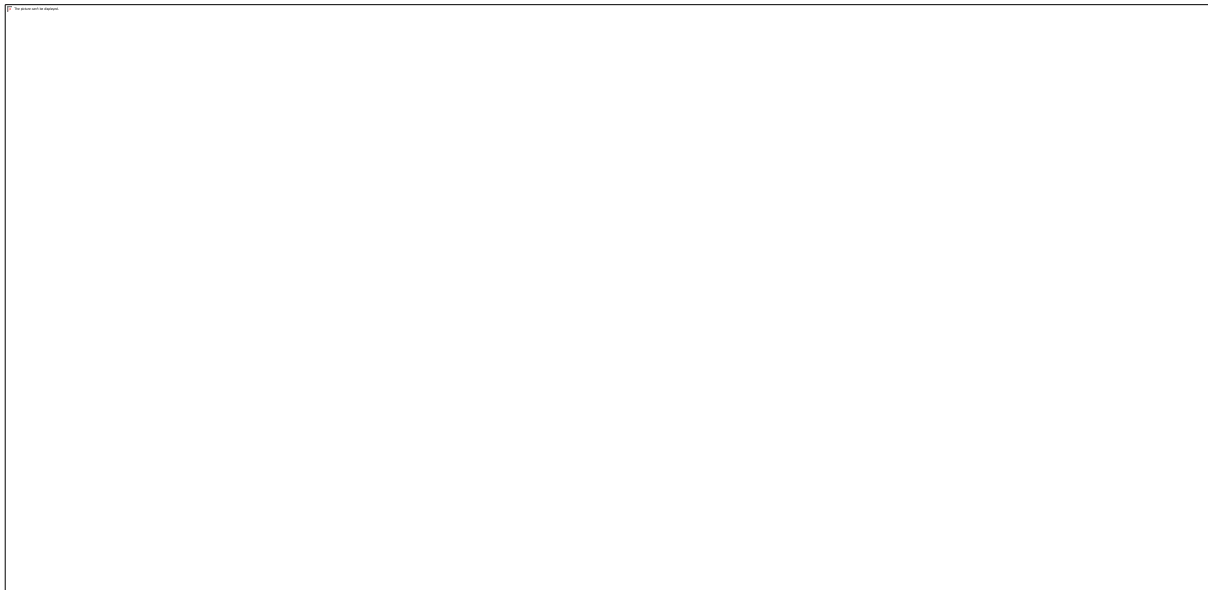
29. By clicking on **“Installment Details”**, The below page will be displayed.
30. If the consumer is paying his bill amount in installments (EMIs); those details will come under this section.



Master Data correction:

Step 1:

31. By clicking on “**Master Data Correction**”, the below page will be displayed.
32. If any changes or updates are performed in the consumer details, those records will appear inside this section.



Consumer App details:

Step 1:

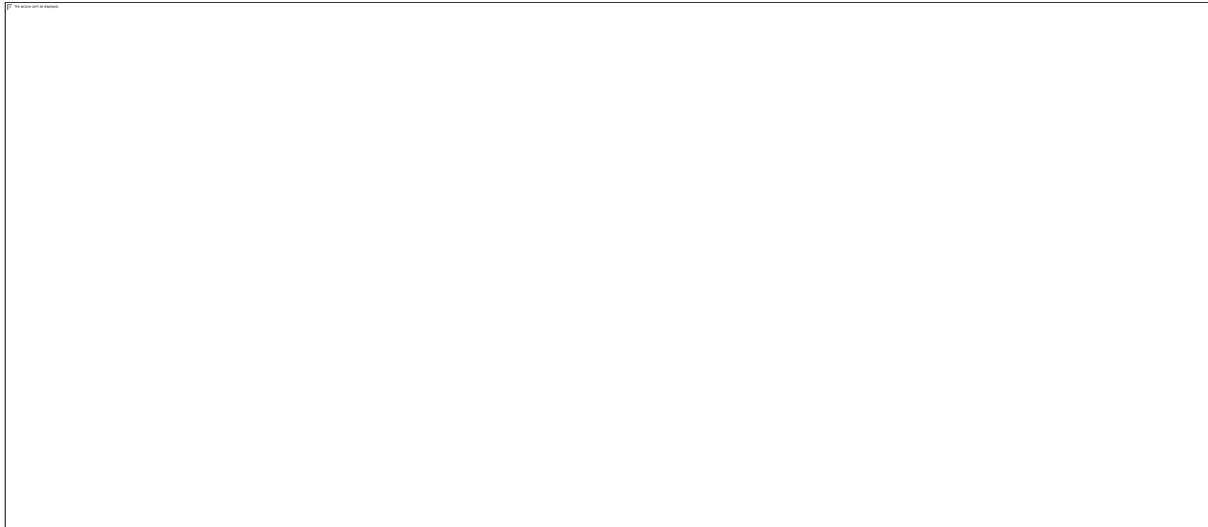
33. By clicking on “**Consumer App details**”, The below page will be displayed.
34. In this section we can see the information related to consumer App like his Mobile number, IMEI No., Application registered date & time etc.



Disconnection/ Reconnection:

Step 1:

35. By clicking on **“Disconnection/ Reconnection”**, The below page will be displayed.
36. If the consumer is Disconnected/Reconnected for some reason; those records will come under this section.
37. It will include Disconnection/Reconnection date, type etc.



1. Consumer list:

Step 1:

38. By clicking on **“Consumer list”**, The below page will be displayed.
39. As we have logged in with the credentials of the central subdivision manager credentials, we can see the consumers under that particular subdivision only.
40. We can search for a consumer by entering the consumer ID or his mobile number etc. as shown in the below page.

41. There are other multiple fields by which we can filter out the consumer list according to the selected filters, for example if we select in-service from the connection status; only the in-service consumers will appear in the view page.
42. Excel button is given for downloading the list; in the excel sheet we will get more columns.
43. Hyperlink is provided for the consumer IDs; on clicking them it will directly enter into the consumer history page of that particular consumer.
44. On clicking the Reset button, everything will be refreshed, and the default page will appear again.



1. Consumer Dashboard:

Step 1:

45. By clicking on **“Consumer Dashboard”**, we will be able to view this page which contains the consumer monitoring dashboard.
46. The dashboard will contain the data for the particular subdivision only as we have logged in with the credentials of this subdivision manager (Central subdivision) as shown below.
47. The dashboard is showing the total consumer count under that particular subdivision; it is segregated into their connection type (in service, DC_NP, DC_NP(CR), DP_CR).
48. We will be able to know out of the total consumers; how many out of them are rural and urban.
49. We will get to know how many consumers are unmetered, metered etc.
50. We can get the information about the consumer details.
51. We can get the total number of consumers segregated against their category type, product type.



52. New Connection Management System:

NCMS (New Connection Management System) is the module through which we can give a new electricity connection to a consumer.

1. New Application Request:

Step 1:

1. By clicking on **“New Application Request”** The user will be directed to the below page.
2. We will select the date range and click on the Load button.
3. All the new connections that were done in the selected date range will appear.
4. Along with that their current status is also given.
5. From the **New** button, we can create a new Application Request.

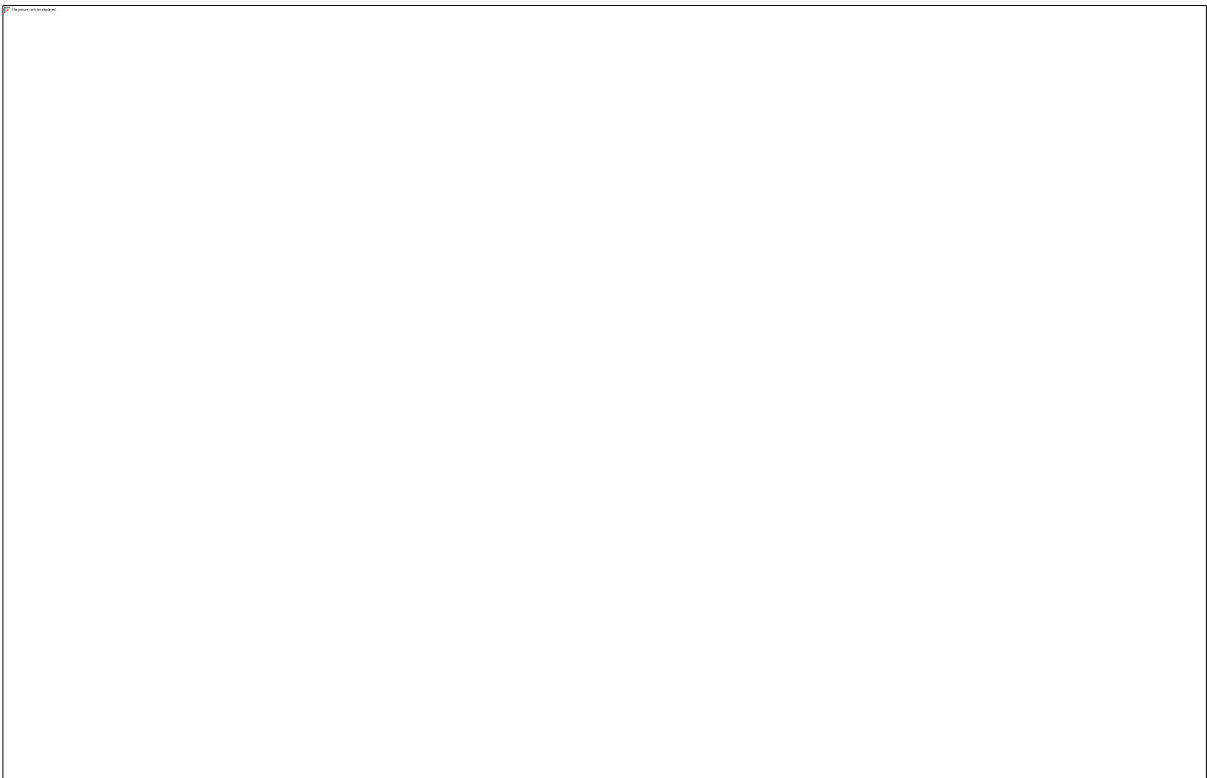


Step 2:

6. By clicking on “**New**” button, the below page will be displayed.
7. The user needs to fill all the mandatory and non-mandatory (if needed) active fields in the new service registration and applicant details page.
8. The mandatory fields are marked by **Red Asterisk***.



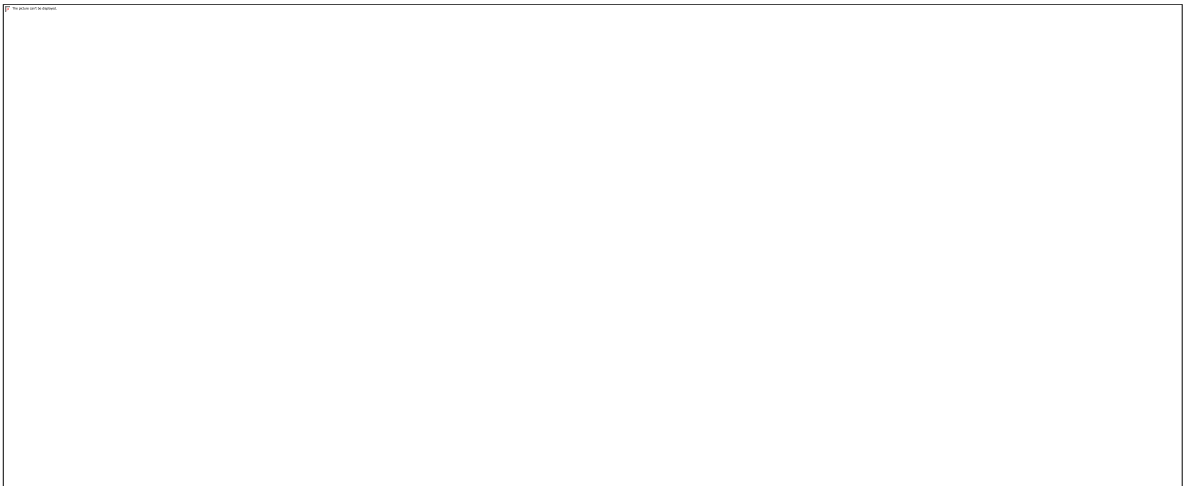
9. We have to fill in all the mandatory and non-mandatory fields shown on the below page.
10. The mandatory fields are marked by **Red Asterisk***.
11. After filling in all the necessary items, the user must click on ADD button.



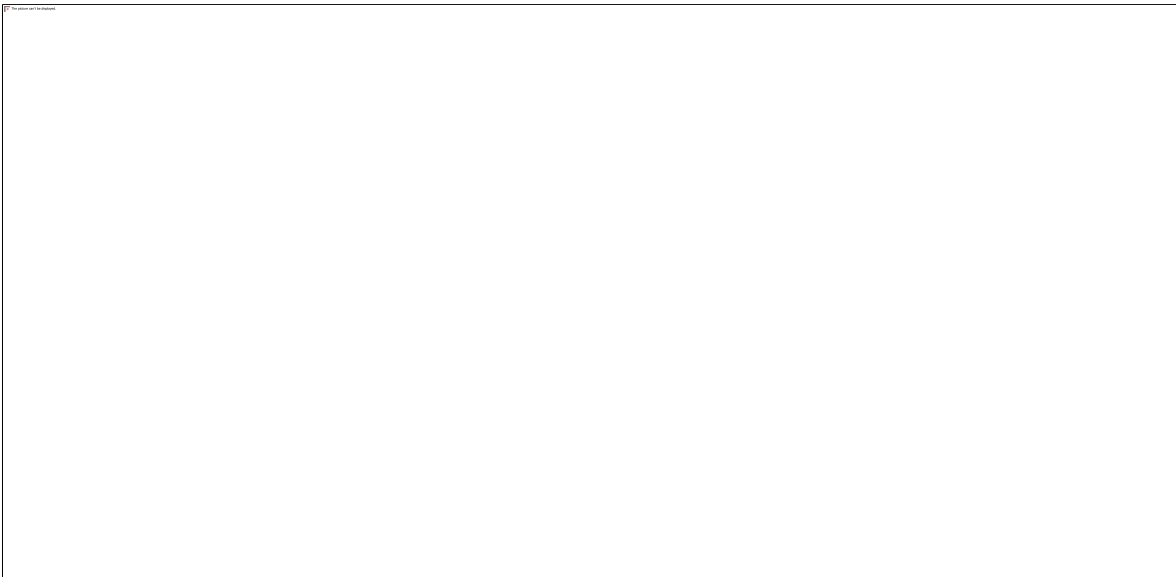
12. After clicking on ADD, the Application request will be added below.
13. Then the user has to click on Choose Action.
14. Then click on the Save button.
15. New application requests will be successfully saved.



16. The Applicant details will appear in the screen, on clicking the PDF button as shown below; it will be downloaded; from where we can view the complete Applicant Details.



17. The New Application request will be now pending for field verification (Status) as shown in the below page.



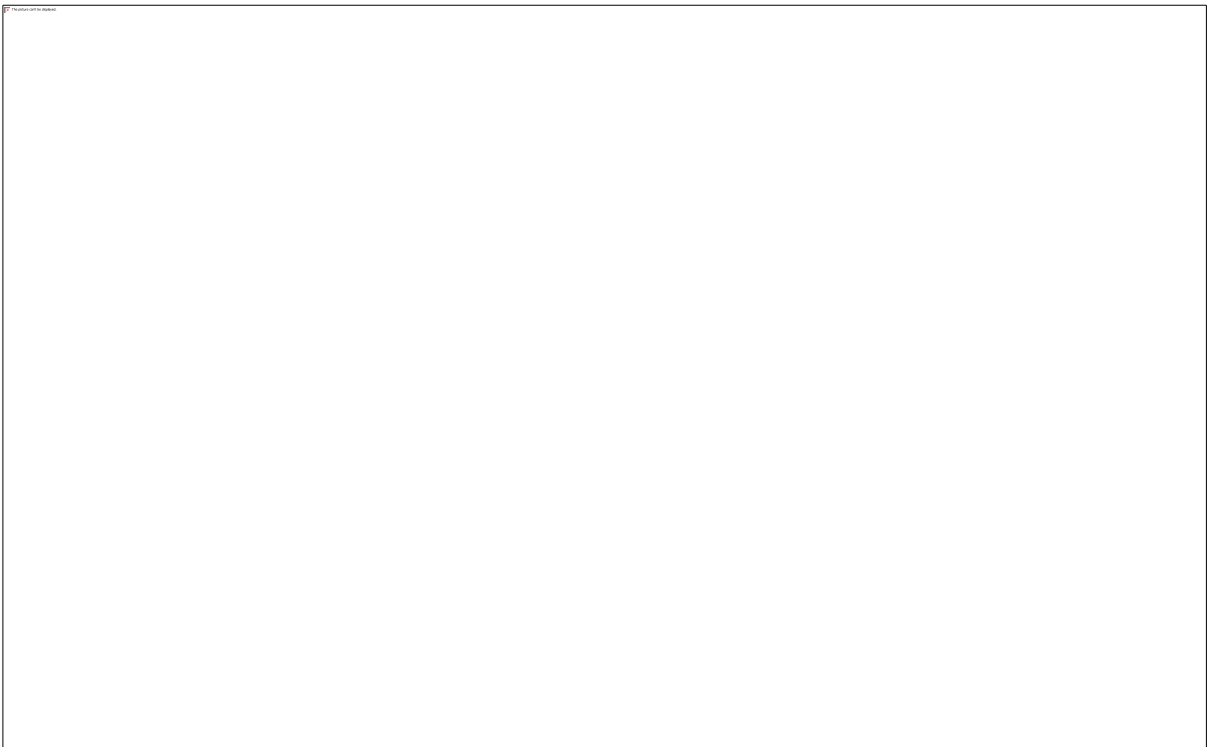
18. From the cancel button, the user can reject the new connection request also.



1. Field Verification:

Step 1:

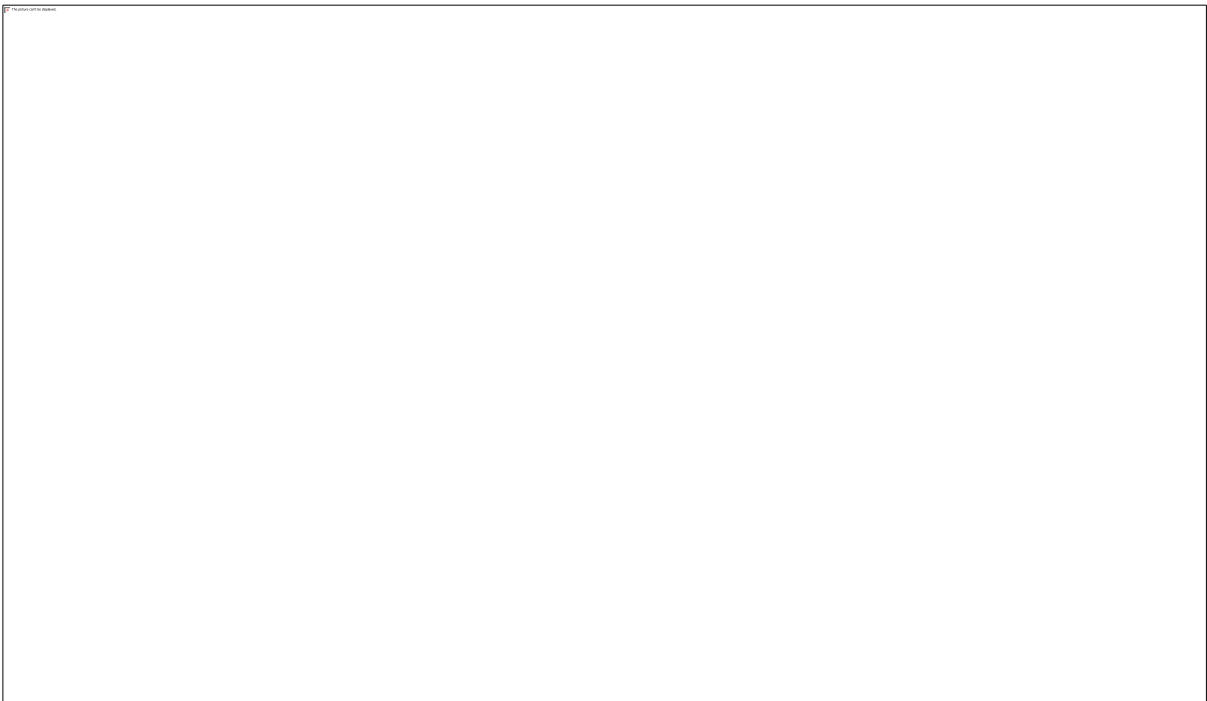
19. By clicking on “**Field Verification**”, The below page will be displayed.
20. On clicking the date range and clicking on the load button; all the list of Application Request will come.
21. In the status field, if it is Pending for Field Verification, we have to click the Action button to proceed further.



Step 2:

22. Once we click on the Verify button, The Applicant details are auto fetched as shown below.
23. Once we scroll down; the complete field verification page appears.

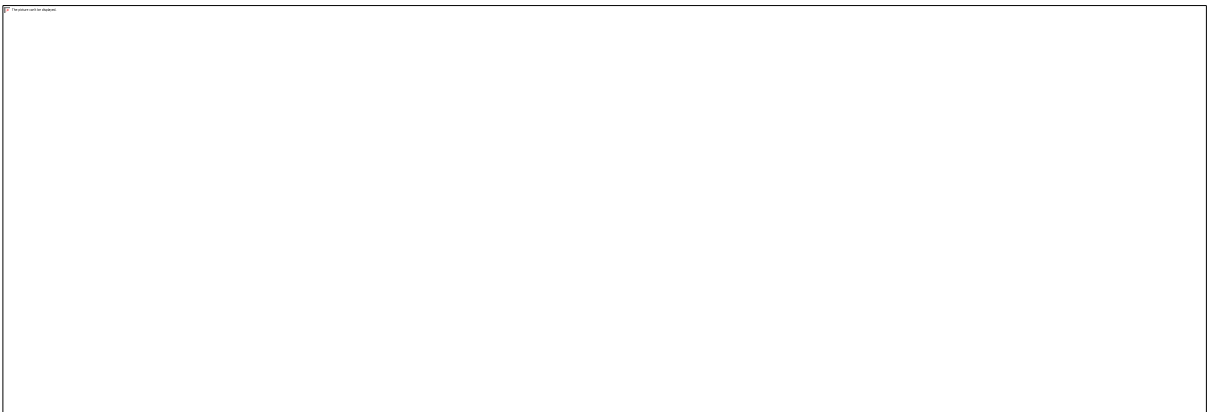
24. The user needs to enter the nearest consumer ID.
25. We have to select the feasible button to proceed further, if we select the non-feasible then the NCMS process cannot proceed further.
26. The user has to enter all the mandatory and non-mandatory (if needed) active fields.
27. Finally, we have to click the verify button.



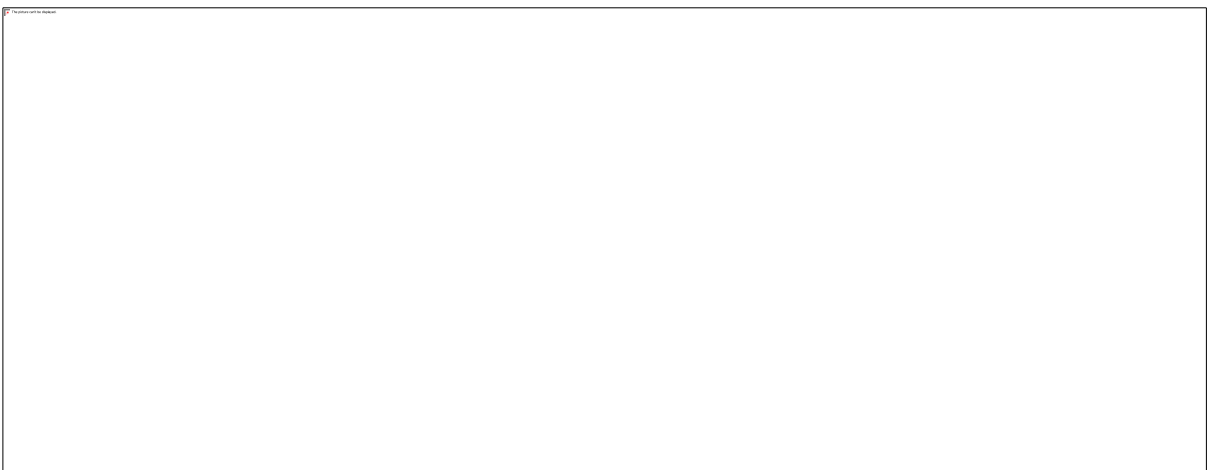
28. **From the document details, we have to select the necessary documents and attach them.**



29. After the attachment, All the documents will be uploaded mandatorily.
30. Then click Choose Action.
31. Then click on the Save button.



32. These are the mandatory documents that we have to attach; shown below.



-

Once everything is done the status comes as **pending with estimation**. It is shown below.

33. There is an Action button to visit the verification details.

34. From the cancel button we can reject and the NCMS process will not go further.



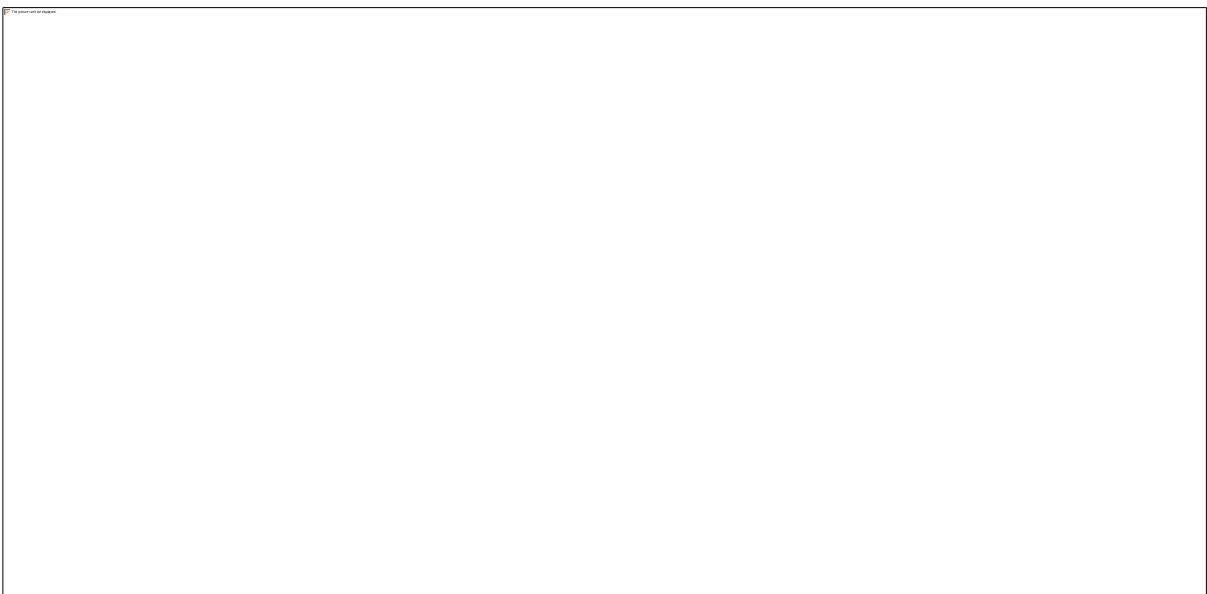
1. Estimation:

Step 1:

35. By clicking on “**Estimation**”, The below page will be displayed.

36. On clicking the date range and click on the load button; all the list of Application Request will come which are **Pending with Estimation**. According to the date filter selected, the data will come.

37. In the status field, if there is **Pending for Estimation**; we have to click the Action button to proceed further.



-

By clicking on **“Action”** button, the below page will be displayed.

38. We will be directed to this below page.

39. Click on the Action button to proceed for the Estimation process.

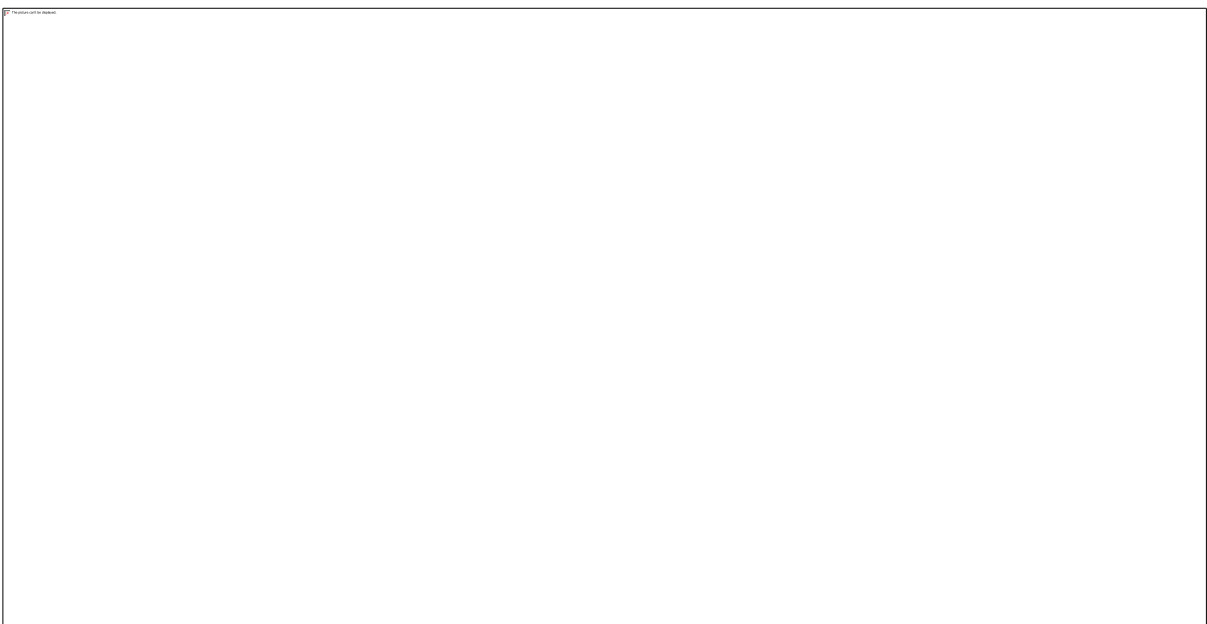


40. By clicking on **“Action”** button.

41. From the Estimation Details section, Estimation Auto generation number will be auto fetched.

42. From here we have to enter all the mandatory and non-mandatory (if needed) fields.

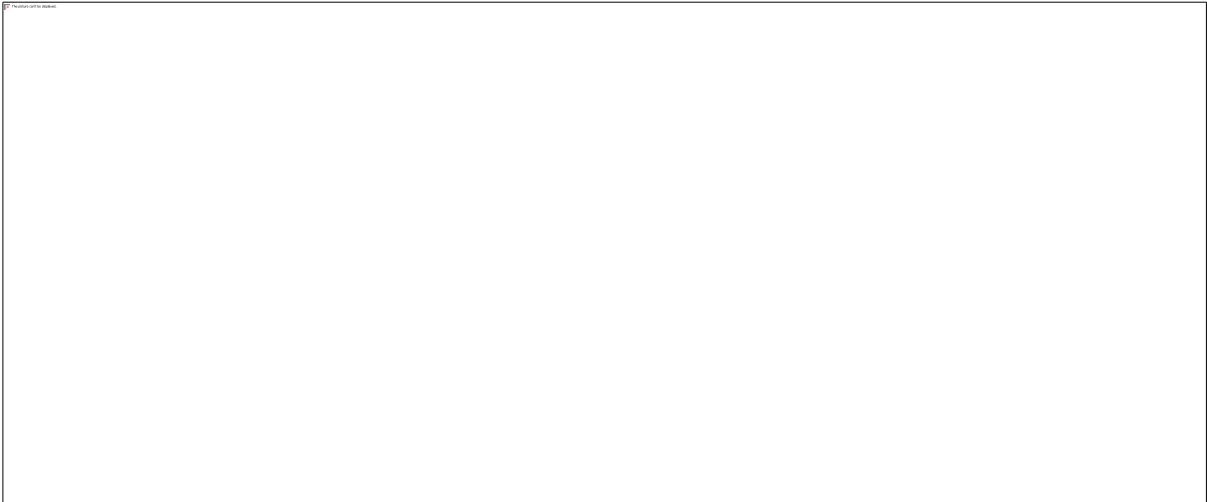
43. Basically, from here we have to add the items(materials) which are needed for a new connection.



-

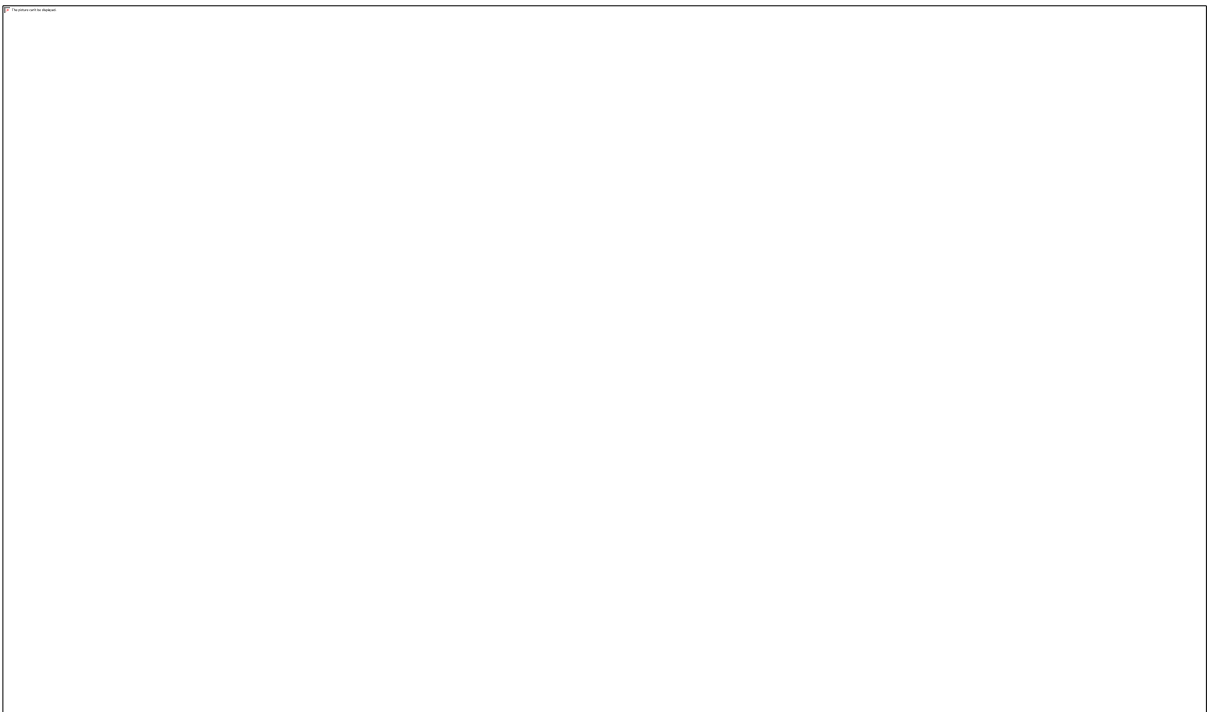
After adding items(materials); the calculated amount will come under the Calculated Amount Details section as shown below.

44. Click Choose Action and then click Save.



45. From the Estimation page, the applicant will come for approval.

46. Higher authority will approve it from the workflow management.



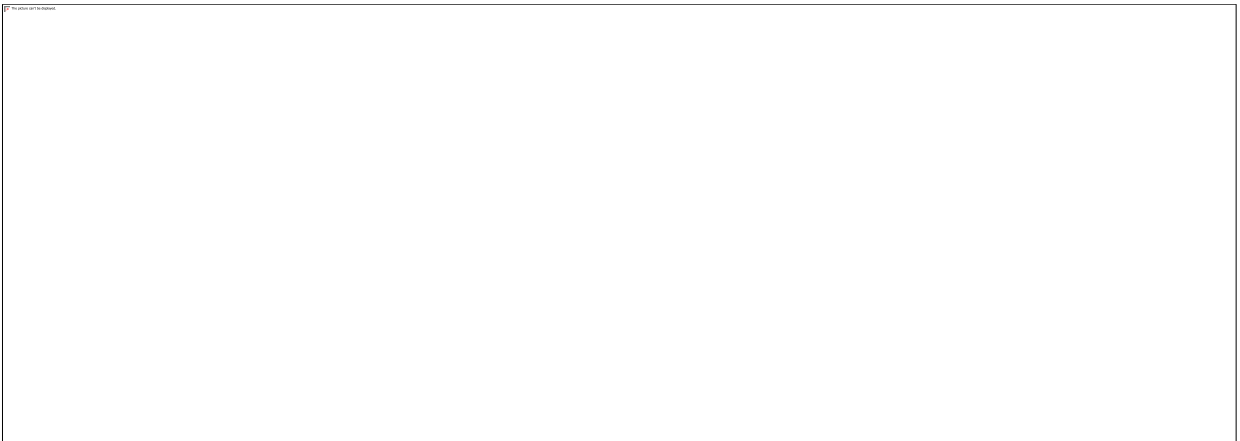
-

After approval, it will go to the pending with payment(status) as shown below.

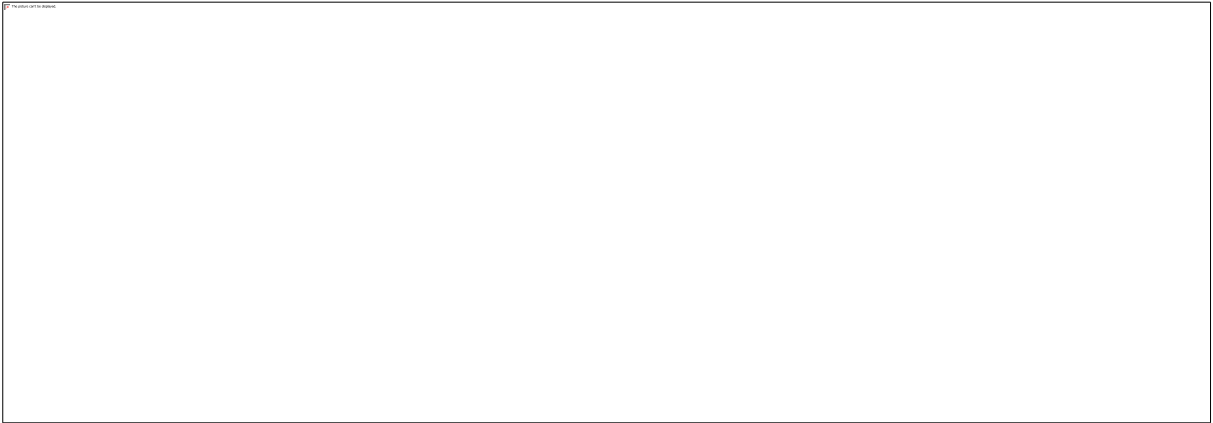


Step 2:

47. By clicking on **“Action”** button, you need to Scroll Down.
48. The user can click on **Demand Generate Note**.
49. A PDF will be downloaded and then from there the user will get an application Number.
50. With the Application Number, the payment has to be done from the counter.
51. Once the payment is collected by the sub-cashier, the Head cashier will approve it.

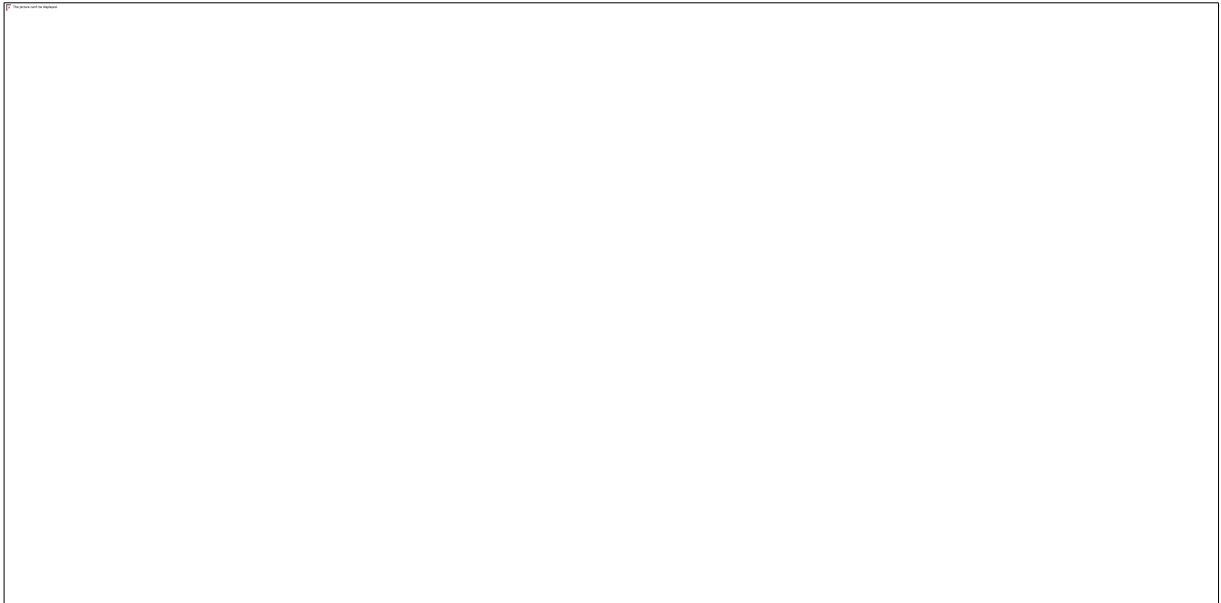


52. On clicking the [Click here to upload deposit work amount](#)



If the consumer pays from the Head Accounts, then the UTR number given by the bank will be uploaded here.

53. Enter date of payment.
54. We have to enter appropriate remarks.
55. We have to attach the counter-foil receipt given by the bank after payment.
56. The amount to be paid will be auto filled.
57. Click on Save.
58. Everything is shown below.



59. **By the two processes mentioned above we can do the payment. After payment done, the applicant Will be pending with the power sanction:**

1. Power Sanction:

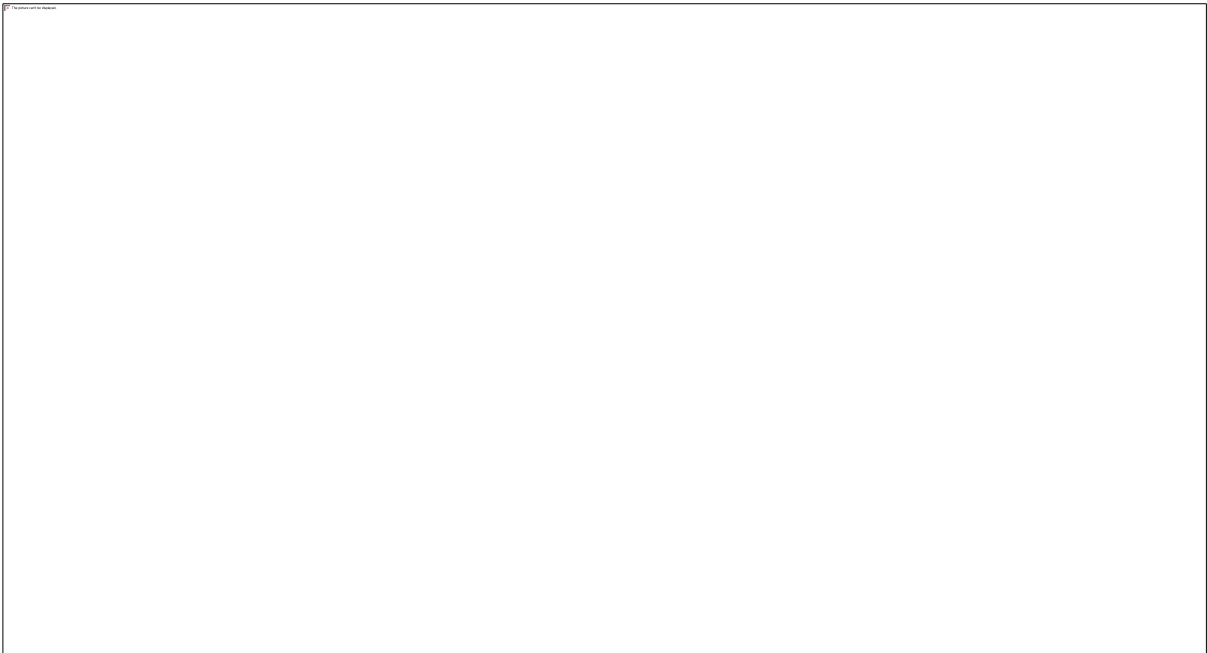
Step 1:

60. Click on **“Power”** Sanction, the below page will be displayed.
61. On selecting the date filter the list will come accordingly.
62. Applicants who are pending with CR and Power Sanction will come under this list.
63. By clicking the Action button, we can proceed with the process of Pending with Power Sanction.



Step 2:

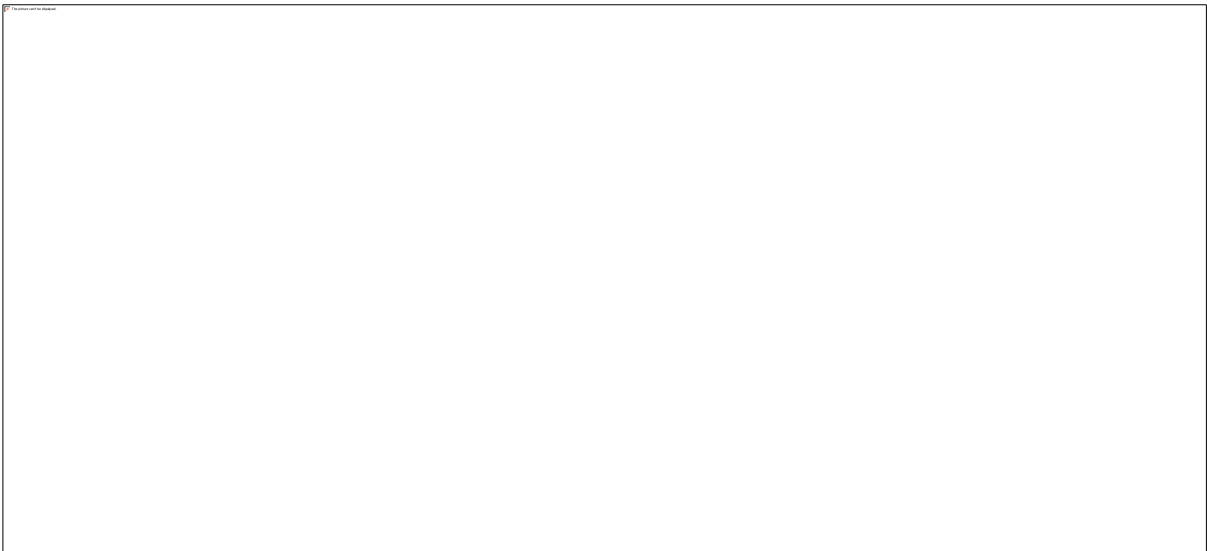
64. **The below page will be displayed.**
65. From here there is an option to view the Applicant details as marked on the below page.



By clicking on **“Click Here”**, we can view this Applicant details page.



66. Work order/ power sanction details will be auto fetched.
67. Finally, we have to click on Choose Action.
68. Then click on Save.

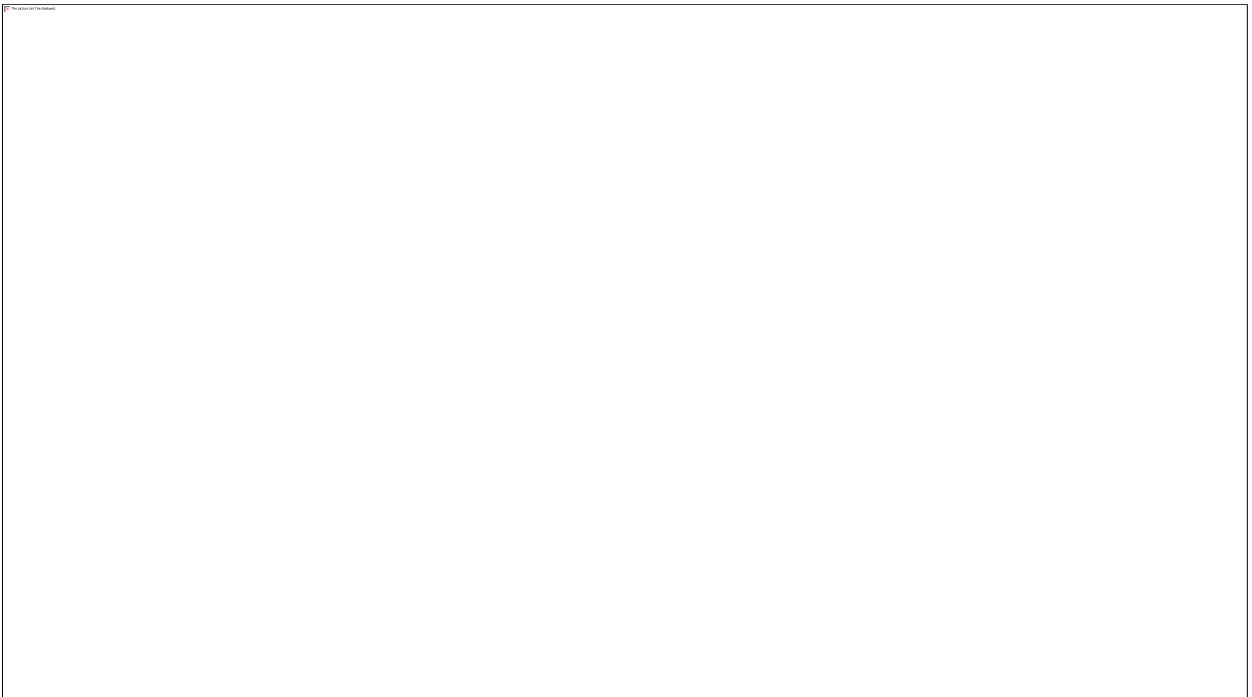


69. The order for the new connection is downloaded in pdf format; it is shown below. It is also known as a power sanction certificate.



Step 3:

70. After that the applicant will be pending for the meter calibration as shown in the below page



By clicking on **“Download”** button, the same power sanction certificate will be downloaded as mentioned above.

71. On clicking the Action button, we will get to see the Applicant and power sanction details.

72. From the View History, the user can see date/time, when the power sanction activity was performed. This is the same for all the steps of NCMS.

1. Meter Calibration:

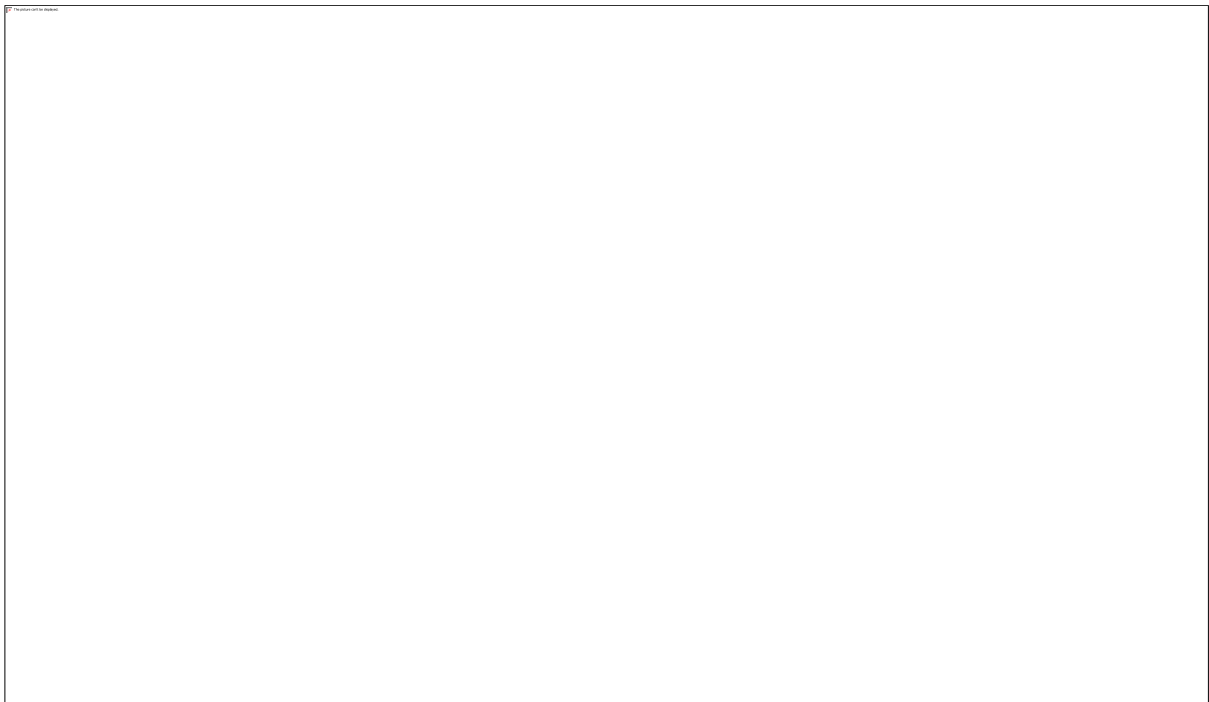
Step 1:

73. By clicking on **“Meter Calibration”**, The below page will be displayed.

74. On selecting the date filter, the list will come accordingly.

75. Applicants who are pending CR and Meter Calibration will come under this list.

76. By clicking the Action button, we can progress with the process of Pending with Meter Calibration.

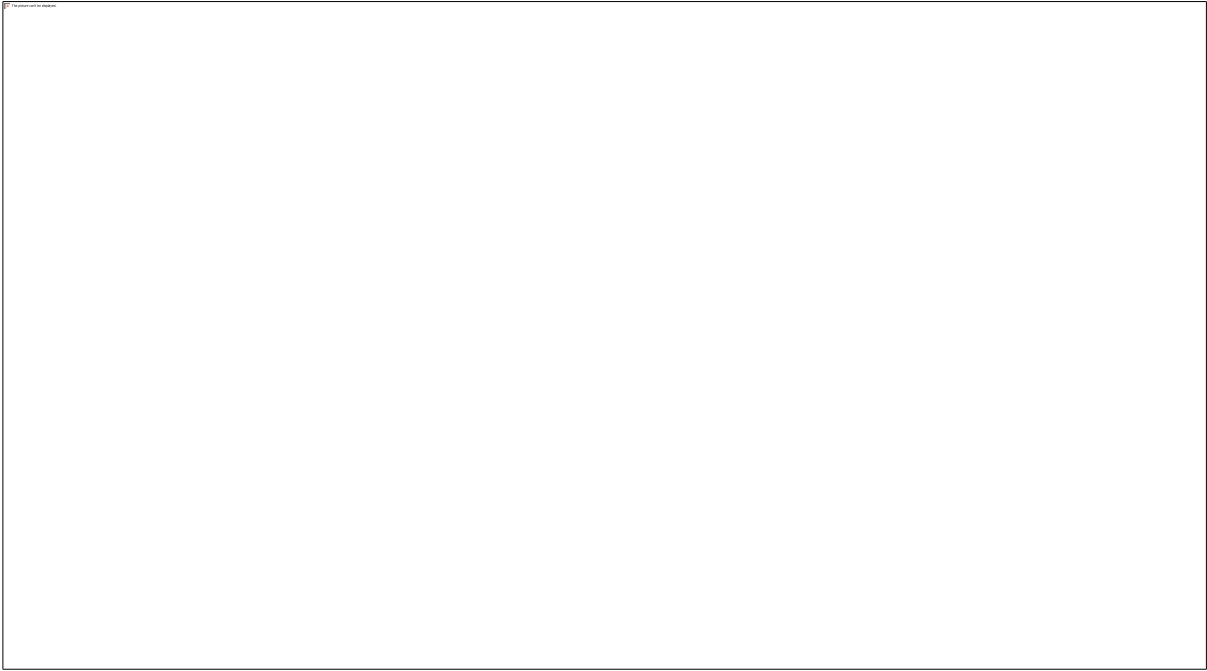


Step 2:

77. By clicking on **“Action” button**, the below page will be displayed.

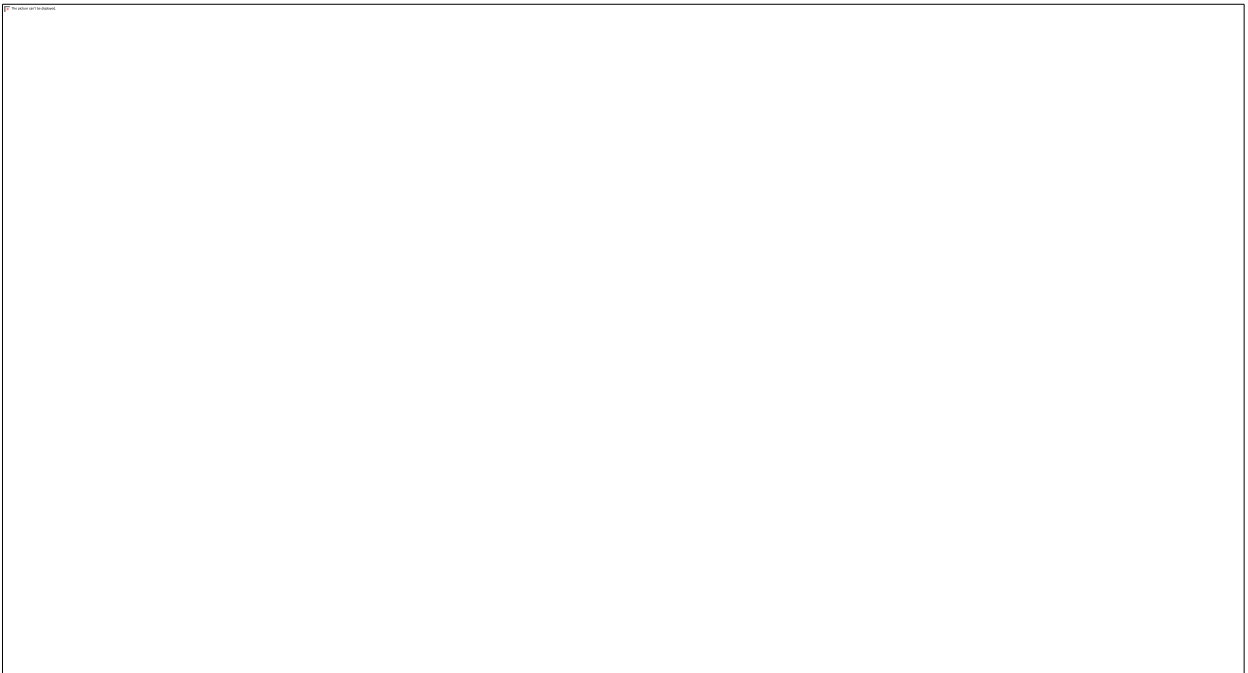
78. Applicant details and estimation details will be auto filled as shown below.

79. In the connection status, we have to click on the **Add Meter Details** to add the meter details for a new connection.



80. After clicking, we have to scroll down.

81. From the Meter Document details section; we have to attach Meter Test Report, though it is not a mandatory field.

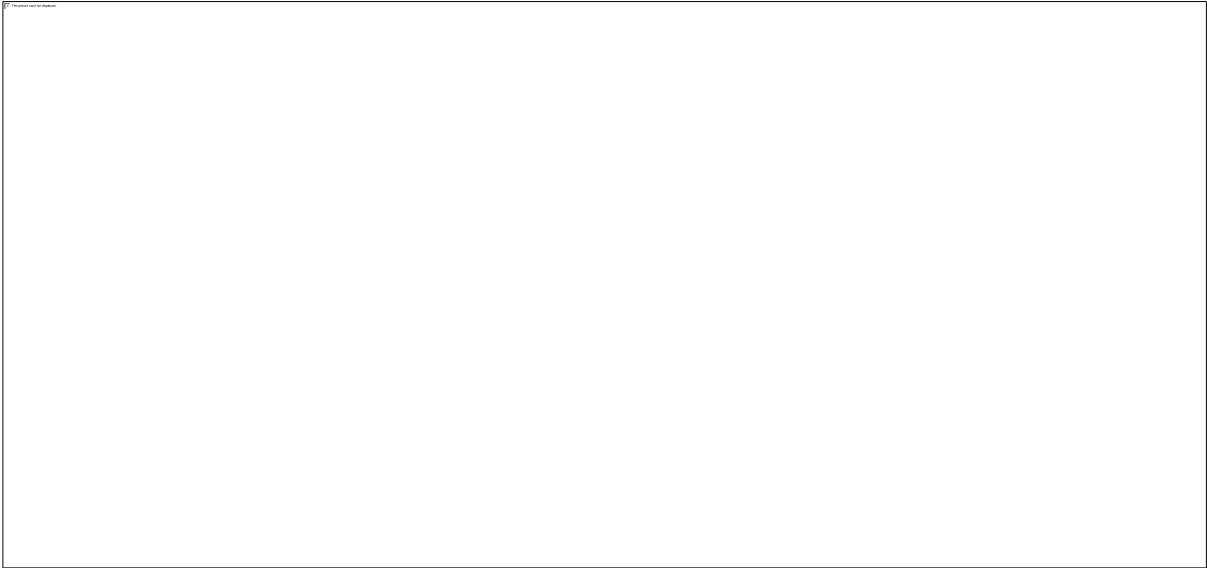


From the Meter Details section, we have to enter all the mandatory fields.

82. The first few mandatory fields will be auto filled like Connection number, Product Type, Meter Phase etc.

83. Click on verify, Click on Choose Action.

84. Click on Save.



Step 3:

- 85. After saving the Meter details, the Applicant will be pending with CR in the Meter Calibration view page.
- 86. By clicking on **“Action”** button, the user can view the meter calibration page which has been filled in the previous step.
- 87. From the View history, the user can see the Date/time, when the Meter Calibration process is done.

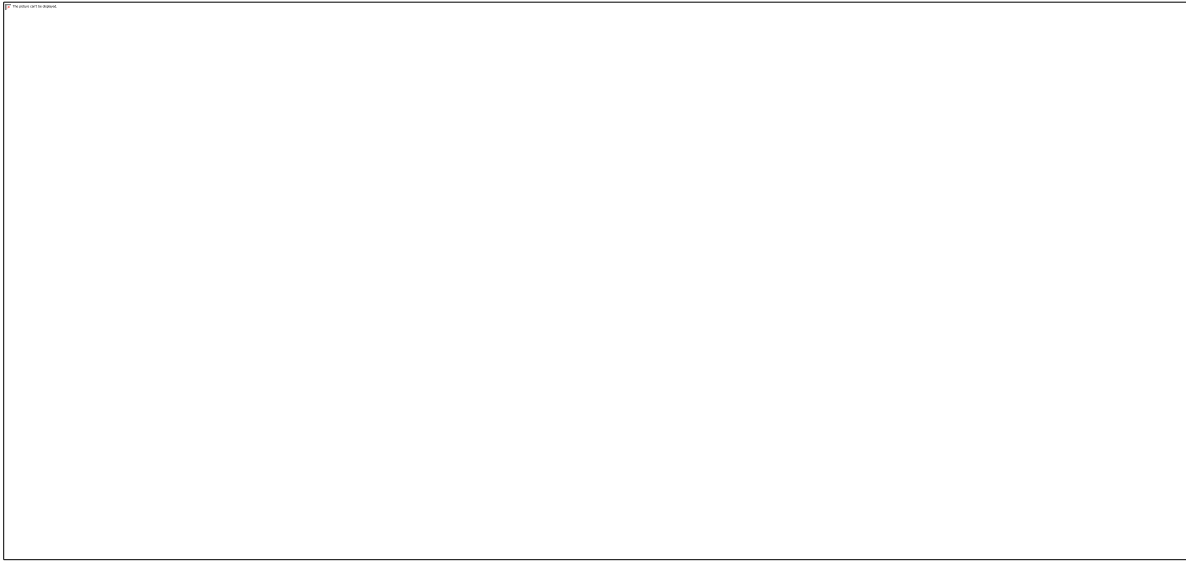


1. CR/ Service Certificate:

Step 1:

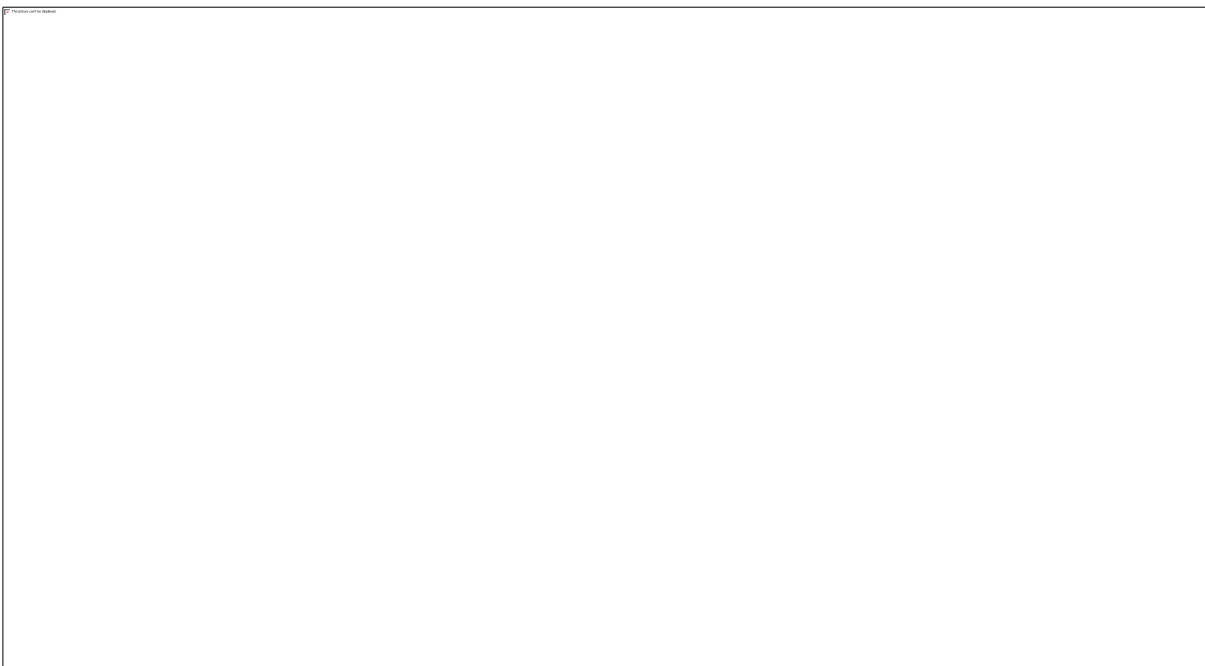
- 88. By clicking on **“CR/ Service Certificate”**, The below page will be displayed.
- 89. On selecting the date filter the list will come accordingly.

90. Applicants who are Pending with CR will come under this list, along with that those Applicants will also come for which CR has been completed.
91. By clicking the Action button, we can progress with the process of CR completion.



Step 2:

Click on the Verify Button as shown on the below page.

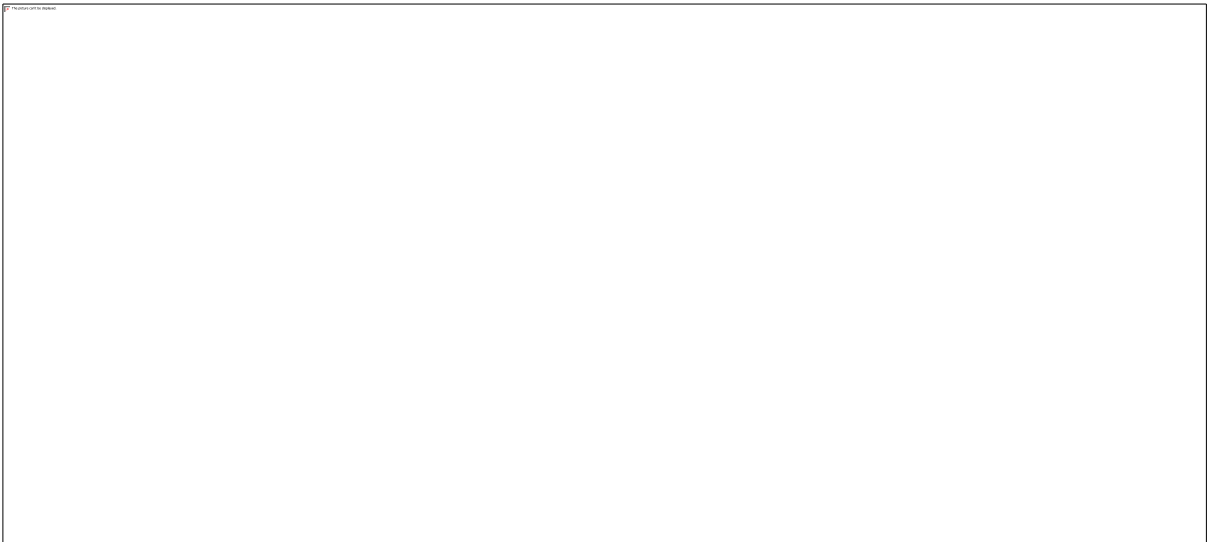


The User has to scroll down a little.

92. All the Connection Information of the Applicant will be auto filled.
93. Click on the Next button to proceed in the next tab.



94. All the Area-related details of the Applicant will be auto fetched.
95. Click on the Next button to proceed further.

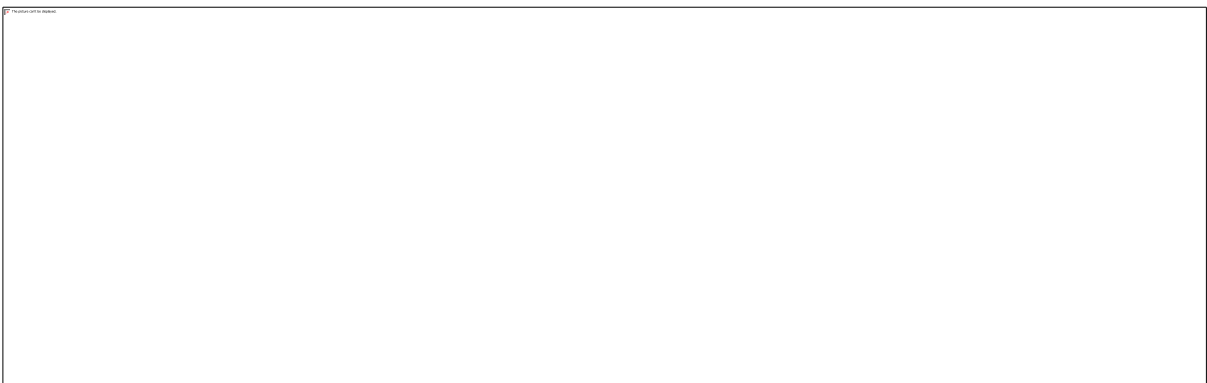


96. All the Meter details of the Applicant will be auto filled.
97. Click on the next button to proceed further.



98. Amount Details will be auto fetched.

99. Click on the Next button to proceed further.



100. Finally, we have to click on Other Details.

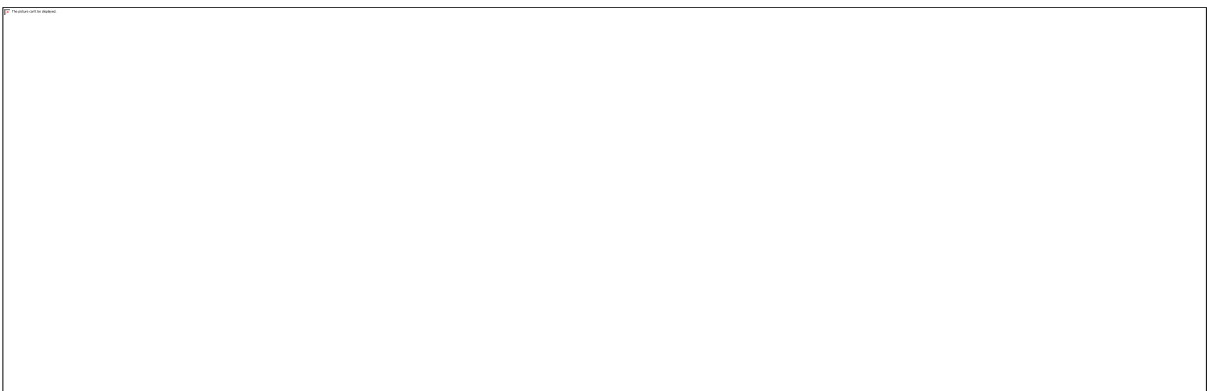
101. Fill the Mandatory fields.

102. The user needs to select the Group Name from the Drop down.

103. Click on Verify.

104. Click on Choose Action.

105. Click on Save.



Step 3:

- 106. The Applicant will be pending for Approval as shown below.
- 107. Approval will be given by the higher Authority from the Workflow module.
- 108. From the Action button, user can view the details in the CR completion page.
- 109. Download button is given to download the Service certificate.



- 110. Once verified and approved; service certificate will be generated for the Applicant and will be downloaded in the PDF format. It is attached below.



121106240060_Com
pletionReport.pdf

1. Consumer Request:

Step 1:

- 111. By clicking on “**Consumer Request**”, The below page will be displayed.
- 112. After clicking the Date range, select load button, The data will come accordingly.
- 113. In this module we can get the list of consumers for which Change Request has been performed.
- 114. From the status, we can find which of them are pending for approval and which of them are incomplete for change process.
- 115. For the incomplete ones there is proceed button.



Step 2:

116. On clicking, the user will be directed to the Change Request page.
117. From there we have to complete the Change Request process. The complete process is described in the Change Request Module.
118. Once done it will for pending for approval; approval will be done from the Higher authority from the workflow module.

1. Change Request

Change Request is a part of **NCMS (New connection management system)**. From here we can change the sanction load of a consumer. Name change, Category change, Phase change can also be performed from this module. These changes require money which we have to charge from the consumer. That estimation amount is also calculated from this module.

Step 1:

1. By clicking on **“Change request”**, The Application change request view page will be displayed.
2. We have to select From date and To date and click on Load button.
3. We will get the list of consumers for which the change request process has been performed.
4. Eye button is there to view the CR estimation page.
5. Edit option is there to make any change in the CR estimation.
6. We can also view the history of CR as shown in the below page.
7. The new button is there to perform CR for a new consumer.

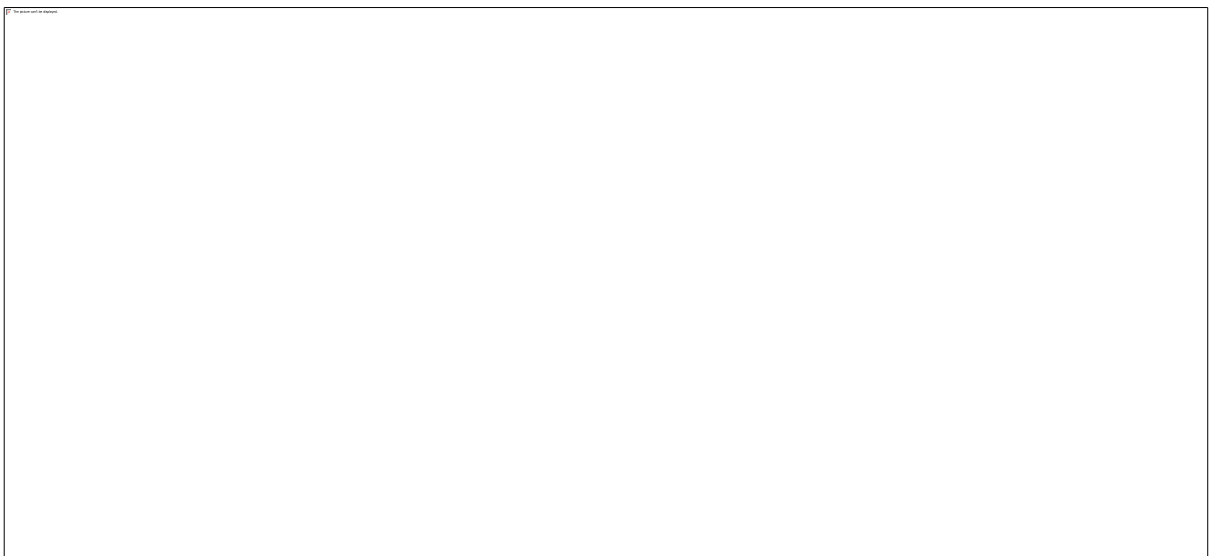


8. By clicking on “New Button”, The CR Estimation page will be displayed.
9. We have to enter the consumer ID and click the search button.
10. All the consumer details will be auto fetched.

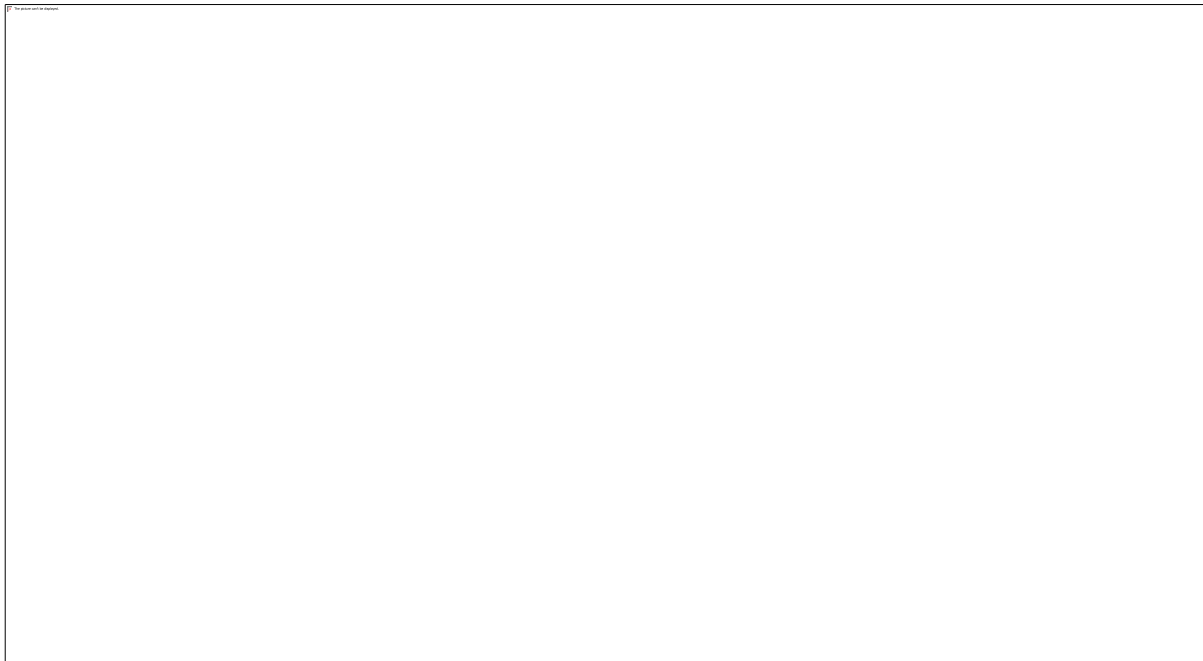
Step 1.1:

From the Consumer Request type, we have selected the Load change.

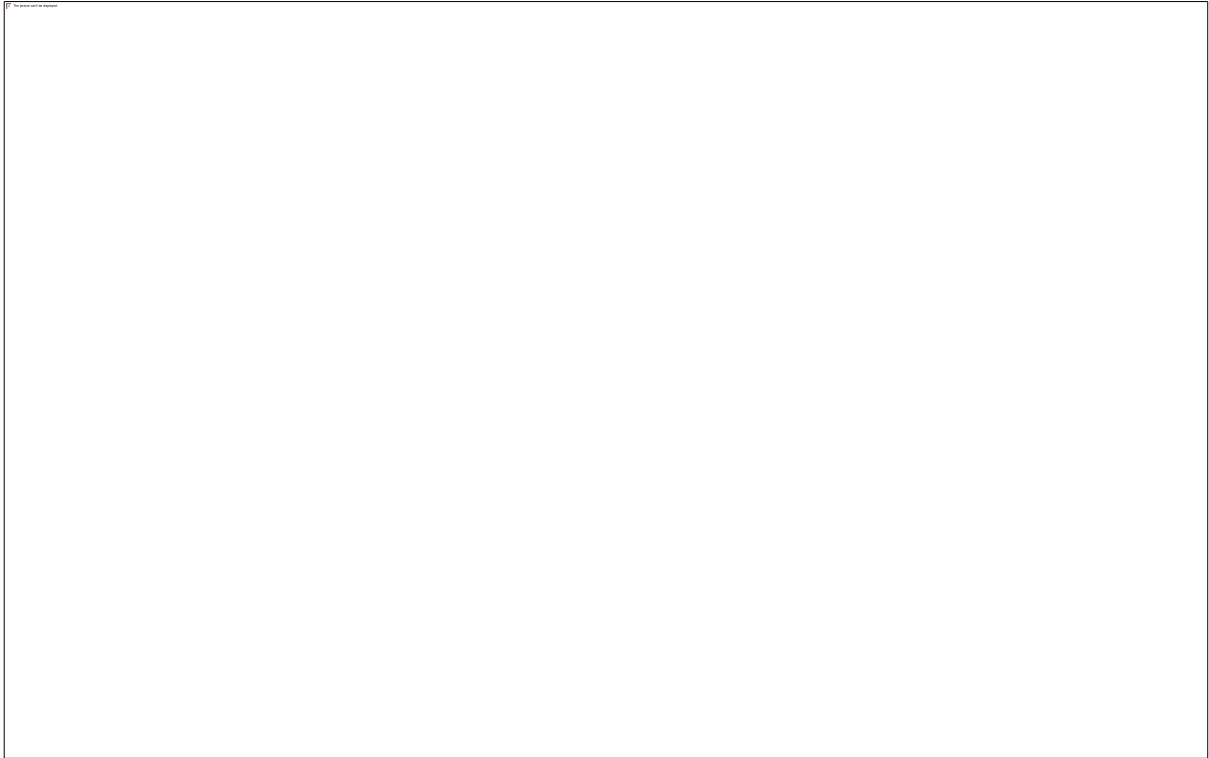
Previously, the SL was 1kW; now we changed it to 4 KW. It comes under the Load change section as shown below.



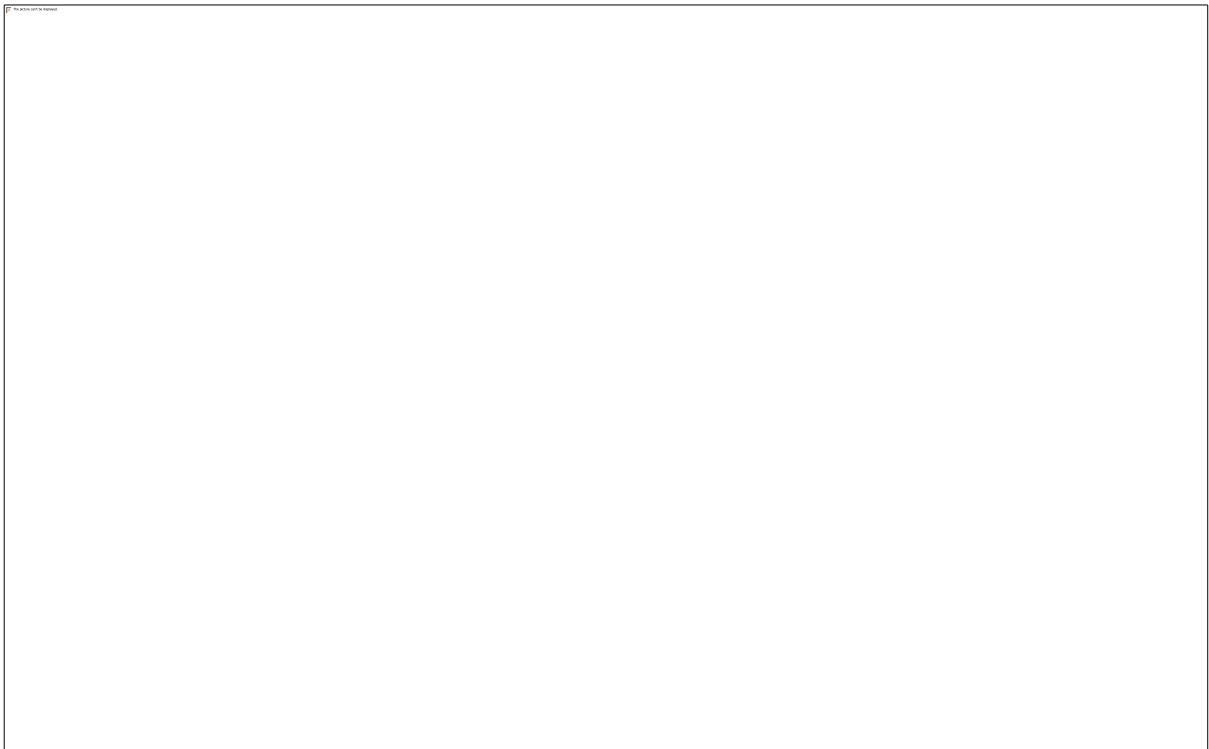
The consumer could have paid some money for security deposit previously; so, from the link [Click here to update security deposit](#); we have to enter the previous security deposit amount, receipt number, date, payment mode etc. Then we have to attach a supporting document. Once we have done it, we will click on the upload button. Then finally we will save it. The complete process is shown below.



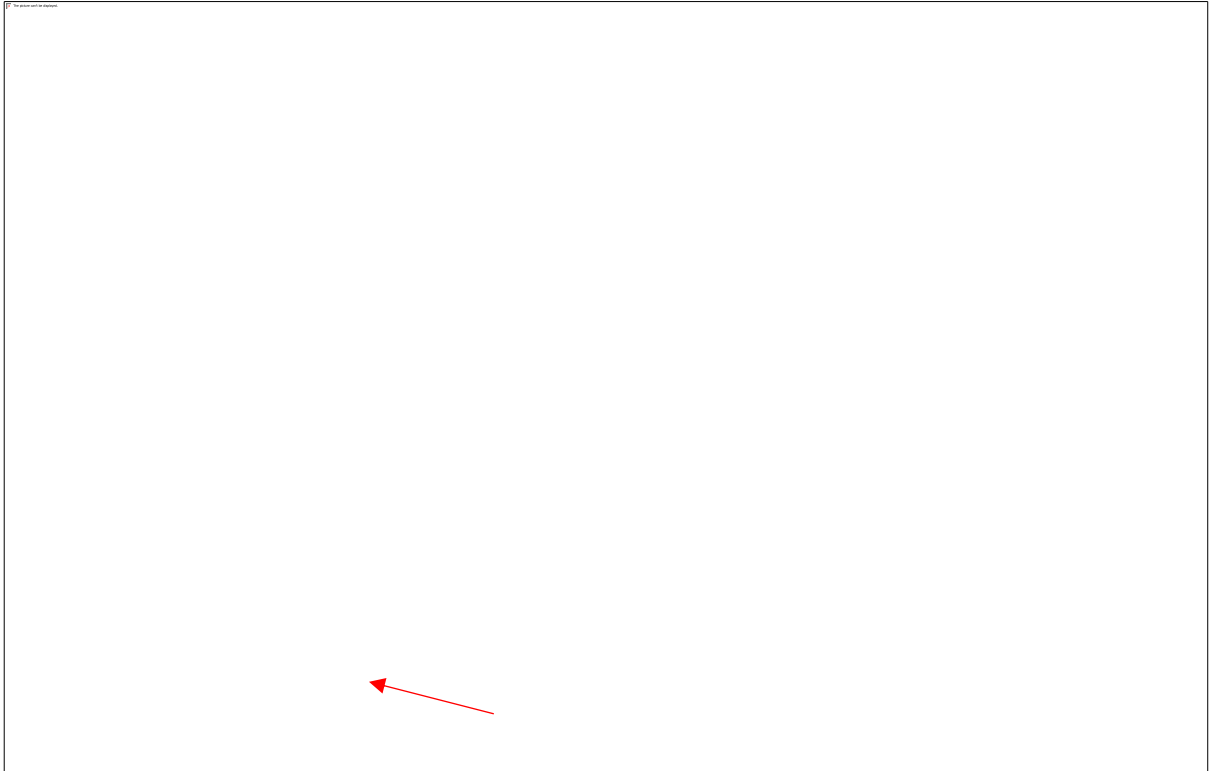
11. After that when we click the Deposit verified button in the green color, the amount we had entered previously for security deposit will be auto fetched in the precious deposit amount field. The new deposit amount was already auto fetched there as it depends on the sanction load. Thus, the final payable security amount will be calculated automatically. It is shown below.



12. Estimation for change process will be automatically fetched. It is shown below.



13. Finally, we have to attach three supporting documents and click on the save button.



Change Request is a part of **NCMS (New connection management system)**. From here we can do the Meter Change of a Consumer.

Step 1- By selecting **Meter Change** from the Consumer Request Type drop-down box as shown in Fig 1.1.

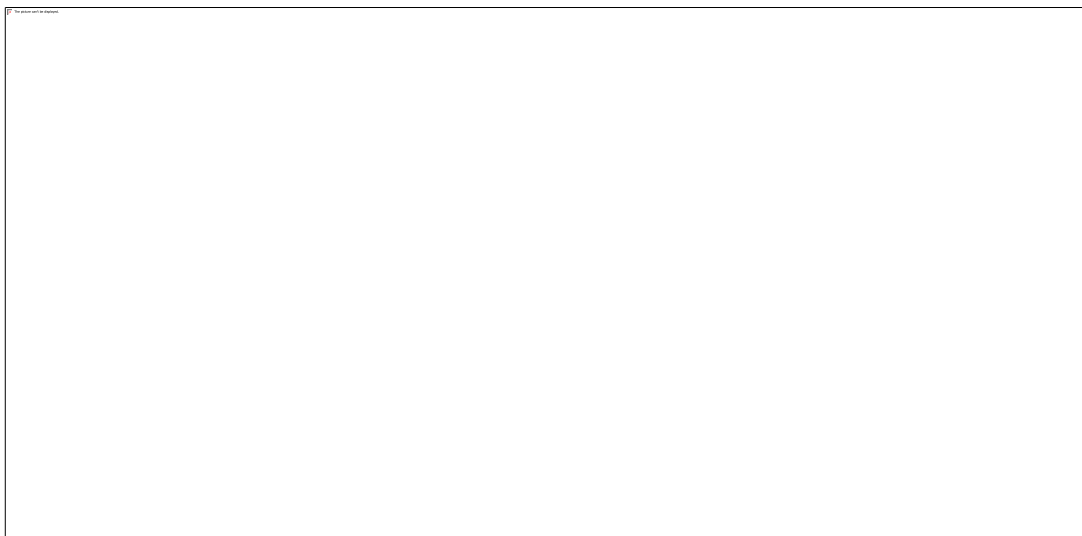


Fig 1.1- Selecting Meter Change from dropdown list.

Step 2- After selecting the Consumer Request Type, now from the **Material Type** drop-down box we can select the type of material say for example “Meter” as shown in figure 1.2.



Fig 1.2- Selecting of Material Type for Meter Change.

Step 3- After selecting the Material Type, as “Meter” from the drop-down list- Item name, Procured by and Quantity required needs to be added as per requirement as shown in fig 2.3.

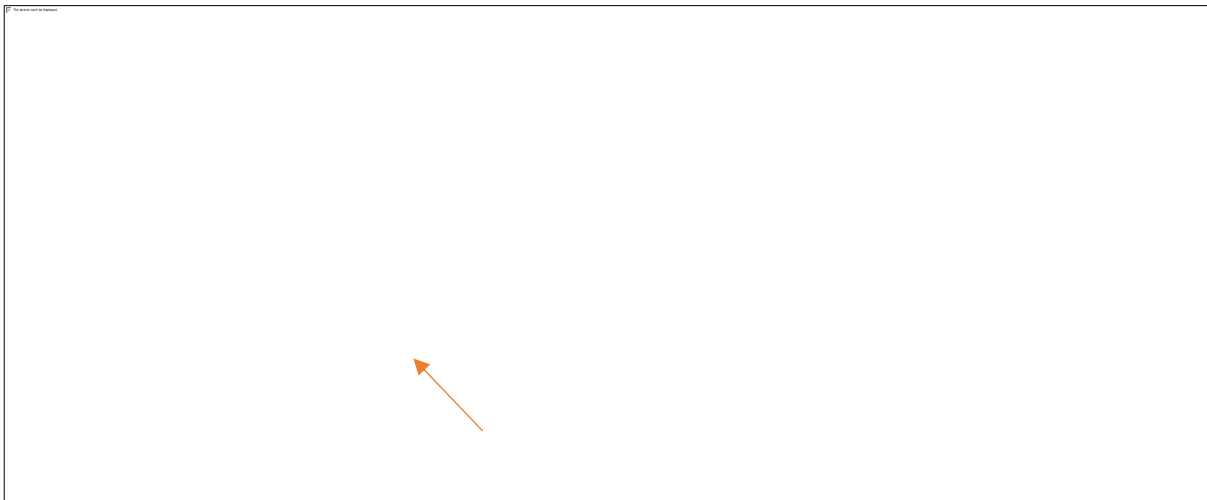


Fig 2.3- Addition of Item Details.

Step 4- Estimation for change process will be automatically fetched, as shown in fig 2.4(a) and fig2.4(b).



Fig 2.4(a)- Estimation details.

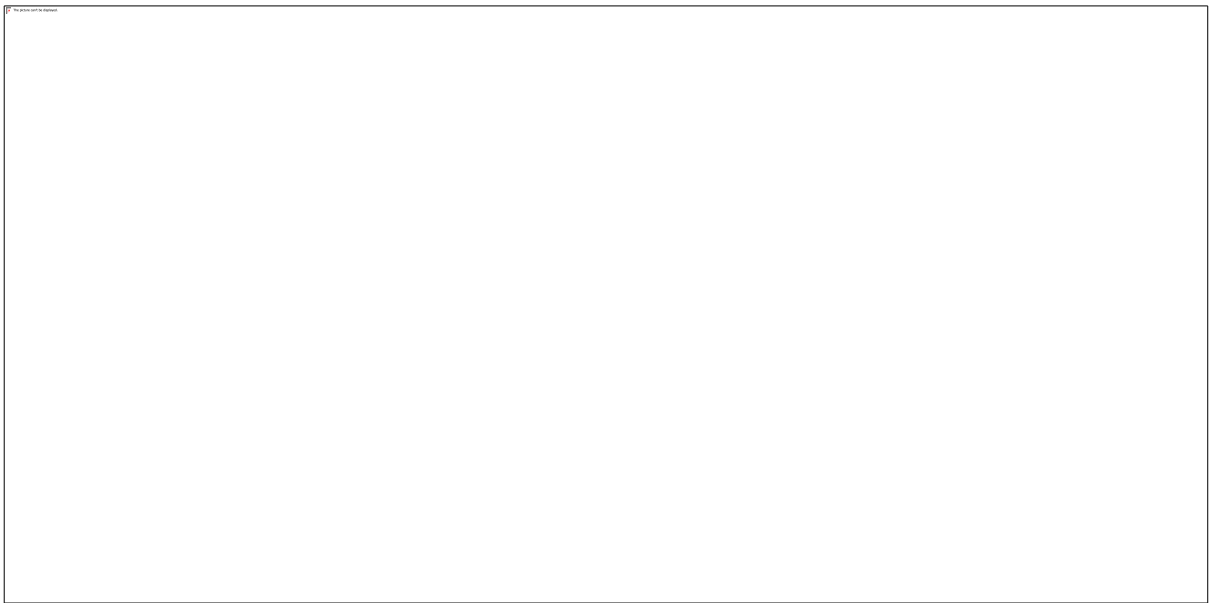


Fig 2.4(b)- Calculated Amount details.

Step 5- After fixing the Estimation details, the next step is uploading of necessary documents and then from the Choose Action button just save the CR estimation for meter change, as shown in figure 2.5.

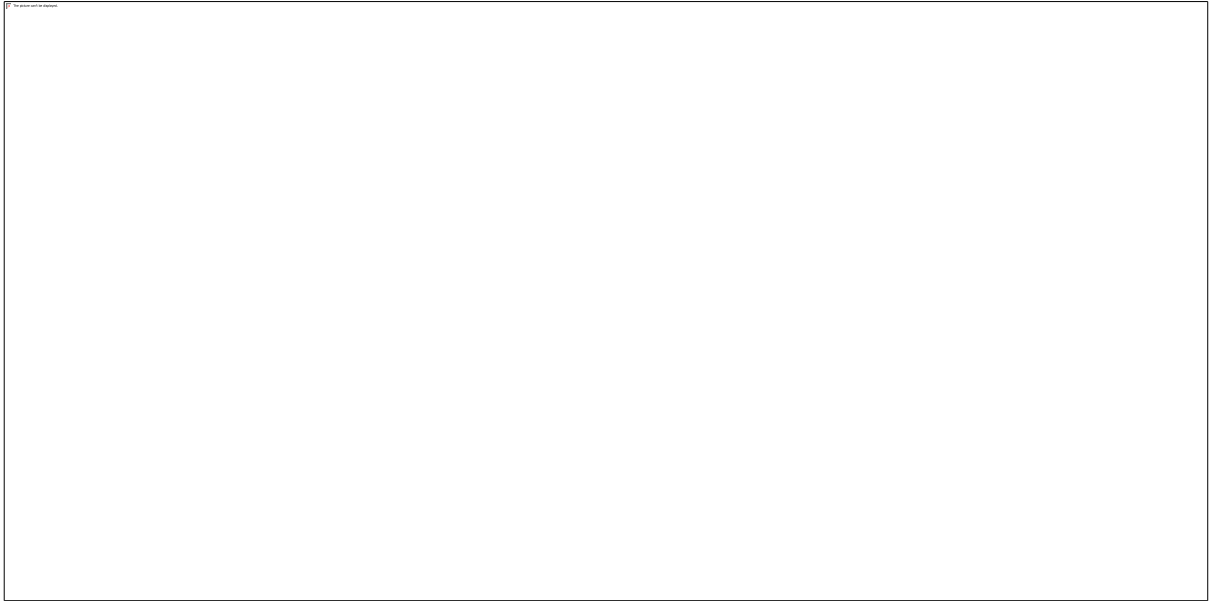
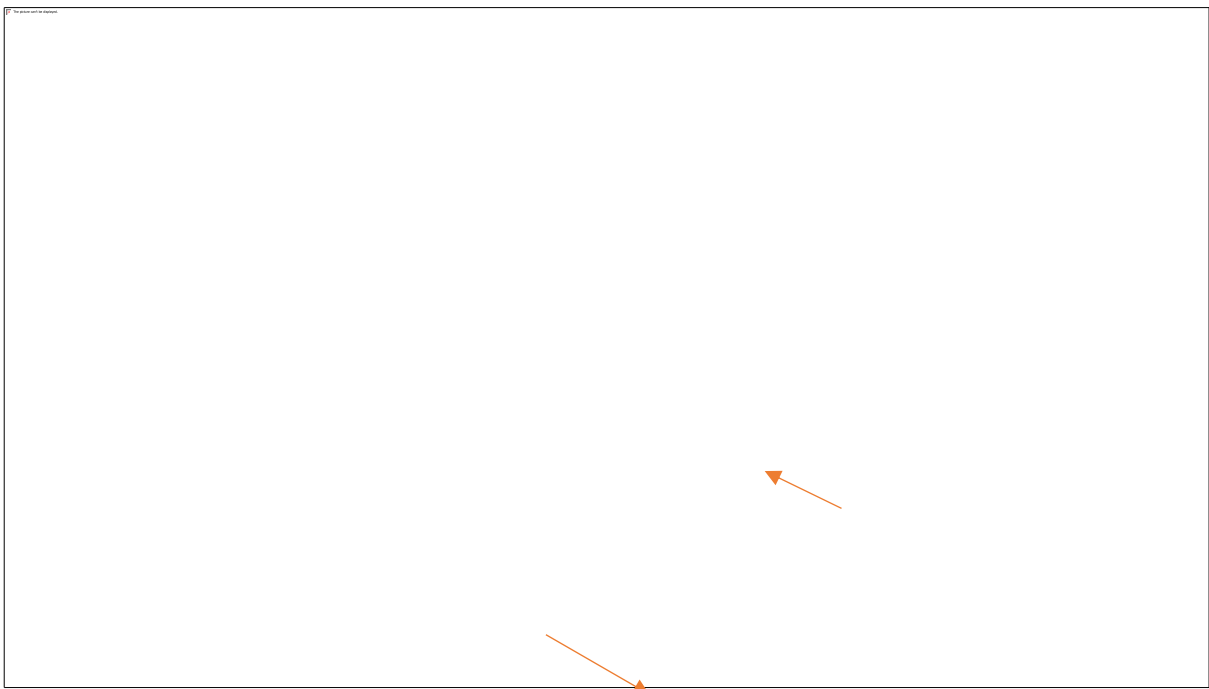


Fig 2.5 Documents attached and Save button.

Step 1.2:

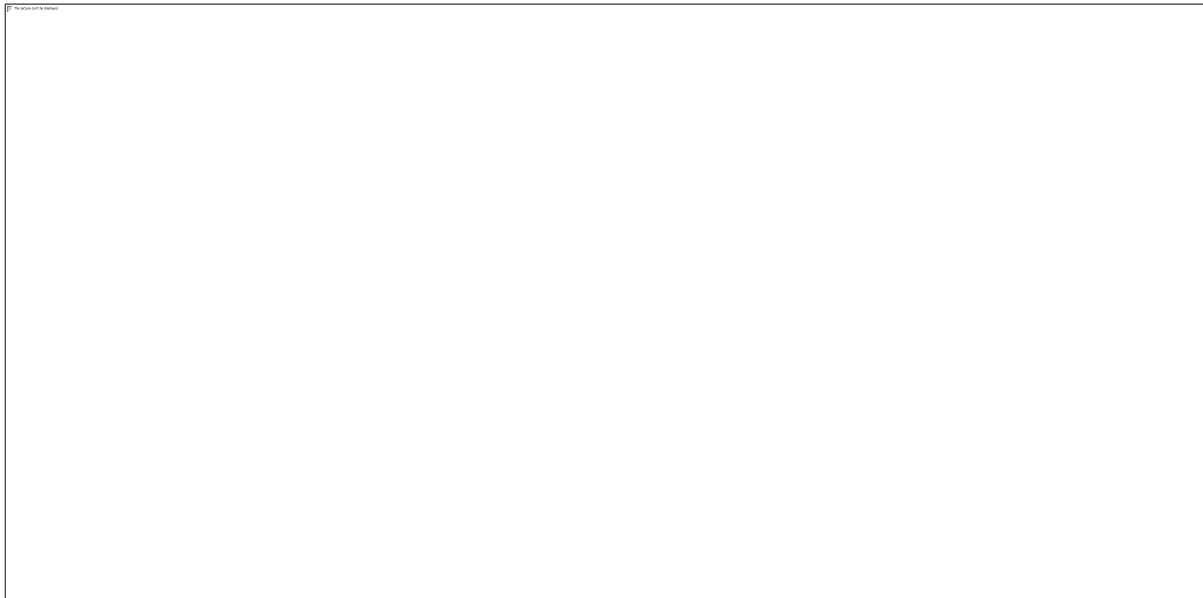
Now let Consumer request type as category change



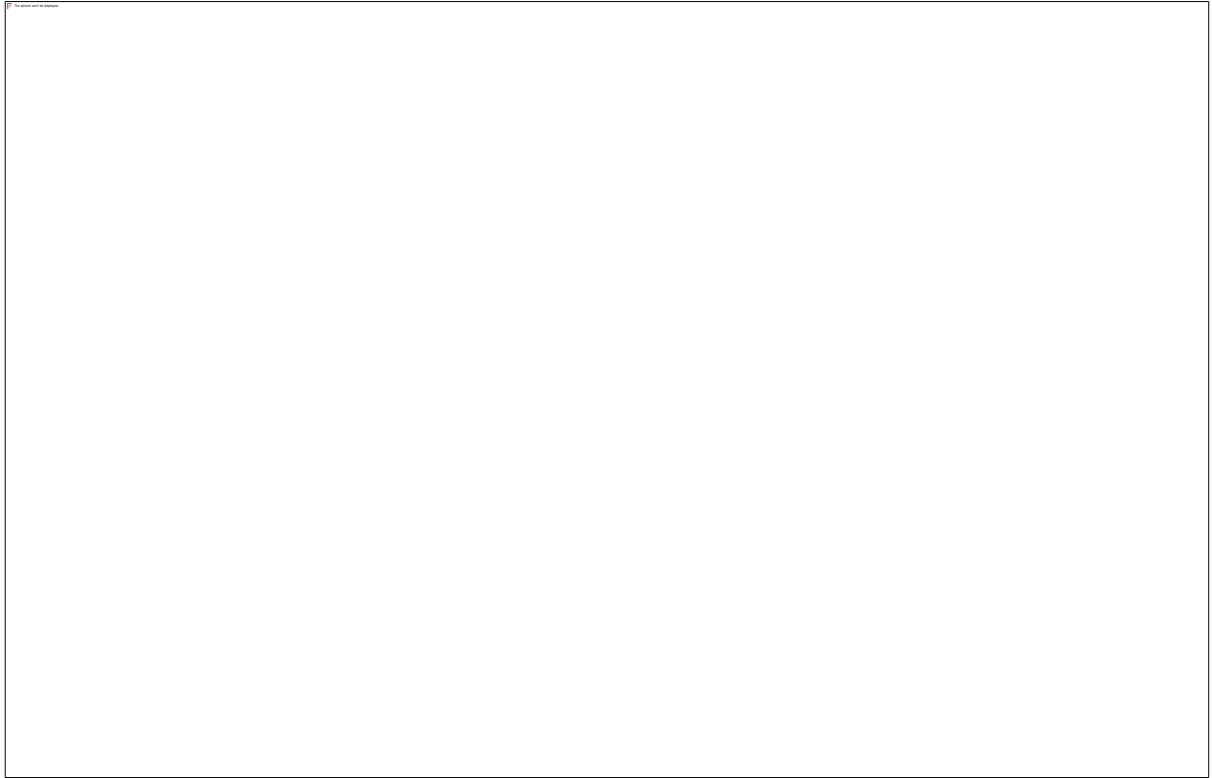
Note: If we want to select the product type as HT or EHT; then it is not allowing us, as the consumer is of CLT category so if we want to change from LT to HT then we have to select category/Load request type from the Consumer request type section. The pop up is attached below.



14. So, we proceeded further by selecting product type as LT.
15. In the Category type there are multiple drop-down options, from there we have selected category type as DLT.
16. Then we entered the previous deposit amount and payable security amount is auto fetched. The entire process of doing this was shown in the previous case.
17. Estimation amount under the Estimation for change process will be calculated automatically as shown below.



18. Finally, we will attach three supporting documents.
19. Click on the save button, our CR request process will be completed.

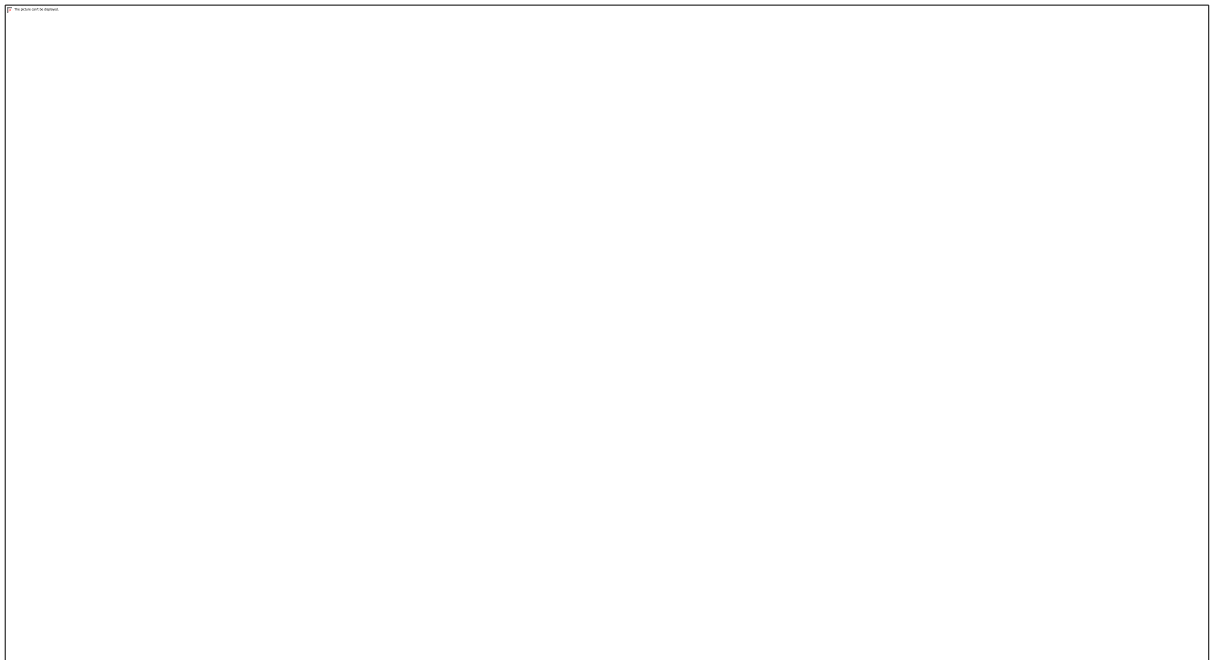


Step 1.3:

20. Now let Consumer request type be Category/ Load.

21. So automatically category change and load change will be auto selected.

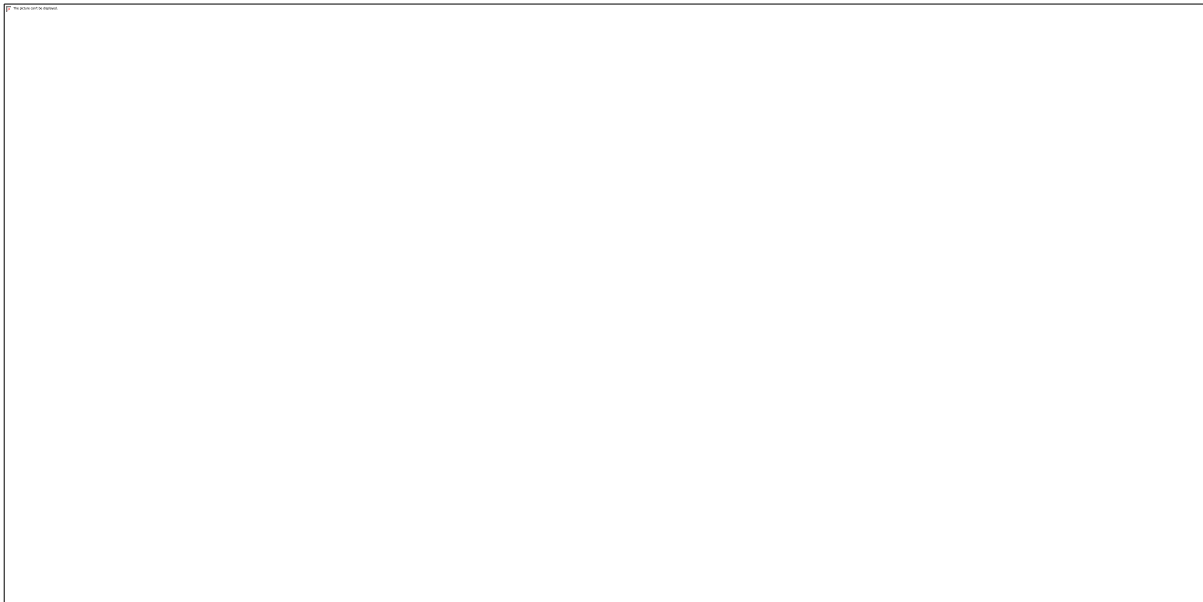
Note: Now as the consumer is of the CLT category; so, if we want to change its product type to HT and EHT then we will also have to select Meter change from the Change required section as shown in the below page.



If we don't select the Meter change and opt for HT or EHT from the product type; then this pop will appear on the screen, it is shown below.



- 22. So, we will continue further by selecting product type as LT and category as DLT.
- 23. Payable security amount is calculated automatically.



- 24. The amount for estimation changes process will be auto fetched.

Estimate for Change Process			
Order	Name	Amount	
L	Application Fee	200.00	
M	Re-rating Charge	0.00	
N	Taxable Value(L+M)	200.00	
O	GST@18% on N	36.00	
R	Total Connection Charge(N+O)	236.00	
S	Security Deposit	86670.00	
T	LT CT Set Charges	0.00	
U	Grand Total(R+S)	86906.00	

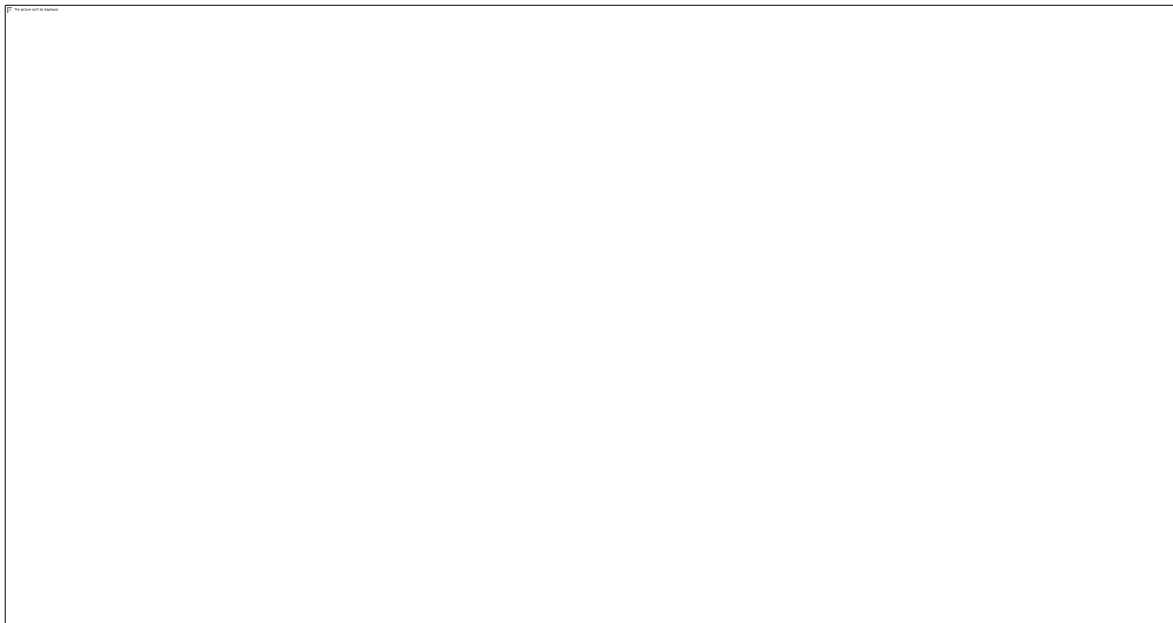
Calculated Amount Details			
Application No.	Charges Type	Amount	
121106240060	Estimation	236	
121106240060	Security Deposit	86670	

Showing 1 to 2 of 2 entries

Previous 1 Next

25. Finally, we will attach three supporting documents.

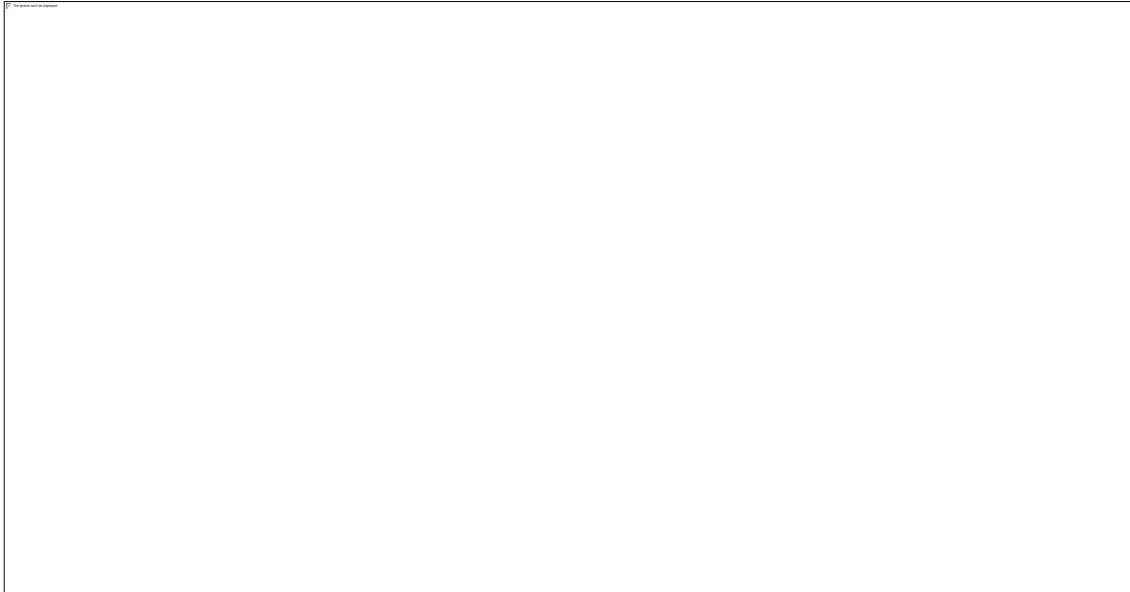
26. Click on the SAVE button and our CR process will be completed.



Step 1.4:

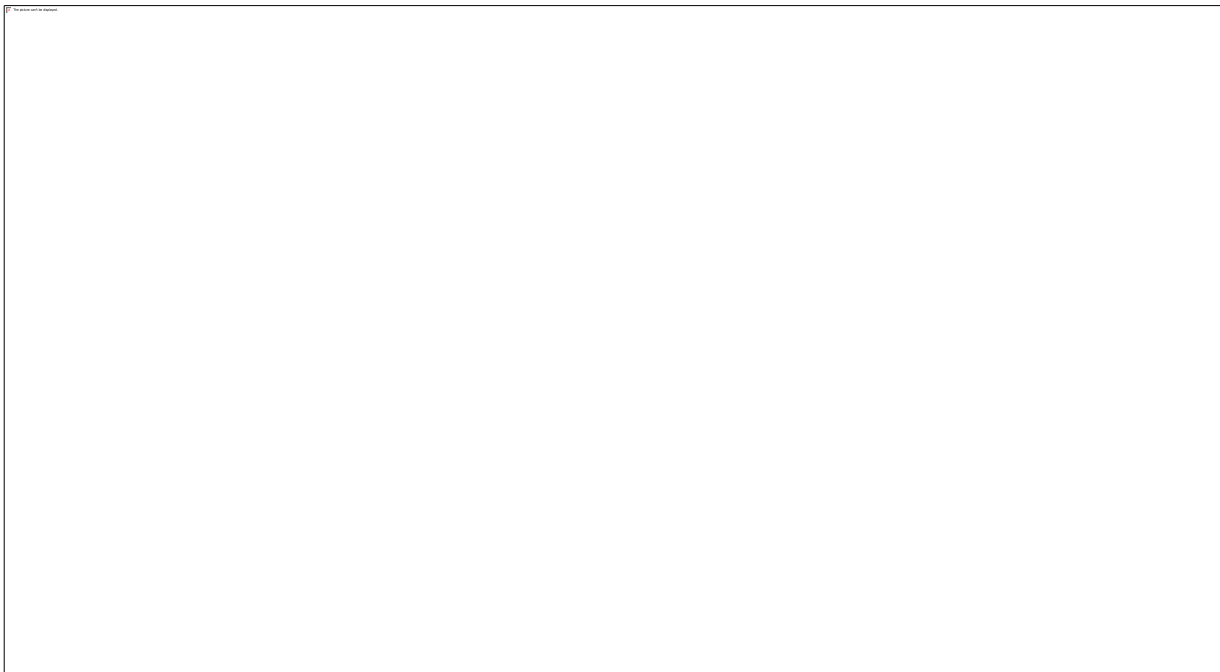
Now let consumer request type be name change

27. Now under the Name change, inside the Change Type, there are two drop down options as shown. We have selected the first option.



28. We have to fill in all the details as shown below.

29. We can fetch the previous deposit amount as shown in a previous case and accordingly payable security amount will be auto fetched. Application fee of 200 rupees is charged.



30. Estimation for change process amount will be calculated and auto fetched as shown below.

31. Then we can see the amount details comprising of the estimation cost and security deposit.



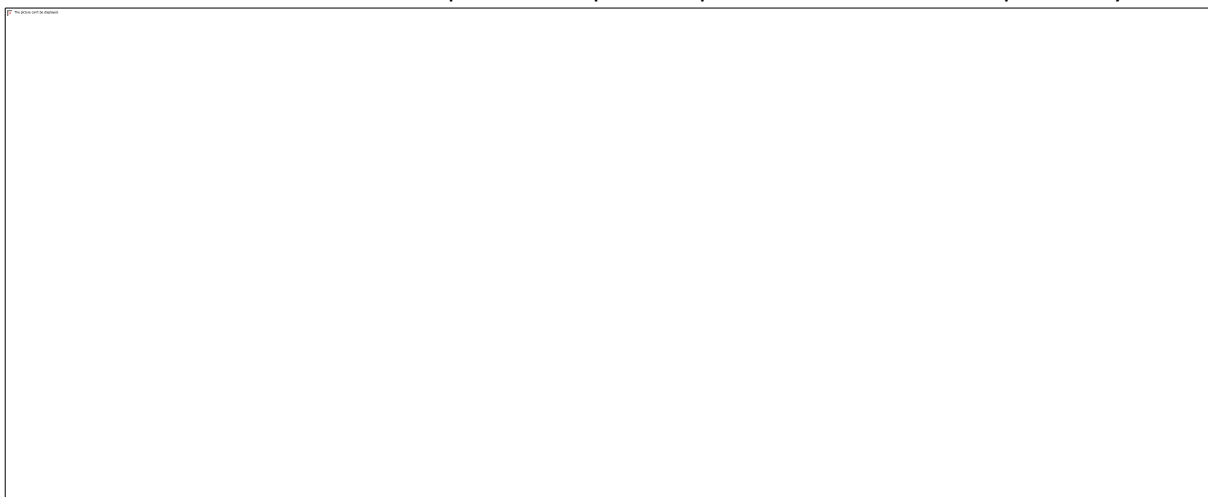
32. Finally, we have to attach three supporting documents.
33. Click on save and our CR process will be performed.

Step 1.5:

Now we can select consumer request type as CT PT SET change.

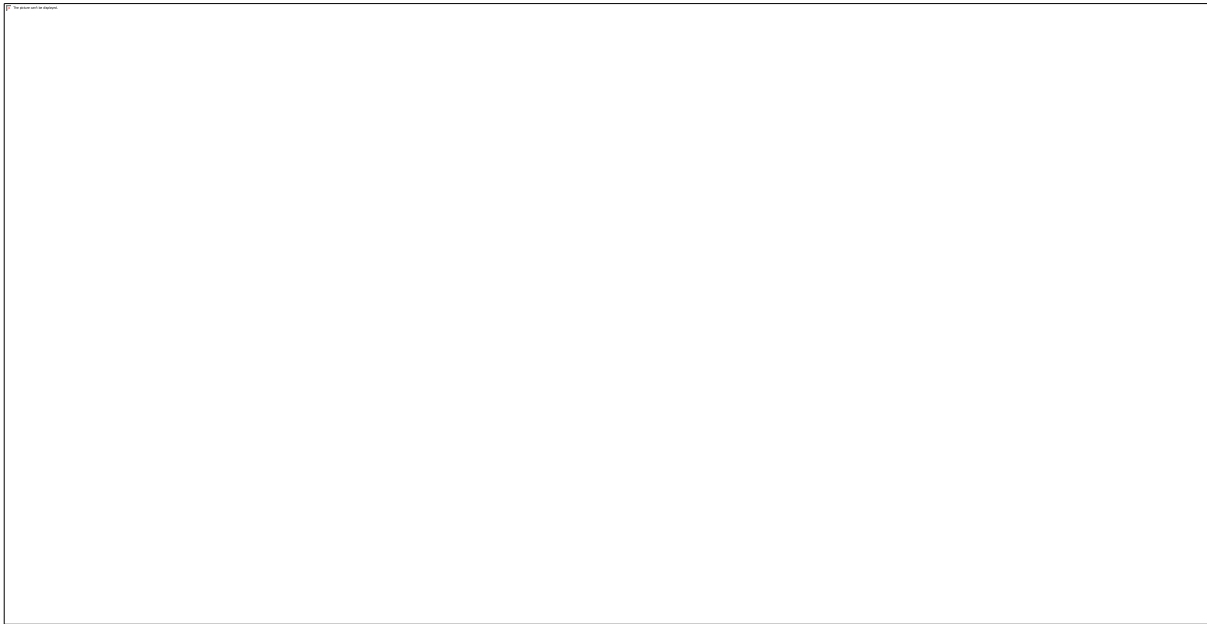
Note: This change process will only be applicable for the HT consumer, so we have to take an HT consumer to continue our process.

34. We have to fill all the mandatory and non-mandatory (if needed) from the CT-PT set change section as shown below. It includes the type of CT-PT set, CT Ratio, PT Ratio, MF etc.
35. From the service connection and other charges payable security amount and Application fee will be auto fetched. The process to update deposit amount was shown previously.

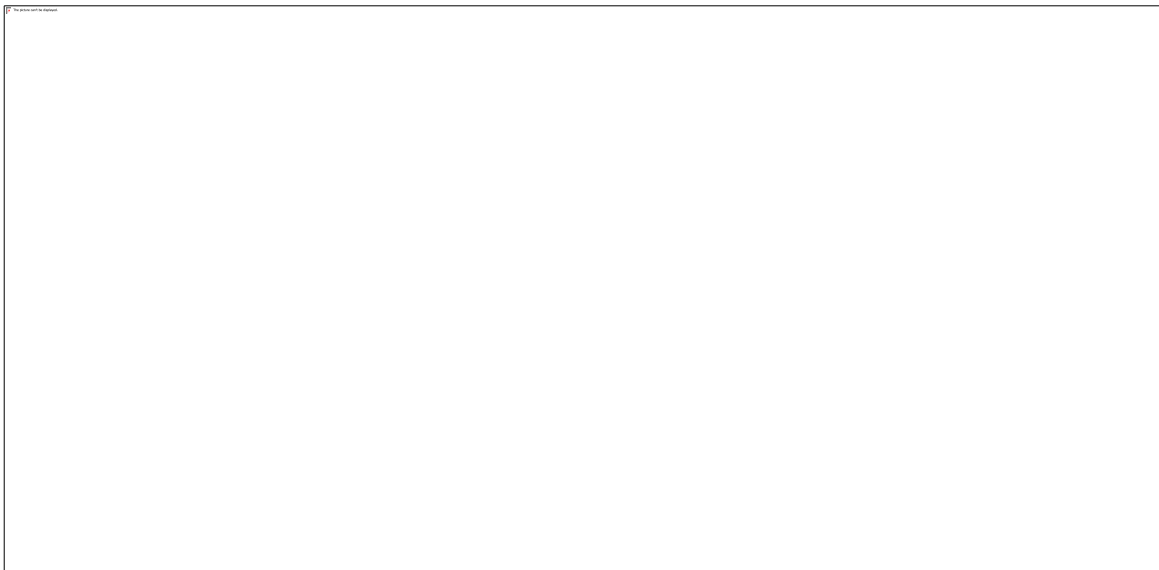


36. From the Material details section, we can add materials if needed; for example, a material type of 132kv hardware is added as shown below.

37. Once we select the material type, material code/name, other mandatory details, unit of material and quantity; automatically item price will be auto fetched.



38. Then the complete estimation amount for the change process will be calculated.



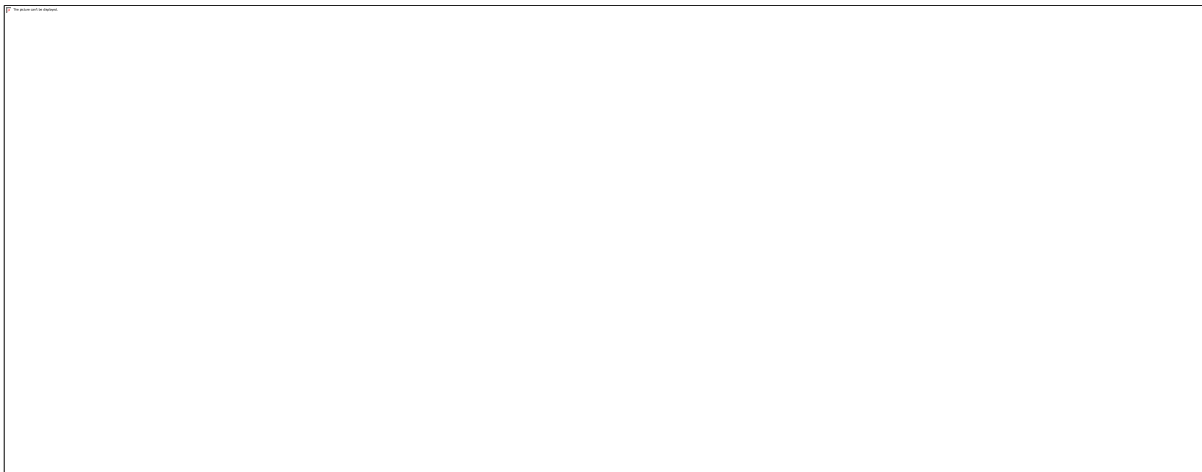
39. Finally, we will attach three supporting documents.

40. Click on save; our estimation process will be completed.



Note: For all the change request process; after saving it will go to the payment pending list. Once payment is done; then it will go to the pending for approval list. After that higher authority will approve the change process from the workflow; then finally the status will show as approved.

Note: During load change, For the DLT type consumer when we want to increase the Sanction load by more than 5 KW then it will also ask for the phase change as shown below. Like for CLT the range is up to 50 KW.



Note: For the DLT; even after adding the phase change also, if we want to increase the load over 50 KW then it will not accept. It will tell us to choose a category/load type request.

Consumer Request Type*

LOAD CHANGE

Changes Required

Phase Change Load Change Meter Change

Phase Change

New Phase*

3-PHASE

Load Change

New Contract Load Unit* Sanction Load (kW)* Load Change Date*

Load increase limited to 50 Kw for this LT connection, please choose a Category/Load Request type

OK

Step 2:

1. By clicking on **“View “button**, The CR estimation page will be displayed.
2. It contains lots of details, as it could not be accommodated in a Single Page, it has been shown in the next Three pages.
3. At the end we can click on generate note and CR estimation details pdf will be downloaded.



1000778680_CREsti

4. mation_Details.pdf
5. Once payment is done for the CR estimation through cash counter.
6. After that from the workflow it will be approved by the higher authority and the status will be approved.

CR Estimation Back

Consumer ID* 1000778680 Legacy Consumer ID 52000070322 Application Date* 24-06-2024

Consumer Details

Name Edge Hills Bungalow	Address (Guard Quarter) Bivar Road, Shillong, #88202	Category DLT
Mobile No.	Load KW 8	Contract Demand KVA 0
Meter Serial No. 23252315	Phase 1-PHASE	Previous Deposit Amount 19250

Consumer Request Type*
LOAD CHANGE

Changes Required

Load Change LT-CT Set Change

Load Change

New Contract Load Unit* KW Sanction Load (kW)* 10.00 Load Change Date* 24-06-2024

Service Connection and Other Charges

Previous Deposit Amount 19250	New Deposit Amount 19250	Payable Security Amount 0	Application Fee* 200
----------------------------------	-----------------------------	------------------------------	-------------------------

Changes Required

Load Change LT-CT Set Change

Load Change

New Contract Load Unit* Sanction Load (kW)* Load Change Date*

Service Connection and Other Charges

Previous Deposit Amount New Deposit Amount Payable Security Amount Application Fee*

Estimate for Change Process

Order	Name	Amount
L	Application Fee	200.00
M	Re rating Charge	0.00
N	Taxable Value (L+M)	200.00
O	GST@18% on N	36.00
R	Total Connection Charge(N+O)	236.00
S	Security Deposit	0.00
T	Grand Total(R+S)	0.00

Role:MANAGER(SUB DIV) Username: SOURYA Location:CENTRAL SUBDIVISION

Recent download history

1000778680_CREstimation_Details.pdf
54.8 KB • 3 minutes ago

Full download history

Calculated Amount Details

Show 10 entries

Application No.	Charges Type	Amount
I2105240043	Security Deposit	0
I2105240043	Estimation	236

Showing 1 to 2 of 2 entries

Document Details

Note*: 1. Upload Document (Size should be less than or equal to 5 MB)
2. File Type (.jpg,.png,.pdf)

Show 10 entries

Sl No.	Document Name	View
1	ATTACHMENT 1 On clicking, CRestimation_details pdf will be downloaded	

Showing 1 to 1 of 1 entries

Generate Note

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Step 3:

7. By clicking on **"Edit"** button, The CR Estimation page will be displayed.
8. From here we can make any changes or update if required.
9. Edit option will only be available when the status is pending for payment.
10. Once payment is done; it goes for pending for approval.
11. The output is shown in Three pages.
12. After editing, we have to select Choose action.
13. Click on the Save button.

CR Estimation back

Consumer ID* Legacy Consumer ID Application Date*

Consumer Details

Name Edge Hills Bungalow	Address (Guard Quarter) River Road, Shillong, #88202	Category DLT
Meter No. 23252315	Load KW 8	Contract Demand(KVA) 0
Meter Serial No. 23252315	Phase 1-Phase	Previous Deposit Amount 19280

Consumer Request Type*
LOAD CHANGE

Changes Required

Phase change Load Change Meter Change LT-ICT Set Change

Load Change

New Contract Load (KW)* Sanction Load (KW)* Load Change Date*

Service Connection and Other Charges

Previous Deposit Amount 19280	New Deposit Amount 19280	Payable Security Amount 0	Application Fee* 200
----------------------------------	-----------------------------	------------------------------	-------------------------

Click here to update deposit amount. Verify deposit amount

Note: After updating, please click on "Verify Deposit Amount."

Estimate for Change Process

Order	Name	Amount
L	Application Fee	200.00
M	Re-wiring Charge	0.00
N	Taxable Value(1+M)	200.00
O	GST@18% on N	36.00
E	Total Connection Charge(N+O)	236.00
S	Security Deposit	0.00
T	Grand Total(E+S)	0.00

Calculated Amount Search

Application No.	Charges Type	Amount
12100240043	Security Deposit	0
12100240043	Estimation	236

Showing 1 to 2 of 2 entries

Application No.	Charges Type	Amount
12100240043	Security Deposit	0
12100240043	Estimation	236

Showing 1 to 2 of 2 entries

Attachments Details

Note: 1. Upload document (Size should be less than or equal to 5 MB)
2. File Type (.jpg, .png, .pdf)

Document List*

SL No.	Document Name	View	Remove
1	ATTACHMENT 1		

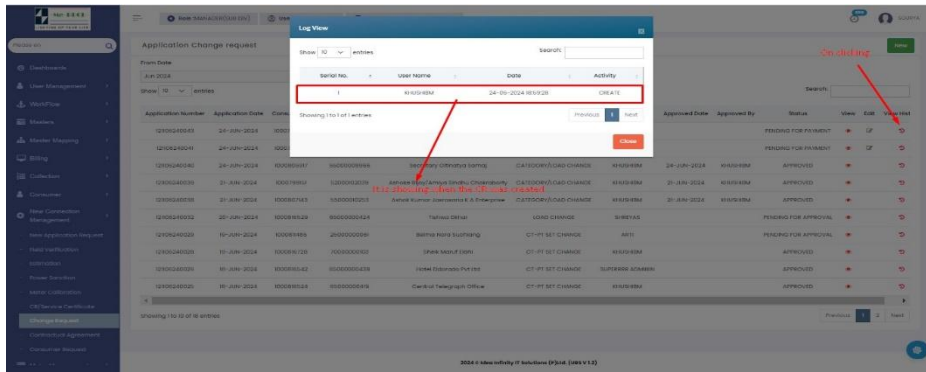
Showing 1 to 1 of 1 entries

Actions: Choose Action * Print Cancel

FILE
2024 0 Identifiability IT Rollout (FRANK LWB V 1.3)

Step 4:

- By clicking on "History" button, the below page will be displayed.
- It is showing the User who created this CR and also the date when it was created.

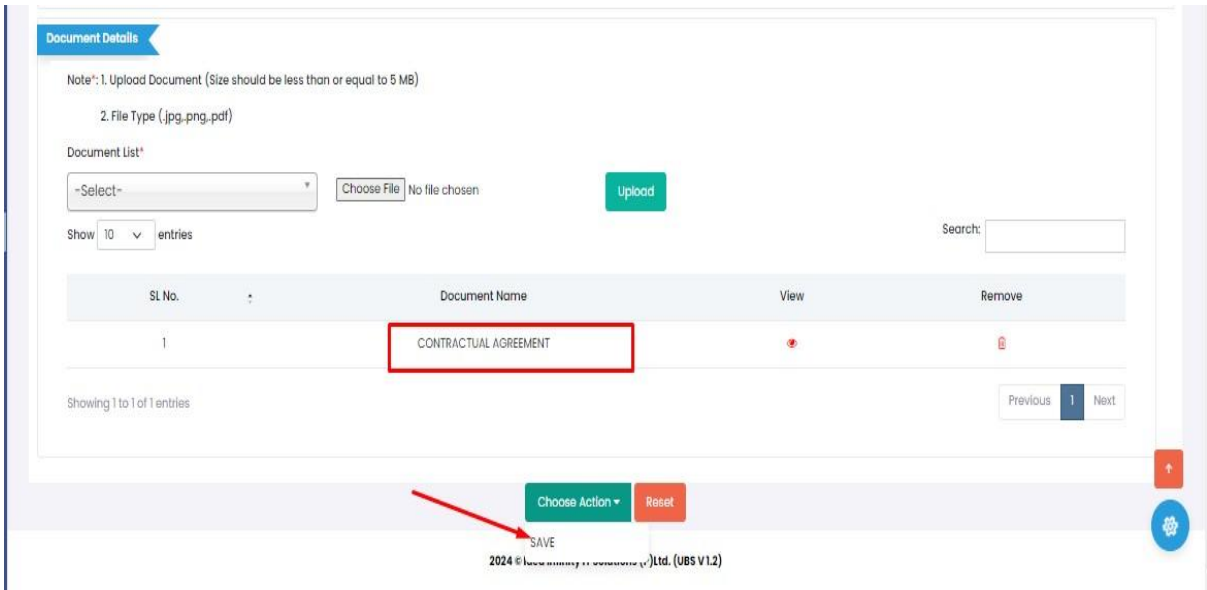


1. Contractual Agreement:

Step 1:

1. By clicking on **“Contractual Agreement”**, The below page will be displayed.
2. Enter the consumer ID and click on search.
3. The consumer Details will be auto fetched.
4. From this module, we can change the contract demand of the consumer for a particular period of date range. This is done at the consumer’s request.
5. We have to enter the contractual load.
6. We have to enter the contractual date range in which the contractual load will be applicable.
7. The user has to attach the contractual document.

8. Finally, we have to click on Choose Action.
9. Click on Save.
10. Final approval is done by the higher authority from the workflow module.



11. Meter Management:

Meter Management module contains two sub modules Meter Change (Defective) and Meter Testing. If the old meter of the consumer gets damaged or becomes defective; then we must change the meter from this module. Not only that we can also perform meter testing here.

1. Meter Change (Defective):

Step 1:

1. By clicking on **“Meter Change”**, The below page will be displayed.
2. Here, we have to enter the Consumer ID for which we want to perform the meter change and click on Search button.
3. The old meter details get auto fetched as shown below.

4. Then from the **“New Meter details”** section we have to enter the mandatory and nonmandatory fields as we need.
5. If we select **YES** from the field **“Is defective”**; then average consumption units are calculated for that defective meter for the number of days, it remained defective.
6. Final KWH reading should always be greater than ledger FR.
7. From the full scale/number of digits, we can select only 5 or 6 number of digits.

8. After filling in all the details of the new meter, we have to click Choose Action.
9. Click on Save button.
10. Then from the workflow module, higher authority will approve the Meter change.

1. Meter Testing:

Step 1:

11. By clicking on **“Meter Testing”**, The below page will be displayed.
12. For performing Meter testing request for a particular consumer; we have to click on Request Meter Testing.
13. In the below list, we can view the list of consumers for which meter testing request has been performed. Some are pending for payment and for some meter reading report is completed.
14. Action button is there, it will be described later.
15. From the Demand note download icon; we can download a demand note, it will be shown later.

The screenshot displays the 'Meter Testing' page in a web application. The sidebar on the left contains a menu with 'Meter Testing' highlighted. The main content area features a table with the following data:

Consumer ID	Legacy Consumer ID	Application No.	Consumer Name	Address	Status	Reason	Action	Demand Note
1000702138	12000002609	12106240037	Dr Hirendra Rapsang	Keating Road, Shillong, #133418	Pending for payment	Meter reading fast		
1000704847	12000007899	12106240019	Kanchan Jyoti Dutta	Upper Laban, Shillong, #138594	Meter Repair completed	Meter not working		
1000805765	55000008811	12106240035	A Agarwal	Police Bazar, Shillong, #65773	Meter Repair completed	Meter not working		
1000806588	55000009655	12106240024	Assistant Engineer State Transport	M T C Building Police Bazar, Shillong, #84480	Pending for payment	Meter not working		

The interface also includes a search bar at the top right, a 'Request Meter Testing' button, and a footer with the text '2024 © Idea Infinity IT Solutions (P) Ltd. (UBS V 1.2)'.

Step 2:

16. By clicking on **“Request Meter Testing”**, The below page will be displayed.
17. From the Search Consumer ID section, we can enter a Consumer ID and click on the search button.
18. All the applicant details will be auto fetched for which we want to perform the meter testing.

Role :MANAGER(SUB DIV) Username :SOURYA Location :CENTRAL SUBDIVISION

Meter Testing Request Enter the consumer ID for which we want to do the meter testing

Search Consumer ID

Consumer ID*

Applicant Details

Consumer ID : 1000806904	Legacy Consumer ID : 55000009990	Sub-Division : CENTRAL SUBDIVISION	Name : A Paul E. Co
Address : U Ts Road Police Bazar, Shillong, #89048	Mobile No. : 986302764	Category : CLT	Sanction Load : 5
Contract Demand : 0	Meter Serial No. : RSDI0216	Meter Make : Hybrid meter	Recorded KWH : 19628
Recorded KVAH : 0			

Enter Details

Meter Testing Reason*

Document Upload

Note*: 1. Upload Document (Size should be less than or equal to 5 MB)
 2. File Type (.jpg, .png, .pdf)

Document List*
 No file chosen

Show 10 entries Search:

Document Name	Remove	View
---------------	--------	------

19. From the “Enter Details” section; there are 4 drop down options under the **Meter Testing Reason** field.

20. From the 4 options; the user needs to select any one of them as required.

Enter Details

Meter Testing Reason*

- Meter not working
- Meter reading fast**
- Meter reading not visible
- Meter reading slow

Then we have to attach a supporting testing document.

21. Enter relevant remarks.
22. Click on save button.
23. After that the status will come as pending for payment.

Enter Details

Meter Testing Reason*
Meter reading fast

Document Upload

Note*: 1. Upload Document (Size should be less than or equal to 5 MB)
2. File Type (.jpg,.png,.pdf)

Document List*
-Select- Choose File No file chosen Upload

Show 10 entries Search:

Document Name	Remove	View
TESTING ATTACHMENT		

Showing 1 to 1 of 1 entries Previous 1 Next

Remarks*

Save Close Insert

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24. Once we click on the **Demand Note Icon (in the view page)**; demand note with Application ID is downloaded. It is shown below.
25. We have to go to the counter and use that application ID to pay the amount for meter testing.

DEMAND NOTE FOR METER TESTING

Application No : 121106240037 Application Date : 20-06-2024

To,
Dr Hirendro Rapsang
Phone No : 9900664848
Address : Keating Road, Shillong. #133418

Sub: Demand Note For Meter Testing.

Dear Esteemed Consumer,

With reference to your **Application No.:121106240037** dated : 20-06-2024 for the subject cited above, you are requested to deposit the following estimate amount of **Rs.60** at the **Cash Collection Counters within the Sub Division** or into the **Bank Account** as detailed below:

Bank Account Name : MePDCL Deposit Works Account
Account No : 38523607373
IFSC Code : SBIN0000181

Please find attached here with break-up of the total quoted estimate amount.

Order	Component	Amount
A	Estimation	120.00
B	GST	22.00
	Total :	142.00

Once payment is done from the counter and approved by the Head Cashier.

26. The status changes from **Pending for payment** to **Payment completed**.
27. Then we have to click the Action button to enter the meter testing results.

Role:MANAGER(SUB DIV) Username:SOURYA Location:CENTRAL SUBDIVISION

Meter Testing Request Meter Testing

Show 10 entries Search:

Consumer ID	Legacy Consumer ID	Application No.	Consumer Name	Address	Status	Reason	Action	Demand Note
1000702138	12000002609	121106240037	Dr Hirendro Ropsang	Keating Road, Shillong, #133418	Pending for payment	Meter reading fast		
1000704847	12000007899	121106240019	Kanchan Jyoti Dutta	Upper Laban, Shillong, #138594	Meter Repair completed	Meter not working		
1000805765	55000008811	121106240035	A Agarwal	Police Bazar, Shillong, #85773	Meter Repair completed	Meter not working		
1000806588	55000009955	121106240024	Assistant Engineer State Transport	M T C Building Police Bazar, Shillong, #84480	Pending for payment	Meter not working		
1000806904	55000009990	121106240051	A Paul & Co	U Tss Road Police Bazar, Shillong, #85048	Payment completed	Meter reading fast	<input checked="" type="checkbox"/>	

Showing 1 to 5 of 5 entries

Previous 1 Next

Once payment is done this status comes

Then we have to click the Action button to fill the meter testing results

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Step 3:

28. Once we click the Action Button
29. From the **Removal Details** section, we have to enter the KWH reading, KVAH reading and other mandatory details as shown in the below page. These are the readings recorded from the meter when the meter tester went to check.

Removal Details

Removal Date* 29-06-2024

KWH Reading* 100

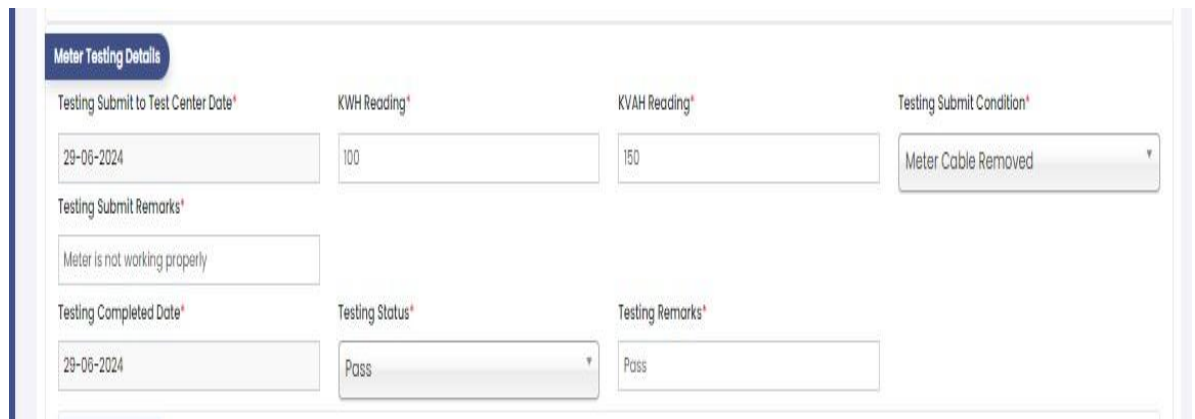
KVAH Reading* 150

Removal Condition* Meter Cable Removed

Removal Remarks* Problem

Now after testing, the meter tester will enter his testing results in the **Meter Testing Details** section. This includes the KWH and KVAH readings, along with that he has to enter the other mandatory fields as shown below.

30. He has to enter the **testing completed date, testing status and testing remarks**. In the **testing Status** he has to select pass otherwise the fixing details section will not appear below.



Meter Testing Details

Testing Submit to Test Center Date* 29-06-2024

KWH Reading* 100

KVAH Reading* 150

Testing Submit Condition* Meter Cable Removed

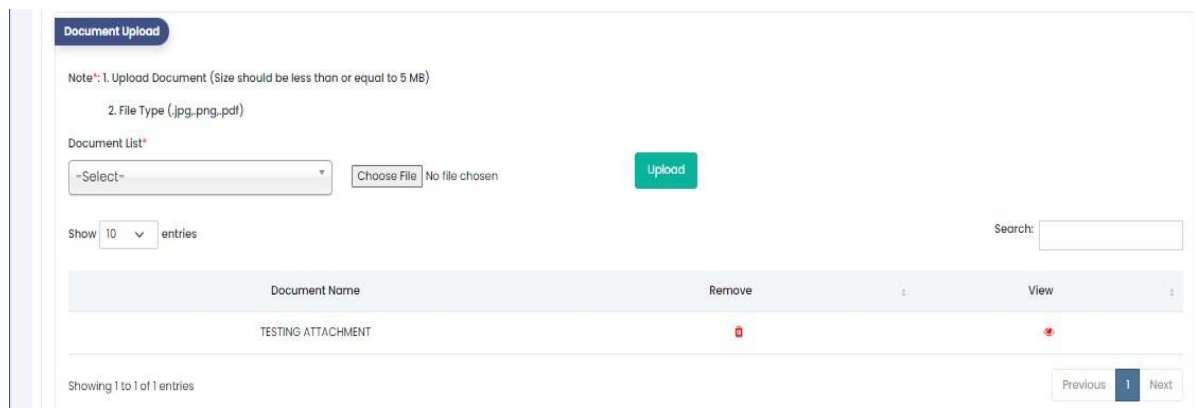
Testing Submit Remarks* Meter is not working properly

Testing Completed Date* 29-06-2024

Testing Status* Pass

Testing Remarks* Pass

31. From the Document Upload section, we have to attach a testing attachment.



Document Upload

Note*: 1. Upload Document (Size should be less than or equal to 5 MB)
2. File Type (.jpg, .png, .pdf)

Document List*
-Select- Choose File No file chosen Upload

Show 10 entries Search:

Document Name	Remove	View
TESTING ATTACHMENT		

Showing 1 to 1 of 1 entries Previous 1 Next

32. In the below page we are showing the testing results received by the fixing team from the Test center. The testing team will have to enter these below details before submitting them to the Fixing team.



Testing Receive From Test Center Date* 29-06-2024

KWH Reading* 100

KVAH Reading* 150

Testing Receive Condition* Good

Testing Receive Remarks* Fixing will be done

In the **Fixing Details section**, the fixing team will enter the KWH, KVAH reading and the mandatory fields after fixing.

33. The testing units will be auto fetched as shown below.

34. The user has to click the save button.

Note: The removal KWH reading should be greater than the recorded KWH reading

Note: The removal KWH reading should be equal to the meter testing recorded KWH reading

Fixing Details

Fixing Date* 29-06-2024

KWH Reading* 160

KVAH Reading* 170

Meter Fixing Condition* Good

Meter Fixing Remarks*
Now it is fine

Testing Unit 60.000 *Auto fetched*

35. Click on the save button, Meter repair details are saved successfully.

Meter Testing Detail

Applicant Details
Consumer ID : 1000806904
Name :
Sanction Load :
Recorded KVAH : 0

Legacy Consumer ID :
Address :
Meter Serial No. :

Application No. : 121106240051
Mobile No. :
Meter Make :

Removal Details
Removal Date* 29-06-2024
Removal Remarks* hgdw

Meter Testing Details
Testing Submit to Test Center Date* 29-06-2024
Testing Submit Remarks* kxwfk
Testing Completed Date* 29-06-2024

KWH Reading* 20000

KVAH Reading* 0

Testing Status* Select an Option

Testing Remarks* Ok

Meter Repair details saved successfully

OK

36. In the view page the status becomes Meter Repair Completed.

37. From the eye button, we will be able to view the Meter Testing Detail page.

Meter Testing Request Meter Testing

Show 10 entries Search:

Consumer ID	Legacy Consumer ID	Application No.	Consumer Name	Address	Status	Reason	Action	Demand Note
1000702138	12000002609	121106240037	Dr Hirendra Rapsang	Keating Road, Shillong. #133418	Pending for payment	Meter reading fast		
1000704847	12000007899	121106240019	Kanchan Jyoti Dutta	Upper Laban, Shillong. #138594	Meter Repair completed	Meter not working		
1000779798	5200007480	121106240053	Bhagwan N Hemnani	Hopedale Road Barik, Shillong. #89687	Pending for payment	Meter not working		
1000805765	55000008811	121106240035	A Agarwal	Police Bazar, Shillong. #85773	Meter Repair completed	Meter not working		
1000806588	55000009655	121106240024	Assistant Engineer State Transport	M T C Building Police Bazar, Shillong. #84480	Pending for payment	Meter not working		
1000806904	55000009990	121106240051	A Paul & Co	U Tss Road Police Bazar, Shillong. #85048	Meter Repair completed	Meter reading fast		

Showing 1 to 6 of 6 entries

Previous 1 Next

1. SRTPV (Solar Roof Top Photo Voltaic) Onboard

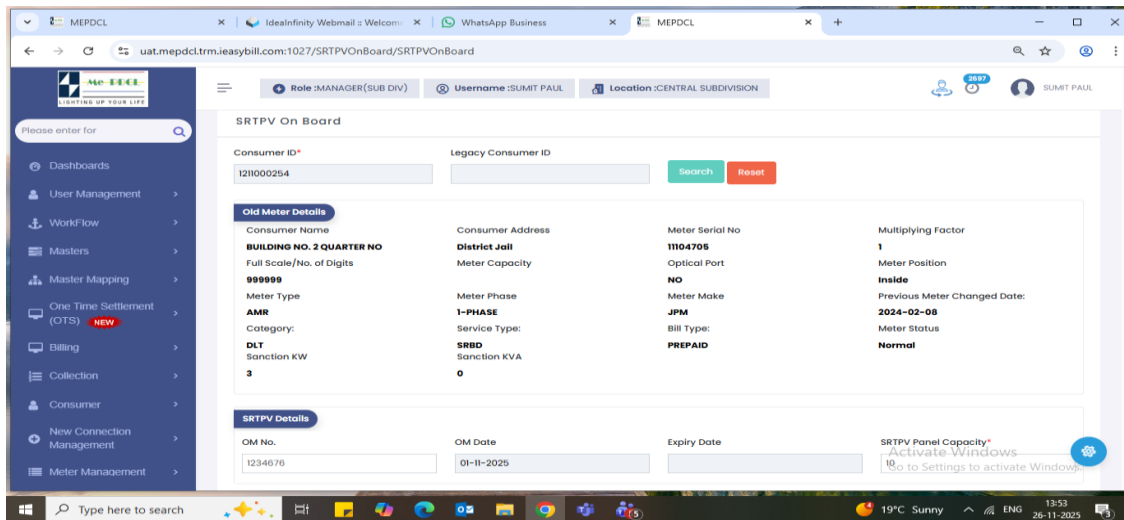
Step: 1

Log on to the UBS Application. We have used AEE (Sub division Manager) credential to Log in. AEE (Sub division Manager) is used to access to a whole sub division, For example Mawprem, Central, Mairang etc. The AEE (Sub division Manager) log in can be switched from the Super Admin log in or we have to create a new user from the user management.

Step: 2

SRTPV Onboard

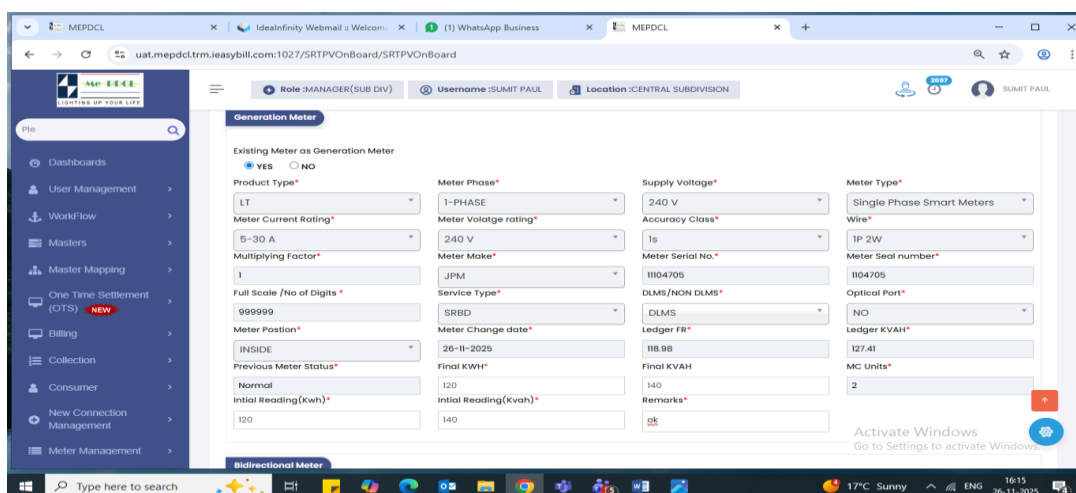
1. After logging in through the Manager Sub-division, click on to the “**Meter Management module**”, and then click on to the “**SRTPV Onboard**” sub-module for onboarding a particular consumer.
2. Enter the consumer id and then click on the “**Search**” button, the “**Old Meter Details**” will appear as shown in the figure below.



1. After entering the consumer id, now we need to enter the “**SRTPV Details**”.
2. And now from the “**Generation Meter**” section two cases will arise whether the consumer wants the existing meter as Generation Meter “**YES or NO**”

Case1: IF selected “Yes”

3. All the details regarding the existing meter will appear on the screen, we need to just enter the ‘Final KWH’ and the ‘Final KVH’ as per requirement and then enter the “**Remarks**”. As shown



in the figure below.

Case2: IF selected “No”

4. We need to select all the meter details as per requirement and then enter the “**Remarks**” as shown in the figure below.

- The next section is about the **“Bidirectional Meter”** where we have to enter the **meter details** as per the requirement along with the **“Initial Import KWH-KVH and Initial Export KWH-KVH”** and the **“Remarks”**, as shown in the figure below.

- After entering the details for ‘bidirectional meter’ know we need to upload the necessary documents from the **“Documents Details”** section.
- After the document is successfully uploaded now we can **“SAVE”** the application by clicking on the **“Choose Action”** button.
- After the application is saved, we need to go to the **“Work Flow”** module and from the approval inbox we need to approve the SRTPV application.

Step: 3

Bill Generation

- After approving the SRTPV application, the next step is to generate a bill through **“Bill Generation”** from the **‘Billing’** module.

wloads/Billcopy%2027-11-2025%2001_38_00.pdf

1 / 1 | 80% | [Icons]

MPPDL1211000254	1211000254	25110103032747	30-Sep-2025 to 27-Nov-2025	27-Nov-2025 01:31	12-Dec-2025	27-Dec-2025			
Name & Address: BUILDING NO. 2 QUARTER NO-District Jail			Type	LT	Gen. Meter No	11104705			
			Category	DLT	BB Type	OK (Normal)			
			Sanction Load(KW)	3	Sanction Load(KVA)	0			
			Connection Type		Installation Status	INSERVICE			
			Service Type	Post Paid	Permanent Connection				
			Connection Location	RURAL					
			SRTPV Meter SI no.	21461	Solar Capacity	0			
			Monthly Average Units	345.6					
			Excess Export Cons. KWH	0	Excess Export Cons. KVAH	0			
			Meter Readings for SRTPV Meter ID21461 and Meter Status: OK (Normal)						
Description	Date	IMP KWH	IMP Kvah	Export Kwh	Export Kvah	Gen Kwh	Gen Kvah	Recorded Demand	Recorded PF
Current Reading	27-11-2025	300	0	150	0	0	0	0	0
Previous Reading	30-09-2025	0	0	0	0	120	140		
No Of Days	58								
Difference		300	0	150	0	-120	-140		
Multiplying Factor		1	1	1.00	1.00	1	1		
Consumption		300	0	150	0	-120	-140		
Additional Units		0	0						
Meter Change Units		2	2						
Grid Import Units		302	2						
Grid Export Units		150	0	0					
Generation Units		-120	-140	0					
Violation Energy Units		0	0						
Net Consumption		152	2	150	0	-120	-140	0	
Your Detailed Bill								Amount (Rs.)	
Fixed Charges : For 3 KW at Rs: 90 per KW at 104158/6112								513.44	
Energy Charges: For The First Slab Rs: 5 per KWH								16.39	
Energy Charges: For Next Slab Rs: 5.04 per KWH								16.52	
Energy Charges: For Next Slab Rs: 5.1 per KWH								731.56	
Energy Charges: For Next Slab Rs: 5 per KWH								10.00	
FPPAS								-93.04	
Electricity Duty : For The First 300.00 KWH at Rs: 0.05 per KWH ()								15.00	
Electricity Duty : For Next 2.00 KWH at Rs: 0.05 per KWH ()								0.1	
DPC								17.73	
Current Bill Amount								1,227.70	
Previous Outstanding								892.58	

2. Disconnection & Reconnection:

1. Outstanding list:

Step 1:

1. Click on the Outstanding list.
2. Select the Administrative hierarchy (Zone, circle, division, subdivision).
3. Enter the Outstanding amount range.
4. Enter other details as shown in the below page.
5. Click on **view report**.

- The consumer list with their outstanding amount and other details according to the selected filters will be downloaded in the excel format.

The screenshot shows the 'Outstanding List' interface with the following details:

- Role:** MANAGER(SUB DIV)
- Username:** SOURYA
- Location:** CENTRAL SUBDIVISION
- Search Bar:** Please enter
- Filters:**
 - Zone*: CENTRAL ZONE
 - Circle*: SHILLONG CIRCLE
 - Division*: SHILLONG CENTRAL DIVISION
 - SubDivision*: CENTRAL SUBDIVISION
 - Outstanding From (Rs):*: 0
 - Outstanding To (Rs): 0
 - Last Payment Days: [Empty]
 - Product Type: LT
 - Category: CCTV, DLT
 - Consumer Type: CG, NG
 - Area Type: -Select-
- Buttons:** Select all, Deselect all (for each filter group), View Report, Reset

1. Disconnection:

Step 1:

- By clicking on "Disconnection, the below page will be displayed.
- On selecting the subdivision, from date, to date and other necessary filters; we can view the list of disconnected consumers accordingly. We can also download the excel file.
- A new button is there to perform the disconnection process for a consumer.

The screenshot displays the 'Disconnection' module interface. The sidebar on the left includes options like Dashboards, User Management, Workflow, Masters, Master Mapping, Billing, Collection, Consumer, New Connection Management, Meter Management, Disconnection & Reconnection, Outstanding List, Disconnection, Reconnection, PD Request, PD Final Bill, and PD Completion. The 'Disconnection' option is currently selected. The main content area features a form with the following fields: Sub Division (CENTRAL SUBDIVISION), From Date (26-05-2024), To Date (26-06-2024), and Source Type (-Select-). A 'Load' button is positioned below the form. A table below the form displays the following data:

Consumer ID	Legacy Consumer ID	Category	Name	Meter Reader	Discon Type	Discon At	Final Reading	Disconnected Date	Status	Charges
1000778430	52000070052	DLT	Indibar Devi Postal Service	Makie M B Passah (100858)	DC_NP(CR)	Meter	16789	31-MAY-2024	APPROVED	⬇️
1000816176	56000000511	ILT	M/S Janata Carpentry Works	James Wankhar (100143)	DC_NP(CR)	Meter	106853	30-MAY-2024	APPROVED	⬇️
1000821988	1140132009	DLT	Hercules Mokha	Makie M B Passah (100858)	DC_NP	Meter	12	30-MAY-2024	APPROVED	

The interface also includes a search bar, a 'Showing 1 to 3 of 3 entries' indicator, and navigation buttons for 'Previous' and 'Next'. A footer at the bottom reads '2024 © Idea Infinity IT Solutions (P) Ltd. (IIS V 1.2)'.

Step 2:

10. By clicking on **“New Button”**, The below page will be displayed.
11. On entering the consumer ID for which we want to perform the disconnection; all the details of the consumer get automatically visible.
12. We have to enter **Disconnection type**; whether it will be DC_NP or DC_NP(CR). DC_NP denotes Temporary **Disconnection due to non- payment** and DC_NP(CR) denotes **Temporary disconnection on consumer request**.
13. We have to enter the **Disconnection at**: whether it will be at meter or at pole.
14. We have to enter the **Final reading** shown in the meter.
15. Finally, we have to enter the **Disconnection date**.
16. For the document upload: We have to attach three files (supporting documents for disconnection).
17. Press the SAVE button.
18. Consumer will be disconnected (**DC_NP is only possible if the due amount of the consumer is greater than 0**)
19. Approval from the higher authority will be done from the **workflow module**.

Disconnected Entry

Consumer ID: 100079930

Legacy Consumer ID: 500009900

Name: U Khaita Br Charal

Address: Upper Lumpang, Shikong, #17330

Total Due Amount: 10363754

Category: CMT

Disconnection Type: -Select-

Disconnected At: -Select-

Previous Bill Date: 03-01-2024

Disconnection Date: 11-05-2024

Previous Final Reading: 50785

Final Reading: 50785

Document Upload

Note: 1. Upload Document (Size should be less than or equal to 5 MB)
2. File Type (.jpg, .png, .pdf)

Document List: -Select- [Choose File] No file chosen [Upload]

Document Name	Remove	View
ATTACHMENT 1	[Remove]	[View]
ATTACHMENT 2	[Remove]	[View]
ATTACHMENT 3	[Remove]	[View]

Showing 1 to 3 of 3 entries

[Choose Action] [Reset] [SAVE]

1. Reconnection:

Step 1:

20. By clicking on **“Disconnection”**, The Reconnection view page will be displayed.
21. On selecting the subdivision, From date and To date; the list of consumers will become visible in the reconnection view page. The list can be downloaded in excel format.
22. From the status column: Those which are **pending for reconnection** can only be reconnected; rest of them are already reconnected.
23. Suppose we want to reconnect a consumer we have to click on the **action button** as shown in the below page.

Reconnection List

SubDivision* From Date* To Date*

CENTRAL SUBDIVISION 01-01-2024 26-06-2024 Load

Search:

jacy Consumer ID	Category	Consumer Name	Consumer Address	Final Reading	Disconnected At	Disconnected Date	Disconnection Type	Charges	Status	Action
52000070052	DLT	Indibar Dewri Postal Service	Keisel Cottage Oakland, Shillong, #87917	16789	Meter	31-MAY-2024 12:05:00	DC_NP(Cr)	150	PENDING FOR RECONNECTION	🔗
56000000511	ILT	M/S Janata Carpentry Works	Prop Asha Singhania Keating Road, Shillong, #125942	106853	Meter	30-MAY-2024 12:05:00	DC_NP(Cr)	150	PENDING FOR RECONNECTION	🔗
1140122009	DLT	Hercules Moksha	Myllem Police Reserve	12	Meter	30-MAY-2024 12:05:00	DC_NP	0	PENDING FOR RECONNECTION	🔗
12000002606	DLT	Dr Hirenrao Rapsang	Keating Road, Shillong, #133415	10080	Meter	26-MAR-2024 12:03:00	DC_NP	550	APPROVED	🔥
55000009297	CLT	MADLINE YVONNE THAM	Blue Berry Inn Opp Pine Wood Hotel, Shillong, #88189	22901	Meter	25-FEB-2024 12:02:00	DC_NP	1100	PENDING FOR APPROVAL	🔥
55000012361	CLT	R Dapmon Pala	Laban, Shillong, #114901	5376	Meter	25-FEB-2024 12:02:00	DC_NP	550	APPROVED	🔥
55000012362	CLT	R Dapmon Pala	Laban, Shillong, #114902	3987	Meter	25-FEB-2024 12:02:00	DC_NP(Cr)	150	APPROVED	🔥
12000010731	DLT	Ricky Rynjah	Howell Road Three Pine Colony, Laban, Shillong, #141938	7099	Meter	24-MAY-2024 12:05:00	DC_NP(Cr)	150	PENDING FOR RECONNECTION	🔗
52000072887	DLT	K P Bhattacharjee	Jail Road, Shillong, #86925	1132	Meter	24-FEB-2024 12:02:00	DC_NP	550	APPROVED	🔥
12000009167	DLT	Ql Mimi Oriental House Plot	No - 8 Oakland, Bivar Road, Shillong, #136484	9976	Meter	22-FEB-2024 12:02:00	DC_NP	550	PENDING FOR RECONNECTION	🔗

Showing 1 to 10 of 49 entries

Previous 1 2 3 4 5 Next

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Step 2:

24. By clicking on “Action” button, the below page will be displayed.
25. We have to fill in the reconnection details.
26. Click the Choose Action >> Save.
27. Consumer will be reconnected; but final approval is needed; it will be done from the **workflow module**.

Consumer will not be reconnected until his all outstanding are clear. If the consumer is reconnected within one month, then reconnection charge is not applicable else, he has to pay the reconnection charge. This all payments will be done through the cash counter.

Role: MANAGER(SUB DIV) Username: SOURYA Location: CENTRAL SUBDIVISION

Reconnection Details

Consumer ID	Legacy Consumer ID	Name	Category
1000821388	1140132008	Hercules Moksha	DLT
Installation Type	Disconnection Type	Disconnection Date	Charges
1-PHASE	DC_NP	30-MAY-2024 12:05:00	0
Reading(Disconnection)			
12			

Reconnection Details

Reconnected At: Reading(Reconnection):

Reconnection Date:

Buttons: Choose Action, Reset, SAVE

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1. PD Request:

Step 1:

1. By clicking on **“PD Request”**, The PD request view page will be displayed.
2. Here, we can see the list of consumers for which permanent disconnection request has been made.
3. From the status column, we get to know that for some of them billing has not been done yet and for some of them PD is completed, for some cases PD request can also be rejected.
4. From the New button in the top right corner, we can send a request of permanent disconnection for a new consumer.

Before permanent disconnection of a consumer, one thing has to be ensured is that billing should be done, and all the dues should be cleared.

Permanent Disconnection View

Show 10 entries

Consumer ID	Legacy Consumer ID	Consumer Name	Date	Status
1000816222	55000000561	Sur Bathiang Recording Studio	10-JUN-2024	PENDING FOR FINAL BILL
1000809273	57000001044	Executive Officer	13-MAY-2024	PENDING FOR FINAL BILL
1000813227	52000105316	Kokuturu Kadandaram	08-MAY-2024	PENDING FOR FINAL BILL
1000779257	52000070928	A Yasin Ahmed	08-MAY-2024	PD COMPLETED
1000850286		Rilang Sohtun	03-APR-2024	PENDING FOR FINAL BILL
1000793399	52000095960	Bashu Singh Marbaniang	01-APR-2024	PENDING FOR FINAL BILL
1000702900	1200004036	Siyalin Sumer	24-MAR-2024	PENDING FOR FINAL BILL
1000703376	1200004886	Swapan Deb	29-FEB-2024	PD COMPLETED
1000808198	55000012364	R Dapmon Pala	25-FEB-2024	PD COMPLETED
1000808197	55000012363	R Dapmon Pala	25-FEB-2024	PD COMPLETED

Showing 1 to 10 of 40 entries

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Step 2:

5. By clicking on **“NEW”** button in the top right corner, the below page will be displayed.
6. On entering a consumer ID, and by clicking on the search button; all the details of the consumer will come.
7. In the PD details, we have to enter the PD request date and the reason for permanent disconnection.
8. From the document upload, we have to attach three documents.
9. Click on Choose action >> Save.
10. After that our PD request will be approved by the higher authority. It will be done from the workflow module.
11. After approval our PD request will be done but PD will only happen after the final bill is made.

1. PD final bill:

Step 1:

12. By clicking on **“PD final bill”**, The PD final bill view page will be displayed.
13. Enter the date range and click on the LOAD button.
14. The list of consumers will be viewed for which the PD final bill is still pending.
15. From the billing module, we have to make their bill and from the collection module we have to collect all the previous outstanding amounts, current bill amount and the disconnection charges if required.
16. The action button is there to proceed further.

PD Final Bill

From Month: Jun 2024 To Month: Jun 2024 Load

Show 10 entries

Application No	Consumer ID	Legacy Consumer ID	Consumer Name	Request Date	Status	Action
	1000199269	52000102168	(L) Nabir Ch Dey	27-JUN-2024	PENDING FOR FINAL BILL	[Action]
	1000816222	56000000561	Sur Bathing Recording Studio	10-JUN-2024	PENDING FOR FINAL BILL	[Action]

Showing 1 to 2 of 2 entries

Previous 1 Next

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Step 2:

17. By clicking on **“Action”** button. The below page will be displayed where we will get the Field Report details.
18. The field report details will be auto fetched once the bill is made and collection is done.
19. Click on Choose Action >> Save.
20. Approval to be taken from the workflow module.
21. It will straight go to the bill completion page and status will be Bill is completed.

ME-EECL
STARTING BY YOUR LIFE

Role :MANAGER(SUB DIV) Username :SOURYA Location :CENTRAL SUBDIVISION

Permanent Disconnection Final Bill

Consumer Details

Consumer ID 1000789269	Legacy Consumer ID 52000102158	Name (L) Nabir Ch Dey
Address Opp State Bank Of India Kench's Trace, Shillong, #116358	Category DLT	Request Date 27-Jun-2024
Meter Make Hybrid meter	Meter Capacity 5-30A	Meter SI No RSD154421
Current Balance 214.20	Current Reading Date 01-06-2024	Multiplying Factor 1
		Previous Bill Date 03-01-2024

Field Report Details

Meter Make*	Meter Serial No.*	Full Scale*	Meter Capacity*
Hybrid meter	RSD154421	0	5-30A
Present Reading*	Present Kwh	Present MD	Present PF
0	0	0	0
New Purpose	Accept*	Reported Date*	Field Report Description*
--Select--	--Select--	27-06-2024	

Choose Action * Reset

SAVE

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1. PD Completion:

Step 1:

22. By clicking on **“PD Completion”**, The PD completion request view page will be displayed.
23. Enter the date range and click on the Load button.
24. We will get the complete list of consumers for which PD final bill is pending, PD is completed and PD completion pending.
25. We have to click the NEW button.

PD Completion

From Month: Jan 2024 To Month: Jun 2024 [Load]

Show 10 entries [EXCEL] Search:

Application No	Consumer ID	Legacy Consumer ID	Consumer Name	Request Date	Status
12102240195	1000839438		Nosila Lyngdoh Maxnai	24-FEB-2024	PENDING FOR FINAL BILL
	1000810601	12000038737	Geddalia Nongbri	24-FEB-2024	PENDING FOR FINAL BILL
	1000771146	12000019446	Yusuf Kharmalki	24-FEB-2024	PENDING FOR FINAL BILL
002240001	1000838474		Khilurstep Pakma	24-FEB-2024	PENDING FOR PD COMPLETION
12102240118	1000808208	55000012374	Hubert Khongsngi	23-FEB-2024	PENDING FOR FINAL BILL
12102240119	1000808326	55000012498	Riti Nora Lyngwa	23-FEB-2024	PENDING FOR FINAL BILL
	1000816468	62000000131	Surbhi Cable Network	19-FEB-2024	PENDING FOR FINAL BILL
12102240091	1000702081	12000002437	Floridian Marpha	18-FEB-2024	PD COMPLETED
12102240084	1000702139	12000002610	Dr Hirendro Rapsang	17-FEB-2024	PD COMPLETED
12102240081	1000703332	12000004795	Bionel Marbariang	17-FEB-2024	PD COMPLETED

https://uat.mepdcltm.ieasybill.com/PermanentDisconnection/PDcompletionView#

Step 2:

26. By clicking on “New”, We have to enter the consumer ID for which the complete process of PD before PD completion is done.
27. Automatically the consumer details will be auto fetched.
28. We have to enter remarks and save.
29. PD completion will be done; final approval has to be taken from the higher authority from the workflow

Permanent Disconnection Completion

Consumer ID* Legacy Consumer ID*

[Search] [Reset]

Consumer Details

Requested Date Last Bill Date Bill Amount Current Balance

Permanent Disconnection Date

Remarks*

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module.

30. SBD Management

The SBD Management Module simplifies the management of Spot Billing Devices, ensuring efficient allocation and organization. The module consists of three sub-modules:

1. Device Registration

The User Device Allocation sub-module enables you to allocate registered devices to specific users.

1. By clicking on “Device registration”, The below page would be displayed.
2. Select the Dropdown’s Sub-division, Mobile NO, Asset ID, IMEI No, Modal Type, GPRS Sim No and Status followed by “Red Asterisk Mark (*)” is a mandatory field and the data must be Compulsory.
3. Click on the Save Button to save the Device for Sub-division or the user can reset the details and update the same.

The screenshot shows the 'Device Registration' form with the following fields: Sub Division (CENTRAL SUBDIVISION), Mobile No (98764320), Asset ID (0009), IMEI No (ab9H6d49457cb), Model Type (MOBILE), Gprs Sim No, and Status (ACTIVE). Below the form are 'Save' and 'Reset' buttons. A table below shows a list of registered devices with columns for Model, SIM No, Asset ID, Mobile No, Active/DeActive, Allocation Status, and Action. The table contains 10 entries. A sidebar on the left shows the navigation menu with 'Device Registration' highlighted. A red arrow points to the 'Device Registration' option in the sidebar. Another red arrow points to the 'Save' button. A search bar is located on the right side of the table.

Model	SIM No	Asset ID	Mobile No	Active/DeActive	Allocation Status	Action
MOBILE		0001	9448490555	●	In Allocated	🗑️
MOBILE		0003	9874589666	●	Allocated	🗑️
MOBILE		0004	90902417	●	In Allocated	🗑️
MOBILE		0005	977777777	●	In Allocated	🗑️
MOBILE	98765432111111111111	0006	733333333	●	Allocated	🗑️
MOBILE		0008	800000004	●	In Allocated	🗑️
MOBILE		0009	9876543201	●	Allocated	🗑️
MOBILE		00010	777777777	●	Allocated	🗑️

4. User Device Allocation

Navigate to User Device Allocation from the main menu. Select a user and allocate a registered Spot Billing Device to them. Track which user is responsible for each device. By clicking on “**User device allocation**”, The below page will be displayed.

5. The user can allocate and deallocate the devices.
6. When the User Clicks on the Device Allocation, the User Device Mapping Page Will Open.
7. Select the Dropdown’s Sub-division, Username, Asset ID, IMEI No, Allocation from Date and Allocation to Date followed by “Red Asterisk Mark (*)” is a mandatory field and the data must be Compulsory.
8. Click on the Allocate Button to save the Device for Sub-division or the user can reset the details and update the same.
9. User can search User Login Name, Username or Asset ID to check the Deallocation of the device and View history of Meter Reader.
10. The user can Deallocate the device by clicking the action button in the fields given in the table.

The screenshot displays the 'User Device Mapping' interface. The form fields are as follows:

Sub Division*	User Name*	Asset ID*
CENTRAL SUBDIVISION	7837829379-ANKUR SARKAR	0009

IMEI NO*	Allocation From Date*	Allocation To Date
0b5f106d4f9457cb	10-07-2024	

Buttons: Allocate (green), Reset (red)

Search:

User Login Name	User Name	Asset Id	From Date	Till Date	Deallocate	View History
733333333	TEST	0006	2024-06-27			
7608887845	CENTRAL MR ONE	0003	2024-06-27			
800000004	CENTRAL MR CHEZ	0008	2024-07-05			
8748042455	CHANDRESH ARYAN	0010	2024-07-01			
9448490566	CENTRAL BOTH COUNTER	0001	2024-07-03			
9876543201	ANKUR CENTRAL	0009	2024-07-01			

Showing 1 to 6 of 6 entries

Previous 1 Next

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11. User Meter Reader (MR) Allocation

The User Meter Reader (MR) Allocation sub-module allows you to assign Meter Readers to specific users. Facilitate organized meter reading operations by assigning specific Meter Readers to users. Enhance accuracy in data collection and billing processes.

12. Click on Masters. – Click on User MR Allocation.

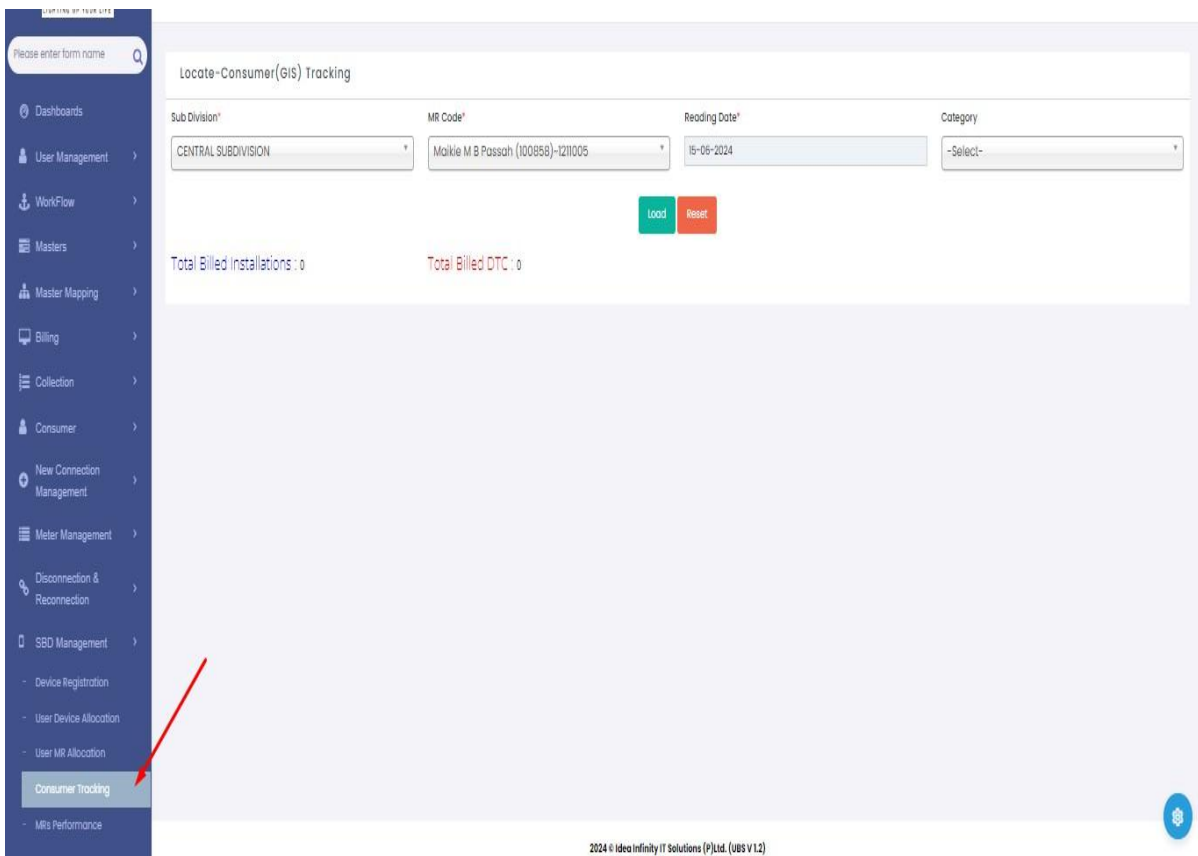
13. Select the Dropdown's Sub-division, User Login Name, Asset ID, IMEI No, Allocation from Date, Allocation till Date, MR Code/Name, Reading from Date, Reading to Date, Cash Limit and Operating Type followed by "Red Asterisk Mark (*)" is a mandatory field and the data must be Compulsory.
14. Select Operating Type by selecting Check Box needed. (*NOTE: Billing and Bill Collection cannot be selected at a time).
15. Click on the Save Button to save the Device for Sub-division or the user can reset the details and update the same.
16. User can search User Login Name, Username, MR Code or Asset ID to check the details of the MR Allocation, also can update the requirements (from the Action button) and Deactivate the Meter Reader. Excel button is given to download the list in the excel format.
17. The user can Deactivate the device by clicking the action button in the fields given in the table.

The screenshot displays the 'User MR Allocation' web application interface. On the left is a dark blue sidebar with a search bar and a list of navigation items: Dashboards, User Management, Workflow, Masters, Master Mapping, Billing, Collection, Consumer, New Connection Management, Meter Management, Disconnection & Reconnection, SBD Management, Device Registration, User Device Allocation, User MR Allocation (highlighted with a red arrow), Consumer Tracking, and MRs Performance. The main content area is titled 'User MR Allocation' and contains a form with the following fields: Sub Division* (CENTRAL SUBDIVISION), User Login/Name* (733333333-TEST), Asset ID* (0009), IMEI NO* (ab9c397b56e04453), Alloc From Date* (27-06-2024), Alloc Till Date* (empty), MR Code/Name* (I21020-Test Chez MR), Reading From Date* (15-07-2024), Reading To Date* (empty), and Cash Limit* (empty). Below the form are checkboxes for Operating Type: Billing (checked) and Bill Collection (unchecked). There are 'Save' and 'Reset' buttons. Below the form is a search bar with a magnifying glass icon and a table of existing allocations. The table has columns: Location Name, Role Name, Login Name, User-Name, MR Code, Asset Id, Reading From Date, Reading Till Date, Collection, Billing, Cash Limit, Action, and Deactivate. The table contains 8 rows of data. At the bottom, it says 'Showing 1 to 8 of 8 entries' and has 'Previous', '1', and 'Next' navigation buttons.

Location Name	Role Name	Login Name	User-Name	MR Code	Asset Id	Reading From Date	Reading Till Date	Collection	Billing	Cash Limit	Action	Deactivate
CENTRAL SUBDIVISION	Field Meter Reading(SUB DIV)	9876543201	ANKUR CENTRAL	I21018	0009	15-07-2024		0	✓	0	✗	✗
CENTRAL SUBDIVISION	Field Meter Reading(SUB DIV)	8000000004	CENTRAL MR CHEZ	I21001	0008	06-07-2024		0	✓	0	✗	✗
CENTRAL SUBDIVISION	CASHER(SUB DIV)	8105631813	CHANDRESH TWO		0010	13-07-2024		✓	0	999999	✗	✗
CENTRAL SUBDIVISION	Field Meter Reading(SUB DIV)	8148042455	CHANDRESH ARYAN	I21009	0010	13-07-2024		0	✓	0	✗	✗
CENTRAL SUBDIVISION	Field Meter Reading(SUB DIV)	9972543478	SHAR	I21016	0011	13-07-2024		0	✓	0	✗	✗
CENTRAL SUBDIVISION	Field Meter Reading(SUB DIV)	8296594500	KARTHIK VPT	I21002	0012	14-07-2024		0	✓	0	✗	✗
CENTRAL SUBDIVISION	CASHER(SUB DIV)	8105631804	CHANDRESH OK		0012	14-07-2024		✓	0	999999	✗	✗
CENTRAL SUBDIVISION	Field Meter Reading(SUB DIV)	8148042457	CHANDRESH MR	I21025	0010	13-07-2024		0	✓	0	✗	✗

18. Consumer Tracking:

- 19. The user must click on the Consumer tracking after clicking on the SBD management.
- 20. The user will be landing on the Locate-consumer (GIS) tracking page.
- 21. Then the user must select the MR Code from the drop-down options as it is a mandatory field, the user also has to select the Reading date and category etc.
- 22. Then the user must click on the Load button.
- 23. Total Billed installations, total Billed DTC will be shown according to the filter selected.



24. MRs Performance:

- 25. The user must click on the MRs Performance after clicking on the SBD management.
- 26. The user will be landing on the MRs Performance page.
- 27. Zone, circle, division, sub-division will be auto populated.
- 28. Then the user has to select the MR Code and the date range.
- 29. Then the user has to click on the Load button.
- 30. All the details related to the MR performance will appear in the view section like its reading date, number of consumers for which billing has been done, bills distributed, start time and end time, battery percentage(start), battery percentage(end) etc.

The screenshot displays the 'MRs Performance' interface. On the left is a dark blue sidebar menu with the following items: Billing, Collection, Consumer, New Connection Management, Meter Management, Disconnection & Reconnection, SBD Management, Device Registration, User Device Allocation, User MR Allocation, Consumer Tracking, **MRs Performance** (highlighted with a red arrow), Device Tracking, MR to MR Reliever Allocation, MIS Reports, Manage Counter, and Vigilance. The main content area is titled 'MRs Performance' and contains a filter form. The form fields are: Zone* (CENTRAL ZONE), Circle* (SHILLONG CIRCLE), Division* (SHILLONG CENTRAL DIVISION), Sub-Division* (CENTRAL SUBDIVISION), MR Code (1211004-James Wankhar (100143)), From Date* (15-06-2024), and To Date* (15-07-2024). Below the form are 'Load' and 'Reset' buttons. A search bar is located on the right side of the table. The table below has the following data:

MR CODE/MRNAME	ASSIGNED	BILLED	DISTRIBUTED BILLED	RELIEVER BILLED	READING DATE	BATTERY PERCENT START	BATTERY PERCENT END	START TIME	END TIME
1211004-James Wankhar (100143)	0	0	0	0	15-06-2024	0	0		
1211004-James Wankhar (100143)	0	0	0	0	16-06-2024	0	0		
1211004-James Wankhar (100143)	0	0	0	0	17-06-2024	0	0		
1211004-James Wankhar (100143)	0	0	0	0	18-06-2024	0	0		
1211004-James Wankhar (100143)	0	0	0	0	19-06-2024	0	0		
1211004-James Wankhar (100143)	0	0	0	0	20-06-2024	0	0		
1211004-James Wankhar (100143)	0	0	0	0	21-06-2024	0	0		
1211004-James Wankhar (100143)	0	0	0	0	22-06-2024	0	0		
1211004-James Wankhar (100143)	0	0	0	0	23-06-2024	0	0		
1211004-James Wankhar (100143)	0	0	0	0	24-06-2024	0	0		

31. Device Tracking

32. The user must click on the Device tracking after clicking on the SBD management.
33. The user will be landing on the Locate-Device (GIS) Tracking page.
34. Zone, circle, division, sub-division will be auto populated.
35. Then the user has to enter the office code, MR code, Date (mandatory field).
36. Then the user has to click on the Load button.
37. The user will see the MR name, Mobile No., MR code, Sum of receipts, IMEI, last sync date.

Locate-Device (GIS) Tracking

Billing Collection

Zone* Circle* Division* SubDivision*

CENTRAL ZONE SHILLONG CIRCLE SHILLONG CENTRAL DIVISION CENTRAL SUBDIVISION

Office Code MR Code Date*

1211 -Select- 14-07-2024

Load View Map Reset

Show 10 entries Search:

MR Name	Mobile No	MR Code	Sum of Receipts	IMEI	Last Sync Date
KARTHIK VPT	8295584500	1211024	1	182.76.73.68	14-JUL-2024
SHARATH KOLLEGALA	9898989898	1211025	13	192.168.111.63	14-JUL-2024
SHARATH KOLLEGALA	9898989898	1211025	13	a5dbc6c9431c2505	14-JUL-2024
Shri. lakmenlong L Mawphlong (100528)	9874444444	1211007	1	182.76.73.68	14-JUL-2024

Showing 1 to 4 of 4 entries

Previous 1 Next

38. Then the user has to click on View Map as shown below

Locate-Device (GIS) Tracking

Billing Collection

Zone* Circle* Division* SubDivision*

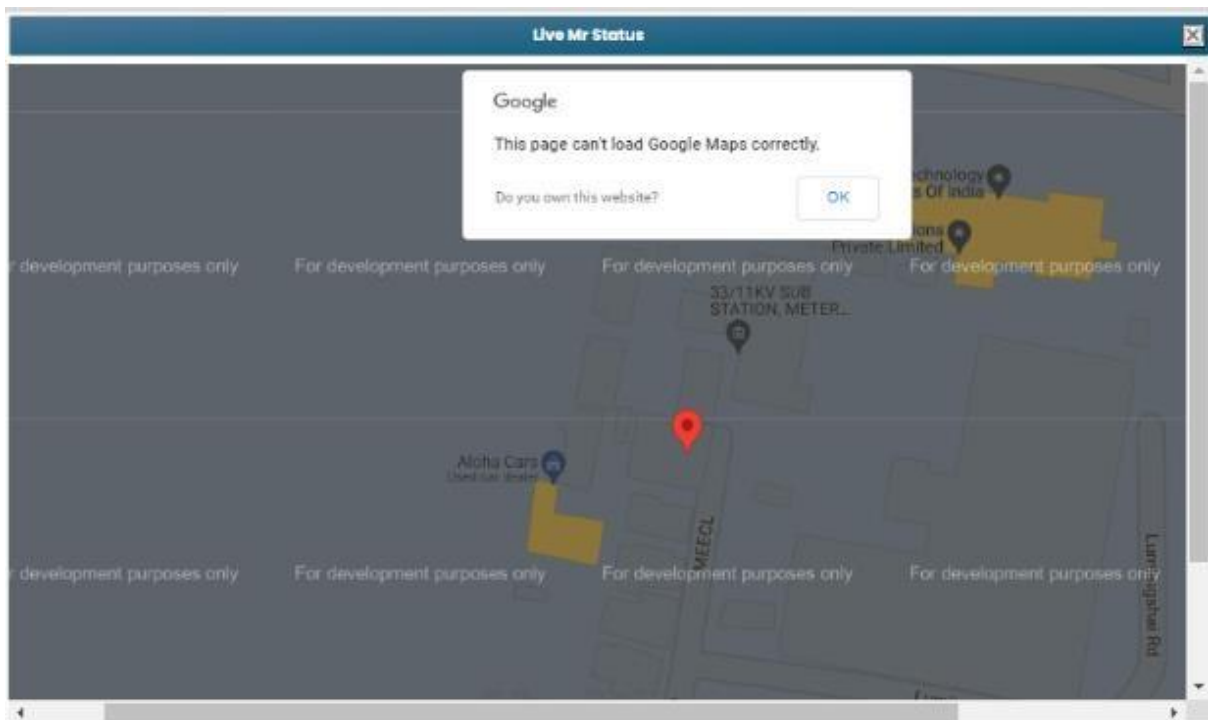
CENTRAL ZONE SHILLONG CIRCLE SHILLONG CENTRAL DIVISION CENTRAL SUBDIVISION

Office Code MR Code Date*

1211 1211020-Test Chez MR 15-07-2024

Load View Map Reset

Map screenshot is given below.



39. Then the User has to select the Collection as shown below.
40. Zone, circle, division, sub-division will be auto populated.
41. Then the user has to enter the office code, MR code, Date (mandatory field).
42. Then the user has to click on the Load button.
43. The user will get the MR name, MR code, Sum of receipts, MR sync date/time.

MR Name	MR Code	Sum Of Receipts	Last Sync Date/Time
James Ferdinand Nongbri (100866)	121003	6	01-01-2024 11:01:00

44. Then the user has to click on View Map as shown below

Locate-Device(GIS) Tracking

Billing Collection

Zone* CENTRAL ZONE Circle* SHILLONG CIRCLE Division* SHILLONG CENTRAL DIVISION Subdivision* CENTRAL SUBDIVISION

Office Code 1211 MR Code 1211020-Test Chez MR Date* 15-07-2024

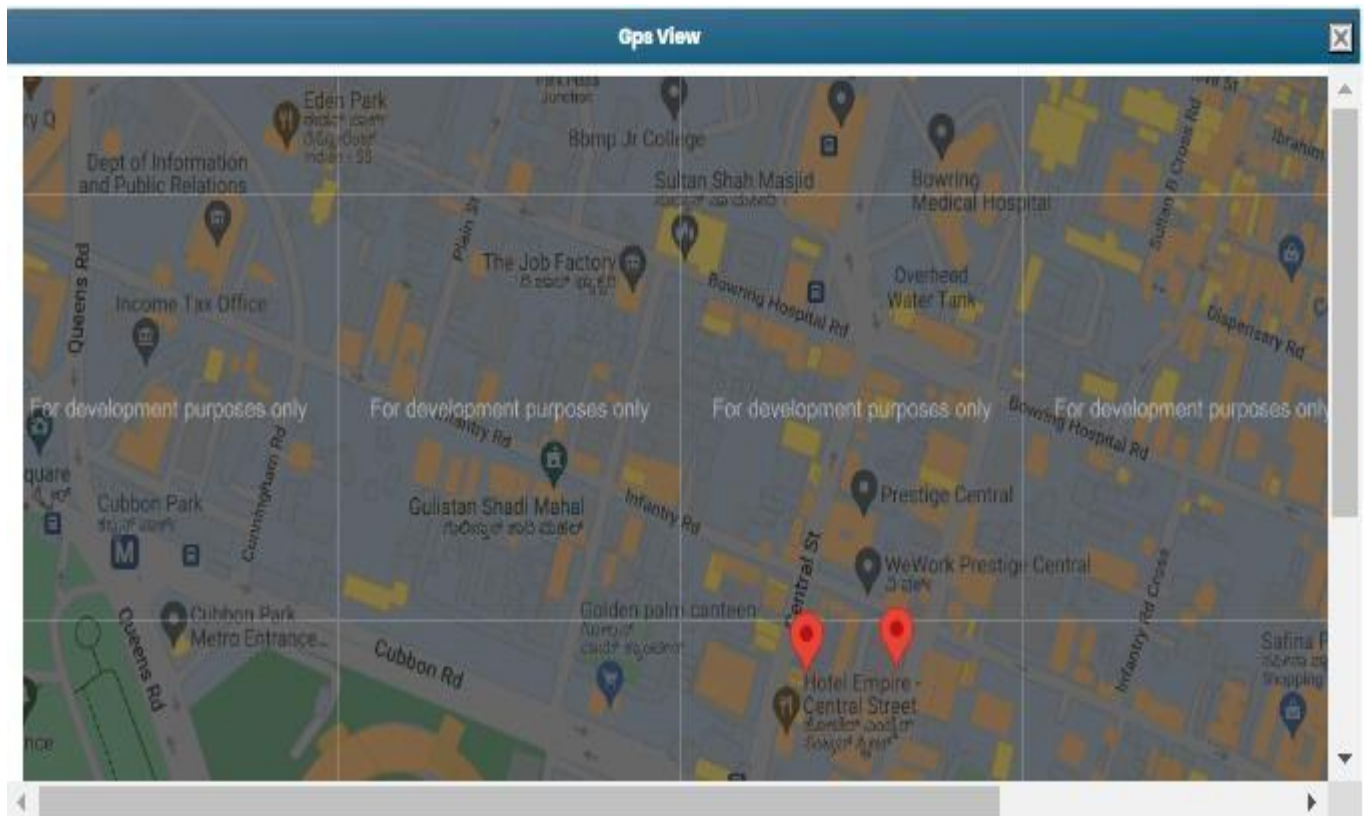
Show 10 entries

MR Name	MR Code	Sum Of Receipts	LastSync Date/Time
No data available in table			

Showing 0 to 0 of 0 entries

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Map screenshot is attached below.

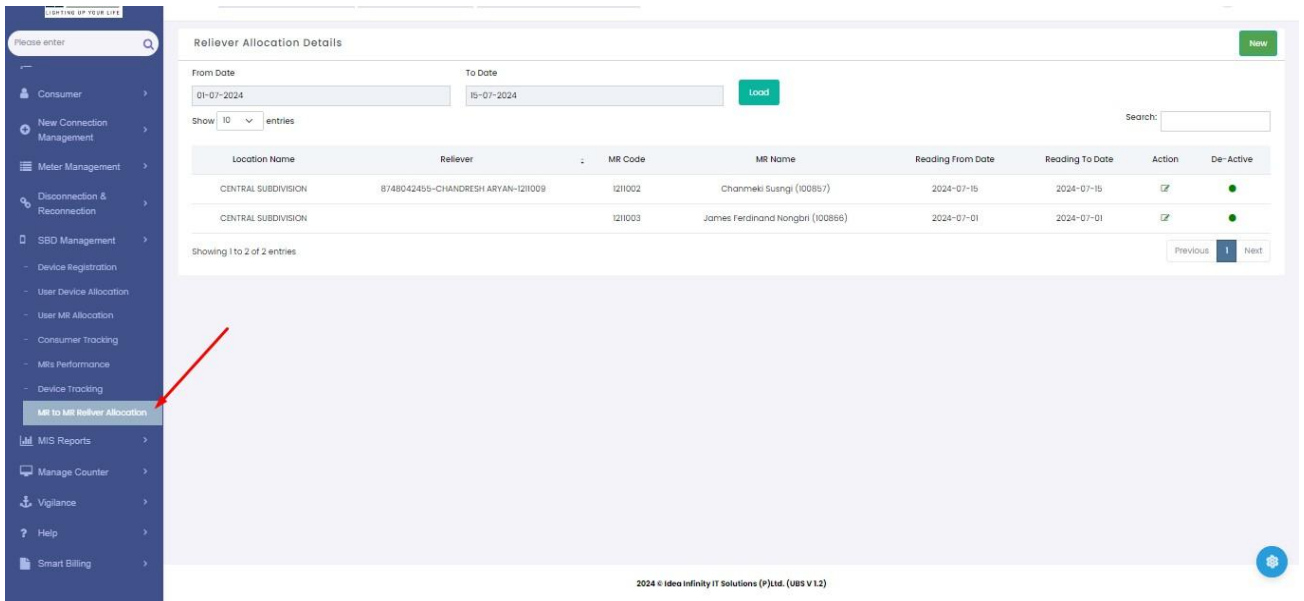


45. **MR to MR Reliever Allocation**

46. By clicking the MR-to-MR Allocation; the user will be landing on to this Reliever Allocation Details page.

47. Action button is there to edit any change if required in a reliever allocation.

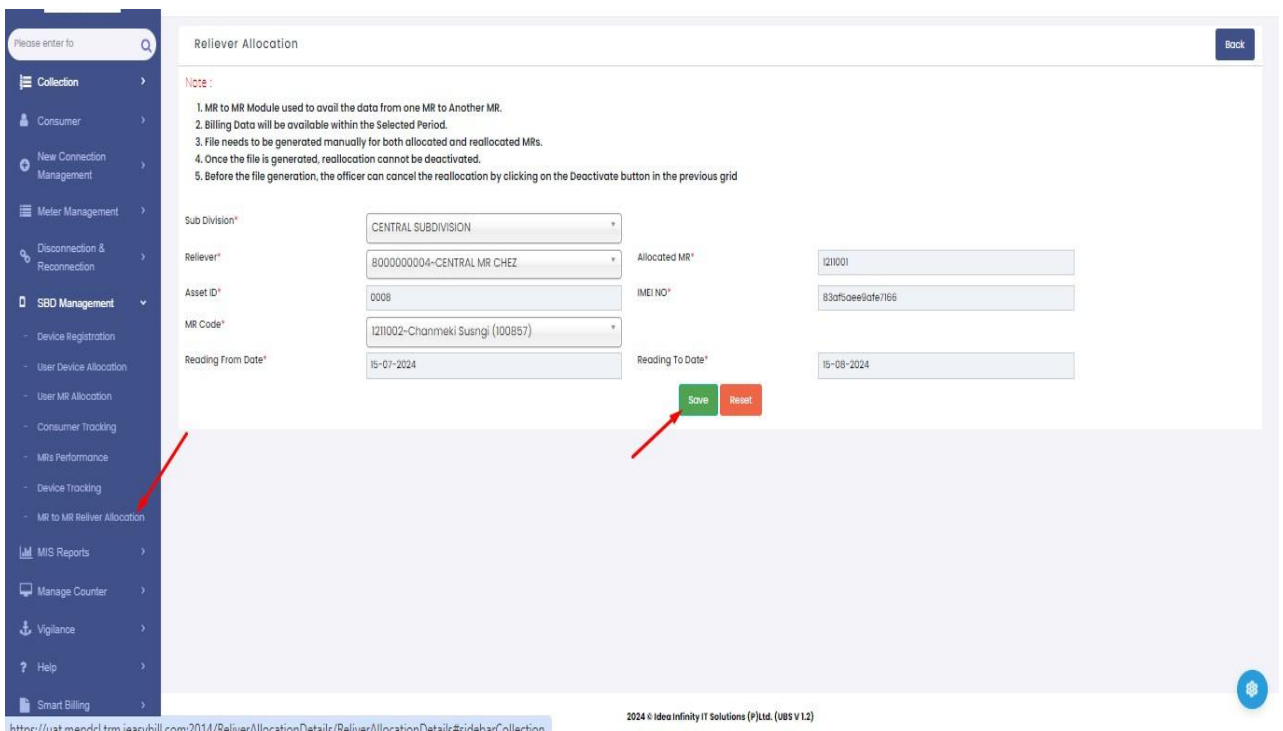
48. Click on the New button.



49. The user will be landing on this Reliever Allocation page.

50. From here the user has to enter all the mandatory fields like reliever name, asset ID, MR code, reading from date, allocated MR, IMI No., reading to date.

51. Then he has to click on Save



31. MIS reports:

1. BIP Report – Description & User Flow

The BIP Report form under MIS Reports provides categorized access to various operational, billing, revenue, audit, vigilance, and statutory reports.

Reports are grouped under multiple tabs such as:

1. Billing/Meter Status
2. Others
3. Migration Data
4. Revenue
5. Prepaid
6. Energy Audit
7. Annexures
8. NCMS
9. NPP and IPDS
10. Vigilance
11. Annexures Mismatch

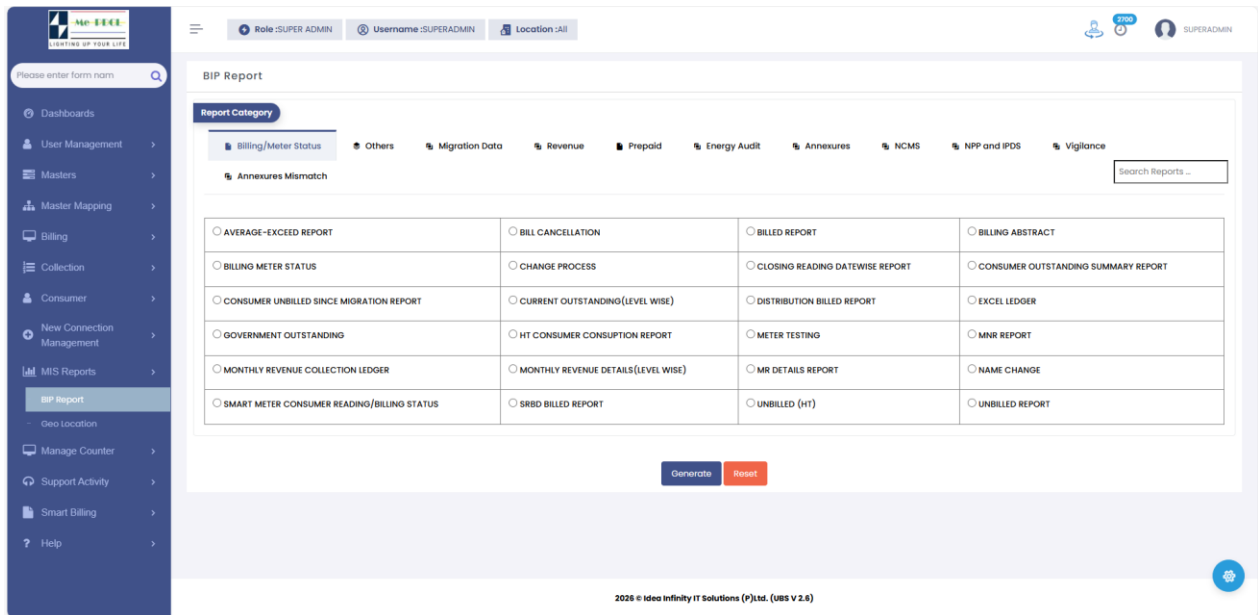
Each tab contains multiple radio-button-based reports. Users can select a specific report and generate it based on required input parameters.

Billing / Meter Status Tab

This tab contains reports related to billing activity, meter reading status, billing cancellation, unbilled consumers, billing abstracts, and consumer outstanding details. It helps in tracking billing efficiency and meter performance.

User Flow:

1. Click Billing/Meter Status tab.
2. Select required report (e.g., Billed Report, Billing Abstract, Unbilled Report).
3. Click Generate.
4. Enter required date/section filters.
5. Click Load/Generate to view report.
6. Export if required.



Others

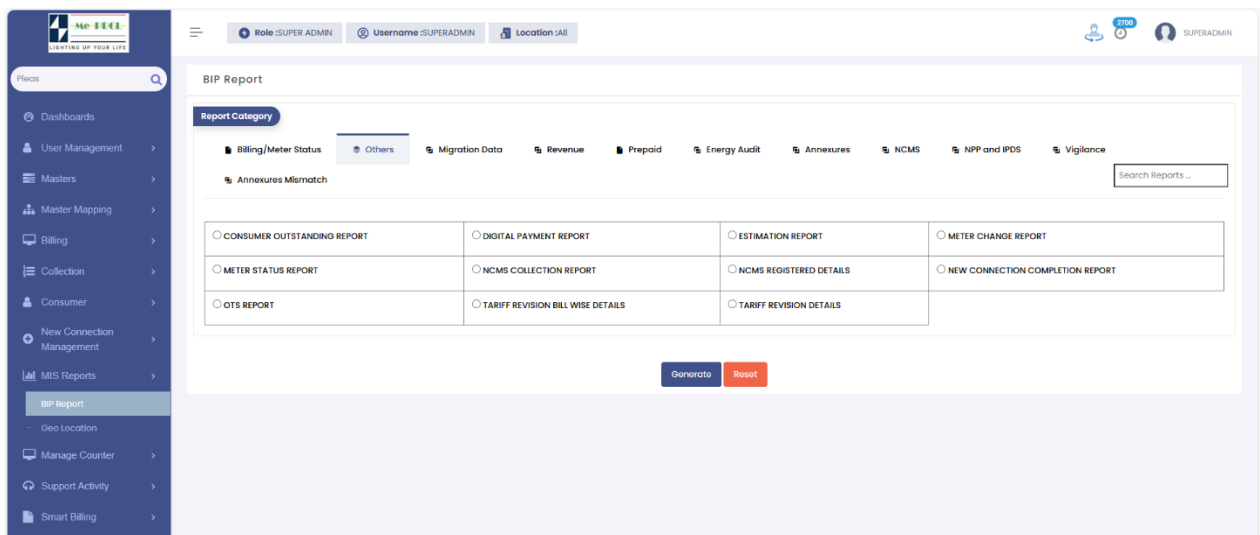
Contains miscellaneous operational reports such as:

1. Consumer Outstanding Report
2. Digital Payment Report
3. Meter Change Report
4. OTS Report
5. Tariff Revision Details
6. NCMS Collection Reports

Used for monitoring consumer service and operational transactions.

User Flow:

1. Click Others tab.
2. Select report (e.g., Meter Status Report).
3. Click Generate.
4. Apply filters if prompted.
5. View / Export report.



Migration Data

Provides reports related to migrated data from legacy systems, including:

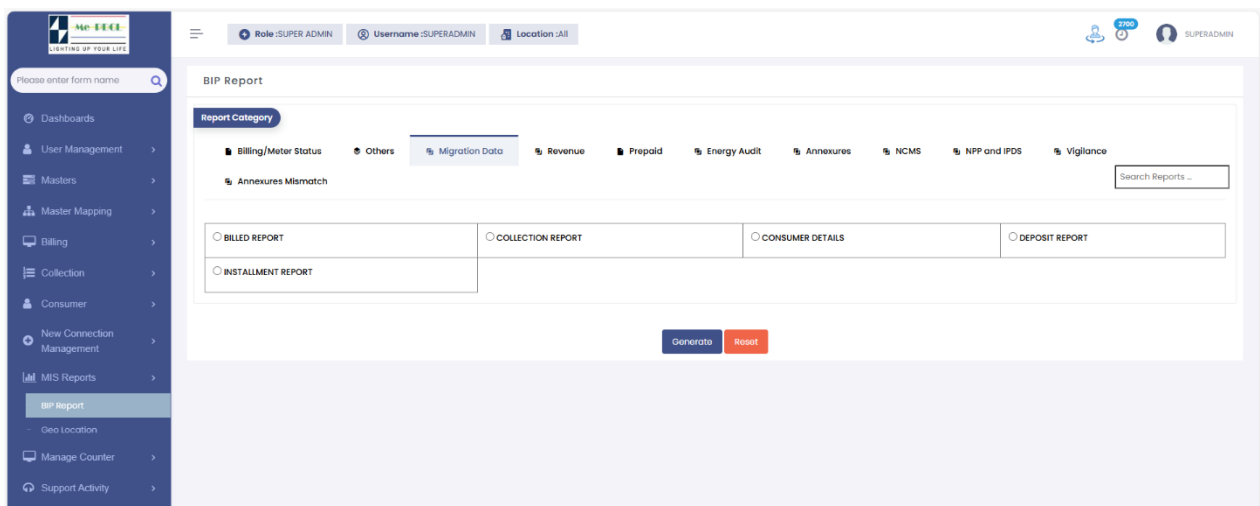
1. Billed Report
2. Collection Report
3. Consumer Details
4. Deposit Report
5. Installment Report

Used for validating migrated billing and consumer records.

User Flow:

1. Click Migration Data.

2. Select report.
3. Click Generate.
4. Enter date/consumer filters.
5. Load and verify data.



Revenue Tab

This tab includes revenue collection and realization reports such as:

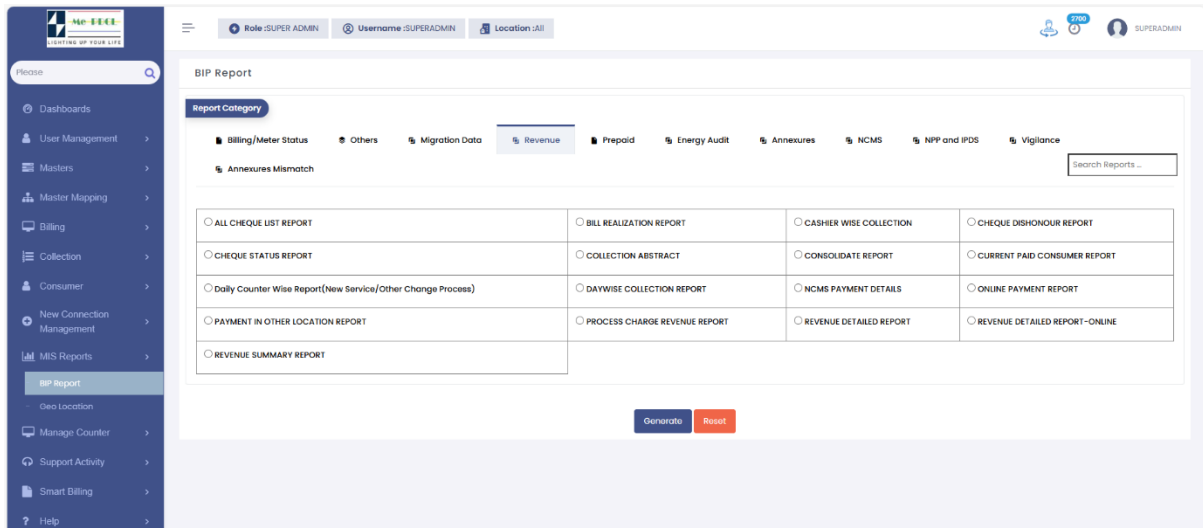
1. Bill Realization Report
2. Cashier-wise Collection
3. Cheque Status Report
4. Day-wise Collection Report
5. Revenue Summary
6. Online Payment Reports

Helps monitor financial performance and collection efficiency.

User Flow:

1. Click Revenue tab.

2. Select required revenue report.
3. Click Generate.
4. Provide date range / counter / location.
5. View report.



6. Export if needed.

Prepaid Tab

Contains prepaid consumer billing reports such as:

1. Billing Cumulative Report
2. Billing Day-wise Report
3. Prepaid Consumer Report

Used for tracking prepaid billing and consumption behaviour.

User Flow:

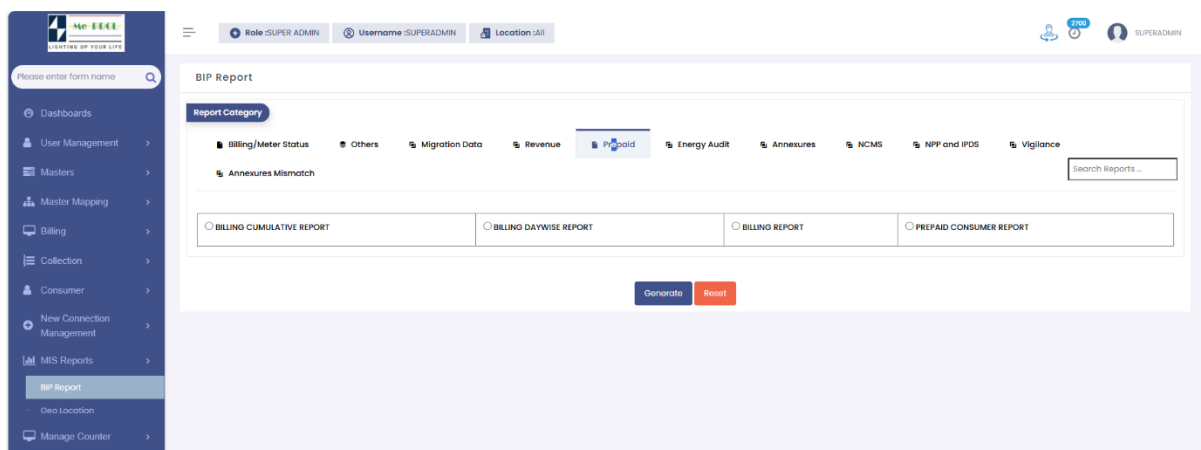
1. Click Prepaid tab.
2. Select required report.
3. Click Generate.
4. Provide billing period filters.
5. View/export report.

Energy Audit Tab

Includes reports related to energy accounting and loss analysis:

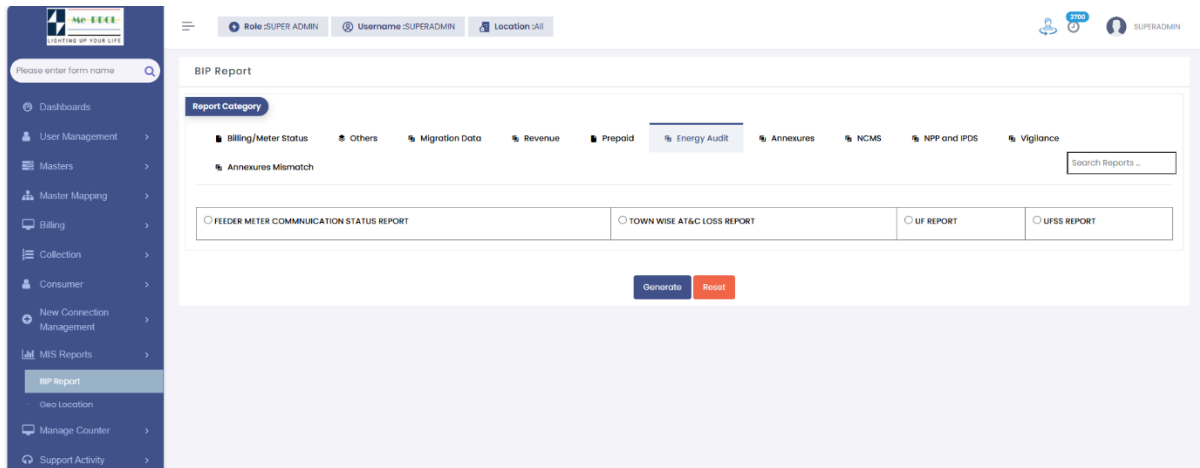
1. Feeder Meter Communication Status
2. Town-wise AT&C Loss Report
3. UF Report
4. UFSS Report

Used for monitoring distribution losses and feeder performance.



User Flow:

1. Click Energy Audit.
2. Select required report.
3. Click Generate.
4. Enter feeder/town/date filters.
5. Load report.



Annexures Tab

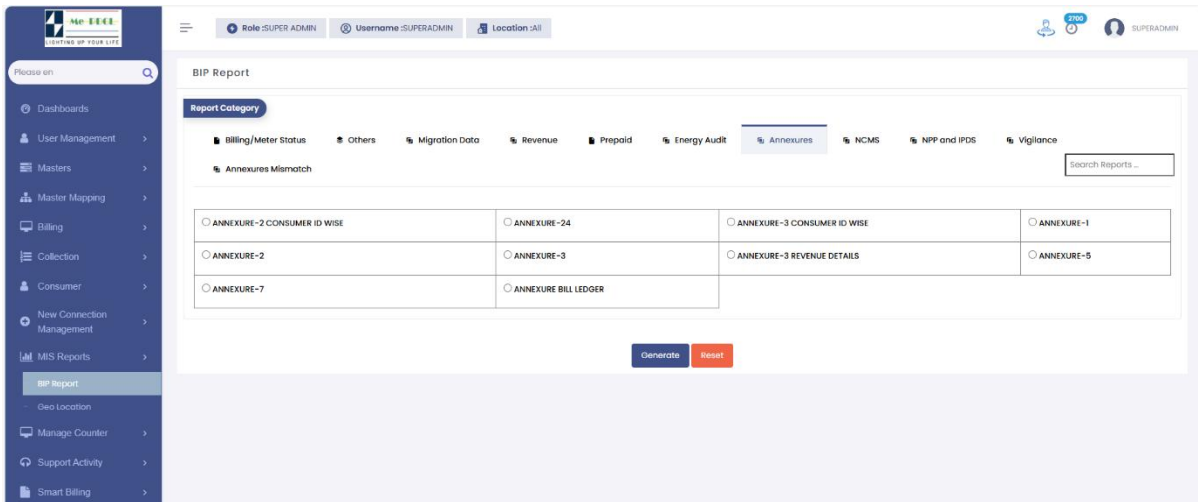
Contains statutory annexure reports required for regulatory submission:

1. Annexure-1
2. Annexure-2
3. Annexure-3
4. Annexure-5
5. Annexure-7
6. Annexure Bill Ledger
7. Annexure Revenue Details

Used for regulatory and audit compliance reporting.

User Flow:

1. Click Annexures tab.
2. Select annexure type.
3. Click Generate.
4. Select billing period / section.
5. View/export annexure.



NCMS Tab

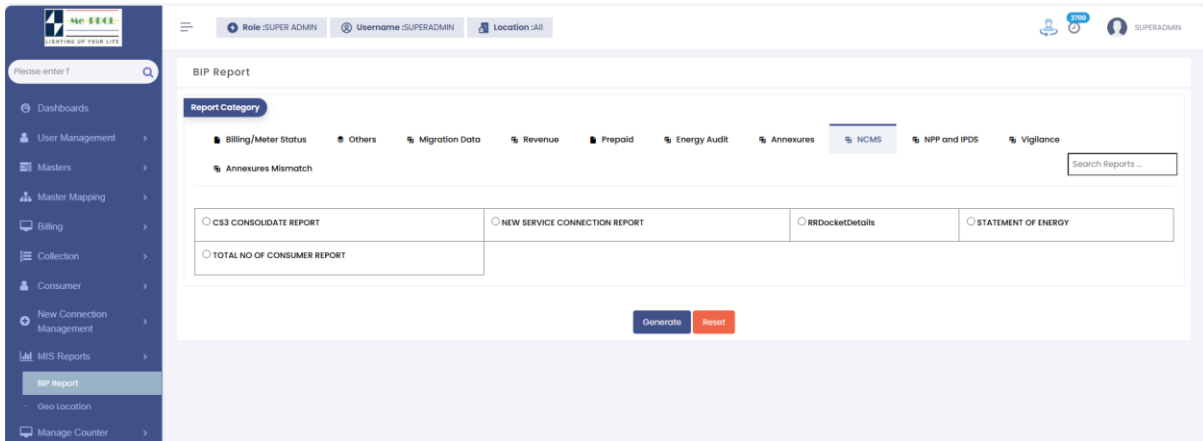
Includes NCMS-related reports such as:

1. CS3 Consolidate Report
2. New Service Connection Report
3. RR Docket Details
4. Statement of Energy
5. Total No of Consumer Report

Used for monitoring service requests and connection statistics.

User Flow:

1. Click NCMS tab.
2. Select report.
3. Click Generate.
4. Enter required parameters.
5. Load and review data.



NPP and IPDS Tab

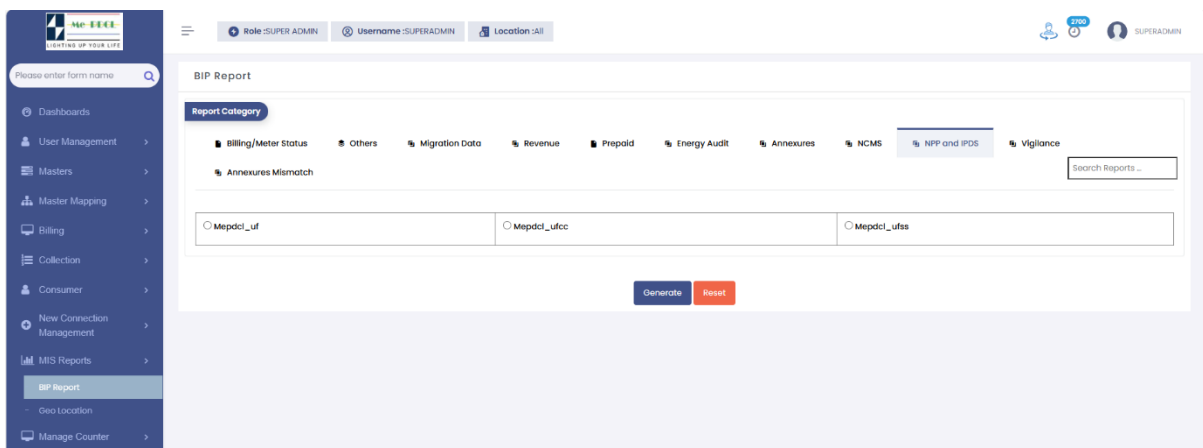
Contains scheme-based reports related to:

1. MePDCL_UF
2. MePDCL_UFCC
3. MePDCL_UFSS

Used for government scheme tracking and reporting.

User Flow:

1. Click NPP and IPDS tab.
2. Select scheme report.
3. Click Generate.
4. Enter relevant filters.
5. View/export report.



Vigilance Tab

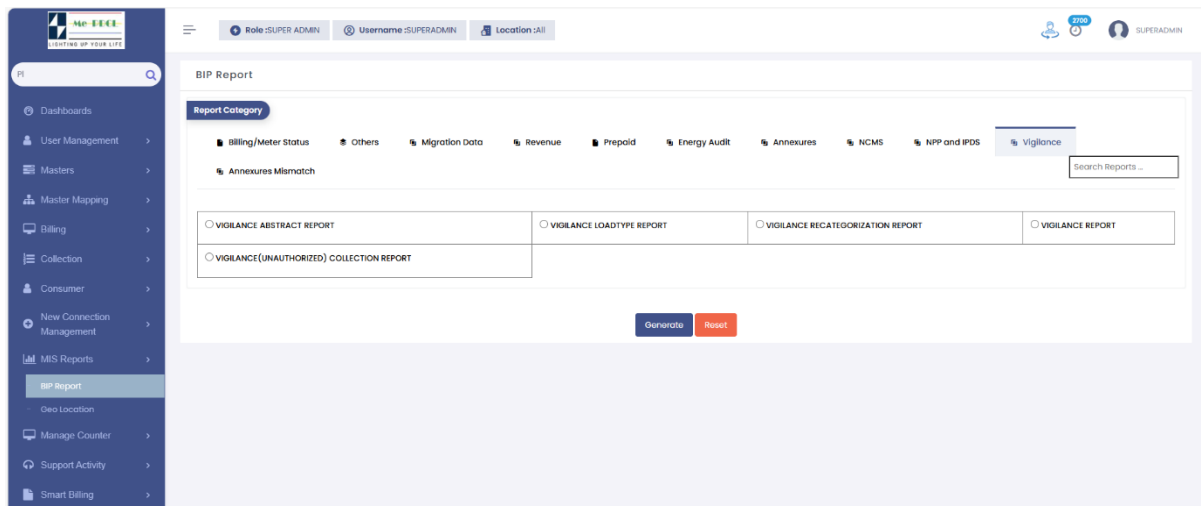
Includes vigilance and unauthorized usage reports:

1. Vigilance Abstract Report
2. Vigilance Load Type Report
3. Vigilance Recategorization Report
4. Vigilance Collection Report

Used for monitoring inspection, penalties, and unauthorized consumption.

User Flow:

1. Click Vigilance tab.
2. Select required vigilance report.
3. Click Generate.
4. Enter date/section filters.
5. View report.



Annexures Mismatch Tab

Provides mismatch reports between annexure data and system billing data such as:

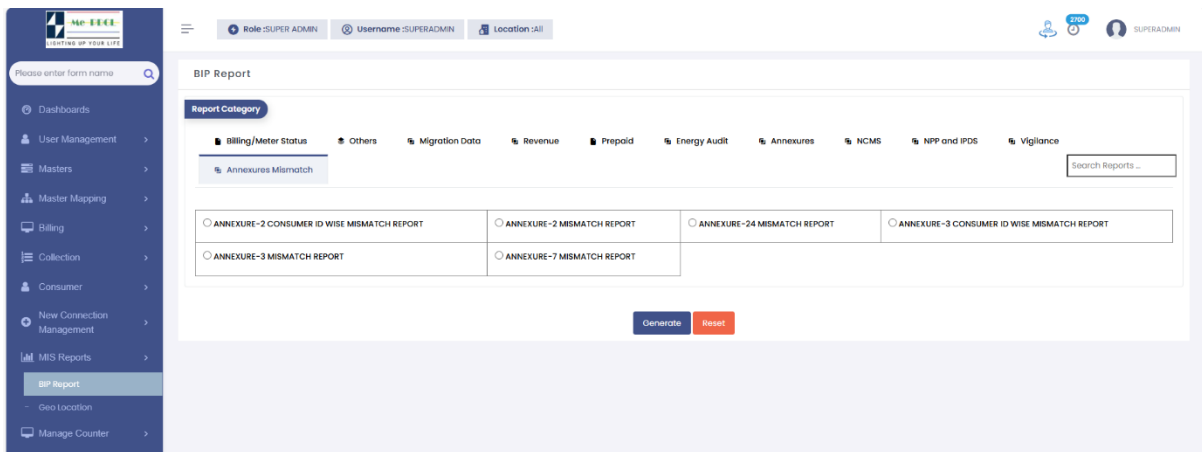
1. Annexure-2 Consumer ID Wise Mismatch
2. Annexure-3 Mismatch

3. Annexure-24 Mismatch
4. Annexure-7 Mismatch

Used for reconciliation and audit validation.

User Flow:

1. Click Annexures Mismatch tab.
2. Select required mismatch report.
3. Click Generate.
4. Select billing period.
5. Analyze discrepancies.



1. Geo Location

The Geo Location sub-module under MIS Reports provides a geographical visualization of electrical administrative hierarchy such as Zone, Circle, Division, Sub Division, and MRU.

This module allows users to:

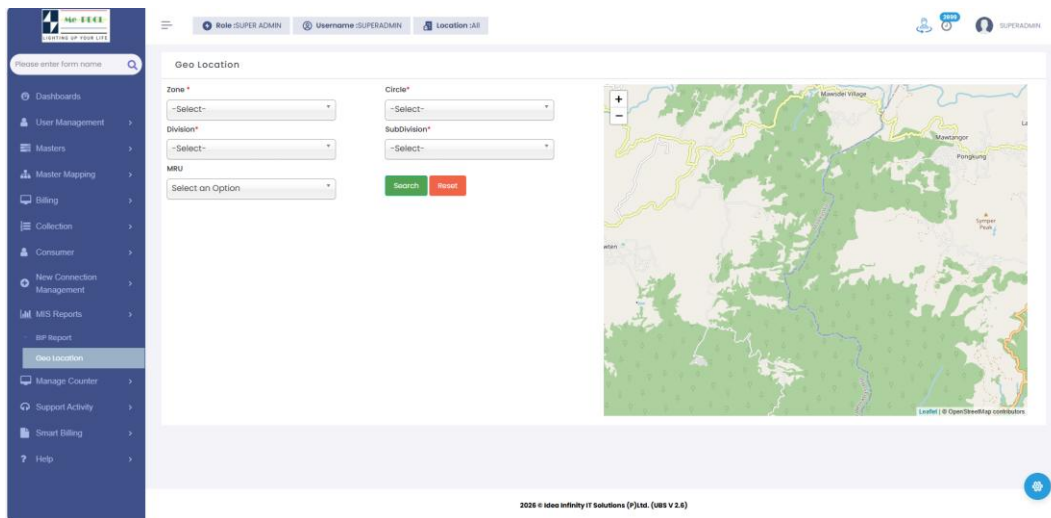
1. View selected administrative boundaries on an interactive map.
2. Drill down from higher level (Zone) to lower levels (MRU).
3. Analyze area-wise coverage and operational jurisdiction.
4. Visually verify mapped regions using GIS (OpenStreetMap interface).

The right side of the screen displays a dynamic map, which updates based on selected filters.

User Flow – Navigation & Usage

Step 1: Navigate to Geo Location

1. Go to MIS Reports module.
2. Click on Geo Location.
3. The Geo Location screen will be displayed with filter dropdowns and map view.

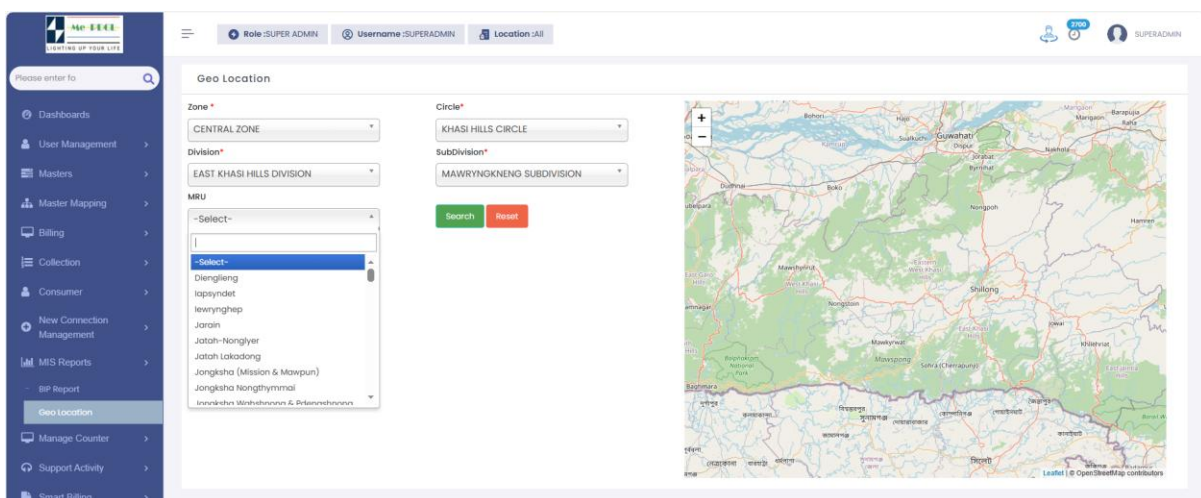


Step 2: Select Administrative Filters

The following fields are available:

1. Zone* (Mandatory)
2. Circle* (Mandatory)
3. Division* (Mandatory)
4. Sub Division* (Mandatory)
5. MRU (Optional)

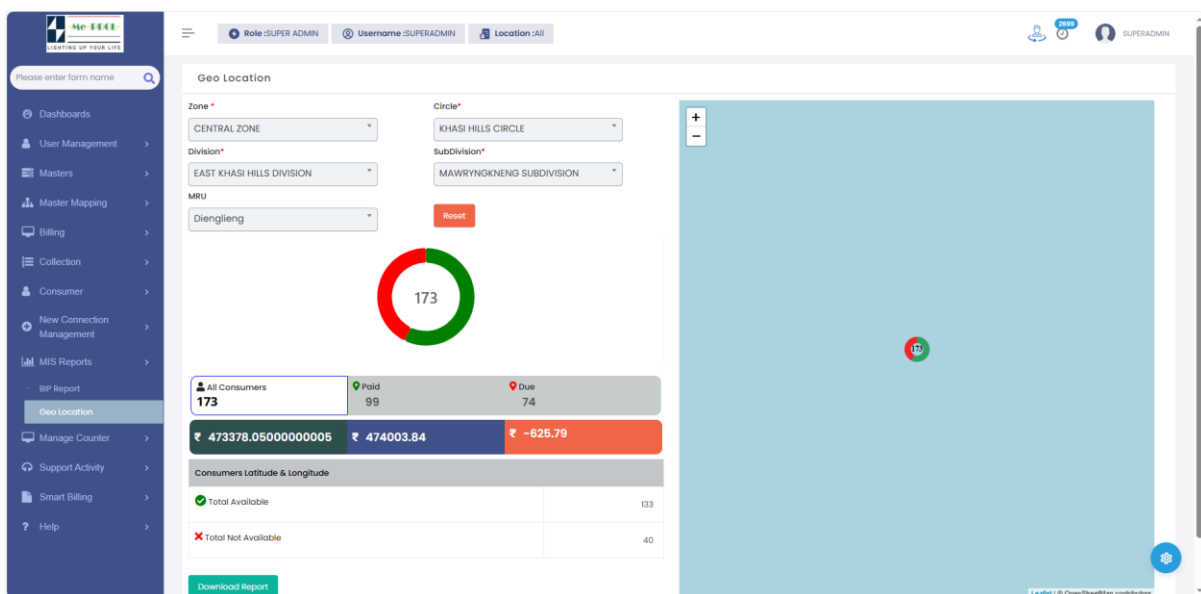
Fields are dependent — selection of Zone enables Circle, Circle enables Division, and so on.



Step 3: Apply Search

1. Select the required hierarchy level.

2. Click on Search button.
3. System loads the Geo Location dashboard based on selected filters.
4. View total consumer count displayed in the donut chart.
5. Check Paid and Due consumer distribution summary.
6. Review total demand, total collection, and balance amounts.
7. Verify Latitude & Longitude availability status (Available / Not Available).
8. View consumer cluster on the interactive map (use zoom in/out if required).
9. Click Download Report to export the geo-location summary, if needed.



Step 4: View Map Controls

The map supports:

1. Zoom In (+)
2. Zoom Out (-)
3. Pan (drag to move)
4. Area boundary visualization

Users can interact with the map to analyze the geographical coverage.

Step 5: Reset (If Required)

1. Click on Reset to clear all selected filters.
2. The screen will return to default state.

3. Manage Counter:

1. Assign Counter:

Step 1:

1. By clicking on **“Assign counter”**, The below page will be displayed.
2. We have to select the counter, Select the cashier from the cashier drop down list.
3. Select the head cashier from the head cashier drop down list.
4. Click on Assign counter.
5. We have assigned the counter.

The screenshot displays the 'Assign Counter' interface. On the left, a sidebar menu lists various system functions, with 'Assign Counter' highlighted. The main area features three dropdown menus for selecting a counter, cashier, and head cashier. Below these are 'Assign Counter' and 'Reset' buttons. A table below the buttons is currently empty, displaying 'No data available in table' and 'Showing 0 to 0 of 0 entries'. The footer of the page indicates the copyright information: '2024 © Idea Infinity IT Solutions (P) Ltd. (IIS V 1.2)'.

1. Create Counter:

Step 1:

6. By clicking on **“Create Counter”**, The below page will be displayed.
7. We have to enter all the mandatory fields which includes counter close time, counter open time.
8. We have to enter max reconciliation days.
9. Click on Add counter.
10. Our counter will be created.
11. Counter name will be system generated.

Create Counter

Zone *
CENTRAL ZONE

Circle *
SHILLONG CIRCLE

Division *
SHILLONG CENTRAL DIVISION

Sub Division *
CENTRAL SUBDIVISION

Max Reconciliation period in Days *
1 DAY

Counter Open time *
02:41 AM

Counter Close time *
08:44 PM

Allow other Sub-Division Payments *
NO

[Add Counter](#) [Reset](#)

Show 10 entries

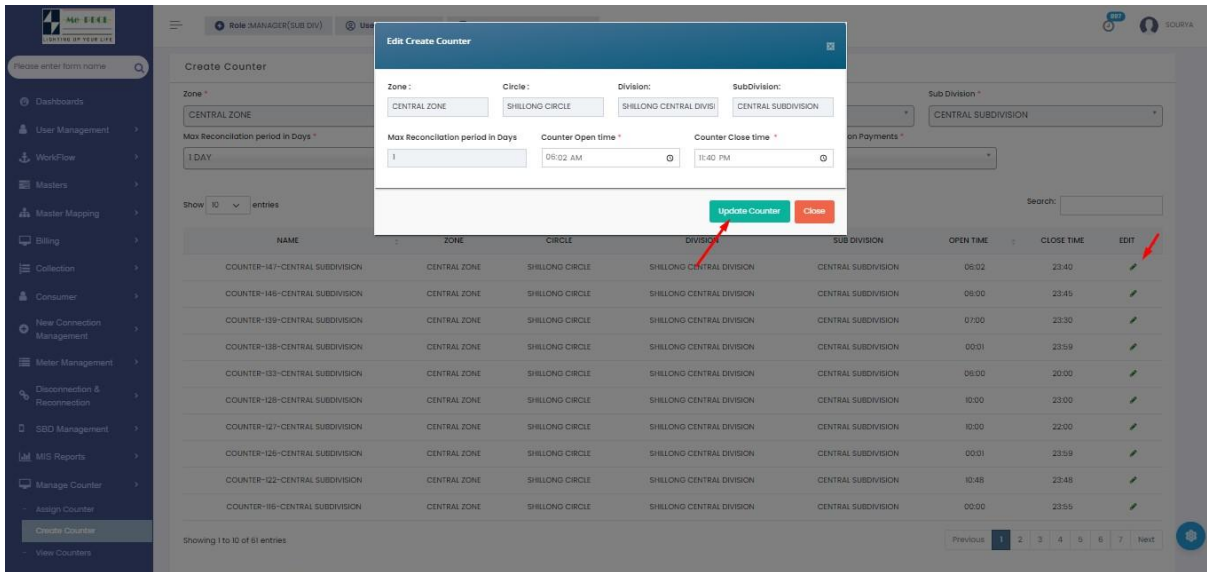
NAME	ZONE	CIRCLE	DIVISION	SUB DIVISION	OPEN TIME	CLOSE TIME	EDIT
COUNTER-147-CENTRAL SUBDIVISION	CENTRAL ZONE	SHILLONG CIRCLE	SHILLONG CENTRAL DIVISION	CENTRAL SUBDIVISION	06:02	23:40	
COUNTER-146-CENTRAL SUBDIVISION	CENTRAL ZONE	SHILLONG CIRCLE	SHILLONG CENTRAL DIVISION	CENTRAL SUBDIVISION	06:00	23:45	
COUNTER-139-CENTRAL SUBDIVISION	CENTRAL ZONE	SHILLONG CIRCLE	SHILLONG CENTRAL DIVISION	CENTRAL SUBDIVISION	07:00	23:30	
COUNTER-138-CENTRAL SUBDIVISION	CENTRAL ZONE	SHILLONG CIRCLE	SHILLONG CENTRAL DIVISION	CENTRAL SUBDIVISION	00:01	23:58	
COUNTER-133-CENTRAL SUBDIVISION	CENTRAL ZONE	SHILLONG CIRCLE	SHILLONG CENTRAL DIVISION	CENTRAL SUBDIVISION	06:00	20:00	
COUNTER-128-CENTRAL SUBDIVISION	CENTRAL ZONE	SHILLONG CIRCLE	SHILLONG CENTRAL DIVISION	CENTRAL SUBDIVISION	10:00	23:00	
COUNTER-127-CENTRAL SUBDIVISION	CENTRAL ZONE	SHILLONG CIRCLE	SHILLONG CENTRAL DIVISION	CENTRAL SUBDIVISION	10:00	22:00	
COUNTER-126-CENTRAL SUBDIVISION	CENTRAL ZONE	SHILLONG CIRCLE	SHILLONG CENTRAL DIVISION	CENTRAL SUBDIVISION	00:01	23:58	
COUNTER-122-CENTRAL SUBDIVISION	CENTRAL ZONE	SHILLONG CIRCLE	SHILLONG CENTRAL DIVISION	CENTRAL SUBDIVISION	10:48	23:48	
COUNTER-116-CENTRAL SUBDIVISION	CENTRAL ZONE	SHILLONG CIRCLE	SHILLONG CENTRAL DIVISION	CENTRAL SUBDIVISION	00:00	23:55	

Showing 1 to 10 of 61 entries

Previous 1 2 3 4 5 6 7 Next

Step 2:

12. We can also edit the closing time and opening time of a particular counter as shown in the below page.
13. Max reconciliation days cannot be changed.

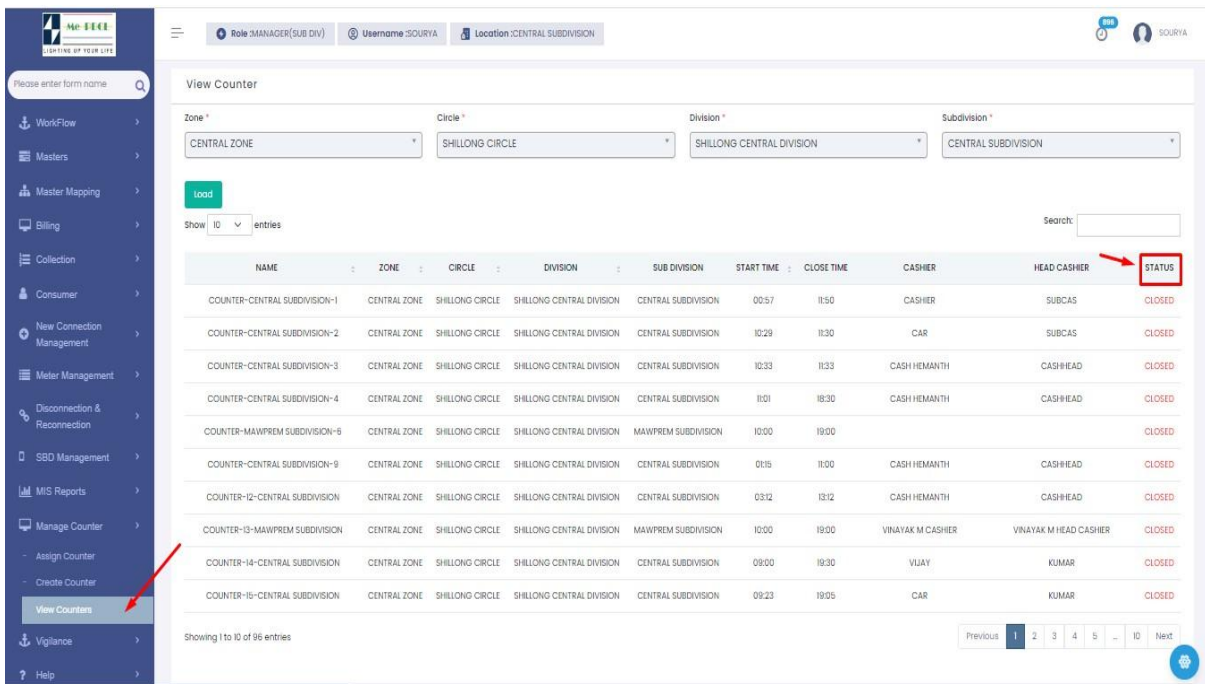


1. View Counter:

14. By clicking on **“View Counter”**, The below page will be displayed.

15. As we have logged in with the credentials of a sub division manager role; all the counter list under that particular sub division will appear. In this case it is Central sub division.

16. Status column showing whether the counter is opened or close now.



<https://uat.mepdcl.tnm.zeasybill.com/2014/ViewCounters/ViewCounters#>

17. Vigilance:

From **Vigilance** module, we can increase the Load and change the category type of the consumer forcefully. Theft cases are also addressed by the utility from this module. When the field verification team finds that the consumer is using excess load then the utility can increase their sanction load forcefully. Suppose for example the consumer is of DLT type and he has opened a shop. So, the shop comes under the CLT category, but he is using DLT type tariff for billing. Then the utility can update its category type.

1. Vigilance:

Step 1:

1. Enter the Consumer ID and click on the search button.
2. All the consumer details get auto filled.
3. Under the **charges required** section, we have two options to opt for: Category change and Load change are there.

The screenshot shows the 'Vigilance Entry' form. At the top, there are fields for 'Consumer ID*' (1000807137), 'Legacy Consumer ID' (55000010227), and 'Application Date*' (29-06-2024). Below these are 'Search' and 'Reset' buttons. The 'Consumer Details' section is a table with the following data:

Name	Address	Category
A R Automobiles & Engineering Works	Engineering Works 26 Cantonment, Shillong, #85323	CLT
Mobile No.	Load KW	Contract Demand KVA
	10	0
Meter Serial No.	Phase	Previous Deposit Amount
RSD1224572	3-PHASE	0

The 'Changes Required' section has two checkboxes: 'Category Change' and 'Load Change'. The 'Document Details' section includes a note: 'Note*: 1. Upload Document (Size should be less than or equal to 5 MB) 2. File Type (.jpg,.png,.pdf)'. There is a 'Document List*' dropdown menu with '-Select-' selected, a 'Choose File' button, and an 'Upload' button. A search bar is located at the bottom right of the form.

First, we will select the Category change.

4. Inside the Category Change field, the product type is LT, and the consumer category is of DLT type.
5. Now we have to change the category, we cannot select the same existing category of the consumer.
6. So, we have selected CLT.
7. Then from the Document Details section, we will attach supporting documents.
8. Then we have to enter the effective date from when we want the category change.

9. We have to enter relevant remarks.
10. Click on Choose Action; then Save.
11. Final approval to be taken by the higher authority from the workflow module.
12. The entire process is shown below.

Role :MANAGER(SUB DIV) Username :SOURYA Location :CENTRAL SUBDIVISION

Category Change

Product Type* LT

Category* CLT

Document Details

Note*: 1. Upload Document (Size should be less than or equal to 5 MB)
2. File Type (.jpg,.png,.pdf)

Document List*

-Select- Choose File No file chosen Upload

Show 10 entries Search:

SL No.	Document Name	View	Remove
1	OTHERS		

Showing 1 to 1 of 1 entries

Effective From Date* 29-06-2024

Remarks* Ok

Choose Action Reset

SAVE

2024-06-29 10:00:00 AM (UBS V1.2)

13. Now we will select the Load change.
14. Enter the new sanction load as SL will be forcefully changed.
15. Attach supporting documents.
16. Enter the effective date and add some remarks.
17. Click on Choose Action, then press Save.
18. Final approval to be taken by the higher authority from the workflow module.
19. The entire process is shown below.

The screenshot shows a web application interface with two main sections: 'Load Change' and 'Document Details'.

Load Change Section:

- New Contract Load Unit*:** A dropdown menu with 'KW' selected.
- Sanction Load (KW)*:** A text input field containing the number '4'. A red arrow points to this field.

Document Details Section:

- Note*:** 1. Upload Document (Size should be less than or equal to 5 MB)
2. File Type (.jpg,.png,.pdf)
- Document List*:** A dropdown menu with '-Select-' selected. To its right is a 'Choose File' button and the text 'No file chosen'. Further right is a green 'Upload' button.
- Show:** A dropdown menu with '10' selected and the text 'entries'.
- Search:** A text input field.
- Table:** A table with the following columns: 'Sl No.', 'Document Name', 'View', and 'Remove'.

Sl No.	Document Name	View	Remove
1	OTHERS		

 A red box highlights the first row of the table.
- Showing:** 1 to 1 of 1 entries
- Navigation:** 'Previous', '1', 'Next' buttons.

Effective From Date*: A text input field containing '29-06-2024'.

Remarks*: A text input field containing 'Ok'.

Buttons: At the bottom, there is a 'Choose Action' dropdown menu (with a red arrow pointing to it) and a 'Reset' button. Below the 'Choose Action' menu, the word 'SAVE' is visible.

Footer: 2024 © [Company Name] Ltd. (UBS V1.2)

Now we will select the Load change and category change both. Enter the new category.

20. Enter new sanction load.
21. Attach a supporting document.
22. Click on Choose Action.
23. Then press save.
24. Final approval to be taken by the higher authority from the workflow module.
25. The entire process is shown below.

Changes Required

Category Change Load Change

Category Change

Product Type: LT Category: CLT

Load Change

New Contract Load Unit: KW Sanction Load (KW): 4

Document Details

Note: 1. Upload Document (Size should be less than or equal to 5 MB)
2. File Type (.jpg,.png,.pdf)

Document List: -Select- Choose File No file chosen Upload

Sl. No.	Document Name	View	Remove
1	OTHERS		

Showing 1 to 1 of 1 entries Search: Previous Next

Effective From Date: 29-09-2024 Remarks: Ok

Choose Action Submit

1. Vigilance Entry:

Step: 1

26. Log on to the UBS Application. We have used AEE(Vigilance) credential to Log in. AEE(Vigilance) is used to access a whole Circle, For example Shillong Circle, Tura Circle etc. The AEE(Vigilance) circle log in can be switched from the Super Admin log in or we have to create a new user from the user management.

Step: 2

27. On clicking Vigilance >> There are two options: Vigilance Entry and Vigilance reports. Now on clicking Vigilance entry, the user will be landing on to the below page.
28. The user has to enter the consumer ID or Consumer name or Meter serial no. for which he wants to enter the Vigilance activity and click on the Search Button
29. The Basic consumer details will get auto fetched as shown in the below screenshot

Consumer Details

Consumer ID * Legacy Consumer ID Mobile No. Consumer Name

Meter Serial No

Step: 3

30. To Create a **Vigilance Compensation Bill** >> The user has to enter the Mandatory details as shown below like "Vigilance Type", "Assessed Contract Load", "Assessed category", "No. of Days", "Penalty multiplied", etc (**Note**: If the user selects "Found Ok" from the Vigilance Type, then no compensation bill will be generated)
31. From the **Document Upload** >> The user has to upload one mandatory document as shown below in the screenshot (out of the 3 attachments)

Vigilance Type*

Vigilance Date* Assessed Connected load* Assessed Category* **No of Days***

Penalty multiplied* Meter Type* Meter Status* Remarks*

Document Upload

Note*: 1. Upload Document (Size should be less than 5MB)
2. File Type (.jpg,.png,.pdf)

Document List*

ATTACHMENT 1

ATTACHMENT 2

ATTACHMENT 3

Step: 4

32. Click on "Save as draft". After that the user will be able to view the Assessment bill.

Document Upload

Note*: 1. Upload Document (Size should be less than or equal to 5 MB)
2. File Type (.jpg,.png,.pdf)

Document List

-Select- Choose file No file chosen Upload

Show 10 entries Search:

Document Name	Remove	View
Inspection Report		
Photo Evidence		

Showing 1 to 2 of 2 entries Previous 1 Next

Save as Draft Reset

2025 © Idea Infinity IT Solutions (P) Ltd. (UBS V 1.0)

33. Below it there is a Hyper link marked in the below screenshot. On clicking it, the user will get the Bill and a PDF button to download the Compensation bill PDF. The PDF will be attached after that

Assessment For Unauthorised Use of Electricity Excess Load

Contract demand (kW)	Assessed connected load (kW)	Total Units (Kwh)					
		Units	Ave Assessment	Penalty	Rate	Bill Period	
3	5	1080	1080				
Quantum of energy to be billed (QE)		Units	Round	1080			
(i) Energy Charge = QE x Rate x Penalty x BillPeriod		Units	For The First Slab 1080 Units	1080	3	7.5 2	48,600.00
		Rs	Total				48,600.00
(ii) Fixed Charge = ACL x Rate x Penalty x BillPeriod		KW	Fixed charges	5	3	170 2	5,100.00
		Rs	Total				5,100.00
		Gross Bill Amount Rs					53,700.00
		Net Amount (Assessed)					53,700.00
		Say Rs.					53,700
		Amount in words					Fifty Three Thousand Seven Hundred Rupees only

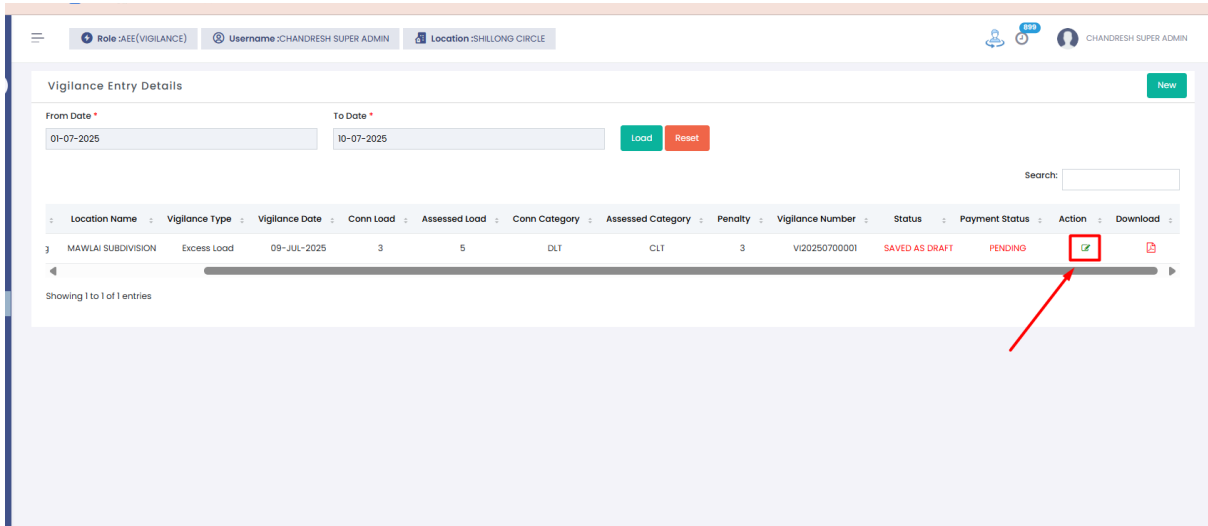
[Click here to View the Bill](#)



Step: 5

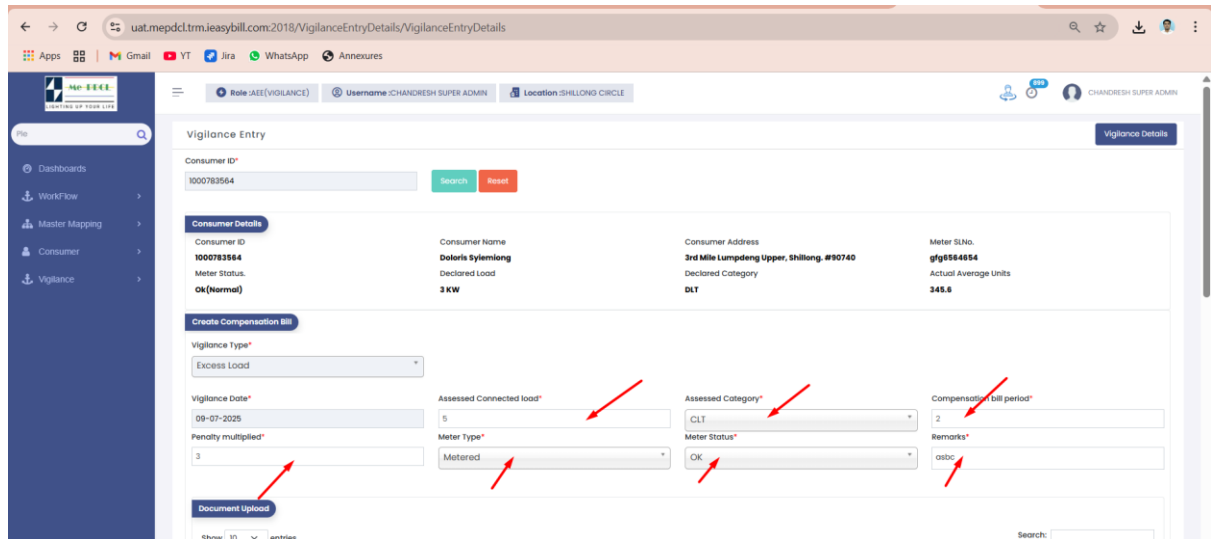
34. Once done we will be clicking the Action button as showing in the below page

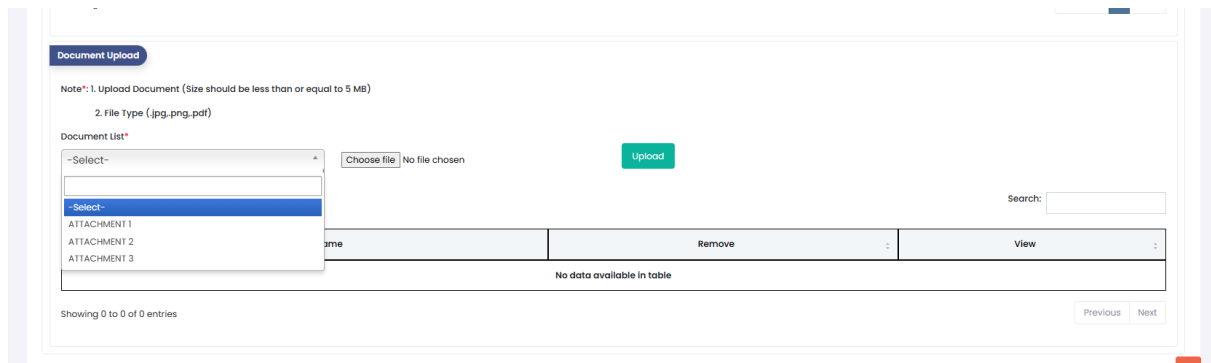
35. In the Grid we have given options for downloading "Draft Bill" as well as the current "Active Bill".



Step: 6

36. Once the Action button is clicked, the user is directed to the below page where he will be able to edit/change the details again for Vigilance Entry (if he did some mistake previously or if the consumer is not happy with the amount for the vigilance compensation bill), he also can upload new attachments.





Step: 7

37. Finally, after making the changes, the user will have to click on the **Calculate** button to finally generate the Vigilance compensation bill
38. After that there are two check boxes “AEE” and “SE”; the user will have to click either of them so that it goes for the approval to that particular log in “AEE vigilance” or “SE vigilance”.
39. Finally, the user has to click on “Choose Action” >> “Save”

Contract demand (KW)	Assessed connected load (KW)	Total Units (kwh)						
3	5	Units	Ave Assessment	1080	Penalty	Rate	Bill Period	
Quantum of energy to be billed (QE)		Units	Round	1080				
(i) Energy Charge = QE x Rate x Penalty x BillPeriod		Units	For The First Slab 1080 Units	1080	3	7.5	2	48,600.00
		Rs	Total					48,600.00
(ii) Fixed Charge = ACL x Rate x Penalty x BillPeriod		KW	Fixed charges	5	3	170	2	5,100.00
		Rs	Total					5,100.00
		Gross Bill Amount Rs						53,700.00
		Net Amount (Assessed)						53,700.00
		Say Rs.						53,700
		Amount in words						Fifty Three Thousand Seven Hundred Rupees only

AEE SE

[Click here to View the Bill](#)
 Note*: After complete calculation, Please click Save

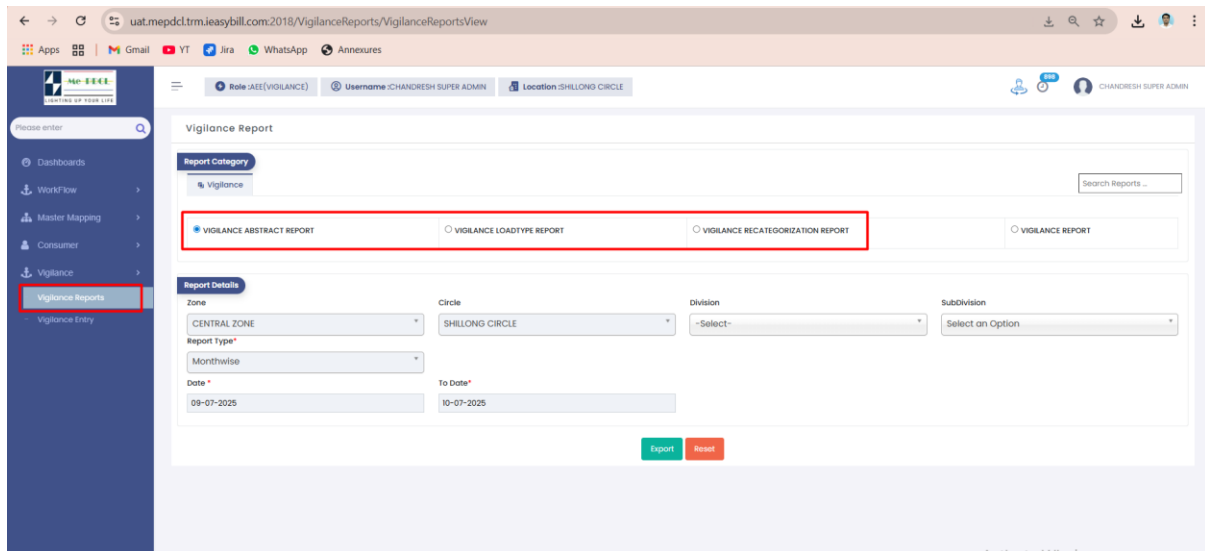
Step: 8

1. From the Work Flow module >> Approval inbox the Vigilance bill has to be approved, modified or cancelled
2. From the Cash counter, the payment has to be made for the Vigilance compensation bill. In counter, there is option for “other payments”
3. Once the payment is done, finally the process is completed. The payments reflection are going to come in Annexure-24 and revenue detailed reports

1. Vigilance Reports:

Step: 1

1. The user has to click on “Vigilance Reports”, currently three reports are available in the UBS which is shown below
2. The user has to enter the “From Date” and “To Date” to export the list on clicking the Export Button



Note: We have provided Consumer list, Masters data correction, MIS(BIP), Smart Billing, collection and Billing dashboards etc. in the Vigilance entry page for AEE(Vigilance) log in

3. Energy Audit

1. DTC Mapping

The DTC Mapping module is used to map and manage Distribution Transformer Centre (DTC) tagging details against MR (Meter Reader) codes. It provides a consolidated view of total installations, live installations, DTC tagged, and untagged consumers. Users can filter records based on Station, Feeder, and DTC to monitor mapping status. The module also allows users to create new DTC mappings by uploading predefined template files for bulk tagging.

User Flow – View DTC Mapping

Step 1: Navigation

1. Go to Master Mapping → DTC Mapping from the left-side menu.
2. The DTC Mapping screen will be displayed.

Step 2: Apply Filters

1. Select Station from the dropdown.
2. Select Feeder.
3. Select DTC (if required).

- Click on Load button.

Step 3: View DTC Tagging Details

- The system displays MR-wise data including:
 - MR Name
 - Total Installation
 - Live Installation
 - DTC Tagged
 - DTC Untagged
- Click on the DTC Tagged / Untagged count (blue link) to drill down into detailed consumer-level records.
- Use Search to filter within the table.
- Click Export Detailed Report to download the data in Excel format.

The screenshot shows the 'DTC Mapping' interface. At the top right, a green 'New' button is highlighted with a red box. Below it, there are dropdown menus for Station, Feeder, and DTC*. Below these are buttons for 'Load', 'Export Detailed Report', and 'Reset'. A search bar is visible on the right. The main part of the interface is a table titled 'DTC Tagging Details' with columns for MR Name, Total Installation, LIVE Installation, DTC Tagged, and DTC UnTagged. The table contains 8 rows of data, including a total row at the bottom. At the bottom right of the table, there are 'Previous' and 'Next' navigation buttons.

MR Name	Total Installation	LIVE Installation	DTC Tagged	DTC UnTagged
Evermore Pamthiad, (101059)-211001	1304	1304	1304	0
Shri.Alyvin Gashinga (100476)-211003	1368	1367	1367	0
Shri.Hundiam Khonglah (100477)-211004	1347	1347	1348	1
Shri.Kyshanlang II Pahania (100474)-211005	1379	1378	1378	0
Shri.Mervin Gashinga (100475)-211006	1344	1344	1344	0
System Admins (101057)-211008	999	996	996	0
Watkiat Umsong (100832)-211009	1024	1020	1020	0
Jopshwa Shylo-211010	1296	1295	1295	0
Total	10061 (of 10061)	10011 (of 10011)	10010 (of 10010)	1 (of 1)

User Flow – Create / Upload New DTC Mapping

Step 1: Open Create Screen

- Click on the New button at the top right.
- The DTC Mapping Upload screen will open.

Step 2: Select MR Code

- Choose MR Name / MR Code from the dropdown.
- (Optional) Check Upload Predefined File option.

Step 3: Download Template

- Click on Download to download the predefined Excel template.

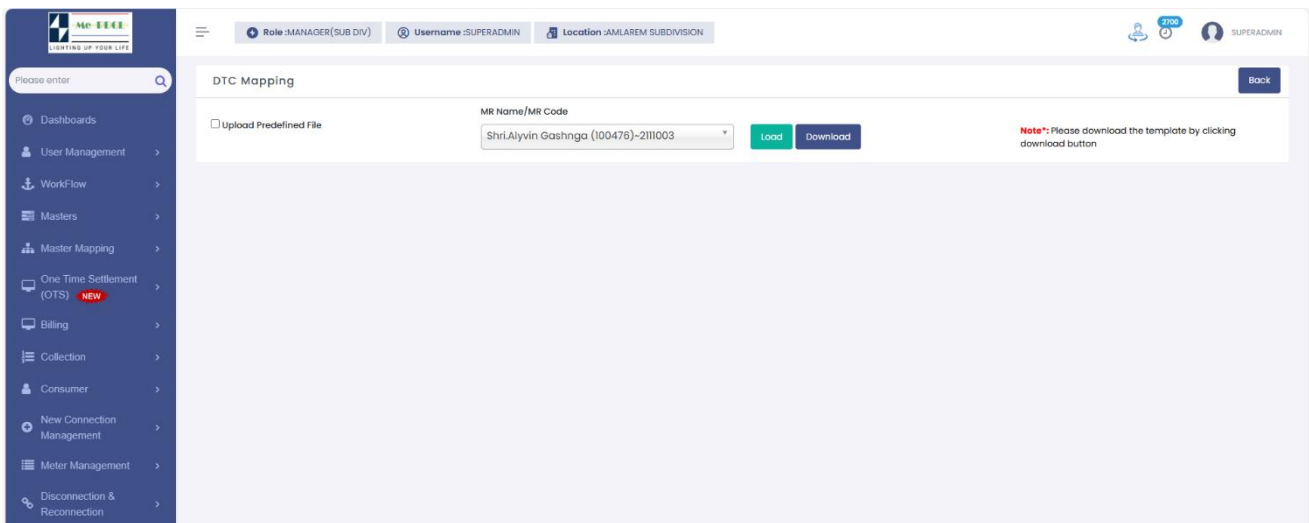
2. Fill in the required DTC tagging details in the template.

Step 4: Upload & Load Data

1. Upload the filled template file.
2. Click on Load to validate and process the data.

Step 5: Confirmation

1. Once successfully uploaded, the DTC mapping will be updated.
2. Click Back to return to the main DTC Mapping screen.



1. DTC Readings

The DTC Energy Reading Data module is used to record and manage DTC-wise energy readings for a specific reading date. Users can filter data based on Subdivision, Sub Station, and Feeder to load DTC details. The module captures Initial Reading (IR), Final Reading (FR), Multiplying Factor, and calculated Units. It also shows the billing status of each DTC and allows bulk action through the “Choose Action” option.

User Flow – Viewing & Processing DTC Energy Readings

Step 1: Navigation

1. Go to Meter Management → DTC Energy Reading Data.
2. The DTC Energy Reading Data screen will be displayed.

Step 2: Apply Filters

1. Select SubDivision (auto-selected based on login location if applicable).
2. Select Reading Date.
3. Select Sub Station from dropdown.
4. Select Feeder Name (optional if required).

5. Click on Load.

Step 3: View DTC Records

1. The system displays DTC-wise data including:
 1. DTC Name
 2. DTC Code
 3. IR (Initial Reading)
 4. FR (CKWH)
 5. Multiplying Factor
 6. Units
 7. Billing Status
2. Use the Search option to filter specific DTCs.
3. Use Select All / Individual Checkbox to select DTC records.

Step 4: Perform Action

1. After selecting required DTCs, click on Choose Action.
2. Select the required action (e.g., process, approve, update based on system configuration).
3. Confirm to complete the process.

Step 5: Reset (If Required)

1. Click Reset to clear filters and reload fresh data.

The screenshot displays a web application interface for managing DTC Energy Reading Data. The top navigation bar includes the user's role (MANAGER(SUB DIV)), username (SUPERADMIN), and location (AMLAREM SUBDIVISION). The main content area is titled "DTC Energy Reading Data" and features several filters: SubDivision (AMLAREM SUBDIVISION), Reading Date* (2026-02-16), Sub Station (-Select-), and Feeder Name (Select an Option). Below the filters are "Load" and "Reset" buttons. A table with columns for DTC NAME, DTC CODE, IR, FR(CKWH), MULTIPLYING FACTOR, UNITS, and Billing Status is shown, but it is currently empty with the message "No data available in table". A "Show 0 of 0 entries" indicator is present, along with a "Search:" input field and "Previous" and "Next" navigation buttons. At the bottom, there is a "Choose Action" button. The footer of the page contains the copyright information: "2026 © Idea Infinity IT Solutions (P) Ltd. (UES V 2.6)".

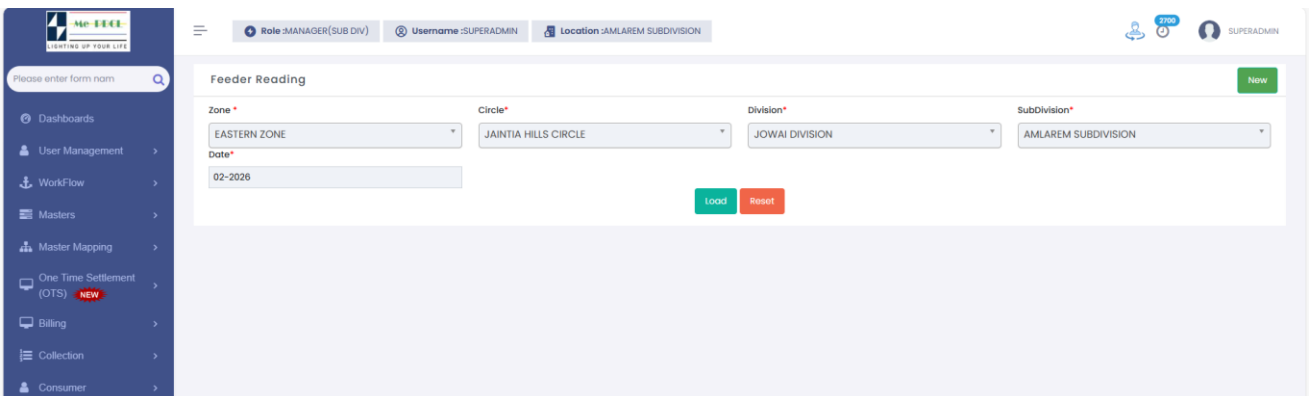
1. Feeder Reading – View & Create Flow

Feeder Reading (View Screen)

The Feeder Reading screen allows users to view feeder-wise energy reading data based on selected Zone, Circle, Division, Subdivision, and Month. It displays feeder details such as import/export energy, multiplying factor, consumed units, and billing status. Users can filter and load data for monitoring and verification.

Steps (View Flow):

1. Navigate to Meter Management → Feeder Reading.
2. Select Zone, Circle, Division, and Subdivision.
3. Select the required Month/Date.
4. Click Load to fetch feeder reading records.
5. View feeder details in the grid (Energy Import, Export, Units, Billing Status).
6. Use Search to filter records if required.
7. Click New to enter new feeder reading data.



Feeder Reading (Create Screen – Feeder Reading Data)

The Feeder Reading Data screen is used to enter or update feeder energy readings. Users can record readings under Normal Feeder, Shared Feeder, or Boundary Meter categories. This data is used for energy accounting and billing validation.

Steps (Create Flow):

1. Click New from the Feeder Reading view screen.
2. Select Sub Division and Reading Date.
3. Select Sub Station and Feeder Name.
4. Click Load to fetch feeder details.
5. Choose the feeder type:
 1. Normal Feeder
 2. Shared Feeder

3. Boundary Meter
6. Enter required reading details (IR, FR, Multiplying Factor, Energy Import/Export, etc.).
7. Select feeders using checkbox if required.
8. Click Choose Action to save/submit the readings.
9. Click Back to return to the Feeder Reading view screen.

The screenshot shows a web application interface for 'Feeder Reading Data'. The top navigation bar includes the role 'MANAGER(SUB DIV)', username 'SUPERADMIN', and location 'AMLAREM SUBDIVISION'. The main form has the following fields and controls:

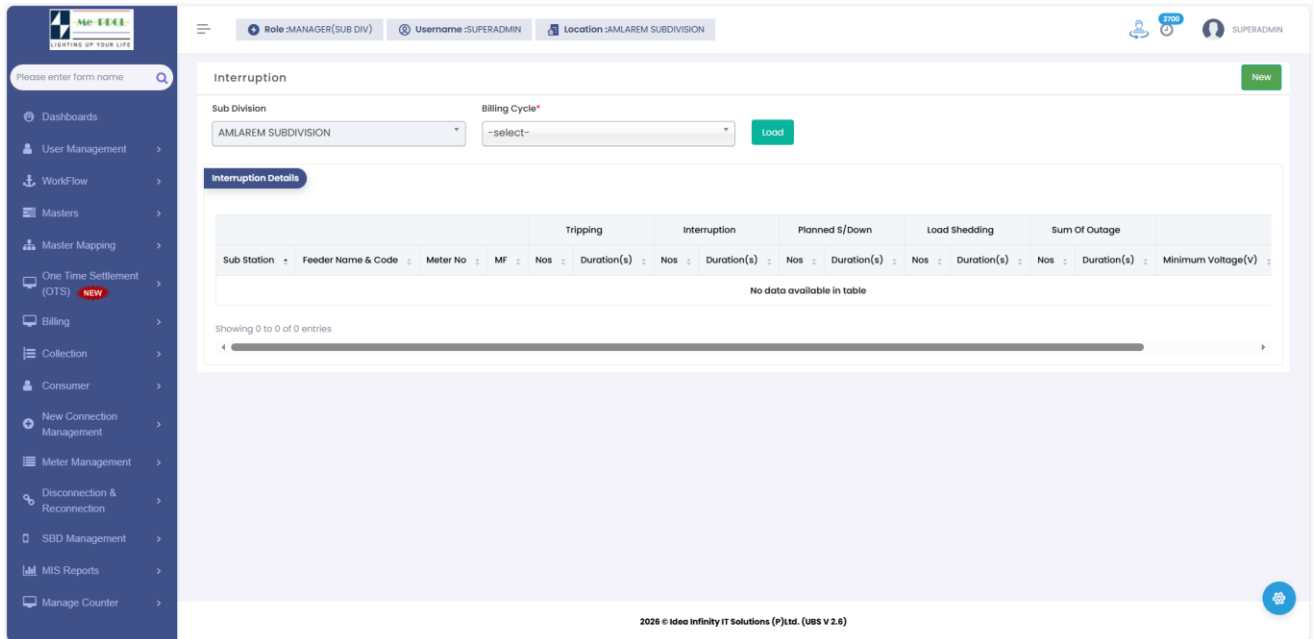
- SubDivision***: Dropdown menu with 'AMLAREM SUBDIVISION' selected.
- Reading Date***: Text input with '2026-02-16'.
- Sub Station**: Dropdown menu with '-Select-'.
- Feeder Name**: Dropdown menu with 'Select an Option'.
- Buttons**: 'Load' (green) and 'Reset' (red).
- Radio Buttons**: 'Normal Feeder' (selected), 'Shared Feeder', and 'Boundary Meter'.
- Table**: A table with columns: FEEDER NAME, FEEDER CODE, IR, FR, MULTIPLYING FACTOR, ENERGY IMP, ENERGY EXP, CONSUMED UNITS, Billing Status, and a 'Select all' checkbox. The table is currently empty, displaying 'No data available in table'.
- Footer**: 'Showing 0 to 0 of 0 entries', 'Previous', 'Next', and 'Choose Action' (green) buttons.

1. Interruption

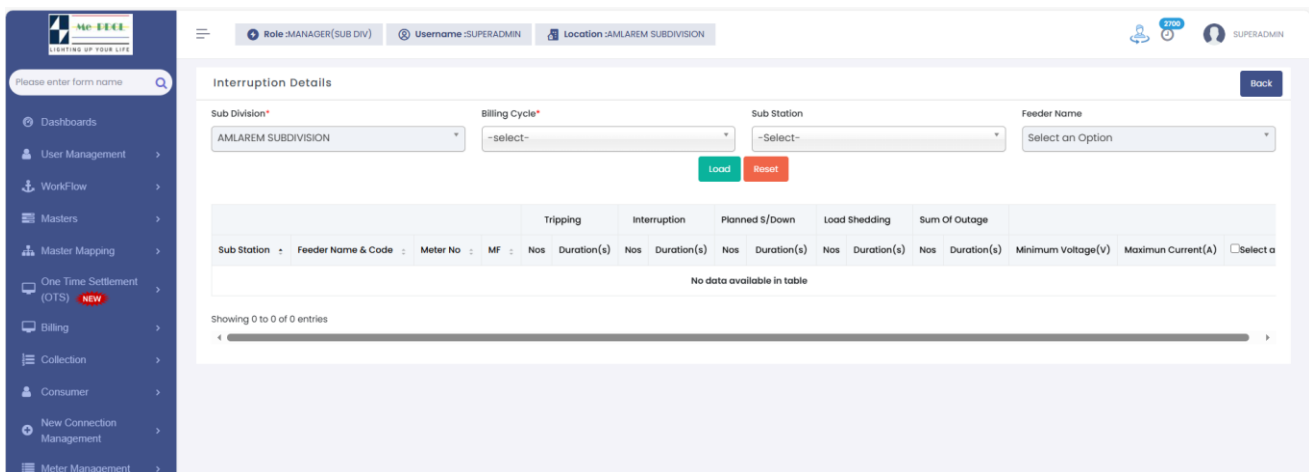
The Interruption module is used to monitor and analyze feeder-wise interruption details for a selected Sub Division and Billing Cycle. It provides information on tripping, interruptions, planned shutdowns, load shedding, total outage duration, and voltage/current parameters.

Step Flow:

1. Navigate to Energy Audit → Interruption.
2. Select Sub Division.
3. Select Billing Cycle.
4. Click Load to view interruption summary details.



5. Click New to open the Interruption Details entry screen.
6. Select required filters (Sub Division, Billing Cycle, Sub Station, Feeder Name).
7. Click Load to fetch feeder-wise interruption data.
8. Review details such as Tripping, Interruption, Planned Shutdown, Load Shedding, Sum of Outage, Minimum Voltage, and Maximum Current.

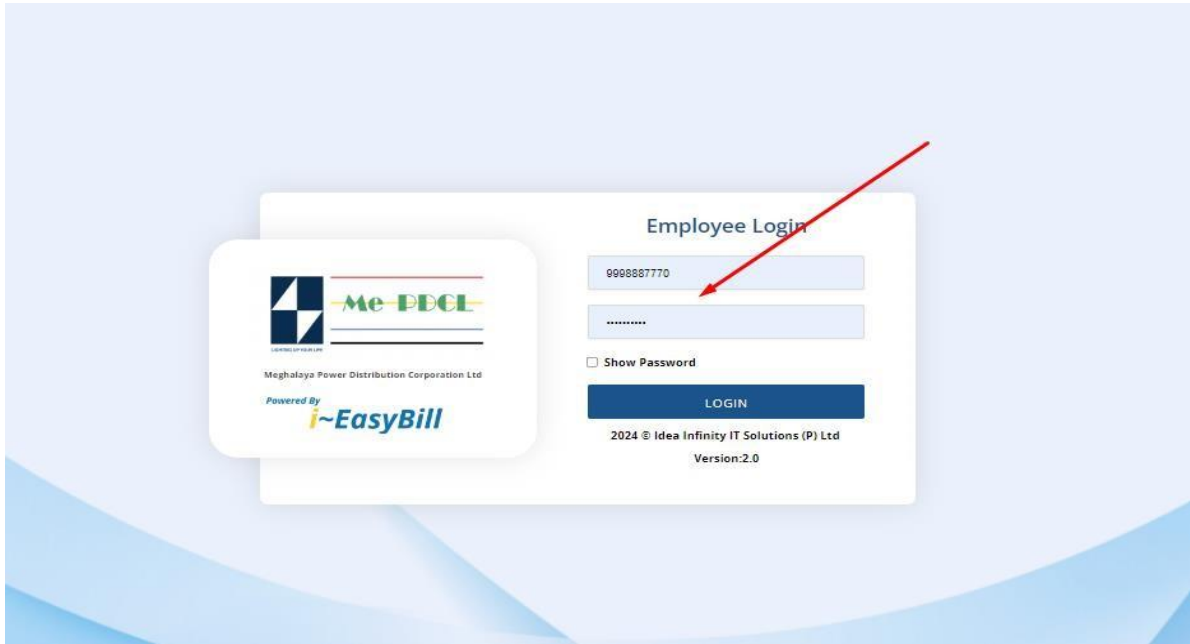


9. Use Reset to clear selections or Back to return to the previous screen.

10. CRM:

Step: 1

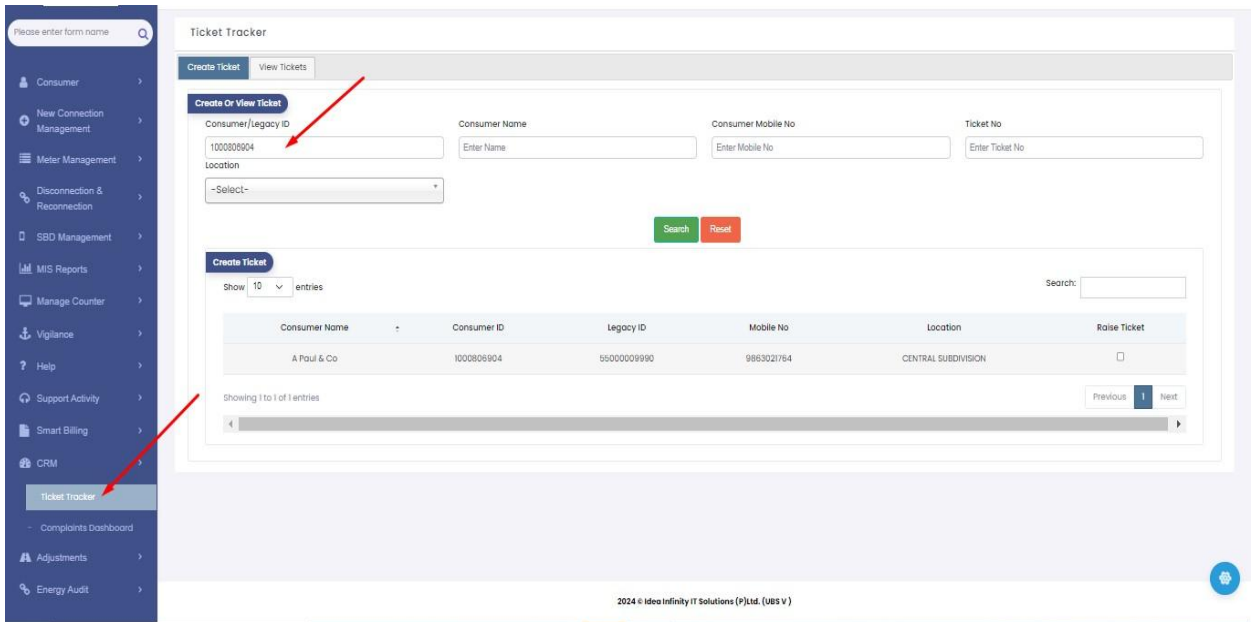
1. Log on to the **UBS Application**. We have used Subdivision manager credentials of Central Sub-division.



1. Ticket Tracker:

Step 1:

2. By clicking the **“CRM”**, The below page (Create Tracker) will be displayed.
3. The user has to search for the consumer ID and click on search.
4. Create ticket row will be displayed.



5. Now the user has to click on the Raise ticket option.

Ticket Tracker

Create Ticket View Tickets

Create Or View Ticket

Consumer/Legacy ID: 1000806904
 Consumer Name: Enter Name
 Consumer Mobile No: Enter Mobile No
 Ticket No: Enter Ticket No
 Location: -Select-

Search Reset

Create Ticket

Show 10 entries

Consumer Name	Consumer ID	Legacy ID	Mobile No	Location	
A Paul & Co	1000806904	55000009990	9863021764	CENTRAL SUBDIVISION	Raise Ticket

Showing 1 to 1 of 1 entries

Previous 1 Next

- Fill all the necessary details as shown in the below page.
- Give the complainer a description.
- If the billing clerk solves the complaint issue, he will close the complaint from the status and click on save; and if he cannot solve, then he will keep the complaint open and save. This will be handled by the higher authority (probably AEE).

Complainer Details

Complainer Verification Details

Consumer ID 1000806904	Legacy Consumer ID 55000009990	Consumer Name A Paul & Co	Address U Tsa Road Police Bazar, Shillong. #85 048
Mobile No 9863021764	Email paul.ajit@rediffmail.com	Category CLT	Location CENTRAL SUBDIVISION
Feeder Code 4122A01500W02	DTC Code 4122A01500W02023		

Complainer Issue Description

Issue Category*
APPLICATION ISSUES

Application Issue*
BILLING

Application Sub Issue*
Arrears/Interest/Calculatio...

Complainer Description*
Billing related

Upload Files
Please Choose Maximum of 3 Files At a Time & within 5 Mb
Choose Files Whats...M.jpeg Upload

Clarification Given*
Status solved

Status*
CLOSE

Save Reset

- Below, the user can see all the details of the consumer.

Consumer Details

Consumer Details | Transaction | Billing | Collection | Adjustment | Deposit | Meter Details | Change Request | Miscellaneous Demand

Consumer Name A Paul & Co	Consumer Address U Ts Road Police Bazar, Shillong. # 85048	Father Name NA	Mobile No 9863021764
Village Zone 1	TC Name U.B.J. SUBSTATION, G.S. ROAD	Feeder Name 11 KV BARABAZAR	TC Code 4122A01500W02023
Feeder Code 4122A01500W02	Folio No	Date of Service 12-APR-2015	Installation Status INSERVICE
Category CLT	Installation Type Other	No of Connection 1	Sanction KW 5
Contract Demand 0	Average Consumption 740	MR Code 1211009	Recent Meter Change Date 12-APR-2015
Total Current Balance 0	Dispute Amount:	Suspense CB: 0	Multiplying Factor 1
Aadhaar No NA	PAN No NA	Email ID paul.ajit@rediffmail.com	Caste NA
Ration Card No NA	Scheme NA	INSERVICE Date:	Pole No NA
Meter SI No RSD1121216	MR Name Shri.Elizer Jones Syiemlieh (100523)	Group Name CentralSDZone1	DTC Capacity 500
CT-PT Type NA	Supply Voltage NA	Security Deposit 0	

Step 2:

10. The user has to click on View tickets as shown below.

Ticket Tracker

Create Ticket | **View Tickets**

Create Or View Ticket

Consumer/Legacy ID: Consumer Name: Consumer Mobile No: Ticket No:

Location:

Create Ticket

Show entries

Search:

Consumer Name	Consumer ID	Legacy ID	Mobile No	Location	Raise Ticket
A Paul & Co	1000806904	55000009990	9863021764	CENTRAL SUBDIVISION	<input checked="" type="checkbox"/>

Showing 1 to 1 of 1 entries

Previous Next

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11. The below page will be displayed, here, the user can view the details of closed and opened tickets within a selected date range.

12. The user has to select the required date range and click on the Load button.

13. The user has to select on closed to view the list of closed tickets and select on open to view the list of open tickets.

The screenshot shows the 'Ticket Tracker' interface. At the top, there are tabs for 'Create Ticket' and 'View Tickets'. Below this, the 'Ticket Details' section includes 'From Date' (22-07-2024), 'To Date' (22-07-2024), and 'Status' with radio buttons for 'Open' and 'Closed'. The 'Closed' status is selected. Below the filters are 'Load' and 'Reset' buttons. The 'Raised Tickets' section shows a table with columns: 'Number', 'Consumer Name', 'Consumer Mobile Number', 'Location', 'Ticket Created Date/Time', 'Issues', 'Ticket Raised From', 'Ticket Status', 'Approver Mobile Number', 'Status', and 'Action'. A single row is visible, highlighted with a red border, containing the following data: 355, A E NAGI, NOT AVAILABLE, CENTRAL SUBDIVISION, 22-JUL-2024 04:17, APPLICATION ISSUE :- BILLING, WEB, APPROVED BY MANAGER(SUB DIV), 9998887770, Closed, and an Action button. The footer of the interface includes the copyright notice '2024 © Idea Infinity IT Solutions (P) Ltd. (UBS V)' and a gear icon.

14. By clicking the Action button, the user can see the complainer verification details like when the ticket was created, by whom, when it was closed(date/time) etc.

The screenshot shows the 'Complainer Details' page. It features a 'Complainer Verification Details' section with a grid of fields: Account ID (1000806524), RR No (55000009591), Consumer Name (A E Nagi), Address (C/O Magnum Hotel Police Bazar, Shillong. #84 414), Mobile No, Email, Tariff (CLT), Reading Day (18), Location (CENTRAL SUBDIVISION), Feeder Code (4122B01B01J05), and DTC Code (4122B01B01J05022). Below this is the 'Complainer Issue Description' section, which includes 'Application Issue' (BILLING), 'Application Sub Issue' (Bill Not Issued On time), and 'Complainer Description' (Bill wrong). There is also an 'Agent Comments' field containing 'Issue closed' and a link '* Click Here to View Uploaded File'. At the bottom, there is a table with columns: 'Ticket Created Date/Time', 'Consumer Name', 'Status', and 'Ticket Approved Date/Time'. A single row is visible: 22-JUL-2024 04:17, A E NAGI, CLOSED, 22-JUL-2024 04:17. The footer includes 'Showing 1 to 1 of 1 entries' and navigation buttons for 'Previous', '1', and 'Next'.

1. Complaints Dashboard:

Step 1:

15. The user has to click on the Complaints Dashboard to view the dashboard.
16. Zone, circle, division and subdivision will be auto populated according to the log in credentials used. Dashboard data will come accordingly.
17. From this dashboard, the user can see the number of open complaints, number of complaints (closed this month), number of complaints raised today, number of complaints closed today.

The screenshot displays the 'Complaints Dashboard' interface. On the left is a dark blue sidebar with a search bar and a list of menu items. The 'Complaints Dashboard' item is highlighted with a red box and a red arrow. The main content area has a white header with the title 'Complaints Dashboard' and four filter dropdowns: 'Zone*' (CENTRAL ZONE), 'Circle*' (SHILLONG CIRCLE), 'Division*' (SHILLONG CENTRAL DIVISION), and 'SubDivision*' (CENTRAL SUBDIVISION). Below the filters are four green summary cards: 'OPEN COMPLAINTS' with a value of 25, 'CLOSED (THIS MONTH)' with a value of 12, 'TODAY'S COMPLAINTS' with a value of 0, and 'CLOSED TODAY'S' with a value of 1. Each card includes a small icon representing the category. At the bottom of the page, there is a footer with the text '2024 © Idea Infinity IT Solutions (P) Ltd. (UBS V)' and a settings gear icon in the bottom right corner.

18. Adjustments:

1. Wrong posting adjustments:

When a payment is taken from a different consumer; then from this Sub module we can adjust the amount taken from the wrong consumer to the actual consumer from which the amount was to be taken.

Step 1:

1. By clicking on **“Wrong Posting Adjustment”**, The below page will be displayed.
2. On selection of **“From and To date”**, we can view the list of consumers for which the wrong payment was done and then it was finally adjusted. The list will come according to the selected date range.
3. By clicking the **“New Button”**, in the top right corner, we can make a new adjustment.

Role: MANAGER(SUB DIV) Username: SOURYA Location: CENTRAL SUBDIVISION

Wrong Posting Correction

Posting Type* From Date* To Date*

REVENUE TO REVENUE 27-06-2024 27-06-2024 View Reset

Show: 10 entries Search:

From Consumer ID	To Consumer ID	Amount	Autogenerated Adj No	Adjustment Date	Transaction By	Transaction Date
1000816455	1000702147	1000	12124060001	04-06-2024	CHANDRESH ARYAN MANSER	19-06-2024

Showing 1 to 1 of 1 entries Previous 1 Next

Amount of 1000 is adjusted from consumer 1000816455 to 1000702147

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Step 2:

4. By clicking on **“New”**, The below page will be displayed.
5. We will have to enter the receipt number and receipt date against which the wrong payment was done; then press on search option.
6. The consumer ID and the wrongly taken amount and other details will be auto fetched.
7. Then we must enter the consumer ID to which the amount has to be adjusted.
8. The adjustment date will also be auto fetched as today’s date.
9. We must attach three supporting documents for the wrong posting adjustments and save it accordingly.
10. Once done, final approval will be done from the higher authority. It will be done from the workflow module.

Wrong Posting Correction

Posting Type* REVENUE TO REVENUE Receipt Date* 27-06-2024 Receipt No* 1211530000007

Show 10 entries

Consumer ID	Legacy Consumer ID	Name	Address	Category	Receipt No	Receipt Date	Amount	Pay Mode	Towards	Action
1000806524	5500009591	A E Nagi	C/O Magnum Hotel Police Bazar, Shillong, #84414	CLT	1211530000007	27-JUN-2024	10000	CASH	BILL	

Showing 1 to 1 of 1 entries

This is the consumer from which the amount of 1000 was wrongly taken

Revenues Account Details

Sub Division* CENTRAL SUBDIVISION To: Consumer ID / Legacy Consumer ID*

Transfer Consumer Details

Show 10 entries

Sub Division	Consumer ID	Legacy Consumer ID	Name	Amount	Action
CENTRAL SUBDIVISION	1000806577	5500009544	A B C O Enterprise	10000	

Showing 1 to 1 of 1 entries

This the consumer to which the amount is to be adjusted

Adjustment Date * 27-06-2024

Showing 1 to 1 of 1 entries

Adjustment Date * 27-06-2024

Document Upload

Note*: 1. Upload Document (Size should be less than or equal to 5 MB)
2. File Type (.jpg, .png, .pdf)

Document List*

-Select- Choose File No file chosen Upload

Document Name	Remove	View
ATTACHMENT 1		
ATTACHMENT 2		
ATTACHMENT 3		

Showing 1 to 3 of 3 entries

Choose Action* Reset Close

SAVE

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1. Sundry/Miscellaneous demand:

Step 1:

- By clicking on "Sundry/Miscellaneous demand", The below page will be displayed.
- On selection of "From and To date" filter, we can get the list of consumers for which the Sundry/Miscellaneous demand amount has been calculated.
- From the new button we can set Sundry/Miscellaneous demand amount for a new consumer.

Role: MANAGER(SUB DIV) Username: SOURYA Location: CENTRAL SUBDIVISION

Sundry / Miscellaneous Demand

From Month: Jun 2024 To Month: Jun 2024 Load

Show: 10 entries Search:

Consumer ID	Legacy Consumer ID	Account Type	Amount	OM Ref No	Ref. Date	Reason	Status
1000702147	12000002818	BILLING ASSESSMENT	1000	1	19-Jun-2024	TEST	ACTIVE
1000715706	12000027541	CHECK BOUNCE	500	116	27-Jun-2024	CHECK BOUNCE CHARGES ON ACCOUNT ID: 1000715706	ACTIVE
1000723736	15000004739	CHECK BOUNCE	500	95	01-Jun-2024	CHECK BOUNCE CHARGES ON ACCOUNT ID: 1000723736	ACTIVE
1000719722	5200001402	SECURITY	50	789446	26-Jun-2024	ok	ACTIVE
1000719722	5200001402	SECURITY	5000	645646	26-Jun-2024	ok	ACTIVE
1000795645	52000098453	CHECK BOUNCE	500	107	11-Jun-2024	CHECK BOUNCE CHARGES ON ACCOUNT ID: 1000795645	ACTIVE
1000795645	52000098453	BILLING ASSESSMENT	70	123	01-Jun-2024	ok	ACTIVE
1000798604	52000101484	CHECK BOUNCE	500	93	01-Jun-2024	CHECK BOUNCE CHARGES ON ACCOUNT ID: 1000798604	ACTIVE
1000805765	55000008811	BILLING ASSESSMENT	-100	676533	19-Jun-2024	test	ACTIVE
1000816229	56000000564	SECURITY	26400	123	26-Jun-2024	security	ACTIVE

Showing 1 to 10 of 14 entries

Previous 1 2 Next

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https://uat.mepdcl.tnm.easysbill.com:2014/RRMaster/SundryDetailsView#sidebarM...

Step 2:

14. By clicking on **“New button”**, We must enter the consumer ID for which we want to charge and search.
15. Automatically consumer details will be fetched.
16. Then we must enter the sundry type and enter the tax, revenue, interest etc.
17. Automatically the amount will be calculated and auto fetched.
18. Then we must enter other mandatory fields.
19. We must attach three supporting documents and finally Save.
20. Sundry will be entered once the final approval is done by the higher authority from the workflow module.

SUNDRY / MISCELLANEOUS DEMAND Back

Consumer ID* Legacy Consumer ID Save

Consumer Details

Name	Address	Category
A B C O Enterprise	Jull Road, Shillong, #B4489	CUF

Charge Details

Sundry Type*	Revenue	Tax	Interest
BILLING ASSESSMENT	345	245	234
Total Amount*	Reference No*	Ref Date*	Reason*
824.00	34535	20-06-2024	Reason to be given

Document Upload

Note*: 1. Upload Document (Size should be less than or equal to 5 MB)
2. File Type (.jpg, .png, .pdf)

Document List*

No file chosen

show 10 entries Search:

Document Name	Remove	View
ATTACHMENT1	<input type="button" value="X"/>	<input type="button" value="X"/>
ATTACHMENT2	<input type="button" value="X"/>	<input type="button" value="X"/>
ATTACHMENT3	<input type="button" value="X"/>	<input type="button" value="X"/>

Showing 1 to 3 of 3 entries Previous Next

21. Support Activity:

Step 1:

1. File Generate:

1. By clicking on **“File Generate”**, the below page will be displayed.
2. The user must select the Subdivision according to the log in credentials.
3. Reading date will be auto populated.
4. Select the username from the drop down.
5. MR code, IMEI No., Asset ID will be auto populated.
6. The user must click on the load button.
7. MR details will be shown.
8. The user can see how many consumers are assigned for billing, for how many of them billing has been completed and for how many of them billing is still pending.
9. The user must enter comments and click on Generate.
10. Once clicked, the unbilled consumers will be reassigned to the MR for spot billing and those consumers will be downloaded in the mobile application (MR).

Input File Generation

Note*: File Generation will be not Available from Night 12AM to 5AM

Sub Division* CENTRAL SUBDIVISION Reading Day* 23-07-2024 User-Name* 9972543474-MR MR Code* I211012

IMEI NO I730abc07d9ad4a Asset ID 0006

Load Reset

MR Details

Last Sync Time	Assigned	Billed	Unbilled
2024-07-23 03:07:41	25	4	21

Comments* For billing Generate

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https://uat.mepdcltrm.ieasybill.com:2014/SRBDFileGen/SRBDFileGeneration

1. SRBD Post Paid File Generate:

11. By clicking on “SRBD Post Paid File Generate”, the below page will be displayed.
12. The user will be selecting the subdivision according to the log in credentials.
13. The user must select the username from the drop down.
14. MR code will be auto populated.
15. Click on Load.
16. The user can see the MR details.
17. The user must enter comments and click on Generate.
18. Once clicked the smart meter consumers will be assigned to the respective MRs for smart meter bill distribution in the Mobile App.

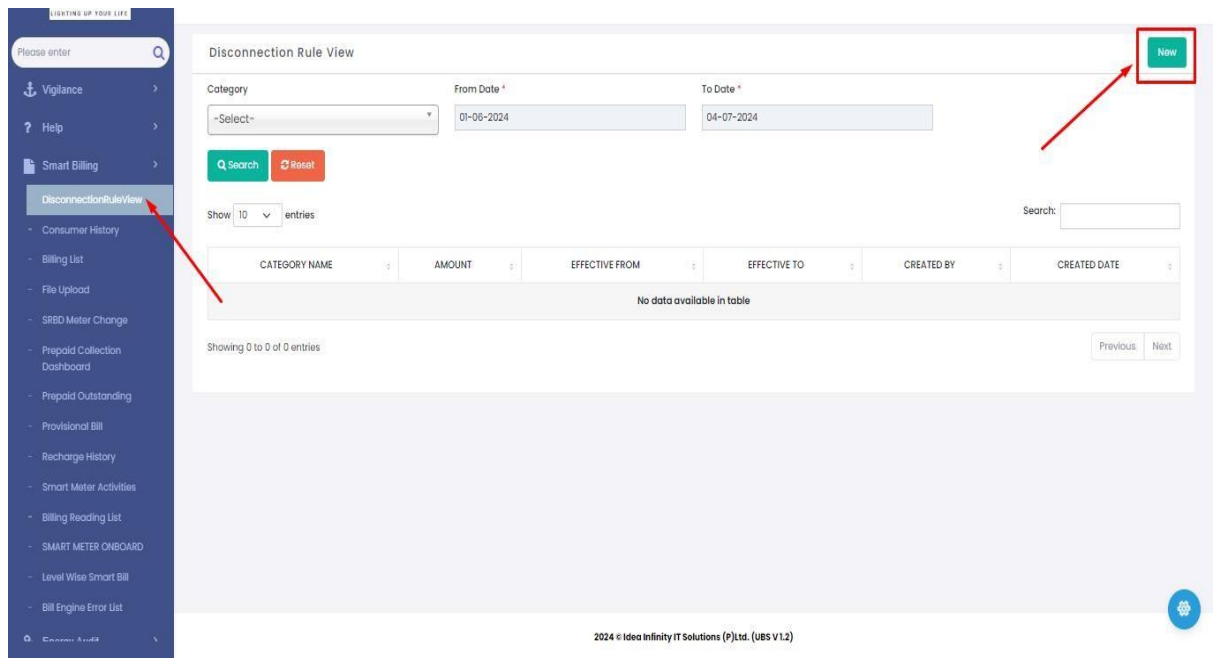
The screenshot displays the 'SRBD File Generation' interface. On the left is a dark blue sidebar with a search bar and a list of menu items. The main content area is titled 'SRBD File Generation' and contains three dropdown menus for 'Sub Division', 'User-Name', and 'MR Code'. Below these are 'Load' and 'Reset' buttons. A table titled 'MR Details' shows columns for 'Last Sync Time', 'Assigned', 'Billed', 'Unbilled', 'Distributed', and 'Yet to be Distributed'. Below the table is a 'Comments' input field and a 'Generate' button. A red arrow points to the 'SRBD Post Paid File Generate' menu item in the sidebar, and another red arrow points to the 'Load' button.

19. Smart Billing:

1. Disconnection Rule View

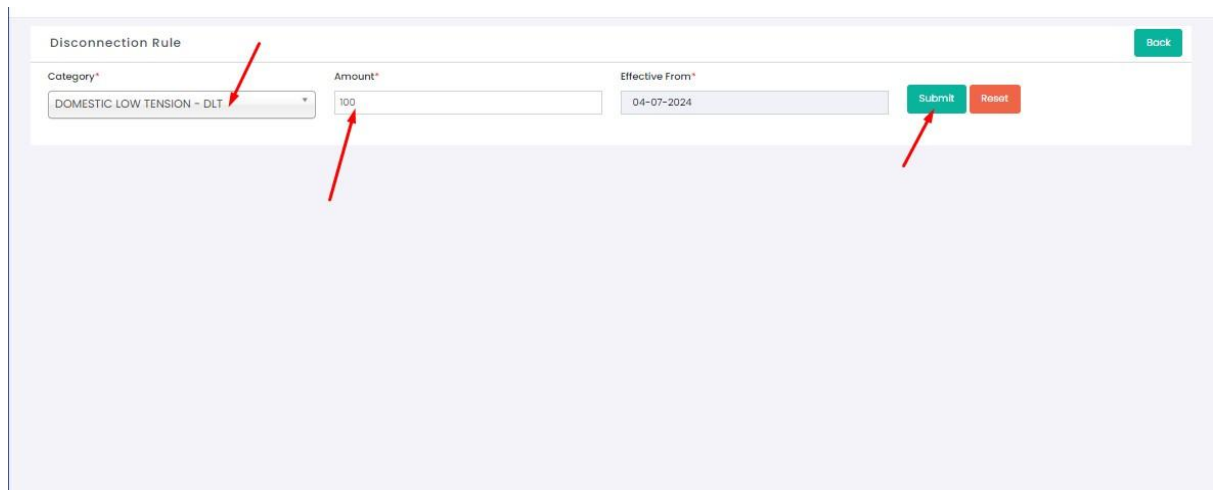
Step 1:

1. By clicking on “**Disconnection Rule View**”, The below page will be displayed.
2. The user can view the Disconnection Rule for the different Category of consumers, Date filter.
3. Click on “New”.



2:

4. From the Disconnection Rule page, we have to select the Category for which we want to establish a disconnection rule.
5. We have to enter the amount; so, if the net amount of the consumer becomes less than this; then the consumer will be disconnected.
6. The user has to enter the date from when this rule will be effective.
7. Click on Submit.

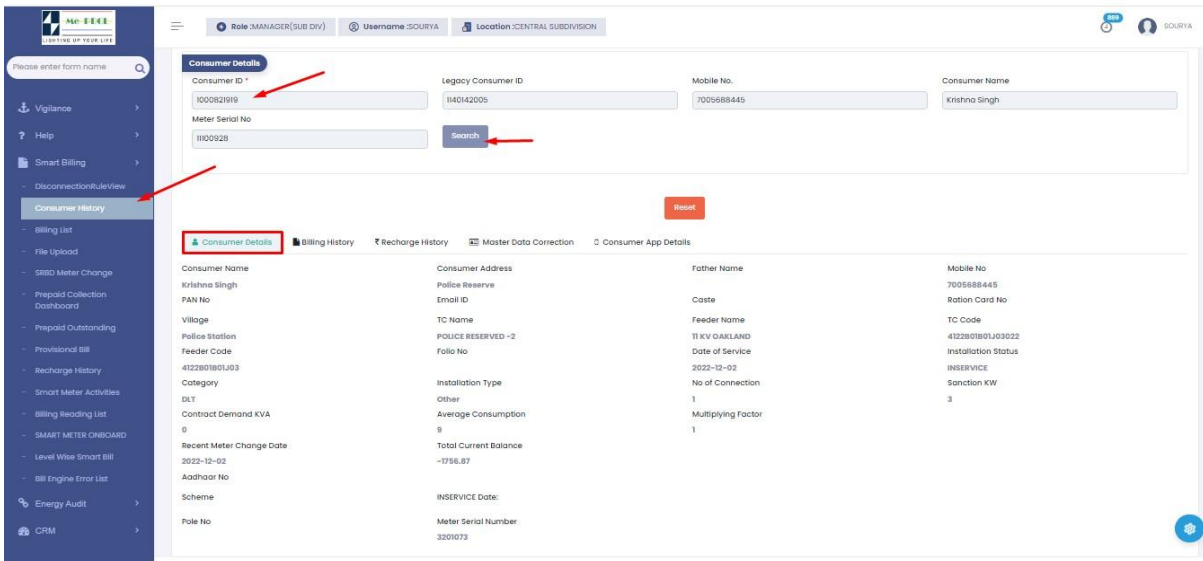


8. The Disconnection rule will be saved for that particular category of consumer.

1. Consumer History

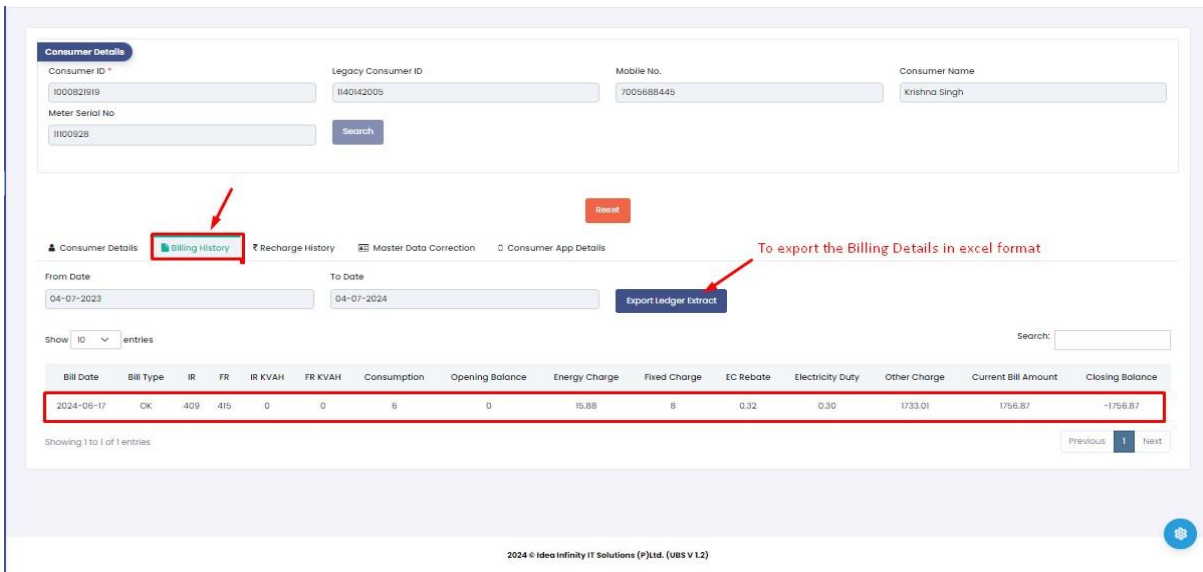
Step 1:

9. By clicking on **“Consumer History”**, The below page will be displayed.
10. We have to enter a prepaid Consumer Id (Smart meter) in the Consumer Details as shown below.
11. Click on the Search.
12. Consumer Details will be auto fetched like consumer name, address, type etc.



Step 2:

13. After Consumer Details, we have to select the next tab i.e. **Billing History**.
14. We can select the date range in which we want to see the **Billing History** of that consumer.
15. We will be able to see Bill date, IR, FR, opening balance, current bill amount, closing balance etc.
16. **Export Ledger Extract** button is given to download the Billing history in the excel format.



Step 3:

17. After Billing History, we have to select the next tab i.e. **Recharge History**.
18. We can select the date range in which we want to see the **Recharge History** of that consumer.
19. We will be able to see Recharge Amount, Recharge Date, Recharge source.

Consumer ID * 1000821919 Legacy Consumer ID 1140142005 Mobile No. 7005688445 Consumer Name Krishna Singh

Meter Serial No 11100928 Search

Consumer Details Billing History **Recharge History** Master Data Correction Consumer App Details

From Date 04-07-2023 To Date 04-07-2024

Show 10 entries Search:

Consumer ID	Transaction No.	Recharge Date	Recharge Source	Recharge Amount
1000821919	121113000319	2024-06-17	CASH COUNTER	5000.000

Showing 1 to 1 of 1 entries Previous Next

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com:2014/ConsumerHistoryView/ConsumerHistoryView#nav-border-justified-messages

Steps 4:

20. After Recharge History, we have to select the next tab i.e. **Master Data Correction**.

21. Here, we can see the details of the changes made from the Master Data Correction under the fields as marked in the below page.

Consumer ID * 1000821919 Legacy Consumer ID 1140142005 Mobile No. 7005688445 Consumer Name Krishna Singh

Meter Serial No 11100928 Search

Consumer Details Billing History Recharge History **Master Data Correction** Consumer App Details

Show 10 entries Search:

SL No.	Entry By	Entry Date	View
No data available in table			

Showing 0 to 0 of 0 entries Previous Next

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Step 5:

22. After Master Data Correction, we have to select the next tab i.e. **Consumer Details**.

23. Here, we can see the details related to Consumer App under the fields as marked in the below page. For example, we can see the consumer's name, consumer mail ID, consumer mobile number, Application registered Date/Time, IMEI No. etc.

Consumer Details

Consumer ID *	Legacy Consumer ID	Mobile No.	Consumer Name
<input type="text" value="1000821919"/>	<input type="text" value="1140142005"/>	<input type="text" value="7005688445"/>	<input type="text" value="Krishna Singh"/>
Meter Serial No	<input type="button" value="Search"/>		
<input type="text" value="11100928"/>			

- Consumer Details
- Billing History
- Recharge History
- Master Data Correction
- Consumer App Details

Show entries Search:

Consumer ID	Consumer Name	Consumer Mobile No.	Consumer Mail ID	Application Registered Date & Time	IMEI NO.	View
-------------	---------------	---------------------	------------------	------------------------------------	----------	------

No data available in table

Showing 0 to 0 of 0 entries



1. Billing List

Step 1:

24. By clicking on “Billing List”, The below page will be displayed.
25. On selecting the date and range, the user has to click on the Load button.
26. Detailed data of the batches that were executed for billing of smart meters will come here within the selected date range.
27. The user can see the batch No, number of consumers in each batch, for how many of them billing has been successfully done and how many were failed, Batch Time, Start Time, End Time, Status etc.

BATCH NO	CONSUMERS	SUCCESS	FAIL	BATCH TIME	START TIME	END TIME	STATUS	DOWNLOAD LOG
1	4	4	0	2024-01-13 00:00:00	2024-05-13 17:40:05	2024-05-13 17:40:05	I	Batch Processed Successfully
1	2	2	0	2024-01-13 00:00:00	2024-05-13 17:57:37	2024-05-13 17:57:38	I	Batch Processed Successfully
1	4	4	0	2024-01-13 00:00:00	2024-05-13 17:57:38	2024-05-13 17:57:39	I	Batch Processed Successfully
1	2	2	0	2024-01-13 00:00:00	2024-05-13 17:59:46	2024-05-13 17:59:54	I	Batch Processed Successfully
1	1	1	0	2024-01-13 00:00:00	2024-05-14 10:43:55	2024-05-14 10:44:04	I	Batch Processed Successfully
1	1	1	0	2024-01-13 00:00:00	2024-05-14 10:53:22	2024-05-14 10:53:23	I	Batch Processed Successfully
1	1	1	0	2024-01-13 00:00:00	2024-05-14 11:00:58	2024-05-14 11:01:07	I	Batch Processed Successfully
1	11	11	0	2024-01-25 11:48:13	2024-01-25 11:48:13	2024-01-25 11:51:13	I	success
2	10	9	1	2024-02-01 10:15:30	2024-02-01 15:34:30	2024-02-01 15:34:31	I	Batch Processed Successfully
2	10	0	10	2024-02-01 10:15:30	2024-02-01 15:42:22	2024-02-01 15:42:22	I	Batch Processed Successfully

1. File Upload

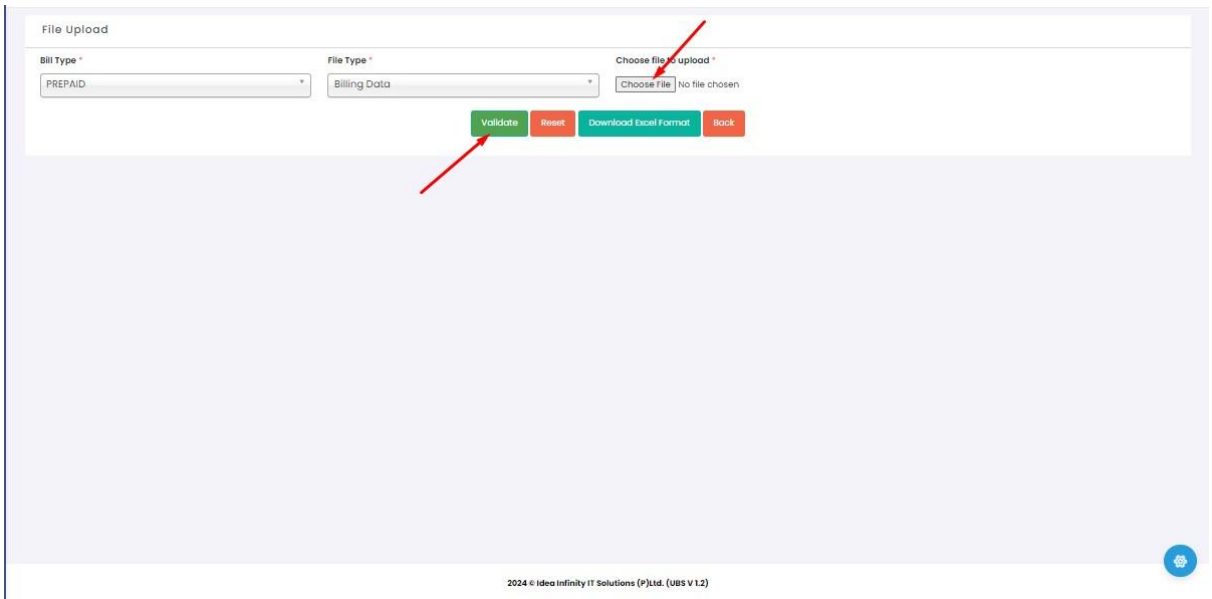
Step 1:

28. By clicking on “File Upload”, The below page will be displayed.
29. Click on New, as shown in the below page.

BILL TYPE	TOTAL RECORDS	SUCCESS COUNT	FAILURE COUNT	VALIDATION STATUS	PROCESS START TIME	PROCESS END TIME	UPLOADED DATE	FileName	BILLING STATUS	DOWNLOAD	VIEW	ACTION
No data available in table												

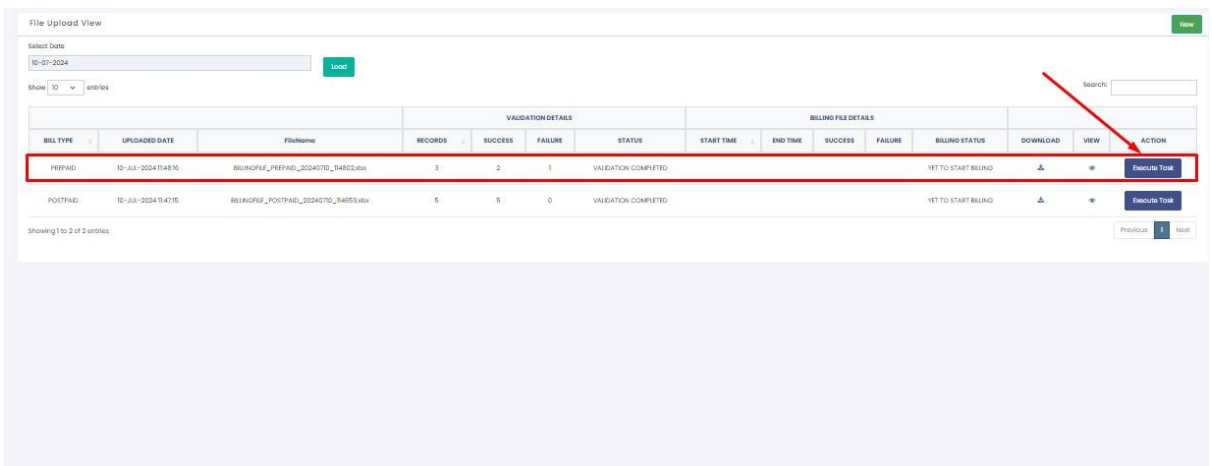
Step 2:

30. So firstly; we are selecting **Prepaid** from the Bill type.
31. Then we will select **Billing Data** from the File Type.
32. Then the user has to click on the Download Excel format to get the sample file.

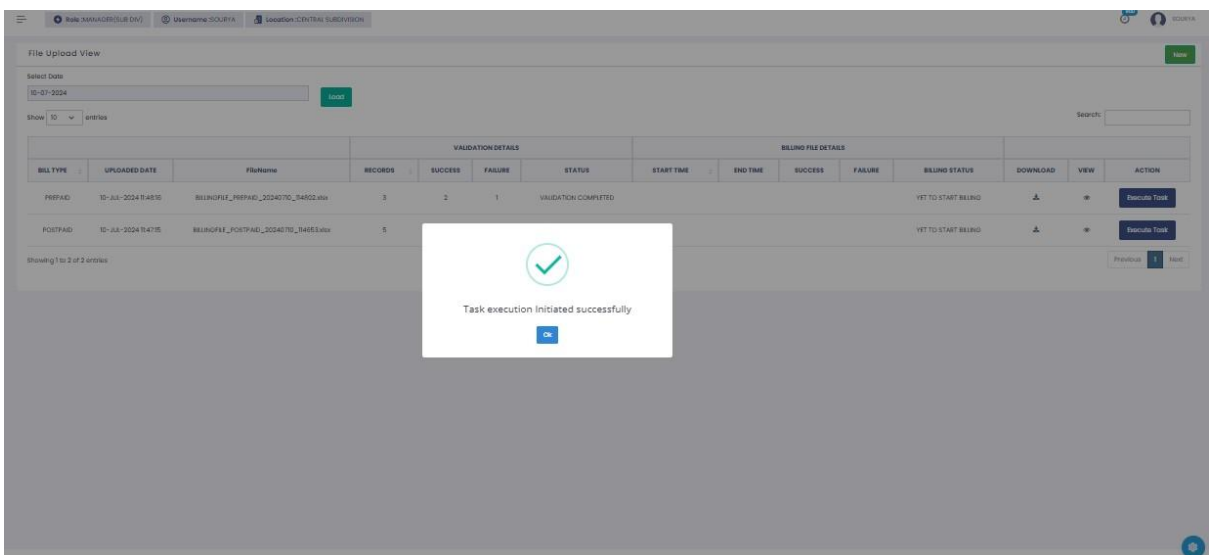


36. After validation is done, the user will come to the File upload view page.

37. Then the user has to click on the Load button to view the Execute task button.



38. The user has to click on the Execute Task.



39. Now the user can view both the Start time and End time.

40. If he does not see the End time, then click the Load button again.

The screenshot shows the 'File Upload View' interface. At the top, there is a 'Select Date' field set to '10-07-2024' and a 'Load' button. Below this is a table with the following columns: BILL TYPE, UPLOADED DATE, FileName, RECORDS, SUCCESS, FAILURE, STATUS, START TIME, END TIME, SUCCESS, FAILURE, BILLING STATUS, DOWNLOAD, VIEW, and ACTION. The table contains two rows of data. The first row is for 'PREPAID' bills, and the second is for 'POSTPAID' bills. A red box highlights the 'START TIME' and 'END TIME' columns for the first row, and a red arrow points to the 'Load' button.

BILL TYPE	UPLOADED DATE	FileName	VALIDATION DETAILS				BILLING FILE DETAILS						ACTION	
			RECORDS	SUCCESS	FAILURE	STATUS	START TIME	END TIME	SUCCESS	FAILURE	BILLING STATUS	DOWNLOAD		
PREPAID	10-Jul-2024 11:48:16	BILLINGFILE_PREPAID_20240710_54802.xlsx	3	2	1	VALIDATION COMPLETED	10-Jul-2024 11:51:12	10-Jul-2024 11:51:15	2	0	COMPLETED			
POSTPAID	10-Jul-2024 11:47:15	BILLINGFILE_POSTPAID_20240710_34853.xlsx	5	5	0	VALIDATION COMPLETED	10-Jul-2024 11:51:31				BILLING IN PROGRESS			

41. On clicking the View button

The screenshot shows the 'File Upload View' interface, identical to the previous one. A red box highlights the 'DOWNLOAD' and 'VIEW' buttons for the first row, and a red arrow points to the 'VIEW' button.

42. The user can view the Smart meter billing uploaded details with the validation message. • Same thing will be downloaded in excel format if the user clicks the Download button.

Smart Meter Billing Uploaded details

Show 10 entries Search:

Consumer ID	Meter SL No.	IRKWH	IRKVAH	FRKWH	FRKVAH	Bill Date	Message
1000702138	98568099	1489.00	0.00	1489.00	0.00	10-JUL-2024	SUCCESSFULLY V
1000821896	11101271	5499.00	0.00	5499.00	0.00	10-JUL-2024	SUCCESSFULLY V
1000821966	11101241	6785.00	0.00	6699.00	0.00	10-JUL-2024	FR KWH SHOULD BE GREATER THAN 6785 AND FR KVAH SHOULD BE GREATER TH

Showing 1 to 3 of 3 entries

Previous 1 Next

Step 3:

- 43. So firstly; we are selecting **Prepaid** from the Bill type.
- 44. Then we will select **Instant Data** from the File Type.
- 45. Then the user has to click on the Download Excel format to get the sample file.

File Upload

Bill Type * PREPAID

File Type * Instant Data

Choose file to upload * Choose File no file chosen

Validate Reset Download excel Format Back

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- 46. After downloading the sample file, we have to fill all the fields in the below excel file as shown below.

File Upload View

Select Date: 10-07-2024

Show 10 entries

Search:

BILL TYPE	UPLOADED DATE	FileName	VALIDATION DETAILS				BILLING FILE DETAILS						DOWNLOAD	VIEW	ACTION
			RECORDS	SUCCESS	FAILURE	STATUS	START TIME	END TIME	SUCCESS	FAILURE	BILLING STATUS				
PREPAID	10-Jul-2024 12:25:01	BILLINGFILE_PREPAID_20240710_122447.xlsx	3	1	2	VALIDATION COMPLETED					NOT TO START BILLING			<input type="button" value="Execute Task"/>	
PREPAID	10-Jul-2024 12:21:53	BILLINGFILE_PREPAID_20240710_122142.xlsx	1	0	1	VALIDATION COMPLETED					FAILED				
POSTPAID	10-Jul-2024 12:20:42	BILLINGFILE_POSTPAID_20240710_122029.xlsx	1	0	1	VALIDATION COMPLETED					FAILED				
PREPAID	10-Jul-2024 12:02:19	BILLINGFILE_PREPAID_20240710_120219.xlsx	1	0	0	VALIDATION IN PROGRESS					VALIDATION IN PROGRESS				
PREPAID	10-Jul-2024 11:54:55	BILLINGFILE_PREPAID_20240710_115446.xlsx	1	0	1	VALIDATION COMPLETED					FAILED				
PREPAID	10-Jul-2024 11:48:16	BILLINGFILE_PREPAID_20240710_114816.xlsx	3	2	1	VALIDATION COMPLETED	10-Jul-2024 11:51:12	10-Jul-2024 11:51:16	2	0	COMPLETED				
POSTPAID	10-Jul-2024 11:47:15	BILLINGFILE_POSTPAID_20240710_114655.xlsx	5	5	0	VALIDATION COMPLETED	10-Jul-2024 11:51:33	10-Jul-2024 11:51:58	3	2	COMPLETED				

Showing 1 to 7 of 7 entries

Previous 1 Next

51. The user has to click on the Execute Task.

52. Now the user can view both the Start time and End time.

53. If he does not see the End time, then click the Load button again.

File Upload View

Select Date: 10-07-2024

Show 10 entries

Search:

BILL TYPE	UPLOADED DATE	FileName	VALIDATION DETAILS				BILLING FILE DETAILS						DOWNLOAD	VIEW	ACTION
			RECORDS	SUCCESS	FAILURE	STATUS	START TIME	END TIME	SUCCESS	FAILURE	BILLING STATUS				
PREPAID	10-Jul-2024 12:25:01	BILLINGFILE_PREPAID_20240710_122447.xlsx	3	1	2	VALIDATION COMPLETED	10-Jul-2024 12:27:33	10-Jul-2024 12:27:34	1	0	COMPLETED				
PREPAID	10-Jul-2024 12:21:53	BILLINGFILE_PREPAID_20240710_122142.xlsx	1	0	1	VALIDATION COMPLETED					FAILED				
POSTPAID	10-Jul-2024 12:20:42	BILLINGFILE_POSTPAID_20240710_122029.xlsx	1	0	1	VALIDATION COMPLETED					FAILED				
PREPAID	10-Jul-2024 12:02:19	BILLINGFILE_PREPAID_20240710_120219.xlsx	1	0	1	VALIDATION COMPLETED					FAILED				
PREPAID	10-Jul-2024 11:54:55	BILLINGFILE_PREPAID_20240710_115446.xlsx	1	0	1	VALIDATION COMPLETED					FAILED				
PREPAID	10-Jul-2024 11:48:16	BILLINGFILE_PREPAID_20240710_114816.xlsx	3	2	1	VALIDATION COMPLETED	10-Jul-2024 11:51:12	10-Jul-2024 11:51:16	2	0	COMPLETED				
POSTPAID	10-Jul-2024 11:47:15	BILLINGFILE_POSTPAID_20240710_114655.xlsx	5	5	0	VALIDATION COMPLETED	10-Jul-2024 11:51:33	10-Jul-2024 11:51:58	3	2	COMPLETED				

Showing 1 to 7 of 7 entries

Previous 1 Next

54. On clicking the View button

File Upload View

Select Date: 10-07-2024

Show 10 entries

Search:

BILL TYPE	UPLOADED DATE	FileName	VALIDATION DETAILS				BILLING FILE DETAILS						DOWNLOAD	VIEW	ACTION
			RECORDS	SUCCESS	FAILURE	STATUS	START TIME	END TIME	SUCCESS	FAILURE	BILLING STATUS				
PREPAID	10-Jul-2024 12:25:01	BILLINGFILE_PREPAID_20240710_122447.xlsx	3	1	2	VALIDATION COMPLETED	10-Jul-2024 12:27:33	10-Jul-2024 12:27:34	1	0	COMPLETED				
PREPAID	10-Jul-2024 12:21:53	BILLINGFILE_PREPAID_20240710_122142.xlsx	1	0	1	VALIDATION COMPLETED					FAILED				
POSTPAID	10-Jul-2024 12:20:42	BILLINGFILE_POSTPAID_20240710_122029.xlsx	1	0	1	VALIDATION COMPLETED					FAILED				
PREPAID	10-Jul-2024 12:02:19	BILLINGFILE_PREPAID_20240710_120219.xlsx	1	0	1	VALIDATION COMPLETED					FAILED				
PREPAID	10-Jul-2024 11:54:55	BILLINGFILE_PREPAID_20240710_115446.xlsx	1	0	1	VALIDATION COMPLETED					FAILED				
PREPAID	10-Jul-2024 11:48:16	BILLINGFILE_PREPAID_20240710_114816.xlsx	3	2	1	VALIDATION COMPLETED	10-Jul-2024 11:51:12	10-Jul-2024 11:51:16	2	0	COMPLETED				
POSTPAID	10-Jul-2024 11:47:15	BILLINGFILE_POSTPAID_20240710_114655.xlsx	5	5	0	VALIDATION COMPLETED	10-Jul-2024 11:51:33	10-Jul-2024 11:51:58	3	2	COMPLETED				

Showing 1 to 7 of 7 entries

Previous 1 Next

55. The user can view the Smart meter billing uploaded details with the validation message. • Same thing will be downloaded in excel format if the user clicks the Download button.

Smart Meter Billing Uploaded details

Show 10 entries Search:

Consumer ID	Meter SL No.	IRKWH	IRKVAH	FRKWH	FRKVAH	Bill Date	Message
1000821268	11101300	1482.00	1763.00	1482.00	1763.00	10-JUL-2024	SUCCESSFULLY \
1000821981	11101341	2649.00	2799.00	2613.00	2755.00	10-JUL-2024	FR KWH SHOULD BE GREATER THAN 2649 AND FR KVAH SHOULD BE GREATER THA
1000822056	11101316	2688.00	2702.00	1524.00	1745.00	10-JUL-2024	FR KWH SHOULD BE GREATER THAN 2688 AND FR KVAH SHOULD BE GREATER THA

Showing 1 to 3 of 3 entries

Previous 1 Next

Step 4:

- 56. So firstly; we are selecting **Postpaid** from the Bill type.
- 57. Then we will select **Billing Data** from the File Type.
- 58. Then the user has to click on the Download Excel format to get the sample file.

File Upload

Bill Type * POSTPAID

File Type * Billing Data

Choose file to upload * Choose File No file chosen

Validate Reset Download Excel Format Back

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- 59. After downloading the sample file, we have to fill all the fields in the below excel file as shown below.

File Upload View New

Select Date: 10-07-2024 Load

Show 10 entries Search:

LITE	FileName	VALIDATION DETAILS				BILLING FILE DETAILS						DOWNLOAD	VIEW	ACTION	
		RECORDS	SUCCESS	FAILURE	STATUS	START TIME	END TIME	SUCCESS	FAILURE	BILLING STATUS					
18:07	BILLINGFILE_POSTPAID_20240710_124752.xlsx	1	1	0	VALIDATION COMPLETED					YET TO START BILLING					Execute Task
19:00	BILLINGFILE_POSTPAID_20240710_123848.xlsx	1	0	1	VALIDATION COMPLETED					FAILED					
33:19	BILLINGFILE_POSTPAID_20240710_123306.xlsx	1	0	1	VALIDATION COMPLETED					FAILED					
25:01	BILLINGFILE_PREPAID_20240710_122447.xlsx	3	1	2	VALIDATION COMPLETED	10-JUL-2024 12:27:33	10-JUL-2024 12:27:34	1	0	COMPLETED					
21:53	BILLINGFILE_PREPAID_20240710_122142.xlsx	1	0	1	VALIDATION COMPLETED					FAILED					
20:42	BILLINGFILE_POSTPAID_20240710_122029.xlsx	1	0	1	VALIDATION COMPLETED					FAILED					
02:19	BILLINGFILE_PREPAID_20240710_120213.xlsx	1	0	1	VALIDATION COMPLETED					FAILED					
14:55	BILLINGFILE_PREPAID_20240710_115441.xlsx	1	0	1	VALIDATION COMPLETED					FAILED					
48:16	BILLINGFILE_PREPAID_20240710_114802.xlsx	3	2	1	VALIDATION COMPLETED	10-JUL-2024 11:51:12	10-JUL-2024 11:51:15	2	0	COMPLETED					
47:15	BILLINGFILE_POSTPAID_20240710_114553.xlsx	5	5	0	VALIDATION COMPLETED	10-JUL-2024 11:51:33	10-JUL-2024 11:51:58	3	2	COMPLETED					

Showing 1 to 10 of 10 entries Previous 1 Next

64. The user has to click on the Execute Task.

65. Now the user can view both the Start time and End time.

66. If the End time does not appear then the user has to click the Load button again.

File Upload View New

Select Date: 10-07-2024 Load

Show 10 entries Search:

BILL TYPE	UPLOADED DATE	FileName	VALIDATION DETAILS				BILLING FILE DETAILS						DOWNLOAD	VIEW	ACTION	
			RECORDS	SUCCESS	FAILURE	STATUS	START TIME	END TIME	SUCCESS	FAILURE	BILLING STATUS					
POSTPAID	10-JUL-2024 12:48:07	BILLINGFILE_POSTPAID_20240710_124752.xlsx	1	1	0	VALIDATION COMPLETED	10-JUL-2024 12:50:41	10-JUL-2024 12:50:43	0	1	COMPLETED					
POSTPAID	10-JUL-2024 12:39:00	BILLINGFILE_POSTPAID_20240710_123848.xlsx	1	0	1	VALIDATION COMPLETED					FAILED					
POSTPAID	10-JUL-2024 12:33:19	BILLINGFILE_POSTPAID_20240710_123306.xlsx	1	0	1	VALIDATION COMPLETED					FAILED					
PREPAID	10-JUL-2024 12:25:01	BILLINGFILE_PREPAID_20240710_122447.xlsx	3	1	2	VALIDATION COMPLETED	10-JUL-2024 12:27:33	10-JUL-2024 12:27:34	1	0	COMPLETED					
PREPAID	10-JUL-2024 12:21:53	BILLINGFILE_PREPAID_20240710_122142.xlsx	1	0	1	VALIDATION COMPLETED					FAILED					
POSTPAID	10-JUL-2024 12:20:42	BILLINGFILE_POSTPAID_20240710_122029.xlsx	1	0	1	VALIDATION COMPLETED					FAILED					
PREPAID	10-JUL-2024 12:02:19	BILLINGFILE_PREPAID_20240710_120213.xlsx	1	0	1	VALIDATION COMPLETED					FAILED					
PREPAID	10-JUL-2024 11:54:55	BILLINGFILE_PREPAID_20240710_115441.xlsx	1	0	1	VALIDATION COMPLETED					FAILED					
PREPAID	10-JUL-2024 11:48:16	BILLINGFILE_PREPAID_20240710_114802.xlsx	3	2	1	VALIDATION COMPLETED	10-JUL-2024 11:51:12	10-JUL-2024 11:51:15	2	0	COMPLETED					
POSTPAID	10-JUL-2024 11:47:15	BILLINGFILE_POSTPAID_20240710_114553.xlsx	5	5	0	VALIDATION COMPLETED	10-JUL-2024 11:51:33	10-JUL-2024 11:51:58	3	2	COMPLETED					

Showing 1 to 10 of 10 entries Previous 1 Next

67. On clicking the View button

File Upload View New

Select Date: 10-07-2024 Load

Show 10 entries Search:

BILL TYPE	UPLOADED DATE	FileName	VALIDATION DETAILS				BILLING FILE DETAILS						DOWNLOAD	VIEW	ACTION
			RECORDS	SUCCESS	FAILURE	STATUS	START TIME	END TIME	SUCCESS	FAILURE	BILLING STATUS				
POSTPAID	10-JUL-2024 12:48:07	BILLINGFILE_POSTPAID_20240710_124752.xlsx	1	1	0	VALIDATION COMPLETED	10-JUL-2024 12:50:41	10-JUL-2024 12:50:43	0	1	COMPLETED				
POSTPAID	10-JUL-2024 12:39:00	BILLINGFILE_POSTPAID_20240710_123848.xlsx	1	0	1	VALIDATION COMPLETED					FAILED				
POSTPAID	10-JUL-2024 12:33:19	BILLINGFILE_POSTPAID_20240710_123306.xlsx	1	0	1	VALIDATION COMPLETED					FAILED				
PREPAID	10-JUL-2024 12:25:01	BILLINGFILE_PREPAID_20240710_122447.xlsx	3	1	2	VALIDATION COMPLETED	10-JUL-2024 12:27:33	10-JUL-2024 12:27:34	1	0	COMPLETED				
PREPAID	10-JUL-2024 12:21:53	BILLINGFILE_PREPAID_20240710_122142.xlsx	1	0	1	VALIDATION COMPLETED					FAILED				
POSTPAID	10-JUL-2024 12:20:42	BILLINGFILE_POSTPAID_20240710_122029.xlsx	1	0	1	VALIDATION COMPLETED					FAILED				
PREPAID	10-JUL-2024 12:02:19	BILLINGFILE_PREPAID_20240710_120213.xlsx	1	0	1	VALIDATION COMPLETED					FAILED				
PREPAID	10-JUL-2024 11:54:55	BILLINGFILE_PREPAID_20240710_115441.xlsx	1	0	1	VALIDATION COMPLETED					FAILED				
PREPAID	10-JUL-2024 11:48:16	BILLINGFILE_PREPAID_20240710_114802.xlsx	3	2	1	VALIDATION COMPLETED	10-JUL-2024 11:51:12	10-JUL-2024 11:51:15	2	0	COMPLETED				
POSTPAID	10-JUL-2024 11:47:15	BILLINGFILE_POSTPAID_20240710_114553.xlsx	5	5	0	VALIDATION COMPLETED	10-JUL-2024 11:51:33	10-JUL-2024 11:51:58	3	2	COMPLETED				

Showing 1 to 10 of 10 entries Previous 1 Next

68. The user can view the Smart meter billing uploaded details with the validation image.

69. Same thing will be downloaded in excel format if the user clicks the Download button.

Smart Meter Billing Uploaded details

Show 10 entries Search:

Consumer ID +	Meter SL No.	IRKWH	IRKVAH	FRKWH	FRKVAH	Bill Date	Message	Validation Message
1000089246	11002747	0.00	0.00	1360.00	2000.00	10-JUL-2024	SUCCESSFULLY VALIDATED	SUCCESS

Showing 1 to 1 of 1 entries

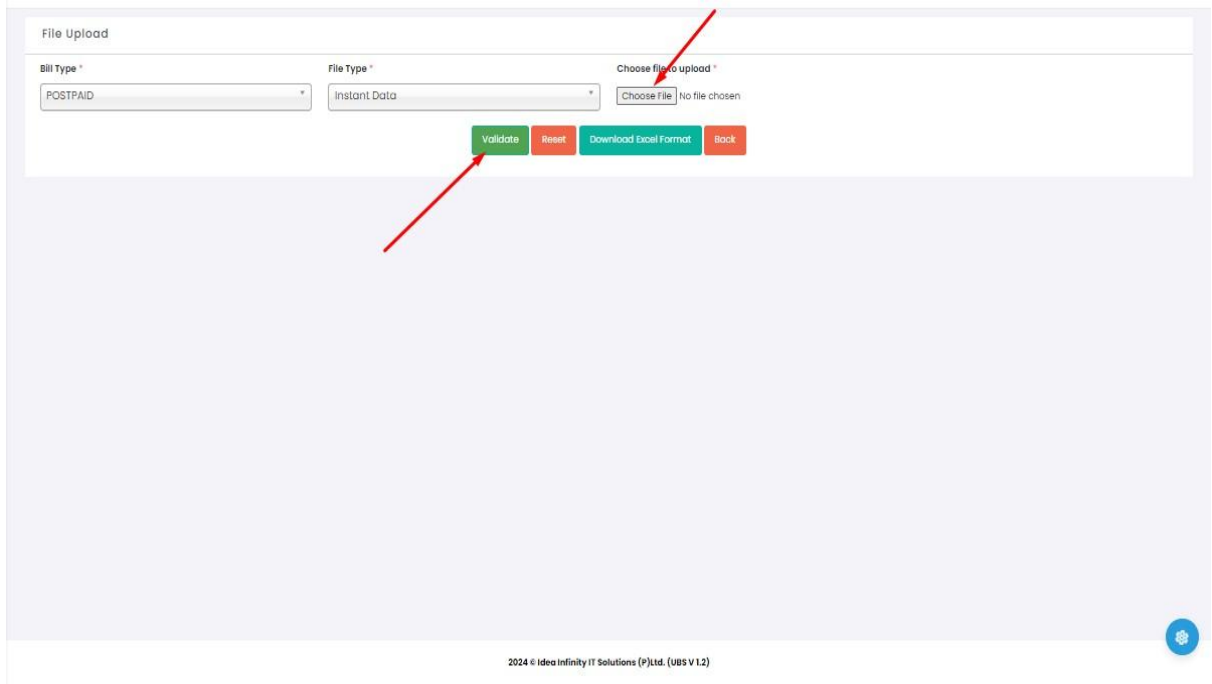
Previous 1 Next

Step 5:

- 70. So firstly; we are selecting **Postpaid** from the Bill type.
- 71. Then we will select **Instant Data** from the File Type.
- 72. Then the user has to click on the Download Excel format to get the sample file.
- 73. After downloading the sample file, we have to fill all the fields in the below excel file as shown below.

Meter_SNo	Meter_Date_Time	HES_Date_Time	Energy_Export_Kvah	Energy_Import_Kvah	Energy_Export_Kwh	Energy_Import_Kwh	Voltage	Phase_Current	Neutral_Current
95847857	7/10/2024 10:44	7/10/2024 10:44	0	10000	0	8900	0	0	0

- 74. Then the user has to choose above excel file after saving all the details.
- 75. Then the user has to click on validate.



76. After validation is done, the user will come to the File upload view page.

77. Then the user has to click on the Load button to view the Execute task button.

Select Date
10-07-2024 Load

Show 10 entries Search:

ITE	FileName	VALIDATION DETAILS				BILLING FILE DETAILS					DOWNLOAD	VIEW	ACTION
		RECORDS	SUCCESS	FAILURE	STATUS	START TIME	END TIME	SUCCESS	FAILURE	BILLING STATUS			
10:17	BILLINGFILE_POSTPAID_20240710_131003.xlsx	1	1	0	VALIDATION COMPLETED					YET TO START BILLING			Execute Task
18:29	BILLINGFILE_POSTPAID_20240710_130812.xlsx	1	0	1	VALIDATION COMPLETED					FAILED			
19:42	BILLINGFILE_POSTPAID_20240710_125928.xlsx	1	0	1	VALIDATION COMPLETED					FAILED			
16:40	BILLINGFILE_POSTPAID_20240710_125626.xlsx	1	0	1	VALIDATION COMPLETED					FAILED			
18:07	BILLINGFILE_POSTPAID_20240710_124752.xlsx	1	1	0	VALIDATION COMPLETED	10-JUL-2024 12:50:41	10-JUL-2024 12:50:43	0	1	COMPLETED			
19:00	BILLINGFILE_POSTPAID_20240710_123848.xlsx	1	0	1	VALIDATION COMPLETED					FAILED			
33:19	BILLINGFILE_POSTPAID_20240710_123306.xlsx	1	0	1	VALIDATION COMPLETED					FAILED			
15:01	BILLINGFILE_PREPAID_20240710_122447.xlsx	3	1	2	VALIDATION COMPLETED	10-JUL-2024 12:27:33	10-JUL-2024 12:27:34	1	0	COMPLETED			
21:53	BILLINGFILE_PREPAID_20240710_122142.xlsx	1	0	1	VALIDATION COMPLETED					FAILED			
10:42	BILLINGFILE_POSTPAID_20240710_122029.xlsx	1	0	1	VALIDATION COMPLETED					FAILED			

Show 1 to 10 of 14 entries Previous 1 2 Next

78. The user has to click on the Execute Task.

79. Now the user can view both the Start time and End time.

80. If the End time does not appear; then the user has to click on Load button again.

File Upload View New

Select Date: 10-07-2024 Load

Show 10 entries Search:

UPLOADED DATE	FileName	VALIDATION DETAILS				BILLING FILE DETAILS						DOWNLOAD	VIEW	ACTION
		RECORDS	SUCCESS	FAILURE	STATUS	START TIME	END TIME	SUCCESS	FAILURE	BILLING STATUS				
1-JUL-2024 13:10:17	BILLINGFILE_POSTPAID_20240710_131003.xlsx	1	1	0	VALIDATION COMPLETED	10-JUL-2024 01:11:04	10-JUL-2024 01:11:06	0	1	COMPLETED				
1-JUL-2024 13:08:25	BILLINGFILE_POSTPAID_20240710_130812.xlsx	1	0	1	VALIDATION COMPLETED					FAILED				
1-JUL-2024 12:59:42	BILLINGFILE_POSTPAID_20240710_125928.xlsx	1	0	1	VALIDATION COMPLETED					FAILED				
1-JUL-2024 12:56:40	BILLINGFILE_POSTPAID_20240710_125626.xlsx	1	0	1	VALIDATION COMPLETED					FAILED				
1-JUL-2024 12:48:07	BILLINGFILE_POSTPAID_20240710_124752.xlsx	1	1	0	VALIDATION COMPLETED	10-JUL-2024 12:50:41	10-JUL-2024 12:50:43	0	1	COMPLETED				
1-JUL-2024 12:39:00	BILLINGFILE_POSTPAID_20240710_123848.xlsx	1	0	1	VALIDATION COMPLETED					FAILED				
1-JUL-2024 12:33:19	BILLINGFILE_POSTPAID_20240710_123306.xlsx	1	0	1	VALIDATION COMPLETED					FAILED				
1-JUL-2024 12:25:01	BILLINGFILE_PREPAID_20240710_122447.xlsx	3	1	2	VALIDATION COMPLETED	10-JUL-2024 12:27:33	10-JUL-2024 12:27:34	1	0	COMPLETED				
1-JUL-2024 12:21:53	BILLINGFILE_PREPAID_20240710_122142.xlsx	1	0	1	VALIDATION COMPLETED					FAILED				
1-JUL-2024 12:20:42	BILLINGFILE_POSTPAID_20240710_122029.xlsx	1	0	1	VALIDATION COMPLETED					FAILED				

81. On clicking the View button

Select Date: 10-07-2024 Load

Show 10 entries Search:

UPLOADED DATE	FileName	VALIDATION DETAILS				BILLING FILE DETAILS						DOWNLOAD	VIEW	ACTION
		RECORDS	SUCCESS	FAILURE	STATUS	START TIME	END TIME	SUCCESS	FAILURE	BILLING STATUS				
1-JUL-2024 13:10:17	BILLINGFILE_POSTPAID_20240710_131003.xlsx	1	1	0	VALIDATION COMPLETED	10-JUL-2024 01:11:04	10-JUL-2024 01:11:06	0	1	COMPLETED				
1-JUL-2024 13:08:25	BILLINGFILE_POSTPAID_20240710_130812.xlsx	1	0	1	VALIDATION COMPLETED					FAILED				
1-JUL-2024 12:59:42	BILLINGFILE_POSTPAID_20240710_125928.xlsx	1	0	1	VALIDATION COMPLETED					FAILED				
1-JUL-2024 12:56:40	BILLINGFILE_POSTPAID_20240710_125626.xlsx	1	0	1	VALIDATION COMPLETED					FAILED				
1-JUL-2024 12:48:07	BILLINGFILE_POSTPAID_20240710_124752.xlsx	1	1	0	VALIDATION COMPLETED	10-JUL-2024 12:50:41	10-JUL-2024 12:50:43	0	1	COMPLETED				
1-JUL-2024 12:39:00	BILLINGFILE_POSTPAID_20240710_123848.xlsx	1	0	1	VALIDATION COMPLETED					FAILED				
1-JUL-2024 12:33:19	BILLINGFILE_POSTPAID_20240710_123306.xlsx	1	0	1	VALIDATION COMPLETED					FAILED				
1-JUL-2024 12:25:01	BILLINGFILE_PREPAID_20240710_122447.xlsx	3	1	2	VALIDATION COMPLETED	10-JUL-2024 12:27:33	10-JUL-2024 12:27:34	1	0	COMPLETED				
1-JUL-2024 12:21:53	BILLINGFILE_PREPAID_20240710_122142.xlsx	1	0	1	VALIDATION COMPLETED					FAILED				
1-JUL-2024 12:20:42	BILLINGFILE_POSTPAID_20240710_122029.xlsx	1	0	1	VALIDATION COMPLETED					FAILED				

Showing 1 to 10 of 14 entries Previous 1 2 Next

82. The user can view the Smart meter billing uploaded details with the validation image.

83. Same thing will be downloaded in excel format if the user clicks the Download button.

Smart Meter Billing Uploaded details

Show 10 entries Search:

Consumer ID	Meter SL No.	IRKWH	IRKVAH	FRKWH	FRKVAH	Bill Date	Message	Validation Message
1000089275	95847857	1569.00	1645.00	8900.00	10000.00	10-JUL-2024	SUCCESSFULLY VALIDATED	SUCCESS

Showing 1 to 1 of 1 entries Previous 1 Next

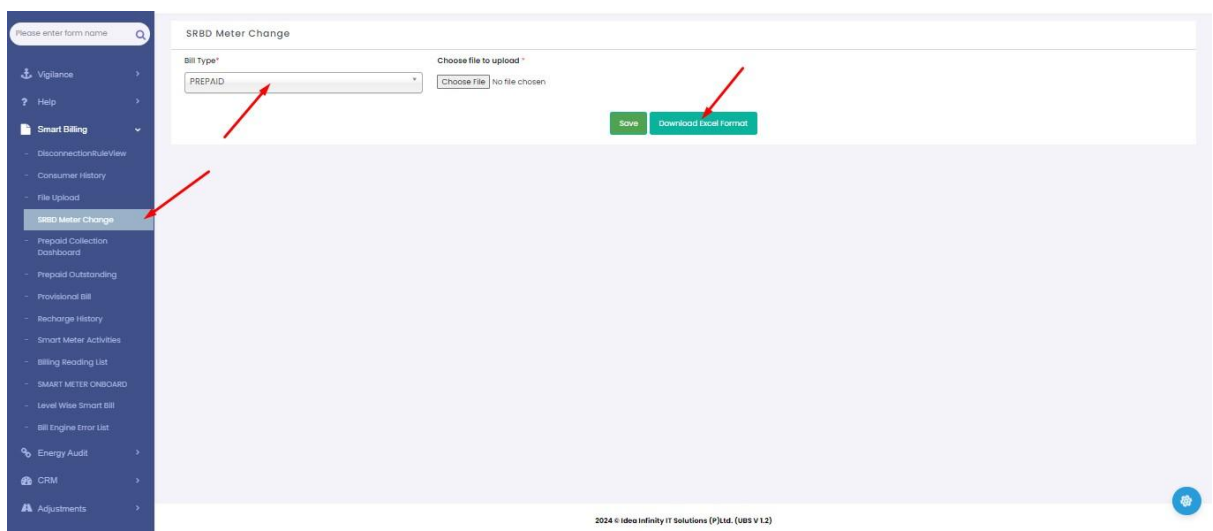
1. SRBD Meter Change

Step 1:

84. By clicking on “**SRBD Meter Change**” as shown below, the below page will be displayed.

85. From the **Bill type**, user has to select **Prepaid**.

86. Then the user has to click on **Download Excel Format** to download the sample file for prepaid.



Step 2:

87. After downloading, the user has to fill all the fields as mentioned in the below sample format excel for prepaid SRBD meter change.

1	A	B	C	D	E	F	G	H	I	J	K
2	Consumer ID	Legacy Consumer ID	Metered	Product Type	Meter Phase	Supply Voltage	Is TMC Applicable	TMC TYPE	Transformer Capacity	Meter Type	Meter Current Rating
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
17											
18											
19											
20											
21											
22											
23											
24											
25											
26											

Step 3:

88. After filling all the details in the above excel file, the user has to save it.
89. Then the user has to click on **Choose file**.
90. The user has to select the file he saved.
91. Click on **Save**.
92. After validation successful, prepaid meter change for SRBD will be completed.

SRBD Meter Change

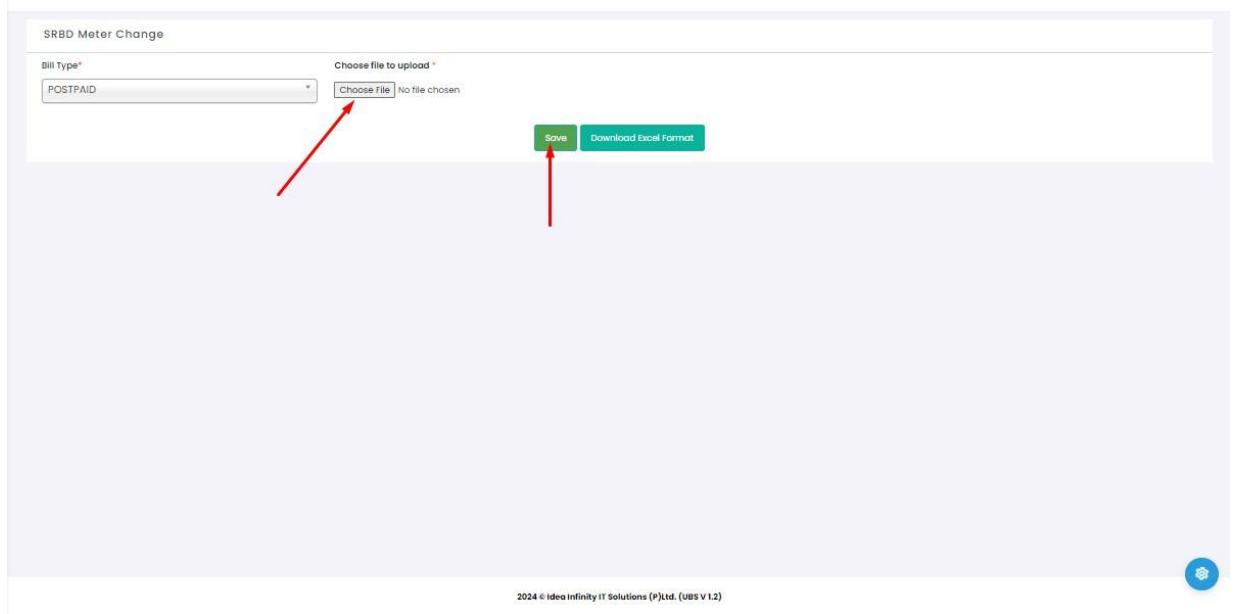
Bill Type*

Choose file to upload *
 No file chosen

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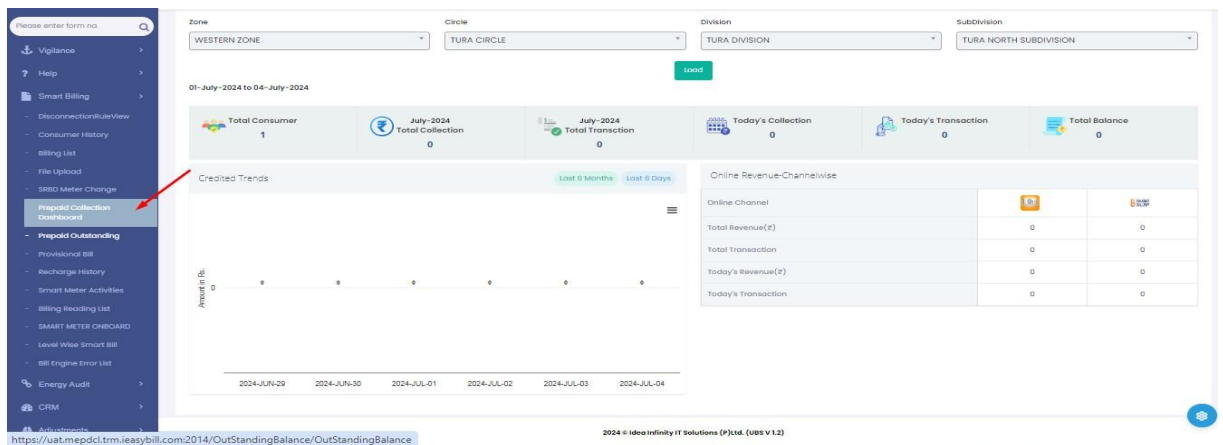
Step 4:

93. Then the user has to click on **Bill type**, user has to select **Postpaid**.
94. Then the user has to click on **Download Excel Format** to download the sample file for postpaid.



1. Prepaid Collection Dashboard

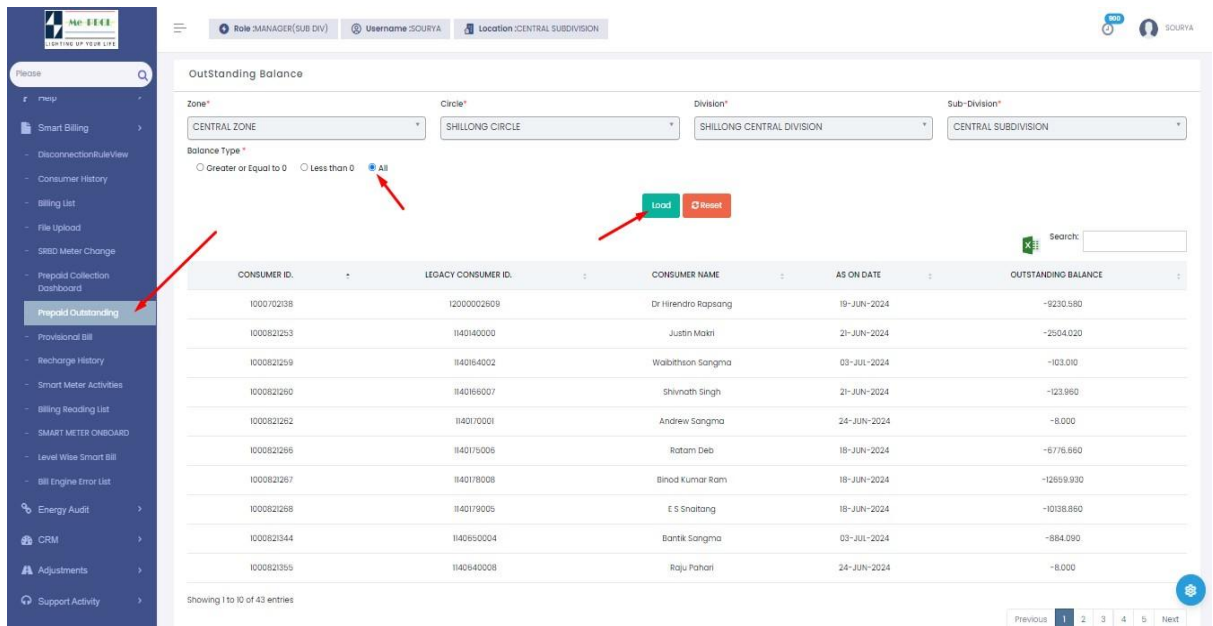
This is the collection dashboard for smart prepaid meters. This dashboard will show the data according to the current month only.



2. Prepaid Outstanding

Step 1:

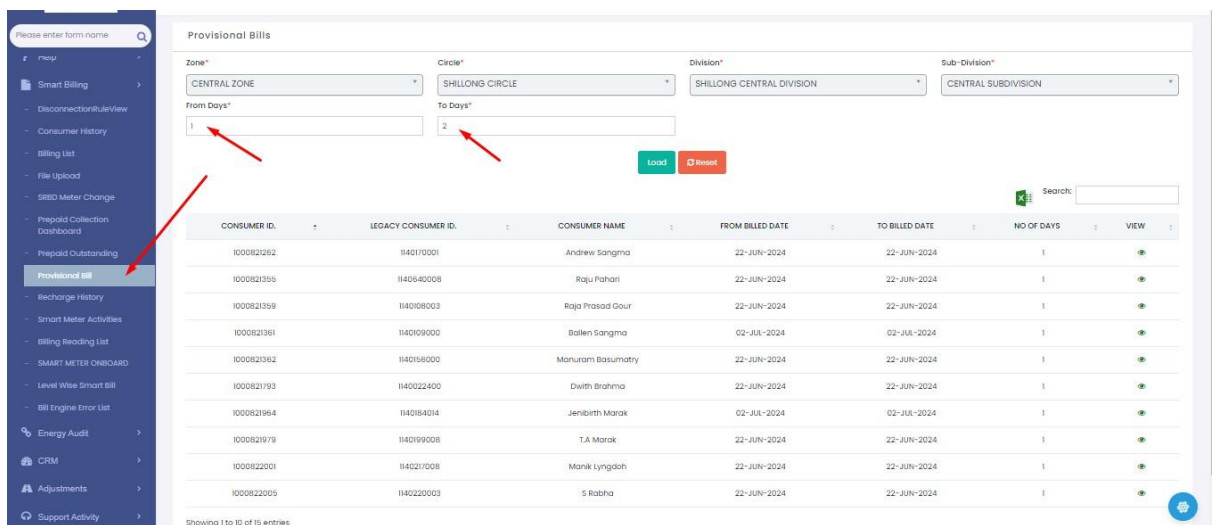
101. By clicking on **“Prepaid Outstanding”**, the below page will be displayed.
102. We have selected **All**; so, the list of prepaid consumers will come with their respective outstanding amount.
103. The negative outstanding amount signifies that the consumers must pay that amount.
104. On clicking the **Excel** button (beside the search bar); we can export this complete list in the excel format.



1. Provision Bill

Step 1:

105. By clicking on “Provisional Bill”, The below page will be displayed.
106. From here, the user has to enter the **from days** and **to days**.
107. Then the User has to click on the Load button.
108. Suppose if the user enters 1 in **from days** and 3 in **To days**, then the list of consumers will come for the provisional bill has been for consecutive 2 days.
109. **Excel** button is given behind the Search Bar to download the same file in excel format.



110. On selecting the eye button.

CONSUMER ID.	LEGACY CONSUMER ID.	CONSUMER NAME	FROM BILLED DATE	TO BILLED DATE	NO OF DAYS	VIEW
1000821262	1140170001	Andrew Sangma	22-JUN-2024	22-JUN-2024	1	
1000821356	1140640008	Raju Pohari	22-JUN-2024	22-JUN-2024	1	
1000821359	1140108003	Raja Prasad Gour	22-JUN-2024	22-JUN-2024	1	
1000821361	1140109000	Ballem Sangma	02-JUL-2024	02-JUL-2024	1	
1000821362	1140156000	Manuram Basumatry	22-JUN-2024	22-JUN-2024	1	
1000821793	1140022400	Dwith Brahma	22-JUN-2024	22-JUN-2024	1	
1000821964	1140184014	Jenibirth Marak	02-JUL-2024	02-JUL-2024	1	

111. We will get the Bill date on which the provisional bill was made; along with that we will get the current bill amount. This is a pop-up page shown below.



CONSUMER ID.: 1000821262 LEGACY CONSUMER ID.: 1140170001 Consumer Name: Andrew Sangma

Show 10 entries Search:

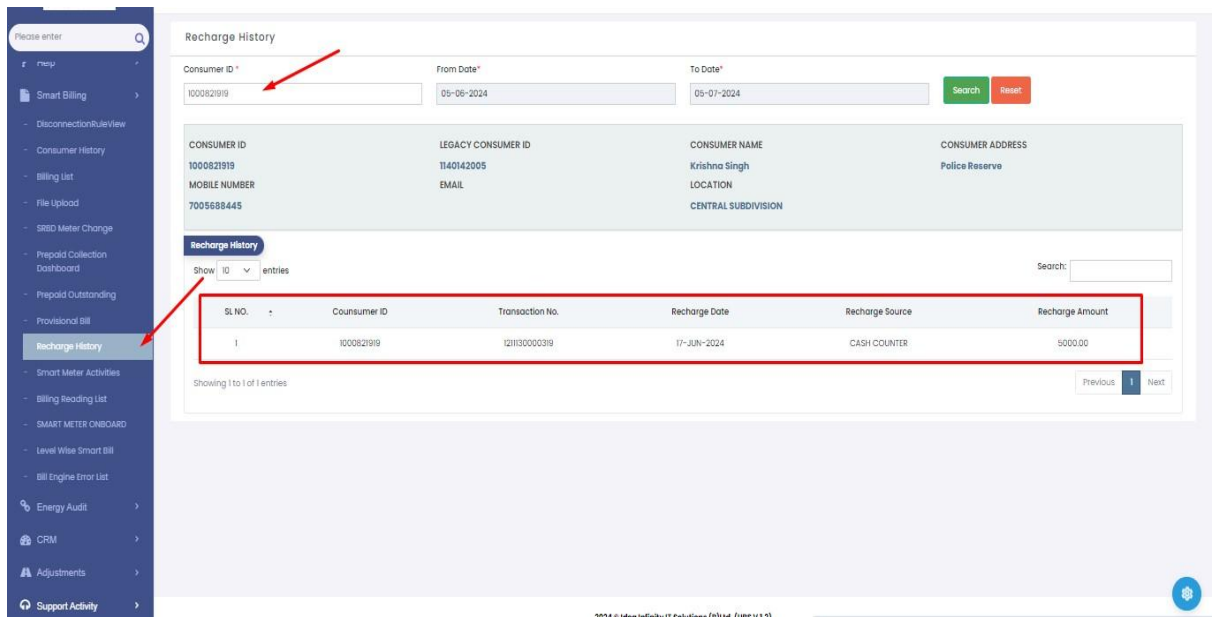
BILL DATE	AMOUNT
2024-06-22	8

Showing 1 to 1 of 1 entries Previous 1 Next

1. Recharge History:

Step 1:

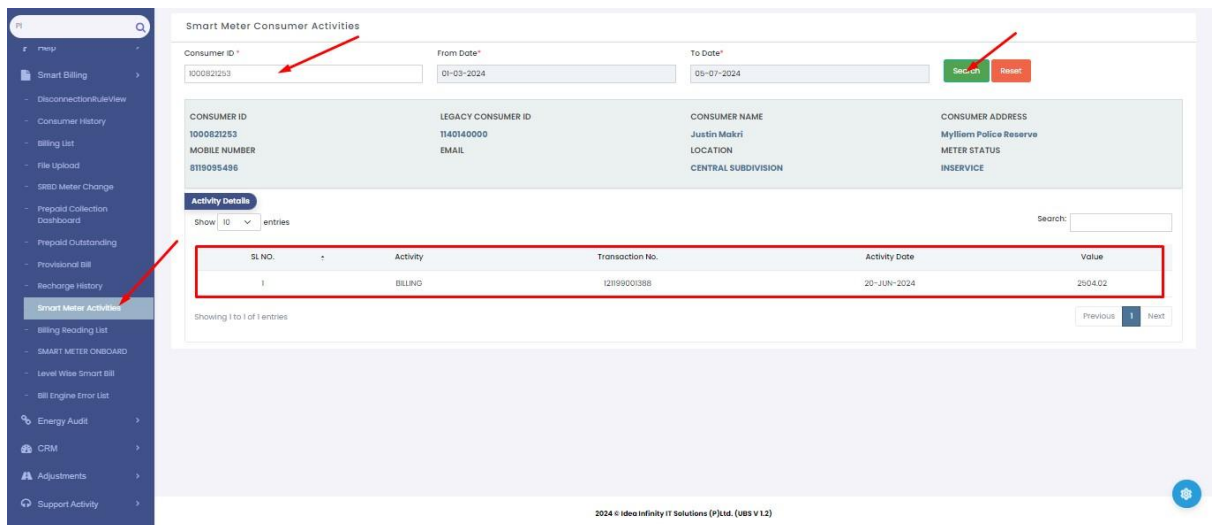
112. By clicking on “Recharge History”, The below page will be displayed.
113. From here, the user has to enter the consumer ID, date filters.
114. Then the User has to click on the Search.
115. The recharge history details will appear for the consumer within the selected date range.
116. Like recharge amount, recharge date, recharge source etc.
117. Everything is shown below.



1. Smart Meter Consumer Activities

Step 1:

118. By clicking on **“Smart Meter Consumer Activities”**, The below page will be displayed.
119. The user has to enter the consumer ID and click on Search button.
120. The basic consumer details will be shown.
121. The user can see the Activity related details like Billing, transaction No, Activity-Date, the current bill Amount.



1. Billing Reading list

Step 1:

122. By clicking on **“Billing Reading list”**, The below page will be displayed.
123. From this page the user can see the billing dashboard for smart meters against the selected range.

124. The dashboard contains the number of eligible consumers for smart meter billing, count of consumers for which billing has been completed, billing efficiency %, count of consumers for which billing has failed.
125. Below the Dashboard, the user can get the smart meter billing list.
126. From there the user can get the starting and ending time of the batches initiated for billing, total consumers in a particular batch, etc.
127. Excel button is given; from there the user can download the same list in excel format.
128. From the Download button, the user can download the list of consumers for which billing has been failed along with their reasons of failure.

Download Reading Process

From Date: 01-07-2024 To Date: 09-07-2024 [Load] [Reset]

Dashboard

Eligible Consumers: 1124 ↓ Billing Done: 580 ↓ Efficiency: 52% Failed: 544 ↓

BATCH No.	TOTAL COUNT	SUCCESS COUNT	FAILURE COUNT	BATCH START DATE & TIME	BATCH END DATE & TIME	VIEW	DOWNLOAD
202407091254	95	49	46	05-JUL-2024 12:58:04	05-JUL-2024 13:00:52	🔍	📄
202407091250	86	0	86	05-JUL-2024 12:50:57	05-JUL-2024 12:52:57	🔍	📄
202407091238	121	35	86	05-JUL-2024 12:38:19	05-JUL-2024 12:44:49	🔍	📄
202407091902	3	3	0	05-JUL-2024 19:02:24	05-JUL-2024 19:02:25		
202407091844	3	3	0	05-JUL-2024 18:44:49	05-JUL-2024 18:44:50		
202407091547	2	0	2	05-JUL-2024 15:47:38	05-JUL-2024 15:47:39	🔍	📄
202407091546	2	0	2	05-JUL-2024 15:46:47	05-JUL-2024 15:46:49	🔍	📄
202407091543	2	0	2	05-JUL-2024 15:43:15	05-JUL-2024 15:43:17	🔍	📄
202407091542	2	0	2	05-JUL-2024 15:42:57	05-JUL-2024 15:42:58	🔍	📄

Step 2:

129. On clicking the View button, the user can view the list of consumers for which billing has been failed in that particular batch, along with that appropriate reasons will be given for their failure, excel button is given to download the list.

Sl No.±	Consumer ID	Remarks
1	1000640531	KWH Cannot be greater than KVAH. Please revise the readings
2	1000678122	KWH Cannot be greater than KVAH. Please revise the readings
3	1000041047	KWH Cannot be greater than KVAH. Please revise the readings
4	1000001361	KWH Cannot be greater than KVAH. Please revise the readings
5	1000002185	KWH Cannot be greater than KVAH. Please revise the readings
6	1000001353	KWH Cannot be greater than KVAH. Please revise the readings
7	1000601438	KWH Cannot be greater than KVAH. Please revise the readings
8	1000001317	KWH Cannot be greater than KVAH. Please revise the readings
9	1000002421	KWH Cannot be greater than KVAH. Please revise the readings
10	1000002175	KWH Cannot be greater than KVAH. Please revise the readings

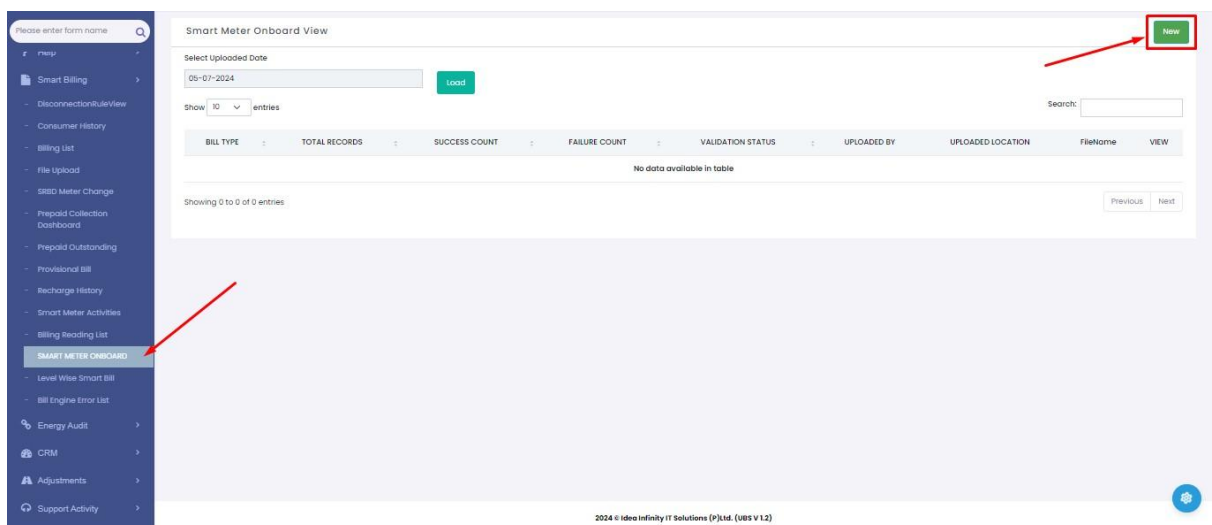
Showing 1 to 10 of 116 entries

Previous 1 2 3 4 5 ... 12 Next

1. Smart meter Onboard:

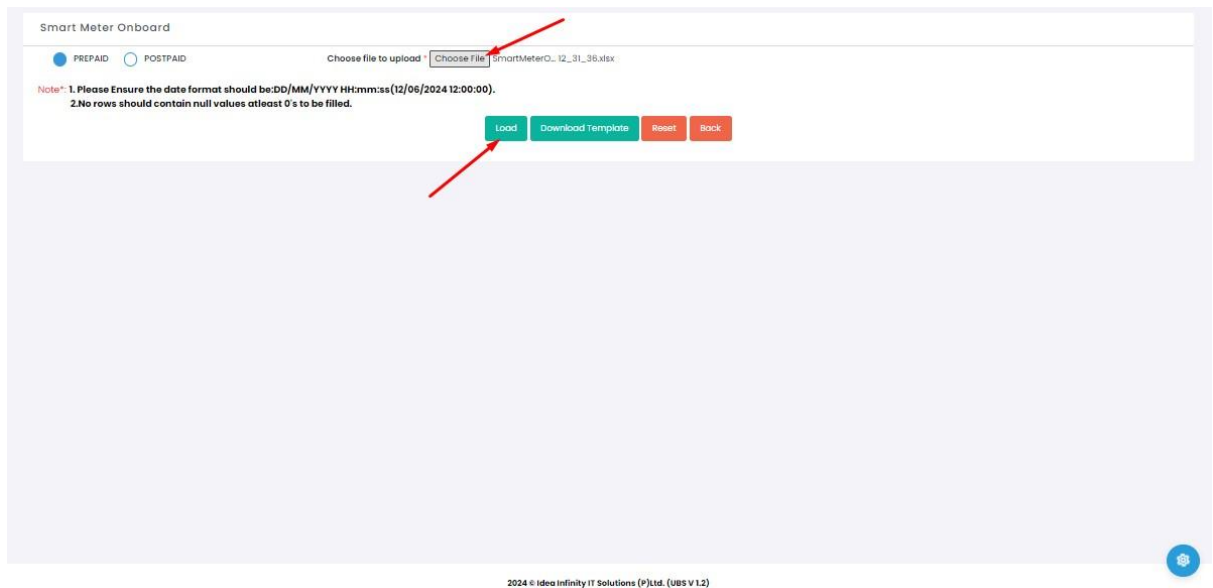
Step 1:

- 130. By clicking on “Smart Meter Onboard”, The below page will be displayed.
- 131. Click on “New” Button.



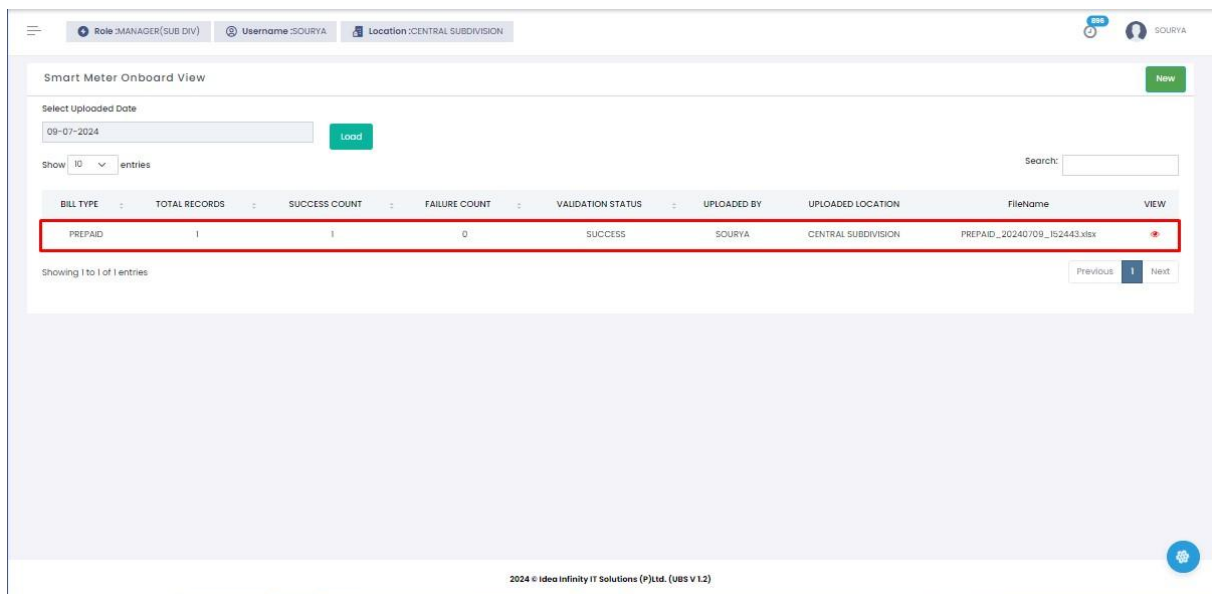
Step 2:

- 132. Now from this page we are going to onboard a prepaid smart meter.
- 133. So; for that we have to select the **Prepaid** option as shown below.
- 134. Click on the **Download Template** option to download the sample file.



143. The user has to go back to the view page.

144. From there the user can see the consumer who has been converted from postpaid to prepaid.



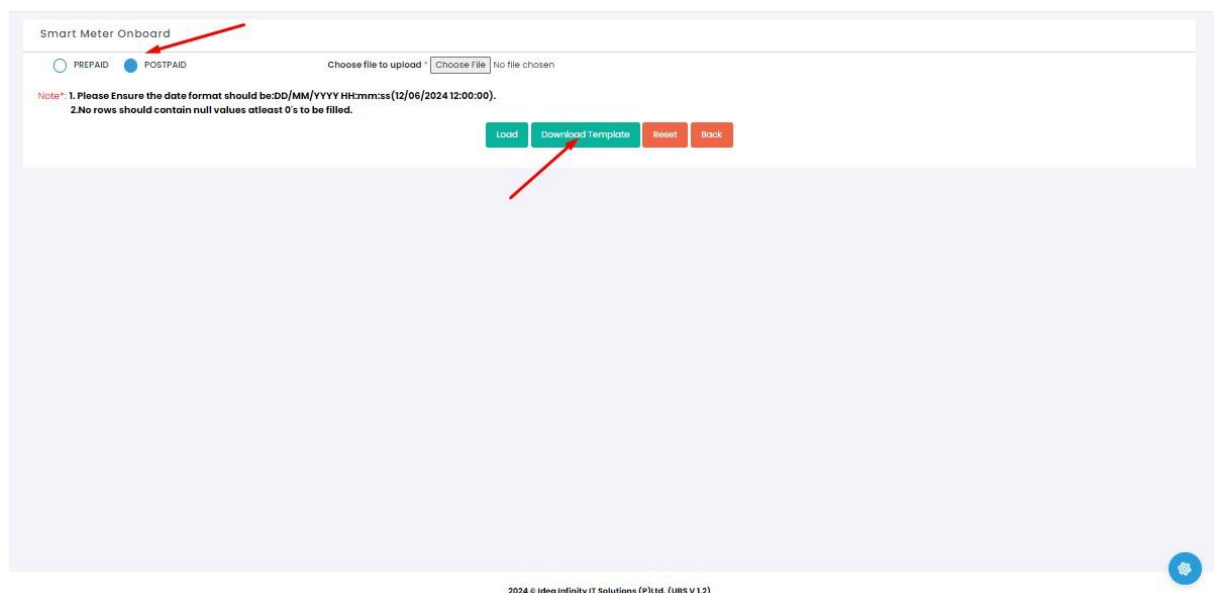
145. On clicking the view button, the user can see the validation successful message, new meter details like new meter number, meter make etc. It is shown below.

Smart Meter Uploaded details						
Consumer ID	New Meter SL No.	New Meter Make	Old Meter SL No	Old Meter Make	Meter Type	Status
1000705704	METR1234	HPL	RSD1214614	Avon	PREPAID	SUCCESSFULLY VALIDATED

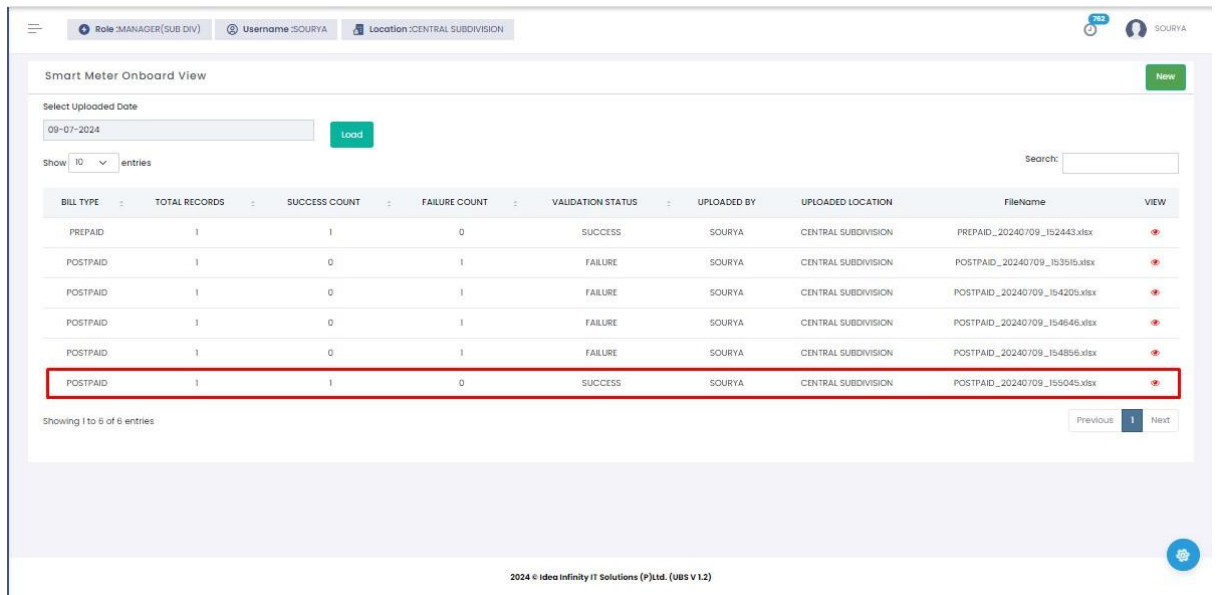
Showing 1 to 1 of 1 entries

Step 3:

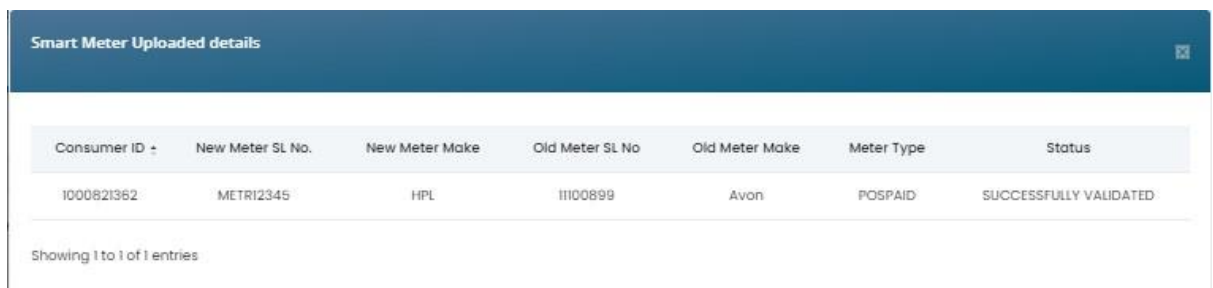
- 146. Now from this page we are going to onboard a postpaid smart meter.
- 147. So; for that we have to select the **Postpaid** option as shown below.
- 148. Click on the **Download Template** option to download the sample file.



- 149. This is the download sample file.
- 150. Here, the user has to enter the details as shown below.
- 151. There are lots of fields, the user has to scroll from left to right to add more details.
- 152. After entering everything, we have to save the file.



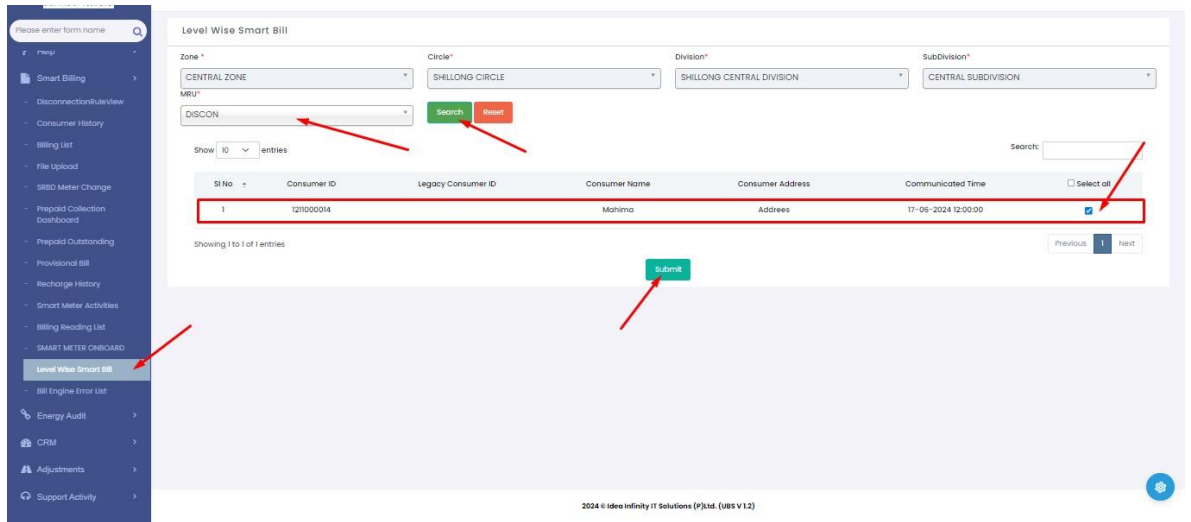
159. On clicking the view button, the user can see the validation successful message, new meter details like new meter number, meter make etc. It is shown below.



1. Level wise Smart Bill:

Step 1:

- 160. By clicking on “**Level wise smart bill**”, The below page will be displayed.
- 161. The administrative level will be auto filled according to the log in credentials.
- 162. The user has to select the MRU name from the drop-down list.
- 163. The consumer ID comes with its other details.
- 164. The user has to select that consumer to assign for Smart Billing.
- 165. The user has to click on Submit button.

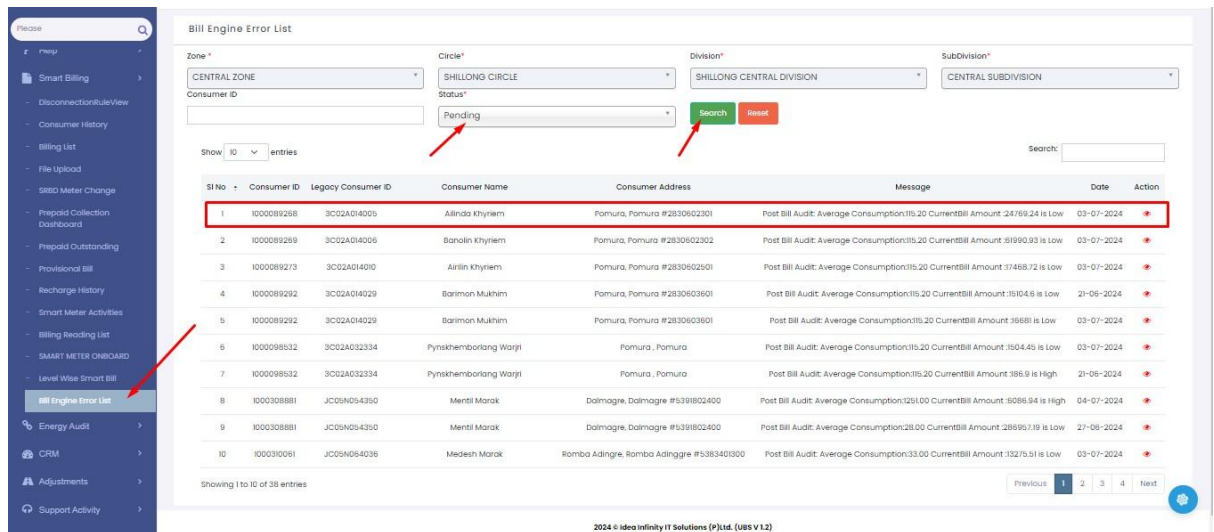


1. Bill Engine Error List

Step 1:

166. From here the user can get the list of consumers for which Bill engine has found some error while billing. For example, id current bill amount comes very low against the Average consumption.

167. Then those consumer list comes here for verification.



168. On clicking the Action Button

Bill Engine Error List

Zone* CENTRAL ZONE Circle* SHILLONG CIRCLE Division* SHILLONG CENTRAL DIVISION SubDivision* CENTRAL SUBDIVISION

Consumer ID: Pending Search Reset

Show 10 entries

Sl No	Consumer ID	Legacy Consumer ID	Consumer Name	Consumer Address	Message	Date	Action
1	1000089268	3C02A014005	Ailinda Khyriem	Pomura, Pomura #2830602301	Post Bill Audit: Average Consumption:115.20 CurrentBill Amount:24769.24 is Low	03-07-2024	
2	1000089269	3C02A014006	Banolin Khyriem	Pomura, Pomura #2830602302	Post Bill Audit: Average Consumption:115.20 CurrentBill Amount:61990.93 is Low	03-07-2024	
3	1000089273	3C02A014010	Airiln Khyriem	Pomura, Pomura #2830602501	Post Bill Audit: Average Consumption:115.20 CurrentBill Amount:37468.72 is Low	03-07-2024	
4	1000089292	3C02A014029	Barimon Mukhim	Pomura, Pomura #2830603901	Post Bill Audit: Average Consumption:115.20 CurrentBill Amount:19104.6 is Low	21-06-2024	
5	1000089292	3C02A014029	Barimon Mukhim	Pomura, Pomura #2830603901	Post Bill Audit: Average Consumption:115.20 CurrentBill Amount:16881 is Low	03-07-2024	
6	1000089532	3C02A032334	Fynskhembarlang Warjri	Pomura, Pomura	Post Bill Audit: Average Consumption:115.20 CurrentBill Amount:15044.5 is Low	03-07-2024	
7	1000089532	3C02A032334	Fynskhembarlang Warjri	Pomura, Pomura	Post Bill Audit: Average Consumption:115.20 CurrentBill Amount:188.9 is High	21-06-2024	
8	1000308881	JC05N054350	Mentli Marak	Dalmagre, Dalmagre #5391802400	Post Bill Audit: Average Consumption:1251.00 CurrentBill Amount:6086.94 is High	04-07-2024	
9	1000308881	JC05N054350	Mentli Marak	Dalmagre, Dalmagre #5391802400	Post Bill Audit: Average Consumption:28.00 CurrentBill Amount:28695.19 is Low	27-06-2024	
10	1000310061	JC05N064036	Medesh Marak	Romba Adingre, Romba Adingre #5383401300	Post Bill Audit: Average Consumption:33.00 CurrentBill Amount:13275.51 is Low	03-07-2024	

169. The user will get this pop-up message on the screen.
170. The user can find why the consumer has come in the Bill Engine Error list. There will be an error message.
171. The user has to enter some remarks against his action.
172. From here the bill can be forcefully made by Bypassing; for that the user needs to click on the Bypass.
173. And if the user clicks on Reset; then a request will be sent to make the bill again.

Consumer ID : 1000089268

Message : Post Bill Audit: Average Consumption:115.20 CurrentBill Amount :24769.24 is Low

Remarks*

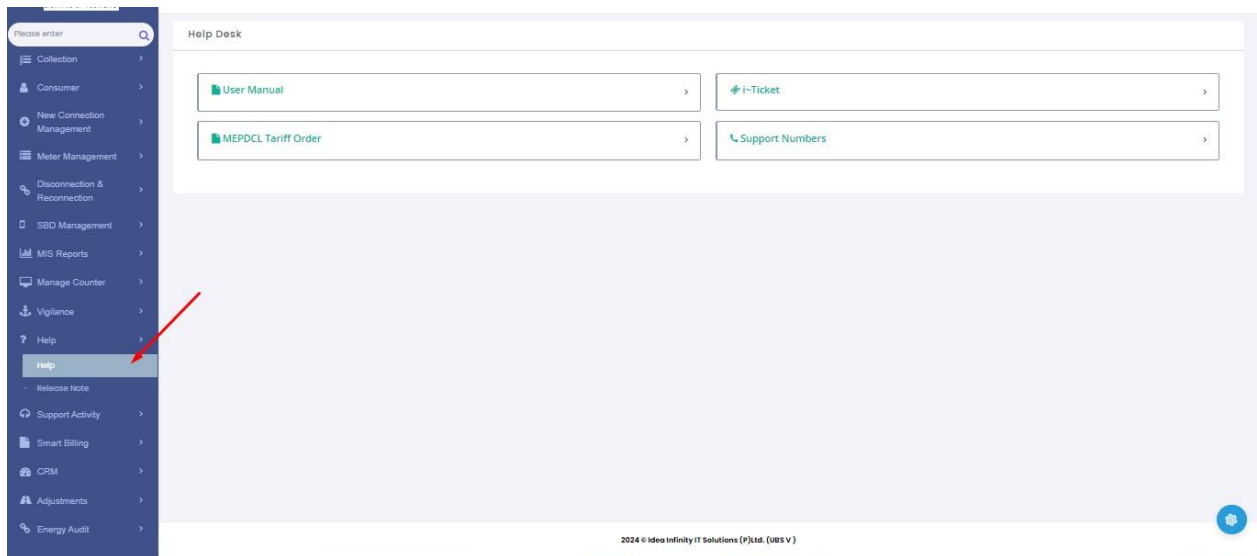
ByPass Error Reset

174. Once it is bypassed; it will come under the Bypass list (Status).
175. Once it is being reset; it will come under the Reset list (Status).

176. Help:

1. HELP:

By clicking on **“Help”**, The below “Help Desk” page will be displayed.



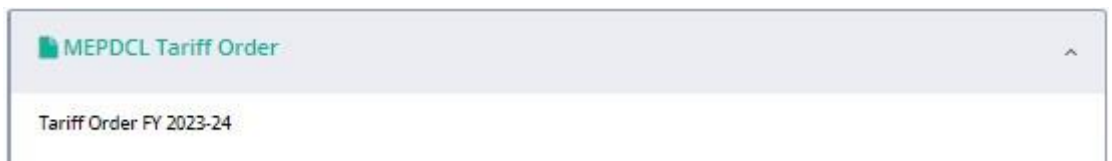
1. User Manual:

1. The user must click on the User-Manual.
2. The user will have access to download the user manual for Web Application, Android Application and APK.
3. By clicking on the respective Manual, the user can download the User Manual.



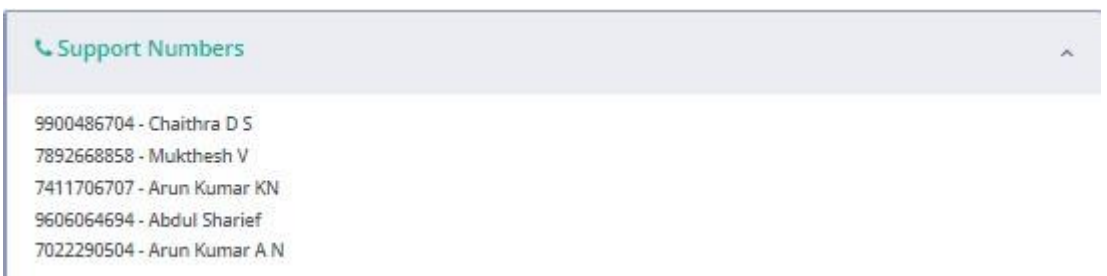
1. MEPDCL Tariff Order:

4. The user can download the Tariff order for the current financial year from here.



1. Support Numbers:

5. By Clicking on “Support Numbers”, The user can view the contact details of the support team.



1. I-Ticket:

6. By clicking on “i-Ticket”, The user can see the hyperlink to raise ticket.

[Click Here To Raise Ticket](#)

7. After clicking the hyperlink, the below page will be displayed.
8. Here, the user must enter the necessary details to raise a ticket.
9. Then the user must attach documents, give some Issue description and Recreation steps.
10. Click on save and the ticket will be successfully raised.

View Ticket

Product Name *	Issue type*	Sub-Issue Type*	Severity Type*
<input type="text" value="MEPDCL UBS"/>	<input type="text" value="BILLING ISSUE"/>	<input type="text" value="BILLING ISSUE"/>	<input type="text" value="SEVERITY 1"/>
Max Resolution Time in Hrs.*	Communication E-mail*	Communication Mobile No.*	
<input type="text" value="3"/>	<input type="text" value="ABC123@GMAIL.COM"/>	<input type="text" value="9998887770"/>	
No. of Impacted Users*	Occurred Date*	Occurred Time*	Office Code
<input type="text" value="1-10"/>	<input type="text" value="23-07-2024"/>	<input type="text" value="05:37 PM"/>	<input type="text" value="1211"/>
Corporate	Zone	Circle	Division
<input type="text" value="CORP OFFICE"/>	<input type="text" value="CENTRAL ZONE"/>	<input type="text" value="SHILLONG CIRCLE"/>	<input type="text" value="SHILLONG CENTRAL DIVISION"/>
SubDivision			
<input type="text" value="CENTRAL SUBDIVISION"/>			
Attachment1	Attachment2	Attachment3	
<input type="button" value="Choose File"/> PrepaidBillin..._57_52.xlsx	<input type="button" value="Choose File"/> MDM exp.pdf	<input type="button" value="Choose File"/> User Manag...manual.docx	
Issue Description*	Recreation steps		
<input type="text" value="OK"/>	<input type="text" value="Test"/>		
<small>Remaining characters: 498</small>	<small>Remaining characters: 195</small>		

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11. By clicking on **“View Ticket”**

View Ticket

Product Name *	Issue type*	Sub-Issue Type*	Severity Type*
<input type="text" value="MEPDCL UBS"/>	<input type="text" value="-Select IssueType-"/>	<input type="text" value="-Select an Option"/>	<input type="text" value=""/>
Max Resolution Time in Hrs.*	Communication E-mail*	Communication Mobile No.*	
<input type="text" value=""/>	<input type="text" value="ABC123@GMAIL.COM"/>	<input type="text" value="9998887770"/>	
No. of Impacted Users*	Occurred Date*	Occurred Time*	Office Code
<input type="text" value="-Select-"/>	<input type="text" value="23-07-2024"/>	<input type="text" value="05:52 PM"/>	<input type="text" value="1211"/>
Corporate	Zone	Circle	Division
<input type="text" value="CORP OFFICE"/>	<input type="text" value="CENTRAL ZONE"/>	<input type="text" value="SHILLONG CIRCLE"/>	<input type="text" value="SHILLONG CENTRAL DIVISION"/>
SubDivision			
<input type="text" value="CENTRAL SUBDIVISION"/>			
Attachment1	Attachment2	Attachment3	
<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Choose File"/> No file chosen	
Issue Description*	Recreation steps		
<input type="text" value="Enter Description"/>	<input type="text" value="Enter Recreation steps"/>		
<small>Remaining characters: 498</small>	<small>Remaining characters: 195</small>		

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12. The below page will be displayed.

13. Here, the user must select necessary filters to view the tickets history (tickets raised previously).

The screenshot displays the 'Agent Status' interface. At the top right, there is a 'New Ticket' button. Below it, the 'Clarification Tickets' count is 0. The 'My Tickets' section is active, with an 'OverDue Tickets' checkbox. There are three filter dropdowns: 'Status Wise View', 'Product Wise View', and 'Severity Wise View', all currently set to 'Select'. Two date input fields are present: 'From Date' (2024-04-24) and 'To Date' (2024-07-23). To the right of these are 'Load' and 'Reset' buttons. Below the filters is a search bar and a 'Show 10 entries' dropdown. A table header is visible with columns: Ticket No., Project, Location, Issue Type, Severity, Created By, Created On, Expected Close Time, Status, Closed On, and SLA Status. The table content is empty, displaying 'No data available in table'. At the bottom, it shows 'Showing 0 to 0 of 0 entries' and 'Previous Next' navigation buttons. The footer contains the text '© IDEA INFINITY IT SOLUTIONS 2024'.

177. Mobile Application (I Easy Bill) Introduction:

This Application is basically made for MR (Meter Reader) and sub cashier. From this app, MR can perform spot billing of the consumers and sub cashier can collect the revenue.

1. Billing:

Step 1:

2. First the user must open the I Easy Bill App. Then he must enter the log in credentials of MR.



 8000000001|



Show Password

Sign In

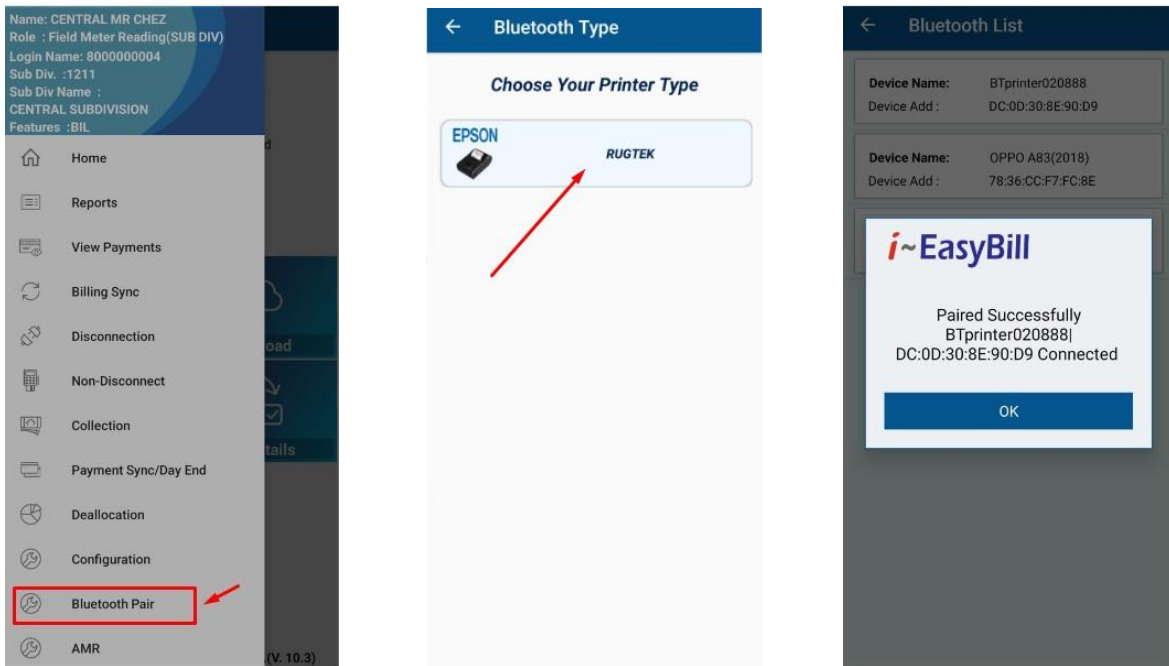
[Forgot Password?](#)

[ApkUpdate](#)

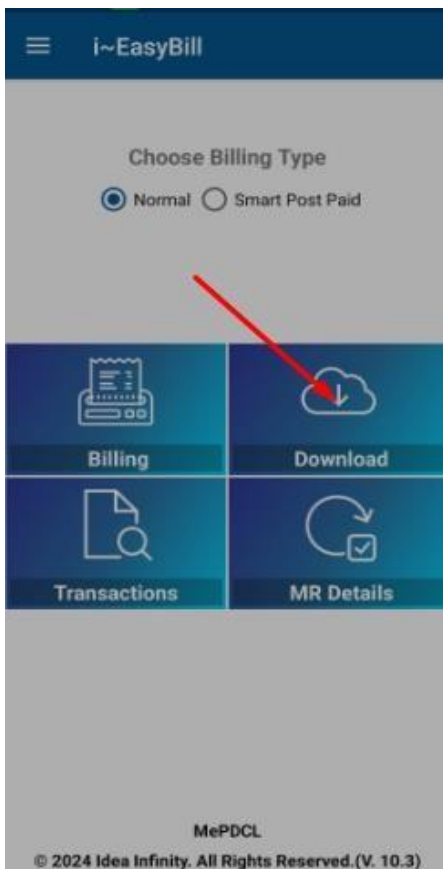
About: 

© 2024 Idea Infinity. All Rights Reserved.(V. 10.3)
UAT(MePDCL) :http://106.51.12.114:2015/SvcTrm.svc/

Step 2: The user has to click on Bluetooth pair; then he has to choose the Printer with which he wants to connect. After pairing, “Paired successfully” message will be shown.



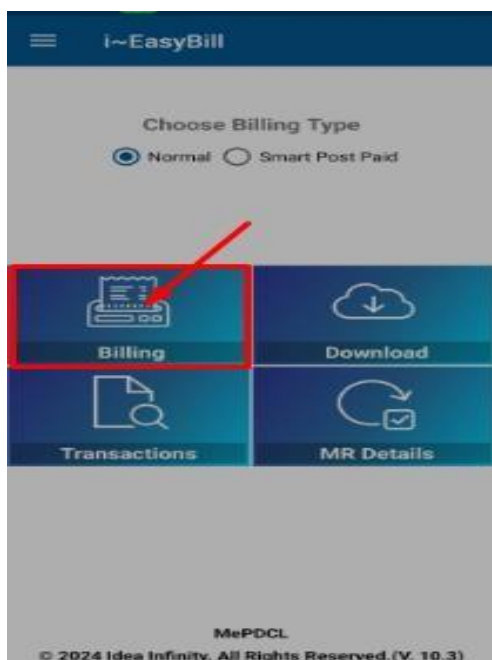
Step 3: The user has to click on the download button to download the consumers for spot billing.



Step 4: The user can see the eligible consumers which can be downloaded for billing.

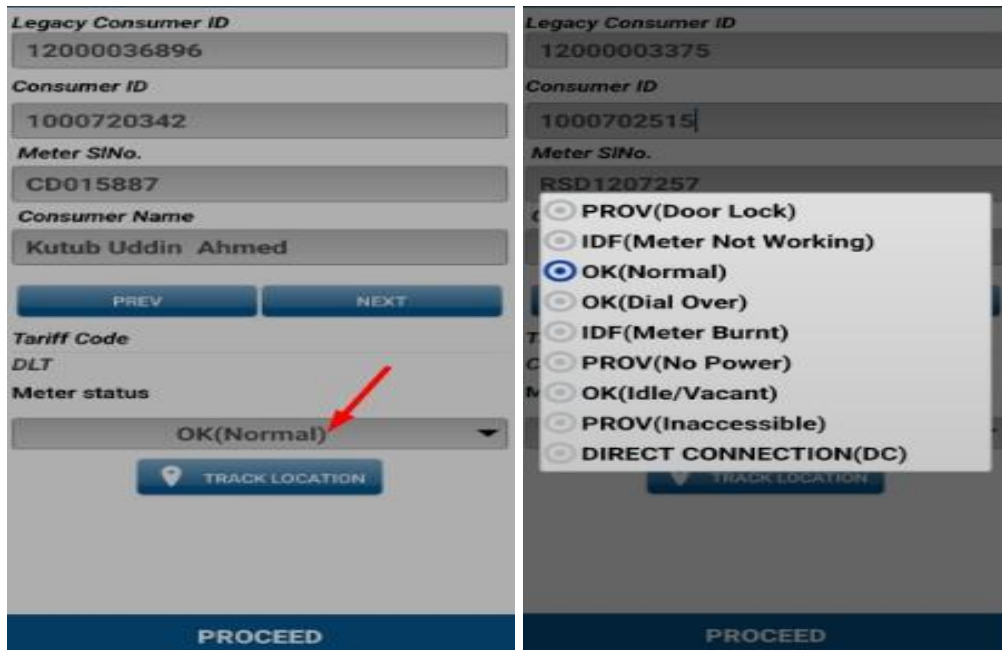


Step 5: The user has to click on Billing.

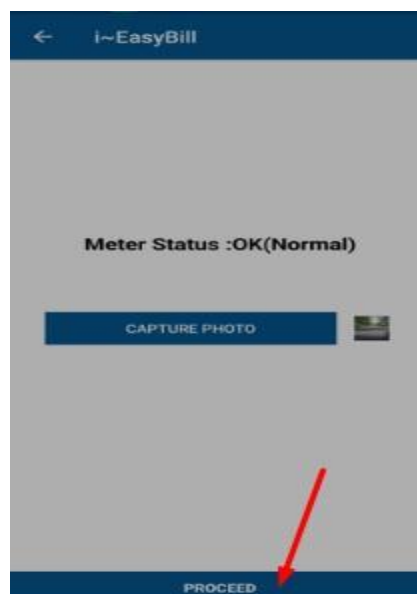
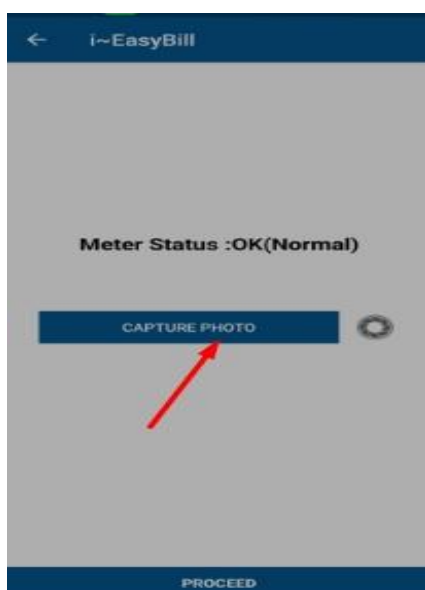


Step 6:

The user has to select Meter status; if there is any defect in the meter; then he can choose other options from meter status as shown below.



Step 7: The user has to click on **Capture Photo** to click the picture of the meter; then he has to click on Proceed.



Step 8: The user has to enter the **Present KWH reading**. For HT consumer there will be option to enter the **Present KVAH reading** also. There are other fields like Recorded MD(KW) and PF, if the user wants. Then he has to click on Proceed. **Bill Preview** page will appear where user can see all the bill charges of the consumer. On clicking **Print Bill**; bill will be printed.

Consumer ID: 1000720342
 Prev. Mtr Status: Normal
 Pres. Mtr Status: Normal
 Present KWH: 3000
 Recorded MD in KWH: 0
 Recorded PF: 0
 PROCEED

← Bill Preview
 Consumer ID: 1000720342
 Legacy Consumer ID: 12000036896
 Meter Status: Normal
 DPC: 43.30
 ED: 22.05
 Bill Amount: ₹ 3426.55
 Prev Outstanding amount: ₹ 726.64
 Net Amount: ₹ 4154.0
 PRINT BILL

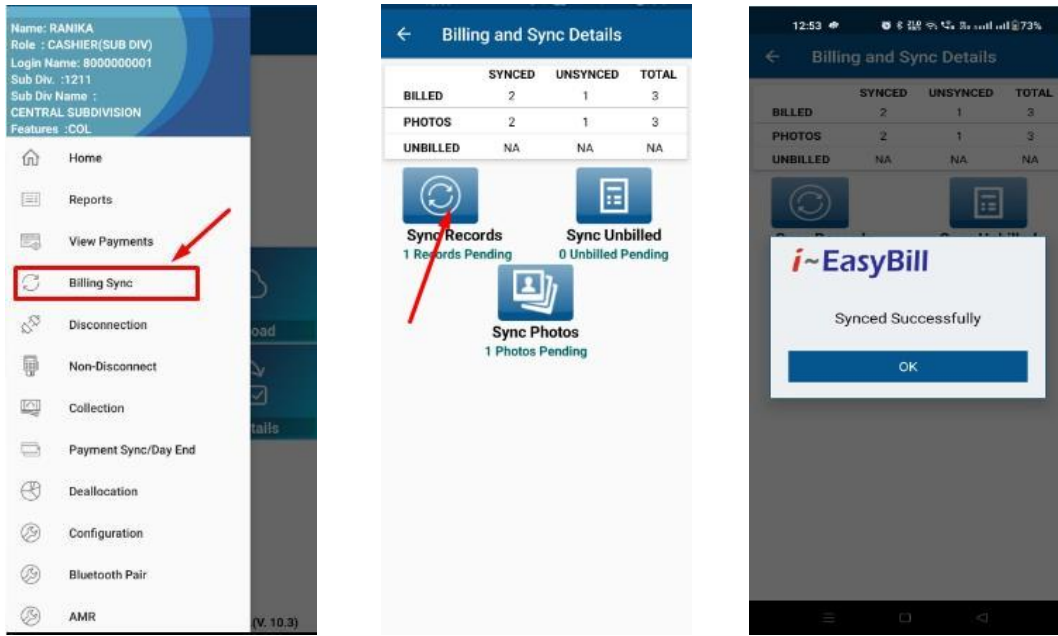
Step 9: On selecting **Transactions** from the home page; the user will be directed to the below page from where he can see the list of consumers for which bill has been made; from the View button the user can see the bill and print again.

i~EasyBill
 Choose Billing Type
 Normal Smart Post Paid
 Billing Download
 Transactions MR Details
 MePDCL
 © 2024 Idea Infinity. All Rights Reserved. (V. 10.3)

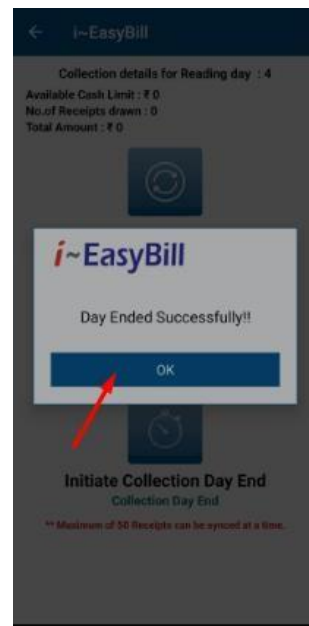
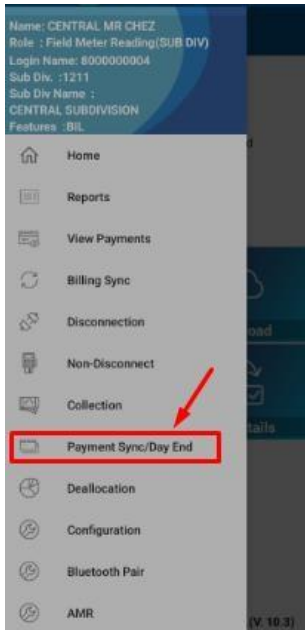
← i~EasyBill
 Search LC ID/Consumer ID
 All Synced Pending
 Consumer ID: 1000720341
 Legacy Consumer ID: 12000036895
 Bill Number: 1211005247040003 VIEW
 Consumer ID: 1000714631
 Legacy Consumer ID: 12000025535
 Bill Number: 1211005247040002 VIEW
 Consumer ID: 1000714618
 Legacy Consumer ID: 12000025521
 Bill Number: 1211005247040001 VIEW

← i~EasyBill
 Subdiv Name: CENTRAL SUBDIVISION
 SubDiv Code: 1211
 Consumer ID: 1000720341
 Legacy Consumer ID: 12000036895
 MR Code: 1211005
 Name and Address: Kutub Uddin
 Ahmed, Oakland Road,
 Shillong, #181892
 Tariff: DLT
 Sanct Load: 3KW+GHP
 Billing Period: 12/01/2024 - 04/07/2024
 Recorded BMD: 0
 Recorded PF: 0
 Bill Date: 2024-07-04
 Pres. Reading Date: 04/07/2024
 Prvs read date: 12/01/2024
 Bill Number: 1211005247040003
 Meter Sl.No.:
 Present Reading: 1500
 Previous Reading: 1477
 OMF(Cons): 1
 Consumption: 23
 RE-PRINT BILL

Step 10: From the home page; the user has to click on the **Menu** button; from there the user has to click on **Billing Sync**. Then the user will be directed to the **Billing and Sync Details** page as shown below. From there, the user has to click on Sync Records. **Synced successfully** message will appear on the screen.



Step 11: For Day End; the user has to go to Home page again. Then he has to click on the Menu Button. From there he has to click on **Payment sync/Day end** option. On clicking **Initiate Bill Day End** as shown in the below page, the user will get this pop-up message on his screen.



Note:

The latest APK has been released with key enhancements. Request all MR's to update to the latest APK immediately. Please note the following important changes:

1. Meter Readers (MRs) can now perform Day End at any time during the day and download billing data independently, without any manual intervention.

2. Billing and data download are restricted between 8:00 PM and 6:00 AM.

3. MRs to mandatorily do Day End before 8:00 PM if they want to download fresh billing data for the next day.

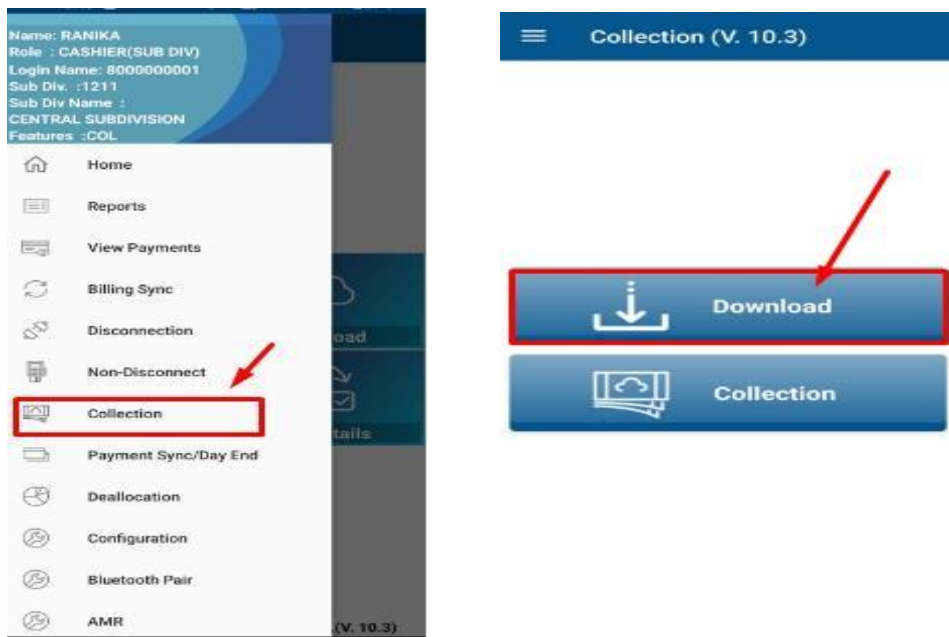
4.MRs can continue billing activities using previously downloaded data, even if Day End is not done.

5.The download process has been optimized for quicker performance.

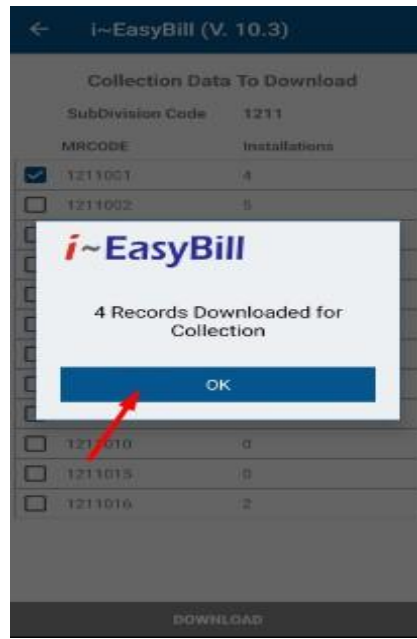
Request all Officers to brief MRs accordingly. For any technical issues or support, Idea Team Members will be available to assist you

3. Collection:

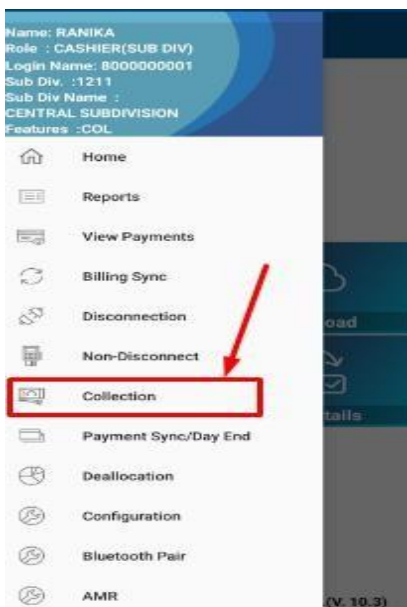
Step 1: For collection, the user has to go to the Home page. From the Menu button, the user has to click on the **Collection**. Then the user has to download the consumers for which he wants to take the payments.



Step 2: Then the user has to select the MR code one by one. Number of consumers will be allocated for each of the MRs. After selecting the MR codes, the user has to click on the **Download**. Pop-up message will be shown that records are downloaded and are ready for collection. Click on **Ok** and proceed further.



Step 3: The user has to select **Collection** from the menu shown below. Then he has to select **Collection** from the next page.



Step 4: Then the user will get the consumer ID for collection. After collection the consumer will not be shown, and the user has to click on the **Next** for collection of

another consumer. Click on **Proceed**. Then the pop-up message will come whether he wants to proceed with the payment or not. The user has to click on **Yes** to proceed further.

Legacy Consumer ID

Consumer ID

1000614378

Meter SINO

11074356

Consumer Name

Merrybina Ch Marak-danak dopgre

PREV NEXT

Tariff Code

BPL(M)

Net Amount

20030

PROCEED

Consumer Details

Consumer Name: Merrybina Ch Marak-danak dop...

Legacy Consumer ID:

Consumer ID: 1000614378

Bill Amount: ₹ 20029.89

Consumer Credit: -0.19

Total Amount: ₹ 20030

Are you sure? you want to proceed with payment of ₹20030/-

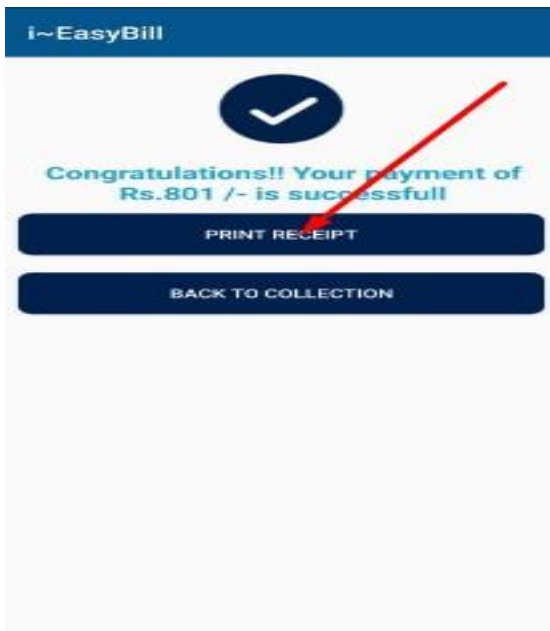
NO YES

Mobile No.: 9909990999

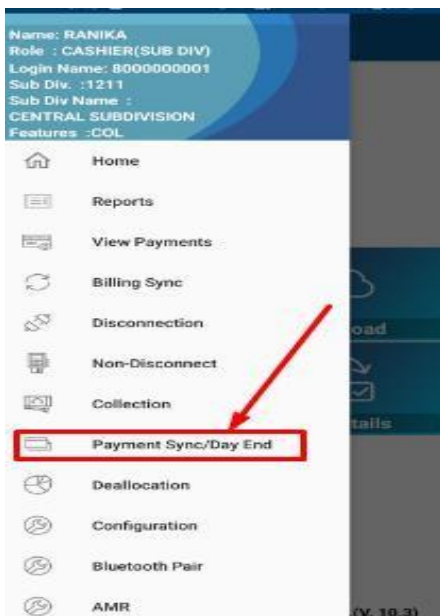
Payment Mode: CASH

20030 PAY

Step 5: Once payment is done the user can print the receipt.



Step 6: After taking all the payments, the user has to go to the menu again. From here, he has to click on the **Payment Sync/ Day End**. On clicking he will be directed to the next page as shown below. From here, the user has to click on **Sync Receipts** and then **Initiate Collection Day End**. Thus, our complete process of Billing and Collection is completed.



Contractual Agreement

Consumer ID* 1000816535 Legacy Consumer ID 65000000430 Application Date* 01-07-2024

Consumer Details

Name	Address	Category
Pegasus Hotel Crown	C/O Shri Kallosh Verma Pegasus Hotel Crown, Shillong. #123929	CHT
Mobile No.	Load KW	Contract Demand KVA
8826903213	0	184
Meter Serial No.	Phase	Previous Deposit Amount
MEB00815	3-PHASE	0

Load Change

New Contract Load Unit*	Contract Demand (KVA) *	Contractual From Date*	Contractual To Date*
KVA	70	01-07-2024	31-07-2024

Document Details

Note*: 1. Upload Document (Size should be less than or equal to 5 MB)
2. File Type (.jpg,.png,.pdf)

Document List*

-Select- Choose File No file chosen Upload

178. Finally, we have to click on Choose Action.

179. Click on Save.

180. Final approval is done by the higher authority from the workflow module.

Document Details

Note*: 1. Upload Document (Size should be less than or equal to 5 MB)
2. File Type (.jpg,.png,.pdf)

Document List*

-Select- Choose File No file chosen Upload

Show 10 entries Search:

Sl No.	Document Name	View	Remove
1	CONTRACTUAL AGREEMENT		

Showing 1 to 1 of 1 entries Previous 1 Next

Choose Action Reset

SAVE

2024 © Idea InFINITY (PVT) Ltd. (UBS V12)

181. Megha Power Application

Megha Power is a web-based Unified Billing System (UBS) developed for MePDCL to manage end-to-end electricity consumer services. The application enables consumers to view and pay bills, track consumption and payment history, raise complaints, apply for new connections, submit change requests, and manage TDS and OTS settlements. It also provides secure login, profile management,

consumer linkup, and help desk support. The system ensures seamless billing operations, transparency, and convenient digital access to electricity services for consumers.

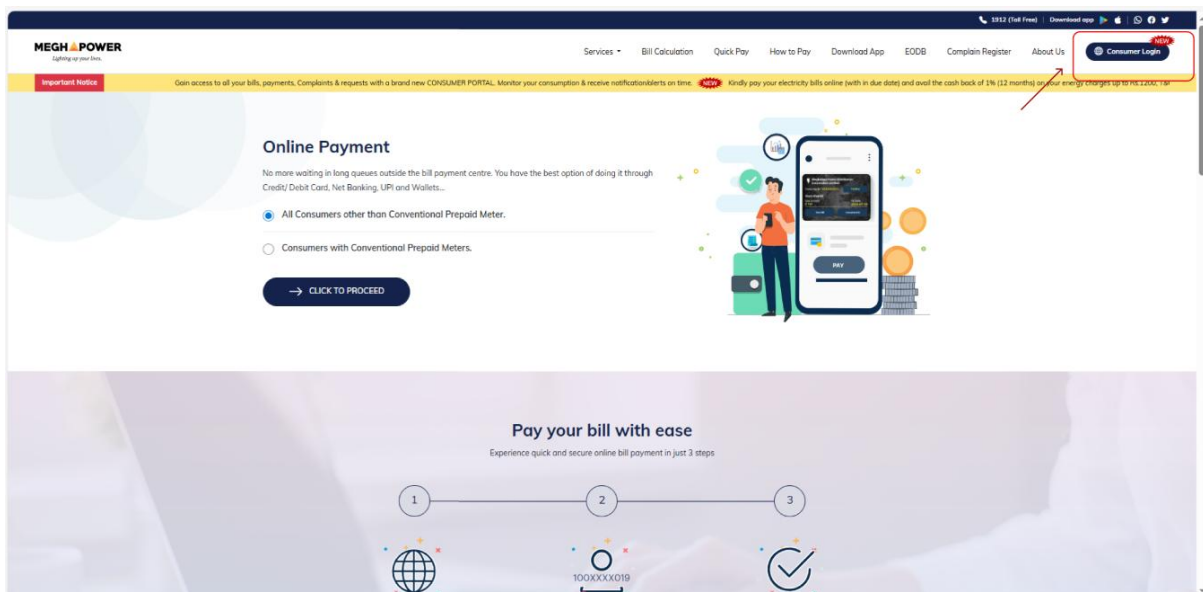
1. User Login

1. Create User

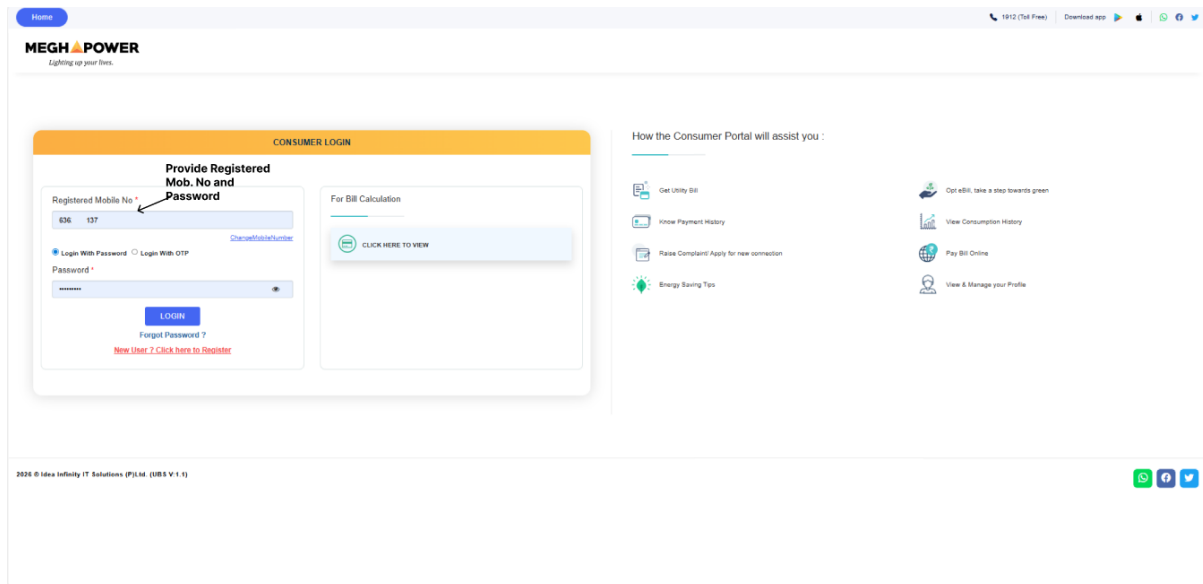
The Home Screen is the landing page of the MEGHAPOWER website. From here, users can access various services such as bill payment, bill calculation, complaints, and consumer login. To access personalized services, users must click on Consumer Login.

Steps:

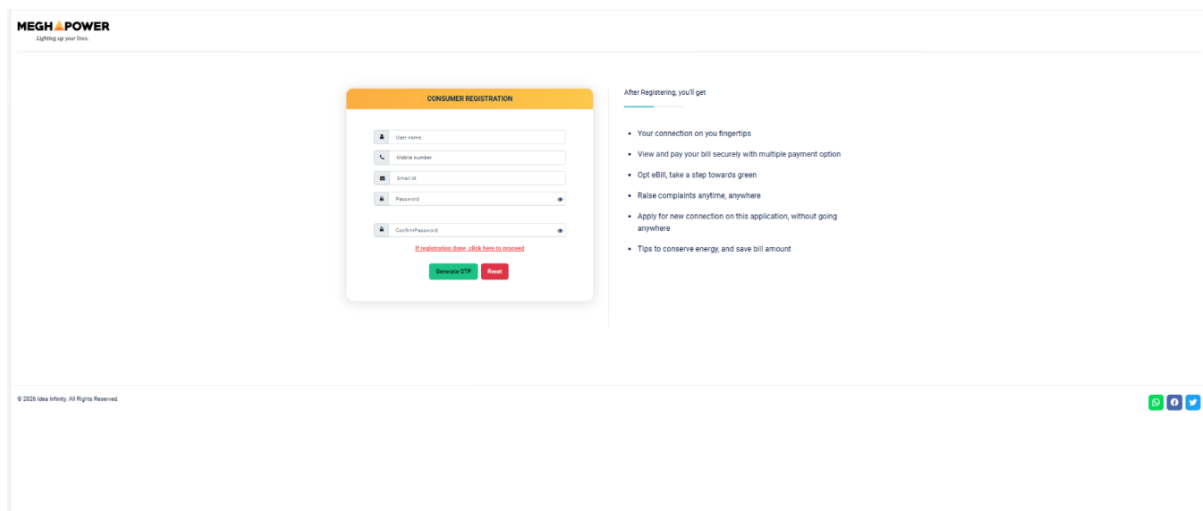
1. Open the MEGHAPOWER website.



2. On the top-right corner, click Consumer Login.
3. The system redirects to the Consumer Login page.



4. If the user is not registered, click New User? Click here to Register.
5. Provide User name, Mobile Number Email id, password and confirmation.
6. On clicking Generate OTP, OTP is shared to mobile no. which on providing User account is created.



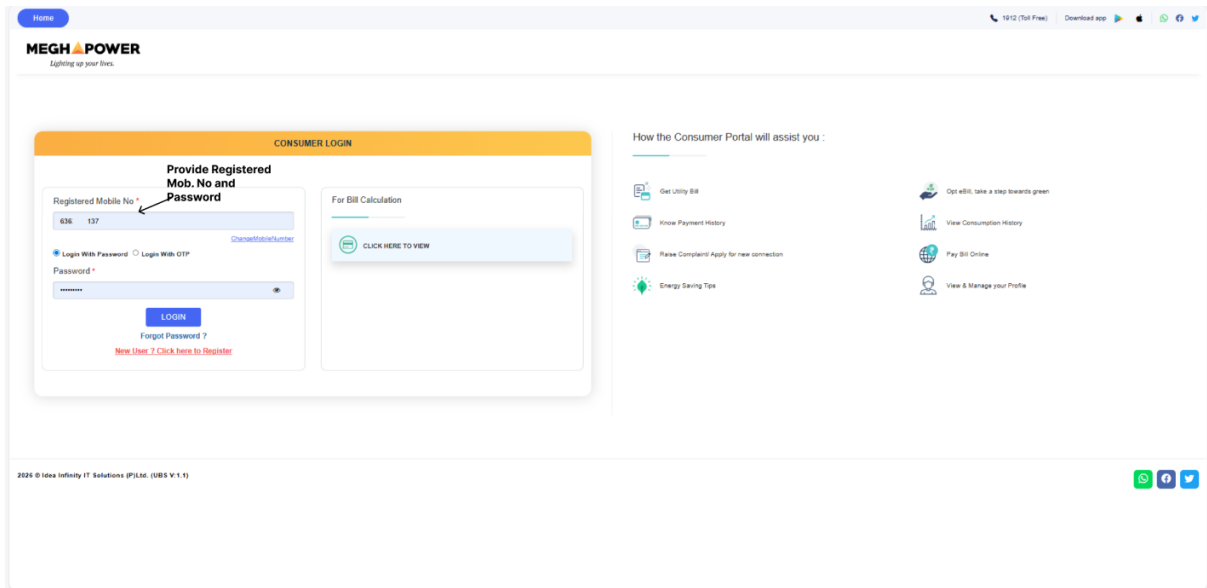
1. Password based login

This screen allows registered users to log in using their Registered Mobile Number and Password. Users can also choose OTP-based login from this screen.

Steps:

1. Enter the Registered Mobile Number.
2. Select Login with Password.

3. Enter the Password.
4. Click Login.
5. If credentials are correct, the user is redirected to the Consumer Dashboard.
6. If the user forgets the password, click Forgot Password.
7. If not registered, click New User? Click here to Register.

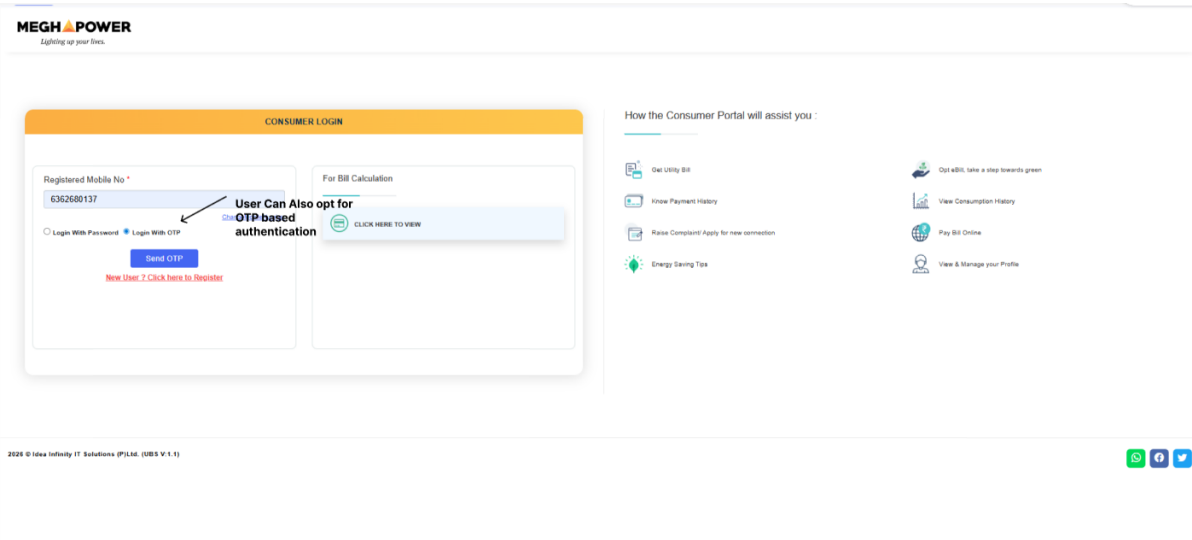


1. OTP based login

This screen allows users to log in using OTP authentication instead of a password. OTP is sent to the registered mobile number.

Steps

1. Enter the Registered Mobile Number.
2. Select Login With OTP.
3. Click Send OTP.
4. Enter the OTP received on the registered mobile number.
5. Click Login / Verify.
6. Upon successful verification, the user is redirected to the Consumer Dashboard.

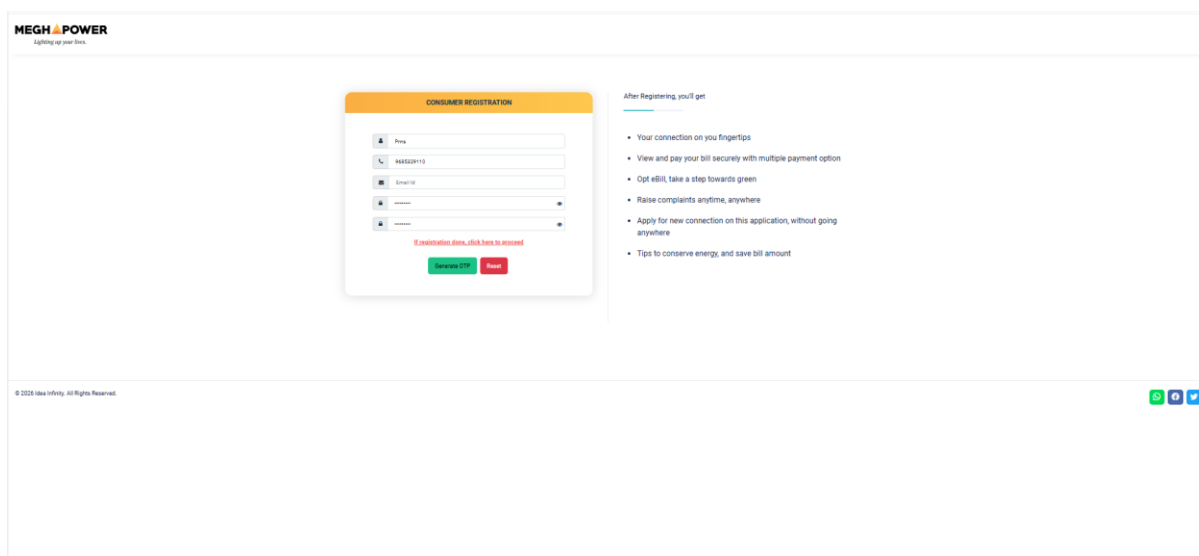


1. New User Registration

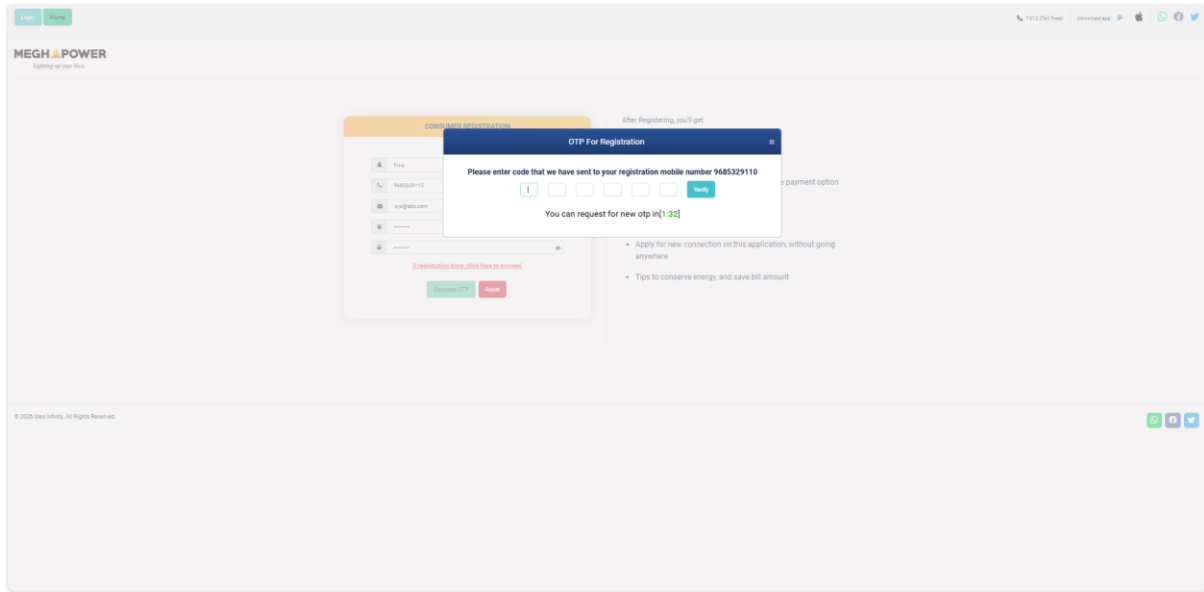
This screen is used to create a new consumer login account. Users must provide basic details and verify their mobile number through OTP.

Steps

1. Click New User? Click here to Register from the login page.
2. Enter the required details:
 1. User Name
 2. Mobile Number
 3. Email ID
 4. Password
 5. Confirm Password
3. Click Generate OTP.



4. Enter the OTP received on the registered mobile number.
5. Click **Verify**.
6. Upon successful registration, the user can log in using mobile number and password.



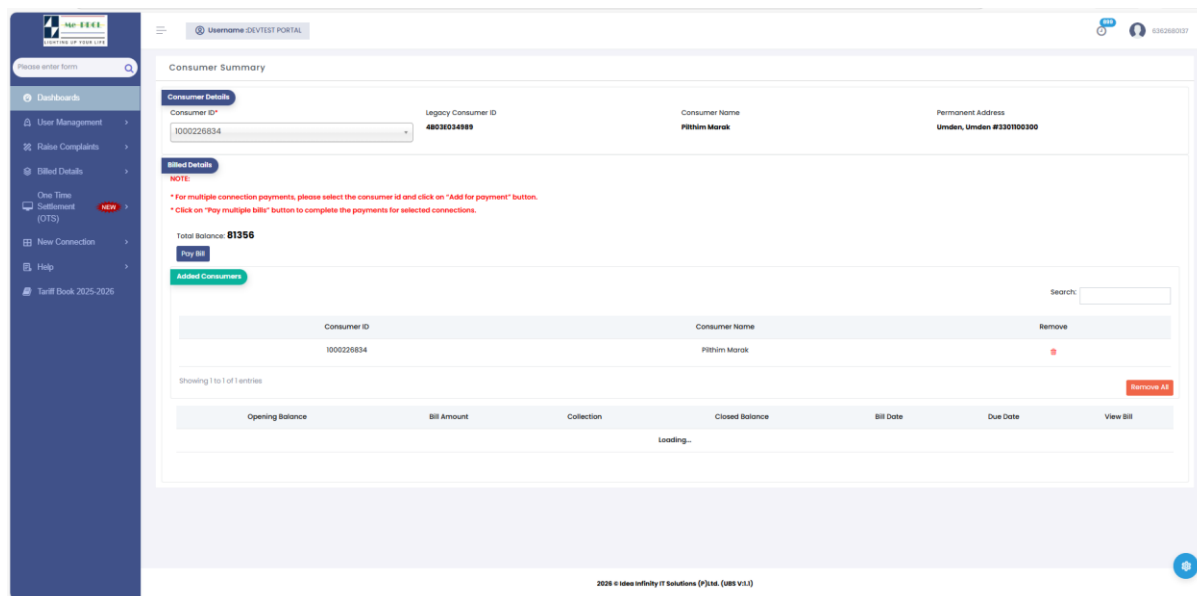
1. Dashboard

The Dashboard (Consumer Summary screen) provides an overview of the consumer's billing details and account information. Users can view their Consumer ID, name, address, total outstanding balance, and manage bill payments. The screen also supports multiple consumer ID selection for consolidated payments.

Steps:

- Login to the portal using your credentials.
- You will be redirected to the Dashboard (Consumer Summary) page.
- Select Consumer ID from the dropdown (if multiple connections are available).
- View Consumer Details (Name, Address, Legacy ID).
- Check the Total Outstanding Balance displayed.
- Click "Pay Bill" to proceed with payment.
- (Optional) Click "Add for Payment" to add multiple consumer IDs.
- Click "Pay Multiple Bills" to complete payment for selected connections.
- Scroll down to view Bill Details (Opening Balance, Bill Amount, Due Date, etc.).

- Click “View Bill” to see/download the bill copy.
- Use Remove or Remove All if you want to delete added consumers.



2. User Management

1. Update Profile

The Update Profile screen allows the user to manage and modify their registered account information. This includes updating the Profile Name, Mobile Number, and Email ID associated with the login. The Login Name is system-generated and non-editable. Any changes made here will reflect in user communication, alerts, and account identification within the portal.

This ensures that the user’s contact information remains current for notifications, billing alerts, OTP authentication, and other communications.

Steps:

- Login to the portal.
- Navigate to the left menu.
- Click on **User Management**.
- Select **Update Profile**.
- The system displays existing profile details.
- Review the current information.
- Modify the editable fields:

1. Profile Name

2. Mobile Number
 3. Email ID
- Verify the entered details.
 - Click **Update**.
 - System validates the inputs.
 - On successful validation, the updated profile details are saved.

The screenshot shows a web application interface for 'User Management'. The main content area is titled 'Update Profile' and contains four input fields: 'Login Name' with the value '636268037', 'Profile Name' with 'DEVTEST PORTAL', 'Mobile' with '636268037', and 'E-Mail' with 'oig@gmail.com'. Below these fields is a blue 'Update' button. The left sidebar is a dark blue navigation menu with options: Dashboards, User Management, Update Profile, Change Password, Consumer Linkup, Raise Complaints, Billing Details, One Time Settlement (OTS), New Connection, and Help. The footer of the page reads '© Idea Infinity IT Solutions (P) Ltd. (US V1.1)'.

1. Change Password

The **Change Password** screen allows users to update their login password for security purposes.

The system enforces password strength rules to ensure account security:

1. At least 1 lowercase and 1 uppercase letter
2. At least 1 numeric digit
3. At least 1 special character
4. Minimum 8 characters

This feature helps maintain secure access and prevents unauthorized login.

Steps:

- Login to the portal.
- Navigate to **User Management**.
- Click on **Change Password**.
- Enter the **Old Password**.

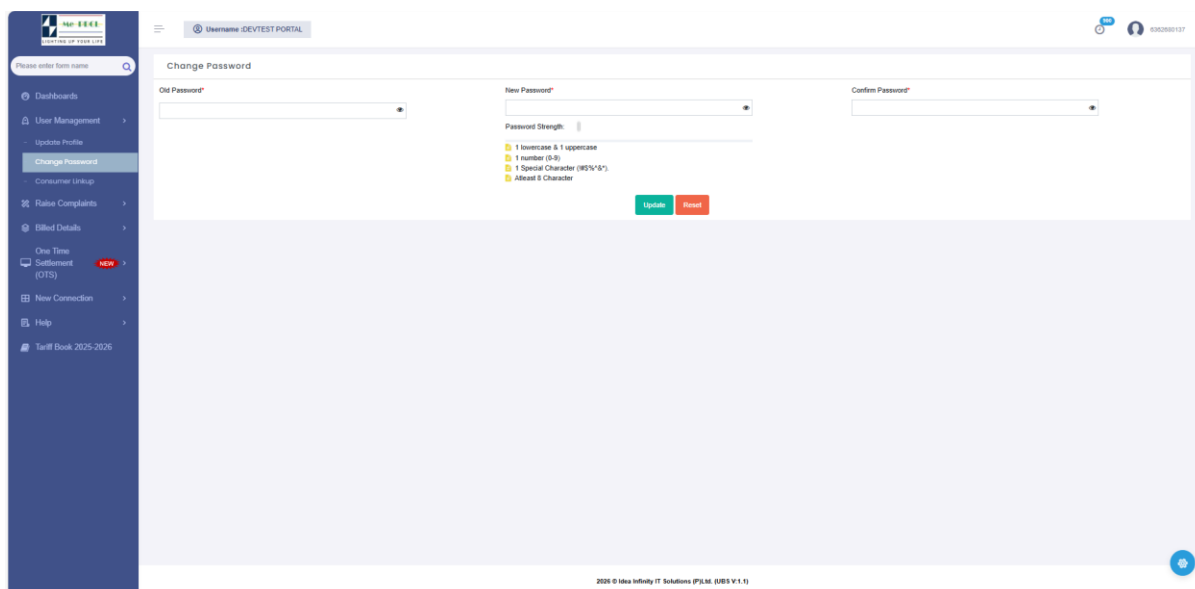
- Enter the **New Password** (as per password policy).
- Re-enter the same password in **Confirm Password**.
- System checks password strength requirements.
- Click **Update**.
- System validates:

Old password correctness

New password format

Match between new and confirm password

- If valid, the password is successfully updated.
- User continues with the new password for future logins.



1. Consumer Linkup

The **Consumer ID Linkup** screen allows users to link one or more consumer accounts to their login ID.

1. This enables the user to:
2. View multiple electricity connections
3. Track bills and payments
4. Manage different consumer accounts under a single login
5. Set a primary consumer account

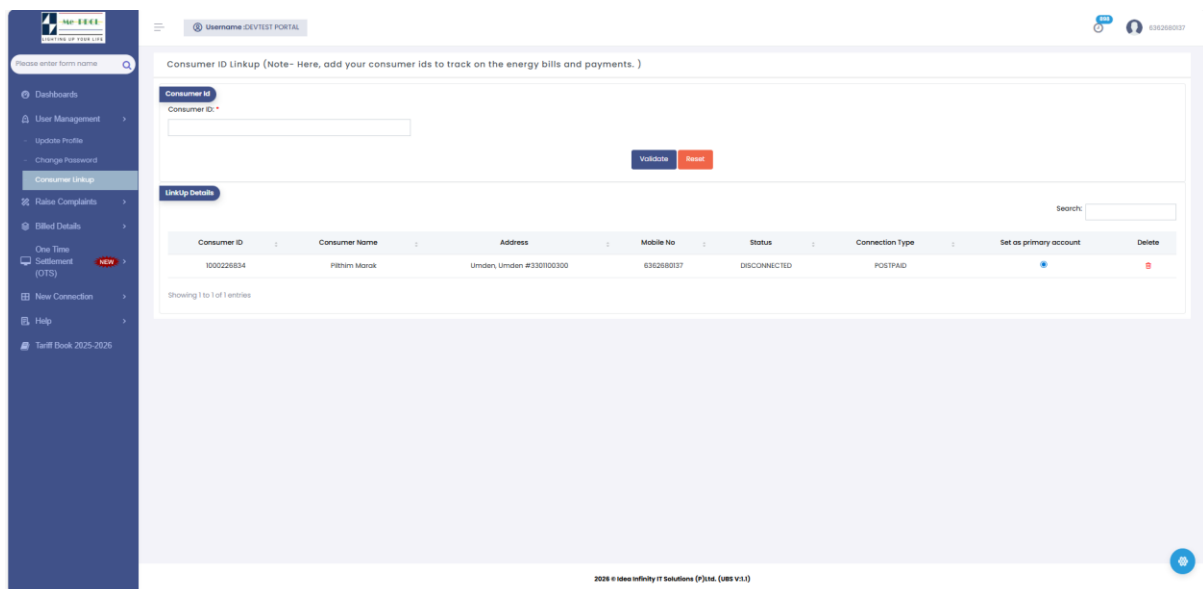
The linked consumer IDs appear in the Linkup Details section for easy access and management.

Steps:

1. Login to the portal.
2. Navigate to User Management.
3. Click on Consumer Linkup.
4. Enter the Consumer ID in the input field.
5. Click Validate.
6. System verifies whether the Consumer ID exists and is eligible for linking.
7. If valid, consumer details are displayed in the Linkup Details table.
8. The consumer ID gets linked to the logged-in account.

Addition Actions:

9. To make a consumer primary:
10. Click Set as Primary Account radio button.
11. To remove a linked consumer:
12. Click the Delete icon.
13. Use the Search field to filter linked consumers



1. Raised Complaints

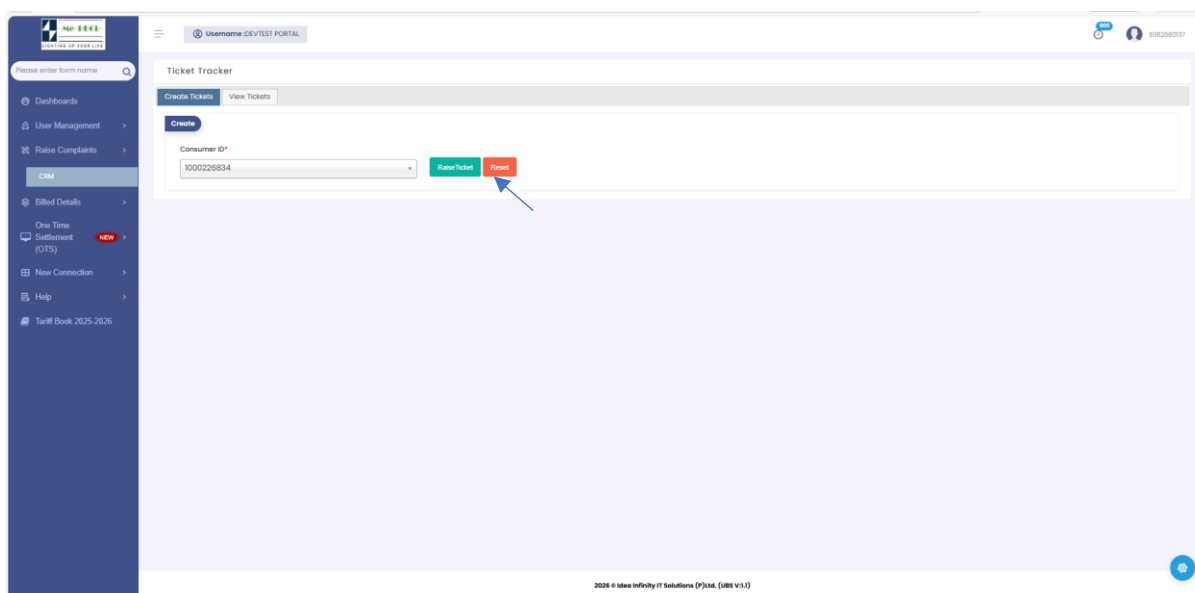
The Raised Complaint section allows users to view and track the complaints they have already submitted. It displays ticket details such as complaint category, status, submission date, and resolution progress. This helps users monitor updates, check current status (Open/In Progress/Closed), and maintain transparency in the grievance redressal process.

1. Create ticket

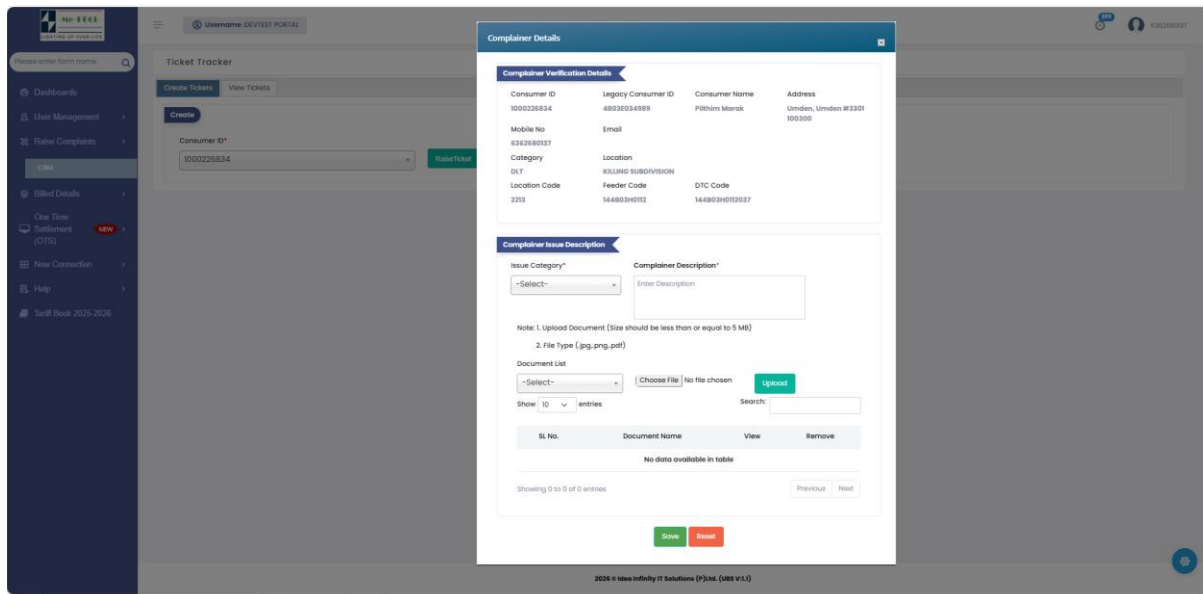
The Create Ticket feature enables users to register a new complaint against a selected Consumer ID. Once the consumer is selected, the system auto-fetches relevant consumer details for verification. The user must then select an issue category, provide a clear description of the problem, and optionally upload supporting documents. Upon submission, a unique ticket number is generated for tracking and resolution.

User Flow – Create Ticket

1. Log in to the portal.
2. Navigate to the CRM module from the side menu.
3. Click on the Create Tickets tab.
4. Select the relevant Consumer ID from the dropdown list.
5. Click on Raise Ticket to open the complaint form.



6. Verify the auto-populated consumer details displayed on the screen.
7. Select the appropriate Issue Category from the dropdown menu.
8. Enter a detailed explanation of the issue in the Complaint Description field.
9. Upload any supporting document (if required) in the allowed format (.jpg/.png/.pdf, up to specified size).
10. Click on Save to submit the complaint.
11. Note down the generated Ticket ID for future tracking.

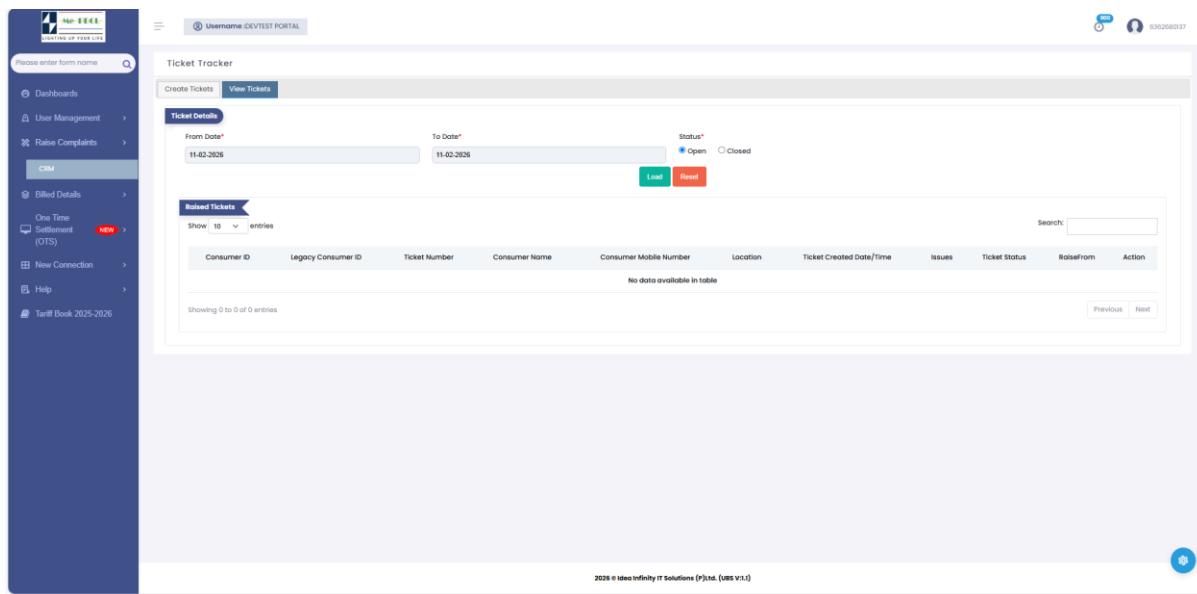


1. View ticket

The View Tickets screen in the CRM module allows users to track and monitor all previously raised complaints. Users can filter tickets based on date range and status (Open/Closed) to easily find specific complaints. The screen displays complete ticket information such as Consumer ID, Ticket Number, Consumer Name, Location, Issue, Ticket Creation Date/Time, and Current Status. This ensures transparency and helps users follow up on pending or resolved complaints efficiently.

Steps:

1. Log in to the portal using valid credentials.
2. Navigate to the CRM module from the left-side menu.
3. Click on the View Tickets tab.
4. Select the From Date and To Date to define the period for which tickets need to be viewed.
5. Choose the ticket Status (Open or Closed) as required.
6. Click on the Load button to fetch the ticket list.
7. Review the displayed ticket details in the table (Consumer ID, Ticket Number, Issue, Status, etc.).
8. Use the Search option (if required) to quickly find a specific ticket.
9. Click on the relevant ticket (if action/view option is available) to see complete complaint details and status updates.
10. Monitor the status until the issue is resolved.



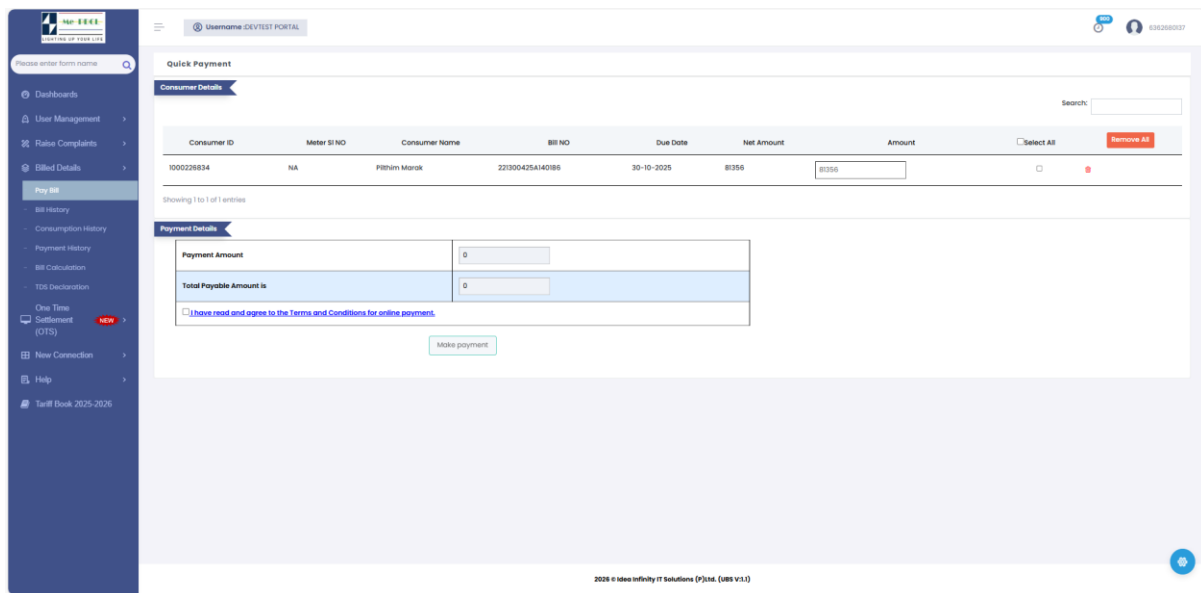
1. Billed Details

1. Pay Bill

The Pay Bill module allows consumers to view billed details and make online payments. It displays consumer information, bill number, due date, and net amount. Users can enter the payment amount, accept the terms and conditions, and proceed with the payment.

Steps:

1. Click on Pay Bill from the left-side menu.
2. Verify Consumer ID, Consumer Name, Bill No, Due Date, and Net Amount.
3. Enter the amount to be paid in the Amount field.
4. Check the Payment Amount and Total Payable Amount displayed.
5. Tick the checkbox to accept the terms and conditions.
6. Click on Make Payment.
7. Select the payment mode and complete the transaction.

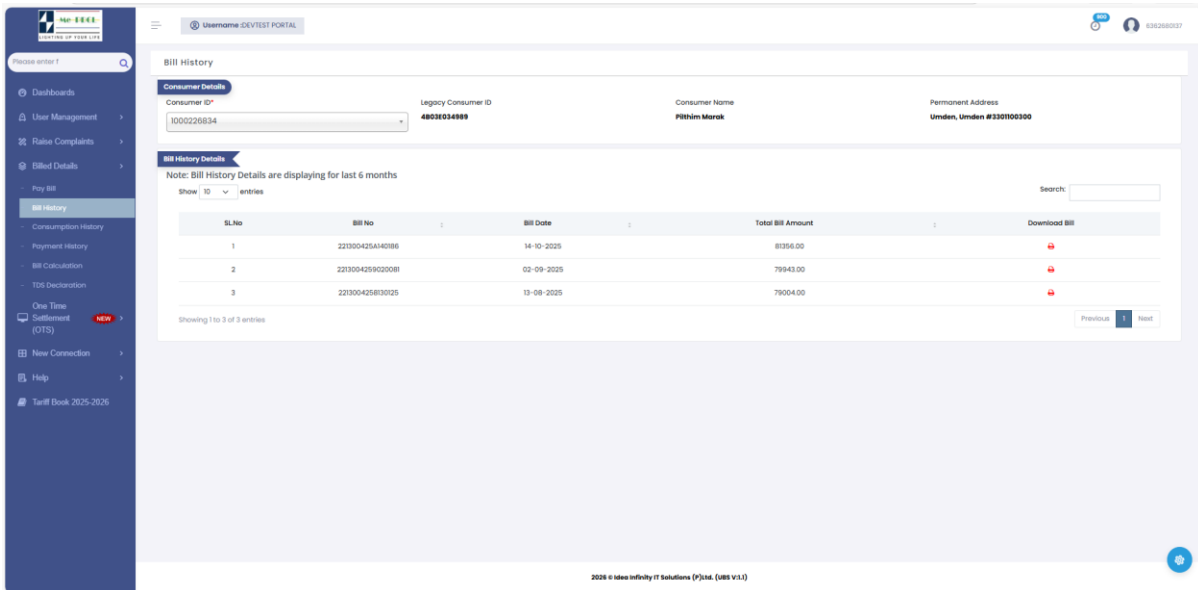


1. Bill History

The Bill History module allows consumers to view previously generated bills (last 6 months). It displays bill number, bill date, and total bill amount. Users can also download a copy of any bill for reference.

Steps:

1. Click on Bill History from the left-side menu.
2. Select the Consumer ID (if applicable).
3. View the list of bills displayed with Bill No, Bill Date, and Total Bill Amount.
4. Use the search option to find a specific bill if required.
5. Click on the Download icon to download the required bill copy.
6. Use pagination (Previous/Next) to view additional records if available.

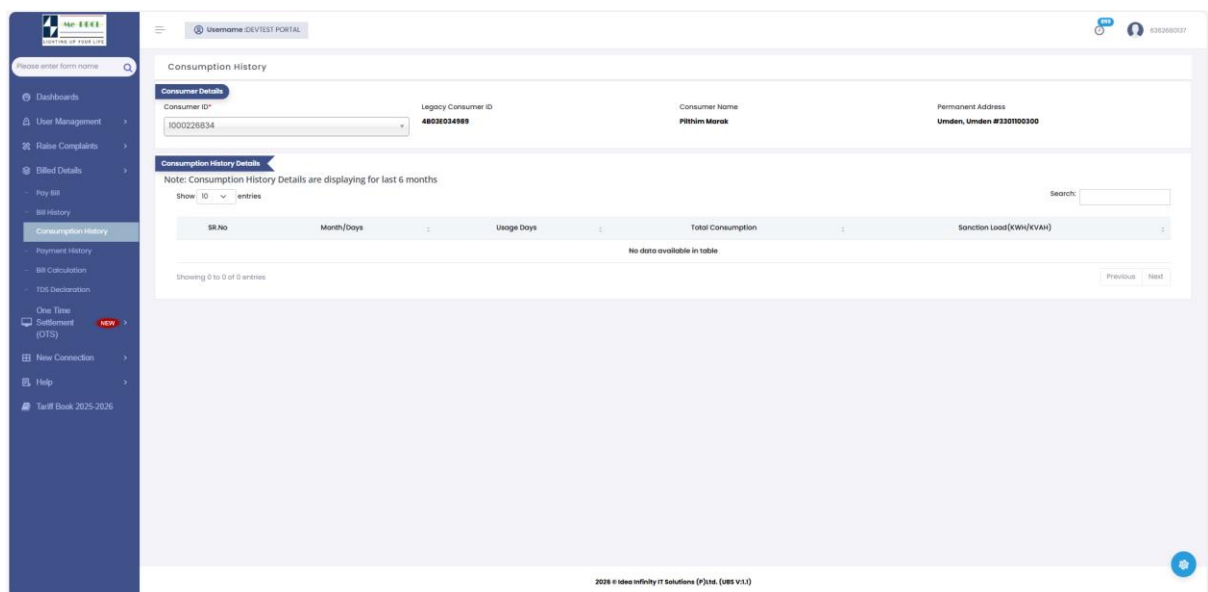


1. Consumer History

The Consumption History module allows consumers to view their electricity usage details for the last 6 months. It displays monthly consumption data including usage days, total consumption, and sanctioned load for the selected consumer.

Steps:

1. Click on Consumption History from the left-side menu.
2. Select the Consumer ID (if applicable).
3. View the consumption details displayed for the last 6 months.
4. Check Month/Days, Usage Days, Total Consumption, and Sanction Load.
5. Use the search option to filter records if required.
6. Use pagination (Previous/Next) to navigate through records if available.



1. Payment History

The Payment History module allows consumers to view details of all previous bill payments made. It displays transaction information such as transaction/receipt number, payment date, paid amount, payment mode, source type, and status.

Steps:

1. Click on Payment History from the left-side menu.
2. Select the Consumer ID (if applicable).
3. View the list of payment records displayed.
4. Check Transaction/Receipt No., Payment Date, Paid Amount, Mode, Payment For, Source Type, and Status.
5. Use the search option to find a specific transaction if required.
6. Use pagination (Previous/Next) to navigate through records if available.

The screenshot displays the 'Payment History' page. At the top, there are fields for 'Consumer ID*' (1000226834), 'Legacy Consumer ID' (48028034089), 'Consumer Name' (Pithim Marak), and 'Permanent Address' (Umden, Umden #230100200). Below this, a 'Payment History Details' section shows a table with 7 records. The table has columns for SR.No, Transaction ID/Receipt No., Payment Date, Paid Amount, Mode, Payment For, Source Type, and STATUS. The records show payments ranging from 2022 to 2024, all with a status of 'ACTIVE'. A search bar and pagination controls (Previous, 1, Next) are also visible.

SR.No	Transaction ID/Receipt No.	Payment Date	Paid Amount	Mode	Payment For	Source Type	STATUS
1	13856309	31-Jul-2024	1000	CASH	Bill Payment	SPOT COLLECTION	ACTIVE
2	12055799	30-Apr-2024	500	CASH	Bill Payment	SPOT COLLECTION	ACTIVE
3	13879798	28-Mar-2024	500	CASH	Bill Payment	SPOT COLLECTION	ACTIVE
4	10180721	31-Jan-2024	500	CASH	Bill Payment	SPOT COLLECTION	ACTIVE
5	8961943	30-Nov-2023	4000	CASH	Bill Payment	SPOT COLLECTION	ACTIVE
6	2309762	27-Aug-2022	1000	CASH	Bill Payment	SPOT COLLECTION	ACTIVE
7	1238485	26-Feb-2022	1000	CASH	Bill Payment	SPOT COLLECTION	ACTIVE

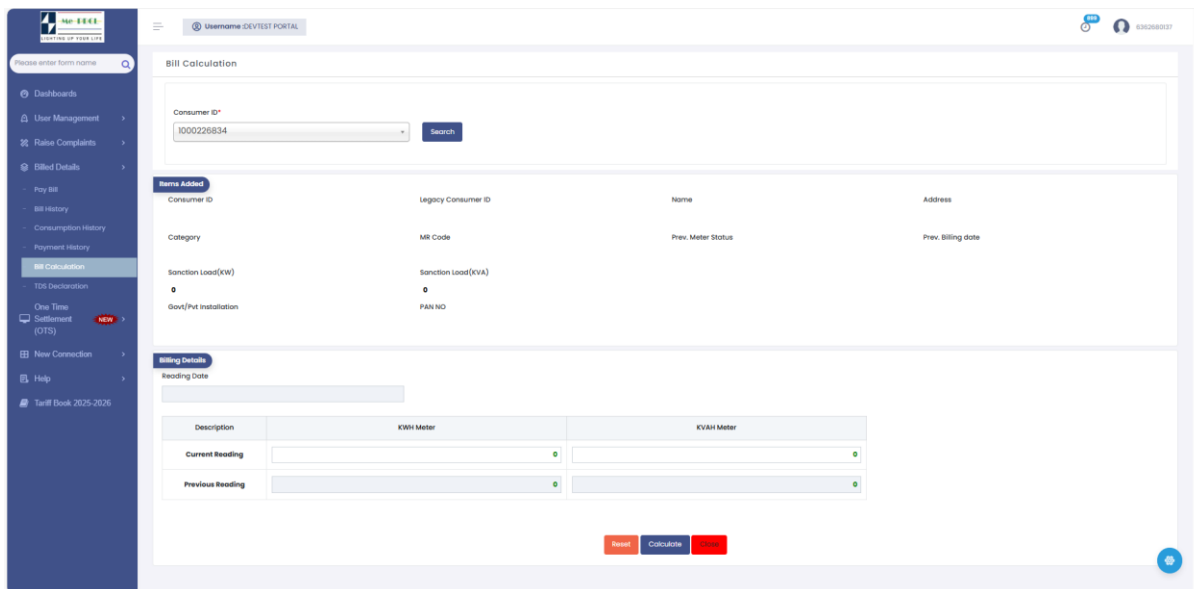
1. Bill Calculation

The Bill Calculation module allows users to calculate the electricity bill based on current and previous meter readings. It displays consumer details and enables entry of KWH and KVAH readings to generate the bill amount before final billing.

Steps:

1. Click on Bill Calculation from the left-side menu.
2. Select the Consumer ID and click on Search.
3. Verify the consumer details displayed.
4. Enter the Reading Date.

5. Enter the Current Reading for KWH Meter and KVAH Meter.
6. Enter the Previous Reading for KWH Meter and KVAH Meter.
7. Click on Calculate to generate the bill amount.
8. Click Reset to clear the fields if required.
9. Click Close to exit the screen.



1. TDS Declaration

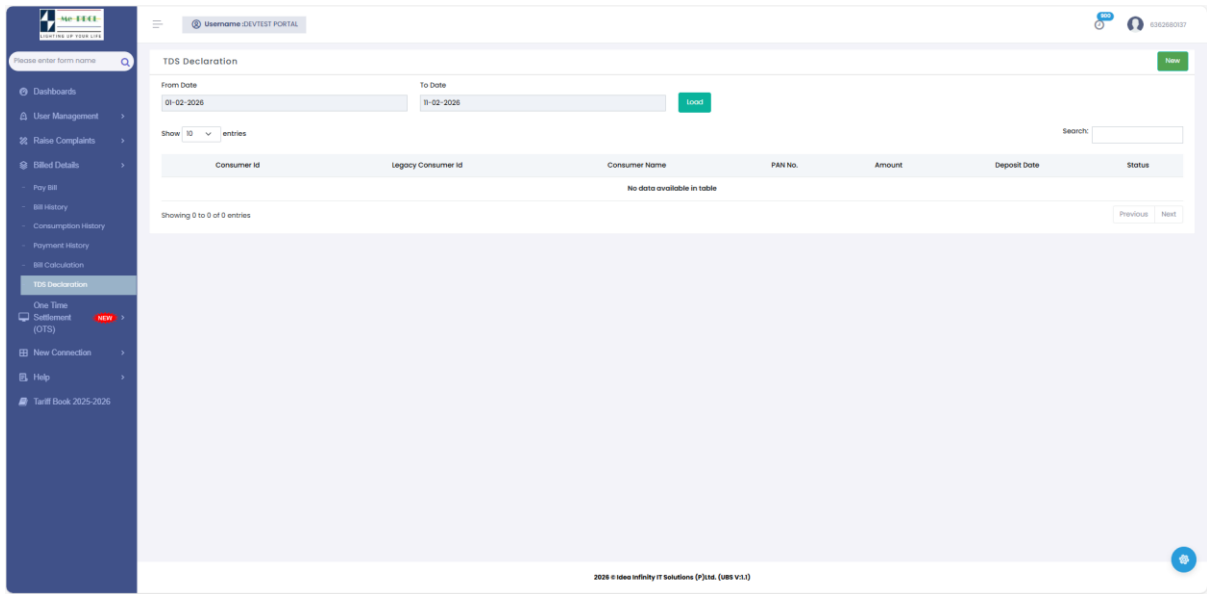
The TDS Declaration module allows users to manage and track Tax Deducted at Source (TDS) details related to consumer payments. Users can view existing TDS records within a selected date range and create new TDS declarations for applicable consumers.

TDS View

The TDS View page displays the list of TDS declarations based on the selected From Date and To Date. It shows details such as Consumer ID, Consumer Name, PAN No., Amount, Deposit Date, and Status.

Steps

1. Click on TDS Declaration from the left-side menu.
2. Select the From Date and To Date.
3. Click on Load to fetch records.
4. View the list of TDS declarations displayed.
5. Use the search option to filter specific records if required.
6. Click on New to create a new TDS declaration (if required).

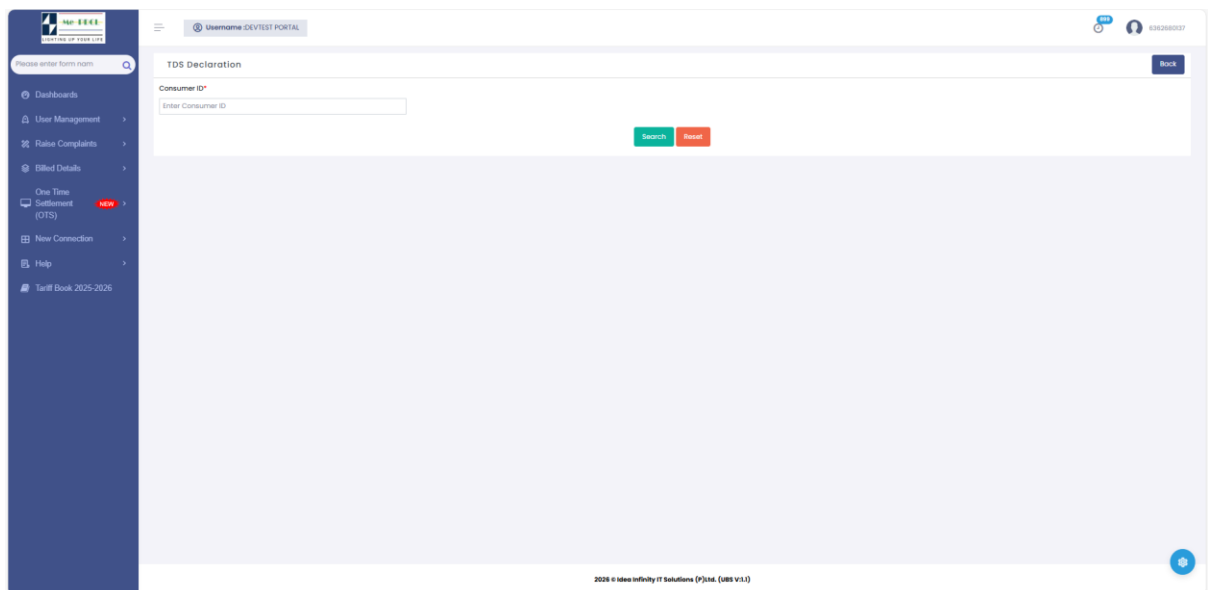


TDS Create

The TDS Create page allows users to create a new TDS declaration by entering the Consumer ID and fetching the consumer details.

Steps:

1. Click on New from the TDS Declaration page.
2. Enter the Consumer ID.
3. Click on Search to fetch consumer details.
4. Enter the required TDS details (Amount, Deposit Date, etc.).
5. Save/Submit the declaration.
6. Click on Back to return to the TDS list page.



1. One Time Settlements (OTS)

The One Time Settlement (OTS) module allows consumers to settle their outstanding dues either through a single payment or by opting for installment-based payment. The system displays outstanding details, principal amount, interest, and waiver amount before confirming the settlement.

1. OTS

This option allows the consumer to pay the total payable amount in one single payment after applicable waivers.

Steps:

1. Click on One Time Settlement (OTS) from the left-side menu.
2. Select the Consumer ID and click **load**.
3. View the consumer details and outstanding information displayed.
4. Select the One Time Settlement option.
5. Verify the Payable Amount displayed.
6. Click on **Save** to confirm the settlement.

The screenshot displays the 'One Time Settlement (OTS)' page. At the top, there is a search bar for 'Consumer ID*' with the value '1000228634' and a red 'load' button. Below this is a 'Consumer details' section with a table of information:

Consumer ID	Consumer Name	Consumer Address	Category
1000228634	PRIYAM MANAK	Umder, Umder #330100300	DLT
Schedule Load KW	Schedule Load KW	Letter Serial No	
1	0	NA	
Total outstanding	Principle outstanding	DPC	Waive Off Amount
83496.08	53800.75	29695.33	29695.33
Simple Interest			
0			

Below the table is the 'OTS' section with two radio buttons: 'One Time Settlement' (selected) and 'Installments'. To the right is a 'Payable Amount*' field containing '53800.75'. A green 'Save' button is located at the bottom right of the form.

1. Installments

This option allows the consumer to settle the outstanding amount through multiple installments.

Steps:

1. Click on One Time Settlement (OTS) from the left-side menu.
2. Select the Consumer ID.
3. View the consumer details and outstanding information displayed.
4. Select the Installments option.
5. Enter the Number of Installments.
6. Verify the Payable Amount and OTS Installment Amount displayed.
7. Click on Save to confirm the installment plan.

The screenshot shows the 'One Time Settlement (OTS)' page in the 'Username: DEVTEST PORTAL'. The page is divided into two main sections: 'Consumer details' and 'OTS'.
 In the 'Consumer details' section, the following information is displayed:
 - Consumer ID: 1000226834
 - Consumer Name: Fahim Manak
 - Consumer Address: Umden, Umden #330100300
 - Category: DLT
 - Sanction Load KW: 1
 - Meter Serial No: NA
 - Total outstanding: 83486.08
 - Principle outstanding: 53800.75
 - Simple Interest: 0.00
 - DPC: 29696.33
 - Waive Off Amount: 29696.33
 In the 'OTS' section, the 'Installments' option is selected. The 'Number of Installments' is set to 3, the 'Payable Amount' is 53800.75, and the 'OTS Installment Amount' is 17933.58. A green 'Save' button is located at the bottom of the form.

1. New Connections

The Application Request module under New Connection allows users to apply for a new electricity service connection. It captures applicant details, connection details, identity proofs, required documents, and appliance load details before submitting the request.

Steps:

1. Click on New Connection → Application Request from the left-side menu.
2. Enter Consumer ID and click Search.
3. Select location hierarchy (Subdivision, District etc).
4. Select Application For and Applicant Type.
5. Enter Address of Installation and Owner Type.
6. Select Purpose and Tariff option (if applicable).
7. Enter No. of Days and Applied Load (kW).
8. Fill **Applicant Details** (Name, Father/Spouse Name, Mobile No., Email, Address, etc.).
9. Select Identity Proof type and enter the number, then click **Submit** to add it.
10. Upload required documents under **Document Details** and click **Upload**.
11. Add **Appliance Details** (Appliance Name, Watt, Quantity) and click **Add**.
12. Verify all entered details.
13. Click **Save** to submit the new connection application.

The screenshot shows a web portal interface for 'New Service Registration'. It includes a sidebar with navigation options like 'Dashboards', 'User Management', and 'New Connection'. The main content area has four sections: 'New Service Registration' (with fields for consumer ID, district, state, application for, and applicant type), 'Applicant Details' (with fields for applicant name, father's name, mother's name, phone, email, house number, and communication address), 'Document Details' (with a document upload section), and 'Appliances Details' (with fields for wattage and quantity). Each section includes a table with columns for S/N/O, Name, and other details, and a 'Save' button at the bottom.

1. Track Request

The Track Application module allows users to track the status of submitted new connection applications and change requests. Users can filter records using date range and view the current status of each request.

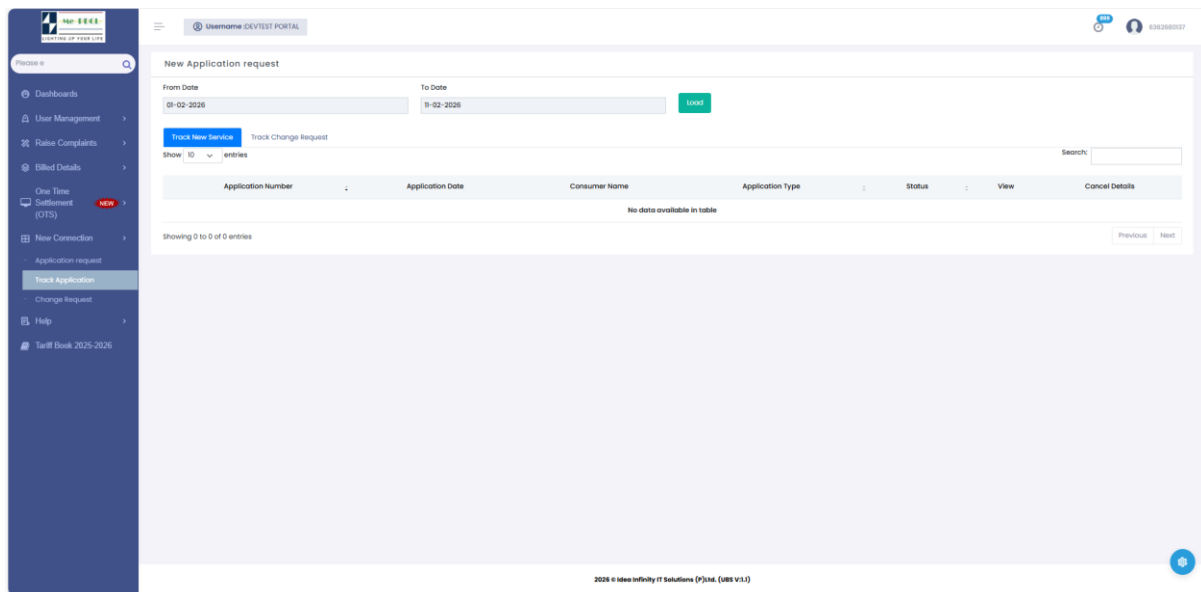
Track New requests

This tab displays the list of new service (new connection) applications submitted within the selected date range.

Steps:

1. Click on New Connection → Track Application.
2. Select **From Date** and **To Date**.
3. Click on **Load**.
4. Click on the Track New Service tab.
5. View Application Number, Application Date, Consumer Name, Application Type, and Status.

6. Click on **View** (if available) to see detailed information.
7. Use Search or Pagination to filter or navigate records.

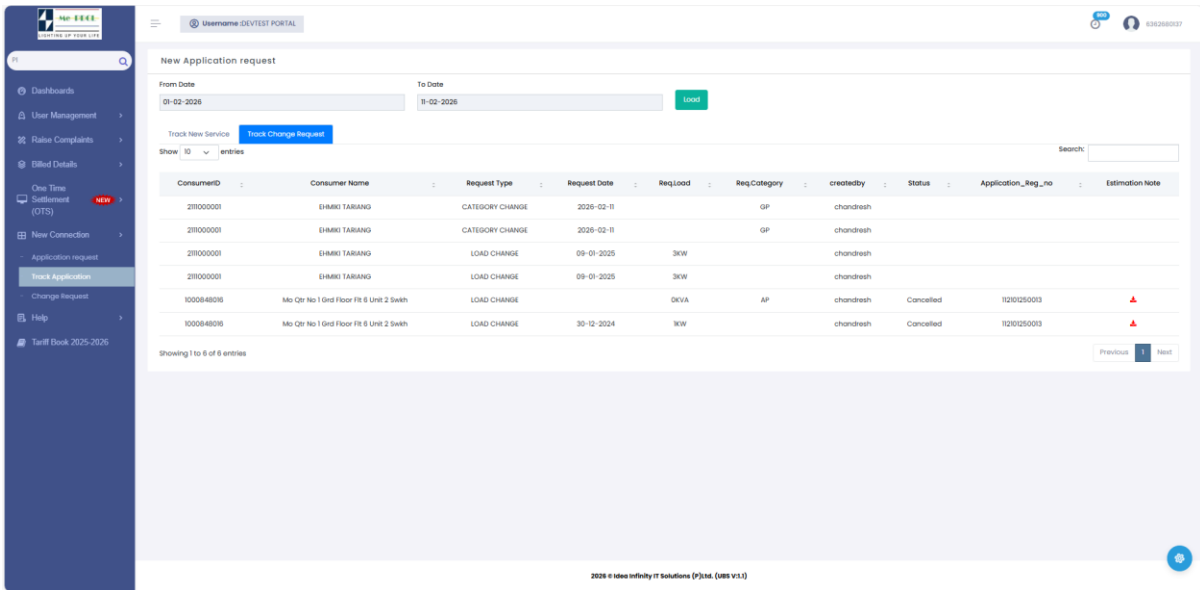


Track Change Request

This tab displays the list of change requests such as load change or category change submitted by consumers.

Steps:

1. Click on New Connection → Track Application.
2. Select **From Date** and **To Date**.
3. Click on **Load**.
4. Click on the Track Change Request tab.
5. View Consumer ID, Consumer Name, Request Type, Request Date, Requested Load, Category, Created By, and Status.
6. Click on Application Reg. No or Estimation Note (if available) to **view/download** details.
7. Use Search or Pagination to filter or navigate records.

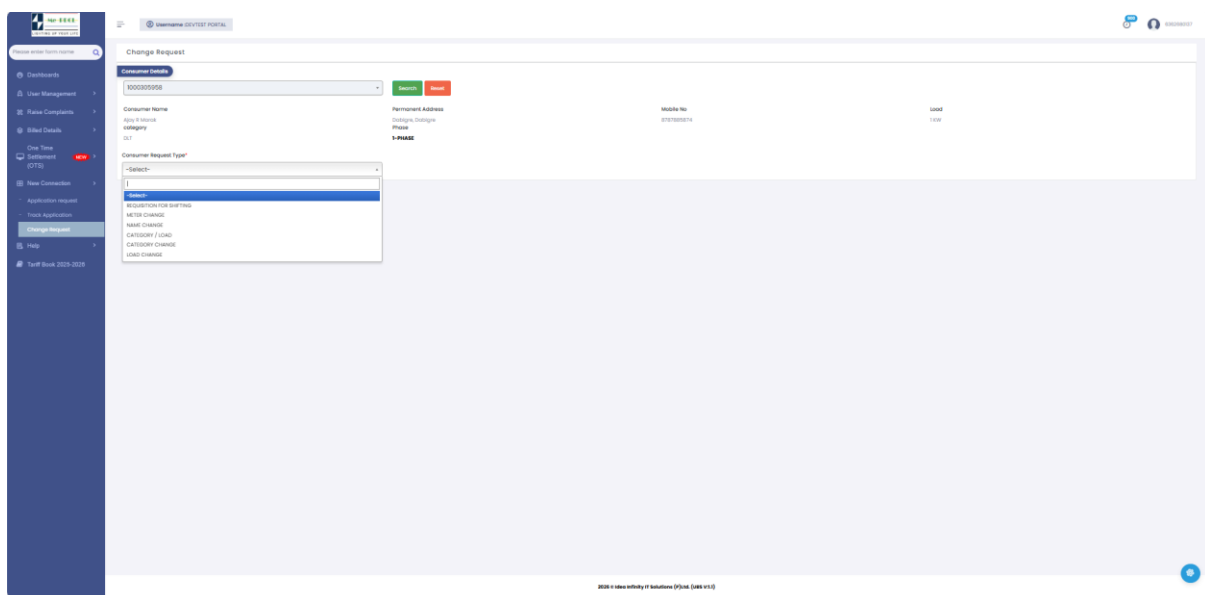


1. Change Request

The Change Request module allows consumers to raise requests for modifications in their existing electricity connection. Users can request changes such as meter change, name change, category change, load change, or shifting of connection. The system displays current consumer details before submitting the request.

Steps:

1. Click on New Connection → Change Request from the left-side menu.
2. Select the Consumer ID.
3. Click on Search to fetch consumer details.
4. Verify the displayed details (Name, Address, Category, Phase, Load, Mobile No).
5. Select the Consumer Request Type from the dropdown (e.g., Meter Change, Name Change, Category Change, Load Change, Requisition for Shifting etc).



6. Based on Type of change request form opens.
7. Provide relevant details and upload required documents.
8. **Submit/Save** the request to proceed.

1. Name Change:

The Name Change request allows the consumer to update the registered name in the electricity connection records. Required personal details and supporting documents must be submitted.

Steps:

9. Go to New Connection → Change Request.
10. Select Consumer ID and click Search.
11. Select Name Change from Consumer Request Type.
12. Select Change Type (if applicable).
13. Enter updated Consumer Name and other required details.
14. Upload supporting documents.
15. Click Submit.

1. Category/ Load Change

This option allows the consumer to request either a category change, load change, or both together.

Steps:

1. Select Category / Load from Consumer Request Type.

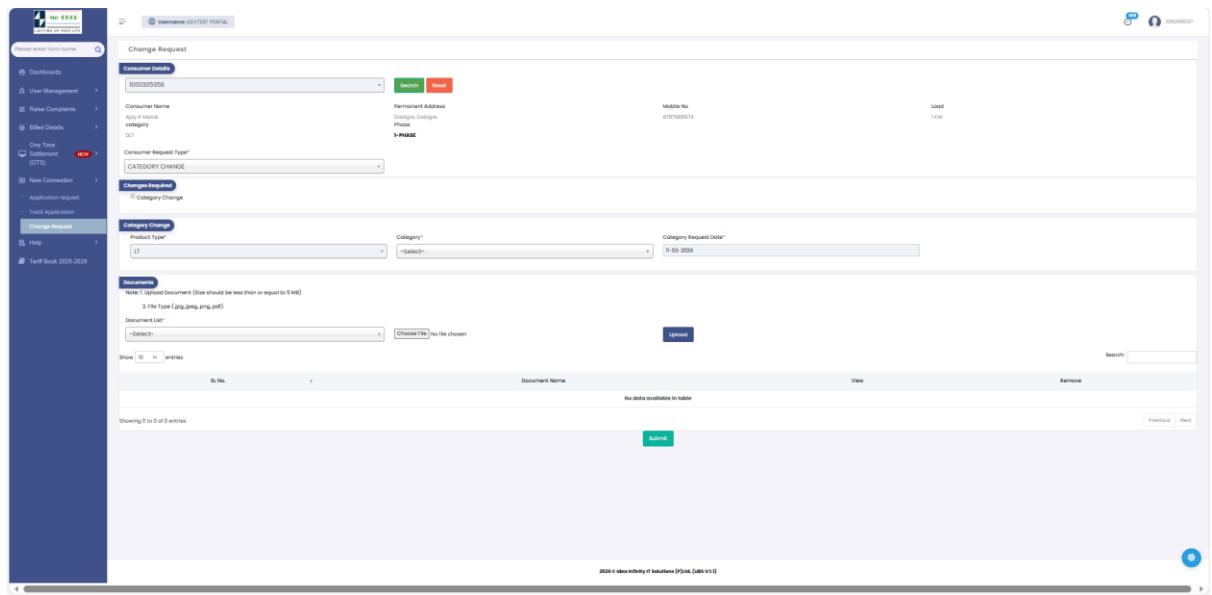
2. Choose the required option (Category Change / Load Change).
3. Select new Category (if applicable).
4. Enter requested Load details (if applicable).
5. Enter Request Date and Remarks.
6. Upload required documents.
7. Click Submit.

1. Category Change

This request allows the consumer to change the tariff category of the existing connection.

Steps:

1. Select Category Change from Consumer Request Type.
2. Select the new Category.
3. Verify Category Request Date.
4. Upload required documents.
5. Click Submit.

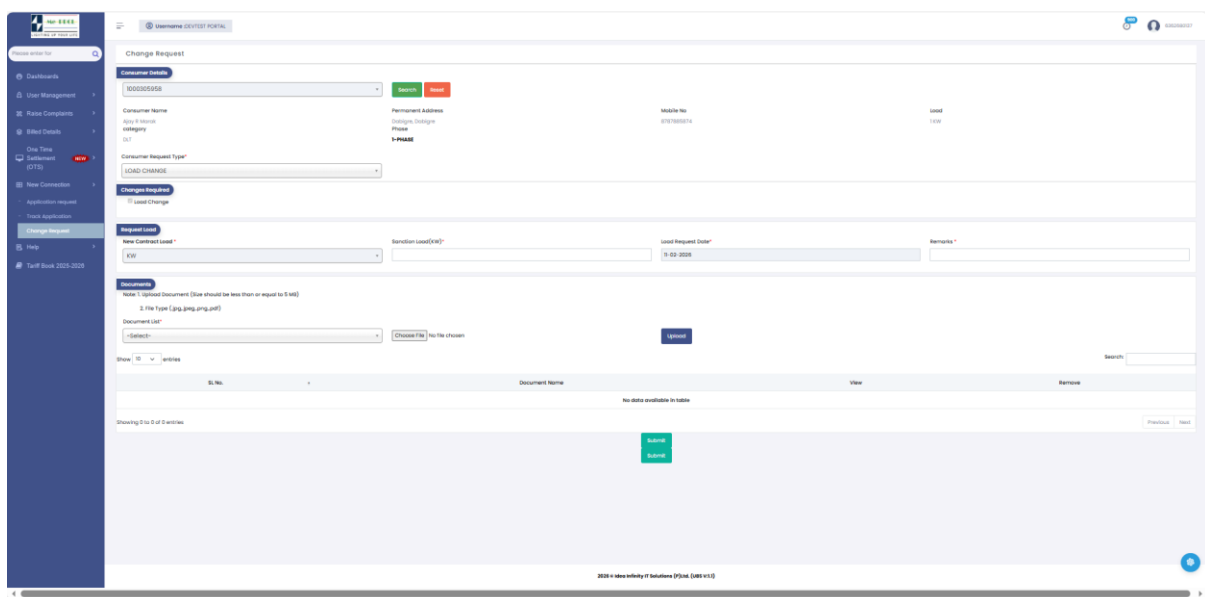


1. Load Change

This request allows the consumer to increase or decrease the sanctioned load of the connection.

Steps:

1. Select Load Change from Consumer Request Type.
2. Enter Existing Contracted Load.
3. Enter requested Sanction Load (kW/kVA).
4. Enter Load Request Date and Remarks.
5. Upload required documents.
6. Click Submit.



1. Help

The **Help Module (Help Desk)** provides users with quick access to support information, downloads, contact details, and consumer grievance channels. It acts as a self-service support section where users can:

1. Download important documents and applications
2. View official contact address
3. Access consumer redressal email details
4. Call the toll-free helpline (1912)
5. View general information and website links

All sections are arranged in expandable panels for easy navigation.

Steps:

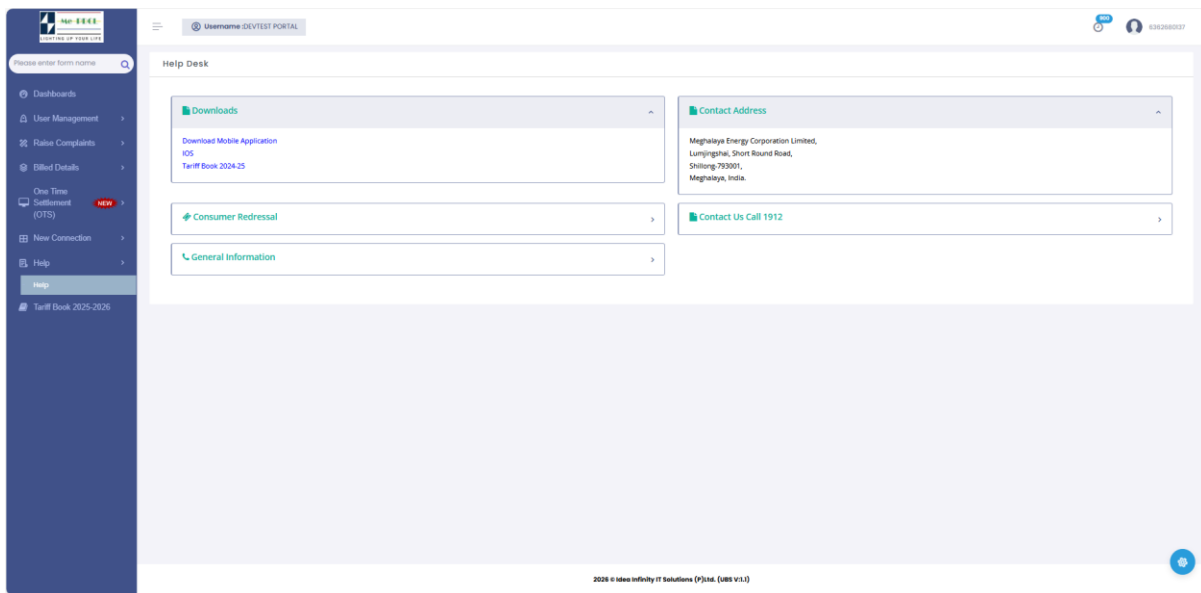
1. Access Help Module
2. Login to the portal.
3. From the left-side menu, click Help.
4. The Help Desk page opens displaying multiple support sections.

Downloads Section

1. Click on Downloads.
2. The section expands to show available files such as:
3. Mobile Application link
4. iOS download link
5. Tariff Book PDF
6. Click on the required link to download or open the document.

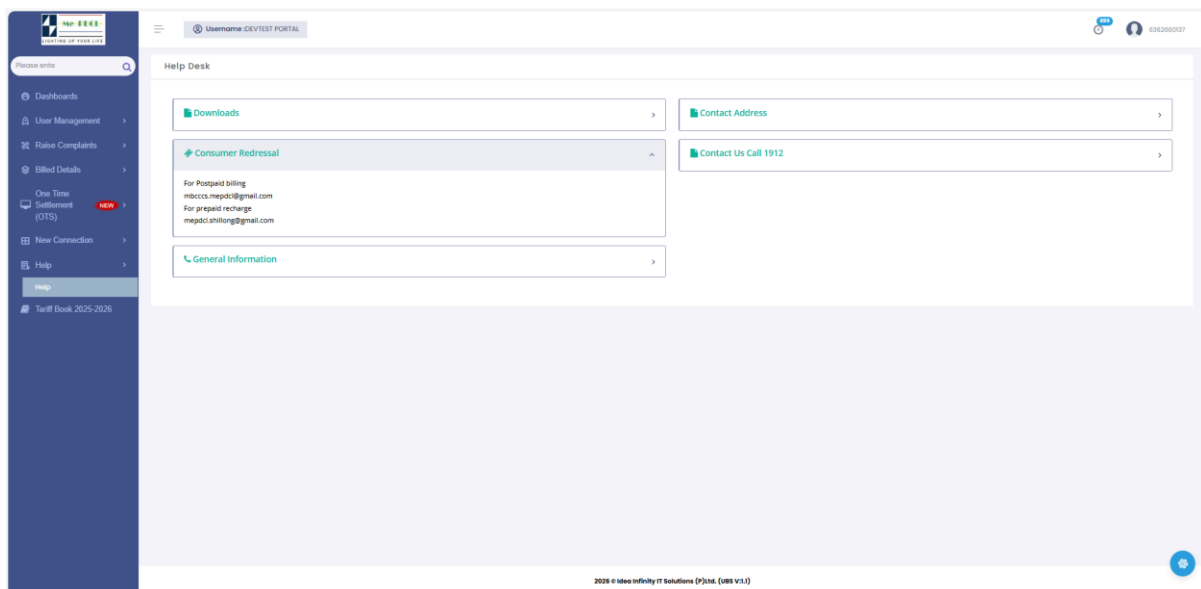
Contact Address

1. Click on Contact Address.
2. The official office address details are displayed.
3. User can note or copy the address for reference.



Consumer Redressal

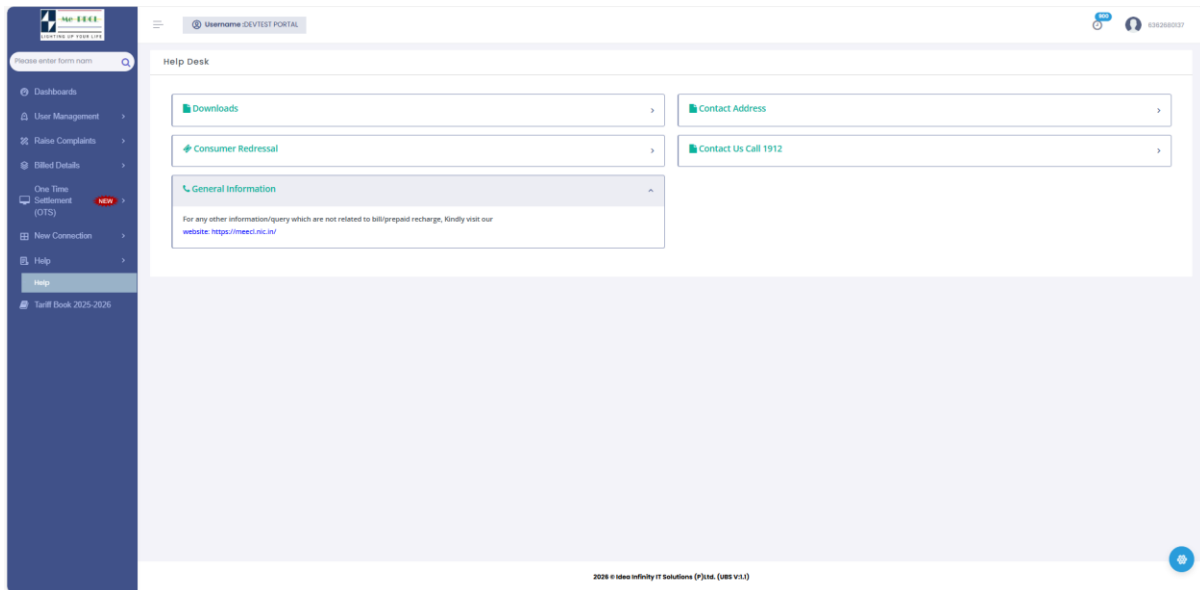
1. Click on Consumer Redressal.
2. Email IDs for:
3. Post-paid billing support
4. Prepaid recharge support are displayed.
5. User can copy the email ID and raise their concern via email.



General Information

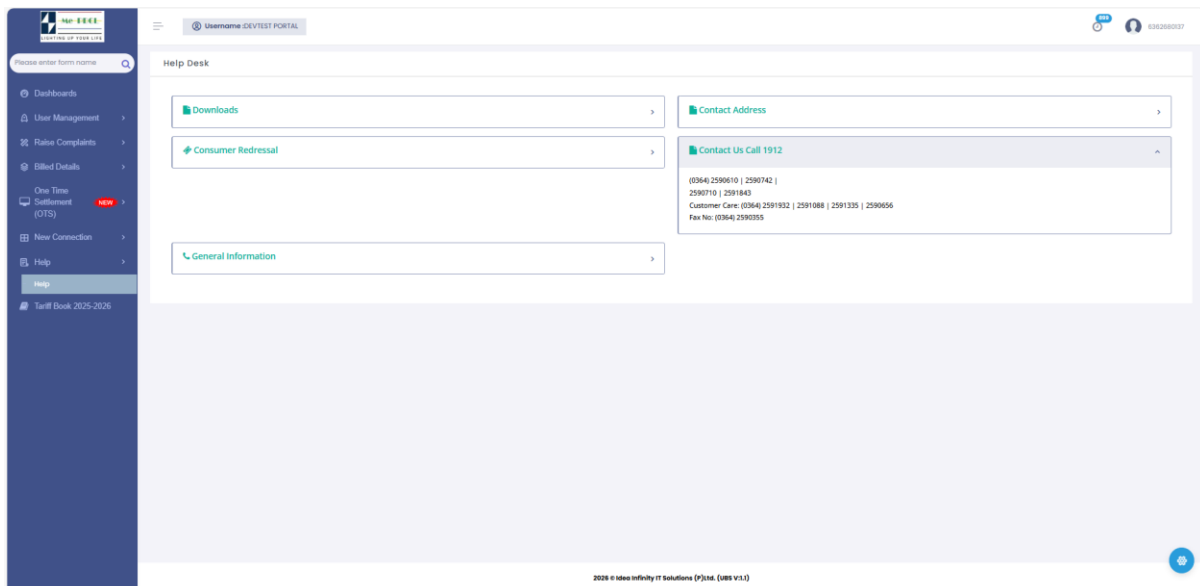
1. Click on General Information.

2. A website link and additional guidance are shown.
3. Click the website link to open it in a new tab for more details.



Contact Us – Call 1912

1. Click on Contact Us Call 1912.
2. Toll-free helpline number details are displayed.
3. User can directly call 1912 for complaint or support.



4. **Tariff Book 2025-36**

On Clicking Tariff Book Icon, tariff book is downloaded.

